



SMALL BUSINESS ENTERPRISE PROGRAM QUARTERLY UTILIZATION REPORT

This report is required to be submitted by the tenth day or before of each month to Miami Dade County (MDC). If project has not started, enter anticipated start date in the space provided. Failure to comply may result in proceedings to impose sanctions, in addition to any other available legal remedy. Sanctions may include the suspending of any payment or part thereof, termination or cancellation of the contract, and the denial to participate in any future contracts awarded by MDC.

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

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 Equipment Requisition Amount?	If No, please explain				
					YES OR NO		YES OR NO					

SMALL BUSINESS ENTERPRISE (SBE) OPPORTUNITIES

* Dollars reported in this column may ONLY be for work performed by SBE(s) under an executed subcontract between the prime contractor and the SBE listed on the Schedule of Intent Affidavit (SBD 100) or an approved deviation by the Department of Small Business Development (SBD).

NAME OF SBE	GOAL %	SBE 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 _____
 Printed Name of Affiant _____
 Date _____ Phone _____

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

**Small Business Development
Small Business Enterprise (SBE) Program
Instructions for the Quarterly Utilization Report (QR)**

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

Reporting Period: The period for which the MUR payment information is being submitted. The MUR is due on the 10th of the month follow 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: Notice to Proceed date or date of work commencement

SBE Project Measures: Percentage of measure applicable to this project (enter value in appropriate measure type)

Prime Contractor: Name of Awardee, address and telephone number

Contract Award Date: 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 thru 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 that has been completed for this project stated as a percentage (add formula)

Formula: [Total Amount Requisitioned to Date / (Contract Award Amount + Changer Order Amount New Contract Amount)]

Completion Date: The anticipated date project will be completed

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

Date Requisitioned: The date requisitioned amount was submitted to MDC

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

Small Business Development Small Business Enterprise (SBE) Program Instructions for the Quarterly Utilization Report (QUR)

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

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

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

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

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

Name of SBE: The legal name of all SBE subcontractor(s) listed on the Prime's Schedule of Intent (SOI) or Set-aside List of Subcontractor(s) approved by SBD.

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

SBE 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 subcontractor(s).

Description of Work: List the scope of work to be performed by SBE subcontractor(s). If the scope of work is different from form scope of work listed on SBD approved SOI, a new SOI must be submitted to SBD from review and approval.

Signed Contract Agreement: Check if Prime has an executed agreement with SBE subcontractor listed.

Contract Amount: The dollar value of the executed agreement between the prime contractor and SBE 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 SBE subcontractor(s) during the listed reporting period.

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

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

Last Payment: The last dollar amount paid to the SBE subcontractor(s) during the reporting period

Last Payment Date: The date of last payment of subcontractor(s) for the reporting period

**Small Business Development
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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

Paid to Date: The total amount paid to the listed CSBE subcontractor(s) from project inception thru the listed reporting period.

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Total: The total of each column where applicable

Executed by: The signature and printed name 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