

**DEPARTMENT OF TRANSPORTATION**

DIVISION OF LOCAL ASSISTANCE

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*Making Conservation  
a California Way of Life*

April 01, 2024

[AGENCY]

[ADDRESS]

[CITY, STATE, ZIP]

To Whom It May Concern,

The California Department of Transportation (Caltrans) has commissioned BBC Research & Consulting (BBC) to conduct a disparity study to measure the participation and availability of person of color (POC)- and woman-owned businesses in Caltrans' contracts and procurements, including those awarded by local agencies. As part of the study, BBC has identified relevant local agency projects from a Caltrans database of federally funded authorizations and state-funded allocations and needs to identify prime contractors/consultants and ALL subcontractors/subconsultants, truckers, and suppliers [both disadvantaged business enterprises (DBEs) and non-DBEs] that performed work on projects that those agencies awarded during the period of **January 1, 2020, through December 31, 2023** (the study period).

Enclosed is an information request form for each relevant contract your agency awarded using Federal and State funding during the study period. Please list the contracts on each form and provide additional information, as needed, about *every* prime contractor or consultant, subcontractor or subconsultant, supplier, and trucker that participated in the contract. ***We are interested in collecting information about all prime contractors or consultants, subcontractors or subconsultants, suppliers, and truckers, not just those owned by POCs or women.*** Please verify and/or provide the following information for *each* prime contractor, subcontractor, supplier, and trucker that participated in the contract:

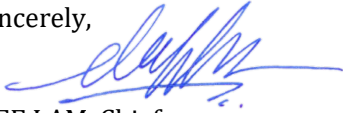
- Prime contractor/consultant name;
- Award date;
- Award amount or amount committed to the prime contractor, inclusive of change orders;
- Amount paid to the prime contractor to-date;
- All available contact information for the prime contractor;
- Type of work performed by the prime contractor;
- Subcontractor (or subconsultant, supplier, or trucker) name;
- Award amount or amount committed to the subcontractor, inclusive of change orders;
- Amount paid to the subcontractor to-date;
- Type of work performed by the subcontractor; and
- All available contact information for the subcontractor.

If the project is still in the bid stage or has otherwise not yet been contracted, please indicate so by filling the “Total Amount Paid to Date” cell in with “0 – project not started” and leave the remainder of that form blank.

Please complete the forms by **April 19, 2024** and return them to the attention of Betsy Sava with BBC via e-mail at [CaltransDisparity@bbcresearch.com](mailto:CaltransDisparity@bbcresearch.com).

It is very important that you provide us with the requested information as soon as possible so that we can complete the study in a timely manner. If you have any questions, please feel free to contact Betsy Sava at [CaltransDisparity@bbcresearch.com](mailto:CaltransDisparity@bbcresearch.com). Thank you in advance for your time and cooperation.

Sincerely,



DEE LAM, Chief  
Division of Local Assistance