

INSTRUCTIONS FOR **SDO SCHEDULE FOR PARTICIPATION — CONSTRUCTION PHASE**

General Instructions:

This form is completed by the prime contractor. A separate copy of this form is also completed by any lower-tier firm (including a filed sub-bidder) that is bringing MBE, WBE, or VBE/SDVOBE participation credit.

The prime contractor, i.e., the firm executing the contract with the project's owner, completes its own copy of the form. It also collects all lower-tier forms. These forms are compiled and submitted to the owner no later than five business days after bid opening or GMP amendment. Every firm listed on the Schedule for Participation must complete a Letter of Intent.

Definitions and Instructions:

Project Number:

State the project's alphanumeric identifier. This identifier is assigned by the Commonwealth's funding agency. Do not list the identifier assigned by the designer, constructor, or any entity other than the funding agency. If unavailable, list "unknown."

Project Name:

State the project's name, as identified in the project manual.

Project Street Address:

State the street address at which the project is located. Include the number, street, municipality, and ZIP code.

Bid Amount:

List the total bid (contract) amount that is held by the firm completing the form.

Company Name & Address:

State the legal name of the SDO-certified MBE, WBE, VBE, or SDVOBE. State the street address at which the SDO-certified MBE, WBE, VBE, or SDVOBE is located. Include the number, street, municipality, and ZIP code.

Certification:

State the certification category towards which this participation credit is being applied. The options are MBE, WBE, VBE, or SDVOBE. (VBE and SDVOBE count towards the same goal.) Select only one category per SDO-certified firm.

Describe Scope of Work:

Detail the scope of work that the SDO-certified MBE, WBE, VBE, or SDVOBE is to perform. Identify whether the scope consists of only *labor*, of only *materials*, or of both *labor and materials*.

Value of Materials:

If the work consists of supplying only materials (without on-site labor), state the total value of the contract award to the SDO-certified MBE, WBE, VBE, or SDVOBE.

If the SDO-certified MBE, WBE, VBE, or SDVOBE is the manufacturer of the materials, leave this box blank.

If the work by the SDO-certified MBE, WBE, VBE, or SDVOBE includes on-site labor, leave this box blank.

Dollar Value of Participation:

If the previous box (“Value of Materials”) included a dollar value, multiply that amount by 0.6 (i.e., 60%). The resulting amount is the participation value that is being credited to that supply work. If the previous box (“Value of Materials”) was blank, list the total dollar value of the award for the work to be performed by this SDO-certified firm.

Goal:

Separately for each of the three business participation goals, state the dollar value of the goal. Calculate this amount by multiplying the total contract/bid price by the percentage of the goal. The resulting dollar value is the goal in dollars.

Commitment:

In the table above, locate each row with ‘MBE’ in the column marked “Certification.” For each such row, find the values in the “Dollar Value of Participation.” Sum those values. The resulting dollar figure is the amount to list for ‘MBE.’

Repeat this process for ‘WBE.’

Repeat this process for ‘VBE’ and ‘SDVOBE.’ Combine the VBE total and the SDVOBE totals into a combined figure.

Name of Firm:

State the legal name of the company that is completing this form. Identify any DBAs.

Business Address:

State the street address at which the company that is completing this form is located. Include the number, street, municipality, and ZIP code.

Printed Name of Authorized Signatory:

In print lettering, state the name of the individual who is signing the form. This individual must be someone who is authorized to contractually bind the company that is completing this form. The signatory is from company identified in the field “Name of Firm.”

Authorized Signature:

The authorized individual from the company completing the form signs. The signature must be digitally verifiable (e.g., DocuSign, AdobeSign) or ‘wet’/original. Typed signatures are insufficient, as are digital reproductions.

Title of Signatory:

State the title or position of the individual who signed.

Date Signed:

State the date of the signature.

Email Address:

List the contact email address for the company. Ideally, this should be for the individual who has signed the form.

Telephone No.:

List the contact telephone number for the company. Ideally, this should be for the individual who has signed the form.