



**CITY OF PHILADELPHIA
OFFICE OF ECONOMIC OPPORTUNITY
INSTRUCTIONS FOR THE POST AWARD COMPLIANCE REVIEW FORM
FOR MINORITY, WOMEN, AND DISABLED BUSINESS ENTERPRISES**

The purpose of this form is to provide the City of Philadelphia, and the Office of Economic Opportunity with a monthly update on the activities and expenditures between the prime contractors and their subcontractors including: Minority, Women, and Disabled Business Enterprises (M/W/DSBEs).

This form will be provided to the Prime contractor at the beginning of each contract and must be included with each invoice submittal and for each sub-contractor, supplier, or consultant identified as a participant on each contract. It is the responsibility of the prime contractor/vendor to keep accurate and up-to-date documentation of all invoice submittals by their subcontractors, and all payments to these subcontractors.

The Form:

Date, bid number, bid opening date, project name, contract number, contract amount (base bid only) are self-explanatory.

Commitments To:

M, W, and DS are as per your solicitation and commitment form submitted with your bid e.g., percentage of base and actual dollar amount of your commitment, which ever is greater.

Prime Contractor:

Name, address, phone number, and contract person are self-explanatory.

Subcontractor name:

A separate form must be prepared for each certified vendor for each monthly invoice on a given contract.

COMPLIANCE REVIEW FORM

Check the Appropriate Selection:

M, W, or DS. Then put the complete address, phone number and contact person of the subvendor.

Type of Service or Purchase:

Specify scope of work and/or materials and supplies to be provided by the subvendor.

Payments to Firm:

Invoices from the subvendor to the prime contractor must reference this project only. Payments from the prime to the subvendor must reference the project only, e.g., one invoice, one check. Fill in the ___ information in the appropriate box for that month.

Only indicate a payment(s) in the month that the check is actually written and given, to the subvendor. Note: These reports are cumulative.

Example:

A subvendor invoices you for work done on January 19, 2000. The City pays the prime contractor on March 19, 2000. Five calendar days after the prime has been paid, the subvendor should be issued a check for the work completed in January, 2000.

Estimate total (service or purchase) subcontract value is the total of payments to date.

For example, work was performed and invoiced on January 19, 2000, payment is made in March, 2000, then February, 2000, work is invoiced and paid in April, 2000. Post Award Compliance Review for May, will indicate the March and April 2000, payments. June's report will indicate the sum of March, April and May payments.

All Post Award Compliance Review forms are to be submitted no later than ten (10) calendar days after the billing period to the City.



**OFFICE OF ECONOMIC OPPORTUNITY
POST AWARD COMPLIANCE REVIEW
FOR M/W/DSBE PARTICIPATION ON
CITY OF PHILADELPHIA BIDS AND CONTRACTS**

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DATE: ___/___/___	BID#	BID OPENING DATE:	REPORT NO. _____ <small>(i.e. 1,2 or 3)</small>
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PROJECT NAME:		CONTRACT#	CONTRACT AMOUNT
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COMMITMENT TO MBE	COMMITMENT TO WBE	COMMITMENT TO DSBE	
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PRIME CONTRACTOR NAME:	DATE WORK BEGINS ___/___/___
ADDRESS:	

PHONE#	CONTACT:
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SUBCONTRACTOR NAME:	DATE WORK COMPLETED
	___/___/___

MBE _____	WBE _____	DSBE _____	(PLEASE SPECIFY)
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ADDRESS:

PHONE#	CONTACT:
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SCOPE OF WORK:

M/Y	PAYMENTS TO FIRM	% OF TOTAL PAYMENT	Year to Date Amount Paid
JAN	\$	%	
FEB	\$	%	
MAR	\$	%	
APR	\$	%	
MAY	\$	%	
JUN	\$	%	
JUL	\$	%	
AUG	\$	%	
SEP	\$	%	
OCT	\$	%	
NOV	\$	%	
DEC	\$	%	
ESTIMATE TOTAL (SERVICE OR PURCHASE) SUBCONTRACT VALUE IS:		\$ _____	

Attach copies of:
1. Invoices, 2. Cancelled checks, 3. Copy of PO

Use one sheet per subcontractor (copy as needed)

	SIGNATURE _____	Date _____
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