

How-To Guide

ADOBE FORM 6 WORKFLOW

Complete within 5 calendar days of bid opening

1 The Prime Contractor should complete the required fields. Required fields are: Contract ID, Call Order, Project DBE Goal (%), Bid Opening Date, Contractor, Contractor DBE Liaison Name, Email & Phone Number.

Attach the quote(s), sign and enter your title.

2 DBE AMOUNT & PAY ITEM TOTAL
Enter the pay item line information for the DBE quote. The form will automatically perform the math for the pay item subtotals and total. Enter the DBE amount manually. It must match the pay item total to submit.



Critical:

You must include the quote attachment(s)!



Contract Compliance Division
200 NE 21st, Rm. 3-C3
Oklahoma City, OK 73105
Telephone: 405-521-3188

Contract ID # *
Call Order # *
Project DBE Goal *

☐ I am a DBE bidding as the Prime Contractor

Bid Opening Date *

Contractor *
Contractor's DBE Liaison *
Contractor's DBE Liaison Phone # *
Contractor's DBE Liaison Email *

DBE Subcontractor *
DBE Subcontractor Email *

DBE Subcontractor Participation Amount:
USD *

Attach DBE Quote(s) * [Click to Attach DBE quote](#)

Accepted file types: PDF, DOC, DOCX, XLS

Critical:

For DBE prime bidders, enter NA or 0 (zero) in any required fields that are not relevant.

3 SIGNATURE PROCESS
After the Prime Contractor submits the form, a pop-up box will appear asking them to enter the DBE First and Last Name, email address, and confirm the email address for the DBE recipient. The Prime Contractor can add a message if you like. Click next. Enter your email address and click Submit.

4 RECEIVE THE FINAL SIGNED COPY
Once the DBE signs the document, a message will appear confirming that the final copy will be emailed. The process is complete for both parties. and the tab can be closed. Please note, it may take some time to receive the final executed copy via email. The DBE will receive daily reminders until the form is signed. address and click Submit.

Verify all information prior to signing the agreement!



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