

**ATTACHMENT 2 TO EXHIBIT G  
DALLAS AREA RAPID TRANSIT - D/M/WBE FORM**

**INSTRUCTIONS FOR CONTRACTORS  
"HOW TO FILL OUT VENDOR PAYMENT REPORT"**

The Vendor Payment Report is to be filled out by the Contractor and submitted with each invoice. The instructions below correspond to each item on the report. Please follow the instructions.

1. **Invoice No.:** Fill in the invoice number accompanying this report.
2. **Report No.:** Fill in the number of the report you are sending in sequence, e.g., if this is the second invoice submitted, indicate Report No. 2.
3. **Reporting Period:** This is to be filled in to state the period of time you are reporting. Example: From: April 1, 1991 To: April 30, 1991.
4. **DART Contract Number:** Fill in the contract number assigned to your project by DART.
5. **Type of Contract:** Designate the type of contract that has been awarded to your company by DART.
6. **Contractor's Business Name, Address and Telephone Number:** Fill in your company's name, address, and telephone number.
7. **Date of Contract Award:** Fill in the date the contract was finally executed by both you and DART.
8. **Scheduled Date of Completion:** Fill in completion date of contract as written in contract.
9. **Original Contract Amount:** Fill in dollar amount of original contract agreed upon by you and DART.
10. **Current Amended Contract Amount and Date:** Fill in dollar amount of original contract plus/minus the dollar amount agreed upon at a later date as a result of contract modifications, if applicable. Include date modification was executed.
11. **Total Amount Received to Date:** Fill in the dollar amount you have received from DART to date.
12. **Total Amount Owed:** Fill in the dollar amount of the contract minus amount paid to you by DART.
13. **Committed Minority/Women-Owned Participation:** Fill in the percentage of MWBE participation you committed to obtain in the contract.
14. **Instructions for Calculation of Minority/Women-Owned Business Enterprise Percentage:** (Complete in accordance with the directions on the Form.)
15. **Actual Minority/Women-Owned Business Enterprise Percent Paid-to-Date:** Fill in the calculated dollar amount paid to the MWBE divided by the dollar amount you received from DART.
16. **Name of Subcontractors:** Name all MWBE subcontractors. (Use additional sheets as necessary.)
  - (a) MWBE subcontractors at any level performing tasks in directly support of the identified contract.
  - (b) MWBE subcontractors at any level performing tasks indirectly supporting the identified contract.
17. **Minority/Women-Owned Business Enterprise:** State whether the subcontractor is a MBE/WBE.
18. **Description of Work:** State the work performed by the MWBE subcontractor.
19. **Amount and Date of Last Payment:** State the amount and date of last payment made to each MWBE subcontractor. Submit evidence of payment, i.e., cancelled check, check register, etc.
20. **Subcontract Value (Dollars):** State the committed dollar value to the MWBE subcontractor for the duration of the contract.
21. **Total Amount Paid-to-Date (Dollars):** Add all amounts paid to each MWBE subcontractor to date.
22. **Percent of Committed Amount Paid to Date:** State dollar amount paid to the MWBE subcontractor divided by the amount committed to them.
23. **Amount of This Invoice Allocated to the Subcontractor:** Fill in how much of this invoice will be paid to each MWBE subcontractor.

**ATTACHMENT 2 TO EXHIBIT G  
DALLAS AREA RAPID TRANSIT - D/M/WBE FORM**

**VENDOR PAYMENT REPORT**

Dallas Area Rapid Transit  
Department of Diversity & Economic Opportunity  
P.O. Box 660163  
Dallas, Texas 75266-7217  
(214) 749-2507

<b>For Official Office Use Only</b>	<b>1) Invoice No.</b>	<b>2) Report No.</b>
	<b>3) Reporting Period</b> From:	To:

Instructions: All prime contractors are required to complete and submit this report as specified in the contract, or as requested by the Contracts Specialist, until final payment of the contract. Note: Failure to comply with DART's Disadvantaged, Minority, and Women-Owned Business enterprise provisions may result in contract termination, or the suspension or debarment of the contractor from doing business with DART in the future in accordance with the procedures set forth in DART's Procurement Regulations. To complete this report, see detailed instructions on the proceeding page of Exhibit G, **This report must be submitted with invoice.**

<b>4) DART Contract Number</b>		<b>5) Type of Contract (X)</b> <input type="checkbox"/> Construction <input type="checkbox"/> Service <input type="checkbox"/> Professional <input type="checkbox"/> Supply/ Services                    Commodity		<b>6) Contractor's Business Name, Address and Telephone Number</b>						
<b>7) Date of Contract Award</b>		<b>8) Schedule Date of Completion</b>		<b>9) Original Contract Amount</b> \$ _____		<b>10) Current Contract Amount, Including Modifications (\$ and date)</b> (State amount & date of most recent modification) \$ _____ / ____ / ____				
<b>11) Total Amount Received To Date</b> \$ _____			<b>12) Total Amount Owed</b> \$ _____ <b>Amount of This Invoice</b> \$ _____		<b>13) Committed Disadvantaged, Minority, and Women</b>  Disadvantaged-Minority-Women _____% _____% _____%		<b>14) D/MWBE Instruction for Calculation of Percentage:</b> Dollar amount paid to D/MWBE divided by dollar amount received by Contractor from DART.		<b>15) Actual Disadvantaged, Minority and Woman-Owned Business Participation % to Date</b>  Disadvantaged-Minority-Women _____% _____% _____%	
<b>16) Name of Subcontractor</b>	<b>17) DBE / MBE / WBE</b>	<b>18) Description of Work</b>	<b>19) Amount &amp; Date of Payment(s) Made During Current Invoice Period</b>	<b>20) Subcontract Dollars</b>	<b>21) Amount Paid to Date (Dollars)</b>	<b>22) % Paid to Date</b>	<b>23) Amount of This Invoice Allocated to Subcontractor</b>			
a.			\$ _____		\$ _____					
			\$ _____		\$ _____					
Direct MWBE Participation SUBTOTAL			\$ _____		\$ _____					
b.			\$ _____		\$ _____					
			\$ _____		\$ _____					
Indirect MWBE Participation SUBTOTAL			\$ _____		\$ _____					
<b>TOTAL MWBE Participation</b>			\$ _____		\$ _____					
<b>Company Official's Signature &amp; Title</b>			<b>Date Signed</b>		<b>Name &amp; Title of Individual Completing Report</b>					
			/ /							

**Signing this report certifies the truth and accuracy of its contents.**