

## INSTRUCTIONS FOR PREPARING THE MAINEDOT CONSULTANT BIDDER'S LIST FORM

The Consultant shall extend equal opportunity to MaineDOT certified DBE firms (as listed in MaineDOT's DBE Directory of Certified Businesses) in the selection and utilization of subconsultants and suppliers.

Each Consultant submitting a Technical Proposal for new contracts and contract modifications on a federally funded project must complete each section of the Consultant Bidder's List Form in its entirety for itself and each subconsultant on that project.

### SPECIFIC INSTRUCTIONS FOR COMPLETING THE FORM:

#### Section A:

1. Insert Consultant Name
2. Insert WIN for the Federal Project
3. Insert Project Location
4. Insert Email address of Contact Person

#### Section B:

- A. Enter each Prime Consultant and Sub-Consultant's name and address (including zip code) – Prime Consultant's name should be listed in the first box of this section; then each additional line would be proposed subconsultants – DBE or NonDBE.
- B. Enter each Consultant's and Sub-Consultant's annual gross receipts bracket (see the legend on the form).
- C. Enter DBE status (DBE or non-DBE) for each consultant/sub-consultant
- D. Enter each Consultant's and Sub-Consultant's NAICS (North Amer. Industry Classification System) code (URL: <https://www.naics.com/search-naics-codes-by-industry/>) You may use more than one NAICS code) and **attach** the Scope of Work.
- E. For each Consultant and Sub-Consultant, enter the Race and Gender of the firm's majority owner.
- F. Enter the Firm Age of each Consultant/Sub-Consultant.
- G. Enter the proposed amount of payment for each Consultant/Sub-Consultant.