



University of Missouri System

**Guidelines for
FY 2017 Design & Construction and
Supplier Diversity Reporting Guidelines**

University of Missouri System

FY 2017 D&C and Supplier Diversity Reporting

1. Design & Construction and Supplier Diversity Reporting

The campus should keep sufficient records to meet reporting requirements noted below. To facilitate reporting, it is recommended to keep a record similar to the attached Contract/Agreement Supplier Diversity Participation Summary for each Contract/Agreement at the time of award.

For architectural and engineering professional service contracts, the record should also include the status of each firm as a Missouri firm (having an office in Missouri).

2. Report Requirements

UM Facilities Planning and Development (FPD) will set the reporting requirements and provide necessary tools for the campuses to complete for the report. The report will contain information regarding all design and construction contracts for the current period, fiscal year as well as historical analysis. The data will be collected quarterly (please refer to the Report Submittal Schedule in section 3 of guidelines) through the report in ProjeX.

3. Report Submittal Schedule

Report Period	Campus to FPD	FPD to Supplier Diversity	Supplier Diversity to VP Finance
7/1/2016-6/30/2017	7/22/2017	8/3/2017	8/12/2017

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4. Exhibits: Consultant Agreement and Construction Contract Agreement Supplier Diversity Participation Summary

Consultant Agreement Diversity Participation Summary

Project # Name:		Consultant
Goal		Contact:
Agreement Amount		Phone:

Participation	Dollars	Percent
Supplier Diversity		
MBE		
WBE		
Veteran/Service Disabled Veteran		
DBE		

FIRM NAME City, State	WBE /VET /DBE	MBE ⁱ	Service	Dollar Amount	Certification # & Agency

Prepared by: _____ Date: _____
 Director Reviewed: _____ Date: _____

Attach a copy of all forms and any supporting information.

¹ See Article 1.1.9 General Conditions for definitions. 1) Black American; 2) Hispanic American; 3) Native American; 4) Asian-Pacific American; 5) Asian-Indian American; 6) Other, note group in box.

Construction Contract Supplier Diversity Participation Summary

Project # Name:		Contractor
Goal		Contact:
Base Bid		Phone:
Plus Taken Alternates		Fax:

Participation	Dollars	Percent
Total		
MBE		
WBE		
Veteran/Serviced Disabled Veteran		
DBE		

FIRM NAME City, State	WBE /Vet/ DBE	MBE ⁱⁱ	Service	Dollar Amount	Certification # & Agency

Prepared by: _____ Date: _____

Director Reviewed: _____ Date: _____

Attach a copy of all forms and any supporting information.

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