

Washington Metropolitan Area Transit Authority

Small Business Programs Office
WMATA Certification Program (WCP) Non-Federal
Business Overview

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WMATA Certification Program (WCP) Non-Federal What You Will Learn

- Purpose and Objectives of WCP Non-Federal
- Scope of (3) new programs: Minority Business Enterprise (MBE), Small Business, Programs (SBP) and Micro-Business Programs (MBP)
- Certification: How to prepare for and complete the process
- Prime contractor/subcontractor roles and responsibilities
- How SBP/MBP set aside decisions are made
- MBE program compliance
- Who handles what, your resource guide



Why Create New Programs?



New Programs' Key Objectives

- Provide additional contracting opportunities for small, women, and minority owned businesses
- Locally funded contracts and purchases will be subject to the MBE, SBP and MBP programs
- All Metro Departments that utilize dedicated funds must comply with the MBE, SBP and MBP program requirements

What is a Minority Business Enterprise?

- Existing for-profit small business
- Owner is a US citizen or legal resident
- 51% owned/controlled by socially and economically disadvantaged individual(s)
- Personal Net Worth (PNW) of owner less than \$1.32 million
- Three-year average gross business receipts less than \$26.29 million
- Three-year average gross business receipts less than SBA business size caps for each work area (NAICS code)
- **WMATA's MBE business size criteria same as DBE program**

Eligibility Criteria

MBE

- Home state DBE/MBE cert required to apply (DMV exception)
- For-profit; majority owner controls operations
- US resident/lawful permanent resident owner
- Social and economic disadvantage
- Majority owner PNW cap \$1.32 million
- 3-year avg SBA/NAICS caps by work category
- Business 3-year avg overall receipts capped at \$26.29 mil

SBP/MBP

- DMV businesses only (MD/DC/VA)
- No out-of-state exceptions
- Must be for-profit
- US resident/lawful permanent resident owner
- Economically disadvantaged
- Owner controls 100% of business operations
- SBP: Max 50 employees/ \$10 mil avg gross receipts
- MBP: Max 25 employees/\$3 mil avg gross receipts

Key Program Provisions

MBE

- Race/gender conscious
- Larger locally funded projects
- Project-specific subcontracting goals
- Certification not required to bid as prime
- Subcontractor prompt payment required
- MBE replacement/termination; strict criteria
- Good faith efforts required for waivers
- Commercially useful function
- Worksite and other protections
- 2-year certification period

SBP/MBP

- Race/gender neutral
- Prime contracting set aside
- All non-federal contracts/projects reviewed for potential set aside
- Credit card purchases included
- SBP mandatory for contracts \$50K – \$500K
- Up to \$1 mil mandatory SBP; CPRO discretion
- MBP set aside mandatory for up to \$50K
- 3 or more certified businesses required
- Mandatory set side on existing renewal contracts
- 2-year certification period

Eligibility Summary

- Out-of-state (non-DMV) firms without current DBE/MBE home state certification do not qualify for any WMATA certifications
- Out-of-state firms with current valid home state DBE or MBE certification may only apply for Metro's DBE or MBE program
- DMV firms are **potentially** eligible for all WMATA certifications; depends on business size

How to apply (WCP)?



1. Make sure the company qualifies

- Application Form - One application for MBE/SBP/MBP
- Supporting Documents (DMV companies).
- <https://www.wmata.com/business/Small-Business-Programs-Office/index.cfm>

Certification: Navigating WMATA Supplier Portal

- Access Supplier portal at
- <https://supplier.wmata.com/psp/supplier/SUPPLIER/ERP/h/?tab=DEFAULT>

The screenshot displays the WMATA Supplier Portal interface. At the top, there is a navigation bar with 'Favorites' and 'Main Menu' on the left, and 'Home' and 'Sign Out' on the right. The main content area is divided into several sections:

- Procurement Opportunities:** Contains links for 'View Active Solicitations Opportunities', 'View Solicitations Under Evaluation', 'View Awarded Solicitations', 'View Bid Opening', and 'View Frequently Purchased Inventory Items'.
- Announcements / Supplier Links:** Features an 'Announcements' section with an 'Important Notice' stating: 'Vendors are not permitted to ship materials or supplies without an authorized purchase order. Any materials or supplies received without an authorized purchase order will be refused without payment.'
- Login:** Includes a 'Login here as an existing User.' section with 'User ID:' and 'Password:' input fields, a 'Sign In' button, and a note that 'User ID and Password are case sensitive'. Below this is a link for 'New User click here to register' (circled in red) and a link for 'I forgot my password'.
- WMATA Supplier Portal:** A welcome message from the 'Washington Metropolitan Area Transit Authority (WMATA) supplier portal', stating that the office of Procurement and Materials is dedicated to providing quality goods and services to support WMATA's mission.
- Portal Tips & User Guides:** Contains links for 'WMATA Supplier Portal Help' and 'FAQs'.
- Contact:** Provides contact information for Accounts Payable (email: APSupport@WMATA.com), Certification programs (email: sbpohotline@wmata.com), and Supplier Portal (email: PRMT_Suppliersupport@WMATA.com), along with a phone number: (202) 962-5151.
- SEP Vendor Directory:** Includes a link to the 'DCUCP Directory'.

How to apply (WCP)?



1. Complete registration process; receive User ID/password via email
2. To apply, enter User ID and password to re-enter Portal

How to apply?

<https://www.wmata.com/business/procurement/vendor-resources.cfm>



How to apply (WCP)?

- Follow the Job Aid
 - 19 steps

Step	Action
1.	Navigate to DBE/SBE/MBE Certification page using the following menu path: <i>Main Menu > DBE/DBE/MBE Certification</i>
Step	Action
2.	Click the Add a New Value tab.
Step	Action
3.	Select the Certification Review tab
4.	Select the Add/Verify Address and Contact link to validate information

WMATA's Accounts Payable Division

- WMATA's Accounts Payable Division would like to request the most current W-9 form (**signed and dated**) from your organization. Please send the requested W9 via the portal. In the chat there are instructions for the suppliers to use to submit their W-9 to WMATA; a copy will also be disseminated to all workshop participants via email.
- If the vendor have any issues with username/password they would need to send an e-mail to PRMT_SupplierSupport@wmata.com

Step 5 - 7

Step	Action
5.	Select the Auction Generated Address 1 link to review information
Step	Action
6.	After review, click Return to Current Addresses link to return to Maintain Address page
Step	Action
7.	Demography Information (Step-2) Select Ethnicity type from the dropdown menu. Select Women-Owned Business type from the dropdown menu



Step 7 Continued

▼ **Step-3 Certification Application** ? Newer Application **1 of 1** Older Application

Application Status: New -Not Submitted Number: Type:

▼ **Step-3A Revenue and Employee Information** ?

Current Year Revenue and Employees

Current Year: Revenue: Number of Employees:

Last Three Years Revenue and Employees

Year-1: Gross Receipts: Average: \$25,597.00
 Year-2: Gross Receipts: Please Note: Receipts are considered total income plus cost
 Year-3: Gross Receipts: of goods sold.

Owner Title: Owner Name:

Step	Action
8.	<p>Revenue and Employee Information (Step-3A)</p> <p>Enter in the following information:</p> <ul style="list-style-type: none"> • <i>Current Year</i> • <i>Revenue</i> • <i>Number of Employees</i> • <i>Last three years Revenue and Employees</i> section <p>Note: The average revenue and the number of employees will determine your eligibility to local programs. (SBP and MBP) To update, click Edit button</p>

Steps 9 - 10

Step	Action
9.	<p>Certification Information (3B) - Apply For: Select the desired certification program you would like to apply for.</p> <p>Note: Available certification programs will display based upon eligibility.</p> <ul style="list-style-type: none">• When DBE is selected, SBE will be automatically selected as well.• When SBE is selected, the application will be for SBE only. <p>For additional information on certification program eligibility requirements, please see the eligibility guide.</p>
10.	<p>Eligibility Requirements (Step – 3C)</p> <p>For each question, please select Yes or No</p> <p>Note: All questions must be answered prior to proceeding to the next step.</p>

Steps 11 - 13

Step	Action
11.	<p>Download Template and Instructions (Step – 3D)</p> <p>Select the link to download the displayed documents.</p> <p>Note: The list of documents will depend on the certification program selected.</p>
12.	<p>Comments – Optional, this free-form field can be used to provide any additional information relevant to the processing of the application.</p>
13.	<p>Upload Documents (3E)</p> <p>Upload all required documents need to complete the application.</p> <ul style="list-style-type: none"> • Select Doc Type from the dropdown menu • Enter document Description • Click Attach button to continue

Step-3D Download Templates and Instructions

Document Description	Document Template
Instructions	Instructions.pdf
DBE Certification Application	DBE_Uniform-Certification-Application.pdf
Personal Network	DBE_PNW_Statement.pdf

Comments - Click (+) to add or (-) to remove Comment Find | View All First 1 of 1 Last

Comment By Date Time

Step 3E Upload Documents - Click (+) to add document. Find | View All First 1 of 3 Last

Doc Type	Attached File	Description	Attach View	Date Time	Attached By
DBE Certi		DBE Application	Attach View Delete		



Steps 14-16

- Steps 14 , 15 and 16– Upload Documents

Step 3E Upload Documents - Click (+) to add document. Find | View All First 1 of 3 Last

Doc Type	Attached File	Description	Attach View	Date Time	Attached By
DBE Certi ▼	DBE_Certification_Application.docx	DBE Application	Attach View Delete		

Save Draft Submit Application to WMATA



Steps 17-18

Step	Action
17.	Document upload complete. Note: To upload additional documents click the plus  sign to add a new row.
18.	Click Submit Application to WMATA button to submit application

WMATA Acknowledgement Receipt

 Do-not-reply@wmata.com
To  Amadi, Bekwele L

Retention Policy WMATA 180 Retention Policy (6 months) Expires 11/8/2021

 If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

 **WMATA Acknowledgement of Application**

Dear Joe Doe

This is to acknowledge receipt of your ('SBP', 'MBP') application. Your application package number is 0000003946. Your application package will be screened for completeness before starting the review process. Any request(s) for missing or incomplete information/documentation, will be communicated via e-mail or telephone. Once the application is determined complete, the review process will begin, and you will be notified in writing within 90 business days. If there are any change(s) or omission(s) to the information provided, please contact sbpohotline@wmata.com immediately.

Your interest in WMATA(s) ('SBP', 'MBP') Program is appreciated.

Please do not reply back to this email, as it is not monitored.

 Reply  Reply All  Forward

Wed 5/12/2021 3:2

Step 19

Step	Action
19.	<p>You will receive a confirmation email that your certification application was successfully submitted to the email address listed on application.</p> <p>End of procedure.</p>



Certification: What Happens Next

- *If approved, certification letter is mailed and certified business record is added to DCUCP directory*
- *Instant exposure to potential prime contracting (SBP and MBP) and MBE subcontracting opportunities matching your business expertise*
- *May reapply depending on basis for denial*



Certified Business Responsibilities

- *To remain in good standing with Metro:*
 - *Keep contact information updated in Supplier Portal*
 - *Respond promptly to surveys, meeting requests, etc.*
 - *Notify Metro of material change in status; “Notice Regarding Change” form*
 - *Maintain documentation sufficient to prove eligibility*
 - *Do not engage in dishonest or fraudulent behavior*
 - *Participate in Metro training sessions to learn purchasing process*
 - *Ask for assistance if you need it; help is available*



MBE Program (Compliance)

- Operates essentially the same as DBE program:
 - Each project evaluated for set aside first, then goal setting potential
 - Goal setting process follows best practices and Metro written policy
 - All bidders must comply with MBE submission requirements
 - Winning bidder must use MBEs as obligated under contract
 - All subcontractors must be paid promptly and in full by contract closeout
 - Zero tolerance for worksite discrimination, harassment, etc.

SBP and MBP Determination

■ Factors to consider:

- What is being purchased (NAICS codes)
- How much is being purchased at one time; how often
- How many certified small/micro businesses available (DCUCP directory search)
- Other factors that may impact set aside decision
- Unbundling of contracts is a required action step

Prime Contractor Compliance

- MBE Appendix A
 - Submit all required forms
 - Meet goal or request a waiver (MBE primes also)
 - Waivers: demonstrate good faith efforts
 - Count MBE participation correctly
 - Valid MBE certification at time of bid
 - Commercially useful function
 - Participate in Prompt Payment Training
 - Electronic prompt payment reporting
 - Monitor MBE activity to meet commitments
 - Termination, Substitution, Reduction (TSR)



MBE Subcontractor Compliance

■ MBE Appendix A

- Respond to prime contractor outreach efforts
- If interested, bid/negotiate in good faith
- If unavailable, complete MBE Unavailability Certification; MBE Attachment A-3
- If quote accepted, sign Letter of Intent; MBE Attachment A-2
- Attend Kick-off Meeting
- Participate in prompt payment training
- Electronic prompt payment reporting
- Agree to site visits, audit requests, etc.
- Deliver goods/services within scope of agreement
- Report any worksite issue that negatively impacts your ability to perform

MBE Contract Closeout

- Verifies that the conditions for final payment have been met
- Final accounting for all MBE outstanding invoices and retainage
- Prime contractor's MBE performance becomes part of historical record for future contracting
- Potential sanctions/liquidated damages for willful non-compliance (See MBE Attachment A)

Tips For Success

- 1). Search Metro website often to find new contract opportunities:
<https://supplier.wmata.com/psp/supplier/SUPPLIER/ERP/h/?tab=DEFAULT>
“View Active Solicitations Opportunities”
- 2). Attend Metro outreach events as often as possible; network effectively
- 3). Use Metro business training sessions to learn how the contracting process works
- 4) If you need additional information, ask for it: SBPOHotline@wmata.com

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Small Business Programs Office (SBPO)



Please place all questions in the chat an SBPO Team Member will Respond via email to all attendees.
THANK YOU!