As indicated in the General Conditions of your contract(s) Section E.2.9, OSU requires that we gather MWESB (Minority, Women's Emerging Small Business) Contractor/Subcontractor information. This is an Oregon State University requirement and the information will be gathered annually and at time of final payment.

- You must do this step first or the report will not let you add any information: In Row 1 Column B there is a drop down menu. You must select yearend (if the job has not been completed) or final (if the job is completed and you have submitted for retention). Once you choose yearend or final in the drop down menu there will be areas highlighted in light green and red. Those are the areas that you are required to fill out. If you did not use or planning to use any MWESB then the left side of the report (Light Green area) still needs to be filled out and the red area needs to remain blank.
- If your agency is an MWESB or if you are using/used an MWESB subcontractor then you need
  to fill out the information in the report that is highlighted in light green and red (see
  instructions in the next bullet). If you are not an MWESB or used a Subcontractor that is an
  MWESB then you need to fill out the left side of the form (Light Green areas) and leave the red
  area blank.
- In row 2 Column B there is another drop down menu, click the drop down menu and choose Fiscal Year 2015.
- In Row 4 Column B there is another drop down menu, click there and choose OSU.



REPORT BEING SUBMITTED

Number of First-Tier MWESB Subcontractors/Suppliers

## **CapCon MWESB Subcontractor Report**

OVERALL PROJECT DATA	
Reporting Period	2011
Campus	

Campus
General Contractor's Name
Contract Number
Project Name
Contract Execution Date (Date Contract was Signed by the Owner)
Date of Final Payment Application

Initial Total Contract Value
Total Contract Value billed within the fiscal year (July 1 - June 30)
Final Total Contract Value
Total Number of Subcontractors/Suppliers Used on Project
Total Number of First-Tier Subcontractors/Suppliers Used on Project

CALCULATED REPORTING DATA (Self Calculating - No Data Entry)

% Value Awarded to MWESB Contractors/suppliers at Initial Contract

% Value Awarded to MWESB Contractors/suppliers at Final Contract

Initials of Campus staff who checked the document

FOR OFFICIAL USE ONLY:
Date Received by the Campus

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Number of MWESB Subcontractors/Suppliers	0
% MWESB Subcontractors/Suppliers	
% First-Tier MWESB Subcontractors/Suppliers	
CERTIFIED MWESB TOTALS	
Value Awarded to MWESB Contractors/Suppliers	\$0.00
% Value Awarded to MWESB Contractors/Suppliers	
Value - minority-owned MWESB subcontractors/suppliers	\$0.00
% - minority-owned MWESB subcontractors/suppliers	
Value - women-owned MWESB subcontractors/suppliers	\$0.00
% - women-owned MWESB subcontractors/suppliers	
Value - emerging small business MWESB subcontractors/suppliers	\$0.00
% - emerging small business MWESB subcontractors/suppliers	
SELF-IDENTIFIED or OTHER CERTIFIED MWESB TOTALS	
Value - self-identified or other certified subcontractors/suppliers	\$0.00
% - self-identified or other certified subcontractors/suppliers	
OVERALL PROJECT CONTRACT HISTORY	

#DIV/0!

#DIV/0!

Name of MWESB   State of Oregon   Self-   Initial Sub-   Sub-Contract   Final Sub-   Minority-   Women-   Emerg   General/   MWESB   Identified or   Contract   value billed   Contract Value   Owned   Owned   Sma	Individual Contractor/Sub-Contractor/Supplier Data Entry Matrix										
	General/ Subcontractor/	MWESB Certification	Identified or Other	Contract	value billed within the fiscal year (July	Contract Value			Emerging Small Business		

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