

## FORM 2653 CONTRACTOR GOOD FAITH EFFORTS - INSTRUCTIONS

All bidders on projects with a DBE Participation Goal - regardless of bid ranking - must submit MDOT Form 2653 and all applicable associated forms (2653D, 4101, and/or 0193) within 5 calendar days of the bid letting.

### SECTION A: CONTRACTOR INFORMATION

Contractor: Enter name of prime contractor

Vendor ID: MDOT-assigned vendor ID of the prime contractor

Contact Name: The prime contractor's contact person for this project

E-mail Address: E-mail address of contact person

Phone Number: Phone number of contact person

### SECTION B: PROJECT INFORMATION

Letting Date: The date on which the contract was let

Letting Item Number: The Item Number (or Call Number) of the contract that was let

Contract ID: The full Contract ID (ex. 82000-12345)

Contract Bid Amount: List the Bid Amount of the Prime Contractor

Contract Goal: List the Advertised DBE Goal percentage on the project. The line next to it will auto-calculate what the amount will be if the DBE Goal is achieved

Contractor Good Faith Efforts: You don't need to enter anything here. These two lines will auto-populate based on the information provided in Section C: DBE COMMITMENTS

### SECTION C: DBE COMMITMENTS

\*Information for the DBE subcontractors can be found at [MDOT MUCP Public Application \(state.mi.us\)](https://www.state.mi.us/mdot/mucp)

DBE Name and Address: List the name and address of each DBE subcontractor you will be using on this project. Form 2653D will need to be submitted for each DBE subcontractor listed

MDOT Vendor Number: The MDOT-assigned Vendor ID for the DBE subcontractor. These can be found at [MDOT - Doing Business with MDOT \(state.mi.us\)](https://www.state.mi.us/mdot/doing-business)

MDOT Work Code(s): The MDOT Work Codes that will be used by the DBE subcontractor for work **on this project only**. (ex. Cb). Please do not list any Work Codes for work that the DBE is not doing on this specific project

NAICS Code(s): The NAICS Codes that will be used by the DBE subcontractor for work **on this project only**. These can be found at [MDOT MUCP Public Application \(state.mi.us\)](https://www.state.mi.us/mdot/mucp)

Dollar Amount: Enter the total for each DBE subcontractor that can be used towards the DBE goal. If you are using a DBE Supplier, list the 60% amount in this section

TOTAL DBE COMMITMENTS: This line will auto-calculate from the dollar amounts for each of the DBE subcontractors listed in this section. It will then auto-populate the Contractor Good Faith Efforts line in Section A

Authorized Prime Signature: Add the electronic signature of someone within the prime's organization that has the authorization to sign this form

Bulleted Items: The bulleted items under the AUTHORIZED PRIME SIGNATURE section identify the additional forms that must be submitted and include links to each of the additional forms

If you **have** met the Department's DBE goal:

- Submit Form 2653, Sections A-C, with a completed Form 2653D for each DBE subcontractor listed in Section C, to [MDOT-DBEsheets@Michigan.gov](mailto:MDOT-DBEsheets@Michigan.gov)
- If you are using a DBE Trucker, also include Form 4101 for each DBE Trucker, if applicable
- If you are using a DBE Supplier, also include Form 0193 for each DBE Supplier, if applicable

If you **have not** met the Department's DBE goal:

- Complete Form 2653, Sections A-C, and continue on to complete Sections D-H

## SECTION D: PROJECT SUMMARY

**HAS THE CONTRACT BEEN AWARDED:** A contract is awarded if it has been executed and a Notice to Proceed has been issued. Check Yes or No

**CONTRACT BID AMOUNT:** You do not need to fill this line out. It will auto-populate from what you previously entered in Section B: Project Information, under Contract Bid Amount

**WORK TO BE PERFORMED BY THE PRIME:** List the dollar amount that the prime will be performing on the project. It will automatically calculate the next line into a percentage

**TOTAL DBE COMMITMENTS:** You do not need to fill this line out. It will auto-populate from the TOTAL DBE COMMITMENTS line in SECTION C: DBE COMMITMENTS

**TOTAL WORK TO BE SUBCONTRACTED TO NON-DBEs:** You do not need to fill this line out. It will auto-populate from the total of SECTION F: WORK TO BE SUBCONTRACTED TO NON-DBEs

**TOTAL DBE SUPPLIER COMMITMENTS:** List the total amount of DBE Supplier commitments

**NUMBER OF DBEs DIRECTLY SOLICITED:** List the total number of DBEs that were contacted for quotes

**NUMBER OF DBEs THAT SUBMITTED QUOTES:** List the total number of DBEs that provided a quote

**NUMBER OF DBEs THAT SUBMITTED QUOTES BUT WERE NOT SELECTED:** List the number of DBEs who provided a quote but were not selected

## SECTION E: DESCRIPTION OF GOOD FAITH EFFORTS

What type of work did the bidder make available to DBE Firms? List the specific work classes on this particular project (e.g. Cb, Ea, I, etc.)

What types of work did the bidder not make available to DBEs? List specific work classes on this particular project that were not made available for DBE quotes (e.g. Cb, Ea, I, etc.)

How were DBEs notified? Check all the ways that DBEs were notified that you were requesting quotes

How were plans and specifications specific to the items of work made available? Check all the ways that plans and specifications for this specific project were made available to DBE subcontractors

## SECTION F: WORK TO BE SUBCONTRACTED TO NON-DBEs

**CONTRACTOR NAME:** List the names of the non-DBE subcontractors who will be working on the project

**WORK CLASS(ES) QUOTES:** List the specific work classes that will be performed by the non-DBE subcontractors on this project

**QUOTED DOLLARS:** List the total of the quotes of the non-DBE subcontractors on this project

**CALCULATED TOTAL:** This will auto-calculate the totals from the QUOTED DOLLARS column and populate the field TOTAL WORK TO BE SUBCONTRACTED TO NON-DBEs in Section D

**SECTION G: DBEs PROVIDING QUOTES THAT WERE NOT SELECTED**

There are two full pages to list out each DBE that provided a quote, but was not selected. If you need additional space, you may add the information on an additional page

NAME: List the name of the DBE company that provided a quote, but was not selected

QUOTED AMOUNT: List the quoted amount

WORK CLASSIFICATIONS: List the work classifications for which the DBE was providing a quote

MEANS OF SOLICITING: List each way that the DBE was contacted to provide a quote on the project

DATE(S) OF QUOTE: List the date that the DBE provided their quote

REASON(S) NOT SELECTED: Identify the reason that you did not select the DBE for the work they quoted

**SECTION H: GOOD FAITH EFFORTS DOCUMENTATION**

Identify each item that is being included with your submittal:

- Submit Form 2653, Sections A-H, with a completed Form 2653D for each DBE subcontractor listed in Section C, to [MDOT-DBEsheets@Michigan.gov](mailto:MDOT-DBEsheets@Michigan.gov)
- If you are using a DBE Trucker, also include Form 4101 for each DBE Trucker, if applicable
- If you are using a DBE Supplier, also include Form 0193 for each DBE Supplier, if applicable