



# DBE Subcontractor Utilization Plan (SUP)/Open Ended Performance Plan (OEPP)

01.2025

# 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.**

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

# DBE SUP/OEPP

The DBE Utilization Plan outlines how the contractor will meet DBE goals in professional services contracts. It ensures transparency and compliance with CapMetro's diversity and inclusion objectives.

**Reference Exhibit D, Section 12(a) (Post Solicitation: DBE Contract Compliance)**

**DIRECTIONS ONLY IF DESIGN-BUILD TYPE PROJECT:** Complete the first page and under the Subcontractor section **ONLY** complete the items with an **asterisk (\*)** for work DBEs will perform. Click "Add Sub" to add additional subcontract opportunities.

# DBE SUP/OEPP



Disadvantaged Business Enterprise (DBE) Subcontractor Utilization Plan (SUP) /  
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12/2024

## DO NOT RECREATE OR CHANGE THIS DOCUMENT

CapMetro requires the completion of a Subcontractor Utilization Plan (SUP) for all contracts with DBE subcontractors under the Schedule C & Intent to Perform to establish a procedure to ensure timely utilization of the certified firms participating in CapMetro's DBE Program. **The approved SUP will remain in effect until a change/task order occurs.** The Diversity, Equity, & Inclusion Office must be informed prior to a contract change occurring or any changes to the information provided in this form. **An updated SUP must be submitted for approval. Any changes that occur are subject to DBE requirements under the CapMetro contract.**

**DIRECTIONS ONLY IF DESIGN-BUILD TYPE PROJECT:** Complete the first page and under the Subcontractor section ONLY complete the items with an asterisk (\*) for work DBEs will perform. Click "Add Sub" to add additional subcontract opportunities.

Contract Start Date:	SUP Period End Date (Six Months):	
Contract Number:	Contract Name:	DBE Goal:
Prime Contractor:	Project Manager: <small>CapMetro Rep.</small>	Contract Administrator: <small>CapMetro Rep.</small>
Prime Contractor Authorized Representative:	Prime Contractor Representative Title:	
Number of DBE Subcontractors:		
<u>Complete the SUP for each subcontractor on the following page(s).</u>		
Total Anticipated Plan Period Utilization: \$Amount:	% of Total:	
Contractor Signature	Contractor Name (Print)	Date Signed

By signing this document, you affirm that the information provided in this Subcontractor Utilization Form (SUP) is true and correct and understand that authorized personnel of the Authority may confirm any information contain herein and you commit to cooperate if any additional information is required.

## Step 1: Input Contract Information

### Step 2: Prime Contractor & Contact Details

- Please make sure to provide the CapMetro Project Manager & Contract Administrator
- Prime Contractor Contact

### Step 3: Subcontractor Details

- Please specify DBE (\$) Amount & (%) of DBE Goal (Total Anticipated Plan Period Utilization)
- Indicate the Number of DBE/SBE Subcontractors

**NOTE:** When a **Design-Build Project**, please follow the Directions in this form.

# DBE SUB/OEPP



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## Subcontractor

DBE Name:  \*DBE Participation Goal:

DBE Representative Name:  DBE Representative Title:

## \*Work Category

Material Supplier: ☐ Manufacturer ☐ Regular Dealer ☐ Distributor ☐ Trucking/Hauling ☐

## \*Other Professional Services Type:

Ex.: Advertising, Architectural/Engineering, Building/Facility Maintenance, Construction, Consulting Service, General Planning Consulting, Information Technology, Janitorial Services, Landscaping Services, Management Services, Professional Services, Real Estate Services, Security Services, Surveying

\*Description of DBE scope of work:

\*Is this contract work spread over the contract term: Yes ☐ No ☐

\*Estimated timeframe/schedule for DBE work to begin (include details):

How often is the DBE projected to provide the above service(s)? Daily ☐ Weekly ☐ Monthly ☐ Annually ☐ As Needed ☐

What is the payment agreement structure with the DBE subcontractor?

What percentage of work will the subcontractor be completing during the current plan period?

\*Anticipated Plan Period Utilization: \$Amount:  % of Total:

The contract between your company and the DBE has been submitted Yes ☐ No ☐

*This is required 15 days after receiving a Notice to Proceed.*

ADD SUB

DELETE SUB

## Step 4: Subcontractor Information

- Provide the **DBE/SBE Name, Participation Goal (%), Representative Name, and Title.**
- Select the **Work Category** (e.g., Material Supplier, Distributor, Professional Services).

## Step 5: Scope of Work & Payment Details

- Describe the **Scope of Work** for the subcontractor.
- Specify if the work is spread over the contract term (Yes/No).
- Indicate how often the subcontractor will provide services (e.g., Daily, Weekly). Define the **Payment Agreement Structure.**

## Step 6: Finalization

- State the **Percentage of Work** the subcontractor will complete.
- Include **Anticipated Plan Period Utilization** (Dollar Amount and Percentage).
- Confirm submission of the subcontractor contract within 15 days of receiving the Notice to Proceed.

**NOTE:** When a **Design-Build Project**, please follow the Directions in this form.

# Contact & Website To Get Forms/Training

Send an email to [DBE@capmetro.org](mailto: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!