

QUICK PAY PROGRAM

The Quick Pay Program (QPP) allows for subcontractors to be paid within 10 days of work being accepted and approved by the City. The subcontractor invoices the prime contractor when their work is complete and the prime contractor pays the subcontractor when it is approved by the project manager or the construction inspector, depending on the project specifications. The QP program will be available to all businesses that are certified by the City of Austin's Small & Minority Business Resources (SMBR) department as MBEs, WBEs, DBEs, or SBEs on all (eligible) Alternative Delivery Method construction contracts (Design Build and Construction Manager At-Risk).

For more information - Visit the Bidding Requirements, Contract Forms and Conditions of the Contract in Section 00700 General Conditions of the Contract which is found on the Capital Contracting Office's website at the following address:

<http://www.austintexas.gov/page/bid-docs>

Step 1. SMBR determines QPP eligibility of subcontractors.

Step 2. If eligibility is verified, Subcontractor may submit invoice to Contractor after completion of work.

Step 3. Contractor will submit invoice to Project Manager.

Step 4. Project Manager and/or Inspector(s) reviews and approves Subcontractor's work. The approval role will vary by contract.

Step 5. If work is approved and accepted by the City, the Contractor pays the Subcontractor.

Step 6. The Contractor submits the work on the next regular pay application and is reimbursed by the City.

Step 7. At any time, Subcontractor may contact Capital Contracting Office (CCO), SMBR, and/or Project Manager for assistance with Quick Pay Program.

Note: A specific process for Quick Pay will be developed for each contract between the City and the Prime Contractor.