

EBOCO New Projects Tracking Spreadsheet Terminology Definition Page

New Projects Tracking Sheet: WHO, WHAT, WHEN, WHY, WHERE, & HOW?

THE WHO

The Equal Business Opportunity Office created the New Projects Tracking Form to monitor upcoming procurement opportunities within the City of Columbus.

THE WHAT

This document is an 8.5" x 14" page ONLY available electronically in keeping with the Mayor's Green Initiative.

THE WHEN

The document should be completed by city contracting agency personnel and should be forwarded EBO monthly, specifically by the 10th of the month.

THE WHY

This document is important because it allows for the City of Columbus to get a snapshot of what projects are commencing. Additionally, it allows for greater ease in identifying participation opportunities for minority and female business enterprises. Finally, EBO 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

The information forwarded will be maintained electronically at EBO.

THE HOW

The document requires that certain information be collected and compiled. This task should be completed by the city contracting agency as the contracting agency is ultimately responsible for the authentication of the information received. In keeping with this notion, please keep the three MUST's in mind.

THE 3 MUST's

The information **MUST** never come directly from prime contractors to EBO.

This document **MUST** flow from the contracting agency or department to EBO.

The document **MUST** be forwarded electronically. No hard copies will be accepted. We are making a concentrated effort to keep it green!

COMPLETING THE FORM

Complete the form keeping the following definitions in mind:

Advertise Date: The date the city agency is required to give notice that bids will be received by advertisement in the Columbus City Bulletin. This date is at least one (1) week prior to the deadline for submission of bids (Columbus City Code Provision 329.06 (b) (2)).

Division: The relevant section of the contracting agency as defined by Columbus City Code Provision 3901.01(D).

Project Name: The title of the work endeavor.

Design or Construction: The Design designation indicates work in the professional services industry. The Construction designation indicates work in the construction industry.

Budgeted Amount: This amount represents dollars anticipated to be encumbered for the project. This amount may differ from the contract amount.

Auditor No.—ED, EA, EL#: Reference Document Number/Suffix. This number is the contract/purchase order/encumbrance number (ex., EA, EL, UT, etc.). This number has the pre-fix “E” and is used to track the projects through the Performance Purchasing (City of Columbus Intranet, Auditor’s Office, Fixed Assets, August 2008).

Contract Amount: The price negotiated for a specifically described unit of work agreed upon by the prime contractor and the contracting agency.

Prime Contractor: Any “individual” or business entity which has a contract with a city agency (Columbus City Code Provision 329.04(f)).

Vendor Status Title: The *City of Columbus* designations of:

MBE (Minority Business Enterprise);

FBE (Female Business Enterprise);

MBR (also known as an **RMB** is a Registered Minority Business);

HL1 (Hispanic Business Enterprise);

AS1 (Asian Business Enterprise); *OR*

MAJ (Majority firm)

These acronyms are used to identify and define business ownership. They are consistent with the terminology in the Performance Series and are mutually exclusive.

NOTE: *The city does NOT recognize any other designations, e.g., WBE, DBE, etc. Please do not use any other title or designation when completing the spreadsheet.*

Sub-Firm: The individual, firm, partnership or corporation to whom the Prime Contractor sublets part of the contract with the written approval of the City. Subcontractor is a more specific term used for the sub-firm working in construction. Sub-consultant is a more specific term for the sub-firm working in professional services (*City of Columbus, Ohio, Construction and Material Specifications, October 2002*).

Dollars to be paid to Subs: The amount subcontractors have negotiated to receive from the prime contractor for completed work. This amount can be determined by contacting the prime contractor.

Percentage of Contract to Subs: This calculation is made based upon the dollars of the sub-firm in relationship to the total contract amount.

Original Work Completion Date: The date scheduled for project conclusion.

Contract Duration: The number of calendar days within which the work contemplated shall be completed (*City of Columbus, Ohio, Construction and Material Specifications, October 2002*). The word, "ongoing", then, not be an option to complete this line item.