



STATE OF ALASKA  
DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES  
Civil Rights Office – DBE Program

Competitive Sealed Proposals

**CONSULTANT REGISTRATION**

All consultant firms must register annually or prior to award with the Alaska Department of Transportation and Public Facilities (DOT&PF) Civil Rights Officer (CRO). The Consultant Registration is valid from January 1 thru December 31. Complete this form for each consultant and subconsultant. Firms will be listed on the consultant registration online directory <http://www.dot.state.ak.us/cvlrts/bidreg.shtml>.

Name of Firm \_\_\_\_\_

Street Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Contact Name \_\_\_\_\_

Telephone Number \_\_\_\_\_

Fax number \_\_\_\_\_

E-mail Address \_\_\_\_\_

Date Firm was Established \_\_\_\_\_

**The firm listed above is a (check all that apply):**

- Prime Consultant?  Identify specialty: \_\_\_\_\_
- Subconsultant?  Identify specialty: \_\_\_\_\_
- Certified DBE? \*  \*DBE- Disadvantaged Business Enterprise

**Firm's gross annual receipts:**

- < \$500,000
- \$500,000 - \$999,999
- \$1,000,000 - \$4,999,999
- \$5,000,000 - \$9,999,999
- \$10,000,000 - \$16,999,999
- > \$17,000,000

\_\_\_\_\_  
**Signature of Company Representative**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

Send this completed form to: *OR* You may fax your completed form  
to:  
**dot.cro.forms@alaska.gov** **(907) 269-0847**

If you have any questions, please call **(907) 269-0851**.

## SMALL BUSINESS ENTERPRISE PROGRAM (SBE) SELF-REGISTRATION

### Fostering Small Business Participation (SBE) (49 CFR 26.39):

To meet the requirements of 49 CFR 26.39, DOT&PF has implemented a Small Business Enterprise Program. This component is only applicable to federally funded projects.

**[Complete the Section below only if you are a Self-Certified SBE Firm]** All businesses wishing to be eligible as a SBE are required to submit a SBE Self-Registration form. The SBE Self-Registration form must be submitted on an annual basis beginning January 1 and is valid thru December 31.

In order to verify your firm's compliance with business size standards under 49 26.65(a)&(b) and CFR 26.67(2)(i), **at the time of award** you will be required to submit the following documents:

- SBE Affidavit of Certification Eligibility
- Personal Net Worth Statement
- Past three years of your corporations and/or individual tax returns
- If not a certified DBE, please provide documentation that you are self-certified as a small business (please contact Procurement Technical Assistance Center (PTAC) at (907) 786-7258 if you require assistance on becoming a self-certified small business)

**At time of award, send required documentation to:**

**DOT&PF Civil Rights Office Attn: Certification**  
**PO Box 196900**  
**Anchorage, Alaska 99519-690**  
**Phone: (907) 269-0851**  
**Fax: (907) 269-0847**

### A. SBE Directory Information

1. Can you verify at time of award that your firm's (including affiliates) last five year average annual gross receipts does not exceed the Small Business Administration (SBA) small business size standards found in [13 CFR part 121](#)? To find if your firm qualifies as small, use the SBA's [Size Standards Tool](#), or by referencing the SBA's [table of small business size standards](#).  
*\*If you marked "No" you do not qualify for the SBE Program*  Yes  No
2. Can you verify at time of award that your firm's (including affiliates) last three year average annual gross receipts does not exceed the business size standards per [49 CFR 26.65\(b\)](#)?  
*\*If you marked "No" you do not qualify for the SBE Program*  Yes  No
3. Can you verify at time of award that each individual owner of your firm does not exceed the personal net worth standards per [49 CFR 26.67\(2\)\(i\)](#)?  
*\*If you marked "No" you do not qualify for the SBE Program*  Yes  No

#### 4. Contact Info.

_____ Name of Firm	_____ Contact Name
_____ Telephone Number	_____ Fax Number
_____ Email Address	_____ Company Website