

Business Participation Plan Instructions

Metro uses the Subcontractor Participation Plan to track subcontractors, regardless of size, or small business status, to ensure contract compliance with prompt payment and/or prevailing wage, as required by Ohio Revised Code. The below instructions are intended to be used as a guide to completing this form.

Section 1: Project Information

This section is to identify the project number and name. The project number and project name can be located in OpenGov. The project number is commonly referred to as project ID within the solicitation.

Business Participation Plan	
Project Number	123-4567
Project Name	Transit Center Construction

Section 2: Prime Contractor Participation

This section identifies the prime contractor bidding on the project. The name of the prime contractor, its status as a certified small business, and percentage of self-performance of the project, will need to be completed.

A certified small business means a business that has been deemed small by a third-party certifying organization, which can include, but are not limited to certifications from the Small Business Administration, City of Cincinnati, Ohio Department of Transportation etc. Certifications do not need to be local. Proof of certification will need to be uploaded into OpenGov. Certifications may include, but are not limited to: MBE, WBE, SBE, WOSB.

The percentage of prime self-performance is the amount of work the prime contractor expects to perform. **A dollar amount SHOULD NOT be placed in this section.**

Prime Contractor Participation	
Prime Contractor Name	
Small Business (Y/N)	
Percentage of Work to be Performed by Prime	

Section 3: Subcontractor Participation

This section details subcontractor participation. The name, contact information, NAICS, percentage of the contract the subcontractor will perform, and small business status are required for oversight and compliance purposes with prompt payment and/or prevailing wage requirements.

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The NAICS code should be tied to the work the subcontractor is committed to performing. If the NAICS is unknown, a description of the work can be put in its place. The percentage performed by sub is the total percentage of the contract committed to the subcontractors for the work to be performed. **A dollar amount SHOULD NOT be placed in this section.**

Subcontractor Participation

Name of Subcontractor	Small Business? (Y/N)	Email Address	Contact Person & Telephone	Scope of Work/NAICS	% Performed by Sub
Janis' Concrete	Yes	janis@concrete.com	Janis Joplin, 513-555-4567	123456	20%

Section 4: Signature

Form may be signed electronically or with a wet signature. Contact information must be provided in the subsequent fields, and must be dated.

The undersigned will enter into formal agreements with the small businesses listed above for work in this schedule conditioned upon the award of a contract by the Southwest Ohio Regional Transit Authority (SORTA)

Bob Cratchet	CEO	513-555-6677	bob@construction.com	1/29/2026
Signature	Title	Phone Number	Email	Date



Business Participation Plan

Project Number
Project Name

Prime Contractor Participation

Prime Contractor Name
Small Business (Y/N)
Percentage of Work to be Performed by Prime

Subcontractor Participation

The undersigned will enter into formal agreements with the small businesses listed above for work in this schedule conditioned upon the award of a contract by the Southwest Ohio Regional Transit Authority (SORTA)

Signature	Title	Phone Number	Email	Date