



Disadvantaged Business Enterprise Forms

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

Bidders/Proposers Information Request Form	To be submitted with a bid or proposal; must also be submitted upon contract award if the information has changed
Progress Payment Report	To be submitted with every invoice
Subcontractor Payment Declaration	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)
Final Expenditure Report	To be submitted upon contract completion

These forms are necessary to monitor our federally-mandated DBE 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 RFB
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 for the prime contractor
5. Signature of Proposer – signature of person listed in number 4
6. Date – date proposal or bid is being submitted
7. Note the requirements in small print – “IMPORTANT: 1) Identify all DBE firms being claimed for credit. 2) List names of all DBE subcontractors and their respective items of work. 3) Attach copy of the proof of DBE certification for each DBE subcontractor listed on this form. 4) Attach “Intent to Perform” letter signed by the subcontractor.”

DBE certification must be attached. *The TJPA accepts DBE participation only from firms currently certified in the California Unified Certification Program (CUCP).* If a proposal or bid includes subcontractors, a letter stating the subcontractor’s intent to perform work on the project must be attached.

8. Sections A and B must be completed, even if there is no DBE participation planned for the contract. The information in this section is required for TJPA DBE 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 or non-DBE, 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
 - NAICS Code – North American Industry Classification System Code. Codes can be found at www.census.gov/naics/2007/NAICOD07.htm.
 - 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 – mark yes or no in this column. As noted above, only CUCP certifications are acceptable. Certification by the San Francisco Human Rights Commission, national business councils, etc. does not qualify for DBE participation under the TJPA's program.
- DBE Certifying Agency – if you marked yes as a Certified DBE, note which agency your certification letter is from—BART, SFMTA, 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 (designated by the U.S. Small Business Administration)
- 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.

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 – insert the total dollar amount of the contract, which can be found in the Compensation clause of the contract. Please note that NTP's may be for less than the total amount of the contract; enter the total amount of the contract, not the total for any one NTP or task order
- 2. Amount of Change Orders, Amendments and Modifications to Date – enter the total amount of any contract change orders, amendments or modifications
- 3. Total Contract Amount to Date – add Lines 1 and 2
- 4. Total Amount for this Invoice – amount of the invoice this report is accompanying. If contract has retention provisions, subtract the retention amount for this invoice from this amount

5. Total Previously Invoiced Awaiting Payment – amount of any previously submitted invoices not yet paid (less retention if the contract has a retention provision)
6. Total Amount Paid to Date – total amount received; this does not include the invoices in Lines 4 or 5
7. Total Invoice Amount Requested to Date – add Lines 4, 5 and 6
8. Total Retention to Date (*for contracts with retention only*) – total amount retained to date. As retention is released, deduct the released amount from this total, and add to the Total Amount Paid to Date
- 8/9. Percent Complete – contract percentage completed; divide Line 7 by Line 3 (*Lines 7 + 8 divided by Line 3 for contracts with retention*)

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.

- 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 – mark Y or N. Remember only firms in the CUCP may be marked as a Yes for TJPA DBE participation
- 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. Contract Amount – the dollar amount that each firm is expected to perform on the contract at the time of award. The sum of this column should equal the contract amount in Line 1 on page 1
- E. Amount of Change Orders to Date – the dollar amount of any 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 Contract Amount + Change Orders – the total dollar amount that each firm is expected to perform on the contract. The sum of this column should equal the total contract amount in Line 3 on page 1
- G. Amount Invoiced This Period – 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 4 on page 1)
- H. Previously Invoiced Awaiting Payment – broken down by company. The sum of this column should equal Line 5 on page 1
- I. Amount Paid to Date – again, broken down by company. The sum of this column should equal Line 6 on page 1
- J. Total Retention to Date (*for contracts with retention only*) – total amount retained to date broken down by company. The sum of this column should equal Line 8 on page 1
- J/K. Percent Complete to Date – total amount billed divided by contract amount, broken down by company. The percentage total of this column should equal Line 8 (Line 9 for contracts with retention) on page 1

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.