



**City of Virginia Beach - Purchasing Department
SWaM-certified Subcontracting Participation Plan**

Form CVAB - E2

Project Name: _____

Bid Number: _____

Prime Contractor: _____

Address: _____

City, State, Zip: _____

Contact Telephone: _____

Contact Email: _____

Total Bid Amount

Total Subcontracting Amount

**Total SWaM-certified Subcontracting Amount

**must be equal to or greater than 50% of total subcontracting amount

Intent to utilize subcontractors YES NO (indicate selection by circling correct option)

*******Participation Plan and/or Good Faith Efforts MUST be submitted with the bid*******

SWaM-certified firm	Certification Number	Status (M, S, or W)	Scope of Work to be Performed	Estimated Subcontract Dollar Amount	DBE certified Y/N	MBCoord Approval	
						Verified	Verified
						(FOR OFFICE USE ONLY)	

IMPORTANT: THIS PARTICIPATION PLAN MUST BE COMPLETED AND SUBMITTED WITH YOUR SEALED BID, NO EXCEPTIONS

By signing below, you attest that the above information is true and accurate to the best of your knowledge, in addition you certify your intent to fully engage each SWaM-certified firm listed.

Authorized Representative (Prime) Name	Print	Title	Authorized Representative (Prime) Signature	Date
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Prime Contractor Workforce Composition Form

Prime Contractor: _____

Submittal Date: _____

	# Employees	% Employees	% Managers	% Supervisors	% Professionals	% Non-Professionals
Woman						
Minority						
Woman Minority						
Other						
Total						

Descriptions
<p>Manager: Responsible for directing and controlling the work and staff of a business, or of a department within it.</p>
<p>Supervisor: Oversees and guides the work or activities of a group of other employees.</p>
<p>Professional: Requires extensive education in their field (undergraduate degree or higher) or a specialized certification from an accredited agency.</p>
<p>Non-Professional: Not in one of the above categories.</p>

