

Attention Awardees,

The City of Philadelphia Streets Department is required to ensure that contractors validate payments to Minority, Women and Disabled owned business enterprises (M/W/DSBE) subcontractors for all public works contracts. Payment validations are expected to be reflected in the City's OEO Compliance Reporting System (CRS) and this information is used to calculate the overall amount M/W/DSBE's have received for each contract during a fiscal year. It is therefore imperative that contractors comply with the payment verification requirement and consistently enter M/W/DSBE subcontractor payments in the OEO Compliance Reporting System (CRS) as they occur. In an effort to effectively monitor compliance, Streets is implementing a new process which you are required to follow effective immediately for all City-funded public works contracts. You also are asked to voluntarily follow this requirement for federally-funded projects with the expectation that it will also become mandatory for these projects going forward. The new mandatory process is delineated below:

- 1.) **Pre-Construction Schedule-** Contractors are now required to include target timeframes as part of their initial pre-construction schedule for when M/W/DSBE subcontractors are anticipated to commence work on a project. This should be consistent with the EOP.
- 2.) **Monthly Pay Estimates-** Prior to processing of monthly pay estimates, contractors must submit a breakdown of payments for any M/W/DSBE subcontractors who worked as part of the project activity AND a screen shot of the OEO Compliance Reporting System (CRS) "Compliance Audit Summary" tab report. This will inform Streets that M/W/DSBE work was performed and that the M/W/DSBE was paid for prior pay estimates. Please see attached samples of the M/W/DSBE payment form and OEO Compliance Reporting System screen shot. In the event of disputed payments, contractors will be required to submit a copy of check documenting that payments were made to the M/W/DSBE sub.
- 3.) **Updated Projection Plan-** During the course of construction, if there are any changes impacting M/W/DSBE subcontractor work, contractors must submit an updated M/W/DSBE subcontractor schedule for projected work. Please be advised that no changes to the work (or substitutions of the M/W/DSBE subcontractor) committed to an M/W/DSBE in the EOP may be made without the prior written approval of the OEO.

Contract Construction Monthly Estimate forms and related information is available for download from the Streets Departments website at [www.philadelphiastreet.com](http://www.philadelphiastreet.com). Please be aware, non-compliance with the new requirements can result in the withholding of payment for services rendered. You are therefore asked to fully cooperate and follow the process as described above. Should you have any questions or would like more information on the new requirements and process, please reach out to your Project Manager for guidance and to obtain specific information.

If you are unfamiliar with the OEO Compliance Reporting System (CRS), you will need to create an access account for the system in order to regularly update applicable subcontractor payments. Should you either not have an account, or be unaware of how to access and use the system, please refer to the attached "NOTICE TO DEPT. OF STREETS CONTRACT AWARDEES" document for additional information and instructions on accessing and using the system.

Thank you for your prompt attention to this new process and requirements. We look forward to working with you going forward and in advancing the public works infrastructure of the City of Philadelphia.

Sincerely,

Christopher Newman  
Deputy Commissioner for Administration