Form POP-6

City of Houston
Pay or Play Program
Department Quarterly Update

All City of Houston Departments that have contracts subject to the Pay or Play Program shall submit quarterly updates via the POP-6 Report Form. The quarterly update should be submitted to City of Houston Office of Business Opportunity Division by the 10th day of the following month for each quarter.

Department:_____**Division**_____*(Circle)* **1st/2nd/3rd/4th Quarter of 20___**

POP Quarterly Updates			
Category	**Number of Prime Contractors**	**Number of Subcontractors**	**Total Number of Contracts**
Pay			
Play			
Both (Play and Pay)			
Exempt/waiver			
Total			

Department Signature:
Update submitted by department's authorized representative:

_____	_____	_____	_____
Print Name	**Signature**	**Date Submitted**	**Phone Number**

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City of Houston
Pay or Play Program
Department Quarterly Update

Department:_____

Report Date:_____

POP Liaison:_____

***Group all subcontractors together with coordinating prime contract number.**

Contract Number and Description	Contractor Name	Indicate all that Apply					No. Of Employees	Contract Value	Contract Award Date	Contract Close Date
		Prime	Sub	Pay	Play	Exempt/ Waiver				