



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

**BIDDER REGISTRATION**

All firms are required to submit a Bidder’s Registration form before an Alaska Department of Transportation and Public Facilities (DOT&PF) project can be awarded. The Bidder Registration form must be submitted to the Civil Rights Officer (CRO) on an annual basis beginning January 1 and is valid thru December 31. Complete this form for each contractor and subcontractor. Firms will be listed on the bidder registration online directory <https://dot.alaska.gov/cvlrts/bidreg.shtml>.

Name of Firm: \_\_\_\_\_ Date Firm was Established: \_\_\_\_\_

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

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

Phone #: \_\_\_\_\_ Other Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Is this firm a:** *(check all that apply)*

- Prime Contractor?
- Subcontractor?
- Service Provider?
- Material Supplier?
- Manufacturer?
- Certified Disadvantage Business Enterprise (DBE)?
- Self-Certified Small Business Enterprise (SBE)? *(Complete page 2 of this form)*

**NAICS code** applicable to each scope of work the firm sought to perform on its bid: (www.census.gov/NAICS)

\_\_\_\_\_

**Firm’s gross annual receipts:**

- < \$1 million
- \$1-3 million
- \$3-6 million
- \$6-10 million
- > \$10 million

**Type of contracts/proposals bid by the firm:** *(check all that apply)*

- Highways
- Airports
- Mass Transit
- Alaska Marine Highway System

\_\_\_\_\_  
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 (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 CFR 26.65(a)&(b) and 26.68(b), **at the time of award** you will be required to submit the following documents:

- SBE Affidavit of Certification Eligibility
- Personal Net Worth Statement (available at <https://www.Transportation.gov/DBEFORMS>)
- Past five 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 Alaska APEX Accelerator 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 99519-6900  
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 (5) 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](#). Yes No  
*\*If you marked "No" you do not qualify for the SBE Program*
2. Can you verify at time of award that your firm's (including affiliates) last three (3) year average annual gross receipts does not exceed the business size standards per [49 CFR 26.65\(b\)](#)? <https://www.transportation.gov/DBEsizestandards> Yes No  
*\*If you marked "No" you do not qualify for the SBE Program*
3. Can you verify at time of award that each individual owner of your firm does not exceed the personal net worth cap posted online at <https://www.transportation.gov/DBEPNW> as defined by 49 CFR Parts [23](#) and [26](#)? Yes No  
*\*If you marked "No" you do not qualify for the SBE Program*
4. Contact Info.

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