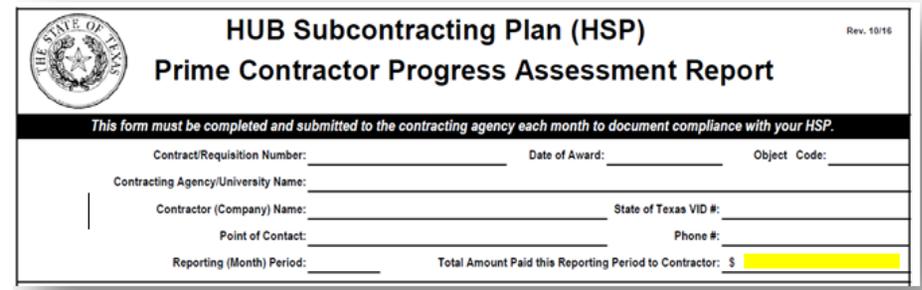# PAR - Prime Contractor Progress Assessment Report

As a condition of payment, a Contractor must submit a Progress Assessment Report (PAR) each month, whether payment is issued to the subcontractors or not.

- o The PAR reports the identity of the subcontractors on a project.
- o The PAR reports the amount being paid to the subcontractors on a monthly basis

- ▪ The PAR is two forms in one
  - o The top portion of the form identifies
    - ▪ the project: Contract/Requisition Number
    - ▪ Date of Award, the Contracting Agency
    - ▪ the Prime Contractor, Point of contact
    - ▪ the reporting period
    - ▪ the *amount being paid to the Prime Contractor*

  - o The bottom portion of the form Indicates payments made to the subcontractors (see below)
    - ▪ **All subcontractors must be listed on the form each month whether payment is issued or not***
    - ▪ It is important to list the name of vendor, indicate if vendor is a Texas certified HUB, and enter the Texas VID or Federal EIN.
      (This information can be retrieved from the CMBL located on the Comptroller's website. See link on the PAR form.).
    - ▪ The dollar amounts in columns 1-3 must be completed. Make sure that you
      - (1**) Enter the contract** amount that you listed on the HUB subcontracting plan (HSP) for that subcontractor. (Must be listed each month.).
      - **(2) Enter the total** amount being paid to the subcontractor during this reporting period. **Enter "0" if a payment is not being issued to a subcontractor for that pay period; DO NOT LEAVE BLANK.**
      - **(3) Enter the balance of what has been paid to the subcontractor to-date**. **(This helps us to ensure that compliance goals are being met.).**
      - **Tally all totals down for a final amount on the Totals line.** (Must be listed each month.).
      - **Vendor must sign PAR form. (All unsigned forms will be rejected.).**

*If subcontractors are being added or deleted to/from a project an amended HUB plan must be submitted to the agency's HUB Program office with an explanation regarding the change.

PAR - Prime Contractor Progress Assessment Report

Report HUB _and_ Non-HUB subcontractor information

When verifying subcontractors' HUB status, ensure that you use the State of Texas' Centralized Master Bidders List (CMBL) - Historically Underutilized (HUB) Directory Search located at: http://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp. HUB status code "A" signifies that the company is a Texas certified HUB.

Subcontractor's Name	Texas certified HUB (Yes or No)	Texas VID or federal EIN — Do not enter Social Security Numbers. If you do not know their VID / EIN, leave their VID / EIN field blank.	Total Contract $ Amount from HSP with Subcontractor	Total $ Amount Paid this Reporting Period to Subcontractor	Total Contract $ Amount Paid to Date to Subcontractor	Object Code (Agency Use Only)
			$	$	$	
			$	$	$	
			$	$	$	
			$	$	$	
			$	$	$	
			$	$	$	
			$ __1__	$ __2__	$ __3__	
			$	$	$	
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			$	$	$	
			$	$	$	
			$	$	$	
TOTALS:			$	$	$	

Signature: _____   Title: _____   Date: _____