



# **SBE – SCHEDULES**

## ***INSTRUCTION PAGE***

1. **Do not submit the *Instructions Page*.**
2. Joint ventures that intend to count participation by a **SBE** as a joint venture partner toward the **SBE** goal must complete a **Schedule B** and attach a copy of the joint venture agreement. The **SBE** joint venture partner(s) must also complete a **Schedule C** and be included on the **Schedule D**.
3. All **SBE** firms included on the **Schedule D**, except the **Prime Bidder/Proposer**, must complete a **Schedule C**.
4. Identify **all SBE** firms (1<sup>st</sup> tier, 2<sup>nd</sup> tier, etc.) for total SBE utilization on the **Schedule D**. If you need to use additional pages, number pages accordingly.
5. Verify that **all Schedules** are filled out completely; compliance staff cannot make assumptions for blank spaces.
6. Attach a copy of each **SBE's** most recent **Letter of Certification** and include the date of the **SBE's** next **No-Change Affidavit (NCA)**.
7. When calculating **SBE** participation percentage, use total bid amount (including overhead and profit) as the denominator.

### **Definitions**

<b><i>Schedule B:</i></b>	Refers to the <b>Affidavit of Joint Venture</b> , which confirms the association of an <b>SBE</b> firm and one or more other firm(s) to carry out a single, for-profit business enterprise.
<b><i>Schedule C:</i></b>	Refers to the <b>Participant Statement</b> that is completed by the certified <b>SBE</b> firm(s) and <b>Bidder</b> that is included on the <b>Schedule D</b> .
<b><i>Schedule D:</i></b>	Refers to the <b>SBE Utilization Plan</b> , completed by the <b>Bidder</b> showing the overall breakdown of each <b>SBE</b> firm: their tier, work category and scope of work and the contract dollar amount or their participation percentage of the contract.

The Authority reserves the right to request additional information or documentation for the purpose of evaluation or clarification. The additional information or clarification must be provided within **five (5)** business days of request.

Failure to respond will result in the bid being deemed non-responsive and will be excluded from further consideration.