



SUMMARY REPORT OF CONTRACTORS PAID INSTRUCTIONS

The [Summary Report of Contractors Paid \(ODOT form 734-2722\)](#) is required for all projects that include subcontracting, regardless of funding or whether a DBE goal or MWESB Aspirational Target is assigned.

Definitions and abbreviations

DBE – Disadvantaged Business Enterprise is a for-profit small business that is at least 51 percent owned by one or more persons who are both socially and economically disadvantaged, or, in the case of a corporation, 51 percent of the stock is owned by one or more such persons. DBE certification is performed by the [Office of Minority, Women, and Emerging Small Business](#) (OMWESB), a part of Business Oregon. Direct your questions about certification to OMWESB, (503) 986-0075.

MBE/WBE/ESB – *Minority-owned, Women-owned, or Emerging Small Business Enterprise*, as certified by OMWESB (see DBE).

Prime contractor – A prime or primary contractor is a firm that has been awarded the primary or main contract of a project.

NC-DBE/non-committed DBE – A first registered as a DBE but for which funds have not been committed to meet a DBE goal.

OBE – Other Business Enterprise is a subcontractor that is not registered as a DBE or MWESB.

PA – Price Agreement.

WOC – Work Order Contract.

Line items

1. PROJECT NAME – Enter the project name as it appears in the project advertisement.
2. CONTRACT/PA NUMBER (AND WOC NUMBER IF APPLICABLE) – Enter the contract number or PA and WOC number for the project.
3. TOTAL DBE COMMITMENT – Enter the total amount of DBE contracts awarded for the project to meet the DBE goal.
4. PRIME CONTRACTOR NAME – Enter the name of the company as it is registered.
5. ADDRESS – Enter the mailing address of the contractor's company; street address or P.O. box number are acceptable.
6. CITY, STATE, ZIP – Enter the city, state and ZIP code of the mailing address.
7. PHONE – Enter the area code and phone number of the company's main office or primary contact person.
8. FAX – Enter the area code and fax number of the company's main office or primary contact person.
9. E-MAIL – Enter the e-mail address of the company's main office or primary contact person.
10. NAME OF THE PERSON PREPARING THE REPORT – Enter the first and last names of the person who will sign the report.
11. TITLE – Enter the company title of the person who will sign the report.
12. SIGNATURE – The person preparing the report must sign each page to certify its accuracy.
13. Date – Enter the date the report was signed.

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For Items 14 through 20, complete a line for each subcontractor.

To add more than 10 subcontractors, click the “+” symbol at the end of a line. (Note: If you are planning to print the form and complete it by hand or on a typewriter, before you print, click the “+” symbol to add enough lines for the number of subcontractors you will enter. Lines added will continue on additional pages as necessary. Each page must be signed by the person preparing the report.)

14. CONTRACTOR/CONSULTANT – Enter the name of the subcontractor. List all subcontractors, both those paid for the month and those not paid.

15. BID ITEMS/TASKS/DELIVERABLES PAID –

- Construction contracts – Enter the bid items paid this month, listing by bid number, contract-change order (CCO) number, or extra-work order (EWO).
- Non-construction contracts – Enter the tasks or deliverable paid this month by task number.

16. Status – Check the appropriate box if the contractor is certified:

- DBE (Disadvantages Business Enterprise)
- MWESB (Minority, Women or Emerging Small Business Enterprise)
- ESB (Emerging Small Business Enterprise)
- OBE (Other Business Enterprise)

17. COMMITTED AMOUNT – Enter the amount committed as DBE or MWESB for firms registered as DBE or MWESB.

18. AMOUNT PAID THIS PERIOD – Enter for all subcontractors. Enter “0.00” if no payment was made.

19. AMOUNT PAID TO DATE – Enter for all subcontractors. Enter “0.00” if no payment was made.

20. COMMITTED BALANCE – Subtract Item 18 from Item 19 to show the balance of committed funds available for the subcontractor.

If you have questions, please contact the Agency Project Manager.

Agency Project Managers

Upon receipt of the report from the Consultant/Contractor, review the listed subcontracts to ensure they are approved in the contract and in compliance with DBE/MWESB requirements. Refer to Price Agreement, Contract or Work Order Contract for information.

Regions: Submit to OCR Field Coordinator

Others: Submit to OCR Headquarters Representative.

OCR Representative

Upon receipt of the report from the Agency Project Manager, review the information and enter into the CRCT database.