



# CONTRACTOR UTILIZATION PLAN FORM INSTRUCTIONS

## Instructions For Completing Form

The Contractor Utilization Plan (CUP) 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.

For more information on METRO's Small Business Program, visit [RideMETRO.org/SmallBusiness](https://RideMETRO.org/SmallBusiness).

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

- A.** Name, tax identification number, business address and contact information of prime, subcontractors and suppliers.
- B.** Brief description of work to be performed by prime or subcontractors; or products to be provided by the suppliers.
- C.** 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 [RideMETRO.org](https://RideMETRO.org) and go to the Small Business link.
- D.** 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%.)**
- E.** 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.

Section	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	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
Tax ID No.					
Business Address					
Telephone No.					
Contact Person					
Title					
Email Address					

**CUP Completion Instructions continued on next**

## Sections 1, 2, 3 & 4:

### 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 %
<b>TOTAL BID/PROPOSAL AMOUNT:</b>	<b>\$ 1,000,000</b>	<b>100 %</b>	<b>46 %</b>

  

<b>Submitted By:</b>	<div style="background-color: yellow; width: 200px; height: 20px;"></div>	<b>Business Name:</b>	<div style="background-color: yellow; width: 150px; height: 20px;"></div>
	Signature of Owner/ Officer of Business		Date
<b>Address:</b>	<div style="background-color: yellow; width: 200px; height: 20px;"></div>	<b>Telephone/Email:</b>	<div style="background-color: yellow; width: 150px; height: 20px;"></div>

**NOTE:** If the solicitation is an RFP or RFQ, only specify the percentages.

**REMEMBER** to submit all sections, enter the information highlighted in yellow, sign and date the form.

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

**Contract #:** \_\_\_\_\_

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

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

<b>Name of Business</b>	_____					
<b>Tax ID No.</b>	_____					
<b>Business Address</b>	_____					
<b>Telephone No.</b>	_____					
<b>Contact Person</b>	_____					
<b>Title</b>	_____					
<b>Email Address</b>	_____					

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

**Contract #:** \_\_\_\_\_

<b>Section 3 –</b> <b>SUPPLIERS-MANUFACTURERS 100%</b> <small>Counts for 100% toward small business goal when purchased from small business manufacturer (see Instructions to Bidders/Proposers).</small>		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						

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

**Contract #:** \_\_\_\_\_

<b>Section 4 –</b> <b>SUPPLIERS-DEALERS 60%</b> <small>Counts for 60% toward small business goal when purchased from small business regular dealer (see Instructions to Bidders/Proposers).</small>		Type of Work to be Performed or Materials Supplied	Indicate if SBE/DBE (Y/N)		Percent of Contract Effort		Price (IFB ONLY)	
			SBE	DBE	100%	60%		
Name of Business	_____				100% Value (%):		100% Value (\$):	
Tax ID No.	_____						60% Value (%):	60% Value (\$):
Business Address	_____							
Telephone No.	_____							
Contact Person	_____							
Title	_____							
Email Address	_____							
Name of Business	_____				100% Value (%):		100% Value (\$):	
Tax ID No.	_____						60% Value (%):	60% Value (\$):
Business Address	_____							
Telephone No.	_____							
Contact Person	_____							
Title	_____							
Email Address	_____							

**TOTAL AMOUNT OF BID/PROPOSAL**

**% SBE/DBE PARTICIPATION**

PRIME:	\$ _____	_____ %	_____ %
SUBCONTRACTORS:	\$ _____	_____ %	_____ %
SUPPLIER-MANUFACTURERS:	\$ _____	_____ %	_____ %
SUPPLIERS-DEALERS:	\$ _____	_____ %	_____ %
<b>TOTAL BID/PROPOSAL AMOUNT:</b>	<b>\$ _____</b>	<b>_____ %</b>	<b>_____ %</b>

The Contractor agrees to adhere to this Plan submitted unless a waiver is received from the Office of Small Business. Any changes in the Plan regarding the proposed use of certified subcontractors in discharging the contract duties must be approved by the Office of Small Business. The approval of the Office of Small Business will not be unreasonably withheld upon a showing of good cause to make the change.

**Submitted By:** \_\_\_\_\_  
Signature of Owner/Officer of Business Date

**Business Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone/Email:** \_\_\_\_\_