



MBE Commercially Useful Function Review Form

Washington Metropolitan Area Transit Authority				
Commercially Useful Functions Checklist				
Attach Photos if available				
Date of site visit: _____ Compliance Specialist: _____				
MBE firm: _____				
MBE work category:	Subcontractor	Manufacturer	Trucking	
	Prime	Regular Dealer	Broker	
Address / Location of site visit: _____				
MBE scope of work: _____				
Describe the type of work observed: _____				
MBE Contract List				
Contract No.	Contract Title	Prime Contractor	MBE Start Date	MBE End Date
If the answer to any of the following is "No" or "N/A", provide an explanation in the general notes section below.				
Management				
Name of on-site representative: _____			Yes	No N/A
Is the MBE firm managing, performing, scheduling work activities, material deliveries and supervising their scope of work independently? (Verify there is no interference from any other firm):				
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Subcontractor Compliance Review Form				
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Are the employees on the MBE firm's certified payroll exclusive to the MBE firm? (Verify the MBE firm is not sharing employees with MBE firm or any other firm on the contract)				
Does the MBE firm appear to have control over methods of work on its contract items?				
Is the MBE firm performing 100% of their scope of work?				
If no, what % was sublet?: Name of the firm(s):				
Equipment				
Is the MBE firm only using equipment it owns, rents, or leases?			Yes	No N/A
Does the equipment have the MBE firm's markings or emblems? If no, note the marking(s) or emblem(s):				
Is the operator of the equipment the MBE firm's employee? If not, who does the operator work for?				
Materials (Furnish & Install)				
Does the MBE name appear on all invoices, hauling tickets, and/or bills of lading?			Yes	No N/A
Manufacturers				
Is the primary function of the MBE firm to manufacture products?			Yes	No N/A
Does the MBE firm stock the product which was altered specifically for this project as a normal stock item?				
Regular Dealers				
Does the MBE firm have an established storage facility and inventory?			Yes	No N/A
Does the MBE firm have a business that sells the product being supplied to the public on a routine basis?				
Does the MBE firm stock the product which was altered specifically for this project as a normal stock item?				
Trucking Firm				
Does the MBE firm own or lease the trucks? (If so, obtain verification of ownership or lease documents in the name of the MBE firm).			Yes	No N/A
Does the MBE employ drivers for trucks owned by the company? (If leased with operators, this should be indicated in the agreement).				
If leased, is there a formal agreement identifying the terms and parties involved?				
Is the MBE firm responsible for scheduling and managing trucking operation?				
Signatures				
Compliance Specialist Printed Name	Signature		Date	
Diversity Manager Printed Name	Signature		Date	
General Notes:				