

### Instructions For Completing CUP Form

The Contractor Utilization Plan form 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.** The METRO SBE Program does not accept a Good Faith Effort (GFE) response to its solicitations. All bidders/proposers must list each certified and non-certified firm on the Contractor Utilization Plan (CUP) form that it plans to utilize to satisfy the requirements of the scope of work. 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. **Only fill in the "Contracted By", information if the subcontractor or supplier is a lower tier to another subcontractor. This information is used to identify and track lower tier 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](http://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 work performed by 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 METRO SBE or DBE (Y/N)		Percent of Contract Effort	Price (IFB ONLY)
		SBE	DBE		
Name of Business	<b>SAMPLE ONLY</b>				
Tax ID No.					
Business Address					
Telephone No.					
Contact Name/Title					
Email Address					
<b>Contracted By</b>					

CUP instructions continued 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 on all tiers.

**Section 3 – Suppliers – Manufacturers (100%):** In this section, list all certified and non-certified suppliers that manufacturer or produce the product they are providing in support of the scope of work. In addition, on Construction contracts, if the supplier is under a certified prime or certified subcontractor then list all suppliers in this section.

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

**Section 4 – Suppliers – Dealers (60%):** In this section, list all certified and non-certified suppliers that resell the products purchased from a wholesaler in support of the scope of work.

- For non-certified Prime Contractors or subcontractor, 60% of each certified supplier’s contract value (or percentage) will count towards the Small Business Participation 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.**

**Example:** The “100%” represents the total value of the P.O. (or Contract) as a percentage of the total value of the bid. 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 Small Business Participation goal. See example below:

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

- Certified Prime Contractors and subcontractors that utilize suppliers (manufacturers or dealers) can count 100% of their participation towards the Small Business Participation goal.
- Reminder: In the case of an RFP or RFQ, only specify the percentages and not the price.

**Calculating Totals & %SBE/DBE Participation**

- 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 % of Contract Effort 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 the subcontractors and suppliers are certified firms. The Small Business goal is 35%.

TOTAL AMOUNT OF BID/PROPOSAL		% of Contract Effort	% SBE/DBE PARTICIPATION
PRIME: \$ 500,000	50 %		Prime: 0 %
SUBCONTRACTORS: \$ 300,000	30 %		Subcontractors: 30 %
SUPPLIER-MANUFACTURERS (M): \$ 100,000	10 %		Suppliers (M): 10 %
SUPPLIERS-DEALERS (D): \$ 100,000	10 %		Suppliers (D): 6 %
TOTAL BID/PROPOSAL AMOUNT: \$ 1,000,000	100 %		Total: 46 %

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

**Complete the blank form below and remember to submit all sections and sign, and date the form.**