



“How To Do Business With Metra”



Ground Rules for Today

- Mute Microphone
- Turn Off Video
- Submit Questions via Chat Box



Agenda

1 Opening Remarks

2 DBE Certification

3 Procurement Services

4 DBE Compliance

5 Questions

6 Closing Remarks





DBE Certification

Presented by Michele Sutton, Sr. DBE Certification Specialist



DBE Overview

What is a DBE?

I. Ownership

- An independent business that is at least 51 percent owned by a socially or economically disadvantaged individual(s)
 - The socially or economically disadvantaged individual(s) include:
 - Women, Native Americans, African Americans, Hispanic Americans, Asian-Pacific Americans and Subcontinent Asian Americans

II. Personal Net Worth (PNW)

- Majority owner personal net worth must not exceed \$1.32 million

III. Control

- The majority owner must control the management and daily operations

IV. Size

- A for-profit business that meets the Small Business Administration's (SBA) size standard and does not exceed \$23.98 million in gross annual receipts over a three year average



DBE Overview

Different agencies recognize different certifications

I. DBE Certification is:

- Federal Requirement
- United States Department of Transportation (US DOT) contracts for highway, transit, and airport

II. M/WBE Certification is:

- State and local government contracting authorities

DBE Overview

DBE Certification through one of these agencies is recognized by all



The Illinois Unified Certification Program (IL UCP) directory provides a reference source of certified DBE firms. The Directory lists the firms in alphabetical order, including the NAICS codes* and specialties. The Directory provides a reference source to assist bidders/proposers in meeting DBE contract goals.

*North American Industry Classification System (NAICS) Codes – classification of the specialties or services that a firm seeks to perform.



DBE Overview

Advantages of DBE Certification

- I. Company listed in the IL UCP DBE vendor directory
- II. An opportunity to participate on federally funded or assisted projects as prime contractors or subcontractors
- III. An identifier that can be used as a marketing tool for businesses



DBE Certification Process

Determining Eligibility

1

The certification application, Personal Net Worth (PNW) statement and supporting documents are analyzed.

2

A site visit is conducted to verify the firm's business, which includes a tour of the facility and photographs.

3

A final determination is made on whether or not the firm is eligible for DBE certification and the firm is notified via mail.

The DBE Program complies with the US DOT 49 CFR, Part 26, Subpart D, which provides the certification guidelines and procedures.

Process takes 60 to 90 days upon the receipt of all required documentation.



DBE Certification Application

METRARAIL.COM

ABOUT METRA

OFFICE OF DIVERSITY &
BUSINESS ENTERPRISE

DBE

CERTIFICATION



Metra and Business

Vendor Registration

Business Diversity

Civil Rights/Title VI

Personal Net Worth & On-Site FAQs

SBE

DBE

Contract Compliance FAQs

■ Certification

DBE FAQs

Contact DBE

Seal Usage

Affidavits/Forms

Directory

DBE Objective/Policy Statement

ODBE Resources

Outreach Calendar

Certification

Pursuant to the requirements of the federal regulation 49 CFR part 26, all recipients of US DOT financial assistance must implement a "one-stop" certification process for Disadvantaged Business Enterprises (DBEs). As a result of this requirement, five US DOT-funded agencies - the Illinois Department of Transportation (IDOT), City of Chicago, CTA, Metra and Pace - have established the IL UCP.

The IL UCP is based on the concept of reciprocity among the agencies. "One-stop" shopping will be provided to applicants for the DBE program, such that an applicant need only to apply once for DBE certification, and the resulting decision will be honored by all participating agencies in the IL UCP.

As of April 1, 2020, because of the current situation in relation to COVID-19, Metra Office of Diversity and Business Enterprise is requesting that all correspondence regarding DBE certification, including the DBE Certification Application, No Change Affidavit, NAICS Code Expansion Request, Extension of Time Requests and supporting documents be emailed to amena@metrarr.com.

An acknowledgement email will be sent to confirm the receipt of your email.

If you have already mailed any documentation to our office, please send an email to amena@metrarr.com.

If you have any question, you can reach our office at 312-322-7391.

[Click here](#) for the Initial DBE Certification Application

[Click here](#) for the Personal Net Worth Statement (must be submitted with the certification application)



How We Buy

Metra's purchasing is handled by Procurement Department

I. Materials & Services Procurement Department:

- Responsible for the purchasing of materials, services and equipment

II. Professional Services Procurement Department:

- Responsible for contracts for architectural and engineering, financial and other professional services

III. Construction & Facilities Maintenance Department:

- Responsible for contracts for construction and facilities maintenance services

IV. Materials Department:

- Responsible for the receipt, storage, distribution and replenishment of Metra's physical inventory



Examples Of What We Buy

Professional Services

- Architectural
- Engineering
- Human Resources
- Financial
- Marketing
- Mechanical

Construction Related Services

- Concrete
- Electrical
- HVAC
- Masonry
- Painting
- Plumbing
- Roofing

Commodities & General Services

- Chemicals
- Equipment
- Fuel
- Furniture
- Maintenance & Janitorial Supplies
- Office Supplies
- Rail Specific Items
- Uniforms

Contract Opportunities



Careers	+	IFBs	RFPs/LIQs/RFIs	SBE IFBs	Bid Tabs	Procurement Awards								
Our History	+	<p>Invitations for Bids (IFBs)</p> <p>Firms interested in doing business with Metra are urged to regularly check this page for notices. Available bid opportunities are listed below.</p> <p>All submittals must be returned to the below address prior to the time and date specified to be deemed responsive.</p> <p>You must be signed into My Metra for Business to download.</p>												
Metra and Transparency	+	<table border="1"> <thead> <tr> <th>Bid ID</th> <th>Description</th> <th>Due Date</th> <th>Attachments</th> </tr> </thead> <tbody> <tr> <td>56358-SB</td> <td>Construction Services for Medium Voltage Distribution Replacement at Metra's 47th Street Yard Located at 147 W. 47th St. Chicago, IL 60609</td> <td>Tuesday, July 28, 2020 - 2:00pm</td> <td> Login to My Metra for Business to download (45.14 MB) 3 addendum(s) </td> </tr> </tbody> </table>					Bid ID	Description	Due Date	Attachments	56358-SB	Construction Services for Medium Voltage Distribution Replacement at Metra's 47th Street Yard Located at 147 W. 47th St. Chicago, IL 60609	Tuesday, July 28, 2020 - 2:00pm	Login to My Metra for Business to download (45.14 MB) 3 addendum(s)
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Reports and Documents	+													
Obtaining Records From Metra														
Capital Projects														
Webcasts														
Community Enhancement Program														

Annual Procurement Plan

The Procurement Plan, updated quarterly, identifies potential contracting opportunities for goods and services anticipated by Metra Departments such as Engineering, Mechanical, Fleet and Facility Management, Finance, Information Systems and Materials and Stores. This document also includes information about vendor registrations and how Metra ensures that small, minority and women-owned businesses have equal opportunity to receive and participate in Metra contracts. Review [Metra's Annual Procurement Plan](#) here.

How To Register As A Vendor



Vendor Registration

Register your business as a Metra vendor to be included for consideration for upcoming solicitations.

A completed [Vendor Registration Form](#) is required for your firm to be entered in Metra's Vendor Database. Upon receipt of this information, we will enter your firm into our vendor database under the appropriate commodity listing(s). These listings are used by our buyers/contracting agents in preparing solicitations.

The process is simple. Just follow the steps below to register:

Step 1: Gather your company's information

- General company information
- Sales information
- Officer, owner or partner information
- Asset information
- Corporate affiliates
- Business references
- Employee information

Note: Please include the correct NAICS codes relating to the business or services provided to ensure you will receive solicitations from the Procurement Department.

Step 2: Complete the Vendor Registration Form

- [Electronic Form](#)
- [Printable Forms \(PDF\)](#)

Step 3: Submit Completed Form to Metra

- Electronic Vendor Registration Form - Click "Submit" at the end of the online form.
- Printable Vendor Registration Forms - Please return the completed forms to the following address:

Metra
Materials Management Department
Attn: Asst. Materials Coordinator
547 W. Jackson Blvd., Ste. 1100, East
Chicago, IL 60661





DBE Compliance

Presented by Ayanna Walker, DBE Compliance Specialist



Bidders/Proposers DBE Responsiveness Requirements

Schedules A (Commitment to DBE Subcontractor Participation)

SCHEDULE A
BIDDER/PROPOSER/CONTRACTOR COMMITMENT TO DBE SUBCONTRACT PARTICIPATION

NAME OF BIDDER/PROPOSER OR CONTRACTOR: ABC Company, Inc. METRA IFB/RFP/CONTRACT (TASK) NO.: 12345
NAME OF PROJECT: XYZ Project

NOTE:

- Bidder/Proposer/Contractor Must COMPLETE, SIGN AND RETURN THIS FORM along with Completed, Signed Schedule C(s) from Each listed DBE.
- If the BIDDER/PROPOSER/CONTRACTOR is itself a DBE, the DBE BIDDER/PROPOSER/CONTRACTOR must indicate the scope of work it will perform with its own forces (independent of the work of any subcontractor) and the dollar amount of that work.
- Any DBE listed on this Schedule A must be certified by the IL UCP at the time of Bid/Proposal submittal.

NAME AND ADDRESS OF DBE FIRM	DBE SCOPE OF WORK (TO BE PERFORMED FOR THIS PROJECT)* AND NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS) CODE	AGREED AMOUNT
567, Inc. 1234 Roadway Rd. Chicago IL, 60661	Engineering Services - 541330	\$ 100,000.00
		\$
		\$
		\$
TOTAL DBE COMMITMENT		\$ 100,000.00

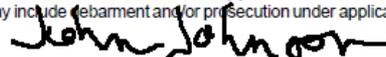
*If space is not sufficient provide detail on attached page.

For bid/proposal responsiveness purposes only, DBE credit for Total DBE Commitment is measured solely against the base bid, initial proposal, bid total, or grand total, not on allowance, alternative bid amounts or master purchase agreement total dollar limitation. However, in the event Metra awards a contract, Metra expects any DBE listed on the Schedule A to perform the same or similar subcontractor work under the allowance. If the award includes an alternate, Metra expects any DBE listed on the Schedule A to perform the same or similar subcontractor work contained in the alternate. If the award is a negotiated amount, Metra expects any DBE listed on the Schedule A to perform the same or similar subcontractor work contained in the initial bid or proposal. In addition, Metra expects any DBE listed on the Schedule A to perform the same or similar subcontractor work authorized under the allowance or under release by a master purchase agreement as necessary to meet the established contract DBE goal.

Bidder/Proposer/Contractor cannot substitute any DBE without prior approval of the Director. Bidder/Proposer/Contractor cannot terminate for convenience any DBE listed and then perform the work with its own forces without prior approval of the Director.

I hereby certify that arrangements have been made for the foregoing work with the listed DBE subcontractor(s). I further understand that any willful falsification, fraudulent statement, or misrepresentation will result in appropriate sanctions, which may include debarment and/or prosecution under applicable State and Federal Laws.

John Johnson, President



June 30, 2020

Printed Name and Title of Bidder/Proposer/Contractor Authorized Signee

Signature of Bidder/Proposer/Contractor Authorized Signee

Date

Bidders/Proposers DBE Responsiveness Requirements

Schedules C (Confirmation of DBE Commitment)

SCHEDULE C CONFIRMATION OF DBE COMMITMENT

NAME OF BIDDER/PROPOSER OR CONTRACTOR: ABC Company, Inc. METRA IFB/RFP/CONTRACT (TASK) NO.: 12345
NAME OF PROJECT: XYZ Project

NOTE:

- Bidder/Proposer/Contractor Must SUBMIT THIS FORM from each listed DBE at the time of Bid/Proposal is due along with a Completed, Signed Schedule A.
- If the BIDDER/PROPOSER/CONTRACTOR is itself a DBE, the DBE BIDDER/PROPOSER/CONTRACTOR must indicate the scope of work it will perform with its own forces (independent of the work of any subcontractor) and the dollar amount of that work.
- Any DBE listed on Schedule A and/or D must be certified by the IL UCP at the time of Bid/Proposal submittal.

NAME OF DBE FIRM 567, Inc.
ADDRESS OF DBE FIRM: 1234 Roadway Rd. Chicago, IL 60661
hereby certifies that it is participating in the referenced Metra project in the agreed amount of \$ 100,000.00 performing
Engineering Services - 541330

and as shown on Schedule A of ABC Company, Inc.'s bid/proposal/contract.
Name of Prime Bidder/Proposer/Contractor

PLEASE COMPLETE THE FOLLOWING (Trucking Firms Complete Both Columns):			
		TRUCKING FIRMS ONLY	
The above DBE work will be further subcontracted:		The above DBE work will be supplemented with leased trucks:	
Check One	Yes	No	X
		Check One	Yes
			No
If Yes, indicate the % of the Schedule A and C Agreed Amount that is to be further subcontracted to a DBE and/or Non-DBE firm. Provide additional Schedule C(s) if further subcontracted to a DBE.		If Yes, indicate the % of the Schedule A and C Agreed Amount that will be expended for the lease of another DBE and/or Non-DBE firm's trucks. Provide additional Schedule C(s) if leased from a DBE.	
<u>0</u> % of DBE's work will be further subcontracted to another DBE.		<u>0</u> % of DBE's work will be further subcontracted to another DBE.	
<u>0</u> % of DBE's work will be further subcontracted to a Non-DBE.		<u>0</u> % of DBE's work will be further subcontracted to another DBE.	
If No, enter "0%" on both lines below.		If No, enter "0%" on both lines below.	
<u>0</u> % of DBE's work will be further subcontracted to another DBE.		<u>0</u> % of DBE's work will be supplemented with leased trucks from another DBE.	
<u>0</u> % of DBE's work will be further subcontracted to a Non-DBE.		<u>0</u> % of DBE's work will be supplemented with leased trucks from a Non-DBE.	

I further understand that any willful falsification, fraudulent statement, or misrepresentation will result in appropriate sanctions, which may include debarment and/or prosecution under applicable State and Federal Laws.

Jane Doe, President

Jane Doe

July 16, 2020

Printed Name and Title of DBE Firm Authorized Signee

Signature of DBE Firm Authorized Signee

Date

Locating Certified DBE Firms

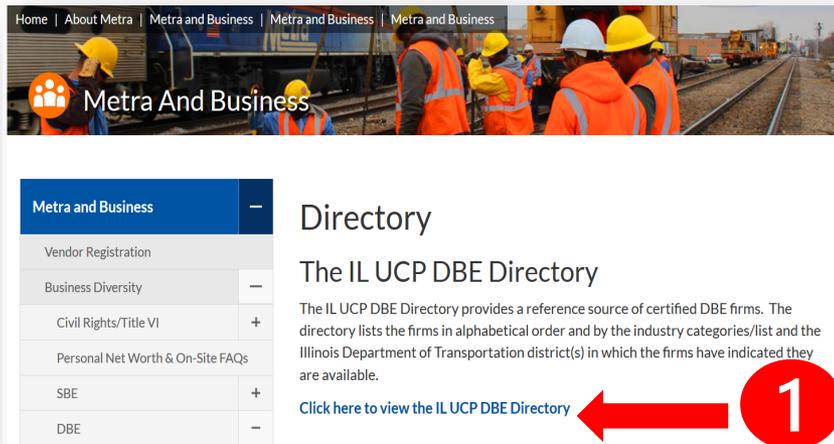
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ABOUT METRA

OFFICE OF DIVERSITY AND
BUSINESS ENTERPRISE

DBE

DIRECTORY



Home | About Metra | Metra and Business | Metra and Business | Metra and Business

Metra And Business

- Metra and Business
- Vendor Registration
- Business Diversity
- Civil Rights/Title VI
- Personal Net Worth & On-Site FAQs
- SBE
- DBE

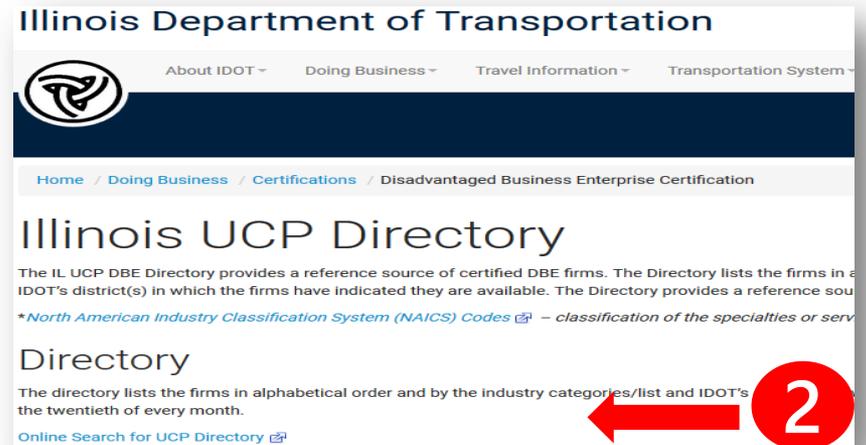
Directory

The IL UCP DBE Directory

The IL UCP DBE Directory provides a reference source of certified DBE firms. The directory lists the firms in alphabetical order and by the industry categories/list and the Illinois Department of Transportation district(s) in which the firms have indicated they are available.

[Click here to view the IL UCP DBE Directory](#)

1



Illinois Department of Transportation

About IDOT | Doing Business | Travel Information | Transportation System

Home / Doing Business / Certifications / Disadvantaged Business Enterprise Certification

Illinois UCP Directory

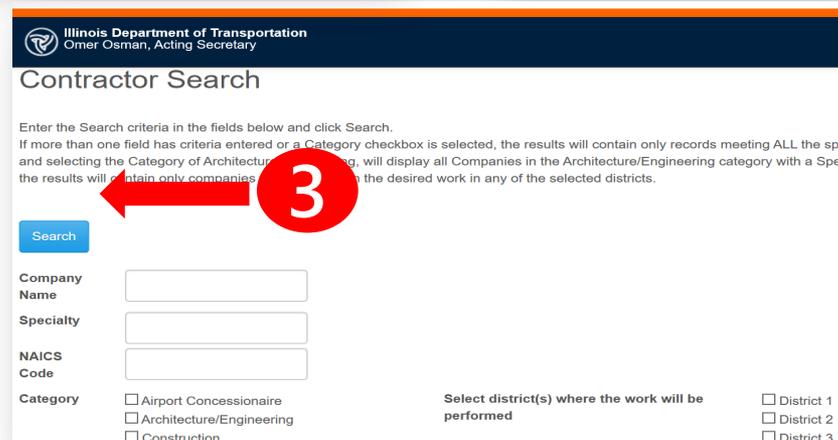
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Directory

The directory lists the firms in alphabetical order and by the industry categories/list and IDOT's the twentieth of every month.

[Online Search for UCP Directory](#)

2



Illinois Department of Transportation

Omer Osman, Acting Secretary

Contractor Search

Enter the Search criteria in the fields below and click Search.
If more than one field has criteria entered or a Category checkbox is selected, the results will contain only records meeting ALL the specified criteria. If no criteria are entered, the results will display all Companies in the Architecture/Engineering category with a Specialty of Construction. If the Category of Architecture/Engineering is selected, the results will contain only companies in the Architecture/Engineering category with the desired work in any of the selected districts.

3

Search

Company Name

Specialty

NAICS Code

Category Airport Concessionaire Architecture/Engineering Construction

Select district(s) where the work will be performed District 1 District 2 District 3



Contract Compliance Requirements

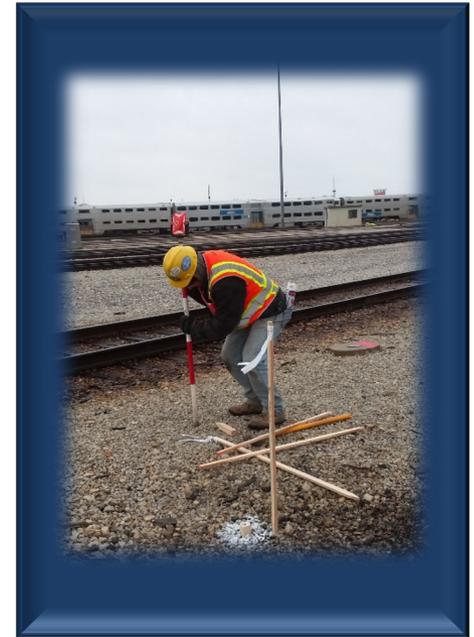
DBE Subcontract(s)

Invoice/Pay Application

Subcontract Payment Log

Proof of Payment

Worksite Visit





QUESTIONS

Contact Information

DBE Certification: Michele Sutton (msutton@metrarr.com)

Contract Compliance: Ayanna Walker (awalker@metrarr.com)

Office of Diversity & Business Enterprise: (metradbe@metrarr.com)