City of Rochester
Professional Consultant Services Workforce Utilization Report

PROJECT NAME:	FOR WORK DONE FROM: ____/____/_____TO____/____/_____	MINORITY GOAL	FEMALE GOAL
CONSULTANT:	AGREEMENT NUMBER:	20.00%	6.90%

TRADE		EMPLOYEES WORKING ON PROJECT (NUMBER OF EMPLOYEES / HOURS WORKED)							
		TOTAL		MINORITY		NON-MINORITY		MINORITY %	FEMALE %
		M	F	M	F	M	F		
Officials, Administrators	Employees								
	Hours								
Professionals	Employees								
	Hours								
Technicians	Employees								
	Hours								
Sales Workers	Employees								
	Hours								
Office, Clerical	Employees								
	Hours								
Craft Workers	Employees								
	Hours								
Laborers	Employees								
	Hours								
Temporary, Apprentices	Employees								
	Hours								
Other (Specify)	Employees								
	Hours								
TOTAL WORKFORCE	Employees								
	Hours								

Prepared by (Signature):	**Title:**	**Phone:**
Printed Name:	**Date:**	**Email:**

Consultants shall submit this form at least quarterly (i.e. every three (3) months after the start of the agreement), or as otherwise requested by MWBE Officer. Reports shall be submitted with each invoice if filed more frequently than once per quarter.