

Quarterly MBE Compliance Report

Prime Contractor's Name: _____

Contract Number: _____

Report Quarter (Month/Year): _____

Payment Amount Received from DHR Todate: \$ -

Total MBE Participation Dollars (Goal 15%): \$ -

<u>Name of Subcontractor(s)</u>	<u>% of Total MBE Goal</u>	<u>Payment</u>	<u>% Compliance</u>
		\$ -	#DIV/0!
		\$ -	#DIV/0!
		\$ -	#DIV/0!
		\$ -	#DIV/0!
		\$ -	#DIV/0!
		\$ -	#DIV/0!
		\$ -	#DIV/0!
<u>Total Paid to all MBEs:</u>		\$ -	#DIV/0!

INSTRUCTIONS FOR COMPLETING THIS FORM

This report is completed by the Prime Contractor -

Row 4, Column B - Fill in your Company's Legal Name

Row 6, Column B - Fill in your Contract Number

Row 8, Column B - Fill in the Report Quarter and Year

Row 10, Column B - Fill in the Year-to-Date Payment Amount Received from DHR for this Contract

Row 12, Column B will automatically calculate the Contract dollars that should have been spent to meet the MBE goal, based on the amount received from DHR.

Rows 16 - 22, Column A - Fill in the name(s) of each certified MBE listed on the MDOT Utilization Affidavit

Rows 16 - 22, Column B - Fill in the percentage of the Total Contract for each MBE subcontractor listed in Column A

Rows 16 - 22, Column C - Fill in the dollar amount actually paid todate to each MBE subcontractor listed in Column A

Rows 16 - 22, Column D will automatically calculate the percentage of the total MBE goal met todate

AMENDMENT OF MBE DUE TO UNFORSEEN CIRCUMSTANCES

Any changes to the MBE Participation Schedule (Attachment G) prior to or after Contract execution must receive approval in accordance with COMAR 21.11.03.12. The apparent awardee(s) shall immediately notify the Procurement Officer regarding MBE changes before execution of a Contract. Contractors shall immediately notify the State's Project Manager regarding MBE changes after execution of a Contract.