

## **STELLA VARGAS**

**Program Manager  
M/WBE Department**



- **Oversees bond-related activities**
- **Signs payment submissions from prime contractors**
- **Monitor contracts to ensure subcontractors are utilized**
- **Review quarterly Pay Activity Reports from prime contractors**
- **Prepare Quarterly Subcontractors Reports**
- **Attend Pre-Bids and Pre-Proposal Conferences**
- **Conduct site visits**
- **Administers sanctions, when appropriate**
- **Include M/WBE language and commitment as a part of the contract**