

## CONTRACTOR UTILIZATION PLAN (CUP) 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](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 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	<hr/>					
Tax ID No.	<hr/>					
Business Address	<hr/>					
Telephone No.	<hr/>					
Contact Person	<hr/>					
Title	<hr/>					
Email Address	<hr/>					

CUP 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 (%): <b>10%</b>		100% Value (\$): <b>\$100,000</b>
60% Value (%): <b>6%</b>		60% Value (\$): <b>\$60,000</b>

- 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 <b>100 %</b>	<b>46 %</b>

(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: \_\_\_\_\_