

# Coastal Bend Bays & Estuaries Program, Inc.

## Contractor Quarterly Report Guide

Quarterly reports are due from each contractor by the end of the calendar quarter (with the quarters beginning March, June, September, December). If a project extends beyond the proposed timeline, quarterly reports should continue to be submitted until the project's completion. The purpose of these reports is to keep the Project Manager abreast of the progress of each project. It is important that you accurately reflect the progress of your project in the Quarterly Reports and highlight any QA/QC discrepancies you may have encountered. We ask all contractors to follow the outline given below for their quarterly report. These reports excluding the title page should not exceed two pages of single-spaced text in length. The report with a cover letter should be sent to the Project Manager so it arrives at our office by no later than the due date. Quarterly reports may be submitted via e-mail, or by mail (1305 N. Shoreline Blvd., Suite 205, Corpus Christi, Texas 78401).

- I. Title page
  - A. Project name and number
  - B. Names of Performing Party Authorized Representative
  - C. Address, Phone #, and Email
  - D. Reporting period (dates of quarter)
  - E. Date of submission
  - F. Include the following:
    - Submitted to:
    - Coastal Bend Bays & Estuaries Program
    - 1305 N. Shoreline Blvd, Suite 205
    - Corpus Christi, TX 78401
- II. Description of tasks completed  
These are the tasks described in the contract.
- III. Status of tasks in progress  
Please indicate % completion of each task and any QA/QC discrepancies encountered.
- IV. Plan for next quarter  
Indicate expected times of completion of tasks.
- V. Adherence to Project Timeline
  - A. Explanation of delays (if any)
  - B. Anticipated delays