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
## Procurement Portal

**Metra**

### Open Public Opportunities

<table>
<thead>
<tr>
<th>Status</th>
<th>Ref. #</th>
<th>Project</th>
<th>Department</th>
<th>Close Date</th>
<th>Days Left</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPEN</td>
<td>IFB 10933</td>
<td>Rail and Switch Grinding Services</td>
<td>Purchasing</td>
<td>Nov 10th 2022, 2:00 PM CST</td>
<td>2</td>
<td>View Opportunity</td>
</tr>
<tr>
<td>OPEN</td>
<td>IFB 91884</td>
<td>Network Switches</td>
<td>Purchasing</td>
<td>Nov 10th 2022, 2:00 PM CST</td>
<td>2</td>
<td>View Opportunity</td>
</tr>
<tr>
<td>OPEN</td>
<td>IFB 113183</td>
<td>Miscellaneous Electrical Supplies</td>
<td>Materials and Service</td>
<td>Nov 16th 2022, 2:00 PM CST</td>
<td>8</td>
<td>View Opportunity</td>
</tr>
<tr>
<td>OPEN</td>
<td>IFB 108645A</td>
<td>Locomotive Batteries and Accessories</td>
<td>Purchasing</td>
<td>Nov 16th 2022, 2:00 PM CST</td>
<td>8</td>
<td>View Opportunity</td>
</tr>
<tr>
<td>OPEN</td>
<td>IFB 92153C</td>
<td>Cab Seats for Locomotives, Gallery Cab Cars and Highliners - Rebid</td>
<td>Purchasing</td>
<td>Nov 18th 2022, 2:00 PM CST</td>
<td>10</td>
<td>View Opportunity</td>
</tr>
<tr>
<td>OPEN</td>
<td>LIQ 111742</td>
<td>Engineering and NEPA Environmental Assessment and Environmental Services for Woodstock Layover Yard Project</td>
<td>Professional Services</td>
<td>Dec 6th 2022, 4:00 PM CST</td>
<td>28</td>
<td>View Opportunity</td>
</tr>
</tbody>
</table>

### Technical Support
- Portal Security
- Terms of Service
- Privacy Policy
# Contract Opportunities

## Annual Procurement Plan

**Plan Period:** 4Q 2022 - 3Q 2023

<table>
<thead>
<tr>
<th>Metra User Department</th>
<th>Project Description</th>
<th>Contract Type</th>
<th>Estimate ($</th>
<th>Estimated Contract Term</th>
<th>DBE/SBE *** Contracting Opportunities</th>
<th>Anticipated Advertising Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporate Quality Assurance</td>
<td>Consulting Services for Project Management &amp; Foundational Support Activities for Enterprise Asset Management (EAM) Implementation Project</td>
<td>PS</td>
<td>TBD</td>
<td>5 years</td>
<td>Y</td>
<td>4Q 2022</td>
</tr>
<tr>
<td>Information Technology</td>
<td>Payroll Replacement</td>
<td>PS</td>
<td>$4,000,000</td>
<td>2 years</td>
<td>N</td>
<td>1Q 2023</td>
</tr>
<tr>
<td>Strategic Planning &amp; Grants</td>
<td>Systemwide Network Plan</td>
<td>PS</td>
<td>$2,000,000</td>
<td>2 years</td>
<td>N</td>
<td>1Q 2023</td>
</tr>
<tr>
<td>Mechanical Department</td>
<td>Buy America Task Order Contract</td>
<td>PS</td>
<td>$500,000</td>
<td>5 years</td>
<td>N</td>
<td>1Q 2023</td>
</tr>
<tr>
<td>Engineering Department</td>
<td>OTC DV LED Video Walls</td>
<td>P&amp;M</td>
<td>$900,000</td>
<td>1 year</td>
<td>Y</td>
<td>1Q 2023</td>
</tr>
<tr>
<td>Engineering Department</td>
<td>Public Information Display System (PIDS) Upgrade/Renewal</td>
<td>P&amp;M</td>
<td>$2,000,000</td>
<td>5 months</td>
<td>N</td>
<td>1Q 2023</td>
</tr>
<tr>
<td>Human Resources Department</td>
<td>Absence Management Software</td>
<td>PS</td>
<td>$300,000</td>
<td>5 years</td>
<td>N</td>
<td>3Q 2023</td>
</tr>
</tbody>
</table>
LOCATING CERTIFIED DBE FIRMS

1. Office of Diversity & Business Enterprise
2. DBE Program
3. DBE Directory
4. Contractor Search

- DBE Certification
- DBE FAQs
- Contact DBE
- Seal Usage
- Affidavits/Forms
- DBE Directory
- DBE Objective/Policy Statement

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 entered criteria and selecting the Category of Architecture/Engineering, will display all Companies in the Architecture/Engineering category with a Specialty of Construction. The results will contain only companies who will perform the desired work in any of the selected districts.
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

<table>
<thead>
<tr>
<th>NAME OF BIDDER/PROPOSER OR CONTRACTOR</th>
<th>NAME OF PROJECT</th>
<th>DBE SCOPE OF WORK TO BE PERFORMED FOR THIS PROJECT AND NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS CODE)</th>
<th>AGREED AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC Example Company, Inc.</td>
<td>IFB 12345</td>
<td>237310-12 Highway, Street, &amp; Bridge Construction</td>
<td>$150,000.00</td>
</tr>
</tbody>
</table>

TOTAL DBE COMMITMENT: $150,000.00

SCHEDULE C
CONFIRMATION OF DBE COMMITMENT

<table>
<thead>
<tr>
<th>NAME OF BIDDER/PROPOSER OR CONTRACTOR</th>
<th>METRA IFB/LIQ/RFP/CONTRACT TASK NO.</th>
<th>NAME OF PROJECT</th>
<th>DBE FIRM</th>
<th>ADDRESS OF DBE FIRM</th>
<th>AGREED AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC Example Company, Inc.</td>
<td>IFB 12345</td>
<td>XYZ Project</td>
<td>345 Company, Inc.</td>
<td>1254 Railroad Rd, Chicago, IL 60661</td>
<td>$150,000.00</td>
</tr>
</tbody>
</table>

TOTAL DBE WORK: $150,000.00

The above DBE work will be further subcontracted as follows:
- [ ] Yes; [ ] No; [ ] X

If the above DBE work will be further subcontracted to another DBE, please complete Schedule C:
- [ ] Yes; [ ] No; [ ] X

If the above DBE work will be further subcontracted to a Non-DBE, please complete Schedule C:
- [ ] Yes; [ ] No; [ ] X

I certify that arrangements have been made with the listed DBE subcontractors. I further understand that any misrepresentation will result in appropriate sanctions, which may include disqualification and debarment under applicable State and Federal Laws.

Signature of Principal/firm
John Johnson, President
June 30, 2020

Printed Name and Title of BIDDER/PROPOSER/CONTRACTOR Authorized Signee

Date
Page 1 of 3

HANDWRITTEN SIGNATURES MUST BE CLEARLY LEGIBLE.

PRINTED NAME AND TITLE MUST MATCH LEGAL DOCUMENTATION.

The above DBE work will be further subcontracted with limited tasks:
- [ ] Yes; [ ] No; [ ] X

If the above DBE work will be further subcontracted to another DBE, please complete Schedule C:
- [ ] Yes; [ ] No; [ ] X

If the above DBE work will be further subcontracted to a Non-DBE, please complete Schedule C:
- [ ] Yes; [ ] No; [ ] X

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

Signature of Principal/firm
Jane Doe, President
July 16, 2020
### DBE RESPONSIVENESS REQUIREMENTS FOR IFB/LIQ/RFP

**Schedule A**  
(Commitment to DBE Subcontractor Participation)

<table>
<thead>
<tr>
<th>NAME OF BIDDER/PROPOSER/CONTRACTOR</th>
<th>METRA IFB/LIQ/RF R (TASK) NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC Example Company, Inc.</td>
<td>IFB 12345</td>
</tr>
</tbody>
</table>

**NAME AND ADDRESS OF DBE FIRM**

<table>
<thead>
<tr>
<th>NAME AND ADDRESS OF DBE FIRM</th>
</tr>
</thead>
<tbody>
<tr>
<td>345 Company, Inc</td>
</tr>
<tr>
<td>1234 Railroad Rd. Chicago IL, 60661</td>
</tr>
</tbody>
</table>

**DBE SCOPE OF WORK (TO BE PERFORMED FOR THIS PROJECT)**

- NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS)
- 237310-Highway, Street, & Bridge Construction

**Bidder/Proposer/Contractor**

- Cannot substitute any DBE without prior approval of the Director.
- Cannot terminate for convenience any DBE listed.

**Certificate**

- Signed by John Johnson, President
- June 30, 2020

---

**Note:**
- This form along with completed, signed Schedule C(s) is required at the time of bid/proposal submittal.
- The amount of that work.
## DBE RESPONSIVENESS REQUIREMENTS FOR IFB/LIQ/RFP

### Schedule A

(Commitment to DBE Subcontractor Participation)

<table>
<thead>
<tr>
<th>NOTE</th>
<th>AGREED AMOUNT</th>
<th>AGREED AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$150,000.00</td>
<td>$TBD</td>
</tr>
<tr>
<td></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$150,000.00</td>
<td>$</td>
</tr>
</tbody>
</table>

*For any DBE listed on Schedule A, a subcontractor is required to work with an Authorized Signee of the Director.*

---

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

**John Johnson, President**

**Signature of Bidder/Proposer/Contractor Authorized Signee:**

[Signature]

**Office of Diversity & Business**

Page 12 of 16

Exhibit 6A
# Schedule C

## Confirmation of DBE Commitment

**NAME OF BIDDER/PROPOSER OR CONTRACTOR**

ABC Company, Inc.

**METRA IFB/LIQ/RFP/CONTRACT (TASK) NO.**

LIQ 12345

**NAME OF PROJECT**

XYZ Project

**NOTE:**

- Bidder/Proposer/Contractor Must SUBMIT THIS FORM with the bid at the time of Bid Proposal due along with a Copy of the Bid Proposal, Schedule A, and as shown, the Name and Address of the DBE Subcontractor.

- The above DBE work will be further subcontracted:
  - If Yes, indicate the % of the Schedule A and C Agreed Amount that is to be further subcontracted to a DBE.
  - If No enter "0%" on both lines below.

<table>
<thead>
<tr>
<th></th>
<th>% of DBE's work will be further subcontracted to another DBE.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>[ ] 0%</td>
</tr>
<tr>
<td></td>
<td>[ ] 0%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>% of DBE's work will be further subcontracted to a Non-DBE.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>[ ] 0%</td>
</tr>
<tr>
<td></td>
<td>[ ] 0%</td>
</tr>
</tbody>
</table>

- If Yes, indicate the % of the Schedule A and C Agreed Amount that is to be further subcontracted to a DBE.
  - If No enter "0%" on both lines below.

<table>
<thead>
<tr>
<th></th>
<th>% of DBE's work will be further subcontracted to another DBE.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>[ ] 0%</td>
</tr>
<tr>
<td></td>
<td>[ ] 0%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>% of DBE's work will be further subcontracted to a Non-DBE.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>[ ] 0%</td>
</tr>
<tr>
<td></td>
<td>[ ] 0%</td>
</tr>
</tbody>
</table>

- If Yes, indicate the % of the Schedule A and C Agreed Amount that is to be further subcontracted to a DBE.
  - If No enter "0%" on both lines below.

<table>
<thead>
<tr>
<th></th>
<th>% of DBE's work will be further subcontracted to another DBE.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>[ ] 0%</td>
</tr>
<tr>
<td></td>
<td>[ ] 0%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>% of DBE's work will be further subcontracted to a Non-DBE.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>[ ] 0%</td>
</tr>
<tr>
<td></td>
<td>[ ] 0%</td>
</tr>
</tbody>
</table>

**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

**Date:**

July 16, 2020

**Printed Name and Title of DBE Firm Authorized Signee**

Jane Doe, President

**Signature of DBE Firm Authorized Signee**

Jane Doe

**Date:**

July 16, 2020
SBE RESPONSIVENESS REQUIREMENTS

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

Schedule S-2
(SBE Subcontractor Confirmation)

SCHEDULE S-2
SBE/DBE PARTICIPATION SUBCONTRACT CONFIRMATION

NOTE:

Bidder's 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.

NAME OF PROJECT:

NOTE:

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 

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/or federal law.

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.
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
Thank You!

Upcoming Workshops:

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