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APPENDIX D - DBE REQUIREMENTS FTA SPECIAL PROVISIONS

PUBLIC TRANSPORTATION DEPARTMENT
DISADVANTAGED BUSINESS ENTERPRISE REQUIREMENTS

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APPENDIX D

SECTION 1

**DISADVANTAGED BUSINESS ENTERPRISE PROGRAM
FOR TRANSIT VEHICLE MANUFACTURERS (TVMS)**

General - This section provides information to assist the contractor/manufacturer to achieve the non-manufacturing Disadvantaged Business Enterprise participation goal of 50 percent for installation and hauling.



MEMORANDUM

TO: Prospective Contractors for the
San Francisco Public Transportation Commission

FROM: Arnold W. Baker, Director
Contract Compliance, PTD

SUBJECT: Information Concerning Affirmative Action
Requirements for Contractors

The Contract Compliance Office of the San Francisco Public Transportation Department is responsible for contract compliance relative to affirmative action. The City's Administrative Code (Chapter 12B) requires companies and organizations bidding on City and County contracts to comply with certain affirmative action obligations. The intent of this memorandum is to provide information regarding appropriate implementation of the obligations which will be administered by the San Francisco Public Transportation Commission for this procurement.

A. Employment

Goals and timetables covering affirmative action employment programs may be established as part of individual affirmative action agreements between the selected contractors and the City and County. The procedure for drafting an agreement of this type is negotiation between the City and County and the contractor.

The City and County recognizes that it has a joint responsibility to cooperate and participate with the contractor to achieve the goals set forth. However, the contractor retains the responsibility for showing evidence of compliance. In this regard, if the goals set forth are not reached, the contractor must show to the satisfaction of the Public Transportation Commission that good faith efforts were made in attempting to reach the goals.

PTC priorities in affirmative action for employment are full-time employment of minorities and women; employment of minorities and women in management and decision-making positions; and part-time employment and summer jobs for minorities and women.

B. Compliance

Each proposer shall complete and submit the attached affirmative action Questionnaire and Workforce Data form with the proposal. Failure to comply may result in rejection of the proposal.

3/18/95

LIST YOUR MAJOR VENDORS/SUPPLIERS OF GOODS AND SERVICES

Name _____ Address _____ Tel. # _____
 Name _____ Address _____ Tel. # _____
 Name _____ Address _____ Tel. # _____
 Name _____ Address _____ Tel. # _____

For Haulers/Truckers and Subcontractors only: List the firm's gross annual receipts for the last three fiscal years as follows:

19____ \$ _____; 19____ \$ _____; 19____ \$ _____

ADDITIONAL SUBCONTRACTING BY SUBCONTRACTOR/HAULERS/TRUCKERS

- a. _____ We will not subcontract any portion of work to another subcontractor/haulers/truckers.
- b. _____ We will subcontract _____ % of our work to _____
(Name of subcontractor/hauler/trucker)
 in the amount of \$ _____. Indicate owner's ethnicity and sex _____.

I declare, under penalty of perjury, that the above information is true and correct; and that our firm is a bona fide DBE as defined under the Public Transportation Department's DBE Program for Transit Vehicle Manufacturers.

Owner/Authorized Representative (Signature)

Notary Public

Name & Title (Please Print)

Subscribed and sworn before me

Address

on this ____ day of _____, 19____.

Seal:

Telephone No.

SAN FRANCISCO PUBLIC TRANSPORTATION DEPARTMENT

QUESTIONNAIRE ON RECRUITMENT, HIRING, AND TRAINING PRACTICES

(Please answer all questions. Use additional sheets if necessary.)

Name of Company: _____

Address: _____

Location of Company Workforce (Check one)

_____ San Francisco

_____ Other Location, provide address:

1. Name, title, telephone number of company official at the establishment who is responsible for recruiting and hiring and who will provide information concerning this matter.

2. Name, title, and telephone number of senior managing official at the establishment if not the person named in the answer to question 1.

3. Describe briefly the basic business activity at the establishment (i.e., identify the product produced or the services performed).

Note: Workforce - The term "minorities" or "disadvantaged" refers to the following groups: African-American, Hispanic, Asian or Pacific Islander, and American Indian or Alaskan Native.

4. Describe briefly how employees at various levels are hired (see Workforce Breakdown, page D-9).

A. Technicians and/or others

B. Support Staff (accounting, reception, and clerical)

5. Describe in full, Affirmative Action programs in the past two years which serve to increase the number of underrepresented minorities. (Proposers may submit one (1) copy of their Affirmative Action Program directly to PTD Contract Compliance, 949 Presidio Avenue, Room 246, San Francisco, CA 94115.)

- Participation in training programs.

- Participation in apprenticeship programs.

- Participation in any summer hire programs or own program to hire minority and female students in the summer and/or part-time.

- Paid educational leave or tuition for minorities or women to improve skills and level.

- Participation in scholarship fund specifically designated for minorities and women.

- Participation in minority clerical training programs.

- Participation in "other" programs.

6. If minorities and/or women are underutilized explain steps firm would take to increase their participation. Affirmation Action programs with goals and timetables can be included.

7. Workforce breakdown. (Complete separate form on page D-9)

- 7a. Hires in last 12 months. (Complete separate form on page D-10)

Workforce Data

7. Please fill out this workforce breakdown

Name of firm: _____

Address: _____

EMPLOYEE * CATEGORIES	TOTAL EMPLOYEE		AFRICAN AMERICAN		HISPANIC		ASIAN/ PAC. ISL.		AMER. IND./ ALAK. NTV.		TOTAL MINORITY		PERCENTAGE WHITE		PERCENTAGE MINORITY	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Managers																
Professionals																
Technicals																
Sales																
Crafts (Skilled)																
Semi-Skilled																
Clerical																
TOTAL																

3/18/95

COMPLETED BY

Name: _____

Title: _____

Date: _____

* If the list of occupations on the left side of the workforce data form does not match your occupation titles, please modify the data form to indicate occupations peculiar to your organization.