

PSR Guidance for A&E Contracts

- ❖ Paid Summary Reports (PSR) form 734-2882 – See A&E Instructions tab at top left corner of form.
- ❖ Regulations require ODOT to monitor and ensure prompt payment to subcontractors.
- ❖ ODOT reports this information to FHWA, Governor's Office and Oregon Legislature.
- ❖ Form is due within 20 days of payment to consultant/contractor for each month in which payments are made to subcontractors.
- ❖ Agency Project Manager's office receives all PSR forms from consultants and forwards to OECR.
- ❖ Consultants are welcome to contact Office of Engagement and Civil Rights (OECR) (via ocr.psk@odot.oregon.gov mailbox) directly with any questions.
- ❖ All boxes should have values entered if there are subcontractor payments listed, with the exception of 15 and 16 related to retainage.
- ❖ No punctuation should be entered on the form of any kind, or any extra text. For example, the Agency contract number (box 5) should only contain the contract number, or PA number and WOC, but not the acronyms ATA or PA.
 - The data entered is extracted by OECR's computer system and compared to the contract information already on file.
 - Extra punctuation or verbiage not in OECR's system may confuse the computer and result in data not being uploaded properly.
 - This means that the payments listed on the form will not be included in our reporting and DBE participation will not be counted.
 - OECR's system is not capable of interpreting or inferring, it pulls what's on the form and compares to what's in the database on a base 1:1 level.
 - Mismatched or duplicate data is not captured.
- ❖ PSR forms are electronically uploaded and your document is talking to a computer, not a person.
 - Not every form is evaluated for errors by a human.
 - We don't know when subs are added to form or contract amounts are changed.
- ❖ DBE commitments listed should tie to Committed DBE Breakdown forms (734-5235) that have been submitted to OECR and approved. Any amount committed, regardless of whether or not it included contingency funds, should be listed on the PSR forms to match OECR's database and the approved DBE commitment.

PSR Document: <https://www.oregon.gov/odot/Forms/2ODOT/2882.pdf>