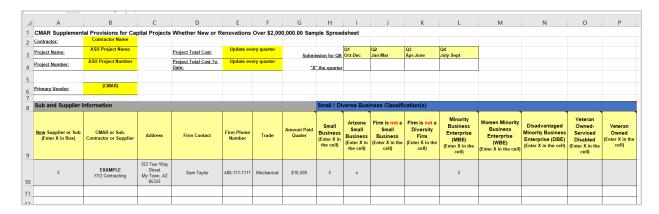


Supplemental Requirements Instructions

Submitting Supplemental Requirements

- Capital Projects in excess of \$2,000,000.00
- "Supplemental Requirement Quarterly Form" to be filled out by contractors quarterly
- Supplemental Requirements Quarterly Form must be emailed to <u>PurchasingConstruction@asu.edu</u> no later than the dates below:
 - O Q1 July to September
 - Submitted by October 31
 - O Q2 October to December
 - Submitted by January 31
 - O Q3 January to March
 - Submitted by April 30
 - Q4 April to June
 - Submitted by July 31

Supplemental Requirements Quarterly Form



- In the top portion of the form, fill in all yellow highlighted sections and "X" the time frame for the data being submitted (Q1, Q2, Q3, or Q4)
- In the Sub and Supplier Information section, fill in sub/supplier information from columns A-G.
 Then use columns H-P to identify the small and/or diverse business classification with an "X"
- Hover over the red triangles for more information on small and diverse business classifications

Small Business (Enter X in the cell)	Arizona Small Business (Enter X in the cell)	Firm is not a Small Business (Enter X in the cell)	Firm is not a Diversity Firm (Enter X in the cell)		Women Business Enterprise (WBE) (Enter X in the cell)	Danielle Van Vleet: Ownership is at least 51% owned by women		
						Business nterprise (DBE) (Enter X in the cell)	Serviced Disabled (Enter X in the cell)	Owned (Enter X in the cell)