



## **MBE/WBE CONTRACT COMPLIANCE CLOSE-OUT INSTRUCTIONS**

The Consultant/Contractor must complete the MBE/WBE Contract Compliance Report and submit it to the Owner's Representative after completion of all work on the contract. Final payment will not be processed until the City has reviewed and approved the completed form. If you have questions regarding the preparation of this report, contact the SMBR project representative, the project manager, or the contract administrator.

### **Part 1: Summary Information**

**Contract Amount:** Report the following contract information:

- Total amount of the original contract awarded to the consultant/contractor;
- Total amount of all approved changes to the contract;
- Total amount of the final contract (i.e. the total of the original contract amount plus the amount of all approved changes); and
- Total amount the City has actually paid the consultant/contractor to date.

**MBE/WBE Amounts:** Report the following contract information:

- Total dollar amount and percentage of the contract committed to MBEs and WBEs (including the Prime Consultant/Contractor, if the Prime is an MBE or WBE) as stated in the original approved Compliance Plan;
- Total of all approved changes to amounts committed to MBEs and WBEs;
- 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
- Total amount actually paid to MBEs and WBEs to date.

*Note: If the solicitation contained ethnic subgoals, provide the summary information for each ethnic group.*

### **Part 2: Contractor/Consultant Participation**

Complete Part 2 only if the consultant/contractor is an MBE or WBE. Report the following contract information:

- Consultant/Contractor participation (total dollar amount and percentage of the contract), less any amount subcontracted, as reported in the original approved Compliance Plan;
- Total dollar value of approved changes to the amount of the contractor/consultant's participation, less any amount subcontracted; and
- Final total of the contractor/consultant's participation (total dollar amount and percentage of the contract), less any amount subcontracted.

### **Part 3: Subcontractor Participation**

Report the following information:

- List each subconsultant/subcontractor/supplier (including MBEs, WBEs, and non-MBE/WBEs) contained in Parts A and D of the original approved Compliance Plan and any others used in the performance of the contract. Please use the complete name of each subconsultant/subcontractor.
- Provide the dollar amount committed to the subcontractor/ subconsultant/supplier in the original Compliance Plan (Part A).
- Provide the dollar amount of any approved changes to the commitment to that subcontractor/subconsultant/ supplier (Part B).
- Provide the actual amount paid to the subcontractor subconsultant/supplier to date (Part C).
- Provide the amount of retainage due to the subcontractor/ subconsultant/supplier (Part D).
- Explain any difference in the amount contained in the original Compliance Plan and the final total for each subconsultant/subcontractor.

*Note: 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.*

If any subconsultant/subcontractor/supplier was added, deleted, or substituted, 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 Consultant/Contractor and notarized.