



Alaska Department of Transportation & Public Facilities
Civil Rights Office

Plan Holders Self-Registration List

Guide for Primes, Disadvantaged Business Enterprises
(DBEs) & Small Business Enterprises (SBEs)

DOT&PF Civil Rights Office



Alaska Department of Transportation & Public Facilities Civil Rights Office

Background

In February of 2013, the Civil Rights Office initiated the development of the Disadvantaged Business Enterprise (DBE) Stakeholders Committee, composed of DBEs, prime contractors and the Associated General Contractors (AGC). The objectives of the Committee were to:

- Create an online portal to connect primes & DBEs.
- Increase DBE participation.
- Foster open communication.
- Improve procurement opportunities for DBEs.
- Improve the GFE process.

DOT&PF's Plan Holders Self Registration List (PHSRL)

- The Plan Holders Self-Registration List allows DBEs, Small Business Enterprises (SBE), and non-DBE subcontractors to self-register as interested subcontractors.
- Prime contractors will have access to all subcontractors who are interested in participating in the bid.
- Prime contractors will no longer use the DBE Directory on the CRO website to solicit DBE participation, but are required to use it in order to verify DBE certification.
- Prime contractors will use the Plan Holder Self-Registration List to solicit DBE Participation.
- DBEs will only be contacted for projects for which they register.
- Prime contractors will only be required to contact DBEs that are interested in the project.
- The new Plan Holders Self-Registration List only applies to federally funded projects.

Benefits (DBEs & SBEs)

- DBEs & SBEs will increase their business opportunities by registering for projects that are above and beyond the subcontractable items.
- DBEs & SBEs can sign up for Online Public Notices and receive automatic email notifications of upcoming projects. This email notification will allow DBEs & SBEs to decide whether to bid.
- DBEs & SBEs can sign up for non-FHWA funded projects thereby increasing business opportunities to participate in state funded projects.
- Prime contractors will now have a list of DBEs & SBEs that are interested to bid from various work categories.

IMPORTANT NOTE:

Before you register for the PHSRL, it is highly recommended that you first register for the Online Public Bidding Notices which will notify you of any upcoming bids. Once you receive this notification it will prompt you to the PHSRL portal. Below are the processes on how to register for both portals.



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Follow the steps below to receive Online Public Notices

1. Go here <http://aws.state.ak.us/OnlinePublicNotices/>
2. Scroll to the bottom and find "Subscriptions." Click "search now."
3. Select as your search criteria: Status: Active, Department: Transportation and Public Facilities, Category: Procurement, Sub-category: Constructions Bids. Leave the rest of the items blank, then click Search.
4. Scroll to the bottom and click Subscribe. You'll get 4 options. Pick the envelope icon and "to search criteria." **Next enter your email address, then click on Subscribe.** Scroll to bottom and click Subscribe. You'll get 4 options. Pick the envelope icon and "to search criteria." **Next to Search Tools, click on Subscribe.**
5. Once your email address is entered, you will receive a "Confirm Your Subscription to Alaska Online Public Notices" email. Within 24 hours, click on the email link, to confirm your request.
6. You will now receive a new notices link that allows you to view the project (similar to this example:

http://www.dot.state.ak.us/apps/contracts?ACTION=BIDCAL®ION_CODE=C)

(You won't get emails for the active items that have already been posted.)

The screenshot shows the 'Online Public Notices' website. At the top, there's a navigation bar with 'State of Alaska' and links for 'myAlaska', 'My Government', 'Resident', 'Business in Alaska', 'Visiting Alaska', and 'State Employees'. Below this is a header for 'Online Public Notices' with a home icon and the text 'OFFICE OF THE LIEUTENANT GOVERNOR'. A secondary navigation bar contains 'Home', 'Search', 'Browse', and 'Log In'. The main content area has a 'Notice to Vendors' section with a paragraph about the IRIS system and a 'Search Notices' button. Below this is a paragraph about the IRIS team's landing page and a 'Browse Active Notices' button. A 'Note' section follows. At the bottom, there's a filter bar with 'Most Viewed', 'Most Recent', and 'Upcoming Events/Deadlines'. The 'Most Viewed' filter is selected, showing a list of notices including 'Notice of Intent to Begin Engineering and Environmental Studies, HSIP: Eklutna Overpass Bridge Warning 2015' and 'ITB - 528598 M&O SAND STORAGE FACILITIES - BIRCHWOOD'.



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How to Register for the PHSRL

1. Go to DOT&PF's Bid Calendar: <http://dot.alaska.gov/procurement/awp/awp-bids.cfm>

Effective July 1, 2018, all prime contractors, subcontractors and DBEs must register on the Alaska DOT&PF AASHTOWare Vendor list in order to submit bids or register on the PHSRL.

2. *To sign up on the PHSRL, you must be registered on the AASHTOWare Vendor list.*
<http://dot.alaska.gov/aashtoware/docs/AWP-Vendor-List-Guidance.pdf> for guidance.
3. Select a project and click on the "Plan Holders List".
4. Select the [Click here to Self-register](#) for this list: <http://www.dot.state.ak.us/cts/signup.cfm?cid=42719>
5. Enter the email address (used for Vendor Self Service or VSS) and select contractor type and click sign up.

NOTE: Only contractors registering as subcontractors will be considered mandatory contacts for the purposes of the Good Faith Effort (GFE).

6. Contact your [Regional Contracts Office](#) if you need to update your email address.
(<http://www.dot.state.ak.us/procurement/contacts/construction.shtml>).

Please note: VSS registration or updates can take up to 4 days to process.

After you self-register, you are encouraged to check to see that you are listed as a contact on the project and that your contact information is listed correctly.



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*Below: Illustration from the PHSR – **Mandatory DBE highlighted in yellow.**
This is a snap shot image sample.*

Mandatory Contacts are:

DBEs that register as a subcontractor within 7 calendar days after advertisement.

HOMER AIRPORT ARFF/SRE BUILDING Plan Holders List

As of 08/29/2018 08:13 AM AKDT , (Advertised on 08/03/2018)

[Click here to Self-register for this list.](#)

To sign up on the Plan Holders list, you must be registered on the AWP Vendor List. [Click here](#) for guidance. Contact your [Regional Contracts Office](#) if you need to update your email address.

[Associated General Contractor \(AGC\) offices and independent plans room](#)



Bid Express Electronic Bidding

Now available for all projects advertising (unless otherwise specified in the Invitation to Bid).



All prime contractors, subcontractors and DBEs must register on the Alaska DOT&PF AASHTOWare Vendor list in order to submit bids or register on plan holder's lists. You can get on the Alaska DOT&PF AASHTOWare Vendor list now! [Click here for instructions.](#)

For more information, please visit the AASHTOWare Project page for Contractors:
dot.alaska.gov/aashtoware/contractors.shtml

YENNEY & ASSOCIATES CONSTRUCTION INC

Email: yenney@gci.net

Date Registered: 08/07/2018

Physical Address: PO BOX 2967, HOMER, AK 99603-2967

***** DBE - Mandatory Contact *****



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Guidance on Good Faith Effort (GFE)

- The bidder has an obligation to make a good faith effort to meet the DBE goal.
- This can be demonstrated by either meeting the DBE Utilization Goal set on a project or documenting good faith efforts as outlined in Standard Modification 120-3.02.
- Prime contractors must consider all subcontractable items before the bid opening.
- Prime contractors must contact all DBEs listed as Mandatory Contacts on the Department's Plan Holders Self-Registration List.
- DBEs who register seven calendar days after the advertising date will be automatically listed as a Voluntary Contact. Prime contractors are encouraged to contact DBEs on the Voluntary Contact List
- Prime contractors must verify that DBEs are certified in the work category to receive DBE credit.
- Each contact with a DBE firm must be logged on a Contact Report, Form 25A-321A.

If the bidder cannot meet the DBE Utilization Goal, then the bidder should also consider other items that could be subcontracted to DBEs.

Mandatory Contact vs. Voluntary Contact

The PHSRL requirements only apply to the Federal-aid funded projects.

Mandatory Contacts are:

- DBEs that register as a subcontractor within 7 calendar days after advertisement.

Voluntary Contacts are:

- DBEs who are interested in bidding on the project, but do not register as a subcontractor within seven calendar days of the advertising date.
- General Contractors, Suppliers and DBEs affected by waivers.
- DBEs registering as a prime, unless the same DBE also registers as a subcontractor.

**Prime contractors are encouraged to contact voluntary DBEs
to meet the DBE Utilization goal**



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Questions: Contact Civil Rights Office Contract Compliance Section

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For individuals requiring TTY communications, please contact [Alaska Relay](#) 🗣️