NYSCS – Contracts

The contract record contains the data collected between your organization and the prime contractor for construction, goods, or other types of services. In some situations we import contracts electronically into the New York Contract System (NYSCS) from an external system; in others the records are manually entered. The contract record manages common contract data, such as contract dollar value, prime contractor, and relevant dates. It also manages data specific to your contract compliance tracking and reporting needs. This data includes goal types, goal percentages, funding sources, subcontractor awards, and other relevant fields.

The contract record contains a large amount of data and is linked to other system records including prime contractors, subcontractors, buyers, and Contract Compliance Officers (CCO). The contract record and associated records are typically managed by the CCO.

Understanding the Contract Compliance Officer (CCO) Role

The CCO plays a critical role in the system by managing the contract record. The CCO is responsible for making sure that contract data has been imported or entered correctly into NYSCS. Once the contract record is configured in the system, the CCO monitors contract audits and data to guarantee that accurate data is created and reported. This chapter contains the information needed by the CCO to properly create and manage their contract records.

Creating contracts

During the implementation process, your contract fields and settings are configured based on the NYSCS statewide baseline. You can create contracts directly in the system or your organization may have an interface that imports records from an external system (see the NYSCS Data Import Process).

To create a contact

- 1. Open the Create menu, and then click New Contract.
- 2. Complete the form.

Contract: Compose				Help & Tools 🗙
In this page, you can compose your c nished composing your contract on t			nposing and (2) Re	viewing your contract. When you're
required entry				
Contract Information				(
You must enter a contract title and ma	aximum value. The assigned d	lepartment field is opti	ional.	
Title *	*			
Contract Number	*			
Contract Value (\$) *	*			
Contract Secondary Status	None selected -			
Assigned Department *	* None selected ·			
Council Motion Number				
Old Contract Number				
CIP #/WBS #				
Additional Reference 1				
Additional Reference 2				
Contract Dates				(
Enter a contract start date and end da	te. These are the dates that yo	ou want the auditing (if	selected) to begin	and end.
Start Date *	(mm/dd/yyyy)	End Date *	O Date:	(mm/dd/yyyy)
*			O Duration:	year(s) 🔻
The following dates are optional.				
Notice To Proceed Date	(mm/dd/yyyy)	Approval Date		▼ (mm/dd/yyyy)
Initiation Date	(mm/dd/yyyy)	Work Order Date		
Prime Contractor Informat	ion			C
The contract must be assigned to a p select a user.	rime contractor. Enter the B2G	now user number for	the prime contracto	r, or click Get Vendor to search an
Prime Contractor *	Type name of prime con	itractor		
	 use * before and after not case sensitive, but 			
	 after selecting prime, 	the contact and addr	ess fields will auto-	fill
	* or Get Vendor from vend	dor database		
Prime Compliance Contact *	None selected -			
	Contact not listed? Q	uickAdd a new compli	ance contact.	
Prime Workforce/Prevailing Wage	None selected -			
Contact *	Contact not listed? Q	uickAdd a new workfo	rce contact.	
Prime Address *	None selected 👻			
	* Address not listed? Q	uickAdd a new addre	55.	

The contract must be assigned to a buyer/contract administrator; select a user from the list. Additional contacts can be designated. Buyer/Project Manager (in-system user) Additional Organization Contacts Name Role Department Email Phone & (blow exten (blow exten F: Contact #1: Contact #2: Contact #3: Contract Settings Diversity Goal(s) * Be: % % % % % BE: % % % % % % BE: % % % % % % External Funding Sources * Help with funding sources Funding source based onselect one FIA: % FTA: %	
Additional Organization Contacts Name Role Department Email Phone & (show extention) Contact #1:	
Name Role Department Email Phone & (show extent (show extent F: Contact #1: P: -	
Name Role Department Email (endow extent Contact #1: P: - <td< th=""><th></th></td<>	
Contact #1: Contact #1: Contact #2: Contact #2: Contact #3:	
Contact #2: Contact #2: Contact #3:	
Contact #3: Contact #3:	
Contract #3: P: F: P: P: P: P: P: P: P: P: P: P	
F: Proposed/ Committed (auto-calc) Goal MBE: % % MBE: % % SBE: % % FHWA: % % % % % % % % % % % % % <	
Contract Settings Diversity Goal(s) * Goal Proposed/ Goal Waiver Committed Goal Actual Goal * Help with goals MBE: % % % WBE: % % % % SBE: % % % % * Help with funding Sources Funding source based on select one FHWA: % * Help with funding sources © steacer % Value % Proportion FTA: %	
Diversity Goal(s) * Goal Type Proposed/ Goal Waiver Committed Goal Actual Goal * Help with goals MBE: % % % SBE: % % % Funding sources Funding source based on select one FHWA: * Help with funding sources Galager % Pagertion	
Diversity Goal(s) * Goal Required Proposed/ Committed Waiver (auto-calc) Actual Goal * Help with goals MBE: % % % MBE: % % % SBE: % % % * Help with funding sources Funding source based on select one FHWA: % * Help with funding sources Category \$ Value % Proposition	
* Help with goals WBE: % % % WBE: % % % % SBE: % % % % * Help with funding sources Funding source based on select one FHWA: % * Help with funding sources Cotecopy % Value % Proportion FTA: %	?
MBE: % % % WBE: % % % DBE: % % % * SBE: % % % * Help with funding sources Funding source based on select one FHWA: %	
BE: % % BE: % % SBE: % % * Help with funding sources Funding source based on select one FHWA: * Help with funding sources Cotecopy \$ Value % Proportion	
SBE: % % % % External Funding Sources Funding source based on select one FHWA: % FTA: %	
** <	
External Funding Sources * Help with funding sources Funding source based on select one FHWA: %	
Help with funding sources Gategory & Value % Proportion	
Category & Value % Proportion	
FAA: %	
Federal: \$ % Calculate FRA: %	
State: \$ % HUD: %	
Local: \$ % Other. %	
Contract Type * None selected -	
Contract Category None selected	
Waiver * Ves » Attach Waiver File(s): Attach File	
No Waiver Details:	
	*
	-
Exempt * O Yes » Attach Exemption File(s): Attach File	
No Exemption Reason/Number:	*
Contract Process * Competitive	Ŧ
Contract Process *	
Emergency Sole Source Justification:	
Negotiated	^
	-
Funding Source None selected	
Federal Funding Source None selected 💌	
Wage Schedule	
Funding Code	

NOTE: Not all fields are displayed in the sample.

?

Compliance Audit Settings	
Compliance Audit *	 Automatically [default] - create audits every month [default] - starting from award/start date [default] - and ending when contract is manually closed [default] - On Demand - create audits upon staff [default] - request or financial system trigger for each month [default] - (Audit period interval cannot be changed once contract is created.)
Contract Compliance Officer	Houston Admin7 -
Payments to Prime Contractors *	 Entered by staff or from financial system [default] Self-reported online by prime contractor (until reported by staff or financial system)
Payments to Subcontractors *	 Entered only by staff Self-reported online by prime contractor [default] Payments to Lower Tier Subcontractors Only prime can report subcontractor payments at all tiers [default] Prime can report all tiers, lower level subcontractor can report its own subs
Confirmation by Subcontractors *	Yes [default] - subcontractors will be contacted to confirm payment amounts. No
Subcontractor Zero Payment Auto- Confirmation *	 Yes - zero value payments will be auto-confirmed. No [default] - zero value payments must be confirmed by subcontractors.
Require Reporting of Sub Paid Date *	Yes [default] - subcontractor paid date will be required. No
Collect Retainage Information *	 Yes [default] - subcontractors will be able to report retainage information. No
Allow Sub to Designate Final Payment *	 Yes [default] - subcontractor can designate their final payment. No

Workforce/Prevailing Wage Settings

Select the appropriate settings for this contract. Some settings are optional, but by selecting them you will improve the quality and detail of your

reports.	
Workforce/Prevailing Wage Audit *	 No workforce/prevailing wage audits of this contract. Automatically - create audits every quarter with per-employee summary v starting Image: (mm/dd/yyyy) and ending On Demand [default] - create audits upon staff [default] v request each quarter with per-employee summary v starting (mm/dd/yyyy) and ending
Workforce/Prevailing Wage Compliance Officer	Houston Admin7 🔹
Workforce/Prevailing Wage Data Reporting *	 Entered by staff Self-reported online by contractor [default] (or staff, if necessary)
Prime Can View Subcontractor Audits *	 Yes - prime will be able to view audits submitted by subcontractors. No [default]
Prime Approves Subcontractor Audits *	 Yes - prime will be required to approve subcontractor audits before submission. No [default]
Auto-Accept Workforce Audit Reports *	None [default] - no workforce audit reports will be auto-accepted under any circumstance. No Work - only no-work workforce audit reports will be auto-accepted. All - all workforce audit reports will be auto-accepted.

Contract Summary		?
Commodity Codes	Add Commodity Codes	
Contract Summary		*
Special Notes		*
Contract Files		?
Contract Document	Attach File	
Master Agreement	Attach File	
Pricing Agreement	Attach File	
Terms & Conditions	Attach File	
General Attached files	Attach File	

- 3. To verify information, click Review.
- 4. Click Save.

Searching for and viewing contracts

You can complete a search for your contracts or quickly view your contract list. After locating the contract you want to work with, you can open it to view and update the contract details.

Searching for contracts

To complete a search, enter or select search parameters on the Search: Contracts page. You can complete a search as broad or narrow as you want. For example, you can search for all contracts assigned to your department or only search for contracts assigned to you.

To search for a contract

- 1. From the **Search** menu, click **Contracts**.
- Enter or select search parameters. For search tips, see Chapter 1 System Overview: Tips for performing searches.

Users Vendors Concessions Outreach						
Search your organization's contract database. Enter information into any of the boxes below and click Search. Some parameters are required.						
Search	Search First 20 Matches Search All Matches Clear Form					
Search Parameters	?					
Contract/Reference Number						
	(Contract number, financial system reference, project number)					
Contract Title						
Containing Text	(Contract description, summary, notes, comments)					
Contractor						
	Prime Subcontractor Either					
Buyer/Project Manager	(Organization name, contact name)					
Contract Compliance Officer	None selected					
Additional Search Parameters	?					
Diversity Goal	From % to % (enter values into either/both field(s))					
Assigned Department	None selected 🔽					
Contract Type	None selected					
Contract Category	None selected					
Contract Status	All					
Contract Secondary Status	None selected 💌					
Commodity Code						
Contract Value Range	From \$ to \$ (enter values into either/both field(s))					
Time Frame (mm/dd/yyyy)	Between and (enter values into either/both field(s))					
System Transaction Number						
Contract Process	Any					
Exempt	Either 💌					
Advanced Search Parameters	· (?					
Contract Payments	Calculate and display payments to prime contractors Calculate and display payments to subcontractors					
Contract Goal Status	Calculate and display diversity goals and participation rates					
	Display only contracts that are missing goal by at least 3%					
	and have been open for at least 6 months 💌					
	and prime contractor has been paid at least 25% of contracted amount. Include prime contractor's share in calculation of participation rates 					
Additional Contract Fields						
Funding Source	None selected					
Federal Funding Source	None selected					
Wage Schedule						
Funding Code						
Additional Subcontract Fields	?					
Direct/Indirect Utilization	None Selected					
Reference Identifier						
Subcontractor Work Description						
Contract Compliance Form	None selected					
Certified Payroll	None selected					
List of Subcontractors	None selected 💌					
Payroll Deduction Form	None selected					
Tax Statement	None selected					
Sub payment info	None selected					
ous paymont mo						

Search First 20 Matches Search All Matches Clear Form

3. Click Search First 20 Matches.

The matching results display. You can click a contract number or title to view more information about a specific contract.

To view contract record details from a search

- 1. Search for and locate the contract you want to view.
- 2. To access the contract main page, click the **Contract Number**, **Contract Title**, or **System Transaction #.**

<u>Contract</u> <u>Number</u>	Contract Title	Prime Contractor	Contract Amount & End Date	<u>System</u> Transaction #
	All 🔻	All 👻	ALL 👻	All 👻
<u>100010001</u>	Service contract	B2Gnow Test Vendor 4	\$50,000.00 12/31/2012	00703034-001 Subs Audit

- 3. To view the vendor profile, click the name of the **Prime Contractor**. The Vendor Profile displays in a popup window.
- 4. To access the **Contract Management: Subcontractor List** page, click the **Subs** hyperlink.
- 5. To access the **Contract Audit: Audit Summary for Total Contract** page, click the **Audit** hyperlink.

Additionally, you can perform actions after completing a search, such as sending a contract letter or adding the prime contractors from the search results to an outreach campaign.

To perform actions after a contract search

- 1. Search for the contracts for which you want to perform an action.
- 2. To return to the Search: Contracts page, click Search Again.

To resort, click on col	umn title.			
Contract Number	Contract Title	Prime Contractor	Contract Amount & End Date	<u>System</u> Transaction #
	All 👻	All 👻	ALL -	All 👻
100010001 Service	e contract	B2Gnow Test Vendor 4	\$50,000.00 12/31/2012	00703034-001 Subs Audit
	Search Again Se	nd Contract Letters]	
	Message Contract Contacts	Add Primes & Subs to Outreach Cam	paign	
	Add Only Primes to Outreach Campaigr	Add Only Subs to Outreach (Campaign	

3. To compose a letter or select a letter template to send, click **Send Contract Letters**, and then click **OK**.

NOTE: If you selected the contract goal status search parameter, the button is **Send Not** Meeting Goal Letters.

- To export the list, click Export, and then specify the details you want to export and click Export Records. If prompted, follow the browser instructions for saving the file.
- 5. To send a message to all prime contractors listed in the search results, click **Message Contract Contacts** and complete the fields to send the message, as necessary.

- To add prime and sub contractors listed in the search results to an existing outreach campaign, click Add Primes & Subs to Outreach Campaign, click OK, and then complete the fields, as necessary.
- 7. To add only the prime contractors listed in the search results to an existing outreach campaign, click **Add Only Primes to Outreach Campaign**, click **OK**, and then complete the fields, as necessary.
- 8. To add only the sub contractors listed in the search results to an existing outreach campaign, click **Add Only Subs to Outreach Campaign**, click **OK**, and then complete the fields, as necessary.

To search for your contracts

- 1. From the **Search** menu, click **Contracts**.
- 2. From the **Contract Compliance Officer** list, select your name.

Search Parameters	
Contract/Reference Number	(Contract number, financial system reference, project number)
Contract Title	
Containing Text	(Contract description, summary, notes, comments)
Contractor	● Prime ◎ Subcontractor ◎ Either
Buyer/Project Manager	(Organization name, contact name)
Contract Compliance Officer	None selected

3. Click Search All Matches.

A list of your contracts display. You can click a title to view more information about a specific contract.

Viewing your contract list

From the Data Dashboard, you can easily view information about your contracts, such as the number of active contracts and audits. You can also access the Diversity User Control Panel: Contracts page to view and sort through your contract list.

To view your contract list and contract details

1. From the Data Dashboard, click the Contracts hyperlink.

Data Dashboard	view data dashboard 🛛 👻				
Contracts and Concessions	Contracts Concessions				
Total active	1 0				
Audited	1 0				

2. Use the lists to filter the number of contracts that display.

Diversit	y User Contro	I Panel: Co	ntracts				Не	p & Tools 🔆
Contracts	Contract Audits V	/orkforce Audits	Concessions Conc Audi	s Outreach	Cert Apps Cert C	hange Reques	ts Applications	Support Messages
Displays a	Displays all contracts. Click the transaction number to view.							
Show	ONLY contracts as	signed to you						
1 - 1 of 1 records displayed: Previous Page < Page 1 → > Next Page Records per page 20 → Refresh Table								
Actions	click on column title Alert	s. Status	Secondary Status	Contract #	Description	Prime	End Date	▼ <u>Amount</u> ▼
All	•	Open 👻	All 👻		All 👻	All 👻	All	•)
View	End within 6 mo.	Open			B2Gnow Test V Service contrac		10,	1/12 - 12/31/12 \$50,000.00

3. To view contract details, click the **View** hyperlink.

Working with the Contract Management page

After opening the contract you want to view, you can use the tabs on the Contract Management window to navigate and perform actions for different sections of the contract. For example, you can navigate to the Subs tab to add or edit a subcontractor, complete actions for prime contractors, and communicate with contractors.

	Contract Management			Help & Tools	*
(Main View Settings Subs Docs Change Orders & Task Orders Alerts Comments Messages Closeo Compliance Audit List Compliance Audit Summary Compliance Audit FY Reviews Site Visits Reports	t			
	100010001: Service contract Prime: B2Gnow Test Vendor 4 10/1/2012 - 12/31/2012	Goal: % Credit:	0.00% 0.00%		

Viewing the Contract Management page

When you open the contract, the Contract Management page displays with the Main contract tab open. You can view basic contract information, alerts, and status history, and access hyperlinks for updating and changing your contract's alerts and status.

Main View Settings Subs Docs Ch	ange Orders & Task Order	s Alerts Comments Messages Closeout	
Compliance Audit List Compliance Audit St			
100010001: Service contract Prime: B2Gnow Test Vendor 4 10/1/2012 - 12/31/2012		Goal: % Credit: (
			Refresh Par
Contract Information			C
Contract Title	Service contract		
Contract Number	100010001		
Prime Contractor	B2Gnow Test Vend	dor 4	
System Transaction Number	00703034-001		
Award/Start Date	10/1/2012		
End Date	12/31/2012		
Maximum Value	\$50,000.00		
	No SUBCONTRACT	ORS assigned to contract (assign, deactivate a	<u>lert)</u> .
	No SUBCONTRACT	TORS assigned to contract (<u>assign, deactivate a</u>	<u>lert).</u>
Alert 2	No SUBCONTRACT	TORS assigned to contract (<u>assign</u> , <u>deactivate a</u> Actions	<u>lert)</u> . (Previous Transactions
Alert 2 Contract Status & Actions			
Alert 2 Contract Status & Actions Contract Status	Status	Actions <u>View Contract, Edit Contract, Close Out</u> Change Secondary Status to:	
Alert 2 Contract Status & Actions Contract Status Contract Compliance Officer	Status Open	Actions View Contract, Edit Contract, Close Out Change Secondary Status to: None selected Change Compliance CCO to:	Previous Transactions Assigned to:
Alert 2 Contract Status & Actions Contract Status Contract Compliance Officer Contract Compliance Monitoring	Status Open Assigned Automatically	Actions View Contract, Edit Contract, Close Out Change Secondary Status to: None selected Change Compliance CCO to:	Previous Transactions Assigned to:
Alert 2 Contract Status & Actions Contract Status Contract Compliance Officer Contract Compliance Monitoring Subcontractors	Status Open Assigned Automatically (Monthly)	Actions View Contract, Edit Contract, Close Out Change Secondary Status to: None selected Change Compliance CC0 to: Houston Admin7	Previous Transactions Assigned to:
Alert 2 Contract Status & Actions Contract Status Contract Compliance Officer Contract Compliance Monitoring Subcontractors Task Orders	Status Open Assigned Automatically (Monthly)	Actions View Contract, Edit Contract, Close Out Change Secondary Status to: None selected Change Compliance CCO to: Houston Admin7 Manage Subcontractors.	Previous Transactions Assigned to:
Alert 2 Contract Status & Actions Contract Status Contract Compliance Officer Contract Compliance Monitoring Subcontractors Task Orders Contract Amendments	Status Open Assigned Automatically (Monthly)	Actions View Contract, Edit Contract, Close Out Change Secondary Status to: None selected Change Compliance CCO to: Houston Admin7 Manage Subcontractors. Create Task Order	Previous Transactions Assigned to: Houston Admin7
Alert 2 Contract Status & Actions Contract Status Contract Compliance Officer Contract Compliance Monitoring Subcontractors Task Orders Contract Amendments Contract Extensions/Shortenings	Status Open Assigned Automatically (Monthly)	Actions View Contract, Edit Contract, Close Out Change Secondary Status to: None selected Change Compliance CCO to: Houston Admin7 Manage Subcontractors. Create Task Order Amend Contract, Change Value	Assigned to: Houston Admin7
Alert 2 Contract Status & Actions Contract Status Contract Compliance Officer Contract Compliance Monitoring Subcontractors Task Orders Contract Amendments Contract Extensions/Shortenings Other Functions	Status Open Assigned Automatically (Monthly)	Actions View Contract, Edit Contract, Close Out Change Secondary Status to: None selected Change Compliance CC0 to: Houston Admin7 Manage Subcontractors. Create Task Order Amend Contract, Change Value Extend/Shorten Contract Delete Contract, Vendor Archive, Full Archive	Previous Transactions Assigned to: Houston Admin7 None None
Alert 1 Alert 2 Contract Status & Actions Contract Status Contract Compliance Officer Contract Compliance Monitoring Subcontractors Task Orders Contract Amendments Contract Extensions/Shortenings Other Functions Contract Status History Date/Time	Status Open Assigned Automatically (Monthly)	Actions View Contract, Edit Contract, Close Out Change Secondary Status to: None selected Change Compliance CCO to: Houston Admin7 Manage Subcontractors. Create Task Order Amend Contract, Change Value Extend/Shorten Contract Delete Contract, Vendor Archive, Full Archive Copy Contract	Assigned to: Houston Admin7

9/26/2012 1:38:02 PM CDT Open Listed items are for date and time of user action. Close action date may not match contract close date. Houston Admin7

Viewing detailed contract information

On the Contract: View page, you can view contract details, including settings and file attachments. You cannot update information from this page.

Main View Settings Subs Docs Cha	ange Orders & Task Orders	Alerts Comments Messages (Closeout		
Compliance Audit List Compliance Audit Su					
100010001: Service contract Prime: B2Gnow Test Vendor 4 10/1/2012 - 12/31/2012			Goal: 0.0 % Credit: 0.0	Current Award: 0% Total Paid:	\$
This is a detailed listing of the Contrac	t.				
Contract Information					G
Contract Title	Service contract				
Contract Number	100010001				
System Transaction Number	00703034-001				
Assigned Department	CS				
Current Contract Value	\$50,000.00				
Original Contract Value	\$50,000.00				
Contract Value Change	\$0.00				
Contract Secondary Status					
Council Motion Number					
Old Contract Number					
CIP #/WBS #					
Additional Reference 1					
Additional Reference 2					
Contract Dates					
Contract Dates	40/4/2042	East Date		40/04/0040	0
Award/Start Date	10/1/2012	End Date		12/31/2012	
Notice To Proceed Date		Approval Date			
Initiation Date		Work Order Date			
Prime Contractor Information	on				(
Vendor Name	B2Gnow Test Vendo	r 4			
System Vendor Number	20018259				
Vendor Compliance Contact Person	Justin Talbot-Stern				
Phone	602-325-9277				
Fax	602-325-9277				
Email	b2gnowtest4@b2gn	ow.com			
Address	5025 N Central Ave.,	#494			
	Phoenix, AZ 85012				
Prime Contractor Information	on - Original Data				C
Vendor Name	B2Gnow Test Vendo	r 4			
Vendor Name Vendor Contact Person	Justin Talbot-Stern				
Phone	602-325-9277				
Fax	602-325-9277				
		ow com			
Email	b2gnowtest4@b2gn	ow.com			
Buyer/Project Manager Info	ormation				(
Organization/Department	CS				
System User Number	1000005-001				
Division					
Project Manager Contact Person	Contract Administra	tor			
System User Number					
Phone	713-123-1232				
Fax	713-123-1232				
Email	department5@cityo	fhouston.net			
Address	City Hall Building Co				
Address	901 Bagby Suite B-113	icourse Level			

Additional Organization Cont	tacts							2
Contact Role								
Contact Name								
Department								
Email								
Phone								
Fax								
Contract Settings								?
Diversity Goal(s)	Goal Type	Required Goal	Proposed/ Committed Goal	Waiver	Actual Goal			
	MBE:	30.000%	0.000%	0.000%	0.000%			
	WBE:	0.000%	0.000%		0.000%			
	DBE:	0.000%	0.000%	0.000%				
	SBE:	0.000%	0.000%		0.000%			
	Total Goal:	30.000%	0.000%	0.000%	0.000%			
External Funding Sources								
Contract Type								
Contract Category								
Waiver	No							
Exempt Status	No							
Contract Process	Competitive	Bid						
Funding Source								
Federal Funding Source								
Wage Schedule								
Funding Code								
Compliance Audit Settings								?
Compliance Tracking	Yes - Subm	ission of c	ontract cor	npliance	reports v	vill be require	d.	
Contract Compliance Audit	Automatica contract is			ry month	starting	from award/s	tart date and ending when	1
Payments to Prime Contractor	Entered by	staff or fro	m financial	system				
Payments to Subcontractors	Self-reporte tiers	ed online b	y prime cor	ntractor;	only prim	e can report s	subcontractor payments a	it all
Confirmation by Subcontractors	Yes - subco	ntractors	will be cont	tacted to	confirm p	ayment amo	unts	
Subcontractor Zero Payment Auto- Confirmation	No - zero va	lue payme	nts must b	e confirm	ned by su	bcontractors		
Require Reporting of Sub Paid Date	Yes - subco	ntractor p	aid date wi	ll be requ	ired.			
Collect Retainage Information	Yes - subco	ntractors	will be able	to report	t retainag	e information	1.	
Allow Sub to Designate Final Payment	Yes - subco	ntractor c	an designa	te their fi	nal paym	ent.		
Workforce/Prevailing Wage S	ottinge							0
	_							
Workforce Tracking	No							
Contract Summary								?
Commodity Codes								
Contract Summary								
Special Notes								
opedar NULES								
Contract Files								?
			1					- w
Contract File(s)	View Atta	chments						

Managing contract settings

On the **Contract: Settings** page, you can view and update the information that governs the contract, compliance audit, and workforce/prevailing wage settings (if configured).

Contract: Settings

Help & Tools Main View Settings Subs Docs Change Orders & Task Orders Alerts Comments Messages Closeout Compliance Audit List Compliance Audit Summary Compliance Audit FY Reviews Site Visits Reports 100010001: Service contract Prime: B2Gnow Test Vendor 4 10/1/2012 - 12/31/2012 Status: 0 Current Award: \$50,000 Total Paid: \$0 For Credit: \$0 Goal: 0.00% % Credit: 0.00%

required entry **Contract Settings** Contract Secondary Status None selected -**Compliance Audit Settings** Compliance Audit * Automatically [default] - create audits every month [default] - starting from award/start date [default] - and ending when contract is manually closed [default] -On Demand - create audits upon staff [default] 🔻 request or financial system trigger for each month [default] 🔻 (Audit period interval cannot be changed once contract is created.) Payments to Prime Contractors * Entered by staff or from financial system [default] Self-reported online by prime contractor (until reported by staff or financial system) Payments to Subcontractors * Entered only by staff Self-reported online by prime contractor [default] Payments to Lower Tier Subcontractors Only prime can report subcontractor payments at all tiers [default] O Prime can report all tiers, lower level subcontractor can report its own subs Confirmation by Subcontractors * Yes [default] - subcontractors will be contacted to confirm payment amounts. No Subcontractor Zero Payment Auto-Yes - zero value payments will be auto-confirmed. Confirmation No [default] - zero value payments must be confirmed by subcontractors Yes [default] - subcontractor paid date will be required. Require Reporting of Sub Paid Date * No Collect Retainage Information * Yes [default] - subcontractors will be able to report retainage information. No Allow Sub to Designate Final Payment * Yes [default] - subcontractor can designate their final payment. No

Workforce/Prevailing Wage Settings Workforce/Prevailing Wage Audit * No workforce/prevailing wage audits of this contract. Automatically - create audits every quarter with per-employee summary starting (mm/dd/yyyy) and ending (mm/dd/yyyy). On Demand [default] - create audits upon staff [default] request each quarter with per-employee summary - starting • (mm/dd/yyyy) (mm/dd/yyyy) and ending (Audit period interval cannot be changed once contract is created.) Workforce/Prevailing Wage Data Entered by staff Reporting Self-reported online by contractor [default] (or staff, if necessary) Prime Can View Subcontractor Audits * Mes - prime will be able to view audits submitted by subcontractors No (default) Prime Approves Subcontractor Audits * Mes - prime will be required to approve subcontractor audits before submission. No [default] Auto-Accept Workforce Audit Reports * None [default] - no workforce audit reports will be auto-accepted under any circumstance. No Work - only no-work workforce audit reports will be auto-accepted. All - all workforce audit reports will be auto-accepted.

Managing subcontractors

On the **Contract Management: Subcontractor List** page, you can add and manage subcontractors for the contract.

Contract M	/lanagement: Subc	ontractor List				F	lelp & Tools 💥
Main View S	Settings Subs Docs Cha	nge Orders & Task Orders Ale	erts Comments	Messages	Closeout		
Compliance Au	dit List Compliance Audit Su	mmary Compliance Audit FY I	Reviews Site V	isits Repor	ts		
	Service contract ow Test Vendor 4 12/31/2012		·				Status: Open rent Award: \$50,000 Total Paid: \$0 For Credit: \$0
Add Subco	the action lin	e prime and subcontractors i ks to view, modify, delete, or			l Vendor to assig	ined more ver	
Prime Co	ontractor						3
	Vendor Nan	ne	Certified	Inc. in G	oal Diversity Audit	Final Pmnt	Actions
B2Gnow	2 B2Gnow Test Vendor 4			No	٢	No	Select Action 👻
Subcont	ractor Award Totals		Original Subs Goal With Dec		Current Subs To Goal With Dedu		?
Amounts	\$0.00	\$0.00	\$0.00		\$0.00		\$0.00
Percentages	0.000%	0.000%	0.000%	6	0.000%		0.000%
Subcont No subcontra	ractors actors assigned to this con	tract.					જ
	Print All Sub Letters	Print All Letters	Message A	II Subs	Message All	Out	reach All
		View Printal	ble Vendor Che	ecklist			
		Create Cert Tracking L	.og Records Fo	or All Contr	actors		

Identifying the prime contractor and the subcontractor

The prime contractor and subcontractor are easy to identify. The prime contractor is listed at the top of most pages in the Contracts module. You can view the full details of every vendor associated with the contract on the Subcontractor List.

	Actions elect Action
	elect Action
Subcontractor Award Totals	(
Current Contract Goal All Subs Original Subs Towards Goal With Deductions Goal With Deductions Subs T	Towards Goal
Amounts \$7,500.00 \$3,750.00 \$3,750.00 \$3,750.00 \$3	3,750.00
Percentages 30.000% 15.000% 15.000% 11.000% 11.000%	15.000%

Adding a subcontractor to a contract

You can add multiple subcontractors to contracts.

To add a subcontractor to a contract

- 1. From the **Contract Management** page, click the **Subs** tab.
- 2. Click the Add Subcontractor button.

Contract Management: Subcontractor List	н	elp & Tools 🔆			
Main View Settings Subs Docs Change Orders & Task Orders Alert	s Comments	Messages Clo	oseout		
Compliance Audit List Compliance Audit Summary Compliance Audit FY Re	views Site Vi	isits Reports			
100010001: Service contract Prime: B2Gnow Test Vendor 4 7/2/2012 - 12/31/2012			Goal: % Credit:	30.00%	Status: Oper ent Award: \$25,000 Total Paid: \$25,000 For Credit: \$13,000
Add Subcontractor Listed are the prime and subcontractors fo of the action links to view, modify, delete, o			endor to assi	gned more ve	endors, or click one
			Diversity		
Vendor Name	Certified	Inc. in Goal	Audit	Final Pmnt	Actions
B2Gnow Test Vendor 4	No	No	\odot	No	Select Action 👻

- 3. In the **Vendor** field, type the name of the vendor and select it from the list, or click **Get Vendor** and complete a search for the firm.
 - Vendor: Select a vendor to auto-populate vendor information.
 - Vendor Compliance Contact: Select a compliance contact.
 - Vendor Address: Select the vendor's address.

* required entry		
Vendor Information		?
The record must be assigned to a vendor.	Click Get Vendor to search and select a vendor, then select the contact and address.	
Vendor *	Type name of vendor - use * before and after text for wildcard (e.g. *acme*) - not case sensitive, but punctuation and spaces are important - after selecting prime, the contact and address fields will auto-fill or <u>Get Vendor</u> from vendor database	
Vendor Compliance Contact *	None selected Contact not listed? QuickAdd a new compliance contact.	
Vendor Address *	None selected Address not listed? OuickAdd a new address.	

- 4. Fill in the **Contract Information** box.
 - Subcontractor Tier: Select the firm to which the vendor reports.
 - Reference Identifier: Add information that displays on the subcontractor lists.
 - **Contracted Percent & Amount**: Specify the percent or amount for the vendor.
 - Type of Participation: Select the item that reflects the vendor's type of participation for the contract.
 - Starting Paid to Date: Enter amount paid as of the date displayed.
 - **Final Amount Adjustment/Paid Retainage:** Specify if the subcontractor was paid retainage by the prime contractor or if you made another adjustment at the end of the contract.

Contract Information	(? 			
Select the settings for this record. Indicate	whether this vendor will be included in the goal.			
Subcontractor Tier *	Subcontracts to [Prime] B2Gnow Test Vendor 4 👻			
Reference Identifier				
Contracted Percent & Amount *	By Percent 96			
	By Amount \$			
	Enter the <u>full</u> amount/percent of the subcontract or the percent relative to the total contract value (\$25,000). Do not deduct amount/percent of subcontracts awarded by this subcontractor.			
Type of Participation *				
Type of Participation *	Subcontractor/Subconsultant			
	Percent of payments to be counted: 100.00 %			
*	Amount not to be included in award verification: \$ 0.00			
	\$0 as of 7/31/2012			
Starting Paid To Date Amount	Enter the <u>full</u> starting amount paid to this subcontractor. Do not deduct starting amounts paid to			
	lower tier subontractors.			
Final Amount Adjustment/Paid Retainage	s 0			
	Note			
	tier subontractors.			
Starting Paid To Date Amount	Amount not to be included in award verification: \$0.00 \$0 as of 7/31/2012 Enter the <u>full</u> starting amount paid to this subcontractor. Do not deduct starting amounts paid lower tier subontractors. \$0 Note: Date Paid: Enter the <u>full</u> final amount paid to this subcontractor. Do not deduct final amounts paid to low			

- 5. Fill in the **Settings** box.
 - Include in Compliance Audits?: Select Yes or No for tracking payments.
 - Count Towards Certified Goal: If Yes, select the type.
 - **Goal Type**: Select the certified goal type.
 - Add vendor to existing audits for this contract?: If Yes, the firm is added to prior audits so that payments can be back entered.
 - Final Payment Made?: Select whether the final payment was made for the contract.
 - **Subcontract Award Date**: Specify the subcontractor's start date.
 - Work Start Date: Specify the date on which the actual work began.
 - Work End Date: Specify the date on which the actual work ended.
 - Work Description: Enter the type of work performed.
 - **Commodity Codes**: Add codes, as needed.

Settings	
Include in Compliance Audits? *	 Yes - subcontractor is active and should be included in the periodic compliance audits of the contract. No - subcontractor is inactive.
Count Towards Certified Goal *	This setting is used only to set the default status on future compliance audits and the startingfina amount fields below. To change the status of all or specific existing payments, access the payment history for the contractor.
Goal Type	* None selected ·
Add vendor to existing compliance audits for this contract? *	 Yes - add this subcontractor to all audits going back to the period of October 2012 No. Subcontractor's first compliance audit will be the next one.
Final Payment Made? *	Yes● No
Subcontract Award Date	* (mm/dd/yyyy)
Work Start Date	(mm/dd/yyyy)
Work End Date	(mm/dd/yyyy)
Work Description	*
Commodity Codes	Add Commodity Codes
	* No Codes Assigned

- 6. Click **Review** and verify the information.
- 7. Click Save.

Approving subcontractor requests

Your organization may permit prime contractors to self-request additional subcontractors. Prime contractors can search the vendor directory and indicate how they intend to utilize each subcontractor. If you have the authority, you can either accept or deny the request. If not, you can record your recommendation.

To approve a subcontractor request

1. To access subcontractor requests from the dashboard, in the **Sub Requests** line, click the red number.

Data Dashboard	viev	v data dashboa	rd 🔻
Contracts [Hide]			
No records assigned			
Contract Audits [Hide]	Last 30 days	Last 3 months	Last 12 months
Sub Requests »	1	<u>1</u>	1
Support			View
Click Hide or View to con	figure your da	ashboard.	

- 2. To access subcontractor requests from the navigation menu, open the **View** menu, and then click **Sub Requests**.
- 3. Click the contract number.

Diversity User Control Panel: Contract Subcontractor Addition Requests						elp & Tools 💥	
Contracts	Contracts Contract Audits Sub Requests Support Messages						
Displays all Contract Subcontractor Addition Requests. Click the Reference Number to view the request details. Click the Contract Number to view the contract details.							
Show	Show ONLY records assigned to you						
	1 - 1 of 1 records displayed: Previous Page < Page 1 - > Next Page Records per page 20 -						
To resort	click on column title	. To filter click or	n the drop down r	menu.			Refresh Table
New	▼ <u>Date & Time</u> ▼	Reference #	Contract #	Prime Contractor	Subcontractor	Contract Title	Status
All 🔻	Last 12 mos 🔻	All 🔻		All 👻	All 👻	All 👻	Pending -

- 4. Review the request.
- 5. Click Approve Request.
- 6. Click **OK** to confirm you want to navigate to the next page to review and confirm the request.
- 7. Click Review.
- 8. Click Save.

If you are not authorized to take action, the system records your recommendation and the request remains open.

Microsoft	Internet Explorer
?	You do not have the authority to approve this request, but you can make a recommendation. Recommend approval of this request?
	OK Cancel

Managing documents

On the **Contract Management: Documents** page, you can view a list of documents saved to the contract record, open documents, and add documents.

Contract Management: Documents	He	p & Tools 🔆
Main View Settings Subs Docs Change Orders & Task Orders Alerts Comments Messages	s Closeout	
Compliance Audit List Compliance Audit Summary Compliance Audit FY Reviews Site Visits Repo	orts	
100010001: Service contract Prime: B2Gnow Test Vendor 4 10/1/2012 - 12/31/2012		Status: Open ht Award: \$50,000 ital Paid: \$0 or Credit: \$0
Add Document		
Contract Documents		G
View (TXT, 345 bytes) Contract Document sample_document.txt	Houston Admin	7 9/28/2012

To add a document

- 1. If necessary, locate and open the contract.
- 2. On the **Contract Management** page, click the **Docs** tab.
- 3. Click Add Document.
- 4. From the **Record** list, select the record associated with the document you want to attach.

Select a record, choose a document from your computer to attach, enter required information (*), and click Add Document. To document will be uploaded to the system and automatically associated with the selected record. You can view the attached do from the list below or the view page of the record.	
Record *	
Select a Record 💌	
Select Document to Attach *	
Brov	vse
Document Title (if left blank, Document Title will default to the Document Name)	
Document Description	
	*
	-
Add Document	

- 5. Click **Browse**, and then locate and select the file.
- 6. In the **Document Title** and **Document Description** fields, enter the title and a description of the document.
- 7. Click Add Document.
- 8. Click **OK**.

Managing contract alerts

On the **Contract: Alerts** page, you can add alerts for contracts and subcontractors. After you add alerts, you can view, edit, or delete them.

	Docs Change Orders & Task Orders Alerts Comments Messages (
Compliance Audit List Comp	liance Audit Summary Compliance Audit FY Reviews Site Visits Reports	1	
100010001: Service cont Prime: B2Gnow Test Ven 10/1/2012 - 12/31/2012	dor 4	Goal: 0.00% % Credit: 0.00 %	
Add New Alert			
Configured Alerts			d Actions
Configured Alerts	Alert	Activate	u Actions

To add a contract alert

- 1. If necessary, locate and open the contract.
- 2. On the **Contract Management** page, click the **Alerts** tab.
- 3. Click Add New Alert.

Contract: Alerts	Help & Tools 💥
Main View Settings Subs Docs Change Orders & Task Orders Alerts Comments Messages Ch	oseout
Compliance Audit List Compliance Audit Summary Compliance Audit FY Reviews Site Visits Reports	
4600009807: Electric Supply Agreement between City of Houston and the Texas General Land Office, State Power Program. #C55805 (View Special Notes on Contract) Cu Special Notes on Contract) Goal: 15.00% Prime: Texas General Land Office % Credit: 12.84% 4/14/2004 - 7/31/2013 Add New Alert	Status: Open rrent Award: \$1,332,000,000 Total Paid: \$918,884,083 For Credit: \$117,959,836
Configured Alerts	?
No Alerts Configured	

4. Select the type of alert you want to configure.

Depending on the type of alert you selected, different fields display.

Add New Alert					
Select an alert type ar	nd enter the details. Cli	ck Save Alert to com	plete the process.		
<u>General</u> <u>alert</u>	<u>Contract</u> <u>digest</u>	<u>Contract</u> <u>end alert</u>	<u>Contract</u> progress alert	<u>Subcontractor</u> <u>certification</u> expiration alert	Subcontractor certification renewal alert
Configured Al	erts				?
No Alerts Configured					

5. To configure a general alert, click **General alert**, and then complete the following:

Recipient(s): Select the check box to send an alert to yourself. Click **add more recipients** to use check boxes to send alerts to others.

Trigger Date: Use the calendar selector to specify the day on which you want to send the alert.

Alert Note: Enter the information you want to include in the alert.

Add New Alert					
	_				
Select an alert type	and enter the details. Cli	ck Save Alert to com	plete the process.		
General alert	<u>Contract</u> <u>digest</u>	<u>Contract</u> <u>end alert</u>	<u>Contract</u> progress <u>alert</u>	Subcontractor certification expiration alert	<u>Subcontractor</u> <u>certification</u> renewal alert
	trigger on the selected da ok the Comments tab. Co				; if you require a
Recipient(s) *	Send alert to yourse	əlf			
	» add more recipient	s (other staff, prime, s	subcontractors)		
Trigger Date *	•	(mm/dd/yyyy)			
Alert Note *					*
Included in any notification					
					Ψ.
	Save Alert				

6. To configure an alert prior to the end of the contract, click **Contract end alert**, and then complete the following:

Recipient(s): Select the check box to send an alert to yourself. Click **add more recipients** to use check boxes to send alerts to others.

Days Prior to End Date: Specify the number of days prior to the contract's end date that you want to send the alert.

Alert Note: Enter the information you want to include in the alert.

Add New Alert					
Select an alert type	and enter the details. Cli	ck Save Alert to com	plete the process.		
<u>General</u> <u>alert</u>	<u>Contract</u> <u>digest</u>	Contract end alert	<u>Contract</u> progress <u>alert</u>	Subcontractor certification expiration alert	<u>Subcontractor</u> <u>certification</u> <u>renewal alert</u>
A Contract End Aler	t will trigger at a point pri	or to the end date of t	he contract. Contract	must be open at time of	trigger.
Recipient(s) *	Send alert to yours	elf			
	» add more recipient	ts (other staff, prime,	subcontractors)		
Days Prior to End Date *	(enter a number)			
Alert Note Included in any					*
notification					
					Ψ.
	Save Alert				

7. To configure an alert about prime contractor payments exceeding the specified progress level, click **Contract progress alert**, and then complete the following:

Recipient(s): Select the check box to send an alert to yourself. Click **add more recipients** to use check boxes to send alerts to others.

Progress Percent: Enter the percent at which the alert is triggered. **Alert Note**: Enter the information you want to include in the alert.

Add New Alert					
Select an alert type	and enter the details. Cli	ck Save Alert to com	plete the process.		
<u>General</u> <u>alert</u>	<u>Contract</u> <u>digest</u>	<u>Contract</u> end alert	<u>Contract</u> progress <u>alert</u>	Subcontractor certification expiration alert	<u>Subcontractor</u> <u>certification</u> <u>renewal alert</u>
A Contract Progress must be open at tim	Alert will trigger when pa e of trigger.	ayments to the prime o	ontractor exceed the	specified progress perc	ent level. Contract
Recipient(s) *	Send alert to yours	elf			
	» add more recipien	ts (other staff, prime, s	ubcontractors)		
Progress Percent *	%				
Alert Note					*
Included in any notification					*
	Save Alert				

8. Click Save Alert.

Managing comments

On the Contract Management: Comments page, you can add and work with comments. Comments can be added to a contract to make notes, set up alerts, and trigger reminders. Any comments associated with a specific contract display in a list on the Comments tab. You can add comments, edit or delete existing comments, and, if a comment was assigned a due date, view and save it to your calendar.

Contract Manage	ement: Comments			Help & Tools 🛠
Main View Settings	Subs Docs Change Orde	ers & Task Orde	rs Alerts Comments Messages Closeout	
Compliance Audit List	Compliance Audit Summary	Compliance Au	dit FY Reviews Site Visits Reports	
100010001: Service Prime: B2Gnow Test 10/1/2012 - 12/31,	Vendor 4		Goal: 0.00% % Credit: 0.00 %	
Add New Commen	t			
Comments				3
User	Date Last Edited	Due Date	Comment	Actions
Houston Admin7	9/28/2012 8:34:47 AM CDT	-	Reviewed subcontractor information on 9/28.	<u>Edit</u> <u>Delete</u>

To add a comment to a contract

- 1. If necessary, open the contract to which you want to add a comment.
- 2. Go to the Comments tab.
- 3. Click Add New Comment.
- 4. In the **Comment Type** area, specify whether you want to add a **Standard Comment** or **Comment with Due Date**.

Enter comment info	rmation and parameters. Click Save Comment to complete the process.	
Comment Type *	Standard Comment Comment with Due Date: Add alert for this comment.	
Comments *		*
	Save Comment	Ŧ

- 5. If necessary, from the calendar selector, select the due date.
- 6. To create a **Comment with Due Date** alert, select **Add an alert for this comment**.
- 7. In the **Comments** area, enter your comment.
- 8. Click Save Comment.

Comments display in the list.

TIP: Comments that are created as an alert will be triggered on the selected Due Date and an email alert sent to you. The alert will also be shown on your dashboard.

To edit or delete a comment

1. To edit a comment, click the **Edit** hyperlink for the comment you want to update, edit the comment, click **Review**, and then click **Save**.

Comments				3
User	Date Last Edited	Due Date	Comment	Actions
Houston Admin7	11/26/2012 1:19:35 AM CST	-	Reviewed subcontractor amount on 9/28.	<u>Edit</u> <u>Delete</u>

2. To delete a comment, click the **Delete** hyperlink for the comment you want to delete, and then click **OK**.

To view and save a comment to your calendar

1. If a comment has an associated Due Date, to add it to your calendar, click the **Calendar** hyperlink.

Comments					
User	Date Last Edited	Due Date	Comment	Actions	
Houston Admin7	11/26/2012 1:22:23 AM CST	12/21/2012	Schedule follow-up discussion.	<u>Edit</u> <u>Delete</u> <u>Calendar</u>	
Houston Admin7	11/26/2012 1:19:35 AM CST	-	Reviewed subcontractor amount on 9/28.	<u>Edit</u> Delete	

- 2. Click **OK** to confirm you want to open and save it in your calendar.
- 3. Save the comment using your calendar's tools, which vary depending on the calendar software you use (e.g. Microsoft Outlook).

Viewing & sending messages

On the **Contract Management: Messages** page, you can view all messages sent for this contract. You send messages through areas in the contract where a contact's name displays as a hyperlink or a Message button displays for sending messages.

Main V	ew Settings Subs Docs Change Orders & Task Orders Alerts Comments Messages	Closeout	
Compliar	ce Audit List Compliance Audit Summary Compliance Audit FY Reviews Site Visits Report	ts	
Prime: I	001: Service contract 32Gnow Test Vendor 4 012 - 12/31/2012	Goal: 0.00 9 % Credit: 0.00 9	
Mess	ages		
Mess Actions		Date	From

Sending messages

When the system is used to send messages to other users, the contract stores a complete history with the record for future reference. Messages can be viewed at any time.

You can send messages as you navigate through a contract by clicking a contact's name if it displays as a hyperlink or using the Messages buttons that display at the bottom of a page.

Examples:

• On the Subs page, use Message All or Message All Subs to send a message to contractors.

Main View	Settings Subs Docs	Change Orders & Task Or	ders Alerts C	omments	Messages Clo	oseout	
Compliance	Audit List Compliance Au	dit Summary Compliance	e Audit FY Revie	ws Site	Visits Reports		
George Bus Prime: Conti	ntinental/United Airlin h Intercontinental Air inental/United Airlines - 8/31/2014		e Agreement		Goal: 30.00% Credit: 0.00%	Current A Total For C	
		e the prime and subcontr. e of the action links to vie					ned more vendors,
	Vendor Nar	ne	Certified	Inc. in Goal	Diversity Audit	Final Pmnt	Actions
🔁 Contine	ntal/United Airlines		No	No	٢	No	Select Action
SHOROD	tractor Award To	tais			Current Subs To		(
	Current Contract Goal	All Subs	Original Subs T Goal With Ded		Goal With Dedu		Subs Towards Goal
Amounts	\$206,700,000.00	\$0.00	Goal With Ded \$0.00	uctions	Goal With Dedu \$0.00		\$0.00
Amounts Percentages Subcon	\$206,700,000.00 30.000%	\$0.00 \$0.00%	Goal With Ded	uctions	Goal With Dedu		

• When on the Compliance Audit Summary or Compliance Audit FY tabs, you can click the contact's name to send a message to that contact.

Main View Settings Subs D	Docs Change Orders & Task O	rders Alerts	Comments Messa	iges Closeo	ut	
Compliance Audit List Complia	ance Audit Summary Complian	ce Audit FY	Reviews Site Visits	Reports		
TIP 800: Continental/United George Bush Intercontinent Prime: Continental/United A 8/11/2011 - 8/31/2014	al Airport (IAH)	se Agreeme		30.00%	Status: O rent Award: \$689,000, Total Paid: For Credit:	
<< View Previous Fiscal Year << >> View Next Fiscal Year Audit >>						
				>> view ives	t Fiscal fear Audit >>	
Audit Summary - 7/1		Amond	_			
		Award Percent	FY Payments	FY Payments Percent		
	1/2012 to 6/30/2013		FY Payments \$0.00	FY Payments	Difference	
Audit Summary - 7/1 Prime Contract	1/2012 to 6/30/2013 Current Award			FY Payments	Difference (Payments - Award)	
Audit Summary - 7/1 Prime Contract For Credit	1/2012 to 6/30/2013 Current Award \$689,000,000.00	Percent	\$0.00	FY Payments Percent	Difference (Payments - Award	
Audit Summary - 7/1 Prime Contract For Credit For Credit to DBE Goal	1/2012 to 6/30/2013 Current Award \$689,000,000.00 \$206,700,000.00	Percent 30.000%	\$0.00 \$0.00	FY Payments Percent 0.000%	: Difference (Payments - Award)	
Audit Summary - 7/1	1/2012 to 6/30/2013 Current Award \$689,000,000.00 \$206,700,000.00 \$0.00	Percent 30.000% 0.000%	\$0.00 \$0.00 \$0.00	FY Payments Percent 0.000% 0.000%	: Difference (Payments - Award)	

Prime Contractor - 7/1/2012 to 6/30/2013							
Prime Contractor	Cert	Inc. in Goal	Contracted Percent	FY Actual Percent	Prime's Share of Payments	FY Actual Payments TO Prime	
Continental/United Airlines [Info] (Layle MCKelvey 7-31-324-2462-r*713-324-3975 layle.mckelvey@coair.com	No	No	100.000%	0.000%	\$0.00	\$0.00	

To send a message

- 1. If necessary, open the contract from which you want to send a message.
- 2. Navigate to one of the tabs or pages listed above.
- 3. Depending on the page you accessed, click the contact's name, the **Message All** button, or the **Message All Subs** button.

4. In the **Message** field, enter the message, and then click **Review/Next**.

Messaging: Send Messa	age	Help & Tools 💥
Send a Message Contact Support	Submit Feedback Report a Problem	
Enter the details of your message. other recipients at any time. * required entry	Click Review to continue. The recipient list for this message h	as been saved, and you can add
To (Users) (<u>Clear Users</u>)	Layle McKelvey, Continental/United Airlines (Remove)	
To (Email) (<u>Clear Emails</u>)	Separate email addresses with commas.	
Message Subject *	Message regarding Contract Audit for Contract TIP 800:	Continental/United Airlines Airport L
Message *		*
Attach File	Attach File Files will be attached to the system record and available fi to download the file from the system will be included in the file will not be distributed by email or fax due to security re	e notification to the recipient. The
Clear All	Review/Next	Spell Check
Clear Message		Cancel
5. Click Send .		
WARNING: Sent messages of	cannot be deleted or recalled.	

Managing site visit reports

On the **Contract Management: Site Visits** page, you can add details about a site visit and view and edit the details for existing site visits.

Contract Managen	nent: Site Visits				Help & Tools	*
Main View Settings Sut	S Docs Change Orders & Ta	ask Orders Alerts Comments	Messages Closeout			
Compliance Audit List Com	pliance Audit Summary Comp	liance Audit FY Reviews Si	te Visits Reports			
100010001: Service con Prime: B2Gnow Test Ver 10/1/2012 - 12/31/201	idor 4		9	Goal: 0.00% 6 Credit: 0.00%	Status: Current Award: \$ 5 Total Paid: For Credit:	
4						
Add Site Visit						
Site Visits (last 10) years)					?
Actions	Visit Performed	Date		Contact	:	
View Edit		10/1/2012	KMP			

To create a site visit report

- 1. If necessary, open the contract for which you want to add a site visit.
- 2. Click Add Site Visit.

3. In the Site Visit Conducted area, specify whether the site visit was completed.

Site Visit: Add Report

Help & Tools 💥

Site Visit Information		?
Site Visit Type	Contract site visit	
Contract	4600009807 - Electric Supply Agreement between City of Houston and the Texas General Land Office, State Power Program. #C55805 (View Special Notes on Contract)	
Site Visit Conducted *	 Yes (complete fields below) No, site visit was not required/performed 	
Site Visit Date	(mm/dd/yyyy)	
Person Conducting Site Visit		
Location(s)		*

Site Visit Details				(?
Attach File(s)	Attach File			
Comments 1				
				~
Comments 2				~
Comments 3				~
	Spell Check	Review	Cancel	

4. To specify details about a site visit, complete the following:

Site Visit Date: Use the calendar selector to specify the date on which the site visit occurred.

Person Conducting Site Visit: Enter the name of the person who conducted the site visit.

Location(s): Enter location details.

Attach File(s): Use to attach documents, as necessary.

Comments 1, 2, 3: Enter additional comments, as necessary.

- 5. Click Review.
- 6. Click Save.

Running reports

On the **Contract Management: Report List** page, a list of reports you can generate for this contract displays. You can run the report by clicking a report title.

Contract Management: Report List		Help & Tools 🛠
Main View Settings Subs Docs Change Orders & Task Orders Alerts Comments Compliance Audit List Compliance Audit Summary Compliance Audit FY Reviews Site		
100010001: Service contract Prime: B2Gnow Test Vendor 4 10/1/2012 - 12/31/2012	Goal: 0.00% % Credit: 0.00 %	
Contracts		?
v2> Subcontractor Invoice - Payment Tabulation	Comparison of reported invoice and [Note: only relevant if invoice functio	

Closing contracts

On the Contract Management: Close Contract page, you can view contract details in preparation for closing a contract. If the payments have been reported and confirmed, and the contract is complete, you can use the fields to close the contract.

Contract Management: Close (Contract								Help & Too	ls 🛠
Main View Settings Subs Docs Change	Orders & Task	Orders	Alerts Co	mmen	ts Messar	les Closeo	ut			
1 1 1 1 1										
Compliance Audit List Compliance Audit Sumn 100010001: Service contract Prime: B2Gnow Test Vendor 4 10/1/2012 - 12/31/2012	ary Compliand	e Audit F	Y Reviev	vs	ite visits F	·	Goal: Credit:	0.00%	Statu rrent Award: Total Paid: For Credit:	\$10,000
Contract Status										?
Contract Status	Open									
Contract Secondary Status	None sele	cted -								
Final Audit Indicated by Prime?	No									
Close Contract										?
Close Date *		0	(mm/	dd/w	wy)					
Prime Contractor Rating	Not Rated			30/ 99	**)					
Close O	ut Contract		View Au	dit Su	immary Wi	ith 'Final Aud	lit' Text			
Audit Summary - Total Contra	ict									?
	Award	ł	Awar Perce		Payr	ments	Paymer		Difference ayments - Ai	
Prime Contract	\$50	,000.00	Perce	in.	4	\$10,000.00	Percer	IL (P	ayments - A	ward)
For Credit		\$0.00	0.0	00%		\$1,250.00	12.5	00% 12	.500% abov	e goal
For Credit to DBE Goal		\$0.00	0.0	00%		\$0.00	0.0	00%	Goal match	ed
For Credit to MBE Goal		\$0.00		00%		\$1,250.00	12.5		.500% abov	
For Credit to SBE Goal		\$0.00	0.0	00%		\$0.00	0.0	00%	Goal match	ed
For Credit to WBE Goal		\$0.00	0.0	00%		\$0.00	0.0	00%	Goal match	ed
Contract Progress	20.0%									
For Credit Progress	0.0%									
Total Unpaid Retainage	\$0.00									
Unpaid Retainage Percentage	0.000%									
Award values may not match due to diffe Prime Contractor	ences betwee	in overal	Inc. in		ntracted	Actual		ne's Share	Actual	?
Prime Contractor		Cert	Goal		ercent	Percent		Payments	Payments TO Prime	Actions
B2Gnow Test Vendor 4 [Info] Justin Talbot-Stern P 602-325-9277, F 602-325-9277 b2gnowtest4@b2gnow.com		No	No		85.000%	87.50	00%	\$8,750.00	\$10,000.00	Print Letter
Click prime name to view payment histor	for this contr	ract. Clic	k contact	pers	on's name	e to send th	em a me	essage.	1	
Subcontractors										?
Subcontractor		Certi	ified Ty	/pe	Inc. in Goal	Contracted Percent		Actual t Amount	Unpaid Retainage	Actions
Sub Flooring, LLC [Info] Veronica Lopez sub@b2qnow.com		N		ub 0%	<mark></mark> МВЕ	15.000%	12.5009	6 \$1,250.0	0 \$0.00	Print Letter
P 602-325-9277, F 602-325-9277 Click subcontractor name to view paymen	t history for th	his contra	act. Click	conta	act person	's name to :	send the	m a messa	ige.	
	-				se Out Let					

When a contract is complete, it must be closed. A CCO can close a contract when necessary. Additionally, prime contractors can indicate on their audits that it is time for closeout. On the Dashboard, there is a row for Closeouts and Final Audits. Click the number to view the contracts for which a prime contractor indicated a final audit.

Contract Audits [Hide]	Last 30 days	Last 3 months	Last 12 months
Total Audits	<u>3</u>	<u>Z</u>	<u>8</u>
Incomplete Audits »	1	<u>1</u>	1
Closeouts/Final »	<u>1</u>	<u>1</u>	1

TIP:

A incomplete compliance audits must be cleared, along with any discrepancies, before a contract can be closed.

To close a contract

- 1. If necessary, locate and open the contract.
- 2. On the **Contract Management** page, click the **Closeout** tab.
- 3. Click Close Out Contract.

Contract Status		?
Contract Status	Open	
Contract Secondary Status	None selected 👻	
Final Audit Indicated by Prime?	No	
Close Contract		3
Close Date *	(mm/dd/yyyy)	
Prime Contractor Rating	Not Rated 🔹	
C	Close Out Contract View Audit Summary With 'Final Audit' Text	

4. Click **OK** to confirm you want to close the contract.

Printing contract close letters

You can send Contract Close Letters to request verification from vendors or to notify parties that the contract was closed

To generate a single letter

- 1. If necessary, locate and open the contract.
- 2. On the **Contract Management** page, click the **Closeout** tab.
- 3. Click the **Print Letter** hyperlink.

			Inc. in	Contracted	Actual	Actual	Unpaid	
Subcontractor	Certified	Туре	Goal	Percent	Percent	Amount	Retainage	Action
B2Gnow Test Vendor 7 [Info] Waylon Smith b2gnowtestvendor?@b2gnow.com P 602-325-9277, F 602-325-9722	0	Sub 100%	© MBE	20.000%	20.000%	\$20,000.00	\$0.00	Print Letter
Sub Flooring, LLC [Info] Veronica Lopez sub@b2qnow.com P 602-325-9277, F 602-325-9277	۲	Sub 100%	© SBE	20.000%	20.100%	\$20,100.00	\$0.00	Print Letter

4. Review and edit information, if necessary.

5. Click **Print Letter** for the template you want to use.

Notification Templates & Formats		3
Template	Hardcopy	Email Send copy to you by email Send copy to another person
Contract Close	Print Letter Save Letter	No Template

To generate all letters

- 1. If necessary, locate and open the contract.
- 2. On the **Contract Management** page, click the **Closeout** tab.
- 3. Click Print All Subcontractor Close Out Letters.

Sub Flooring, LLC [Info] Veronica Lopez sub@b2gnow.com P 602-325-9277, F 602-325-9277	0	Sub 100%	© SBE	20.000%	20.100%	\$20,100.00	\$0.00	Print Letter
Click subcontractor name to view payment history for this contract. Click contact person's name to send them a message. Print ALL Subcontractor Close Out Letters								

- 4. Click **OK** to confirm you want to print all letters.
- 5. Click **Print Letters** for the template you want to use.

Notification Templates & Formats		G
Template	Hardcopy	Email Send copy of all messages to you by email
Contract Close	Print Letters Save Letters	No Template

NOTE: If you generate multiple letters at once, you cannot edit the data for an individual letter.

Sample Contract Close Letter

Bill White Arrise The Contract Compliance Devision's, Contract Compliance Section monitors MVDBE participation on all City of Houses Performance The Manual The Contract Compliance Devision's, Contract Compliance Section monitors MVDBE participation on all City of Houses Performance The Manual The Contract Compliance Devision's, Contract Compliance Section monitors MVDBE participation on all City of Houses Performance The Manual The Manual The Contract Compliance Devision's, Contract Compliance Section monitors MVDBE participation on all City of Houses Performance The Manual The Manual The Manual The The The Manual The The Manual The			
Office of the Mayor Wayor Virina Lawe Bytevelow September 19, 2006 Trisser 2000 Trisser 2000 Trisser 2000 Standard Coment Materials, Inc. Sry10 West 34th Street, Suite A Houston, TX 77032 FINAL MWDBE Monitoring Report Contract Number: 4600004581 Contract Tile: WW #4257.31 - Sanitary sever rehabilitation by sliplining & pipebursting method. R.0266.P6.3 Prime Contracto: P M Construction & Rehabilitation, L. P. Dear Marcus Tamez: To assist our office in the monitoring process, please provide the information requested below and return this letter to the above address. If y for on trespond within five (b) days, we will accept the amount reported by your Prime contractor as the correct amount paid your firm. Company Officer The amount reported by P M Construction & Rehabilitation, L. P. through the month of September 2006 (FINAL) is \$14,126.56. Please state the amount you have been paid as of today's date \$		City of Houston	Bill White
Values Lawe Director September 19, 2006 Trias 37 2000 Marcus Tamez Standard Cement Materials, Inc. STOW West 314h Street, Suite A Houston, Texas 772614602 Values, Tamez Trias 37 2000 Standard Cement Materials, Inc. Storito Compliance Division's, Contract Number: 4.00004581 WW #4257 31 - Sanitary sever rehabilitation by sliplining & pipebursting method. R4266-P6 3 Prime Contract Title: WW #4257 31 - Sanitary sever rehabilitation by sliplining & pipebursting method. R4266-P6 3 Prime Contractor: P M Construction & Rehabilitation, L. P. Dear Marcus Tamez: The Affirmative Action and Contract Compliance Division's, Contract Compliance Section monitors MWDBE participation on all City of Houston groups with MWDBE goals. To assist our office in the monitoring process, please provide the information requested below and return this letter to the above address. If y do not respond within five (f) days, we will accept the amount reported by your Prime contractor as the correct amount paid your firm. • The amount reported by P M Construction & Rehabilitation, L. P. through the month of September 2006 (FINAL) is \$14,126.56. • Please state the amount you have been paid as of today's date § • Does the prime contractor ow pour firm more? If so, how much? • The smount reported by P M Construction & Rehabilitation, L. P. through the month of September 2006 (FINAL) is \$14,126.56.			Mayor
T.713 837 3000 F.713 873 F.71 F.F.F.F.F.F.F.F.F.F.F.F.F.F.F.F.F.F			Director Affirmative Action and Contract Compliance Division ₽.0. Box 1662,
Standard Cernent Materials, Inc. 6710 West 34th Street, Suite A Houston, TX 77092 FINAL MWDBE Monitoring Report • Contract Number: 4600004581 • Contract Title: WW #4257.31 - Sanitary sewer rehabilitation by sliplining & pipebursting method. R-0266-P6.3 • Prime Contractor: P M Construction & Rehabilitation, L. P. Dear Marcus Tamez: The Affirmative Action and Contract Compliance Division's, Contract Compliance Section monitors MWDBE participation on all City of Houstor projects with MWDBE goals. To assist our office in the monitoring process, please provide the information requested below and return this letter to the above address. If y do not respond within five (5) days, we will accept the amount reported by your Prime contractor as the correct amount paid your firm. • The amount reported by P M Construction & Rehabilitation, L. P. through the month of September 2006 (FINAL) is \$14,126.56. • Please state the amount you have been paid as of today's date \$	September 19, 2000		F. 713.837.9050
Contract Number: 4600004581 Contract Title: WW #4257.31 - Sanitary sewer rehabilitation by sliplining & pipebursting method. R.0266-P6-3 Prime Contractor: P M Construction & Rehabilitation, L. P. Dear Marcus Tamez: The Affirmative Action and Contract Compliance Division's, Contract Compliance Section monitors MWDBE participation on all City of Houston projects with MWDBE goals. To assist our office in the monitoring process, please provide the information requested below and return this letter to the above address. If y do not respond within five (5) days, we will accept the amount reported by your Prime contractor as the correct amount paid your firm. The amount reported by P M Construction & Rehabilitation, L. P. through the month of September 2006 (FINAL) is \$14,126.56. Please state the amount you have been paid as of today's date \$ Does the prime contractor owe your firm more? If so, how much? If this is your prime contractor owe your firm more? If so, how much? If this is your prime contractor owe your firm more? If so, how much? If the sing wour held as going is being withheld? Zonia Dawila Company Officer Zonia Dawila Company Officer Please review, sign and fax (713.837.9057) or send this final report back to me as soon as possible to close this project in a timely manner. If you have any questions or need assistance in this matter, please contact my office at 713.837.9004 or	Standard Cement Material 5710 West 34th Street, St		
Contract Title: WW #4257.31 - Sanitary sewer rehabilitation by sliplining & pipebursting method. R-0266-P6-3 Prime Contractor: P M Construction & Rehabilitation, L. P. Dear Marcus Tamez: The Affirmative Action and Contract Compliance Division's, Contract Compliance Section monitors MWDBE participation on all City of Houston projects with MWDBE goals. To assist our office in the monitoring process, please provide the information requested below and return this letter to the above address. If y do not respond within five (5) days, we will accept the amount reported by your Prime contractor as the correct amount paid your firm. The amount reported by P M Construction & Rehabilitation, L. P. through the month of September 2006 (FINAL) is \$14,126.56. Please state the amount you have been paid as of today's date \$ Does the prime contractor owe your firm more? If so, how much? If this is your final payment, please indicate whether your firm was paid in full: Is your prime contractor currently withholding retainage? Yes No How much retainage is being withheld? Zonia Davila Company Officer Zonia Davila Company Officer Please review, sign and fax (/13.837.9057) or send this final report back to me as soon as possible to close this project in a timely manner. If you have any questions or need assistance in this matter, please contact my office at 713.837.9004 or		FINAL MWDBE Monitoring F	Report
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The Affirmative Action and Contract Compliance Division's, Contract Compliance Section monitors MWDBE participation on all City of Houstor projects with MWDBE goals. To assist our office in the monitoring process, please provide the information requested below and return this letter to the above address. If y do not respond within five (5) days, we will accept the amount reported by your Prime contractor as the correct amount paid your firm. • The amount reported by P M Construction & Rehabilitation, L. P. through the month of September 2006 (FINAL) is \$14,126.56. • Please state the amount you have been paid as of today's date \$			iplining & pipebursting method. R-0266-P6-3
projects with MWDBE goals. To assist our office in the monitoring process, please provide the information requested below and return this letter to the above address. If y do not respond within five (5) days, we will accept the amount reported by your Prime contractor as the correct amount paid your firm. • The amount reported by P M Construction & Rehabilitation, L. P. through the month of September 2006 (FINAL) is \$14,126.56. • Please state the amount you have been paid as of today's date \$	Dear Marcus Tamez:		
do not respond within five (5) days, we will accept the amount reported by your Prime contractor as the correct amount paid your firm. • The amount reported by P M Construction & Rehabilitation, L. P. through the month of September 2006 (FINAL) is \$14,126.56. • Please state the amount you have been paid as of today's date \$			ction monitors MWDBE participation on all City of Houston's
Please state the amount you have been paid as of today's date \$	do not respond within		
Does the prime contractor owe your firm more? If so, how much?	 The amount reported by 	P M Construction & Rehabilitation, L. P. through the m	onth of September 2006 (FINAL) is \$14,126.56.
If this is your final payment, please indicate whether your firm was paid in full:			
Is your prime contractor currently withholding retainage? Yes No How much retainage is being withheld? \$ When do you expect to receive it? When do you expect to receive it? Zonia Davila Company Officer Please review, sign and fax (713 837 9057) or send this final report back to me as soon as possible to close this project in a timely manner. If you have any questions or need assistance in this matter, please contact my office at 713 837-9004 or			
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Zonia Davila Company Officer Contract Compliance Officer Please review, sign and fax (713.837.9057) or send this final report back to me as soon as possible to close this project in a timely manner. If you have any questions or need assistance in this matter, please contact my office at 713.837.9004 or	-		
Contract Compliance Officer Please review, sign and fax (713.837.9057) or send this final report back to me as soon as possible to close this project in a timely manner. If you have any questions or need assistance in this matter, please contact my office at 713.837.9004 or			
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manner. If you have any questions or need assistance in this matter, please contact my office at 713 837 9004 or	Contract Compliance Offic		
	manner. If you have any	questions or need assistance in this matter, please	

Contract Compliance Payment Auditing

Understanding the audit process

After a contract has been created and your organization begins making payments to the prime contractor, the contract is ready for auditing. Contract settings determine whether audits are generated monthly, per payment, or on demand. The following image represents the audit process.



On the Compliance Audit Summary tab, you can view contract progress to date. The summary compares the awarded amounts to the actual payments. If the prime contractor meets or exceeds the contract goal, the progress bar is green. If the prime contractor misses the goal, the progress bar is red.

Viewing the Audit History

On the **Contract Management: Audit History** page, you can view all of the contract's compliance audits. You can also view the status for each audit, as well as the summary payment information for the prime contractor and subcontractors. Access additional payment information by clicking the hyperlink for the audit period.

tain View S	Settings Subs	Docs Change	Orders & Ta	ask Orde	ers Alerts Comr	ments Mess	ages	Closeout					
		mpliance Audit Sum											
		pply Agreement ram. #C55805 (\					neral	Land		Curr	rent Aw		Status: Ope 32,000,00
	General La	nd Office							al: 15.		Total I		18,884,08
/14/2004 -	7/31/2013							% Crea	IIC: 12.	.04%	For Cr	eait: \$1	17,959,83
Audit His	story												(
						Not				Not			
Audit	Date	Paid To	Total	Repo	rted By Prime	Reported	Conf	irmed By Sub	Confi	irmed By		uted By Sub	Actions
Period	Posted	Prime	Lines			By Prime				Sub			Actions
				Lines	Amount	Lines	Lines	Amount	Lines	Amount	Lines	Amount	
TOTALS		\$918,884,083	466	460	\$117,503,676	6	460	\$117,503,676	0	\$0	0	\$0	
										· · ·			
Oct 2012	11/1/2012	Not reported	6	0	\$0	6	0	\$0	0	\$0	0	\$0	View Aud
Sep 2012	10/1/2012	\$10,858,804	6	6	\$503,044	0	6	\$503,044	0	\$0	0		View Aud
Aug 2012	9/3/2012	\$10,843,982	6	6	\$0	0	6	\$0	0	\$0	0		View Aud
Jul 2012	8/1/2012	\$7,187,383	6	6	\$0	0	6	\$0	0	\$0	0		View Aud
Jun 2012	7/2/2012	\$15,762,784	6	6	\$0	0	6	\$0	0	\$0	0		View Aud
May 2012	6/1/2012	\$10,847,706	6	6	\$1,187,120	0	6	\$1,187,120	0	\$0	0		View Aud
Apr 2012	5/1/2012	\$11,092,510	6	6	\$1,435,140	0	6	\$1,435,140	0	\$0	0		View Aud
Mar 2012	4/2/2012	\$10,644,362	6	6	\$1,848,528	0	6	\$1,848,528	0	\$0	0		View Aud
Feb 2012	3/1/2012	\$10,570,634	6	6	\$891,450	0	6	\$891,450	0	\$0	0		View Aud
Jan 2012	2/1/2012	Not reported	6	6	\$593,460	0	6	\$593,460	0	\$0	0		View Aud
Dec 2011	1/2/2012	\$10,835,249	6	6	\$2,020,956	0	6	\$2,020,956	0	\$0	0		View Aud
Nov 2011	12/1/2011	\$9,028,896	6	6	\$1,442,070	0	6	\$1,442,070		\$0	0		View Aud
Oct 2011	11/1/2011	\$14,505,970	6	6	\$1,441,440	0	6	\$1,441,440	0	\$0	0		View Aud
Sep 2011	10/3/2011	\$12,085,489	5	5	\$1,148,616	0	5	\$1,148,616	0	\$0	0		View Aud
Aug 2011	9/1/2011	\$13,785,198	5	5	\$0	0	5	\$0		\$0	0		View Aud
Jul 2011	8/1/2011	\$6,127,330	5	5	\$550,480	0	5	\$550,480	0	\$0	0		View Aud
Jun 2011	7/1/2011	Not reported	5	5	\$626,472	0	5	\$626,472		\$0	0		View Aud
May 2011	6/1/2011	\$10,870,754	5	5	\$1,494,360	0	5	\$1,494,360	0	\$0	0		View Aud
Apr 2011	5/2/2011	\$10,299,391	5	5	\$1,496,250	0	5	\$1,496,250		\$0	0		View Aud
Mar 2011	4/1/2011	\$11,743,480	5	5	\$663,780	0	5	\$663,780	0	\$0	0		View Aud
Feb 2011	3/1/2011	\$11,624,102	5	5	\$1,450,200	0	5	\$1,450,200		\$0	0		View Aud
Jan 2011	2/1/2011	\$6,870,501	5	5	\$915,012	0	5	\$915,012	0	\$0	0		View Aud
Dec 2010	1/3/2011	\$10,083,523	5	5	\$1,318,912	0	5	\$1,318,912	0	\$0	0		View Aud
Nov 2010	12/1/2010	\$10,097,139	5	5	\$1,479,660	0	5	\$1,479,660	0	\$0	0		View Aud
Oct 2010	11/1/2010	\$12,454,724	5	5	\$1,164,576	0	5	\$1,164,576		\$0	0		View Aud
Sep 2010	10/1/2010	\$8,363,111	5	5	\$575,568	0	5	\$575,568	0	\$0	-		View Aud
Aug 2010	9/1/2010	\$18,056,405	5	5	\$0	0	5	\$0	0	\$0	0		View Aud
Jul 2010	8/2/2010	\$2,128,674	5	5	\$1,431,570	0	5	\$1,431,570		\$0			View Aud
Jun 2010	7/1/2010	\$17,757,475	5		\$1,377,024	0	5	\$1,377,024	0	\$0	0		View Aud
May 2010	6/1/2010	\$10,028,507	5	5	\$624,000	0	5	\$624,000	0	\$0 ¢0	0		View Aud
Apr 2010	5/3/2010	\$11,407,265	5	5	\$1,377,024		5	\$1,377,024		\$0			View Aud
Mar 2010	4/1/2010	\$12,849,454	5	5	\$1,531,064	0	5	\$1,531,064	0	\$0	0		View Aud
Feb 2010	3/1/2010 2/1/2010	\$11,131,066 \$12,675,339	5	5	\$2,679,360		5	\$2,679,360	-	\$0	-		View Aud
Jan 2010					\$0	0		\$0	0	\$0	0		View Aud

In the Audit History area, items marked in red indicate that information is incomplete or there are discrepancies. The following audit summary displays the payment information for a specific time period.

To view audit history

- 1. If necessary, locate and open the contract.
- 2. From the Contract Management page, click the Compliance Audit List tab.

Viewing the Audit Summary

On the **Contract Audit: Audit Summary for Total Contract** page, you can view the total payments your organization paid to the prime contractor and the reported payments the prime contractor paid to the subcontractors. Based upon the status of each vendor, the contract goal(s) and actual participation rate(s) are compared in real-time. Certification information displays from the Certified Directory.

Contract Audit: Audit Summ	ary for Total Contra	act			Help & Tools 🕉
Main View Settings Subs Docs Cha	nge Orders & Task Orders A	lerts Comments	Messages Closeout		
Compliance Audit List Compliance Aud	it Summary Compliance Au	dit FY Reviews	Site Visits Reports		
100010001: Service contract Prime: B2Gnow Test Vendor 4 10/1/2012 - 12/31/2012				Goal: 0.00 Credit: 12.50	
Audit Summary - Total Cor	ntract				(
	Current Award	Award	Payments	Payments Percent	Difference (Payments - Award)
		Percent		reicenc	(Fayments Award)
Prime Contract	\$50,000.00	Percent	\$10,000.00	Percent	(Payments Award)
	\$50,000.00	0.000%	\$10,000.00 \$1,250.00	12.500%	12.500% above goal
For Credit					
For Credit For Credit to DBE Goal	\$0.00	0.000%	\$1,250.00	12.500%	12.500% above goal
For Credit For Credit to DBE Goal For Credit to MBE Goal	\$0.00	0.000%	\$1,250.00 \$0.00	12.500% 0.000%	12.500% above goal Goal matched
For Credit For Credit to DBE Goal For Credit to MBE Goal For Credit to SBE Goal	\$0.00 \$0.00 \$0.00	0.000% 0.000% 0.000%	\$1,250.00 \$0.00 \$1,250.00	12.500% 0.000% 12.500%	12.500% above goal Goal matched 12.500% above goal
Prime Contract For Credit For Credit to DBE Goal For Credit to MBE Goal For Credit to SBE Goal For Credit to WBE Goal Contract Progress	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00	0.000% 0.000% 0.000%	\$1,250.00 \$0.00 \$1,250.00 \$1,250.00 \$0.00	12.500% 0.000% 12.500% 0.000%	12.500% above goal Goal matched 12.500% above goal Goal matched

ward values may not match due to differences between overall contract goal and subcontractor assignments

Not Meeting Goal Letter

Prime Contractor - Total Contract						?
Prime Contractor	Cert	Inc. in Goal	Contracted Percent	Actual Percent	Prime's Share of Payments	Actual Payments TO Prime
B2Gnow Test Vendor 4 [Info] Justin Talbot-Stern P 602-325-9277, F 602-325-9277 b2gnowtest4@b2gnow.com	No	No	85.000%	87.500%	\$8,750.00	\$10,000.00

Click prime name to view payment history for this contract. Click contact person's name to send them a message.

Subcontractors - Total Contract						?
Subcontractor	Cert	Туре	Inc. in Goal	Contracted Percent	Actual Percent	Actual Amount
Sub Flooring, LLC [Info] Veronica Lopez sub@b2gnow.com P 602-325-9277, F 602-325-9277	<u>No</u>	Sub 100%	O MBE	15.000%	12.500%	\$1,250.00

Click subcontractor name to view payment history for this contract. Click contact person's name to send them a message.
If a prime contractor is not meeting the project's diversity goals, as listed in the Contract Settings area of the Contract: View page, the audit summary shows the payments made to subcontractors as "below goal." You can generate and send a letter to the prime contractor, notifying the contractor of the goals and expectations for the contract.

	Current Award	Award Percent	Payments	Payments Percent	Difference (Payments - Award)
Prime Contract	\$100,000.00	Percent	\$100,000.00	Percent	(Payments - Award)
For Credit	\$80,000.00	80.000%	\$250.00	0.250%	79.750% below goal
For Credit to DBE Goal	\$20,000.00	20.000%	\$0.00	0.000%	20.000% below goal
For Credit to MBE Goal	\$20,000.00	20.000%	\$0.00	0.000%	20.000% below goal
For Credit to SBE Goal	\$20,000.00	20.000%	\$250.00	0.250%	19.750% below goal
For Credit to WBE Goal	\$20,000.00	20.000%	\$0.00	0.000%	20.000% below goal
Contract Progress	100.0%				
For Credit Progress	0.3%				
	to differences between overall			signments	

To view an audit summary

- 1. If necessary, locate and open the contract.
- 2. On the **Contract Management** page, click the **Compliance Audit Summary** tab.

Managing Compliance Audits

To view a compliance audit

- 1. On the **Contract Management: Audit History** page, click the **View Audit** hyperlink for the period for which you want to view payment information.
- 2. To view the previous or next audit, click one of the buttons to advance to the previous or next pages.

Audit Information				0
Audit Time Period	August 2012			
Audit Reference	Add Reference			
System Audit Number	00703078-002			
Date Posted	Local: 10/1/2012 8:31:03 AM CDT System: 10/1/2012 8:31:03 AM CDT			
Final Audit?	No (mark audit as final)			
Payment to Prime	\$23,250.00 (Edit)			
<< View July 2012 Audit << Audit Summary - Augu	Ist 2012 and Totals To August 201	2	>> View September 201	12 Audit >>
	Ist 2012 and Totals To August 201	2	>> View September 201	12 Audit >>
		2 Percent		12 Audit >> C
Audit Summary - Augu	August 2012		Totals to August 2012	Percent
Audit Summary - Augu	August 2012	Percent	Totals to August 2012 Payments	Percent
Audit Summary - Augu Contract Value & Goal Prime Contract	August 2012 Payments	Percent	Totals to August 2012 Payments \$100,000.00	Percent 80.000%
Audit Summary - Augu Contract Value & Goal Prime Contract For Credit	August 2012 Payments \$23,250.00	Percent 80.000%	Totals to August 2012 Payments \$100,000.00 \$69,250.00	Percent 80.000% 0.144%
Audit Summary - Augu Contract Value & Goal Prime Contract For Credit For Credit to DBE Goal	August 2012 Payments \$23,250.00 \$100.00	Percent 80.000% 0.430%	Totals to August 2012 Payments \$100,000.00 \$69,250.00 \$100.00	ſ
Audit Summary - Augu	August 2012 Payments \$23,250.00 \$100.00 \$0.00	Percent 80.000% 0.430% 0.000%	Totals to August 2012 Payments \$100,000.00 \$69,250.00 \$100.00 \$0.00	Percent 80.0009 0.1449 0.0009

Adding a missing audit

Depending upon the module configuration, you may need to manually add an audit. You must add the audit before you can add payment information.

To add an audit

1. On the **Contract Management: Audit History** page, click the **Add Audit** hyperlink for the period for which you want to add audit information.

Audit Hi	story												(1	
Audit Period	Date Posted	Paid To Prime	Total Lines		orted By rime	Not Reported By Prime		irmed By Sub	Confi	Not rmed By Sub		uted By Sub	Actions	
				Lines	Amount	Lines	Lines	Amount	Lines	Amount	Lines	Amount		
TOTALS		\$15,000	1	1	\$8,000	0	1	\$8,000	0	\$0	0	\$0		
Oct 2012	10/1/2012	\$15,000	1	1	\$8,000	0	1	\$8,000	0	\$0	0	\$0	View Audit	
Sep 2012				Aud	it not pos	ted for this p	period						Add Audit	
Aug 2012				Aud	it not posi	ted for this p	period						Add Audit	

2. Click **OK** to verify you want to add the audit.



3. Specify whether you want to notify the prime contractor that you are adding an audit.



NOTE: If you click **OK**, the prime contractor receives an email notification instructing them to report the subcontractor payments. If you click **Cancel**, the prime contractor will not receive a notification, but the audit will be created.

Entering prime and subcontractor payment information

After adding a missing audit, you can enter payment data for the contract's prime and sub contractors. If your prime payment data is imported from your financial system, you do not need to manually enter it.

You can also edit payment information.

NOTE: If your payment data is imported, you receive a warning alert if you try to edit the prime contractor payment. You may continue, but you should determine why the payment amount is incorrect or missing before making any changes.

To add (or edit) prime contractor payment information

- On the Contract Management: Audit History page, click the View Audit hyperlink for the period for which you want to add payment information. The Contract Audit: Audit Summary page displays for the selected audit period.
- 2. In the **Payment to Prime** area, click the **Submit** hyperlink.

	Summary for October 2012	
	Docs Change Orders & Task Orders Alerts Comments Messages Clo	
Compliance Audit List Complia	ance Audit Summary Compliance Audit FY Reviews Site Visits Reports	
	Goal: 15.00%	
Audit Information		G
Audit Time Period	October 2012	
Audit Time Period Audit Reference	October 2012 Add Reference	
Audit Reference	Add Reference	
Audit Reference System Audit Number	Add Reference 00373938-104 Local: 11/1/2012 6:01:22 AM CDT	

NOTE: If prime payment information has already been imported from an external financial system, the link will be **Edit**.

3. In the **Amount** field, enter the payment information.

Audit Information		3
Audit Time Period	September 2012	
Audit Reference	Add Reference	
System Audit Number	00703034-003	
Date Posted	Local: 10/3/2012 6:00:06 System: 10/3/2012 6:00:0	
Final Audit?	No (<u>mark audit as final</u>)	
Payment to Prime	Not Reported (Submit) You can add the amount from your financial syster Amount For September 2	
	Payment Date	(mm/dd/yyyy)
	Comments *	Save Spell Check Clear Payment Info

- 4. In the **Comments** field, enter information about the payment.
- 5. Click Save.
- 6. Click **OK** to confirm you want to add the payment.

To add subcontractor payment information

1. On the **Contract Audit: Audit Summary** page, in the **Subcontractors** area, click the **Edit** hyperlink.

Subcontractors - September 2012								?
Subcontractor	Cert	Туре	Inc. in Goal for Period	This Period	Confirmed By Sub	Total Payments to September 2012	Contracted Percent	
Sub Flooring, LLC [Info] Veronica Lopez sub@b2qnow.com P 602-325-9277, F 602-325-9277	No	Sub 100%	© MBE	Not Reported Edit		\$0.00	15.000%	0.000%

2. In the Amount PAID field, enter the payment information.

nount PAID For September 2012 *	\$	
	>> Do NOT enter invoice amount.	
yment Date		
	>> Enter payment date if you made a payment during September 2012.	
	>> If multiple payments were made, enter the date of the first payment.	
yment Detail	(Optional) Enter details of PAID check numbers and amounts for September 2012. Thi detail will speed up the subcontractors' confirmation of your payment information. This will be displayed to Sub Flooring, LLC.	
ach File(s)	Attach File	
mments	These comments are visible ONLY to the contract contract compliance officer and prin They are not visible to Sub Flooring, LLC.	ie contract

- 3. From the **Payment Date** calendar, select the date on which the payment was made.
- 4. Click Review.
- 5. If the information is correct, click Save.

Once each subcontractor has confirmed the payment, the audit is complete.

NOTE: In most cases, the prime contractor will report its subcontractor payments. The CCO needs to add or update subcontractor payments only if the prime is unable to do so.

Resolving a discrepancy

If a prime contractor and subcontractor disagree on an amount paid, the system creates a discrepancy. The system sends an email message to the vendors to notify them of the issue and request they self-resolve the discrepancy. If they are unable to resolve the discrepancy, the Contract Compliance Officer (CCO) may be required to take action.

To view the discrepancy, you access the Discrepancy Resolution screen, which displays contact information for the CCO, the prime, and the subcontractor. It is the vendor's responsibility to contact the CCO for assistance in resolving the discrepancy. The comments from the prime and the subcontractor are visible on this page. Timing of the billing cycle and payment reporting are the two most common causes of discrepancies.

When both parties agree to a resolution, they can complete the process themselves, or the CCO can finish the discrepancy resolution by clicking Resolve Discrepancy and then completing the form.

Your Dashboard displays total discrepancies.

Contract Audits [Hide]	Last 30 days	Last 3 months	Last 12 months
Total Audits	<u>3</u>	<u>6</u>	<u>Z</u>
Incomplete Audits »	<u>2</u>	<u>4</u>	<u>5</u>
Discrepancies »	<u>0</u>	<u>1</u>	1

Click any number to view the list of discrepancies.

Status	▼ Audit Period ▼	Contract #	Prime	Contract Title	Paid to Prime
Discrepancy 👻	Last 3 mos 👻		All 👻	All 👻	
1 Discrepancy	August 2012	100010002	B2Gnow Test Vende Maintenance contra		\$23,250.00

To access a discrepancy

1. On the **Diversity User Control Panel: Contract Audits** page, in the **Audit Period** column, click the hyperlink for the time period you want to view.

The Contract Audit: Audit Summary page displays for the specified time period.

2. In the **Subcontractors** box, click either **Resolve** link.

Subcontractors - August 2012								6
Subcontractor	Cert	Туре	Inc. in Goal for Period	This Period	Confirmed By Sub		Contracted Percent	Actual Percen
Sub Flooring, LLC [Info] Veronica Lopez sub@b2qnow.com P 602-325-9277, F 602-325-9277	No	Sub 100%	© SBE	\$100.00 Resolve	Discrepancy <u>Resolve</u>	\$100.00	20.000%	0.1449

3. Review the information and work with the parties to determine and resolve the situation.

	it: Discrepancy F	Resolution			Help & Tools 🍏
Main View Settin	gs Subs Docs Change	Orders & Task Orders Alerts	Comments Messages C	loseout	
Compliance Audit Li	st Compliance Audit Sum	mary Compliance Audit FY Revi	iews Site Visits Report	s	
00010002: Main Frime: B2Gnow T i/1/2012 - 12/3				Goal: 80.00% % Credit: 0.25%	Status: Op Current Award: \$100,00 Total Paid: \$100,00 For Credit: \$2
A discrepancy ha putton to submit i		audit for the listed time period	I. If the audit is pending	a response, click the Res	solve Discrepancy
	Resolve Discr	epancy August 2012 /	Audit Subcont	ractor Payment History	l
Discrepancy	y Resolution				(
Status		Awaiting prime and subcor	ntractor response.		
Audit Inform	ation				(
Audit Time Period		August 2012			
Audit Number		00703078-002			
	lit Data Reported				(
Amount Reported		\$100.00		Ir	icluded in Goal (<u>chang</u>
	by Subcontractor	\$0.00			
Payment Date (Pr		8/31/2012			
Retainage Withhe		No			
Subcontractor Priv	vate Comments	Not received.			
Discrepancy	v Resolution Data	Reported			
New Amount Rep	orted by Prime	No response yet.			
New Amount Rep	orted by Subcontractor	No response yet.			
Contract Co	mpliance Officer	Information			(
Contract Complia	nce Officer	Houston Admin7			
	nce Officer	Houston Admin7 City of Houston			
Organization	nce Officer				
Contract Complia Organization User Number Email	nce Officer	City of Houston			
Organization User Number	nce Officer	City of Houston			
Organization User Number Email	nce Officer	City of Houston 30000001-004			
Organization User Number Email Phone	nce Officer	City of Houston 30000001-004 713-837-9027			
Organization Jser Number Email Phone Eax		City of Houston 30000001-004 713-837-9027	Subcontract	or Information	
Organization User Number Email Phone Eax Prime Inform		City of Houston 3000001-004 713-837-9027 713-837-9050 ??	Subcontract Business Name	or Information Sub Flooring, LLC	
Drganization User Number Email Phone Eax Prime Inform Business Name	nation	City of Houston 3000001-004 713-837-9027 713-837-9050 ??			
Drganization Jser Number Email Phone ax Prime Inform Business Name /endor Number	nation B2Gnow Test Vendo	City of Houston 3000001-004 713-837-9027 713-837-9050 ??	Business Name	Sub Flooring, LLC	
Organization User Number Email Phone	nation B2Gnow Test Vendo 20018259	City of Houston 3000001-004 713-837-9027 713-837-9050 (? or 4	Business Name Vendor Number	Sub Flooring, LLC 20009304	
Organization Jser Number Email Phone Fax Prime Inform Business Name /endor Number Contact Email	nation B2Gnow Test Vendo 20018259 Justin Talbot-Stern	City of Houston 3000001-004 713-837-9027 713-837-9050 (? or 4	Business Name Vendor Number Contact	Sub Flooring, LLC 20009304 Veronica Lopez	
Drganization Jser Number Email Phone Fax Prime Inform Business Name /endor Number Contact	1ation B2Gnow Test Vender 20018259 Justin Talbot-Stern b2gnowtest4@b2gr	City of Houston 3000001-004 713-837-9027 713-837-9050 (? or 4	Business Name Vendor Number Contact Email	Sub Flooring, LLC 20009304 Veronica Lopez sub@b2gnow.com	
Organization Jser Number Email Phone ax Prime Inform Business Name /endor Number Contact Email Phone Eax	Iation B2Gnow Test Vende 20018259 Justin Talbot-Stern b2gnowtest4@b2gr 602-325-9277	City of Houston 3000001-004 713-837-9027 713-837-9050 (? or 4	Business Name Vendor Number Contact Email Phone	Sub Flooring, LLC 20009304 Veronica Lopez sub@b2gnow.com 602-325-9277 602-325-9277	
Organization Jser Number Email Phone Fax Prime Inform Business Name /endor Number Contact Email Phone	B2Gnow Test Vende 20018259 Justin Talbot-Stern b2gnowtest4@b2gi 602-325-9277 602-325-9277	City of Houston 3000001-004 713-837-9027 713-837-9050 (? or 4	Business Name Vendor Number Contact Email Phone Fax	Sub Flooring, LLC 20009304 Veronica Lopez sub@b2gnow.com 602-325-9277 602-325-9277 or Audit	
Drganization Jser Number Email Phone ax Prime Inform Business Name Vendor Number Contact Email Phone Fax Prime Audit	B2Gnow Test Vende 20018259 Justin Talbot-Stern b2gnowtest4@b2gi 602-325-9277 602-325-9277 Responder	City of Houston 3000001-004 713-837-9027 713-837-9050 (? or 4	Business Name Vendor Number Contact Email Phone Fax Subcontract	Sub Flooring, LLC 20009304 Veronica Lopez sub@b2gnow.com 602-325-9277 602-325-9277 602-325-9277 or Audit Responder	
Drganization Jser Number Email Phone Fax Prime Inform Business Name Vendor Number Contact Email Phone Fax Prime Audit Name	B2Gnow Test Vende 20018259 Justin Talbot-Stern b2gnowtest4@b2gi 602-325-9277 602-325-9277	City of Houston 3000001-004 713-837-9027 713-837-9050	Business Name Vendor Number Contact Email Phone Fax	Sub Flooring, LLC 20009304 Veronica Lopez sub@b2gnow.com 602-325-9277 602-325-9277 or Audit	
Organization Jser Number Email Phone Fax Prime Inform Business Name /endor Number Contact Email Phone Fax Prime Audit Name Response Date	1ation B2Gnow Test Vender 20018259 Justin Talbot-Stern b2gnowtest4@b2gr 602-325-9277 602-325-9277 602-325-9277 Value Local: 10/1/2012 8: System: 10/1/2012 1	City of Houston 3000001-004 713-837-9027 713-837-9050	Business Name Vendor Number Contact Email Phone Fax Subcontract Name Response Date	Sub Flooring, LLC 20009304 Veronica Lopez sub@b2gnow.com 602-325-9277 602-325-9277 or Audit Responder <u>Houston Admin7</u> Local: 10/1/2012 8:34: System: 10/1/2012 8:34	4:30 AM CDT
Organization Jser Number Email Phone Fax Prime Inform Business Name /endor Number Contact Email Phone Fax Prime Audit Name Response Date	1ation B2Gnow Test Vender 20018259 Justin Talbot-Stern b2gnowtest4@b2gn 602-325-9277 602-325-9277 602-325-9277 Local: 10/1/2012 8: System: 10/1/2012 8: System: 10/1/2012 8:	City of Houston 3000001-004 713-837-9027 713-837-9050	Business Name Vendor Number Contact Email Phone Fax Subcontract Name Response Date	Sub Flooring, LLC 20009304 Veronica Lopez sub@b2gnow.com 602-325-9277 602-325-9277 or Audit Responder Houston Admin7 Local: 10/1/2012 8:34: System: 10/1/2012 8:34:	4:30 AM CDT
Organization Jser Number Email Phone Fax Prime Inform Business Name /endor Number Contact Email Phone Fax Prime Audit Name Response Date	1ation B2Gnow Test Vender 20018259 Justin Talbot-Stern b2gnowtest4@b2gr 602-325-9277 602-325-9277 602-325-9277 Value Local: 10/1/2012 8: System: 10/1/2012 1	City of Houston 3000001-004 713-837-9027 713-837-9050	Business Name Vendor Number Contact Email Phone Fax Subcontract Name Response Date	Sub Flooring, LLC 20009304 Veronica Lopez sub@b2gnow.com 602-325-9277 602-325-9277 or Audit Responder <u>Houston Admin7</u> Local: 10/1/2012 8:34: System: 10/1/2012 8:34	4:30 AM CDT

- 4. When the final data is complete, click **Resolve Discrepancy**.
- 5. In the **Discrepancy Resolved** area, select an option, and if necessary, enter the final amount.

6. To include comments or files, enter or attach them, as needed.

Select a resolution option, enter	r comments if needed, and click Save Response.	
Discrepancy Resolved? *	 The \$100.00 originally reported by the prime is correct. The \$0.00 originally reported by the subcontractor is correct. 	
Public Comments	None of the amounts are correct. The amount should be \$ These comments are visible to all parties connected to this record.	
Public comments		*
		+
Private Comments	These comments are visible ONLY to the contract compliance officer.	
		^
		-
Attach File(s)	Attach File	
Confirmation	Send me confirmation of my response.	
	Save Response	

- 7. Click Save Response.
- 8. Click **OK** to confirm you want to save the resolution information.

Audit management

There are four buttons on the contract audits that you can use to maintain your contract audits.



Mark Remaining Prime Entries as Zero – Indicates the prime contractor has not made any subcontractor payments or the remaining incomplete audit lines are \$0. Click the button to complete the audit lines with \$0.

Mark Unconfirmed Sub Entries as Confirmed – Indicates one or more subcontractors have not confirmed their payments. This button confirms all incomplete audit lines. If a subcontractor has completed work, edit the subcontractor record to indicate that the final payment was received. The subcontractor will not be included in future audits.

Submit All Incomplete Records – Allows you to bulk enter subcontractor payments. You can only use this function the first time a subcontractor payment is recorded. Payment edits must be done individually.

Extend Reporting Deadline by Two Weeks From Today – Extends the reporting deadline by two weeks. The prime contractor can enter payments and the subcontractors can confirm payments. The reporting time period varies depending on your organization's preference and is usually 15 to 90 days.

Extending a reporting deadline

When audit data becomes available for reporting, both prime contractors and subcontractors have a set amount of time to respond before the audit closes. The time period varies depending on your organization's preference and is usually 15 to 90 days. There are times when vendors will miss the reporting deadline or need to correct amounts they reported in previous months. Depending on your access rights, you can extend the reporting deadline in two week intervals to allow vendors to report their payments.

To extend the reporting period for one audit period

- 1. If necessary, locate and open the contract.
- 2. On the **Contract Management** page, click the **Compliance Audit List** tab.
- 3. Click the View Audit hyperlink for the time period you want to extend.
- 4. Click Extend Reporting Deadline By Two Weeks From Today.

Submit ALL Incomplete Rec	ords	\subset	Exter	nd Reporting	Deadline By	Two Weeks	From Today	\square	
Prime Contractor - June 2012									C
Prime Contractor	c	Cert	Inc. in Goal	This Period	Prime's Share This Period	Total to June 2012	Prime's Share Total to June 2012	Contracted Percent	Actual Percen
32Gnow Test Vendor 4 [Info] Justin Talbot-Stern P 602-325-9277 F 602-325-9277 5 602-325-9277		<u>No</u>	No	\$25,750.00 (<u>Edit</u>)	\$25,750.00	\$25,750.00	\$25,750.00	60.000%	0.000
Click prime name to view payment history for this o	contract.	Cliele							
Subcontractors - June 2012	concident	CIICK	cont	act person's	name to ser	id them a m	essage.		(
Subcontractors - June 2012 Subcontractor	Cert		Typ	Inc. i	n This	Confirme	Total d Payments	Contracted Percent	

Click subcontractor name to view payment history for this contract. Click contact person's name to send them a message.

5. Click **OK**.

To extend the reporting period for all audits on the contract

- 1. If necessary, locate and open the contract.
- 2. On the **Contract Management** page, click the **Compliance Audit List** tab.
- 3. Click Extend Reporting Deadline By Two Weeks From Today.

Sep 2012	10/1/2012	\$30,750	1	1	\$150	0	0	\$0	1	\$150	0	\$0	View Audi
Aug 2012	10/1/2012	\$23,250	1	1	\$100	0	1	\$100	0	\$0	0	\$0	View Audi
Jul 2012	10/1/2012	\$20,250	1	0	\$0	1	0	\$0	0	\$0	0	\$0	View Audi
Jun 2012	10/1/2012	\$25,750	1	0	\$0			¢0	0	t O	0	\$0	View Audi
	10/1/2012	\$23,730	1	0	şu	1	0	\$0	0	\$0	0	şu	View Aud
		L Remaining								ries as Co		_	<u>view Aud</u>

4. Click **OK**.

NYCSC Data Import Process

If your organization's implementation includes an automated contract data interface with your financial system, data is imported on a regular basis into NYSCS. However, external systems typically contain only a few data fields relevant to the contract compliance process, and it is necessary for staff to review and update the imported data.

NOTE: During the import process, NYSCS will not overwrite any data that was manually entered or updated.

Data comes into NYSCS from a wide range of systems in varied formats. The records must first be processed through a filter to ensure that they are correctly and consistently structured for the NYCSC Import Engine.



Records are validated for required fields, data format, and field length, and they are rejected for a number of reasons. Once a contract or vendor record is added to the system, it is assumed that it is then controlled by a user and no further updates will be made to that record, except to flag specific changes relevant to the contract compliance process.

NOTE: Corrections to rejected data imported from an external system should be made in the source system to ensure that future data imports do not contain the same errors.

Locking in new contract records

New contract records in the system must be "locked in" before they can accept contract payments.

To view all new records

- 1. From the **View** menu, click **Contracts**.
- 2. From the Actions list, select New Contract.

Contracts	Contract Audi	ts 1	Workforce Audits	Concessions	Conc Audit	s Outreach	Cert A	pps C	Cert Cl	hange Requ	ests Appl	ications Sup	port Messag
Displays all	contracts. Cl	ick t	he transaction n	umber to view	V.								
Show Of	NLY contract	s as	ssigned to you										
		1	- 2 of 2 records of	displayed: Pro	evious Pag	e < Page	-	> Nex	t Pag	je	R	ecords per p	age 20
o resort, clia			-										Refresh Ta
Actions	Alert	1 111	e. Status	Secondary	Status	Contract #	De	scripti	ion	Prime	Ene	d Date	▼ <u>Amount</u>
All	•	•	Open 👻	All	•		1	Ali 🗸	•	All 👻	All	•	
All Amende	d	р.	Open			100010002		now Tenan		endor 4		6/1/1	2 - 12/31/1 \$100,000.0
New Val		Þ.	Open			100010001		inow To		endor 4		7/2/1	2 - 12/31/1 \$25,000.0
New Cor Locked I End withi	ntract n in 3 mo.												
End with	in 6 mo. in 12 mo.												

To lock in a new record

1. Click the contract title to view the record.

The second box displays all contract alerts in red. If the contract is a new record, the alert "Contract record is new and must be reviewed for accuracy" will be listed.

2. Click review contract.

An alert displays to provide instructional information.

Contract Alerts	
Alert 1	Contract record is new and must be reviewed for accuracy (review contract).
Alert 2	Goal is ZERO (edit, deactivate alert).
Alert 3	No SUBCONTRACTORS assigned to contract (assign, deactivate alert).
Alert 4	No CONTACT INFORMATION for prime contractor found (edit).

3. Click **OK**.

The contract edit page displays with the contract header data from the import autofilled into the fields. Many fields will be blank or zero.



4. Review the entire record and update as needed. When finished, click **Review** at the bottom of the page.

- 5. When reviewing the data, do the following:
 - Verify contract title/description
 - Verify value of contract
 - Verify prime contractor
 - Verify (and change, if necessary) the buyer/project manager
 - Assign to a contract compliance officer
 - Add contract goals
 - Add funding sources and amount (important for DBE FTA/FAA/FHWA funded projects)
 - Verify audit settings
 - Add notes
 - Select/enter values for organization-specific fields
 - Attach electronic documentation
- 6. Review the record on the next page.
- 7. To make changes, click Edit.
- 8. To save the record, click **Save**.