

# Roles & Responsibilities for Reporting DBE Usage on Work Authorizations

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It is a priority of the state of Texas and the Texas Department of Transportation (TxDOT) to promote full and equal procurement opportunities for all types of businesses. TxDOT is responsible for ensuring that Disadvantaged Business Enterprise (DBE) subprovider usage data is collected and reported.

The provider project manager is responsible for entering and verifying all subprovider usage data each month. Failure to enter data and provide documentation will result in rejection of invoices.

This document is a supplemental aid. It is not intended to replace DBE policies and procedures outlined in the contract and other documents.

<b>PS-CAMS Portal</b>	
<p>TxDOT Contract Administrator will:</p> <ul style="list-style-type: none"> <li>Inform provider PM that PS-CAMS data entry is required for tracking payments and HUB/DBE subprovider usage, regardless of whether a DBE goal was assigned.</li> </ul>	<p>Provider PM will:</p> <ul style="list-style-type: none"> <li>Obtain access to the <a href="#">PS-CAMS Portal</a>.</li> <li>Start entering \$0.00 for monthly subprovider usage data (if WA has not been issued yet).</li> </ul>
<b>WA Development</b>	
<p>TxDOT PM will:</p> <ul style="list-style-type: none"> <li>Review contract requirements for DBE in <a href="#">Attachment H</a>.</li> <li>Review DBE goals in the contract, Exhibit H-1 Subprovider Commitment Plan.</li> <li>Review Exhibit H-2 Subprovider Commitment Agreement to ensure alignment with Exhibit H-1.</li> <li>Include contract and WA DBE information in the Business Case Memo.</li> <li>Provide a copy of the <a href="#">Subprovider Utilization Report template</a>.</li> </ul>	<p>Provider PM will:</p> <ul style="list-style-type: none"> <li>Review contract requirements for DBE in Attachment H.</li> <li>Review DBE goals in the contract, Exhibit H-1 Subprovider Commitment Plan.</li> <li>Develop Exhibit H-2 Subprovider Commitment Agreement for each DBE Subprovider performing services on the WA.</li> </ul>

## Monthly DBE Reporting and Monitoring

TxDOT PM will:

- Review the Exhibit H-3 Subprovider Monthly Progress Assessment Report (PAR) to verify that the provider has entered subprovider payment information.
- Verify that the subprovider payment information is in alignment with Exhibit H-2.
- Review invoices to verify that tasks are being performed by DBE subproviders.

Provider PM will:

- Enter subprovider payment information into the PS-CAMS Portal.
- Subprovider payment information must be entered monthly, even if there is no invoice being submitted, or no subprovider payments to report, in which case \$0.00 is entered for the subprovider payment amount.
- Monitoring progress towards meeting the contract DBE goal. This progress is documented in the H-3 Subprovider Monthly Progress Assessment Report (PAR) in PS-CAMS Portal.
- Complete the Prompt Payment Verification section of the invoice.
- If requested by TxDOT, provide documentation showing proof of subprovider payment.

## Commercially Useful Function Review

PEPS Support Services Center will:

- Conduct a Commercially Useful Function (CUF) review to ensure each DBE is performing a CUF.

Provider PM will:

- Upon request, submit subprovider information for the Commercially Useful Function (CUF) review.

## Subprovider Final Report

PEPS Service Center will:

- Review the Exhibit H-4 Subprovider Final Report when conducting TxDOT's final assessment of DBE activities for the contract.
- Approve and save the Exhibit H-4 in the contract file and send a copy to the TxDOT PM.

TxDOT PM will:

- File the copy of the Exhibit H-4 in their contract file.

Provider PM will:

- Use the PS-CAMS Portal to generate Exhibit H-4 Subprovider Final Report that lists the total of all DBE subprovider payments.
- Review the Exhibit H-4 and verify that all Exhibit H-3 Subprovider Monthly PARs have been accurately entered into the PS-CAMS Portal.
- Sign and submit Exhibit H-4 to the PEPS Service Center.

## DBE Subprovider Termination Request

### TxDOT PM will:

- Review the DBE Termination Request Form 4010 and accompanying documentation, then complete the TxDOT Only section up to the 'Decision'.
- Submit to PEPS Service Center for Decision.

### PEPS Service Center will:

- Work with the TxDOT PM and make the decision to approve or reject the DBE termination request.
- If the request is approved, process an SA to update Attachment E and Exhibit H-1 in the contract and, if applicable, a SWA to update Exhibit H-2 in the WA.

### Provider PM will:

- Notify the DBE subprovider in writing of the intent to terminate and the reason(s) for such termination.
- Give the DBE subprovider five calendar days to respond to the notice and provide reasons.
- Complete the [DBE Termination Request Form 4010](#) and submit it to the TxDOT PM, along with documentation of their notification to the subprovider, and any response provided by the subprovider.
- If the DBE termination is approved, the prime provider will have seven days to submit the DBE Substitution Form 4011 or provide evidence of their Good Faith Effort.
- Submit an updated Exhibit H-1 and, if applicable, an updated Exhibit H-2.

## DBE Subprovider Substitution Request

### TxDOT PM will:

- Review the DBE Substitution Request Form 4011 and accompanying documentation, then complete the TxDOT Only section up to the 'Decision'.
- Submit to PEPS Service Center for Decision.

### PEPS Service Center will:

- Work with the TxDOT PM and make the decision to approve or reject the DBE substitution request.
- If the request is approved, process an SA to update Attachment E and Exhibit H-1 in the contract and, if applicable, a SWA to update Exhibit H-2 in the WA.

### Provider PM will:

- Once notified that the DBE termination request is approved, complete the [DBE Substitution Request Form 4011](#) and submit it to the TxDOT PM.
- If the DBE substitution is approved, submit an updated Exhibit H-1 and, if applicable, an updated Exhibit H-2.