

Texas Water Development Board
Disadvantaged Business Enterprise Program

Best Practices for State Revolving (Equivalency) Funded Projects

Techniques for accomplishing the DBE process and determining
the shortest distance from beginning to end.
(See the DBE-210 Guidance for complete instructions.)

A. Methods & Forms

- ✚ TWDB-DBE Required Forms:
 - 0215 (Applicant/Entity Affirmative Steps Certification)
 - 0217 (Prime Consultant/Contractor Affirmative Steps Certification)
- ✚ Understand the DBE Program's Objectives.
- ✚ Retain documents needed to substantiate a particular solicitation method.
- ✚ Separate, organize, and package support documentation by specific method and include a coversheet showing ownership between the entity and prime. Store and maintain packet.
- ✚ Financial Recipients (Entity), provide guidance and instruct Prime Contractors/Consultants on procurement requirements during the solicitation phase, prior to bid submission deadline. Or at the very latest when signing the contract and at the required 0217 form
- ✚ Complete each section and field of the required forms (0215 & 0217) to prevent delay with processing. Contact your TWDB DBE Coordinator for guidance on completing the forms if needed.
- ✚ When using an email distribution for Direct Contact solicitation, ensure to identify and highlight the DBE firms that were actually contacted.
- ✚ Resolve DBE issues as soon and quickly as possible once identified.
- ✚ Make the required DBE language conspicuous within solicitation unless a link is used to provide information.
- ✚ If links are preferred in the solicitation instead of posting the entire statement, take a screenshot of the post before links are disabled or expired to show evidence of dates and the DBE language.
- ✚ When using the Newspaper solicitation method, ensure that posting dates and DBE language is captured in the tear sheet. Maintain proof of all documentation throughout the contract.