



SMALL BUSINESS ENTERPRISE - GOODS & SERVICES PROGRAM QUARTERLY UTILIZATION REPORT

This report is required by Miami Dade County (MDC). Failure to comply may result in MDC commencing proceedings to impose sanctions on the successful bidder, in addition to pursuing any other available legal remedy. Sanctions may include the suspension of any payment or part thereof, termination or cancellation of the contract, and the denial to participate in any further contracts awarded by MDC.

REPORTING PERIOD		PROJECT NAME:				%	SBE G&S PROJECT MEASURES
FROM:		PROJECT NUMBER:		PROJECTED START DATE:			SET-ASIDE
TO:		PROJECT LOCATION:					GOALS

PRIME CONTRACTOR									
NAME:	PHONE:	CONTRACT AWARD DATE	CONTRACT AWARD AMOUNT	CHANGE ORDER AMOUNT	CONTRACT PERIOD	% COMPLETE TO DATE	COMPLETION DATE		
ADDRESS:									
DATE OF REQUISITION	AMOUNT REQUISITIONED THIS PERIOD	AMOUNT REQUISITIONED TO DATE	DATE OF LAST PAYMENT BY MIAMI-DADE COUNTY	LAST PAYMENT AMOUNT BY MIAMI-DADE COUNTY	Was last MDC Payment within 14 days of Prime's Requisition?	TOTAL AMOUNT PAID BY MIAMI-DADE COUNTY	Did last MDC Payment Equal Requisition Amount?	If No, please explain	
					YES OR NO		YES OR NO		

SMALL BUSINESS ENTERPRISE - GOODS & SERVICES OPPORTUNITIES															
Name of Firm Meeting the Goal	GOAL %	TIER 1, 2, 3, 4	MAKE-UP <input checked="" type="checkbox"/>	CONTRACT PERIOD		DESCRIPTION OF WORK	SIGNED CONTRACT AGREEMENT <input checked="" type="checkbox"/>	CONTRACT AMOUNT	AMOUNT REQUISITIONED THIS PERIOD	DATE OF REQUISITION (FROM SUB)	AMOUNT REQUISITIONED TO DATE	LAST PAYMENT	LAST PAYMENT DATE	Was last pmt. within 2 days of MDC payment to Prime? (Y/N)	PAID TO DATE
				START DATE	END DATE										
TOTAL															

Executed by: _____
 Signature of Affiant _____

 Print Name and Title of Affiant _____

 Date _____ Phone _____

Sworn before me: _____
 This _____ Day of _____ 20 _____

Small Business Enterprise – Goods & Services Program Instructions for the Quarterly Utilization Report (QUR)

FINAL: Indicate if QUR is the final submission (**Final QUR should be submitted upon the completion and final payment of project**)

Reporting Period: The period for which the QUR payment information is being submitted. The QUR is due on the 10th of the month that follows the end of the quarter.

Quarter	Reporting Period	MUR Due
1 st	January – March	April 10 th
2 nd	April – June	July 10 th
3 rd	July – September	October 10 th
4 th	October – December	January 10 th

Project Name: The assigned project name as it is identified in the contract documents.

Project Number: The assigned project number as it is identified in the contract documents.

Project Location: The address or descriptive location of project work site.

Projected Start Date: The notice to proceed date or date of work commencement.

Project Measure: The measure percentage applicable to the project (enter value in appropriate row for measure type).

Prime Contractor: The name of awardee, address and telephone number.

Contract Award Date: The date of contract award.

Contract Award Amount: The dollar amount awarded in the contract documents.

Change Order Amount: The total amount of all approved change orders through the listed reporting period.

Contract Period: Total number of days of the contract as listed in contract documents and/or approved change orders.

% Complete To Date: The proportion of work completed r this project stated as a percentage (add formula).

Formula: $[\text{Total Amount Requisitioned to Date} / (\text{Contract Award Amount} + \text{Change Order Amount} = \text{New Contract Amount})]$

Completion Date: The anticipated date project will be completed.

Date of Requisition: The date the requisitioned amount was submitted to Miami-Dade County (MDC).

Amount Requisitioned this Period: The dollar amount billed to MDC for work performed during the listed reporting period.

Amount Requisitioned to Date: The total dollar amount requisitioned from project inception through the reporting period.

Date of Last Payment by MDC: The date of the last payment by MDC for the reporting period.

Small Business Enterprise – Goods & Services Program Instructions for the Quarterly Utilization Report (QUR)

Last Payment by Miami Dade County (MDC): The last dollar amount paid to the prime/awardee by MDC for the reporting period.

Was last MDC payment within 14 days of Prime's requisition: Circle "YES" if payment by MDC was made within 14 days of prime's requisition; Circle "NO" if payment by MDC was not made within 14 days of the prime's **undisputed** requisition.

Total Amount Paid by MDC: The total amount paid to date by MDC as of the reporting period.

Did last MDC Payment Equal Requisition Amount: If requisition was paid in full circle "YES"; if requisition amount was not paid in full circle "NO" and explain reasons for payment difference in space provided.

Name of firm(s) Meeting the goal: The legal name of all firms listed on the Prime's Schedule of Intent Affidavits (SOI).

Goal %: The goal percentage that is being fulfilled by the firm (if different from the percentage listed on the SBD approved SOI, a new SOI must be submitted to SBD for review and approval.

Make-up: Check if listed firm is meeting a SBE make-up.

Contract Period: The actual or anticipated beginning and ending date for all work performed by the listed firm.

Description of Work: List the scope of work to be performed by firm. If the scope of work or percentage is different from that listed on the SBD approved SOI, a new SOI must be submitted to SBD for review and approval.

Signed Contract Agreement: Enter a check mark, if prime has an executed agreement with firm listed.

Contract Amount: The dollar value of the executed agreement between the prime contractor and SBE-G&S subcontractor. If the agreement amount is different from the value of the SBD approved SOI, a new SOI must be submitted to SBD for review and approval.

Amount Requisitioned this Period: The amount requisitioned by the firm during the listed reporting period.

Date of Requisition (from Sub): The date of the requisition submitted by firm for payment during this submittal period.

Amount Requisitioned to Date: The total dollar amount requisitioned/billed by the firm from project inception through the listed reporting period.

Last Payment: The last dollar amount paid to the firm during the reporting period.

Last Payment Date: The date of last payment to the firm for the reporting period.

Was last payment within 2 days of MDC payment to prime: "Y" for Yes if payment to subcontractor(s) was made within 2 days of MDC payment to prime; "N" for No if payment to subcontractor(s) was not made within 2 days of MDC payment to prime.

Small Business Enterprise – Goods & Services Program Instructions for the Quarterly Utilization Report (QUR)

Paid to Date: The total amount paid to the listed SBE-G&S subcontractor(s) from project inception thru the listed reporting period.

Totals: The total of each column where applicable.

Executed by: The signature, printed name and title of the CEO, President, or an officer of the company, legally authorized to represent the prime.

Date: Current Date

Phone: Phone number that signing officer may be reached

Sworn before me: Notary Information