

# Tarrant County College District

## Subcontractor/Sub-consultant (including Minority/Women Business Enterprises) Utilization Report Instructions

In order to provide the district with information a new form has been created to capture Prime Contractor both MWBE (Minority and Women Owned Business Enterprise) and Non-MWBE) spend. The form can be opened up from the TCCD web site at [http://www.tccd.edu/Bid\\_Information/Small\\_MWBE\\_Policy.html](http://www.tccd.edu/Bid_Information/Small_MWBE_Policy.html) . You will **need** the latest version of the free Adobe Acrobat reader in order to perform this task.

**Please note that it is still necessary to print the form and have it signed and notarized. The signed and notarized copy, the pay application and invoices must all be sent to the appropriate TCCD project manager in the Real estate and Facilities department.**

**If you have any questions please contact David B. Kaback at 817.515.1376 or [david.kaback@tccd.edu](mailto:david.kaback@tccd.edu)**

The form can be opened and the data entered under **two** scenarios.

- If you are using Microsoft Office Outlook(or other internal email system) for your email then you should do the following:
  - After the form is complete, save it to your desktop so that you can print it, sign it and return the signed notarized copy along with the pay application and invoices to the appropriate TCCD project manager.
  - Then click the submit button as shown below.

3. Application #	4. Application Date	5. Reporting Period From	6. Reporting Period To	7. Minority Goal	8. Scheduled Completion
4512	09/02/13	09/02/13	09/30/13	15 %	10/15/13

- After selecting 'Submit Form', the screen shown below appears. Enter your email address and name, then select 'Send'

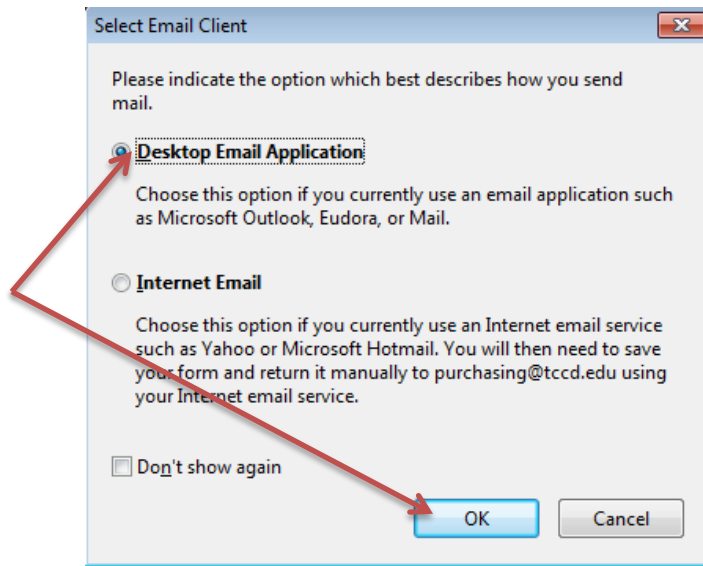
To: purchasing@tccd.edu  
Subject: Submitting Completed Form  
Attachment: Los Alamos Concrete Utilization Report.pdf

From:  
Email Address:  
Full Name:  
 Remember me

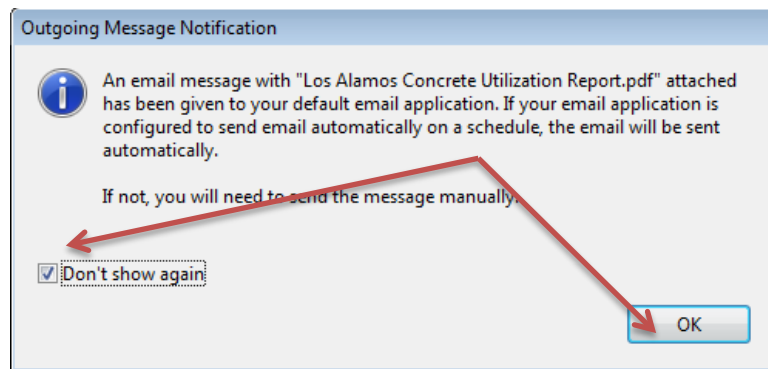
To save your email address and name in Acrobat's Identity preferences, check Remember me. Do not check this box if you are using a public computer.

Send Cancel

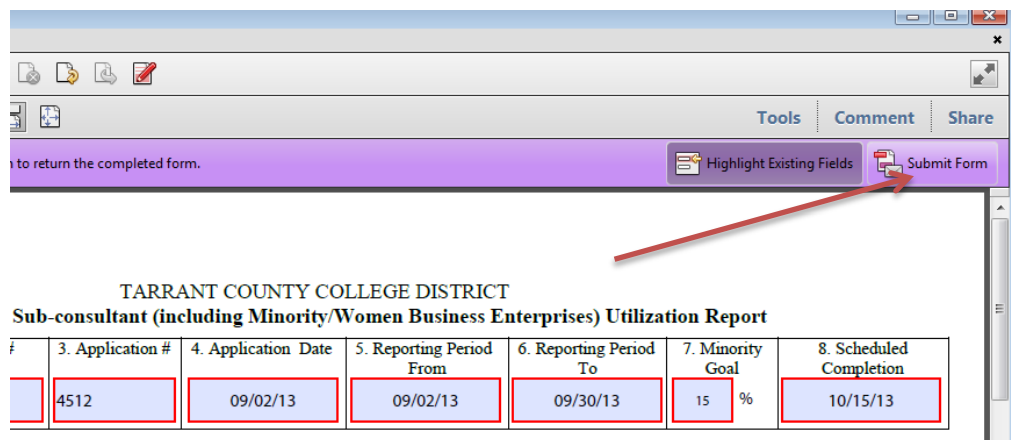
- After selecting 'Send' the screen below appears. Select the first radio button and then select 'OK'.



- After selecting 'OK' the following screen appears. Check the 'Don't show again' box and then select 'OK' and the form will be sent to the TCCD Purchasing Department.



- Under the second scenario when you are using another email application such as, 'Google' mail, 'Yahoo' mail, etc. You should perform the following steps:
  - After the form is complete, click the submit button as shown below.



- After selecting 'Submit Form', the screen shown below appears. Enter your email address and name, then select 'Send'

**Send Form**

To: purchasing@tccd.edu  
Subject: Submitting Completed Form  
Attachment: Los Alamos Concrete Utilization Report.pdf

From:  
Email Address:   
Full Name:

Remember me

To save your email address and name in Acrobat's Identity preferences, check Remember me. Do not check this box if you are using a public computer.

- After selecting 'Send' the screen below appears. Select the second radio button and then select 'OK'.

**Select Email Client**

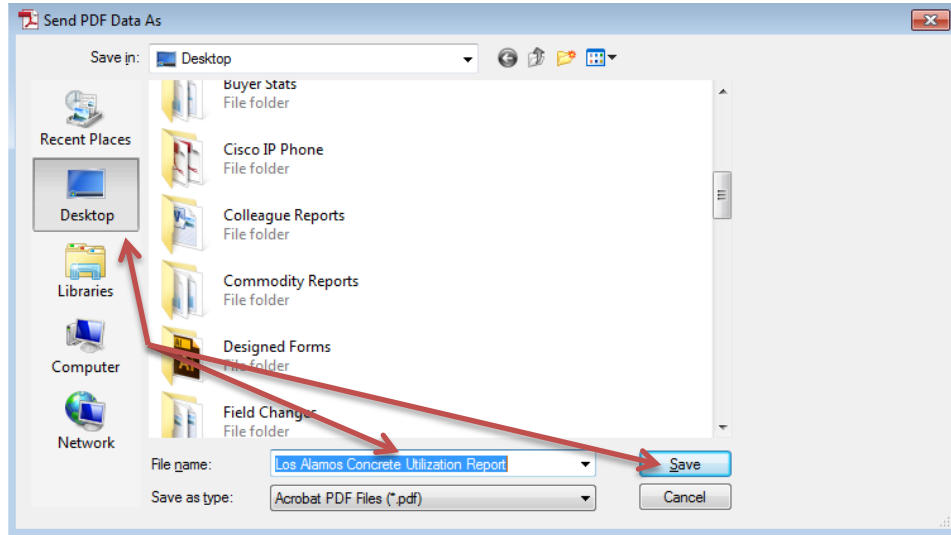
Please indicate the option which best describes how you send mail.

**Desktop Email Application**  
Choose this option if you currently use an email application such as Microsoft Outlook, Eudora, or Mail.

**Internet Email**  
Choose this option if you currently use an Internet email service such as Yahoo or Microsoft Hotmail. You will then need to save your form and return it manually to purchasing@tccd.edu using your Internet email service.

Don't show again

- After selecting the above choices, a new screen will appear asking you to name the file and where to save the filled in form.



- After you have saved the form, attach it to an email message and send it to, [purchasing@tccd.edu](mailto:purchasing@tccd.edu).
- Separately, print it, sign it and return the signed notarized copy along with the pay application and invoices to the appropriate TCCD project manager.

See screen shots below and references.

**TARRANT COUNTY COLLEGE DISTRICT  
Subcontractor / Sub-consultant (including Minority/Women Business Enterprises) Utilization Report**

1. Project Name	2. Campus	3. Project#	4. Application #	5. Application Date	6. Reporting Period From	7. Reporting Period To	8. Minority Goal %	9. Scheduled Completion

This report is required by The Tarrant County College District – Failure to comply may result in TCCD commencing proceedings to impose sanctions on the contractor/consultant. In addition to pursuing other legal remedies, sanctions may include the withholding of payments for work committed to Minority/Women Business Enterprises (MWBE) participants and a negative recommendation on future bids by the contractor/consultant for the Tarrant County College District.

10. Prime Contractors Name			Enter leading "P" for PO and "B" for Blanket PO →			11. PO#	12. Prime Tel#	13. Prime Fax#
14. Contractor's Street Address / Suite			15. City	16. State	17. Zip	18. Project Manager	19. MGR's Tel #	20. MGR's Fax#
21. Current Contract Amount	22. Total Draw This Month	23. % MWBE Part to Date		24. Total Draw on Project from start		25. % Complete		
26. Certification Agency	27. Minority Status	28. Geographic Location		Note: Please read additional instructions posted on the web site which define the pull down selections for 26, 27, 28, 32, 33, & 34.				

Make a selection for each of these. If you, as the Prime, are not a minority, Select 'Does not Apply' for each field.

**Campus Codes**

DS- District  
NE- North East  
NW- North West  
SE- South East  
SO- South  
TR- Trinity River

These fields are to be left blank on the form but they need to be filled in on the submitted paper form.

**Enter all sub-contractors. Select 'NA' for fields 32, 33 & 34 if the sub-contractor is not an MWBE. Select the appropriate other choices for each MWBE.**

29. Federal ID Number	30. Subcontract or / Sub-Consultant	31. Work Description	32. Cert Agency	33. Minority Status	34. Location	35. Amount for Project	36. Amount of Current Draw	37. Total Paid to Date	38. Actual Start Date	39. Scheduled Completion Date

Enter **all** of your sub-contractor information on page 2 of the form. The field numbers 32, 33, & 34 are coded and the codes are referenced below. If the sub-contractor is not a minority or women owned then select NA for each of these fields.

- 30. Certification Agency**
- NCT-North Central TX Cert Agency
  - MDC-DFW-Minority Dev Council
  - WBC-Women’s Business Council-SW
  - OTC-Other Certification
  - NA- Not Applicable

- 31. Minority Status**
- ASF-Asian Female
  - ASM-Asian Male
  - BKF-Black Female
  - BKM-Black Male
  - HSF-Hispanic Female
  - HSM-Hispanic Male
  - WHF-White Female
  - NAF-Native American Female
  - NAM-Native American Male
  - OTE-Other Ethnicity
  - NA- Not Applicable

- 32. Location**
- NCT-North Central TX Cert Agency
  - MDC-DFW-Minority Dev Council
  - WBC-Women’s Business Council-SW
  - OTC-Other Certification
  - NA- Not Applicable