

# **EBOCO Subcontractor Reporting Form Terminology Definition Page**

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

### **THE WHO**

The Equal Business Opportunity Office created the Subcontractor Reporting Form to monitor subcontractor payments and modifications.

### **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 should be completed by city contracting agency personnel and should be forwarded EBO monthly.

### **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, 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 you forward will be maintained electronically at EBO.

### **THE HOW**

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

## **THE 4 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 concerted effort to keep it green!

The departments **MUST** never direct prime contractors to contact the Office of Contract Compliance to gather contract compliance numbers. This information should have been gathered before the contract commenced. Remember, no one without valid contract compliance should be in contract with the City of Columbus, either directly or indirectly (Columbus City Code Provision 3907.05.) This number is usually a Federal Tax I.D. number

## **COMPLETING THE FORM**

Complete the form keeping the following definitions in mind:

**Date:** The day the form is completed.

**Project CIP#:** The capital improvement project number.

**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).

**City Project Manager:** The City of Columbus representative providing oversight of the work endeavor.

**City Project Manager#:** A telephone number that may be used to contact and leave messages for the City Project Manager.

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

**Project Name:** The title of the work endeavor.

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

**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*).

**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*).

**Contract Compliance #:** Generally the Federal Tax identification Number or the social security number of a business enterprise. Valid for two years. Indicates compliance with equal opportunity employment laws.

**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 form.*

**Original Subcontract Amount:** The amount subcontractors have negotiated to receive from the prime contractor for completed work. This amount can be determined by contacting the prime contractor.

**Modified Subcontract Amount:** The difference in the original subcontract amount. A decrease should be indicated by parenthesis.

**Earned This Invoice:** The amount paid to the subcontractor in a particular instance.

**Earned To Date:** The amount paid to subs for the overall contract at the time the form is submitted to EBO.