

**Disadvantaged Business Enterprise (DBE) Requirements  
Frequently Asked Questions Regarding Bidder Compliance**

**Q:** How does a bidder locate certified DBEs?

**A:** DBE firms certified in Illinois can be found in the Illinois Unified Certification Program (IL UCP) located at <http://www.idot.illinois.gov/doing-business/certifications/disadvantaged-business-enterprise-certification/il-ucp-directory/index>. The RTA also recognizes DBE firms certified in other states.

**Q:** Can non-certified DBEs be used?

**A:** While non-certified DBEs can be used, only DBEs that are certified by the Illinois Unified Certification Program (IL UCP) or another state's DBE certification program can be counted toward the DBE goal participation. Proof of certification by one of these recognized and approved agencies should be sought from each DBE.

**Q:** How does a DBE become certified?

**A:** Information and applications for certification can be found at: <http://www.idot.illinois.gov/doing-business/certifications/disadvantaged-business-enterprise-certification/index>

**Q:** What are the Good Faith Efforts forms and how should they be completed?

**A:** The Good Faith Efforts documentation consists of three forms located in the Regional Transportation Authority's (RTA) DBE Compliance Plan under Section III. (The DBE Compliance Plan is part of the solicitation package.) The forms contain instructions that prescribe the minimum efforts which bidders must make in order to be in compliance with the DBE requirements. The Good Faith Efforts documentation should capture the efforts by the bidder to solicit DBEs for each area of work type that will be subcontracted.

**Q:** Do the Good Faith Efforts Log and supporting documentation have to be submitted with the bid/proposal?

**A:** Yes. The purpose of this requirement is to document that the bidder has complied with the DBE requirements. These compliance efforts must be completed during the bidding phase and not after-the-fact. Failure to show that Good Faith Efforts requirements were complied with during the bidding process can lead to a bid being found non-responsive.

**Q:** What kinds of documentation should a bidder provide to document Good Faith Efforts?

**A:** Documentation can include but not limited to the completed Good Faith Efforts Log in the DBE Compliance Plan, fax confirmation sheets, copies of solicitation letters/emails, printouts of online solicitations, printouts of online research results, affidavits of publication in newspapers and telephone logs.

**If you have any questions regarding DBE Requirements please contact the Regulatory Compliance Officer, LaToya Redd at 312-913-3212 or [reddl@rtachicago.org](mailto:reddl@rtachicago.org).**