

**State of Texas Subcontracting Plan (SoTSP)
Progress Assessment Report (PAR)**

Checklist

1	Contract number assigned by SPB <u>and</u> the SPB solicitation (RFP, RFQ, or IFB) number. (2022-17, 809-22-00XX)
2	Date contract was signed by both SPB and prime contractor (last date).
3	Leave blank (completed by SPB).
4	Type "State Preservation Board"
5	Awarded company (prime) name.
6	State of Texas VID (14 digits) of prime contractor.
7	Awarded company (prime) contact person.
8	Awarded company (prime) contact phone number.
9	Calendar month and year of reporting period, which should be the prior calendar month (e.g., December 2015). Note: Progress Assessment Reports (PARs) must be submitted to SPB for each month that the contract is active, regardless of whether prime contractor makes payments to subcontractors or invoices SPB.
10	Total Amount paid this reporting period by SPB to Prime Contractor.
11	Official company name of all subcontractors (VetHUB and non-VetHUB) paid from the beginning of the contract through the reporting period. Note: All subcontractors are assumed to be paid directly by the prime contractor, unless indicated otherwise. To list subcontractors of a subcontractor, type "(1 st Tier)" after the name of the prime contractor's subcontractor. Directly beneath the subcontractor's name, indent and type the name of the subcontractor's subcontractor followed by "(2 nd Tier)." <i>If Self-Performing, please put Self-Performing in this box and put "0" in columns 14-16 and 18-20.</i>
12	Texas Certified VetHUB should be "Yes" or "No" (confirm Texas Certified VetHUB status at https://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp)
13	State of Texas VIN (14 digits) or Fed ID- (9 digits) of company (subcontractor). Do not enter SSN.
14	Dollar amount awarded to this company (subcontractor) for this contract, as listed on the Original or Modified State of Texas Subcontracting Plan. <i>If Self-Performing, please enter "0".</i>
15	Actual amount paid to company (subcontractor) during reporting period indicated in 9 above. Note: Actual payments to subcontractors must be reported, which may be different than the amount invoiced to SPB for the same period. If both 1 st and 2 nd Tier subcontractors are listed, enter the amount paid by the prime contractor to the 1 st Tier and the amount paid by the 1 st Tier to the 2 nd Tier. We realize that payments to the 1 st Tier subcontractor may include amounts paid to the 2 nd Tier. Therefore, the sum of the 1 st and 2 nd Tier amounts may exceed the contract amount. <i>If Self-Performing, please enter "0".</i>
16	Actual amount paid to date (through the reporting period indicated in 9 above) to this company (subcontractor) under this contract. <i>If Self-Performing, please enter "0".</i>
17	Leave blank (completed by SPB).
18	Total amount awarded to all subcontractors (should equal total amount awarded on the Original or Modified HUB Subcontracting Plan). <i>If Self-Performing, please enter "0".</i>
19	Total amount paid to all subcontractors for the reporting period listed in 9 above. <i>If Self-Performing, please enter "0".</i>
20	Total amount paid to date to all subcontractors (through the reporting period listed in 9 above) under this contract. <i>If Self-Performing, please enter "0".</i>
21	Signature of authorized prime contractor representative, who has verified the report is correct.
22	Title of signing authority.
23	Date signed.

