

**CapMetro**

**DBE Schedule C & Other  
Subcontract Service**

01.2025

# Introduction to Schedule C

The contractor must submit a completed **DBE Schedule C** form with their bid submission when utilizing subcontractors for Other Subcontract Services. **The form will be completed and signed by the Contractor.**

The Schedule C form for **Other Subcontract Services** is used to document a DBE subcontractor's participation in non-hauling aspects of a contract. This form outlines the specific services the DBE will provide, the dollar value of the subcontract, and the percentage of the contract allocated to these services. Both the prime contractor and the DBE must complete and sign the form to confirm their agreement and the DBE's role in fulfilling the contract requirements.

**Reference Exhibit D, Section 3 (Credit Towards The Contract Goal), Part h, which addresses how the contractor may count towards the DBE goal when using a DBE for hauling or trucking services.**

**Disclaimer: If you are completing this as a result of an active contract or procurement, ensure that the purchaser, contract administrator, and/or project manager are copied.**

# DBE Schedule C & Other Subcontract Services



SCHEDULE C.2: Disadvantaged Business Enterprise (DBE)  
Subcontractor Participation & Intent to Perform (Other Subcontract Services)

11/2024

**DO NOT RECREATE OR CHANGE THIS DOCUMENT**

**Instructions:** The Offeror (*i.e.*, prime contractor) shall complete **all applicable information in this form** and the **Good Faith Effort (GFE) Form** to show its **GFE** towards meeting the contract goal assigned to the contract and include DBEs on a contract. This form will be completed for **Other Subcontract Services** that include but is not limited to the following: (**Architectural & Engineering, Information Technology, Landscaping, Construction, Vehicle Maintenance, Janitorial, etc.**). This form **will not be used** for subcontractors that provide hauling/trucking services or material supplies. Those subcontractors which are listed on this form as DBEs must have current DBE certification by a member of the Texas Unified Certification Program at the time of contract execution to Offeror (see Exhibit D, Section 7). Additionally, the Intent to Perform must be completed by the Prime Contractor and DBE subcontractor(s) listed in this form.

<b>Prime Contractor:</b>	<b>Contact Name:</b>	<b>Ethnic/Gender Code:</b> A) Asian-Pacific American B) Black American H) Hispanic American N) Native American SA) Subcontinental Asian American NM) Non-Minority (Woman) M) Male F) Female
<b>Project Name:</b>	<b>Title:</b>	
<b>IFB/RFP/SOQ#:</b>	<b>Phone#:</b>	
<b>Firm's Age:</b>	<b>Email Address:</b>	
<b>Firm's Annual Gross Receipts (\$):</b>	<b>Address:</b>	



**Step 1: Input contract information and contact information.**

**The Ethnic/Gender Code is available and will be used in the table below.**

**Subcontractor Section (Other Subcontract Services)**

Subcontract Services include but are not limited to the following: (Architectural & Engineering (A&E), Information Technology, Landscaping, Construction, Vehicle Maintenance, Janitorial, etc.)

COMPLETE THIS FORM FOR **ALL SUBCONTRACTORS IDENTIFIED FOR THIS PROJECT. YOU MAY USE MULTIPLE FORMS.**

***In accordance with 49 CFR (Code of Federal Regulations) Part 26, §26.53 & §26.55, when making good faith efforts DBE firms used for credit towards the contract goal must have a current certification status with a TUCP Certifying Agency (see Exhibit D, Section 7) at the time of execution of the contract. The DBE must be certified in the 6-digit NAIS code for the proposed scope of work to receive credit towards the DBE contract goal. CapMetro will also review the proposed DBE participation to ensure that it will perform a commercially useful function.***

**Other Professional Services – Complete this section if using Other Subcontract Services (Use another form if needed)**

Company Name	Contact Person, Phone#, & Address, Email	1 <sup>st</sup> or 2 <sup>nd</sup> Tier Sub.	DBE or Non-DBE	Ethnic Code/ Gender (Leave Blank if non-DBE)	Age of Firm	Annual Gross Receipts (\$)	Work description & 6-digit NAICS Code	Total \$ Commitment (Use % for A&E or other professional services)	Total % Commitment

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Multiple forms may be used based on the number of subcontractors.

Ensure DBEs share documentation to confirm certification. You can search for DBEs using [TxDOT's Certified Directory](#).

# DBE Schedule C & Intent to Perform (Other Contract Services)



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**Step 2: Complete this section for each subcontractor. Please provide a contact person for the subcontractor in case additional information is needed.**

You can search for NAICS codes using [TxDOT's Certified Directory](#).

**\*Include Annual Gross Receipts amounts and age of firm**

# DBE Schedule C & Intent to Perform (Other Contract Services)



## SCHEDULE C.2: Disadvantaged Business Enterprise (DBE) Subcontractor Participation & Intent to Perform (Other Subcontract Services)

11/2024

### Intent to Perform

IFB/RFP/SOQ#:

The undersigned is currently certified under the Texas Unified Certification Program (TUCP) as a DBE. The undersigned is prepared to perform the following described work with its own workforce and/or supply the material listed in connection with the above project number at the following price \$ \_\_\_\_\_ and/or \_\_\_\_\_ % of the total contract amount (should be the same \$ or % found on Schedule C).

Any and all subcontractors that a DBE subcontractor uses must be listed in Schedule C. (Low tier subcontractors must complete this section only when used by a DBE subcontractor.)

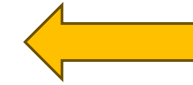
**IMPORTANT! A signature is required by the Offeror and each DBE listed on this form.**

*By signing this commitment, you affirm that all information provided is true and correct and agree to comply with all parts of 49 CFR, Part 26. A subcontract agreement or Purchase Order must be executed with the DBE and provided to CapMetro to be included in the DBE file under the contract.*

<b>Prime Contractor Name:</b>		<b>DBE Certified:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Representative Name:</b>	<b>Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Title:</b>	<b>Phone#:</b>	<b>Email:</b>		
<b>Signature:</b>	<b>Date:</b>			
<b>1<sup>st</sup> Tier Subcontractor Name:</b>		<b>DBE Certified:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Representative Name:</b>	<b>Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Title:</b>	<b>Phone#:</b>	<b>Email:</b>		
<b>Signature:</b>	<b>Date:</b>			

If the subcontractor anticipates that \_\_\_\_\_% of the dollar value of this subcontract will be sublet and/or awarded to other contractors, complete the section below. Duplicate as needed.

<b>2<sup>nd</sup> Tier Subcontractor Name:</b>		<b>DBE Certified:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Representative Name:</b>	<b>Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Title:</b>	<b>Phone#:</b>	<b>Email:</b>		
<b>Signature:</b>	<b>Date:</b>			



**Step 3:** Input the total dollar (\$) & percentage (%) of DBE participation.

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<b>Signature:</b>	<b>Date:</b>	



**Step 6: The Prime Contractor and DBE will sign this section.**

**Checking the “Yes” under DBE certification is an indicator that the company has been confirmed as a certified DBE.**

# Contact

Send an email to [DBE@capmetro.org](mailto:DBE@capmetro.org) for assistance.



CapMetro

Thank you!