

Best Practices for State Revolving (Equivalency) Fund Projects

Best Practice Methods & Techniques for Processes

(TWDB- DBE 210 Guidance)

The best ways of accomplishing the process and determining the shortest distance from beginning to end.

A. Methods & Forms

1. TWDB-DBE

- 215 (Applicant/Entity Affirmative Steps Certification)
- 216 (Affirmative Steps Solicitation Report)
- 217 (Prime Consultant/Contractor Affirmative Steps Certification)
- 373 (Participation Summary)

- Understand the DBE Program's Objectives.
- Submit only the documents needed to substantiate a particular method.
- Separate, organize, and package solicitation support documentation per specific method and include a coversheet labeling each method.
- Entity/Applicant, provide guidance and instruct Prime Contractors on procurement requirements during the solicitation phase (prior to the close of receiving bids) or at the very latest, at the signing of contract and at signing of form 217.
- Fill out each section of forms completely. If unsure how to complete, reach out to the TWDB DBE Coordinator.
- For Direct Contact using an email distribution list, highlight the DBE firms actually contacted.
- Resolve DBE issues as quickly as possible once identified.
- Make pertinent DBE language conspicuous within the advertisement.
- If links containing our required DBE language is used in the advertisement in lieu of posting the entire statement, take a screenshot of the post before the link is disabled or expired to show evidence of the pertinent language.
- When submitting a Newspaper clip as evidence, ensure that dates and pertinent language is captured in the clipping or screenshot.