

Third Party Project
MBE/WBE Procurement Program Compliance Activity Summary

Activities are submitted on a monthly basis along with reports for Small & Minority Business Resources Department Review (SMBR).

Reporting Month	_____	Contract Stage	(Design/Construction) _____
Project Name	_____		
Project Start Date	_____	Project End Date	_____
Contract Amount	\$ _____	Total Expended	\$ _____

MONTHLY ACTIVITY FOR REPORTING MONTH

1) Provide project summary (Stage of Project, Current scope activity, anticipated deadlines, etc.)

2) Did any activities occur for the reporting month? Yes No (If yes, please explain)

3) Provide Good Faith Efforts (GFE) performed (If no GFE was performed, please explain why?)

of certified firms solicited _____
of certified firms responded _____
of certified firms awarded _____

Please include copies of email notifications, fax transmittals, phone logs and/ or call logs, publications and all pertinent good faith effort documentation with this document.

4) Provide outreach activities (Event Description, Date, and Number of Attendees (attach sign in sheets))

5) Where there any changes to the contract or scopes of work changes that affected certified firms? If so, please explain

6) If MBE/WBE have not been reached, please explain why and how you anticipate meeting the goals.

7) Was SMBR contracted for assistance? If so, please explain

I certify that the information reported in the summary is true and complete to the best of my knowledge and belief.

Developer/Contractor Printed Name

Developer/Contractor Signature

Date