

Metra Vendor Development Virtual Series

“How to be Responsive to DBE Compliance Requirements for Bid/Proposals” Workshop

Presented By:

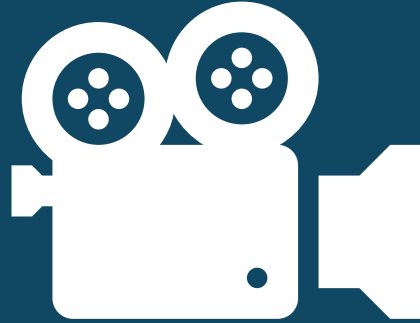
Ayanna Walker, DBE Compliance Specialist II



PRESENTATION GUIDELINES/HOUSEKEEPING



Presentation
will be
recorded



Keep Camera
off throughout
presentation



Stay on mute.
Use the chat
box for
questions



Questions will
be answered at
the end of the
presentation

Contract Opportunities

METRA.COM



MAIN MENU



BUSINESS OPPORTUNITIES
AND RESOURCES



PURCHASING &
PROCUREMENT

Procurement Portal Metra



Department:

Open Public Opportunities

Past Public Opportunities

My Opportunities

Status	Ref. #	Project	Department	Close Date	Days Left	Action
OPEN	IFB No. 109333	Rail and Switch Grinding Services	Purchasing	Nov 10th 2022, 2:00 PM CST	2	View Opportunity
OPEN	IFB No. 91884	Network Switches	Purchasing	Nov 10th 2022, 2:00 PM CST	2	View Opportunity
OPEN	IFB No. 113183	Miscellaneous Electrical Supplies	Materials and Service	Nov 16th 2022, 2:00 PM CST	8	View Opportunity
OPEN	IFB 108645A	Locomotive Batteries and Accessories	Purchasing	Nov 16th 2022, 2:00 PM CST	8	View Opportunity
OPEN	IFB No. 92153C	Cab Seats for Locomotives, Gallery Cab Cars and Highliners - Rebid	Purchasing	Nov 18th 2022, 2:00 PM CST	10	View Opportunity
OPEN	LIQ 111742	Engineering and NEPA Environmental Assessment and Environmental Services for Woodstock Layover Yard Project	Professional Services	Dec 6th 2022, 4:00 PM CST	28	View Opportunity

Contract Opportunities



ANNUAL PROCUREMENT PLAN 4Q 2022 - 3Q 2023



Annual Procurement Plan

Plan Period: 4Q 2022 - 3Q 2023

Plan Date: 10/1/2022

Metra User Department	Project Description	Contract Type * D-Eng. Design PS-Prof. Services C-Construction M-Material O-Other	Estimate (\$)	Estimated Contract Term **	DBE/SBE *** Contracting Opportunities Y/N	Anticipated Advertisement Quarter
Corporate Quality Assurance	Consulting Services for Project Management & Foundational Support Activities for Enterprise Asset Management (EAM) Implementation Project	PS	TBD	5 years	Y	4Q 2022
Information Technology	Payroll Replacement	PS	\$4,000,000	2 years	N	1Q 2023
Strategic Planning & Grants	Systemwide Network Plan	PS	\$2,000,000	2 years	N	1Q 2023
Mechanical Department	Buy America Task Order Contract	PS	\$300,000	5 years	N	1Q 2023
Engineering Department	OTC DV LED Video Walls	PS/M	\$500,000	1 year	Y	1Q 2023
Engineering Department	Public Information Display System (PIDS) Upgrade/Renewal	PS/M	\$2,000,000	5 months	N	1Q 2023
Human Resources Department	Absence Management Software	PS	\$300,000	5 years	N	3Q 2023

LOCATING CERTIFIED DBE FIRMS

Metra.com



Business
Opportunities and
Resources



Office of Diversity &
Business Enterprise



DBE Program



DBE Directory

Office of Diversity & Business
Enterprise

1

DBE Certification

DBE FAQs

Contact DBE

Seal Usage

Affidavits/Forms

DBE Directory

DBE Objective/Policy

Statement

SBE Program >

DBE Program >

Contract Compliance FAQs

On-Site Visit FAQs

Personal Net Worth FAQs

Prevailing Wage

Requirements FAQ

Outreach Calendar

2

3

Illinois Department of Transportation
Omer Osman, Acting Secretary

Contractor Search

Enter the Search criteria in the fields below and click Search.

If more than one field has criteria entered or a Category checkbox is selected, the results will contain only records meeting ALL the search criteria. If the Category checkbox is selected, and selecting the Category of Architecture/Engineering, will display all Companies in the Architecture/Engineering category with a Specialization of Design/Build. If the Category checkbox is selected, and selecting the Category of Architecture/Engineering, will display all Companies in the Architecture/Engineering category with a Specialization of Design/Build. If the Category checkbox is selected, and selecting the Category of Architecture/Engineering, will display all Companies in the Architecture/Engineering category with a Specialization of Design/Build.

Search

Company
Name

Specialty

NAICS
Code

Category

☐ Airport Concessionaire

☐ Architecture/Engineering

Select district(s) where the work will be
performed

☐ District 1

☐ District 2

4

DBE RESPONSIVENESS REQUIREMENTS FOR IFB/LIQ/RFP/SBE* SOLICITATIONS

*Small Business Enterprise

DBE RESPONSIVENESS REQUIREMENTS FOR IFB/LIQ/RFP

Schedules A & C (Commitment and Confirmation to DBE Subcontractor Participation)

SCHEDULE A BIDDER/PROPOSER/CONTRACTOR COMMITMENT TO DBE SUBCONTRACT PARTICIPATION

NAME OF BIDDER/PROPOSER OR CONTRACTOR: ABC Example Company, Inc. METRA IFB/RFP/CONTRACT (TASK) NO.: IFB 12345
NAME OF PROJECT: XYZ Project

NOTE:

- Bidder/Proposer/Contractor Must COMPLETE, SIGN AND RETURN THIS FORM along with Completed, Signed Schedule C(s) from Each listed DBE.
- If the BIDDER/PROPOSER/CONTRACTOR is itself a DBE, the DBE BIDDER/PROPOSER/CONTRACTOR must indicate the scope of work it will perform with its own forces (independent of the work of any subcontractor) and the dollar amount of that work.
- Any DBE listed on this Schedule A must be certified by the IL UCP at the time of Bid/Proposal submittal.

NAME AND ADDRESS OF DBE FIRM	DBE SCOPE OF WORK (TO BE PERFORMED FOR THIS PROJECT)* AND NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS) CODE	AGREED AMOUNT
345 Company, Inc 1234 Railroad Rd. Chicago IL, 60661	237310-Highway, Street, & Bridge Construction	\$ 150,000.00
		\$
		\$
		\$

*If space is not sufficient provide detail on attached page.

TOTAL DBE COMMITMENT \$150,000.00

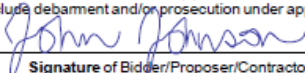
For bid/proposal responsiveness purposes only, DBE credit for Total DBE Commitment is measured solely against the base bid, initial proposal, bid total, or grand total, not on allowance, alternative bid amounts or master purchase agreement total dollar limitation. However, in the event Metra awards a contract, Metra expects any DBE listed on the Schedule A to perform the same or similar subcontractor work under the allowance. If the award includes an alternate, Metra expects any DBE listed on the Schedule A to perform the same or similar subcontractor work contained in the alternate. If the award is a negotiated amount, Metra expects any DBE listed on the Schedule A to perform the same or similar subcontractor work contained in the initial bid or proposal. In addition, Metra expects any DBE listed on the Schedule A to perform the same or similar subcontractor work authorized under the allowance or under release by a master purchase agreement as necessary to meet the established contract DBE goal.

Bidder/Proposer/Contractor cannot substitute any DBE without prior approval of the Director. Bidder/Proposer/Contractor cannot terminate for convenience any DBE listed and then perform the work with its own forces without prior approval of the Director.

I hereby certify that arrangements have been made for the foregoing work with the listed DBE subcontractor(s). I further understand that any willful falsification, fraudulent statement, or misrepresentation will result in appropriate sanctions, which may include debarment and/or prosecution under applicable State and Federal Laws.

John Johnson, President

Printed Name and Title of Bidder/Proposer/Contractor Authorized Signee



Signature of Bidder/Proposer/Contractor Authorized Signee

Date

SCHEDULE C CONFIRMATION OF DBE COMMITMENT

NAME OF BIDDER/PROPOSER OR CONTRACTOR: ABC Example Company, Inc. METRA IFB/RFP/CONTRACT (TASK) NO.: IFB 12345
NAME OF PROJECT: XYZ Project

NOTE:

- Bidder/Proposer/Contractor Must SUBMIT THIS FORM from each listed DBE at the time of Bid/Proposal is due along with a Completed, Signed Schedule A.
- If the BIDDER/PROPOSER/CONTRACTOR is itself a DBE, the DBE BIDDER/PROPOSER/CONTRACTOR must indicate the scope of work it will perform with its own forces (independent of the work of any subcontractor) and the dollar amount of that work.
- Any DBE listed on Schedule A and/or D must be certified by the IL UCP at the time of Bid/Proposal submittal.

NAME OF DBE FIRM: 345 Company, Inc
ADDRESS OF DBE FIRM: 1234 Railroad Rd. Chicago, IL 60661
hereby certifies that it is participating in the referenced Metra project in the agreed amount of \$ 150,000.00, performing Highway, Street, & Bridge Construction - 237310

and as shown on Schedule A of ABC Example Company, Inc.'s bid/proposal/contract.
Name of Prime Bidder/Proposer/Contractor

PLEASE COMPLETE THE FOLLOWING (Trucking Firms Complete Both Columns):					
The above DBE work will be further subcontracted:			The above DBE work will be supplemented with leased trucks:		
Check One	Yes	No <input checked="" type="checkbox"/>	Check One	Yes	No <input checked="" type="checkbox"/>
If Yes, indicate the % of the Schedule A and C Agreed Amount that is to be further subcontracted to a DBE and/or Non-DBE firm. Provide additional Schedule C(s) if further subcontracted to a DBE.			If Yes, indicate the % of the Schedule A and C Agreed Amount that will be expended for the lease of another DBE and/or Non-DBE firm's trucks. Provide additional Schedule C(s) if leased from a DBE.		
<u>0</u> % of DBE's work will be further subcontracted to another DBE.			<u>0</u> % of DBE's work will be further subcontracted to another DBE.		
<u>0</u> % of DBE's work will be further subcontracted to a Non-DBE.			<u>0</u> % of DBE's work will be further subcontracted to another DBE.		
If No, enter "0%" on both lines below.			If No, enter "0%" on both lines below.		
<u>0</u> % of DBE's work will be further subcontracted to another DBE.			<u>0</u> % of DBE's work will be supplemented with leased trucks from another DBE.		
<u>0</u> % of DBE's work will be further subcontracted to a Non-DBE.			<u>0</u> % of DBE's work will be supplemented with leased trucks from a Non-DBE.		

I further understand that any willful falsification, fraudulent statement, or misrepresentation will result in appropriate sanctions, which may include debarment and/or prosecution under applicable State and Federal Laws.

Jane Doe, President

Printed Name and Title of DBE Firm Authorized Signee



Signature of DBE Firm Authorized Signee

July 16, 2020

Date

Schedule A

(Commitment to DBE Subcontractor Participation)

Office of Diversity & Business Enterprise

DBE RESPONSIVENESS REQUIREMENTS FOR IFB/LIQ/RFP

Schedule A

(Commitment to DBE Subcontractor Participation)

SCHEDULE A BIDDER/PROPOSER/CONTRACTOR COMMITMENT TO DBE SUBCONTRACT PARTICIPATION																																	
NAME OF BIDDER/PROPOSER OR CONTRACTOR: ABC Company, Inc.	METRA IFB/RFP/CONTRACT (TASK) NO.: LIQ 12345 NAME OF PROJECT: XYZ Project																																
NOTE:																																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 95%;">AGREED AMOUNT</th> </tr> </thead> <tbody> <tr> <td></td> <td>\$ 150,000.00</td> </tr> <tr> <td></td> <td>\$</td> </tr> <tr> <td></td> <td>\$</td> </tr> <tr> <td></td> <td>\$</td> </tr> <tr> <td></td> <td>\$</td> </tr> <tr> <td></td> <td>\$ 150,000.00</td> </tr> <tr> <td></td> <td>Total, bid total, or grand</td> </tr> </tbody> </table>		AGREED AMOUNT		\$ 150,000.00		\$		\$		\$		\$		\$ 150,000.00		Total, bid total, or grand	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">DBE</th> <th style="width: 95%;">AGREED AMOUNT</th> </tr> </thead> <tbody> <tr> <td></td> <td>\$ TBD</td> </tr> <tr> <td></td> <td>\$</td> </tr> <tr> <td></td> <td>\$</td> </tr> <tr> <td></td> <td>\$</td> </tr> <tr> <td></td> <td>\$</td> </tr> <tr> <td></td> <td>COMMITMENT</td> </tr> <tr> <td></td> <td>\$ 25%</td> </tr> </tbody> </table>	DBE	AGREED AMOUNT		\$ TBD		\$		\$		\$		\$		COMMITMENT		\$ 25%
	AGREED AMOUNT																																
	\$ 150,000.00																																
	\$																																
	\$																																
	\$																																
	\$																																
	\$ 150,000.00																																
	Total, bid total, or grand																																
DBE	AGREED AMOUNT																																
	\$ TBD																																
	\$																																
	\$																																
	\$																																
	\$																																
	COMMITMENT																																
	\$ 25%																																
<p>I hereby certify that arrangements have been made for the foregoing work with the listed DBE subcontractor(s). I further understand that any willful statement, or misrepresentation will result in appropriate sanctions, which may include debarment and/or prosecution under applicable State and Federal laws.</p> <p>John Johnson, President</p> <p>Printed Name and Title of Bidder/Proposer/Contractor Authorized Signee</p> <p>Signature of Bidder/Proposer/Contractor Authorized Signee</p>																																	

DBE RESPONSIVENESS REQUIREMENTS FOR IFB/LIQ/RFP

Schedule C (Confirmation to DBE Subcontractor Participation)

SCHEDULE C CONFIRMATION OF DBE COMMITMENT

NAME OF BIDDER/PROPOSER OR CONTRACTOR: ABC Example Company, Inc. METRA IFB/RFP/CONTRACT (TASK) NO.: IFB 12345
NAME OF PROJECT: XYZ Project

NOTE:

- Bidder/Proposer/Contractor Must SUBMIT THIS FORM from each listed DBE at the time of Bid/Proposal is due along with a Completed, Signed Schedule A.
- If the BIDDER/PROPOSER/CONTRACTOR is itself a DBE, the DBE BIDDER/PROPOSER/CONTRACTOR must indicate the scope of work it will perform with its own forces (independent of the work of any subcontractor) and the dollar amount of that work.
- Any DBE listed on Schedule A and/or D must be certified by the IL UCP at the time of Bid/Proposal submittal.

NAME OF DBE FIRM: 345 Company, Inc.
ADDRESS OF DBE FIRM: 1234 Railroad Rd. Chicago, IL 60661

hereby certifies that it is participating in the referenced Metra project in the agreed amount of \$ 150,000.00 performing
Highway, Street, & Bridge Construction - 237310

and as shown on Schedule A of ABC Example Company, Inc.'s bid/proposal/contract.
Name of Prime Bidder/Proposer/Contractor

PLEASE COMPLETE THE FOLLOWING (Trucking Firms Complete Both Columns):					
			TRUCKING FIRMS ONLY		
The above DBE work will be further subcontracted:			The above DBE work will be supplemented with leased trucks:		
Check One	Yes	No <input checked="" type="checkbox"/>	Check One	Yes	No <input checked="" type="checkbox"/>
If Yes, indicate the % of the Schedule A and C Agreed Amount that is to be further subcontracted to a DBE and/or Non-DBE firm. Provide additional Schedule C(s) if further subcontracted to a DBE.			If Yes, indicate the % of the Schedule A and C Agreed Amount that will be expended for the lease of another DBE and/or Non-DBE firm's trucks. Provide additional Schedule C(s) if leased from a DBE.		
<u>0</u> % of DBE's work will be further subcontracted to another DBE.			<u>0</u> % of DBE's work will be further subcontracted to another DBE.		
<u>0</u> % of DBE's work will be further subcontracted to a Non-DBE.			<u>0</u> % of DBE's work will be further subcontracted to another DBE.		
If No, enter "0%" on both lines below.			If No, enter "0%" on both lines below.		
<u>0</u> % of DBE's work will be further subcontracted to another DBE.			<u>0</u> % of DBE's work will be supplemented with leased trucks from another DBE.		
<u>0</u> % of DBE's work will be further subcontracted to a Non-DBE.			<u>0</u> % of DBE's work will be supplemented with leased trucks from a Non-DBE.		

I further understand that any willful falsification, fraudulent statement, or misrepresentation will result in appropriate sanctions, which may include debarment and/or prosecution under applicable State and Federal Laws.

Jane Doe, President

Printed Name and Title of DBE Firm Authorized Signee


Signature of DBE Firm Authorized Signee

July 16, 2020

Date

SCHEDULE C CONFIRMATION OF DBE COMMITMENT

NAME OF BIDDER/PROPOSER OR CONTRACTOR: ABC Company, Inc. METRA IFB/RFP/CONTRACT (TASK) NO.: LIQ 12345
NAME OF PROJECT: XYZ Project

NOTE:

- Bidder/Proposer/Contractor Must SUBMIT THIS FORM from each listed DBE at the time of Bid/Proposal is due along with a Completed, Signed Schedule A.
- If the BIDDER/PROPOSER/CONTRACTOR is itself a DBE, the DBE BIDDER/PROPOSER/CONTRACTOR must indicate the scope of work it will perform with its own forces (independent of the work of any subcontractor) and the dollar amount of that work.
- Any DBE listed on Schedule A and/or D must be certified by the IL UCP at the time of Bid/Proposal submittal.

NAME OF DBE FIRM: 567, Inc.
ADDRESS OF DBE FIRM: 1234 Roadway Rd. Chicago, IL 60661

hereby certifies that it is participating in the referenced Metra project in the agreed amount of \$ TBD performing
Engineering Services - 541330

and as shown on Schedule A of ABC Company, Inc.'s bid/proposal/contract.
Name of Prime Bidder/Proposer/Contractor

PLEASE COMPLETE THE FOLLOWING (Trucking Firms Complete Both Columns):					
			TRUCKING FIRMS ONLY		
The above DBE work will be further subcontracted:			The above DBE work will be supplemented with leased trucks:		
Check One	Yes	No <input checked="" type="checkbox"/>	Check One	Yes	No <input checked="" type="checkbox"/>
If Yes, indicate the % of the Schedule A and C Agreed Amount that is to be further subcontracted to a DBE and/or Non-DBE firm. Provide additional Schedule C(s) if further subcontracted to a DBE.			If Yes, indicate the % of the Schedule A and C Agreed Amount that will be expended for the lease of another DBE and/or Non-DBE firm's trucks. Provide additional Schedule C(s) if leased from a DBE.		
<u>0</u> % of DBE's work will be further subcontracted to another DBE.			<u>0</u> % of DBE's work will be further subcontracted to another DBE.		
<u>0</u> % of DBE's work will be further subcontracted to a Non-DBE.			<u>0</u> % of DBE's work will be further subcontracted to another DBE.		
If No, enter "0%" on both lines below.			If No, enter "0%" on both lines below.		
<u>0</u> % of DBE's work will be further subcontracted to another DBE.			<u>0</u> % of DBE's work will be supplemented with leased trucks from another DBE.		
<u>0</u> % of DBE's work will be further subcontracted to a Non-DBE.			<u>0</u> % of DBE's work will be supplemented with leased trucks from a Non-DBE.		

I further understand that any willful falsification, fraudulent statement, or misrepresentation will result in appropriate sanctions, which may include debarment and/or prosecution under applicable State and Federal Laws.

Jane Doe, President

Printed Name and Title of DBE Firm Authorized Signee


Signature of DBE Firm Authorized Signee

July 16, 2020

Date

DBE RESPONSIVENESS REQUIREMENTS FOR IFB/LIQ/RFP

Schedule C (Confirmation to DBE Subcontractor Participation)

SCHEDULE C CONFIRMATION OF DBE COMMITMENT	
NAME OF BIDDER/PROPOSER OR CONTRACTOR: ABC Example Company, Inc.	METRA IFB/RFP/CONTRACT (TASK) NO.: IFB 12345 NAME OF PROJECT: XYZ Project
NOTE: <ul style="list-style-type: none">Bidder/Proposer/Contractor Must SUBMIT THIS FORM from each listed DBE at the time of Bid/Proposal is due along with a Completed, Signed Schedule A.If the BIDDER/PROPOSER/CONTRACTOR is itself a DBE, the DBE BIDDER/PROPOSER/CONTRACTOR must indicate the scope of work it will perform with its own	
NAME OF DBE FIRM: 345 Company, Inc.	
ADDRESS OF DBE FIRM: 1234 Railroad Rd. Chicago, IL 60661	
hereby certifies that it is participating in the referenced Metra project in the agreed amount of \$ 150,000.00	performing
Highway, Street, & Bridge Construction - 237310	
Name of Prime Bidder/Proposer/Contractor	
PLEASE COMPLETE THE FOLLOWING (Trucking Firm Complete Both Columns)	
The above DBE work will be further subcontracted to a DBE and/or Non-DBE.	NAME OF DBE FIRM: 567, Inc.
Check One	ADDRESS OF DBE FIRM: 1234 Roadway Rd. Chicago, IL 60661
If Yes, indicate the % of the Schedule subcontracted to a DBE and/or Non-DBE.	hereby certifies that it is participating in the referenced Metra project in the agreed amount of \$ TBD
0 % of DBE's work will be further subcontracted to a DBE.	Engineering Services - 541330
0 % of DBE's work will be further subcontracted to a Non-DBE.	
If No, enter "0%" on both lines below.	
0 % of DBE's work will be further subcontracted to a DBE.	
0 % of DBE's work will be further subcontracted to a Non-DBE.	0 % of DBE's work will be supplemented with leased trucks from a Non-DBE.
I further understand that any willful falsification, fraudulent statement, or misrepresentation will result in appropriate sanctions, which may include debarment and/or prosecution under applicable State and Federal Laws.	
Jane Doe, President	Signature of DBE Firm Authorized Signee: Jane Doe
Printed Name and Title of DBE Firm Authorized Signee	Date: July 16, 2020

Schedule C

(Confirmation to DBE Subcontractor Participation)

NAME OF BIDDER/PROPOSER OR CONTRACTOR: ABC Company, Inc. METRA IFB/RFP/CONTRACT (TASK) NO.: LIQ 12345
NAME OF PROJECT: XYZ Project

- Bidder/Proposer/Contractor Must SUBMIT THIS FORM from each listed DBE at the time of Bid/Proposal is due along with a Completed, Signed Schedule A.
- If the BIDDER/PROPOSER/CONTRACTOR is itself a DBE, the DBE BIDDER/PROPOSER/CONTRACTOR must indicate the scope of work it will perform with its own forces (independent of the work of any subcontractor) and the dollar amount of that work.
- Any DBE listed on Schedule A and/or D must be certified by the IL UCP at the time of Bid/Proposal submittal.

NAME OF	PLEASE COMPLETE THE FOLLOWING		
ADDRESS			
hereby ce Engineer	The above DBE work will be further subcontracted:		
	Check One	Yes	No <input checked="" type="checkbox"/>
and as sh	If Yes, indicate the % of the Schedule A and C Agreed Amount that is to be further subcontracted to a DBE and/or Non-DBE firm. Provide additional Schedule C(s) if further subcontracted to a DBE.		
	<input type="text"/> % of DBE's work will be further subcontracted to another DBE.		
	<input type="text"/> % of DBE's work will be further subcontracted to a Non-DBE.		
The above	If No, enter "0%" on both lines below.		
If Yes, indi subcontract subcontract	<input type="text"/> % of DBE's work will be further subcontracted to another DBE.		
<input type="text"/> %	<input type="text"/> % of DBE's work will be further subcontracted to a Non-DBE.		
<input type="text"/> %	If No, enter "0%" on both lines below.		
	<input type="text"/> % of DBE's work will be further subcontracted to another DBE.		
	<input type="text"/> % of DBE's work will be further subcontracted to a Non-DBE.		
	If No, enter "0%" on both lines below.		
	<input type="text"/> % of DBE's work will be further subcontracted to another DBE.		
	<input type="text"/> % of DBE's work will be further subcontracted to a Non-DBE.		

Jane Doe, President

Jane Doe

July 16, 2020

Printed Name and Title of DBE Firm Authorized Signee

Signature of DBE Firm Authorized Signee

Date _____

SBE RESPONSIVENESS REQUIREMENTS

Schedules S-1 & S-2 (Commitment and Confirmation of SBE Subcontractor Participation)

SCHEDULE S-1

BIDDER CONFIRMATION OF SBE PARTICIPATION

METRA IFB NO.: _____

NAME OF PROJECT: _____

NAME OF BIDDER: _____

ADDRESS OF FIRM: _____

PLEASE SELECT DBE OR SBE HOST AGENCY: ☐ Metra ☐ Chicago Transit Authority (CTA) ☐ Pace ☐ City of Chicago ☐ IL Department of Transportation (IDOT)

NOTE:

- Only firms who are certified as a DBE or verified as a SBE with one of the Illinois Unified Certification Program (IL UCP) members indicated above at the time of bid submittal will be considered.
- Bidders must complete, sign and return this form along with proof of DBE certification or SBE verification from one of the IL UCP members indicated above.
- Bidders must indicate on this form the scope of work it will perform with its own forces, the NAICS code and the dollar amount of that work (contract amount).
- Bidders must be certified or verified in the scope of work listed to be performed for this project.

DBE/SBE SCOPE OF WORK (TO BE PERFORMED FOR THIS PROJECT) and NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS) CODE	CONTRACT AMOUNT
_____	\$ _____

PLEASE COMPLETE THE FOLLOWING:

The above work will be further subcontracted: (If Yes, Please Complete Schedule S-2 For Each Firm Work Will Be Further Subcontracted to on This Project.)

Check One	Yes	No
If Yes, indicate the % of the Contract Amount that is to be further subcontracted to a SBE, DBE and/or Non-DBE firm.		
_____ % of DBE/SBE's work will be further subcontracted to another SBE.		
_____ % of DBE/SBE's work will be further subcontracted to a DBE or Non-DBE.		
If No, enter "0%" on both lines below.		
_____ % of DBE/SBE's work will be further subcontracted to another SBE.		
_____ % of DBE/SBE's work will be further subcontracted to a DBE or Non-DBE.		

I hereby certify that arrangements have been made for the foregoing work with the DBE/SBE subcontractor(s) indicated above. I further understand that any willful falsification, fraudulent statement, or misrepresentation will result in appropriate sanctions, which may include debarment and/or prosecution under applicable State and Federal Laws.

Printed Name and Title of Bidder Authorized Signee Signature of Bidder Authorized Signee Date

SCHEDULE S-2

SBE/DBE PARTICIPATION SUBCONTRACT CONFIRMATION

METRA IFB/RFP NO.: _____

NAME OF PROJECT: _____

NOTE:

- BIDDERS WHO ARE CERTIFIED AS A DBE OR VERIFIED AS A SBE WITH ONE OF THE ILLINOIS UNIFIED CERTIFICATION PROGRAM (IL UCP) MEMBERS; METRA, IDOT, CTA, PACE AND CITY OF CHICAGO, MUST SUBMIT THIS FORM FROM EACH FIRM THAT WORK WILL BE FURTHER SUBCONTRACTED TO ON THIS PROJECT AS INDICATED ON SCHEDULE S-1.
 - DBE or SBE firms listed on Schedule S-2 must be DBE certified or SBE verified with one of the IL UCP members indicated above at the time of bid submittal.
 - DBE or SBE firms must indicate on this form the scope of work it will perform with its own forces and the dollar amount of that work.

NAME OF BIDDER: _____

NAME OF DBE/SBE FIRM: _____

ADDRESS OF DBE/SBE FIRM: _____

hereby certifies that it is participating in the referenced Metra project in the agreed amount of \$ _____

performing _____

and as shown on Schedule S-1 of _____'s bid.

Name of Prime Bidder

I further understand that any willful falsification, fraudulent statement, or misrepresentation will result in appropriate sanctions, which may include debarment and/or prosecution under applicable State and Federal Laws.

Printed Name and Title of DBE/SBE Firm Authorized Signee

Signature of DBE/SBE Firm Authorized Signee

Date

SBE RESPONSIVENESS REQUIREMENTS

Schedule S-1 (Confirmation of SBE Participation)

SCHEDULE S-1 BIDDER CONFIRMATION OF SBE PARTICIPATION		
NAME OF PROJECT:		METRA IFB NO.:
NAME OF BIDDER:		
ADDRESS OF FIRM:		
PLEASE COMPLETE THE FOLLOWING:		(IDOT)
DBE/SBE SCOPE OF WORK (TO BE PERFORMED FOR THIS PROJECT) and NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS) CODE		bid
The above work will be further subcontracted: (If Yes, Please Complete Schedule S-2 For Each Firm Work Will Be Subcontracted)		
Check One	Yes	No
If Yes, indicate the % of the Contract Amount that is to be further subcontracted to a SBE, DBE and/or Non-DBE firm.		
% of DBE/SBE's work will be further subcontracted to another SBE.		
% of DBE/SBE's work will be further subcontracted to a DBE or Non-DBE.		
If No, enter "0%" on both lines below.		
% of DBE/SBE's work will be further subcontracted to another SBE.		
% of DBE/SBE's work will be further subcontracted to a DBE or Non-DBE.		
I hereby certify that arrangements have been made for the foregoing work with the DBE/SBE subcontractor(s) indicated above. I further understand that any willful falsification, fraudulent statement, or misrepresentation will result in appropriate sanctions, which may include debarment and/or prosecution under applicable State and Federal Laws.		
Printed Name and Title of Bidder Authorized Signee	Signature of Bidder Authorized Signee	Date

Page 2 of 3
Exhibit 1-L

Office of Diversity & Business Enterprise_May 2020

SBE RESPONSIVENESS REQUIREMENTS

Schedule S-2 (SBE Subcontractor Confirmation)

SCHEDULE S-2	
SBE/DBE PARTICIPATION SUBCONTRACT CONFIRMATION	
METRA IFB/RFP NO.: _____	
NAME OF PROJECT: _____	
NOTE:	
<ul style="list-style-type: none">BIDDERS WHO ARE CERTIFIED AS A DBE OR VERIFIED AS A SBE WITH ONE OF THE ILLINOIS UNIFIED CERTIFICATION PROGRAM (IL UCP) MEMBERS; METRA, IDOT, CTA, PACE AND CITY OF CHICAGO, MUST SUBMIT THIS FORM FROM EACH FIRM THAT WORK WILL BE FURTHER SUBCONTRACTED TO ON THIS PROJECT AS INDICATED ON SCHEDULE S-1.<ul style="list-style-type: none">DBE or SBE firms listed on Schedule S-2 must be DBE certified or SBE verified with one of the IL UCP members indicated above at the time of bid submittal.	
NAME OF	hereby certifies that it is participating in the referenced Metra project in the agreed amount of \$ _____
NAME OF	performing _____
ADDRESS	_____
hereby ce	and as shown on Schedule S-1 of _____'s bid.
performin	Name of Prime Bidder
and as sh	
I further understand that any willful falsification, fraudulent statement, or misrepresentation will result in appropriate sanctions, which may include debarment and/or prosecution under applicable State and Federal Laws.	
Printe	_____
Printed Name and Title of DBE/SBE Firm Authorized Signee	Signature of DBE/SBE Firm Authorized Signee

HELPFUL REMINDERS FOR IFB/LIQ/RFP SUBMISSIONS

All Schedules must be properly completed and signed

DBE scope of work & NAICS code(s) must match IL UCP Directory

DBE work to be further subcontracted must be indicated on Schedules

Committed amount on Schedules A & C indicated as a dollar amount or percentage of work to be performed by the DBE firm or as TBD for LIQ/RFP solicitations

Commitment to meet the required DBE goal must be included in Letter of Interest for LIQ Solicitations

Provide Proof of SBE verification from host agency for SBE solicitations

Firms certified as MBE/WBE do not count towards the required DBE goal, Metra only counts the utilization of a firm certified as DBE

FAQ

Q. I am a DBE firm, can I commit to the DBE goal requirement by utilizing my own forces?

- Yes, only if your firm is certified under the IL UCP in the area of specialty directly related to the solicitation.

Q. If my company indicates on Schedule A the utilization of 6 DBE firms to meet the DBE goal requirement for a proposal and I only submit Schedule C for 5 of the DBE firms, will my company's proposal be deemed responsive?

- No, for each firm listed on the Schedule A, a Schedule C must be provided to ensure the DBE firm is committed to be utilized to meet the DBE goal requirement.

Q. Where can I find information regarding counting DBE participation?

- Metra's DBE Compliance Requirements Exhibit (*Section IV*)
- Solicitation Documents and Contract Documents
- U.S. Department of Transportation Regulations

Q. If the DBE I want to use is certified in Wisconsin and MBE/WBE with the City of Chicago, can the firm be utilized to meet the DBE goal?

- No, Metra will only count the utilization of a firm certified as DBE under the IL UCP at the time of bid/proposal submission.

**PLEASE CONTACT THE DBE COMPLIANCE TEAM
IF YOU NEED FURTHER INFORMATION**

Amy Fischer afischer@metrarr.com
Liliana Reyes lreyes@metrarr.com
Ayanna Walker awalker@metrarr.com

QUESTIONS?

Thank You!

Upcoming Workshops:

Metra's Third-Party Contractor Quality Management Program
December 7, 2022