

As part of the execution of the contract, and compliance with the HUB Subcontracting Plan (HSP), a Prime Contractor Progress Assessment Report (PAR) form:

- Must be completed each month the contract is active, regardless of whether Prime Contractor makes payments to subcontractors or invoices UTA.
- Must accompany all invoices/payment vouchers
- Must identify all subcontractors, both HUB and non-HUB.

NOTE: Contractor payment is contingent upon receipt and acceptance of the PAR.

Complete fields 1-10:

1. **Contract/Requisition Number** (This is the purchase order or contract number assigned by UTA)
2. **Date of Award** (The date the contract was signed by both UTA and Contractor or the date the purchase order was issued.)
3. **Object Code:** Leave blank (Completed by UTA)
4. **Contracting Agency:** University of Texas at Arlington
5. **Contractor/Company Name:** Enter your company name
6. **State of Texas VID # (14 digits) of Contractor:** The Vendor ID assigned by the State of Texas
7. **Point of Contact:** Point of Contact for questions on this form
8. **Phone#:** Contractor's Phone Number
9. **Reporting (Month) Period:** Calendar month and year of reporting period: (when the work was performed)
10. **Total Amount Paid this Reporting Period to Contractor:** Enter the amount of the invoice submitted to the University by Contractor during the reporting period indicated in field 9 above.

If Self-performing/not subcontracting, proceed to field 18: Signature Block.

If Subcontracting, proceed to field 11.

HUB and Non-HUB Subcontractor Reporting portion of PAR form

(Complete fields 11-17 only if you are subcontracting a portion of the contract)

11. **Subcontractor's name:** Enter the official company name of the Subcontractor (HUB or non-HUB) as listed on the HUB Subcontracting Plan (HSP).

Note: All Subcontractors are assumed to be paid directly by the Prime Contractor, unless indicated otherwise.

12. **Texas Certified HUB:** Is the company a Texas Certified HUB? Mark "Yes" or "No"
13. **Texas VID or Federal EIN:** Enter the State of Texas VID (14 digits) or Fed EIN (9 digits) of company (subcontractor). Do not enter a Social Security Number (SSN).
14. **Total Contract \$ Amount from HSP with Subcontractor:** Enter the total dollar amount awarded to this company (Subcontractor), as listed on the Original or Amended HSP. (refer to HSP GFE Method A or Method B)
15. **Total \$ Amount Paid this Reporting Period to Subcontractor:** Enter the Amount paid to the company (Subcontractor) during reporting period as indicated in field 9.

Note: Actual payments to subcontractors must be reported which may be different than the amount invoiced to UTA for the same period.

16. **Total Contract Amount Paid to Date to Subcontractor:** This is a cumulative total from the inception of the contract to date.

Repeat fields 11-16 for every subcontractor listed on the HSP.

17. **Totals:** These are the cumulative totals for each column listed in fields 14, 15, 16.
18. **Signature Block:** Signature of the authorized person, title and date.
19. **Submit the completed PAR form along with the invoice to [Accounts Payable](#)**

