

DBE – Rule Changes – Bidders List



May 9, 2024 – DBE Rule Change

Bidders List Requirements – At the time of Bid Solicitation



The purpose of this bidder's list information:

- Compile as accurate data as possible
- DBE and non-DBE contractors
- Subcontractors who seek to work on your federally assisted contracts
- Helps with overall goals setting

49 CFR 26.11(c)(1)

How is it impacting you?

Before Each Letting – Documentation is Needed



- WYDOT - Data Collection
 - Data from **all bidders**
 - Submitted **with bids or initial responses to negotiated procurements.**
 - **Goal** - in the iCX system
 - **All subcontractors will need documented Information before the bid is submitted. If all information is not included, the bid may be considered non-responsive.**

Important:

New Rule Applies to *All Contractors*



- **Please note:**
 - If information is not entered it will affect subcontract approvals

Required:



- WYDOT must obtain the following information about DBE and non-DBE contractors
 - (i) Firm name;
 - (ii) Firm address including ZIP code;
 - (iii) Firm's status as a DBE or non-DBE;
 - (iv) Race and gender** information for the firm's majority owner;
 - (v) NAICS code applicable to each scope of work the firm sought to perform in its bid;
 - (vi) Age** of the firm; and
 - (vii) The annual gross receipts** of the firm.

Gross Receipts



- **Contractors will need to update information annually**
- **July 1st Date**
 - gives enough for Filing

Gross Receipts – Document upload



- Who can complete the Ownership Tab?
 - Administrator Access - **only**

How are we collecting the data?



QA Web Menu

Dashboard Company Info X Save

Company Details Employees Current Work OJT Information Prequalification **Ownership**

Race Information for Firms Majority Owner: White American ✓

Gender Information for Firms Majority Owner: Male ✓

Age of the Firm/Date the Firm started: 01/01/1918

Financial Information

Year	Gross Receipts	N	D
2025	\$20,000,000.00	N	D
2024	\$0.00	N	D
2024	\$5,000.00	N	D
2024	\$5,000,000.00	N	D

New Ownership Tab

Go to:

–Menu

- Company tab

- Ownership tab

- » Demographic information *

- » Gross Receipt information *

* **Save time:** Have your Tax information and your Company initiation date on hand before you begin*

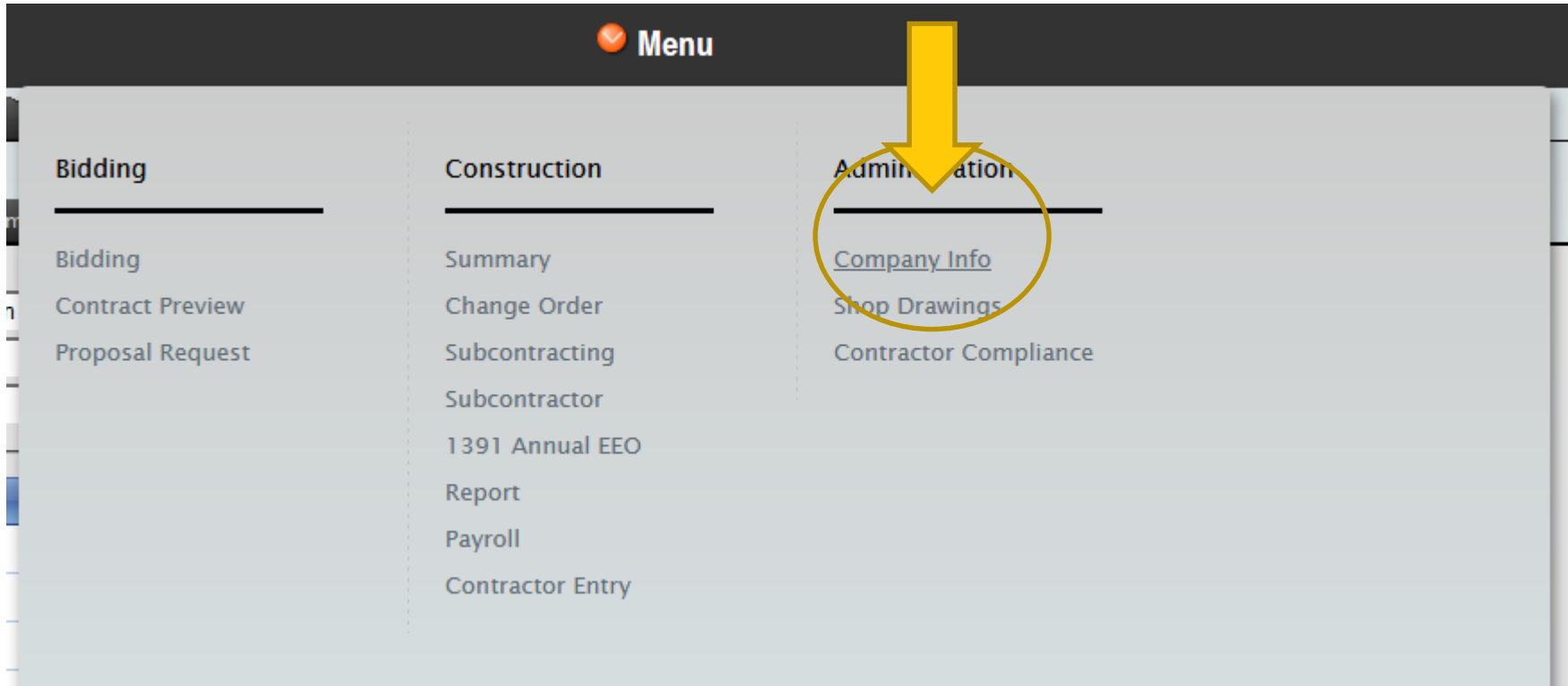
Menu



Menu

<u>Bidding</u>	<u>Construction</u>	<u>Administration</u>
Bidding	Summary	Company Info
Contract Preview	Change Order	Shop Drawings
Proposal Request	Subcontracting	Contractor Compliance
	Subcontractor	
	1391 Annual EEO	
	Report	
	Payroll	
	Contractor Entry	

STEP 1



Menu

- Bidding**
 - Bidding
 - Contract Preview
 - Proposal Request
- Construction**
 - Summary
 - Change Order
 - Subcontracting
 - Subcontractor
 - 1391 Annual EEO Report
 - Payroll
 - Contractor Entry
- Administration**
 - Company Info
 - Shop Drawings
 - Contractor Compliance

STEP 2

Menu



QA Web Menu

Dashboard Company Info X Save

Company Details Employees Current Work OJT Information Prequalification **Ownership**

Race Information for Firms Majority Owner: White American ✓
Gender Information for Firms Majority Owner: Male ✓
Age of the Firm/Date the Firm started: 01/01/1918 📅

Financial Information

Year	Gross Receipts	N	D
2025	\$20,000,000.00	N	D
2024	\$0.00	N	D
2024	\$5,000.00	N	D
2024	\$5,000,000.00	N	D

STEP 3

Add Required Demographics



Add: Race, Gender and Age of the firms



Race Information for Firms Majority Owner:

Gender Information for Firms Majority Owner:

Age of the Firm/Date the Firm started:

Financial Information

Year	Gross Receipts	
2025	\$20,000,000.00	N	D	^
2024	\$5,000.00	N	D	
2024	\$5,000,000,000.	N	D	
2024	\$0.00	N	D	v

STEP 4

Add Gross Receipts



Add: Year and Gross Receipt amounts

Upload a copy of your most recent Tax Return

Race Information for Firms Majority Owner: ✓

Gender Information for Firms Majority Owner: ✓

Age of the Firm/Date the Firm started: 📅

Financial Information

Year	Gross Receipts
2025	\$20,000,000.00	N	D
2024	\$5,000.00	N	D
2024	\$5,000,000,000.	N	D
2024	\$0.00	N	D

STEP 5

Gross Receipt: Form 1040 Schedule C



**SCHEDULE C
(Form 1040)**

Profit or Loss From Business
(Sole Proprietorship)

OMB No. 1545-0046

2024
Attachment
Sequence No. **09**

Department of the Treasury
Internal Revenue Service

Attach to Form 1040, 1040-SR, 1040-SF, 1040-SS, 1040-NR, or 1041; partnerships must generally file Form 1065.
Go to www.irs.gov/ScheduleC for instructions and the latest information.

Name of proprietor		Social security number (SSN)
A Principal business or profession, including product or service (see instructions)	B Enter code from instructions	
C Business name. If no separate business name, leave blank.	D Employer ID number (EIN) (see instructions)	
E Business address (including suite or room no.) City, town or post office, state, and ZIP code		
F Accounting method: (1) <input type="checkbox"/> Cash (2) <input type="checkbox"/> Cost of sales (3) <input type="checkbox"/> Other (specify)		
G Did you "materially participate" in the operation of the business during 2024? If "No," see instructions for limit on losses <input type="checkbox"/> Yes <input type="checkbox"/> No		
H If you started or acquired this business during 2024, check here		
I Did you make any payments in 2024 that would require you to file Form(s) 1099? See instructions <input type="checkbox"/> Yes <input type="checkbox"/> No		
J If "Yes," did you or will you file required Form(s) 1099? <input type="checkbox"/> Yes <input type="checkbox"/> No		

SAMPLE



Part I Income		
1	Gross receipts or sales. See instructions for line 1 and check the box if this income was reported to you on Form W-2 and the "Statutory employee" box on that form was checked <input type="checkbox"/>	1
2	Returns and allowances	2
3	Subtract line 2 from line 1	3
4	Cost of goods sold (from line 42)	4
5	Gross profit. Subtract line 4 from line 3	5
6	Other income, including federal and state gasoline or fuel tax credit or refund (see instructions)	6
7	Gross income. Add lines 5 and 6	7

Part II Expenses. Enter expenses for business use of your home only on line 56.

Gross Receipt: s Corporation 1120-S



Form **1120-S**

U.S. Income Tax Return for an S Corporation

OMB No. 1545-0123

Department of the Treasury
Internal Revenue Service

Do not file this form unless the corporation has filed or is attaching Form 2553 to elect to be an S corporation.
Go to www.irs.gov/Form1120S for instructions and the latest information.

2023

For calendar year 2023 or tax year beginning _____, 2023, ending _____, 20

A S election effective date	TYPE OR PRINT	Name	D Employer identification number
B Business activity code number (see instructions)		Number, street, and room or suite no. If a P.O. box, see instructions.	E Date incorporated
C Check if Sch. M-3 attached <input type="checkbox"/>		City or town, state or province, country, and ZIP or foreign postal code	F Total assets (see instructions) \$

G Is the corporation electing to be an S corporation beginning with this tax year? See instructions. Yes No

H Check if: (1) Final return (2) Name change (3) Address change (4) Amended return (5) S election termination

I Enter the number of shareholders who were shareholders during any part of the tax year

J Check if corporation: (1) Aggregated activities for section 465 at-risk purposes (2) Grouped activities for section 469 passive activity purposes

Caution: Include **only** trade or business income and expenses on lines 1a through 22. See the instructions for more information.

	1a Gross receipts or sales	b Less returns and allowances	c Balance	1c
Income				
2	Cost of goods sold (attach Form 1125-A)			2
3	Gross profit. Subtract line 2 from line 1c			3
4	Net gain (loss) from Form 4797, line 17 (attach Form 4797)			4
5	Other income (loss) (see instructions—attach statement)			5
6	Total income (loss). Add lines 3 through 5			6
7	Compensation of officers (see instructions—attach Form 1125-F)			7

SAMPLE



Add Gross Receipts



Upload a copy of your most recent
Tax Return

Race Information for Firms Majority Owner:

Gender Information for Firms Majority Owner:

Age of the Firm/Date the Firm started:

Financial Information

Year	Gross Receipts
<input type="text" value="2025"/>	<input type="text" value="\$20,000,000.00"/>	<input type="text" value="N"/>	<input type="text" value="D"/>
<input type="text" value="2024"/>	<input type="text" value="\$5,000.00"/>	<input type="text" value="N"/>	<input type="text" value="D"/>
<input type="text" value="2024"/>	<input type="text" value="\$5,000,000,000."/>	<input type="text" value="N"/>	<input type="text" value="D"/>
<input type="text" value="2024"/>	<input type="text" value="\$0.00"/>	<input type="text" value="N"/>	<input type="text" value="D"/>

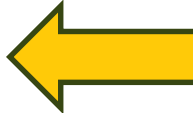
STEP 5

Add Gross Receipts



**Right Click inside of box to upload
a copy of your most recent Tax
Return**

Filename	Description	Document Type	Upload Date & Time	User	Metadata
No records to display.					



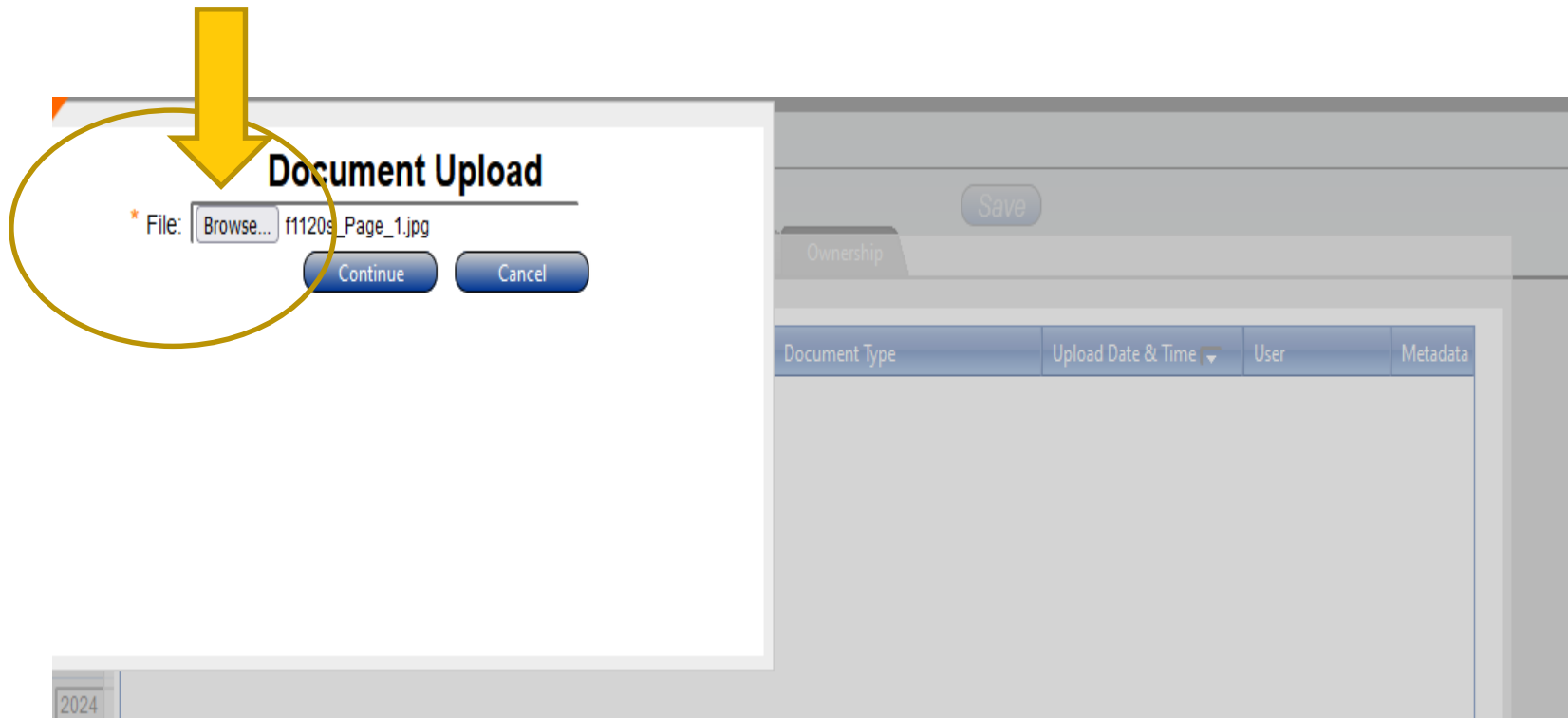
Close

STEP 5

Add Gross Receipts



Browse button to search for the most recent Tax Return



STEP 5

Add Gross Receipts



Upload a copy of your most recent
Tax Return

Filename	Description	Document Type	Upload Date & Time	User	Metadata
f1120s_Page_1_20241029.jpg	f1120s_Page_1	Company Financials	10/29/2024 01:19 PM		M

STEP 5

Add Gross Receipts



The “D” Document Tab will turn blue when your document has been uploaded.

Race Information for Firms Majority Owner:

Gender Information for Firms Majority Owner:

Age of the Firm/Date the Firm started:

Financial Information

Year	Gross Receipts
<input type="text" value="2025"/>	<input type="text" value="\$20,000,000.00"/>	<input type="button" value="N"/>	<input checked="" type="button" value="D"/>
<input type="text" value="2024"/>	<input type="text" value="\$5,000.00"/>	<input type="button" value="N"/>	<input type="button" value="D"/>
<input type="text" value="2024"/>	<input type="text" value="\$5,000,000,000."/>	<input type="button" value="N"/>	<input checked="" type="button" value="D"/>
<input type="text" value="2024"/>	<input type="text" value="\$0.00"/>	<input checked="" type="button" value="N"/>	<input type="button" value="D"/>

STEP 5

Add Gross Receipts



Don't forget to

SAVE



Reminders

Before each Letting – Documentation Needed



- WYDOT - Data Collection iCX
 - New Ownership Tab
 - Goal: in the iCX system no later than **December 1**
 - **All contractors will need to submit documentation prior to bid submission**
 - 49 CFR 26.11(c)(3)

Questions



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Thank you!



Thank you!