

INSTRUCTIONS TO COMPLETE SUBCONTRACTOR PARTICIPATION REPORT

This form is used to report the proposed participation of minority/woman/other and disadvantaged business enterprises during the term of the contract. It represents the bidder's or proposer's commitment to utilize the named MBE/WBE/DBE/OBE firms at the percentages indicated should the contract be awarded to the bidder or proposer.

THIS FORM MUST BE SUBMITTED WITHIN THREE (3) DAYS UPON NOTIFICATION BY LAWA

Prime Contractor – The bidder or proposer.

Project Title – The name or designation of the project at the time of bid or proposal.

Bid/Proposal Amount – Total amount prime contractor proposed for the bidding project.

Bid Number – The Bidding number assigned by the Purchasing Office for the specific project being bid.

Profile Information - Insert the following codes in the appropriate blanks for the Prime Contractor and for all subcontractors. If an application has been submitted and certification is pending, place a "P" in parentheses after the appropriate entry. [e.g. MBE (P)].

Group

DBE - Disadvantaged Business Enterprise

MBE - Minority Business Enterprise

WBE - Woman Business Enterprise

OBE – Other Business Enterprise (i.e., any

firm other than a DBE, MBE or WBE)

Ethnicity

A - Asian

B - Black

C - Caucasian

H - Hispanic

NA - Native American

Gender

M - Male

F - Female

NAICS

North American Industry Classification System

number listed at <http://www.census.gov/epcd/www/naics.html>

Listing of MBE/WBE/DBE/OBE Subcontractors that the prime proposes will participate on the contract – The complete name, address, phone number (including area code), email and contact person of each MBE/WBE/DBE/OBE subcontractor, vendor or supplier must be provided. Include the subcontractor's State License Number. **Please note that all MBE/WBE/DBE firms must be certified by one of the following:** City of Los Angeles, Department of Public Works, Office of Contract Compliance; California Department of Transportation (Caltrans/CUCP); Los Angeles County Metropolitan Transportation Authority (MTA), or the Southern California Minority Business Development Council. For information regarding the certification process, please call the Department of Public Works, Bureau of Contract Compliance (213- 847-1922).

Description of Work to be performed – A brief description of the work subcontractor will perform.

Amount Proposed – Indicate the anticipated amount to be paid the subcontractor over the term of the contract.

Percentage of Total – Calculate the subcontractor's share of the contract by dividing the Subcontractors Proposed Amount by the Bid/Proposal Amount. Please note: If the subcontractor is a regular dealer/supplier as defined in Code of Federal Regulations, Title 49, Part 26.55(e), only 60 percent of the Amount Proposed can be used in this calculation.

Signature/Date – This form must be signed by a responsible person capable of committing the firm contractually.

Name/Title/Phone – Print the name and title of the person signing the form. Include the area code with his or her telephone number.

Participation levels set by LAWA – List the MBE/WBE/DBE participation levels as set forth in the Request for Bid/Proposal.

Participation levels Proposed by Prime – Calculate the MBE participation level by adding the Amounts Proposed for all MBE subcontractors, and divide the result by the Bid/Proposal Amount. Calculate the WBE participation level by adding the Amounts Proposed for all WBE subcontractors, and divide the result by the Bid/Proposal Amount. Calculate the DBE participation level by adding the Amounts Proposed for all DBE subcontractors, and divide the result by the Bid/Proposal Amount.