

**Bureau of Diversity, Inclusion & Small Business Opportunities (BDISBO)  
 Subcontractor's Quarterly Utilization Report**

Submit form at [www.dgs.internet.state.pa.us/quarterlyreports/](http://www.dgs.internet.state.pa.us/quarterlyreports/) or mail to DGS Bureau of Diversity, Inclusion & Small Business Opportunities, 401 North St.,  
 Room 601, Harrisburg PA 17120 -0500

<b>1. Subcontractor's Firm Name:</b>		<b>6. Reporting Period (Mark one and write in date):</b> ___ All Activity to Date: ___ Quarter Ending:
<b>2. Address:</b>		<b>7A. RFP Number:</b>  <b>7B. Description:</b>
<b>3A. Telephone No:</b>	<b>4. PA SAP Vendor No:</b>	<b>8A. SDB % Commitment:</b>
<b>3B. Email:</b>		<b>8B. Estimated SDB Contract \$ Value:</b>
<b>5. Contact Person:</b>		<b>9. Notes:</b>

10. Prime Contractor:	11. Telephone No:	12. Contact Name:	13. Amount Received This Quarter:	14. Quarter End Date:	15. Total Amount Received to Date:
<b>16. Grand Totals:</b>					
<b>17. Signature Of Preparer:</b>		<b>18. Name Of Preparer (Type Or Print):</b>		<b>19. Title:</b>	

If there are questions regarding the form please contact Ms. Christine Quinn-Dea at 717-772-5026 or [cquinn-dea@pa.gov](mailto:cquinn-dea@pa.gov).  
 Please make copies of blank form, which should be completed and submitted within 10 working days at the end of each quarter.