

## **MBE Contract Compliance File Checklist**

Place this page immediately inside the Document Folder

DOCUMENTS
Contract General Information  1. Contract Number
12. List of Non-MBE Sub-Contractor(s)  13. Prime vs. MBE Contract Agreements  Contract Compliance Reports:  1. Prime Monthly Payment Reports 2. MBE Monthly Payment Reports 3. Compliance Jobsite Reports
Contract Compliance Information:  1. Compliance Chronological Log Sheet 2. Contract Modification Information 3. Meeting Notes 4. Close Out Memo 5. Miscellaneous