

Utilization Reporting Form

Subcontractor Reporting Form: WHO, WHAT, WHEN, WHY, WHERE, & HOW

THE WHO

The Department of Public Utilities, in conjunction with the Office of Diversity and Inclusion (ODI), created the Utilization Reporting Form to monitor prime and subcontractor contracted and paid amounts over the life of a project.

THE WHAT

This document is an 8.5" x 11" document and is ONLY available electronically in keeping with the Mayor's Green Initiative.

THE WHEN

The document will be initially compiled by DPU staff based on information provided by the winning bidder. The document will then be placed in the final contract docs and sent to the prime contractor. It is the prime contractor's responsibility to review and provide feedback to DPU Fiscal of any inconsistencies or necessary adjustments to the initial form. After the base utilization is in place the form will be continually electronically updated by the prime contractor as a running tally of all prime/sub-contractor utilization submitted with each monthly invoice.

THE WHY

This document is important because it allows for the City of Columbus to get a snapshot of what projects have subcontractors and which subcontractors are participating at a meaningful level. Additionally, it allows for greater ease in monitoring the subcontractor opportunities of minority and female business enterprises. Finally, ODI is required by Code to provide forms to all contracting agencies "for the purpose of monitoring compliance with the provisions of" Title 39 (Columbus City Code Provision 3913.01.)

THE WHERE

Information forwarded will be reviewed, stored, and maintained electronically by DPU via the Project Management Information System (PMIS) and made accessible to ODI via customizable PMIS reports.

THE HOW

The initial compiling of data on this form will be completed by DPU Fiscal Staff. However, the updating of the Utilization Reporting Form must be completed by the prime contractor and requires information to be collected and compiled in a very strict fashion so that consistency can be maintained. The prime contractor will be responsible for updating the *Invoice Number*, *Comments/Notes*, *Previous Amount Invoiced to Date*, and *Amount Invoiced This Period* fields for each invoice that is submitted. The *Revised Utilization Amount/Percentage* will be updated by the prime contractor as necessary.

The Utilization Reporting Form will be reviewed by DPU Fiscal Staff prior to the processing of each invoice. If a problem or inconsistency exists the prime contractor will be contacted to clear up the matter in a timely manner so as not to delay invoice processing standards.

If an adjustment to an existing sub-contractor amount, or an entirely new sub-contractor needs added, the prime contractor should provide the proper documentation/forms as well as a revised Utilization Reporting Form to DPU Fiscal prior to next impacted invoice.

Utilization Reporting Form
Fields to be Completed by DPU Fiscal Staff
(These items are shown in **YELLOW** on the demo page)

Project Name/Number: Unique descriptive title and Capital Improvement Project Number, set in 6+6 format given to a job (additional hidden project lines can be made available if necessary to accommodate merged utilization projects where appropriate)

City PM and Phone Number: The direct office phone number of the City of Columbus Project Manager who is responsible for providing oversight and management of the project

Department/Division/Section: Elements that identify the working group that the contract is for

Ordinance Number: The projects numerical legislative identifier for Columbus City Council

Purchase Order Amount: The dollar amount contracted for in the Legislation and Contract

PO# (Suffix/Line #): The contract/encumbrance document number used in the financial system to identify the job and process invoice payments

Prime Contractor: Individual, firm, partnership, or corporations which has a contract with the City

Sub-Contractor: Individual, firm, partnership or corporation to whom the prime contractor sublets part of the contract with the written approval of the City (multiple sub-contractors can appear on one project/contract and additional hidden subcontractor fields can be made available if necessary)

Name/Address: The full company name and main address (for the prime and each sub)

Contact Information: Name, email, and direct phone number for the representative from each firm

Federal Tax ID# / Expiration Date: Each firm that wishes to do business with the City (Prime or Sub) must have an active and valid Federal Tax Identification Number or Contract Compliance Number (CCN); these are typically valid for two years

Firm Type: The City of Columbus designates firms using several acronyms in an effort to identify and define business ownership

- MBE (Minority Business Enterprise)
- FBE (Female Business Enterprise)
- MBR/RMB (Registered Minority Business)
- HL1 (Hispanic Business Enterprise)
- AS1 (Asian Business Enterprise)
- MAJ (Majority firm)

NOTE: The City does NOT recognize any other designations, e.g., WBE, DBE, etc. but some other government bodies may (such as EPA in relation to loan projects)... in those cases please choose a line that displays both necessary designations

DAX Vendor #: The numeric code used to identify vendors in the DAX accounting system

Contract Scope: A short listing of the main tasks to be completed under the project

Original Utilization Amount/Percentage: The amount allocated to the prime and each sub-contractor to complete their designated tasks within the scope

Utilization Reporting Form
Fields to be Completed by the Prime Vendor
(These items are shown in **GREEN** and **GREY** on the demo page)

Invoice Number: The sequential designation given to each monthly invoice

Comments/Notes: Text entry section for prime to provide any necessary details/info on the invoice

Previous Amount Invoiced To Date: The amount paid to the prime and each sub prior to the current invoice being submitted

Amount Invoiced This Period: The amount requested to be paid to the prime and each sub ONLY for the current invoice period

Revised Utilization Amount/Percentage: A revision to the original utilization breakdown by reallocating funds amongst the Prime and Sub-Contractors as necessary. This column should include all vendor values, whether they were changed or not, and should still sum to the overall Contract Amount.