

## MEMORANDUM

**TO:** Prime Contractors on City of Orlando Projects

**FROM:** Carline Aliotte, Contract Compliance Investigator

**SUBJECT:** M/WBE REPORTING REQUIREMENTS FOR CONTINUING SERVICES AGREEMENT

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In accordance with Chapter 57, Article II and III, of the Orlando City Code, this office is required to properly monitor M/WBE utilization during the term of the contract. The City of Orlando's goal for M/WBE participation is 18% MBE and 6% WBE, whenever possible M/WBE participation is encouraged on each task assigned by the City of Orlando.

Enclosed you will find the following forms:

- **Instructions for Completing the Forms**
- **Monthly M/WBE Utilization Report for Continuing Services Agreements**
- **Sample Completed Forms**

**For a copy of the monthly utilization report please send an e-mail to the Contract Compliance Investigator.**

The forms are to be submitted to the MWBE Office by the 5<sup>th</sup> of each Month. A report must be completed for each task assigned under your Continuing Services Agreement, if your firm has not been issued any task you must submit a no activity report. *(Please Note: Contractor payments may be withheld if reporting requirements are not met in a timely manner).*

Please review the attached forms prior to submittal to ensure that they are completed correctly. Upon their completion, all forms are to be approved and signed by the company-leading official.

The City reserves the right to conduct office and field inspections and record audits.

Should you have any questions or need assistance in completing the forms, please contact the Minority/Women Business Enterprise Office at (407) 246-3296.

ATTACHMENTS (3)

## INSTRUCTION SHEET

The following are the areas to be completed for the monthly M/WBE Utilization Report for Continuing Services Agreement.

### **Project Information:**

- Name of Continuing Services Agreement
- Project Name/Task Name
- Task #
- Project Number (City project number for this task)
- Company Name
- Negotiated Fee/Contract Award Amount
- Amendments/Change Orders Amounts (Please report any increase or decrease in dollar amounts or additional work )
- Payment number to Prime
- Prime Paid to Date (Total cumulative payment to prime by the City of Orlando)
- Current Contract Total ( including amendments and change orders)
- Date Awarded
- Total # Amendments/Change Orders
- Status of Project
- Prime Paid this Month (Dollars to prime by the City of Orlando)
- Month/Year (reporting month/year)

### **Prime Contactor Information:**

- Name (Point of Contact)
- Telephone Number
- E-mail Address
- Fax

### **Sub-Consultant Utilization:**

- Firm Name
- Start Date
- Allocated Fee (Original award amount to M/WBE firms)
- Amendments/Change Orders (Additional allocations to M/WBE firms)
- Change Order #
- Amount Paid this Month (Payments to M/WBE Firms)
- Payment # (City payment number to Prime)
- Amount Paid to Date (Total cumulative payment to M/WBE Firms)

Complete a separate form for each task assigned under your Continuing Service Agreement. Please note that the City reserves the right to conduct office and field inspections and record audits. Should you have any questions or need assistance in completing the forms, please contact a Contract Compliance Investigator at (407) 246-2623. Forms are available online at: [www.cityoforlando.net/admin/mbe](http://www.cityoforlando.net/admin/mbe).