

**Facilities Management
Supplier Diversity Form (NUsub-1)**

Vendor shall submit this Supplier Diversity Form with their bid to reflect the best **ESTIMATE** of services you intend to subcontract and supplies you intend to purchase from suppliers. This Form must also be submitted with each invoice in order to report the **ACTUAL** spend. Vendor is responsible for filling in information in the gray fields only.

Northwestern University Project Information	
NU Project Name:	
NU Project Number/Work Order Number:	
NU Purchase Order Number:	
NU Project Manager Name:	
Total Contract Bid Amount:	
Total Estimated Amount Subcontracted (services/supplies):	

Contractor Information	
Contractor Name:	
Contact Person:	
Telephone Number:	
E-Mail Address:	
Contractor Status (check all that apply)	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> LBE <input type="checkbox"/> OTHER DIVERSE <input type="checkbox"/> NOT APPLICABLE
Signature:	

Were any subcontractor's services or supplies used for project? YES NO

If work completed by contractor, provide scope of services and/or supplies below:

Preliminary Payment Details				Actual Payment Details		
Subcontractor Services and/or Supplies				Subcontractor Payment Details		
Subcontractor Name, Address, and Contact Information	Supplier Status (check all that apply)	Description of Services and/or Supplies	Estimated \$ Value of Work to be Subcontracted	Date	Invoice #	Total Invoice \$ Amount Paid
	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> LBE <input type="checkbox"/> OTHER DIVERSE <input type="checkbox"/> NOT APPLICABLE		\$			\$
	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> LBE <input type="checkbox"/> OTHER DIVERSE <input type="checkbox"/> NOT APPLICABLE		\$			\$
	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> LBE <input type="checkbox"/> OTHER DIVERSE <input type="checkbox"/> NOT APPLICABLE		\$			\$

MBE = Minority Business Enterprise, WBE = Women Business Enterprise, LBE = Local Business Enterprise (Evanston), OTHER = Small Business, HubZone Small Business, Disadvantage Business Enterprise, Veteran-owned Small Business, or Service-Disable Veteran-owned Small Business
(IF YOU HAVE MORE SUPPLIERS, PLEASE ADD ADDITIONAL PAGES)

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