

## **ODOT DBE Apprentice Policy**

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In an effort to assist DBE firms in becoming prequalified with the Department to provide engineering, environmental or right of way acquisition services, the Consultants Committee has approved the practice of DBE firms working with larger, prequalified firms on an "intern" or "apprentice" basis. In this way, the DBE firms and their personnel can gain experience towards prequalification. This policy will effectively provide a waiver to the provision of Section 2.08 of the Specifications for Consulting Services which states:

"The consultant shall not subcontract any services that require prequalification to a non-prequalified firm without prior written approval from the State."

In this type of arrangement, the prime consulting firm will remain responsible for the quality of the work, and must actively supervise and check the work being performed. The work performed by the specific employees of the DBE firm must be documented.

When submitting a letter of interest, the DBE firm should be listed as a subconsultant with an asterisk or other notation that explains the DBE firm's role in the project.