

Bureau of Diversity, Inclusion & Small Business Opportunities

Instructions For Completion of SDBUR

The SDBUR FORM is comprised of 5 different Sections. Section 1 captures both Contractor and Project specific information. Section 2 captures Subcontractor and Manufacturer Small Diverse Business Commitment information, Section 3 captures Stocking Supplier Small Diverse Business Commitment information, Section 4 captures Non-Stocking Supplier Small Diverse Business Commitment information, and Section 5 captures Summary Small Diverse Business Commitment and BDISBO information.

Section 1 - Project and Contract Specific Data - Input all required fields.

Section 2 - Subcontractor & Manufacturer Commitments: 100% of the subcontract amount is counted towards the SDB MPL. 100% of the total cost of the materials or supplies purchased from the Small Diverse Business manufacturers is counted towards the SDB MPL.

- A** Enter Small Diverse Business Company Name.
- B** Click on the cell where the Small Diverse Business Type (M, W, V, D, G, etc.) must be entered. After clicking on the cell a "drop down" symbol will appear to the right of the cell. Click on the "drop down" symbol and scroll down to the Small Diverse Business Type (M, W, V, D, G, etc.) describing the Small Diverse Business being entered.
- C** Enter the Expiration Date of the Small Diverse Business. This can be found on the Small Diverse Business certificate or the the Small Diverse Business online profile.
- D** Enter the \$ Value of the Small Diverse Business Subcontract.
- E** Enter the Scope of Work being performed or the material manufactured.
- F** Click on the cell where the a Yes or No response must be entered regarding whether or not the Small Diverse Business Subcontractor has agreed to self-perform 60% of the work with its own forces. After clicking on the cell a "drop down" symbol will appear to the right of the cell. Click on the "drop down" symbol and scroll down to select "Yes" if the Small Diverse Business has agreed to Perform 60% of the work with their own forces and "No" if the Small Diverse Business has not agreed to the 60% self-performance requirement. NotNo Small Diverse Business Credit will be provided regarding No entries.
- G** Computed Per Formula. Credit Towards Project MPL based on \$ Value of the Subcontractor's/Manufacturer's Subcontract.
- H** Enter the total monies paid to the Small Diverse Business in regards to the related reported Small Diverse Business commitment.
- I** Computed Per Formula. Credit Towards Project MPL based on the ACTUAL PAYMENT TO DATE with respect to the Subcontractor's/Manufacturer's Subcontract presented in Column G.
- J** Computed Per Formula. Difference between the \$ Value of the Subcontractor's/Manufacturer's Subcontract presented in Column C and the \$ Value of the Total Payment to Date in Column G.

Section 3 - Stocking Supplier Commitments: 60% of the total cost of the materials or supplies purchased from a Small Diverse Business stocking supplier is counted towards the SDB MPL.

- A** Enter Small Diverse Business Company Name.
- B** Click on the cell where the Small Diverse Business Type (M, W, V, S, D, G, etc.) must be entered. After clicking on the cell a "drop down" symbol will appear to the right of the cell. Click on the "drop down" symbol and scroll down to the Small Diverse Business Type (M, W, V, S, D, G, etc.) describing the Small Diverse Business being entered.
- C** Enter the Expiration Date of the Small Diverse Business. This can be found on the Small Diverse Business certificate or the the Small Diverse Business online profile.
- D** Click on the cell entitled "General or MEP." After clicking on the cell a "drop down" symbol will appear to the right of the cell. Click on the "drop down" symbol and scroll down to "General" if the stocked material being provided relates to General Construction items or scroll to "MEP" if the stocked material being provided relates to Mechanical,Electrical and/or HVAC Construction items.
- E** Enter a description of the materials,supplies, and/or equipment being provided.
- F** Enter the \$ Value of the Small Diverse Business Purchase Order.
- G** Computed Per Formula. Credit Towards Project MPL based on \$ Value of the Stocking Supplier Purchase Order.
- H** Enter the total monies paid to the Small Diverse Business in regards to the related reported Small Diverse Business commitment.
- I** Computed Per Formula. Credit Towards Project MPL based on the ACTUAL PAYMENT TO DATE with respect to the Small Diverse Business Purchase Order presented in Column E.
- J** Computed Per Formula. Difference between the \$ Value of the Small Diverse Business Purchase Order presented in Column E and the \$ Value of the Total Payment to Date in Column G.

Section 4 - Non-Stocking Supplier Commitments: SDB non-stocking suppliers are credited at only the amount of the fee or commission charged by the SDB non-stocking supplier for assistance in the procurement of the materials and supplies provided the fees or commissions are reasonable and not excessive as compared with fees customarily allowed for similar services and with the understanding that under no circumstances shall the credit, for a SDB non-stocking supplier, exceed 10% of the purchase order cost.

- A** Enter Small Diverse Business Company Name.
- B** Click on the cell where the Small Diverse Business Type (MBE, WBE,etc.) must be entered. After clicking on the cell a "drop down" symbol will appear to the right of the cell. Click on the "drop down" symbol and scroll down to the Small Diverse Business Type (MBE, WBE, etc.) describing the Small Diverse Business being entered.
- C** Enter the Expiration Date of the Small Diverse Business. This can be found on the Small Diverse Business certificate or the the Small Diverse Business online profile.
- D** Enter the \$ Value of the Small Diverse Business Purchase Order.
- E** Enter a description of the materials,supplies, and/or equipment being provided.
- F** Enter the % Fee or Commission charged by the Small Diverse Business Non-Stocking Supplier for the provision of the materials,supplies, and/or equipment.
- G** Computed Per Formula. Credit Towards Project MPL based on \$ Value of the Non-Stocking Supplier Purchase Order.
- H** Enter the total monies paid to the Small Diverse Business in regards to the related reported Small Diverse Business commitment.
- I** Computed Per Formula. Credit Towards Project MPL based on the ACTUAL PAYMENT TO DATE with respect to the Small Diverse Business Purchase Order presented in Column C.
- J** Computed Per Formula. Difference between the \$ Value of the Small Diverse Business Purchase Order presented in Column C and the \$ Value of the Total Payment to Date in Column G.

Section 5 - Actual Commitment Summary By Small Diverse Business Type and Service Category

Section 5 - All information within Section 5 is Computed Per Formula with exception to Section 5 A as denoted below.

- A** For BDISBO use only. Rejected SDBUR reports may result in the withholding of future Application For Payments until the said report is satisfactorily submitted and approved.

[illegible]

[illegible]

Designation	Description
D	Disabled-Owned Business Enterprise
G	LGBT Business Enterprise
M	Minority Business Enterprise
S	Service-Disabled Veteran Business Enterprise
V	Veteran Business Enterprise
W	Woman Business Enterprise
DS	Disabled-Owned, Service-Disabled Veteran Business Enterprise
DV	Disabled-Owned, Veteran Business Enterprise
GD	LGBT, Disabled-Owned Business Enterprise
GS	LGBT, Service-Disabled Veteran Business Enterprise
GV	LGBT, Veteran Business Enterprise
MD	Minority, Disabled-Owned Business Enterprise
MG	Minority, LGBT Business Enterprise
MS	Minority, Service-Disabled Veteran Business Enterprise
MV	Minority, Veteran Business Enterprise
MW	Minority, Woman Business Enterprise
WD	Woman, Disabled-Owned Business Enterprise
WG	Woman, LGBT Business Enterprise
WS	Woman, Service-Disabled Veteran Business Enterprise
WV	Minority, Veteran Business Enterprise
GDS	LGBT, Disabled-Owned, Service-Disabled Veteran Business Enterprise
GDV	LGBT, Disabled-Owned, Veteran Business Enterprise
MDS	Minority, Disabled-Owned, Service-Disabled Veteran Business Enterprise
MDV	Minority, Disabled-Owned, Veteran Business Enterprise
MGD	Minority, LGBT, Disabled-Owned Business Enterprise
MGS	Minority, LGBT, Service-Disabled Veteran Business Enterprise
MGV	Minority, LGBT, Veteran Business Enterprise
MWD	Minority, Woman, Disabled-Owned Business Enterprise
MWG	Minority, Woman, LGBT Business Enterprise
MWS	Minority, Woman, Service-Disabled Veteran Business Enterprise
MWV	Minority, Woman, Veteran Business Enterprise
WDS	Woman, Disabled-Owned, Service-Disabled Veteran Business Enterprise
WDV	Woman, Disabled-Owned, Veteran Business Enterprise
WGD	Woman, LGBT, Disabled-Owned Business Enterprise
WGS	Woman, LGBT, Service-Disabled Veteran Business Enterprise
WGV	Woman, LGBT, Veteran Business Enterprise
MGDS	Minority, LGBT, Disabled-Owned, Service-Disabled Veteran Business Enterprise
MGDV	Minority, LGBT, Disabled-Owned, Veteran Business Enterprise
MWDS	Minority, Woman, Disabled-Owned, Service-Disabled Veteran Business Enterprise
MWDV	Minority, Woman, Disabled-Owned, Veteran Business Enterprise
MWGD	Minority, Woman, LGBT, Disabled-Owned Business Enterprise
MWGS	Minority, Woman, LGBT, Service-Disabled Veteran Business Enterprise
MWGV	Minority, Woman, LGBT, Veteran Business Enterprise
WGDS	Woman, LGBT, Disabled-Owned, Service-Disabled Veteran Business Enterprise
WGDV	Woman, LGBT, Disabled-Owned, Veteran Business Enterprise
MWGDS	Minority, Woman, LGBT, Disabled-Owned, Service-Disabled Veteran Business Enterprise
MWGDV	Minority, Woman, LGBT, Disabled-Owned, Veteran Business Enterprise