

Prime Contractor Monthly Prompt Payment Certification Form

Purpose

This certification form is used to monitor prime contractor compliance with the prompt payment terms contained in IndyGo’s Disadvantaged Business Enterprise (DBE) Program, the prime’s contract, and US Department of Transportation regulations. IndyGo’s DBE Program states prime contractors must pay their subcontractors for satisfactory performance of their contracts no later than fifteen (15) days from the prime contractor’s receipt of payment from IndyGo.

Instructions

Please type information into the fields below and return this form to supplierdiversity@indygo.net by the 10th of each month. All contractors are required to complete and return this form each month for each active project until receiving final payment. Include all payments made to all subcontractors on each active project. Record “no payment” if you did not make a payment to the subcontractor for this reporting period. Use the notes field to report any delayed payments and attach supporting documentation or a written justification. Attach additional sheets if necessary.

Failure to complete this reporting requirement may result in withholding of the prime contractor’s next progress payment or the final payment, issuing a corrective action plan, and/or cancellation or suspension of the contract in whole or in part. Please contact the IndyGo Supplier Diversity Department at supplierdiversity@indygo.net with any questions.

PRIME CONTRACTOR:		PRIME CONTRACTOR REPRESENTATIVE:		TITLE:		REPORTING PERIOD MM/YY:
Project Number	Subcontractor	Subcontractor Invoice Number	Payment Date MM/DD/YY	Amount Paid	Work Description/NAICS Code	Comments

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I certify that all subcontracted work referenced above has been performed and the materials supplied in accordance with the terms and conditions of the contract for each corresponding project. I further acknowledge that the information above is true and accurate to the best of my knowledge and all payments have been dispersed within fifteen (15) calendar days of the firm’s receipt of payment from IndyGo in accordance with the terms of the firm’s contract with IndyGo. By signing my name below and submitting this report, I affirm that I am authorized to submit this report on behalf of this firm.

Date	Prime Contractor Representative Signature	Email Address	Phone Number