

MEMORANDUM

TO: Prime Contractors on City of Orlando Projects

FROM: Carline Aliotte, Contract Compliance Investigator

SUBJECT: M/WBE REPORTING REQUIREMENTS FOR PROFESSIONAL SERVICES CONTRACTS

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.

Enclosed you will find the following forms:

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

The forms are available on-line at: www.cityoforlando.net/mbe

The forms are to be submitted to the MWBE Office by the 5th of each Month. *(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 M/WBE Office at (407) 246-3296. If you are at the completion stage of this contract, please advise.

ATTACHMENTS (3)

INSTRUCTION SHEET

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

Project Information:

- Project Name
- Project Number
- 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 City project that you have been awarded. 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 M/WBE Office at (407) 246-2623.

Forms are available online at: www.cityoforlando.net/mbeforms