

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, total bid amount of the project, and the dollar amount the prime contractor will be self-performing, 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 bid amount should be the total amount of the bid. The dollar amount of prime self-performance is the amount the prime contractor expects to receive from the contract for self-performance.

Prime Contractor Participation	
Prime Contractor Name	Construction Company, LLC
Small Business (Y/N)	No
Bid Amount	1,000,000
Dollar Amount of Prime Self Performance	500,000

Section 3: Subcontractor Participation

This section details subcontractor participation. The name, contact information, NAICS, dollar amount 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 dollar amount is the total amount committed to the subcontractors for the work to be performed. The total amount must be manually totaled and put in.

Subcontractor Participation

Name of Subcontractor	Small Business? (Y/N)	Email Address	Contact Person & Telephone	Scope of Work/NAICS	Dollar Amount
Janis' Concrete	Yes	janis@concrete.com	Janis Joplin, 513-555-4567	123456	250,000
Bill's Landscaping	No	bill@iikeflowers.com	Bill Belichick, 513-555-1234	234567	250,000

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)	
Bid Amount	
Dollar Amount of Prime Self Performance	

Subcontractor Participation

Name of Subcontractor	Small Business? (Y/N)	Email Address	Contact Person & Telephone	Scope of Work/NAICS	Dollar Amount
				Total	

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Signature	Title	Phone Number	Email	Date