

## Instructions for Completing the MBE Second Tier Subcontracting Monthly Report

**Reporting Period:** Please list the FISCAL YEAR and MONTH of which you are reporting

### AGENCY INFORMATION:

**Agency Name to Apply Set-Aside Credit:** Please list the AGENCY NAME administering the contract.

**Agency-Awarded Contract:** Please check if the CONTRACT is being let by your agency.

**DAS-Awarded Contract:** Please check if the CONTRACT is being let by Department of Administrative Services.

**Index Number:** List the Index number (for DAS contracts ONLY).

### CONTRACT INFORMATION:

**Contract Number:** Please list the CONTRACT NUMBER associated with this contract.

**Total Contract Value:** Please list the DOLLAR AMOUNT of the TOTAL CONTRACT.

### TYPE OF CONTRACT SOLICITATION:

**Straight MBE Set-Aside:** Please check if contract was set-aside for competition by Minority Business Enterprises only.

**New Open Market Contract with Embedded MBE Set-Aside:** Please check if contract opportunity was open to all businesses, and includes language about MBE subcontracting.

**Existing Open Market Contract with MBE Set-Aside Amendment:** Please Check if contract has previously been let and has been amended to include MBE Set-Aside opportunity.

**Open Market Contract with Second-Tier MBE Identified:** Please Check if contract was open to ALL businesses and awarded to an MBE Company (*participation credit only*)

### MBE CONTRACTOR INFORMATION

**Name of MBE Contractor:** Please list the company name most frequently used or as specified in the State's Vendor Registration Program.

**MBE Certification Number:** Please list the MBE Certification Number as it is listed on their CERTIFICATION AWARD.

**Amount to be Paid This Reporting Period:** Please list the DOLLAR AMOUNT to be paid to the MBE this reporting period.

**Amount to Paid Fiscal Year to Date:** Please list the TOTAL DOLLAR AMOUNT paid to the MBE to date.

**Percentage of Work to be Performed by MBE:** Please list the amount of work to be performed by the MBE per the contract.

**Credit Type:** Please check if your agency is receiving SET-ASIDE or PARTICIPATION credit for the expenditures.