

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**
- The form will be emailed to PurchasingConstruction@asu.edu following the schedule below:
 - Q1 data - July to September
 - **Submitted by October 31**
 - Q2 data - October to December
 - **Submitted by January 31**
 - Q3 data - January to March
 - **Submitted by April 30**
 - Q4 data - April to June
 - **Submitted by July 31**

Supplemental Requirements Quarterly Form

Supplemental Requirements for Capital Projects over \$2,000,000.00 Sample Spreadsheet [\(must be emailed to PurchasingConstruction@asu.edu\)](mailto:PurchasingConstruction@asu.edu)

Contractor	Contractor Name										
Project Name	ASU Project Name	Project Total Cost	Update every quarter	Submission for Q#	Q1 July-Sept	Q2 Oct-Dec	Q3 Jan-Mar	Q4 Apr-June			
Project Number	ASU Project Number	Project Total Cost To Date	Update every quarter	"X" the quarter							
Report Date	Reporting date range										

General Contractor, Subcontractor, and Supplier Information						Supplier Inclusion Program - Business Classification(s)			
GC, Sub or Supplier Name	Address	Firm Contact	Firm Phone Number	Trade	Amount Paid Quater	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)	Disadvantaged business (Enter X in the cell)
EXAMPLE XYZ Contracting	123 Tour Way Street My Town, AZ 85333	Sam Taylor	480-111-1111	Mechanical	\$10,500	X	X		X

- 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-F. Then use columns G-J to identify the business classification with an “X”
- Hover over the red triangles for more information on business classifications

General Contractor, Subcontractor, and Supplier Information						Supplier Inclusion Program - Business Classification(s)			
GC, Sub or Supplier Name	Address	Firm Contact	Firm Phone Number	Trade	Amount Paid Quater	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)	Disadvantaged business (Enter X in the cell)
	123 Tour Way								

A concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR