

CONTRACT CLOSE-OUT MBE/WBE COMPLIANCE REPORT INSTRUCTIONS

The contractor/consultant must complete the Contract Close-Out MBE/WBE Compliance Report and submit it to the project manager or contract administrator after completion of all work on the contract. Final payment will not be processed until the City has reviewed and approved the completed form. The project manager or contract administrator will verify the information included in the report. If you have questions regarding the preparation of this report, contact the project manager, contract administrator, or Department of Small and Minority Business Resources.

Part 1: Summary Information

Contract Amount: Report the total amount of the original contract awarded to the contractor/consultant, the total amount of all approved changes to the contract, the total amount of the final contract (i.e. the total of the original contract amount plus the amount of all approved changes), and the total amount the City has actually paid the contractor/consultant to date.

M/WBE Amounts: Report the total dollar amount and percentage of the contract committed to MBEs and WBEs (including the prime contractor/consultant, if the prime contractor/consultant is an MBE or WBE) as stated in the original approved Compliance Plan; the total of all approved changes to amounts committed to MBEs and WBEs; the final total dollar amount and percentage of the final contract amount MBEs and WBEs will be paid on the contract (i.e. the total amount actually paid to MBEs and WBEs to date plus the amount of retainage due to MBEs and WBEs); and the total amount actually paid to MBEs and WBEs to date. If the solicitation contained race-specific subgoals, provide the summary information for each racial group.

Part 2: Contractor/Consultant Participation

Complete Part 2 only if the contractor/consultant is an MBE or WBE. Report the contractor/consultant's own participation (total dollar amount and percentage of the contract), less any amount subcontracted, as reported in the original approved Compliance Plan; report the total dollar value of approved changes to the amount of the contractor/consultant's participation, less any amount subcontracted; and report the final total of the contractor/consultant's participation (total dollar amount and percentage of the contract), less any amount subcontracted.

Part 3: Subcontractor Participation

List each subcontractor/subconsultant/supplier (including MBEs, WBEs, and non-MBE/WBEs) contained in Parts A and D of the original approved Compliance Plan. Also list any other subcontractors/ subconsultants/suppliers used in the performance of the contract. Give the complete name of each subcontractor/subconsultant/supplier and provide (a) the dollar amount committed to the subcontractor/ subconsultant/supplier in the original Compliance Plan, (b) the dollar amount of any approved changes to the commitment to that subcontractor/subconsultant/ supplier, (c) the actual amount paid to the subcontractor subconsultant/supplier to date, and (d) the amount of retainage due to the subcontractor/ subconsultant/supplier. For each subcontractor/subconsultant/supplier, explain any difference in the amount contained in the original Compliance Plan (a), and the final total. The final total is the actual amount paid to the subcontractor/subconsultant/supplier to date plus the amount of retainage due to the subcontractor/subconsultant/supplier (c + d).

If a subcontractor/subconsultant/supplier was substituted with another subcontractor/subconsultant/ supplier, or if a subcontractor/subconsultant/supplier was added or deleted, attach a copy of the approved "Request for Change of Compliance Plan" form. If an unapproved substitution was made, please indicate. Attach any relevant documentation.

Part 4: Affidavit

The form must be signed by an authorized representative of the contractor and notarized.

CONTRACT CLOSE-OUT MBE/WBE COMPLIANCE REPORT
 (To be completed by contractor/consultant. See instructions on preceding page.)

Project/Contract No. _____ Project Mgr/Contract Admin. _____

Project Name _____

Contractor/Consultant _____

Contractor/Consultant is: Non-MBE/WBE MBE WBE MBE/WBE Joint Venture

If contractor/consultant is an MBE or WBE, ethnic/gender code of contractor: _____

Part 1: Summary Information

	Original Contract and Compliance Plan	Approved Changes	Final Total	Actual Amount Paid
Contract Amt \$	_____	\$ _____	\$ _____	\$ _____
M/WBE Amts				
<u>MBE</u> \$ _____ (____%)	\$ _____	\$ _____ (____%)	\$ _____	\$ _____
If race-specific:				
African-Am \$ _____ (____%)	\$ _____	\$ _____ (____%)	\$ _____	\$ _____
Hispanic \$ _____ (____%)	\$ _____	\$ _____ (____%)	\$ _____	\$ _____
Native-Am \$ _____ (____%)	\$ _____	\$ _____ (____%)	\$ _____	\$ _____
Asian-Am \$ _____ (____%)	\$ _____	\$ _____ (____%)	\$ _____	\$ _____
 <u>WBE</u> \$ _____ (____%)	\$ _____	\$ _____ (____%)	\$ _____	\$ _____

Part 2: Contractor/Consultant's Participation

If contractor/consultant is an MBE or WBE, contractor/consultant's participation, less any amount subcontracted

Original Compliance Plan	Approved Changes	Final Total
\$ _____ (____%)	\$ _____	\$ _____ (____%)

Part 3: Subcontractor Participation

List below all subcontractors/subconsultants/suppliers (MBEs and WBEs as well as non-MBE/WBEs) used in performance of the contract.

Subcontractor _____

a) Compliance Plan	b) Approved Changes	c) Actual Amt. Paid	d) Amt. of Retainage Due
\$ _____	\$ _____	\$ _____	\$ _____

Reasons for any difference in amount contained in original Compliance Plan (a) and final total (c+d)

Part 3: Subcontractor Participation (Continued). Duplicate as needed.

Subcontractor _____
a) Compliance Plan b) Approved Changes c) Actual Amt. Paid d) Amt. of Retainage Due
\$ _____ \$ _____ \$ _____ \$ _____

Reasons for any difference in amount contained in original Compliance Plan (a) and final total (c+d)

Subcontractor _____
a) Compliance Plan b) Approved Changes c) Actual Amt. Paid d) Amt. of Retainage Due
\$ _____ \$ _____ \$ _____ \$ _____

Reasons for any difference in amount contained in original Compliance Plan (a) and final total (c+d)

Subcontractor _____
a) Compliance Plan b) Approved Changes c) Actual Amt. Paid d) Amt. of Retainage Due
\$ _____ \$ _____ \$ _____ \$ _____

Reasons for any difference in amount contained in original Compliance Plan (a) and final total (c+d)

Subcontractor _____
a) Compliance Plan b) Approved Changes c) Actual Amt. Paid d) Amt. of Retainage Due
\$ _____ \$ _____ \$ _____ \$ _____

Reasons for any difference in amount contained in original Compliance Plan (a) and final total (c+d)

Subcontractor _____
a) Compliance Plan b) Approved Changes c) Actual Amt. Paid d) Amt. of Retainage Due
\$ _____ \$ _____ \$ _____ \$ _____

Reasons for any difference in amount contained in original Compliance Plan (a) and final total (c+d)

Subcontractor _____
a) Compliance Plan b) Approved Changes c) Actual Amt. Paid d) Amt. of Retainage Due
\$ _____ \$ _____ \$ _____ \$ _____

Reasons for any difference in amount contained in original Compliance Plan (a) and final total (c+d)

Part 3: Subcontractor Participation (Continued). Duplicate as needed.

Subcontractor _____
a) Compliance Plan b) Approved Changes c) Actual Amt. Paid d) Amt. of Retainage Due
\$ _____ \$ _____ \$ _____ \$ _____

Reasons for any difference in amount contained in original Compliance Plan (a) and final total (c+d)

Subcontractor _____
a) Compliance Plan b) Approved Changes c) Actual Amt. Paid d) Amt. of Retainage Due
\$ _____ \$ _____ \$ _____ \$ _____

Reasons for any difference in amount contained in original Compliance Plan (a) and final total (c+d)

Part 4: Affidavit

The above information is true and complete to the best of my knowledge and belief.

Name and Title (Print): _____

SIGNATURE: _____ DATE: _____

STATE OF _____

COUNTY OF _____

On the ____ day of _____, 20____, personally appeared

_____, and having been duly sworn by me, subscribed to the foregoing affidavit and has stated that the facts stated therein are true and correct.

Notary Public

Printed Name of Notary

For City of Austin use only:

Project Mgr./Contract Administrator Approval

Date

SMBR Approval

Date