

INSTRUCTIONS FOR COMPLETING MBTA FORM F (Task Orders)

Payments to Subcontractors/Vendors Report

A. Contract Information	
1. Ceiling Amount:	Enter the Contract Ceiling Amount
2. Executed Task Orders:	Enter the Total Amount of Executed Task Orders
3. Total Payments Received to Date:	Enter the sum of the total \$ amount paid to date. Do not include payments received during the reporting period.
4. Payments Received this Month	Enter the amount of \$ received from MBTA during the reporting period.
5. Latest Payment(s) Date:	Enter the Date of the Last Payment Received from MBTA
B. Information On Prime Contractor	
1. Prime:	Enter the name of the Prime Contractor
2. Name of Project:	Enter the name of the MBTA Contract
3. MBTA Contract Number:	Enter the MBTA Contract No.
4. Report for the Month of:	Enter only the calendar month for which the report is submitted.
5. Contract Start Date:	Enter the specific date of the contract award (as indicated on the contract).
6. Completion Date:	Enter the projected date of the contract completion.
C. Subcontractors/Vendors Information (DBE Contractors)	
1. Name of DBE Subcontractor/Vendor	Enter the Name of the DBE subcontractor/Vendor
2. Project Task:	Enter a short description of the type of services provided by the DBE
3. Supplier Y/N?	Identify if the DBE is a supplier
4. Original Subcontract/PO Amount:	Enter the Original Subcontract or Purchase Order Value/Award Amount
5. Change to Subcontract/PO Amount (+/-):	Enter the \$ amount of any Approved Change Order, if applicable
6. Current Subcontract/PO Amount:	Enter the Current Subcontract/PO Amount (Original Subcontract Award +/- Change Orders)
7. Amount Billed this Month:	Enter the amount billed by the DBE during the reporting period for each task
8. Sub/Vendor Invoice Date:	Enter the DBE Sub/Vendor invoice date(s)
9. Date Payment Sent to Sub/Vendor:	Enter the date(s) Prime sent the payments(s) to DBE Sub/Vendor
10. Payment to Sub/Vendor This Month:	Enter the Payment Amount during the reporting period for each task.
11. What invoice period is the payment for?	Enter the DBE invoice period(s) for payment made during the reporting period
12. Previous Payments to Sub/Vendor	Enter the previous payments made to the DBE (DO NOT include payments made during the reporting period)
13. Total Payments to Sub/Vendor to Date	Enter the sum of the total \$ amounts paid to date to the DBE (Payment to DBE Sub/Vendor This Month + Previous Payments to DBE Sub/Vendor)
14. Overall Contract/PO % Complete	Enter the overall percentage of work completed (this includes the total amount of work invoiced as well as paid to date.
D. Subcontractors/Vendors Information (Non-DBE Contractors)	
1. Name of Non-DBE Subcontractor/Vendor	Enter the Name of the non-DBE subcontractor/Vendor
2. Project Task:	Enter a short description of the type of services provided by the non-DBE
3. Supplier Y/N?	Identify if the Non-DBE is a supplier
4. Original Subcontract/PO Amount:	Enter the Original Subcontract or Purchase Order Value/Award Amount
5. Change to Subcontract/PO Amount (+/-):	Enter the \$ amount of any Approved Change Order, if applicable
6. Current Subcontract/PO Amount:	Enter the Current Subcontract/PO Amount (Original Subcontract Award +/- Change Orders)
7. Amount Billed this Month:	Enter the amount billed by the non-DBE during the reporting period for each task
8. Sub/Vendor Invoice Date:	Enter the non-DBE Sub/Vendor invoice date(s)
9. Date Payment Sent to Sub/Vendor:	Enter the date(s) Prime sent the payment to non-DBE Sub/Vendor
10. Payment to Sub/Vendor This Month:	Enter the Amount Paid during the reporting period for each task

11. What invoice period is the payment for?	Enter the non-DBE invoice period(s) for payment made during the reporting period
12. Previous Payments to Sub/Vendor	Enter the previous payments made to the non-DBE (DO NOT include payments made during the reporting period)
13. Total Payments to Sub/Vendor to Date	Enter the sum of the total \$ amounts paid to date to the non-DBE (Payment to non-DBE Sub/Vendor This Month + Previous Payments to non-DBE Sub/Vendor)
14. Overall Work Completed %	Enter the overall percentage of work completed (this includes the total amount of work invoiced as well as paid to date).
E. Comments:	Express any comments or concerns pertaining to your subcontract(s) or purchase order(s). Your comments are confidential.
F. Prime Project Manager:	Enter the name of the Prime Contractor Project Manager.
G. Office & Cell Number:	Enter the office and cell number of the Prime Contractor Project Manager
H. Signature:	Enter the signature of the Prime Contractor Project Manager.

Additional instructions:

- Rows can be added to include additional subcontractors at the prime contractor's discretion.
- Please do not change the formulas. If formula changes are needed, please contact the MBTA Compliance Officer to validate the change(s) prior to submission. Any other changes to the form are not allowed without MBTA Compliance Officer's prior approval.
- Please report all subcontractors/vendors working on the contract regardless of their tier.
- The prime is required to collect the subcontractors/vendor information from their lower tier subcontractors that have lower-tier subcontractors/vendors and incorporate the information on the Form F monthly. Any lower-tier subcontractor/vendor with subcontractors/vendors is required to submit the Form F data to their prime contractor/vendor.
- The Form F must be submitted at least monthly on or before the 15th of each month for the previous month.
- If for any reason, an invoice is not submitted any month, the Form F is still required to be submitted.
- Affected subcontractors/vendors uncomfortable contacting the prime contractor regarding payment or unable to resolve payment discrepancies should contact ODCR/MBTA's DBELO.
- If you have any questions or require assistance with the completion of the Form F, please contact the compliance officer assigned to this contract or ODCR.

Disputed Payments for Work Satisfactory Completed:

- Require the applicable prime and subcontractor/vendor with the MBTA Project Manager to participate in an expedited dispute payment resolution process when there is a dispute as to whether work has been satisfactorily completed. This also applies to the release of retainage.
- MBTA reserves the right to make payment directly to the subcontractors/vendors for work satisfactorily completed in accordance with existing contract provisions.
- MBTA reserves the right to assess penalties against the applicable prime contractor for each day beyond the required time the applicable prime contractor fails to pay the subcontractor/vendor.

Sanctions for non-compliance with the Form F submission requirements or failure to pay in a timely manner:

- Any pending invoices will not be processed.
- Reduce the non-compliant contractor's prequalification limit and/or status.
- Assessment of penalties against the applicable prime contractor for each day beyond the required time the applicable prime contractor fails to pay the subcontractor/vendor.
- Other penalties for failure to comply, up to and including termination of the contract.