


Small Business Program MBE Contract Compliance

MBE Appendix B-2 Review Form

 Washington Metropolitan Area Transit Authority		Contract Value: _____	
FROM: _____			
THRU: _____			
TO: _____			
<p>The Small Business Programs Office is in receipt of your request dated _____ to render an MBE Appendix B-2 review for contract # _____ with a total contract value of _____. This contract stipulates that _____ % of the contract cost will be targeted for MBE participation based on a previous MBE goal setting.</p> <p>The MBE Appendix B-2 submitted indicates _____ is the Prime Contractor that offers the lowest and best value to the Authority. In this engagement, _____ has committed to use Minority Business Enterprises (MBE) but not limited in the amount(s) listed below. The initial proposed MBE subcontractor(s) are listed as follows:</p>			
	Subcontractor(s)	Proposed (\$)	MBE%
1		\$	
2		\$	
3		\$	
4		\$	
5		\$	
6		\$	
7		\$	
8		\$	
9		\$	
10		\$	
11		\$	
12		\$	
13		\$	
14		\$	
15		\$	
16		\$	
17		\$	
18		\$	
19		\$	
		\$	
As a condition of payments to Prime Contractor Name, WMATA will require:			
1). The Prime Contractor upload monthly prompt payment reports to the WMATA Supplier Portal.			
2). Each MBE subcontractor upload monthly prompt payment reports to the WMATA Supplier Portal.			
3). Prior to substituting any MBE pre or post award, the Prime shall provide to the Contracting Officer, a written notice of intention to substitute and the reasons for the substitution.			
4). The Prime Contractor must provide the Small Business Programs Office copies of the subcontractor agreement between the Prime Contractor and MBE Contractor.			
5). Each Prime Contractor and MBE subcontractor is required to take Prompt Payment Training (Microsoft Teams) for the purpose of uploading monthly prompt payment reports.			
Cordially,			
Auditor Name Small Business Programs Office			