

Form 1 CONTRACTOR UTILIZATION PLAN FORM

INSTRUCTIONS FOR COMPLETING CONTRACTOR UTILIZATION PLAN FORM

The Contractor Utilization Plan identifies the bidder's/proposer's (prime) team of certified and non-certified subcontractors and suppliers. It is also used to determine the percent (%) of Small Business (SB) participation on the team. **All team members must be listed on the form regardless of certification status.** Make additional copies of the appropriate Section(s) of the form, if needed, to include all team members.

Information applicable to all members of the team in Sections 1, 2, 3 & 4 of the CUP:

- Name, tax identification number, business address and contact information of prime, subcontractors and suppliers.
- Brief description of work to be performed by prime or subcontractors; or products to be provided by the suppliers.
- Certification status of prime, subcontractor(s) and supplier(s). Include a copy of the METRO SBE certificate or a DBE certificate for any applicable members of the team. Be sure to reference the solicitation regarding the types of SB certifications that METRO accepts or visit the METRO website www.ridemetro.org and go to the Small Business link.
- Percentages of the total contract value to be performed by the prime and each subcontractor and supplier. *(Note: The total of all team members must equal 100%.)*
- Price is REQUIRED on this form when responding to "Invitations for Bid" (IFB) solicitations. Price is only required on the FINAL CUP for "Requests for Qualifications" (RFQ) or "Requests for Proposals" (RFP) solicitations.**

	Type of Work to be Performed or Materials Supplied	Indicate if SBE/DBE (Y/N)		Percent of Contract Effort	Price (IFB ONLY)
		SBE	DBE		
Name of Business					
Tax ID No.					
Business Address					
Telephone No.					
Contact Person					
Title					
Email Address					

CUP Completion Instructions continued on next page

Section 1 – Prime Contractor: This Section is only for the bidder’s/proposer’s information.

Section 2 – Subcontractors: This Section is used to list all certified and non-certified subcontractors.

Section 3 – Suppliers – Manufacturers (100%): In this section, list all certified and non-certified suppliers that manufacturer or produce the product they are providing.

- 100% of each certified supplier’s contract value (or percentage) will count towards the SB goal.

Section 4 – Suppliers – Dealers (60%): In this section, list all certified and non-certified suppliers that purchase their products from a wholesaler.

- 60% of each certified supplier’s contract value (or percentage) will count towards the SB goal.
- Note that the “**Percent of Contract Effort**” in this section is divided into 2 parts: “**100%**” and “**60%**”. **BOTH PERCENTAGES MUST BE SPECIFIED IF A SUPPLIER IS CERTIFIED.**
- The “**100%**” represents the total value of the P.O. (or Contract) as a percentage of the total value of the bid. *For example:* If the total bid is \$1,000,000 and the P.O. value is \$100,000, then the **100% value = 10%** and the **60% value = 6%**. In this example, only 6% (\$60,000) will be counted towards the SB goal. See example below:

Percent of Contract Effort		Price (IFB ONLY)
100%	60%	
100% Value (%): 10%		100% Value (\$): \$100,000
	60% Value (%): 6%	60% Value (\$): \$60,000

- Reminder: In the case of an RFP or RFQ, only specify the percentages.

Summary Totals & SBE/DBE Participation Section

- In this section, under “**TOTAL AMOUNT OF BID/PROPOSAL**”, specify the dollar amounts and the corresponding percentages relative to the total bid amount from Sections 1, 2, 3, & 4. (**Important:** The total dollars must match your bid amount and the corresponding percentages must total to 100%.)
- Under “**% SBE/DBE Participation**” specify the percent of SB participation per Sections 1,2,3 & 4. See IFB example below:

EXAMPLE ONLY SCENARIO: The Prime is not certified, and all of the subcontractors and suppliers are certified firms. The Small Business goal is 35%.

	TOTAL AMOUNT OF BID/PROPOSAL	% SBE/DBE Participation
PRIME:	\$ 500,000 50 %	0 %
SUBCONTRACTORS:	\$ 300,000 30 %	30 %
SUPPLIER-MANUFACTURERS:	\$ 100,000 10 %	10 %
SUPPLIERS-DEALERS:	\$ 100,000 10 %	6 %
TOTAL BID/PROPOSAL AMOUNT:	\$ 1,000,000 100 %	46 %

(Note: If the solicitation is an RFP or RFQ, only specify the percentages.)

Remember to submit all Sections, enter the information highlighted in yellow blow, sign and date the form.

Submitted By: _____
Signature of Owner/Officer of Business (Date)

Business Name: _____

Address: _____

Telephone/Email: _____

Bidder/Proposer presents the following participants in this solicitation and any resulting contract.

Contract #: _____

Section 1 – PRIME CONTRACTOR		Type of Work to be Performed or Materials Supplied	Indicate if SBE/DBE (Y/N)		Percent of Contract Effort	Price (IFB ONLY)
			SBE	DBE		
Name of Business	_____					
Tax ID No.	_____					
Business Address	_____					
Telephone No.	_____					
Contact Person	_____					
Title	_____					
Email Address	_____					
Section 2 – SUBCONTRACTORS		Type of Work to be Performed or Materials Supplied	Indicate if SBE/DBE (Y/N)		Percent of Contract Effort	Price (IFB ONLY)
			SBE	DBE		
Name of Business	_____					
Tax ID No.	_____					
Business Address	_____					
Telephone No.	_____					
Contact Person	_____					
Title	_____					
Email Address	_____					
Name of Business	_____					
Tax ID No.	_____					
Business Address	_____					
Telephone No.	_____					
Contact Person	_____					
Title	_____					
Email Address	_____					

Bidder/Proposer presents the following participants in this solicitation and any resulting contract.

Contract #: _____

Section 3 – SUPPLIERS – MANUFACTURERS 100%		Counts for 100% toward small business goal when purchased from small business manufacturer (see Instructions to Bidders/Proposers).				
		Type of Work to be Performed or Materials Supplied	Indicate if SBE/DBE (Y/N)		Percent of Contract Effort (100%)	Price (IFB ONLY)
			SBE	DBE		
Name of Business	_____					
Tax ID No.	_____					
Business Address	_____					
Telephone No.	_____					
Contact Person	_____					
Title	_____					
Email Address	_____					
Name of Business	_____					
Tax ID No.	_____					
Business Address	_____					
Telephone No.	_____					
Contact Person	_____					
Title	_____					
Email Address	_____					
Name of Business	_____					
Tax ID No.	_____					
Business Address	_____					
Telephone No.	_____					
Contact Person	_____					
Title	_____					
Email Address	_____					

