

**Appendix B Review**

Total Contract Value:

Washington Metropolitan Area Transit Authority

FROM: SBPO - Sr. Small Business Auditor

THRU: SBPO - Manager, Small Business Programs Office

TO: PRMT - Contract Administrator

The Small Business Programs Office is in receipt of your request dated \_\_\_\_\_ to render and Appendix B review for contract \_\_\_\_\_ with a total contract value of \_\_\_\_\_. This contract stipulates that \_\_\_\_\_ % of the contract cost will be targeted for Disadvantaged Business Enterprise (DBE) participation based on a previous DBE goal setting.

The Appendix B submitted indicates \_\_\_\_\_ is a bidder/offor for \_\_\_\_\_. In this engagement, \_\_\_\_\_ has committed to use DBE but not limited in the amount(s) listed below. The initial proposed DBE subcontractor(s) are listed as follows.

	Subcontractor(s)	Proposed (\$)	DBE%
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
		\$	

As a condition of payments to Prime Contractor Name, WMATA will require:

1). The Prime Contractor must upload monthly prompt payment reports to the WMATA Supplier Portal.

2). Each DBE subcontractor must upload monthly prompt payment reports to the WMATA Supplier Portal.

3) Prior to adding, substituting, removing, terminating, or reducing any DBE pre or post award, the Prime must provide to the Contracting Officer, a written notice of intention to add, substitute, remove, terminate, or reduce, and the reasons for the action in order to obtain approval from the Small Business Program's Office (SBPO).

4). The Prime Contractor must provide the Small Business Programs Office copies of all DBE subcontractor agreements for which the Prime is seeking DBE Goal credit for.

5). Each Prime Contractor and DBE subcontractor are required to take Prompt Payment Training (Microsoft Teams) for the purpose of uploading monthly prompt payment reports.

Cordially,

SBPO Auditor  
Small Business Programs Office