**DBE INTERESTED PARTIES LIST SIGN-UP PROCEDURES**

The **DBE Interested Parties List** is provided as a service of the [TDOT Small Business Development Program](https://www.tn.gov/tdot/civil-rights/small-business-development-program.html) to help prime contractors know which DBEs have expressed an interest in bidding on specific contracts for each Letting. If you are a DBE and want to be added to this list, please follow these steps:

* Review the **Notice to Contractors** on the [TDOT Construction Division website](https://www.tn.gov/tdot/tdot-construction-division/bid-lettings.html)
	+ Identify each contract number/county of interest
* On the page for the upcoming Letting, go to the “Quantities” link
	+ Scroll to each job you are interested in working and find the item # you would like to work on and for which you are certified for goal credit



* Complete the DBE Interested Parties List Form (next page) with company name/email address, along with county, contract # and work item code(s)

**The form should be completed and returned to** **TDOT.DBE.Program@tn.gov** **by the dates shown below. Late submissions will not be included on the website.**

|  |  |
| --- | --- |
| **LETTING DATE** | **FORM COMPLETION DEADLINE** |
| May 10, 2019 | April 24, 2019 |
| June 21, 2019 | June 5, 2019 |
| August 9, 2019 | July 24, 2019 |
| October 4, 2019 | September 18, 2019 |
| December 13, 2019 | November 27, 2019 |

**DBE INTERESTED PARTIES LIST FORM**

* Complete the form and save as a Word document
* Email the form to TDOT.DBE.Program@tn.gov by the dates listed on the previous page

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| **DBE Company Name** |  |
| **Email Address** |  |

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| **County Name (Location of Project)** | **Contract #** | **3 Number Work Item Code(s)** |
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