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 PurchasingConstruction@asu.edu no later than the dates below:
  - Q1 - July to September
    - Submitted by October 31
  - Q2 - October to December
    - Submitted by January 31
  - Q3 - January to March
    - Submitted by April 30
  - Q4 - April to June
    - Submitted by July 31

Supplemental Requirements Quarterly Form

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
<th>L</th>
<th>M</th>
<th>N</th>
<th>O</th>
<th>P</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub and Supplier Information</td>
<td>Small / Diverse Business Classification(s)</td>
<td></td>
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<tr>
<td>Small Supplier or Sub (Enter X in the cell)</td>
<td>Arizona Small Business (Enter X in the cell)</td>
<td>Firm is not a Small Business (Enter X in the cell)</td>
<td>Firm is not a Diversity Firm (Enter X in the cell)</td>
<td>Minority Business Enterprise (MBE) (Enter X in the cell)</td>
<td>Women Business Enterprise (WBE) (Enter X in the cell)</td>
<td>Disabled Owned Small Business Enterprise (DBE) (Enter X in the cell)</td>
<td>Minority Owned Small Business (MOSB) (Enter X in the cell)</td>
<td>Veteran Owned Small Business (VOSB) (Enter X in the cell)</td>
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<tr>
<td>Supplier Name</td>
<td>OAS Project Number</td>
<td>Project Title Brief Description</td>
<td>Update every quarter</td>
<td>Subsidiary for SP</td>
<td>Q1 Oct 31</td>
<td>Q2 Nov 30</td>
<td>Q3 Dec 31</td>
<td>Q4 Jan 30</td>
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<tr>
<td>9</td>
<td>X</td>
<td>EXAMPLE: XYZ Consulting</td>
<td>103 First Way Suite A203</td>
<td>Sam Taylor</td>
<td>881-111-1111</td>
<td>Mechanical</td>
<td>$16,000</td>
<td>1</td>
<td>4</td>
<td>3</td>
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</tbody>
</table>

- 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

Revision 1: August 20, 2021