

CapMetro

DBE Schedule C1 & Intent to Perform (Material Supplier)

1.2025

Code of Federal Regulations

Code of Federal Regulations (CFR) Title 49, Subtitle A, Part 26

**Participation by Disadvantaged Business Enterprises in Department of
Transportation Financial Assistance Programs**

Funding Source – Federal Transit Administration

Triennial Goal – Attained through Good Faith Effort

Exhibit D

Exhibit D of a CapMetro Contracts/Procurements include the requirements of the forms that are addressed in this training, along with other DBE requirements.

Please ensure to READ Exhibit D in its ENTIRETY.

DBE Schedule C1 & Intent to Perform (Material Supplier)

The contractor **MUST** submit a completed **DBE Schedule C1 & Intent to Perform (Material Supplier)** form with their bid submission when a goal has been assigned or when utilizing subcontractors for material supplies(i.e., Manufacturer, Regular Dealer, or Distributor). **The form will be completed and signed by the Contractor.**

The dollar or percentage listed in the Schedule C to the subcontractor (DBE/non-DBE) is the percentage based on the overall contract value.

NOTE: This percentage may fluctuate throughout the term of the contract if the overall contract value is changed during contract modifications. Contractors **MUST** keep up with the impact modifications will have in meeting the committed contract DBE goal.

The DBEs selected for subcontracting **MUST** be responsible for the management and supervision of the entire operation for which it is subcontracted to perform, and there cannot be a contrived arrangement for the purpose of meeting the contract DBE goal or contract goal committed to the DBE.

Reference Exhibit D, Section 3(g) (Credit Towards The Contract Goal), which addresses how the contractor may count towards the DBE goal when using a DBE for material supplies.

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 C1 & Intent to Perform (Material Supplier)

The Schedule C form for **Material Suppliers** is used to document a DBE and non-DBE subcontractor's participation in service that are related to material supplies.

Under Material Supplier the Contractor may only count a certain percentage of the overall dollar amount or percentage given to the DBE subcontractor. The DBE Credits applied are as follows:

Material Supplier Type: Manufacturer (MFG) (100% Credit)

Ex. DBE is an MFG and committed to receive \$100, then \$100 or the percentage of this amount based on the overall contract value may be counted towards the DBE goal.

Regular Dealer (RD) (60% Credit)

Ex. DBE is an RD and committed to receive \$100, then only \$60 or the percentage of this amount based on the overall contract value may be counted towards the DBE goal.

Distributor (D) (40% Credit or Fees/Commission)

Ex. DBE is an MFG and committed to receive \$100, then \$40 or the percentage of this amount based on the overall contract value may be counted towards the DBE goal. ***The same applies for commission.***

(NOTE: Complete the Regular Dealer/Distributor Affirmation Form when determining the percentage (%) of the total commitment to a DBE that can be counted for credit.)

DBE Schedule C1 & Intent to Perform (Material Supplier)



SCHEDULE C.1: Disadvantaged Business Enterprise (DBE) Subcontractor Participation & Intent to Perform (Material Supplier)

11/2024

DO NOT RECREATE OR CHANGE THIS DOCUMENT

Instructions: The Offeror (i.e., Prime Contractor) shall complete **all applicable information** in this form to show their "Good Faith Effort (GFE)" towards meeting the contract goal assigned to the contract or GFE to include DBEs on a contract. This form will be completed for subcontractors used for material supplies (i.e., Manufacturer, Regular Dealer, or Distributor). 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 execution of the contract 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.

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

Subcontractor Section (Material Supplier)

COMPLETE THIS FORM FOR **ALL MATERIAL SUPPLIERS** 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 NAICS code for the proposed scope of work to receive credit towards the DBE contract goal. will also review the proposed DBE participation to ensure that it will perform a commercially useful function.

Material Supplier – Complete this section if using a Material Supplier

Material Supplier Type: **Manufacturer (MFG)** (100% Credit) **Regular Dealer (RD)** (60% Credit)
Distributor (D) (40% Credit or Fees/Commission) **(NOTE: Complete the Regular Dealer/Affirmation Form when determining % for credit)**

Company Name	Contact Person, Phone#, & Address	Material Supplier Type	1 st or 2 nd Tier Sub.	DBE or Non-DBE	Ethnic Code/ Gender (Leave Blank if non-DBE)	Age of Firm	Annual Gross Receipts (\$)	Materials or Supplies Being Provided & 6-Digit NAICS Code	*Est. QTY of Materials	Price/Unit (\$)	Total \$ Commitment	Total % Commitment (Based on % of Credit)
												0.00%
												0.00%
												0.00%

*Estimated Quantities of Materials may vary from what is listed above. An explanation may be required for any variation in the price and/or quantities.

Step 1: Complete Contract information and contact information.
See the Ethnic/Gender Codes and use them in the table below.

Step 2: Complete the Regular Dealer Affirmation Form to determine % for credit.

DBE Schedule C1 & Intent to Perform (Material Supplier)



SCHEDULE C.1: Disadvantaged Business Enterprise (DBE) Subcontractor Participation & Intent to Perform (Material Supplier)

11/2024

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Prime Contractor:	Contact Name:	Ethnic/Gender Code: 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
Project Name:	Title:	
IFB/RFP/SOQ#:	Phone#:	
Firm's Age:	Email Address:	
Firm's Annual Gross Receipts (\$):	Address:	

Subcontractor Section (Material Supplier)

COMPLETE THIS FORM FOR ALL MATERIAL SUPPLIERS 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 NAICS code for the proposed scope of work to receive credit towards the DBE contract goal. will also review the proposed DBE participation to ensure that it will perform a commercially useful function.

Material Supplier – Complete this section if using a Material Supplier

Material Supplier Type: **Manufacturer (MFG)** (100% Credit) **Regular Dealer (RD)** (60% Credit)
Distributor (D) (40% Credit or Fees/Commission) **(NOTE: Complete the Regular Dealer/Affirmation Form when determining % for credit)**

Company Name	Contact Person, Phone#, & Address	Material Supplier Type	1 st or 2 nd Tier Sub.	DBE or Non-DBE	Ethnic Code/ Gender (Leave Blank if non-DBE)	Age of Firm	Annual Gross Receipts (\$)	Materials or Supplies Being Provided & 6-Digit NAICS Code	*Est. QTY of Materials	Price/Unit (\$)	Total \$ Commitment	Total % Commitment (Based on % of Credit)
												0.00%
												0.00%
												0.00%

*Estimated Quantities of Materials may vary from what is listed above. An explanation may be required for any variation in the price and/or quantities.

Step 3: Complete this section for each subcontractor. Provide a contact person for the subcontractor in case additional information is needed. ***Include Annual Gross Receipts amounts and age of firm**

You may use Multiple forms, depending upon the number of subcontractors.

Find the 6-digit NAICS Codes with [TxDOT's Certified Directory](#).

DBE Schedule C1 & Intent to Perform (Material Supplier)



SCHEDULE C.1: Disadvantaged Business Enterprise (DBE) Subcontractor Participation & Intent to Perform (Material Supplier)

11/2024

The contractor shall inform the Project Manager and DBE Representative of the date the DBE will begin supplying materials or supplies to the project and when the DBE's responsibilities under this commitment end.


Complete the following for **EACH DBE Subcontractor** that is a **Regular Dealer** or **Distributor**.

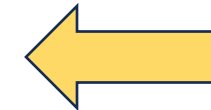
Regular Dealer					
DBE Name	Address (Storage facility, warehouse, yard, etc.)	Provide name of manufacturer / Source	Party Responsible for Transportation of Goods	Established account with Supplier or Manufacturer (Yes or No)?	DBE Credit
					(60%) credit (%) will be counted of Total \$/% Commitment
Distributor					
DBE Name	Address/Point of Origin where materials are coming	Provide name of manufacturer / Source	Party Responsible for Transportation of Goods	Established account with Supplier or Manufacturer (Yes or No)?	(40%, or Fees / Commission) credit (%) will be counted of Total Commitment (\$) ? (Indicate % if Fees/Commission)
					0.00%
					0.00%
					0.00%

Step 4: Based on the Regular Dealer/Distributor Affirmation form, input all applicable information in the following tables. You may use Multiple forms, depending upon the number of subcontractors.

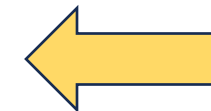
Ensure DBEs provide documentation to confirm their certification. You can search for DBEs using [TxDOT's Certified Directory](#).

DBE Schedule C1 & Intent to Perform (Material Supplier)

	SCHEDULE C.1: Disadvantaged Business Enterprise (DBE) Subcontractor Participation & Intent to Perform (Material Supplier)	11/2024								
	Intent to Perform IFB/RFP/SOQ#: <input type="text"/>									
<p>The undersigned is currently certified under the Texas Unified Certification Program (TUCP) as a DBE. The undersigned is prepared to provide the following material services listed in connection with the above project number at the following price \$ <input type="text"/> and/or <input type="text"/> % of the total contract amount (should be the same \$ or % found on Schedule C).</p> <p>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.)</p> <p>IMPORTANT! A signature is required by the Offeror and each DBE listed on this form.</p> <p><i>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.</i></p>										
<table border="1"><tr><td>Prime Contractor Name: <input type="text"/></td><td>DBE Certified: <input type="checkbox"/> Yes <input type="checkbox"/> No</td></tr><tr><td>Representative Name: <input type="text"/></td><td>Address: <input type="text"/> City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/></td></tr><tr><td>Title: <input type="text"/></td><td>Phone#: <input type="text"/> Email: <input type="text"/></td></tr><tr><td>Signature: <input type="text"/></td><td>Date: <input type="text"/></td></tr></table>			Prime Contractor Name: <input type="text"/>	DBE Certified: <input type="checkbox"/> Yes <input type="checkbox"/> No	Representative Name: <input type="text"/>	Address: <input type="text"/> City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/>	Title: <input type="text"/>	Phone#: <input type="text"/> Email: <input type="text"/>	Signature: <input type="text"/>	Date: <input type="text"/>
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Title: <input type="text"/>	Phone#: <input type="text"/> Email: <input type="text"/>									
Signature: <input type="text"/>	Date: <input type="text"/>									
<p>If the subcontractor anticipates that <input type="text"/> % of the dollar value of this subcontract will be sublet and/or awarded to other contractors, complete the section below. Duplicate as needed.</p> <table border="1"><tr><td>2nd Tier Subcontractor Name: <input type="text"/></td><td>DBE Certified: <input type="checkbox"/> Yes <input type="checkbox"/> No</td></tr><tr><td>Representative Name: <input type="text"/></td><td>Address: <input type="text"/> City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/></td></tr><tr><td>Title: <input type="text"/></td><td>Phone#: <input type="text"/> Email: <input type="text"/></td></tr><tr><td>Signature: <input type="text"/></td><td>Date: <input type="text"/></td></tr></table>			2 nd Tier Subcontractor Name: <input type="text"/>	DBE Certified: <input type="checkbox"/> Yes <input type="checkbox"/> No	Representative Name: <input type="text"/>	Address: <input type="text"/> City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/>	Title: <input type="text"/>	Phone#: <input type="text"/> Email: <input type="text"/>	Signature: <input type="text"/>	Date: <input type="text"/>
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Title: <input type="text"/>	Phone#: <input type="text"/> Email: <input type="text"/>									
Signature: <input type="text"/>	Date: <input type="text"/>									



Step 5: Input the total dollar (\$) & percentage (%) of DBE participation. Amounts should be the same as listed on the Schedule C.



Step 6: Sign the form and obtain signatures from the DBE firms.

Contact & Website To Get Forms/Training

Send an email to DBE@capmetro.org for assistance.

**DBE Forms, Trainings, &
New User – Vendor Information Form
(Vendor Reporting System –VRS)
<https://www.capmetro.org/dbe>**

CapMetro

Thank you!