



Prime Contractor Progress Assessment Report (PAR) Instructions

Prime Contractor's Information	1. Contract/Requisition Number	Bid, Contract or Purchase Order Number
	2. Date of Award	Date of Executed Contract
	3. Object Code	Leave Blank
	4. Contracting Agency/University Name	Teacher Retirement System or TRS
	5. Contractor (Company) Name	Awarded Company Name (Prime)
	6. State of Texas Vendor ID Number	State of Texas VID # or Federal EIN Number
	7. Point of Contact	Awarded Company (Prime) Contact Person
	8. Phone #	Awarded Company (Prime) Contact Number
	9. Reporting (Month) Period:	Actual Calendar Month and Year reporting (ex: Jan 2024)
	10. Total Amount Paid this Reporting Period to Contractor:	Amount invoiced to TRS by Contractor during this reporting month (as listed in Number 9)
Subcontractor's Information (HUB and Non-HUB)	11. Subcontractor's Name	
	12. Texas Certified HUB (Yes or No)	
	13. Texas VID or federal EIN	
	14. Total Contract \$ Amount from HSP with Subcontractor	
	15. Total \$ Amount Paid this Reporting Period to Subcontractor	
	16. Total Contract \$ Amount Paid to Date to Subcontractor	
	17. Object Code	Leave Blank
	18.	Total of awarded dollars to all subcontractors (should equal amounts listed on the Original and Modified HSP)
	19.	Total of actual amounts paid to all companies (subcontractors) for reporting month (as listed in Number 9)
	20.	Total of actual amounts paid to all companies (subcontractors) for existence of contract
	21.	Signature of company (Prime) authorized personnel
	22.	Title of signing authority
	23.	Date Signed



This form must be completed and submitted to the contracting agency each month to document compliance with your HSP.

Report HUB and Non-HUB subcontractor information

Directory Search located at: <http://mycpa.cpa.state.tx.us/tpasscmbsearch/index.jsp>. HUB status code "A" signifies that the company is a Texas certified HUB.

Signature: 21 Title: 22 Date: 23