



## Disadvantaged/Small Business Enterprise Forms

All TJPA contracts include the requirement that the Contractor submit the following forms as part of our Disadvantaged Business Enterprise (DBE) and Small Business Enterprise (SBE) Programs:

<b>Bidders/Proposers Information Request Form</b>	To be submitted with a bid or proposal; must also be submitted upon contract award if the information has changed
<b>Progress Payment Report</b>	To be submitted with every invoice
<b>Subcontractor Payment Declaration</b>	To be submitted within five days of each Contractor payment to a subcontractor (and a Contractor is to pay all subcontractors within ten days of receiving payment)
<b>Final Expenditure Report</b>	To be submitted upon contract completion

These forms are necessary to monitor our federally-mandated DBE Program and Board-mandated SBE Program.

### How to fill out the Bidders/Proposers Information Request Form

1. Name of Project/Proposal – insert name of the TJPA Request for Proposals (RFP) or Invitation for Bids (IFB)
2. Project/Proposal Number – insert TJPA-assigned number of the relevant RFP or IFB
3. Proposer Business Name and Address – insert company name and address of prime contractor. If proposal or bid is being made by a joint venture, contact the TJPA for an alternate form.
4. Name of Person Submitting Bid – insert contact name of person submitting bid on behalf of firm
5. Signature of Proposer – signature of person listed in number 4
6. Date – date proposal or bid is being submitted
7. Contact Person Name – insert contact name for the prime contractor
8. Contact Person Number – insert telephone number of contact person for the prime contractor
9. Contact Email – insert email address of contact person for the prime contractor
10. Note the requirements in small print – “IMPORTANT: 1) Identify all DBE/SBE firms being claimed for credit. 2) List names of all DBE/SBE subcontractors and their respective items of work. 3) Attach copy of the proof of DBE/SBE certification for each DBE/SBE subcontractor listed on this form. 4) Attach “Intent to Perform” letter signed by the subcontractor.”

Certification must be attached. The TJPA accepts DBE participation only from firms currently certified in the California Unified Certification Program (CUCP). For SBE participation, certifications are accepted from the CUCP, the San Francisco Contract Monitoring Division, and/or the State of California Department of General Services. If a proposal or bid includes subcontractors, a letter stating the subcontractor’s intent to perform work on the project must be attached.

11. Sections A and B must be completed, even if there is no DBE/SBE participation planned for the contract. The information in this section is required for TJPA DBE/SBE Program monitoring purposes and for maintaining a federally-required bidders list. **Do not write “not applicable” or “n/a”.** If a proposal or bid is being submitted by one firm or individual, with no partners or subcontractors, then that firm or individual is the PRIME Contractor and must complete Section A. Even if the name, address and phone number are the same as provided above on the form, the remaining columns must be completed; do not write “same as above”. **All subcontractors, whether DBE/SBE or non-DBE/SBE, must be listed in Section B.** Use additional sheets if necessary. If there are no subcontractors proposed, Section B will remain blank.

- Age of firm – how many years the firm has been in business

- Item of Work, Service or Materials Supplied – what is the respective item of work the firm will provide for the contract
- NAICS Code – North American Industry Classification System Code. Codes can be found at [www.census.gov/naics](http://www.census.gov/naics).
- Annual Gross Receipts of Firm – a range may be provided, e.g., less than \$500,000; \$500,000 - \$1,000,000; \$1,000,000 - \$5,000,000; \$5,000,000 - \$10,000,000; etc.
- Certified DBE/SBE – mark yes or no in this column. If “yes”, list the type of certification: CUCP, HRC, DGS.
- DBE/SBE Certifying Agency – if you marked yes as a Certified DBE/SBE, note which agency your certification letter is from—BART, SFMTA, CMD, etc.
- Type of DBE– if you marked yes as a Certified DBE, put the number that corresponds to the type of DBE as follows—
  1. African-American
  2. Hispanic
  3. Native American
  4. Asian-Pacific
  5. Asian-Indian
  6. Female-Woman
  7. Other
- Award Amount – leave this column blank, unless you are submitting an updated form after contract award
- Percentage of Contract Participation – if only one firm or individual is proposing or bidding, with no partners or subcontractors, this is 100% for the prime contractor. Fill in appropriate percentages for each firm if some of the work is being subcontracted. Note that the total at the bottom of the form must be 100% when all percentages are added.

Use additional sheets if necessary. If there are no subcontractors proposed, Section B will remain blank.

### **How to fill out the Progress Payment Report**

- Contract Award Date – insert date from cover page of your contract
- TJPA Contract No. – this number should be listed on your Notice to Proceed (NTP). If unsure, contact the TJPA Contracts Compliance Manager or the Project Manager you are working with
- Contract Title – this should also be in the subject line of your NTP. If unsure, contact the TJPA Contracts Compliance Manager or the Project Manager you are working with
- Prime Contractor – self explanatory
- Contact Person – self explanatory
- Contact Phone No. – self explanatory
- Contact Email – self explanatory
- Prime Contractor Address – self explanatory
- Signature – self explanatory
- Invoice Date – self explanatory
- Invoice No. – self explanatory
- For the Period – invoice period

1. Award Amount of Prime Contract (including amendment) – insert the total, approved dollar amount of the contract, including any amendments, which can be found in the Compensation clause of the contract or amendment.
2. Amount of Authorized Work (NTP, RFS) including Amendments and Modifications to Date– enter the total amount of any approved contract Notices to Proceed or Requests for Services
3. Total Amount for this Invoice – enter total amount of the current invoice this report is accompanying.
4. Total Previously Invoiced Awaiting Payment – enter total amount of any previously submitted invoices not yet paid.
5. Total Amount Paid to Date (not including lines 3 and 4) – enter total of all invoices that have been paid to date
6. Total Invoice Amount Requested to Date (Line 3 + Line 4 + Line 5) – adds Lines 3, 4 and 5 (excel spreadsheet has a formula in the cell, you do not need to add this on your own)
7. Percent Complete (Line 6/Line 2)– contract percentage completed; divide Line 6 by Line 2 (excel spreadsheet has a formula in the cell, you do not need to calculate this on your own)

## **Part 2: Consultant/Subconsultant Payment Detail Summary**

This section is very similar to Part 1, above, but has lines for inputting the same information for each contract participant—prime and subs.

**Information listed in columns A – C should match the original Bidders Form. If changes have been made to Subs, please resubmit Bidders Form, and update columns A – C.**

- A. Name of Firm – all firms working on the contract should have a row, even if they are not billing on this particular invoice
- B. DBE/SBE – mark DBE, SBE, or N. If a firm is both a DBE and either a CA SBE or SF CMD SBE, please mark Y for both DBE and SBE
- C. Portion of Work – percentage of work that each firm is expected to perform on the contract. The sum of this column should be 100%
- D. Award amount of Prime Contract (including amendment) – the dollar amount that each firm is expected to perform on the contract at the time of award or amendment. The sum of this column should equal the contract amount in Line 1 on page 1
- E. Amount of Authorized Work (NTP, RFS) including Amendments and Modifications to Date – the dollar amount of any NTP, RFS, change orders, modifications or amendments, broken down by contractor (prime and/or subs). The sum of this column should equal the amount in Line 2 on page 1
- F. Total Amount for this current Invoice (\$) – the dollar amount invoiced by each contractor, prime and sub, for this invoice. If a particular firm did not bill on this invoice, put \$0.00. The sum of this column should equal the total invoice amount (Line 3 on page 1)
- G. Total Previously Invoiced Awaiting Payment (\$) – broken down by contractor (prime and/or subs). The sum of this column should equal Line 4 on page 1
- H. Total Amount Paid to Date (Not listed under F&G )(\$) –broken down by contractor (prime and/or subs). The sum of this column should equal Line 5 on page 1
- I. Total Invoice Amount to Date (F+G+H) (\$) –broken down by contractor (prime and/or subs). The sum of this column should equal Line 6 on page 1
- J. Percent Complete to Date (I / F) (%) – total amount invoiced divided by authorized work amount, broken down by contractor (prime and/or sub). The percentage total of this column should equal Line 7 on page 1 (excel spreadsheet has a formula in the cell, you do not need to calculate this on your own)

---

## **How to fill out the Subcontractor Payment Declaration**

The items required on this form are self explanatory. Subconsultants must be paid within ten days of the prime contractor's receipt of payment from the TJPA, and this form must be submitted within five days of payment to the subconsultant. Please contact the TJPA Contracts Compliance Manager or your Project Manager with any questions.

---

**How to fill out the Final Expenditure Report**

This report is an update of your Bidders/Proposers Information Request Form, based on actual contract data. The information required on this form should be self explanatory. Please contact the TJPA Contracts Compliance Manager or your Project Manager with any questions.