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

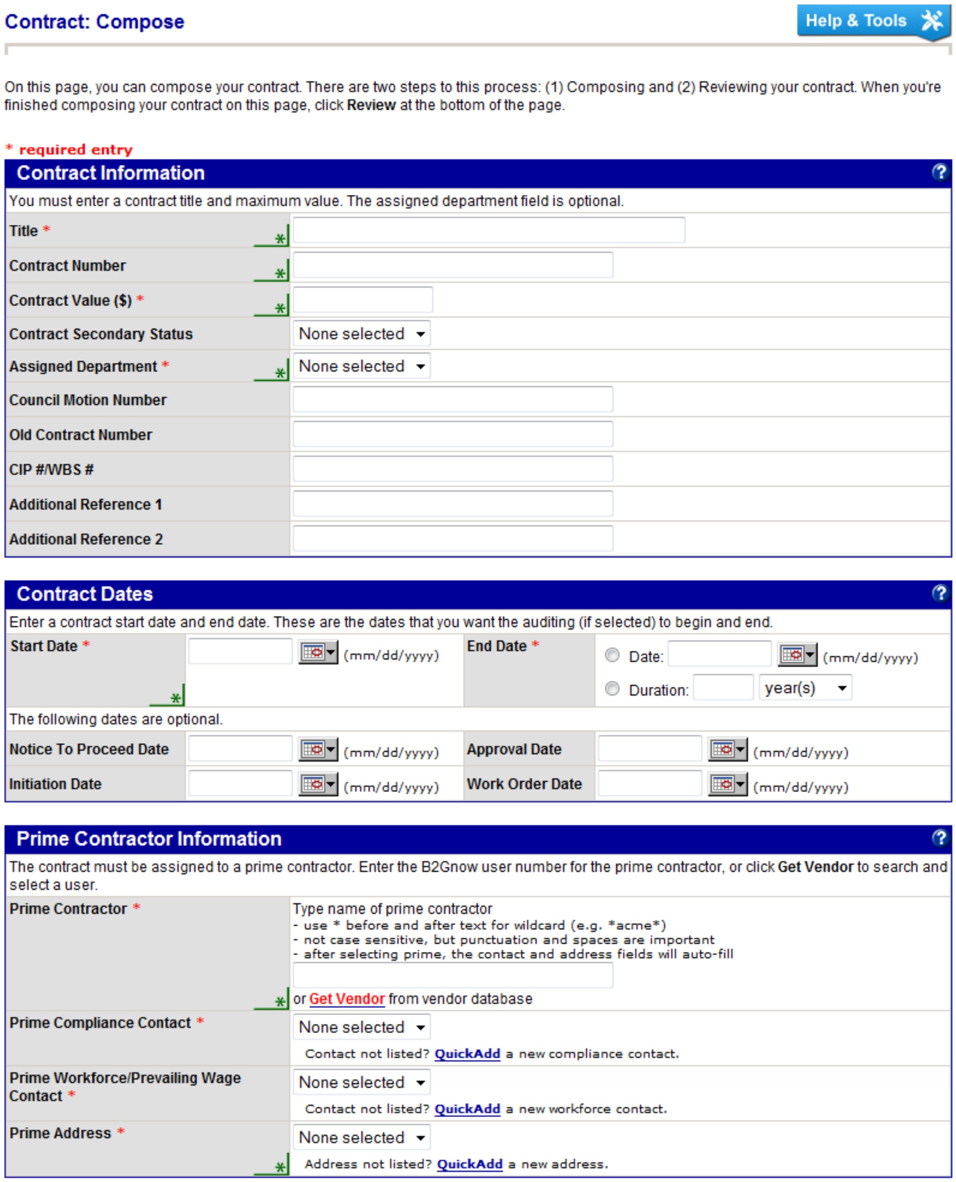
The CCO plays a critical role in the system by managing the contract record. The CCO is responsible for making sure that contract data has been imported or entered correctly into NYSCS. Once the contract record is configured in the system, the CCO monitors contract audits and data to guarantee that accurate 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

On this page, you can compose your contract. There are two steps to this process: (1) Composing and (2) Reviewing your contract. When you're finished composing your contract on this page, click **Review** at the bottom of the page.

* required entry

Contract Information

You must enter a contract title and maximum value. The assigned department field is optional.

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 date. These are the dates that you want the auditing (if selected) to begin and end.

Start Date *	(mm/dd/yyyy)	**End Date** *	Date: (mm/dd/yyyy) Duration: year(s)

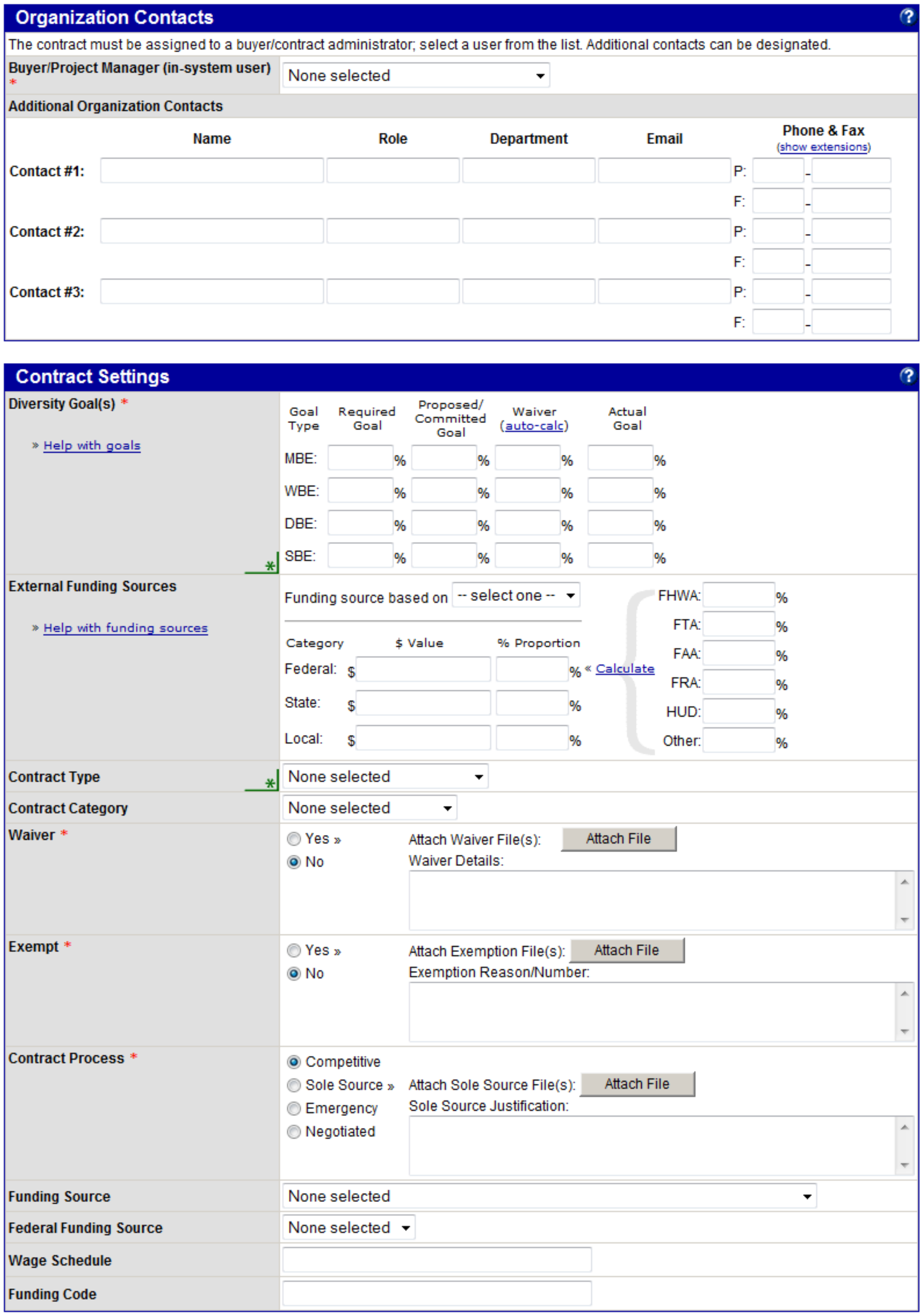
The following dates are optional.

Notice To Proceed Date	(mm/dd/yyyy)	**Approval Date**	(mm/dd/yyyy)
Initiation Date	(mm/dd/yyyy)	**Work Order Date**	(mm/dd/yyyy)

Prime Contractor Information

The contract must be assigned to a prime contractor. Enter the B2Gnow user number for the prime contractor, or click **Get Vendor** to search and select a user.

Prime Contractor *	Type name of prime contractor - 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 Get Vendor from vendor database
Prime Compliance Contact *	None selected Contact not listed? QuickAdd a new compliance contact.
Prime Workforce/Prevailing Wage Contact *	None selected Contact not listed? QuickAdd a new workforce contact.
Prime Address *	None selected Address not listed? QuickAdd a new address.



Organization Contacts

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) * — None selected

Additional Organization Contacts

	Name	Role	Department	Email	Phone & Fax (show extensions)
Contact #1:					P: - F: -
Contact #2:					P: - F: -
Contact #3:					P: - F: -

Contract Settings

Diversity Goal(s) *

» Help with goals

Goal Type	Required Goal	Proposed/ Committed Goal	Waiver (auto-calc)	Actual Goal
MBE:	%	%	%	%
WBE:	%	%	%	%
DBE:	%	%	%	%
SBE:	%	%	%	%

External Funding Sources

» Help with funding sources

Funding source based on -- select one --

Category	$ Value	% Proportion
Federal:	$	% « Calculate
State:	$	%
Local:	$	%

FHWA: % FTA: % FAA: % FRA: % HUD: % Other: %

Contract Type — None selected

Contract Category — None selected

Waiver * — Yes » / No — Attach Waiver File(s): Attach File — Waiver Details:

Exempt * — Yes » / No — Attach Exemption File(s): Attach File — Exemption Reason/Number:

Contract Process * — Competitive / Sole Source » / Emergency / Negotiated — Attach Sole Source File(s): Attach File — Sole Source Justification:

Funding Source — None selected

Federal Funding Source — None selected

Wage Schedule

Funding Code

NOTE: Not all fields are displayed in the sample.

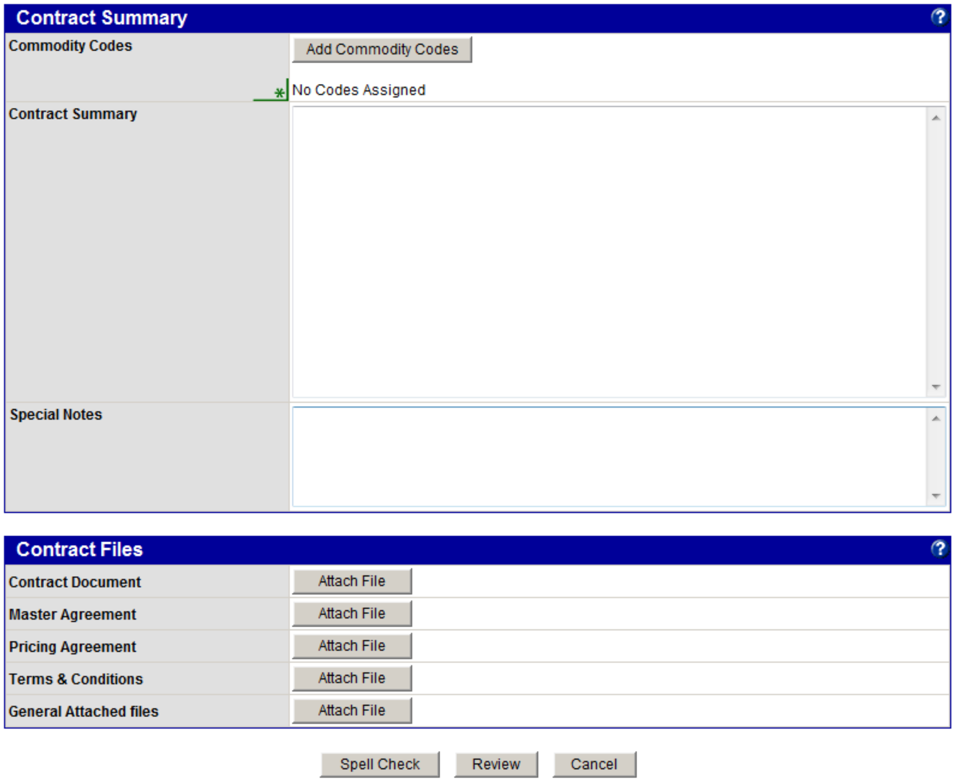
Compliance Audit Settings

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 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) and ending (mm/dd/yyyy) . (Audit period interval cannot be changed once contract is created.)
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.



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

Searching for and viewing contracts

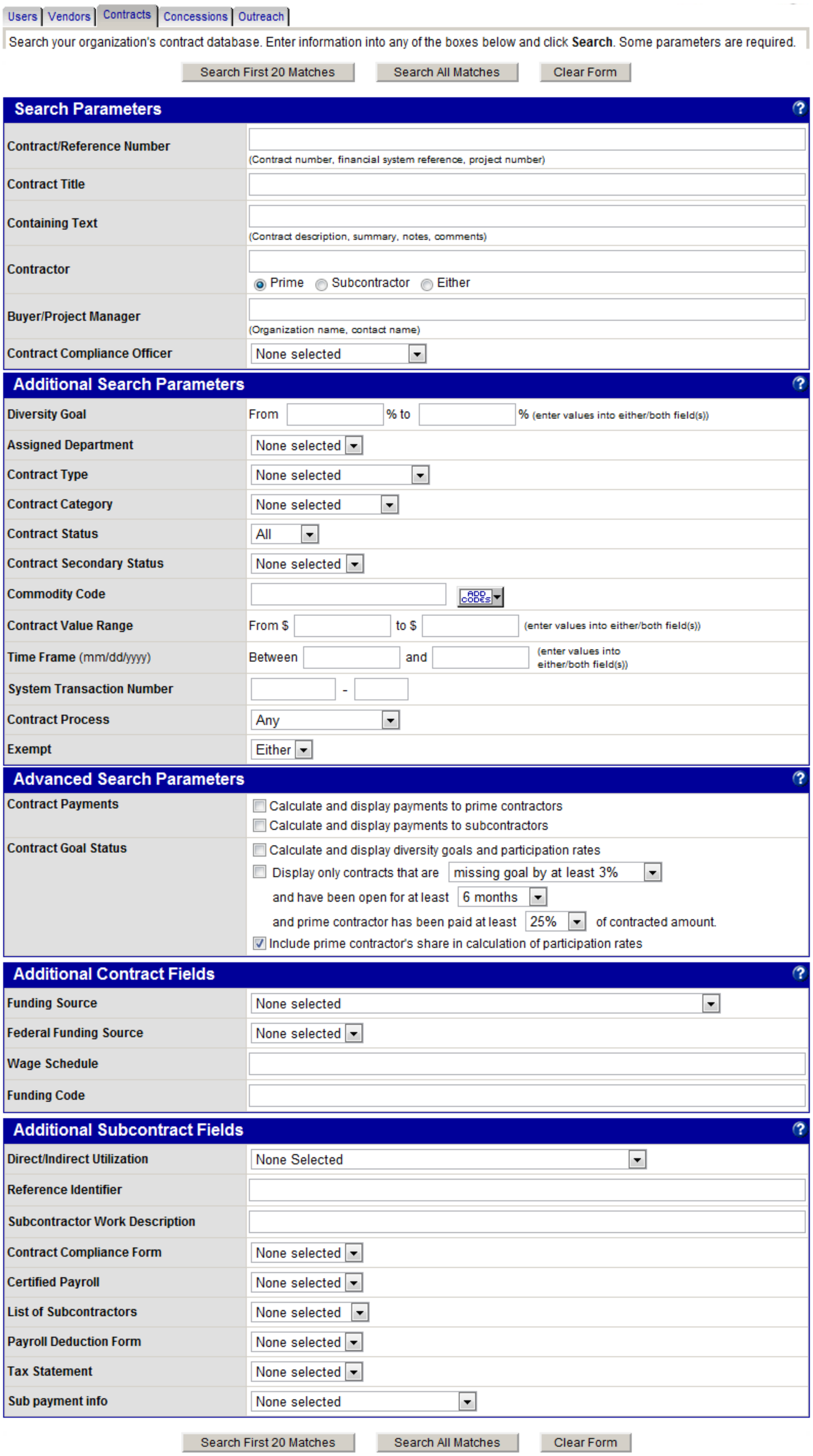
You can complete a search for your contracts or quickly view your contract list. After locating the contract you want to work with, you can open it to view and update the contract details.

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**.
2. Enter or select search parameters. For search tips, see Chapter 1 – System Overview: Tips for performing searches.



Users | Vendors | Contracts | Concessions | Outreach

Search your organization's contract database. Enter information into any of the boxes below and click **Search**. Some parameters are required.

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	ADD CODES
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

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 #.**

To resort, click on column title.

Contract Number	Contract Title	Prime Contractor	Contract Amount & End Date	System Transaction #
	All	All	ALL	All
100010001	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 column title.

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

1 - 1 of **1** record displayed: **Page** 1

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

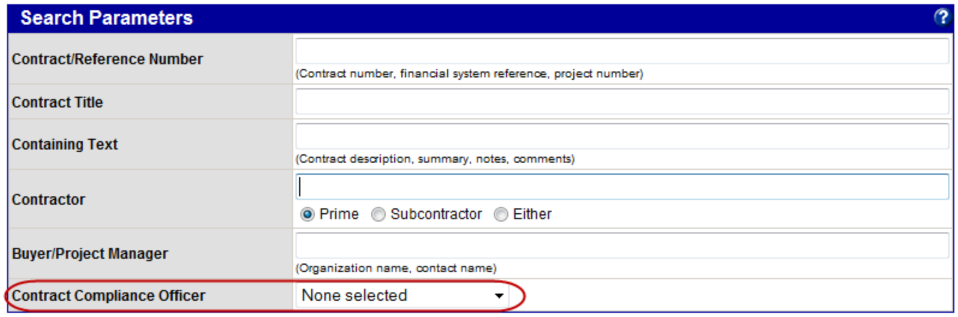
NOTE: If you selected the contract goal status search parameter, the button is **Send Not Meeting Goal Letters**.

4. 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.

6. 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.



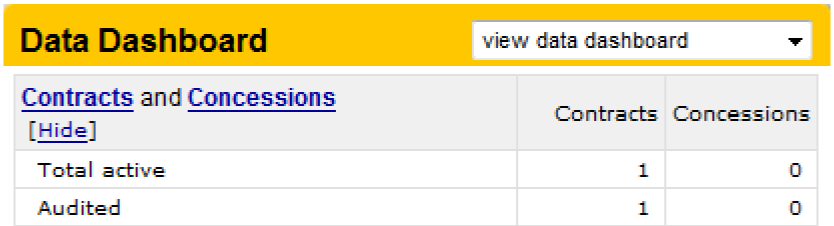
3. Click **Search All Matches**.
   A list of your contracts display. You can click a title to view more information about a specific contract.

Viewing your contract list

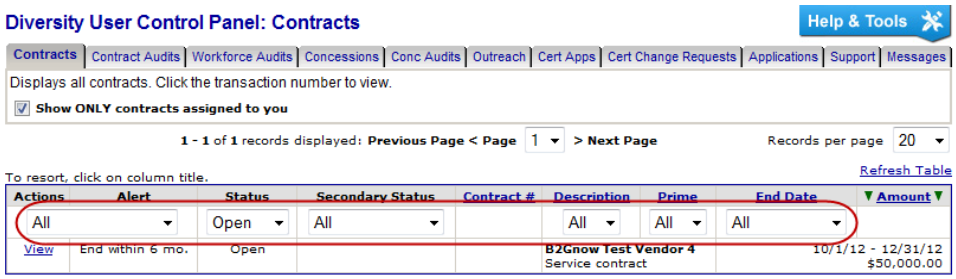
From the Data Dashboard, you can easily view information about your contracts, such as the number of active contracts and audits. You can also access the Diversity User Control Panel: Contracts page to view and sort through your contract list.

To view your contract list and contract details

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



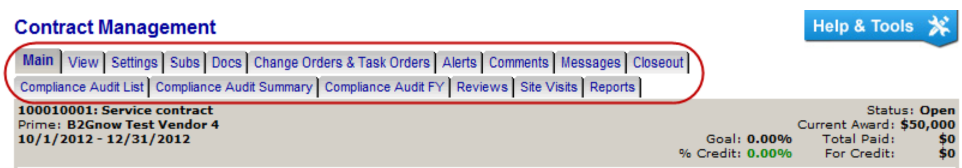
2. Use the lists to filter the number of contracts that display.



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

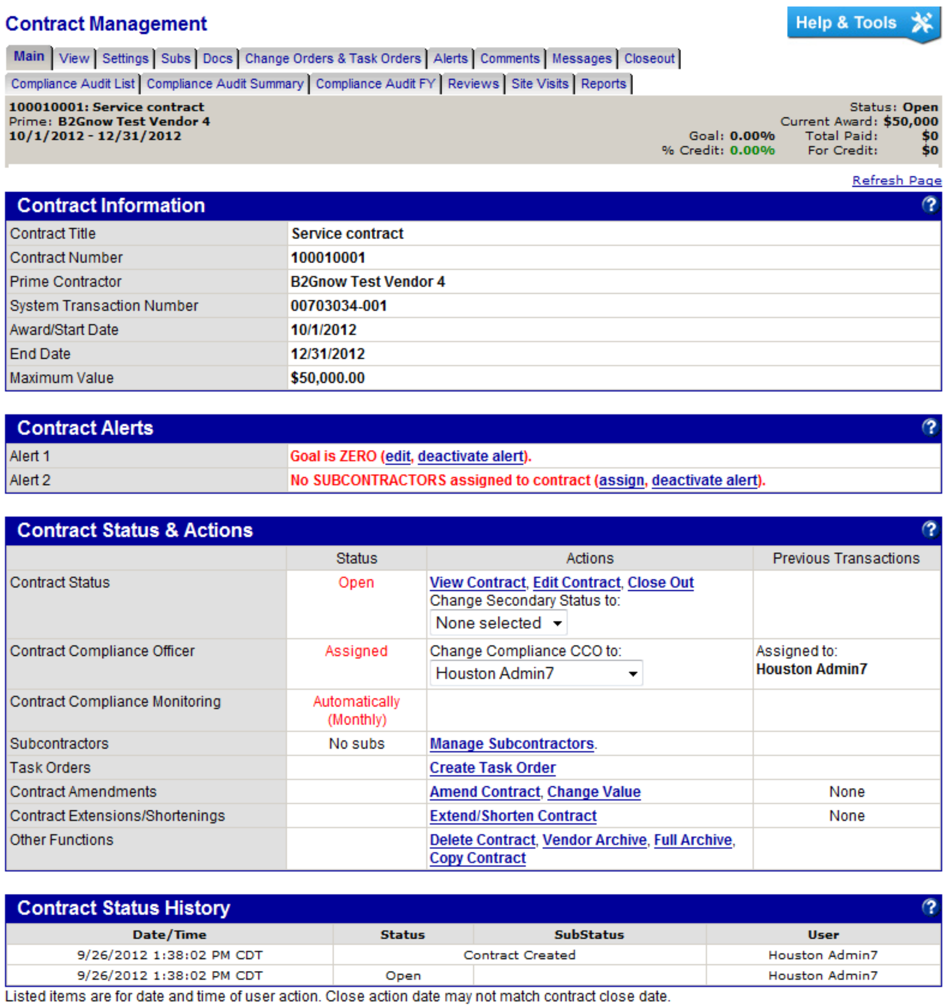
Working with the Contract Management page

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.



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.



Contract Management

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: **Open**
Current Award: **$50,000**
Goal: **0.00%** Total Paid: **$0**
% Credit: **0.00%** For Credit: **$0**

Refresh Page

Contract Information

Contract Title	**Service contract**
Contract Number	**100010001**
Prime Contractor	**B2Gnow Test Vendor 4**
System Transaction Number	**00703034-001**
Award/Start Date	**10/1/2012**
End Date	**12/31/2012**
Maximum Value	**$50,000.00**

Contract Alerts

Alert 1	Goal is ZERO (edit, deactivate alert).
Alert 2	No SUBCONTRACTORS assigned to contract (assign, deactivate alert).

Contract Status & Actions

	Status	Actions	Previous Transactions
Contract Status	Open	View Contract, Edit Contract, Close Out Change Secondary Status to: None selected	
Contract Compliance Officer	Assigned	Change Compliance CCO to: Houston Admin7	Assigned to: **Houston Admin7**
Contract Compliance Monitoring	Automatically (Monthly)		
Subcontractors	No subs	Manage Subcontractors.	
Task Orders		Create Task Order	
Contract Amendments		Amend Contract, Change Value	None
Contract Extensions/Shortenings		Extend/Shorten Contract	None
Other Functions		Delete Contract, Vendor Archive, Full Archive, Copy Contract	

Contract Status History

Date/Time	Status	SubStatus	User
9/26/2012 1:38:02 PM CDT		Contract Created	Houston Admin7
9/26/2012 1:38:02 PM CDT	Open		Houston Admin7

Listed items are for date and time of user action. Close action date may not match contract close date.

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.

Contract: View 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: **Open**
Current Award: **$50,000**
Goal: **0.00%** Total Paid: **$0**
% Credit: **0.00%** For Credit: **$0**

This is a detailed listing of the Contract.

Contract Information	
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			
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	
Vendor Name	B2Gnow Test Vendor 4
System Vendor Number	20018259
Vendor Compliance Contact Person	Justin Talbot-Stern
Phone	602-325-9277
Fax	602-325-9277
Email	b2gnowtest4@b2gnow.com
Address	5025 N Central Ave., #494 Phoenix, AZ 85012

Prime Contractor Information - Original Data	
Vendor Name	B2Gnow Test Vendor 4
Vendor Contact Person	Justin Talbot-Stern
Phone	602-325-9277
Fax	602-325-9277
Email	b2gnowtest4@b2gnow.com

Buyer/Project Manager Information	
Organization/Department	CS
System User Number	10000005-001
Division	
Project Manager Contact Person	Contract Administrator
System User Number	
Phone	713-123-1232
Fax	713-123-1233
Email	department5@cityofhouston.net
Address	City Hall Building Concourse Level 901 Bagby Suite B-113 Houston, TX 77002

Additional Organization Contacts			
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% 0.000% DBE: 0.000% 0.000% 0.000% 0.000% SBE: 0.000% 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	

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%	0.000%
DBE:	0.000%	0.000%	0.000%	0.000%
SBE:	0.000%	0.000%	0.000%	0.000%
Total Goal:	30.000%	0.000%	0.000%	0.000%

Compliance Audit Settings	
Compliance Tracking	Yes - Submission of contract compliance reports will be required.
Contract Compliance Audit	Automatically - create audits every month starting from award/start date and ending when contract is manually closed.
Payments to Prime Contractor	Entered by staff or from financial system
Payments to Subcontractors	Self-reported online by prime contractor; only prime can report subcontractor payments at all tiers
Confirmation by Subcontractors	Yes - subcontractors will be contacted to confirm payment amounts
Subcontractor Zero Payment Auto-Confirmation	No - zero value payments must be confirmed by subcontractors
Require Reporting of Sub Paid Date	Yes - subcontractor paid date will be required.
Collect Retainage Information	Yes - subcontractors will be able to report retainage information.
Allow Sub to Designate Final Payment	Yes - subcontractor can designate their final payment.

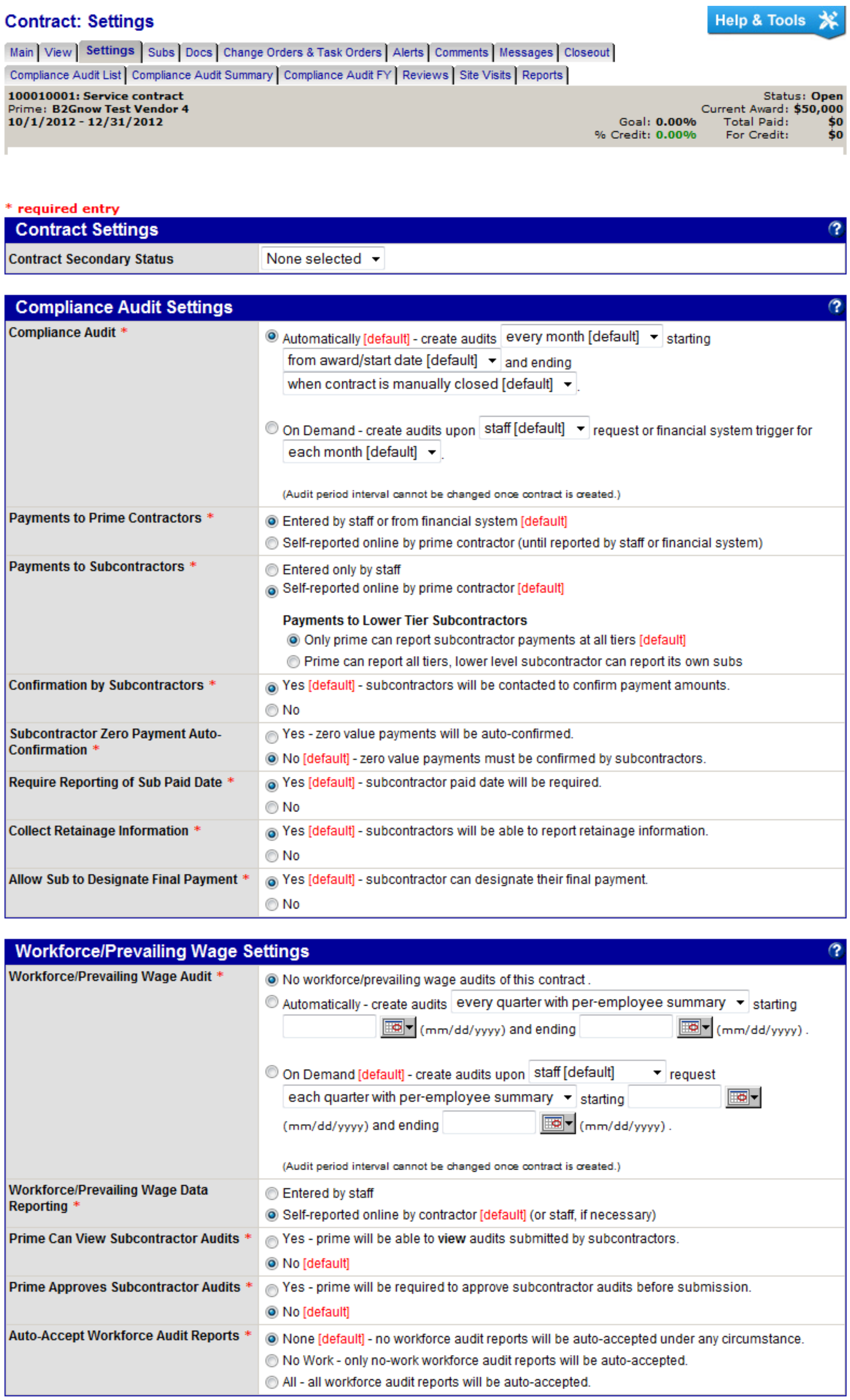
Workforce/Prevailing Wage Settings	
Workforce Tracking	No

Contract Summary	
Commodity Codes	
Contract Summary	
Special Notes	

Contract Files	
Contract File(s)	View Attachments

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: **Open**
Current Award: **$50,000**
Goal: **0.00%** Total Paid: **$0**
% Credit: **0.00%** For Credit: **$0**

* required entry

Contract Settings

Contract Secondary Status	None selected

Compliance Audit Settings

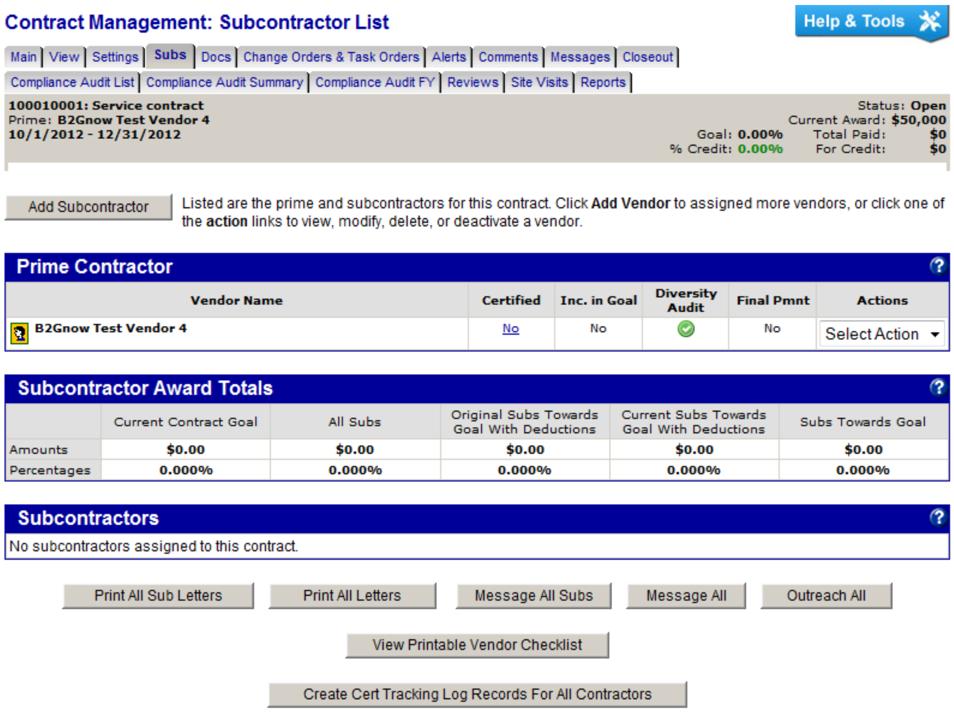
Compliance Audit *	Automatically [default] - create audits every month [default] starting from award/start date [default] and ending when contract is manually closed [default]. On Demand - create audits upon staff [default] request or financial system trigger for each month [default]. (Audit period interval 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] 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

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) and ending (mm/dd/yyyy) . (Audit period interval cannot be changed once contract is created.)
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.

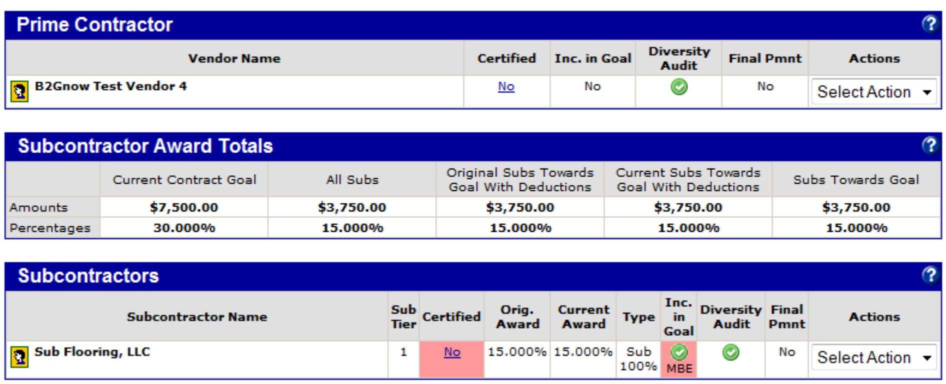
Managing subcontractors

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



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.

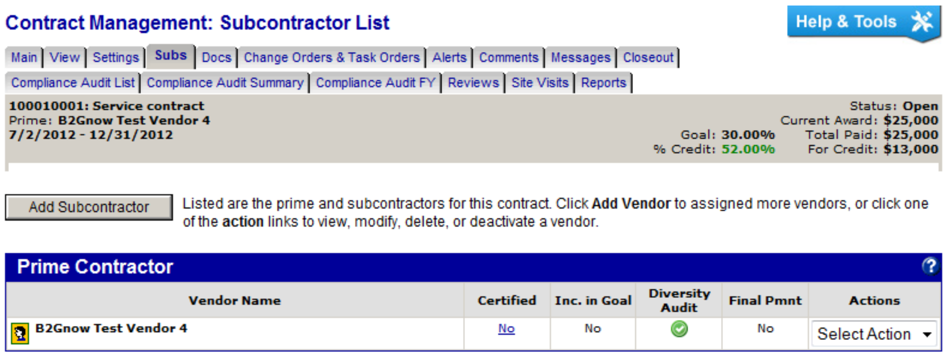


Adding a subcontractor to a contract

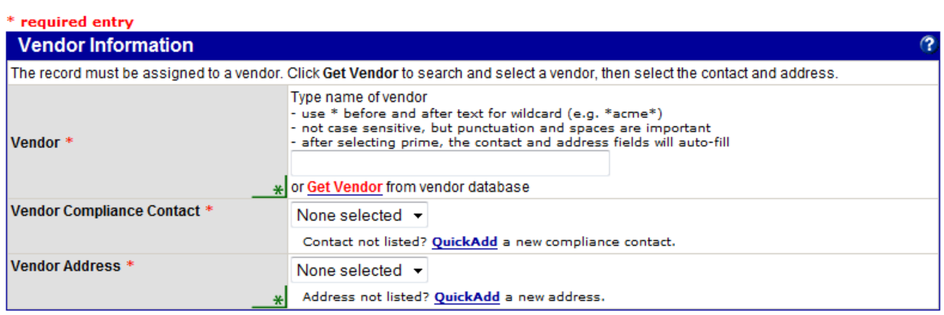
You can add multiple subcontractors to contracts.

To add a subcontractor to a contract

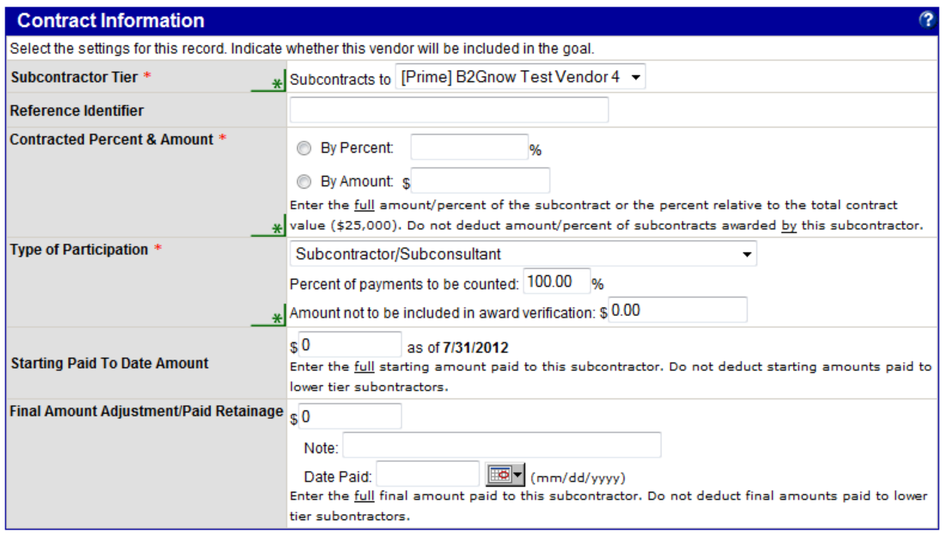
1. From the **Contract Management** page, click the **Subs** tab.
2. Click the **Add Subcontractor** button.



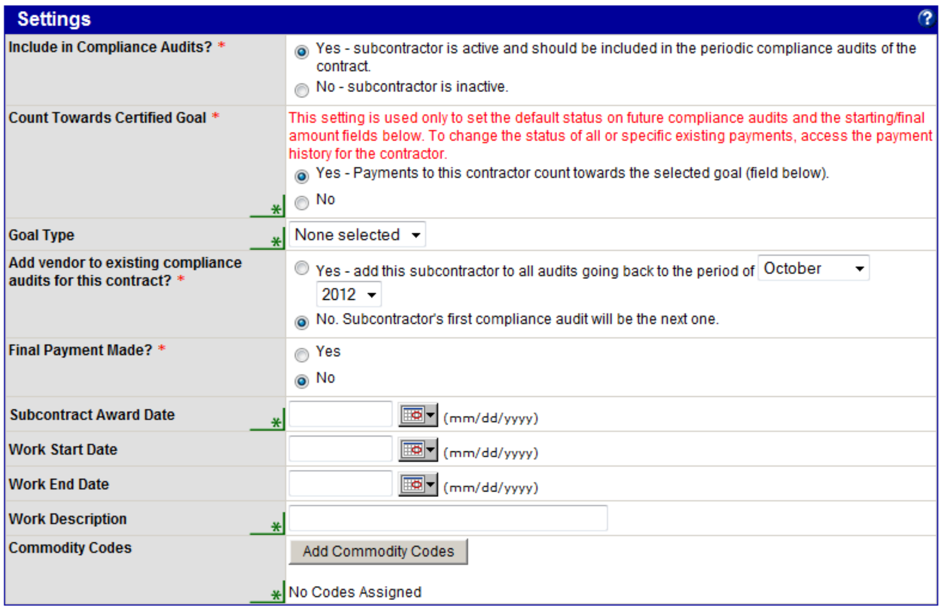
3. In the **Vendor** field, type the name of the vendor and select it from the list, or click **Get Vendor** and complete a search for the firm.
   - **Vendor:** Select a vendor to auto-populate vendor information.
   - **Vendor Compliance Contact:** Select a compliance contact.
   - **Vendor Address**: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



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.



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.



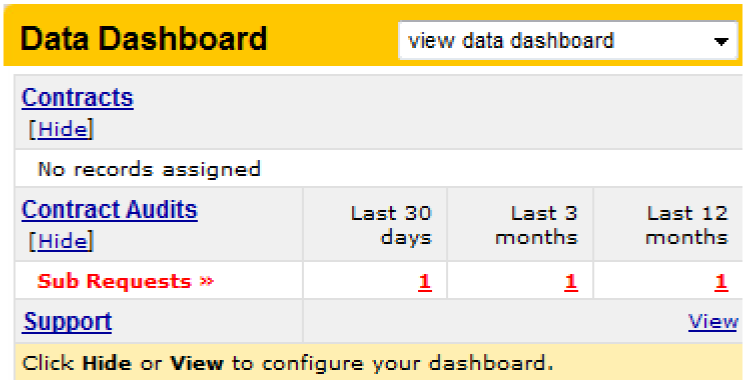
6. Click **Review** and verify the information.
7. Click **Save**.

Approving subcontractor requests

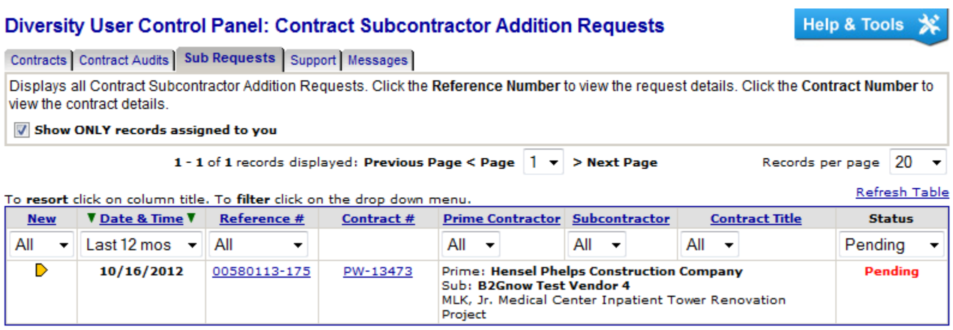
Your organization may permit prime contractors to self-request additional subcontractors. Prime contractors can search the vendor directory and indicate how they intend to utilize each subcontractor. If you have the authority, you can either accept or deny the request. If not, you can record your recommendation.

To approve a subcontractor request

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



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

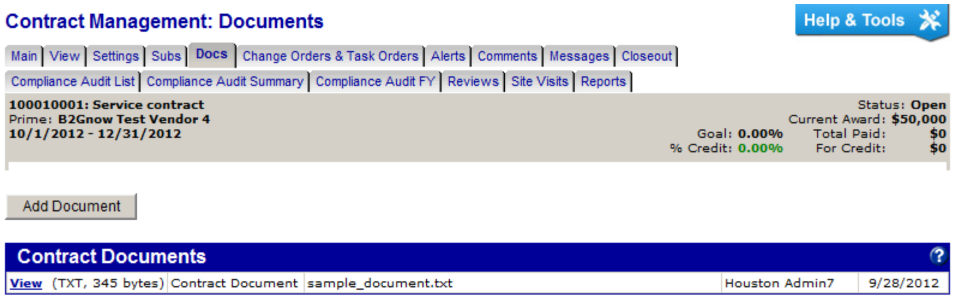


4. Review the request.
5. Click **Approve Request**.
6. Click **OK** to confirm you want to navigate to the next page to review and confirm the request.
7. Click **Review**.
8. Click **Save**.

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

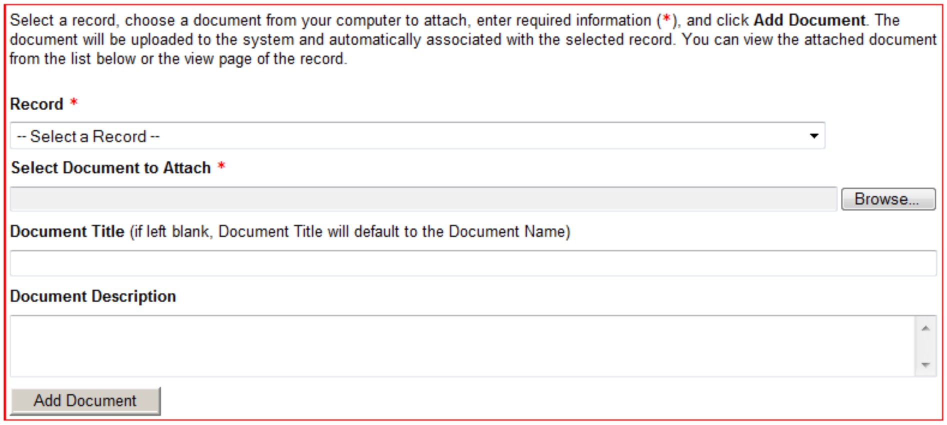
Managing documents

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



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.



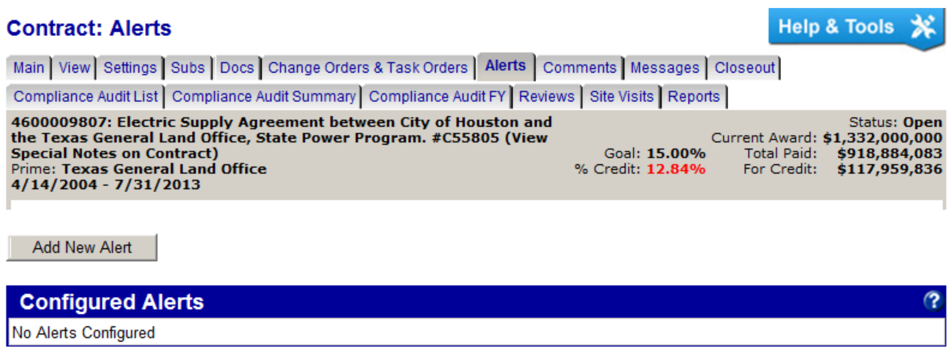
5. Click **Browse**, and then locate and select the file.
6. In the **Document Title** and **Document Description** fields, enter the title and a description of the document.
7. Click **Add Document**.
8. Click **OK**.

Managing contract alerts

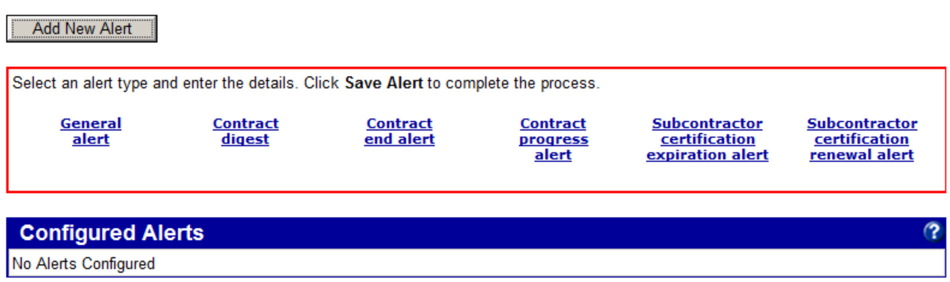
On the **Contract: Alerts** page, you can add alerts for contracts and subcontractors. After you add alerts, you can view, edit, or delete them.

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**.



4. Select the type of alert you want to configure.
   Depending on the type of alert you selected, different fields display.

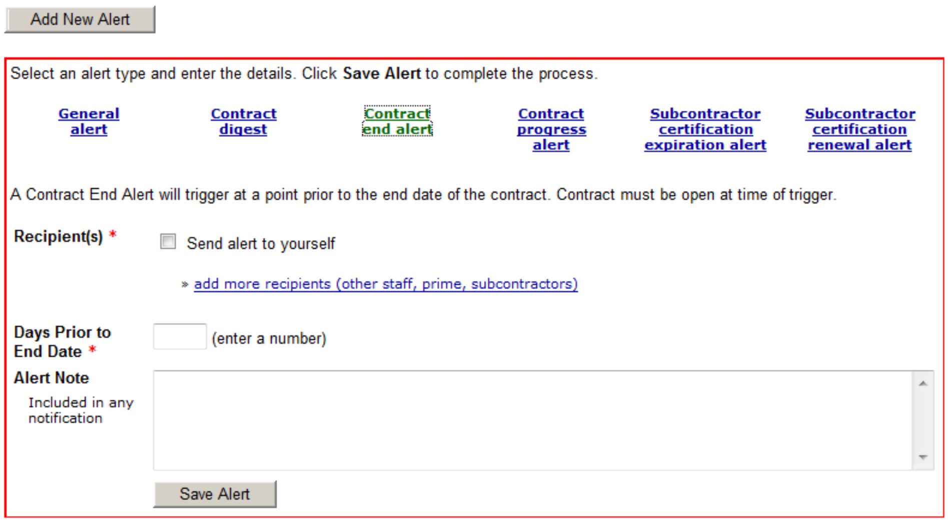


5. To configure a general alert, click **General alert**, and then complete the following:

   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.

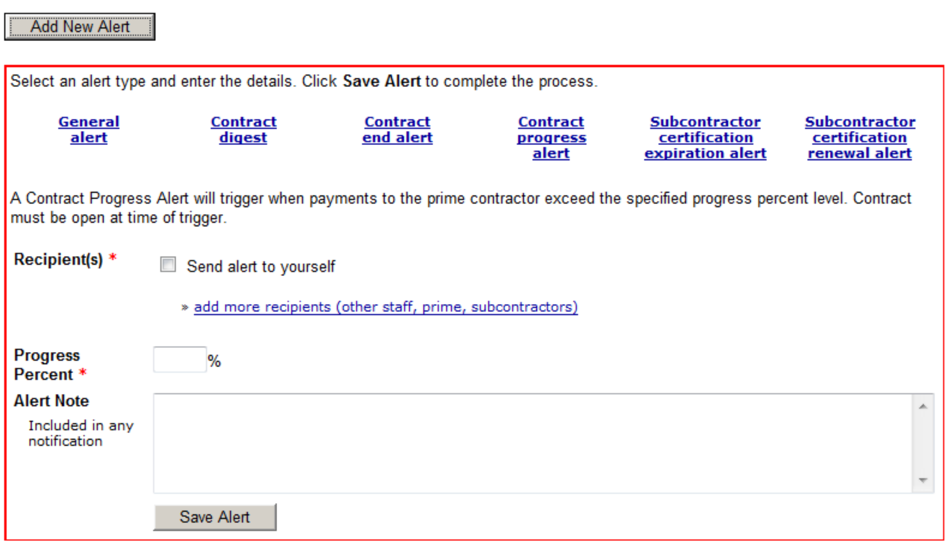
6. To configure an alert prior to the end of the contract, click **Contract end alert**, and then complete the following:

   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.



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.



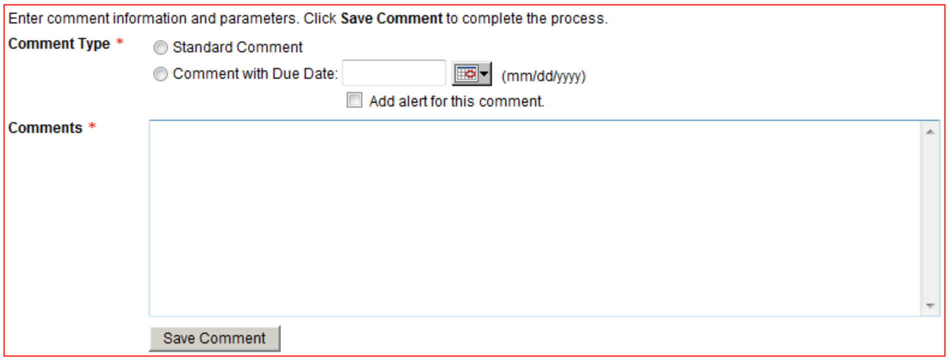
8. Click **Save Alert**.

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.

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**.



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

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

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.

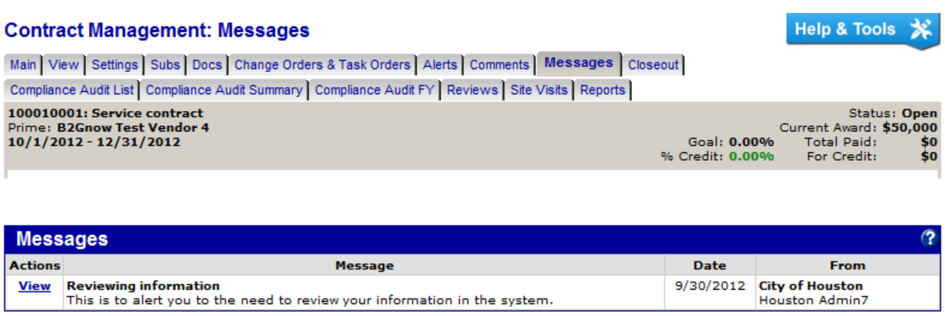
Comments

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.	Edit Delete Calendar
Houston Admin7	11/26/2012 1:19:35 AM CST	-	Reviewed subcontractor amount on 9/28.	Edit 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.



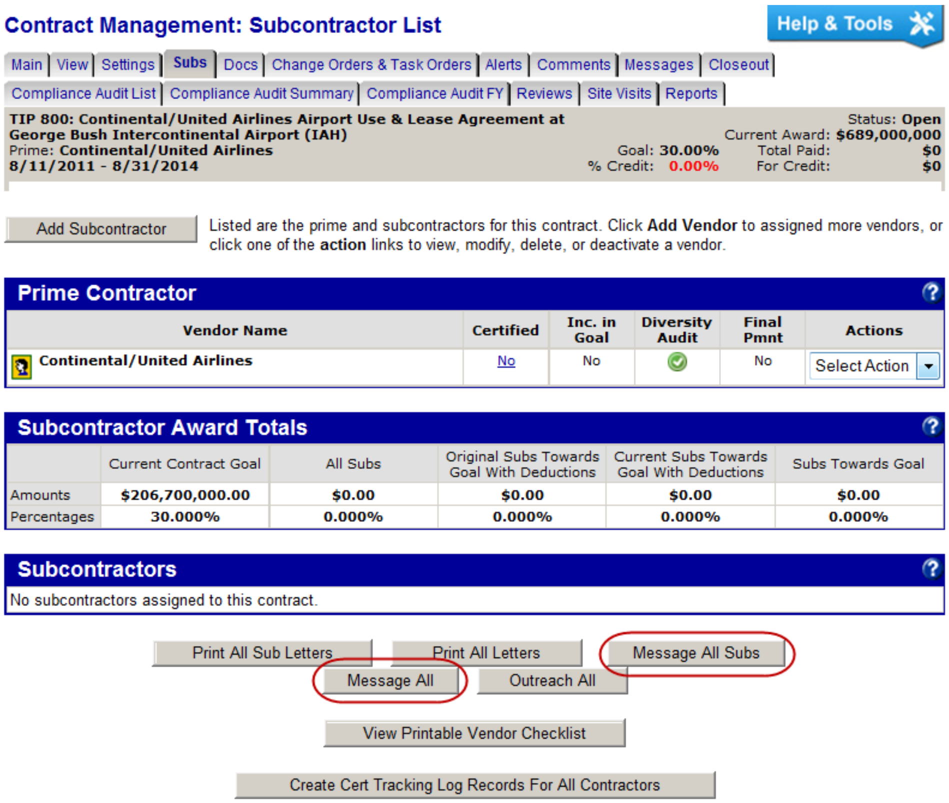
Sending messages

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.

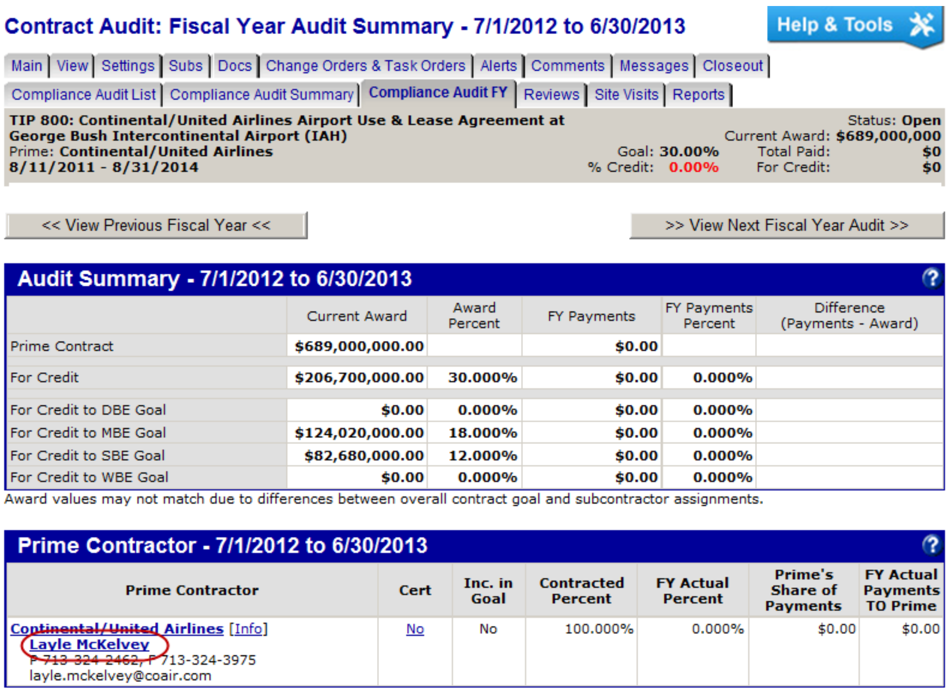
You can send messages as you navigate through a contract by clicking a contact's name if it displays as a hyperlink or using the Messages buttons that display at the bottom of a page.

Examples:

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



- 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.



Contract Audit: Fiscal Year Audit Summary - 7/1/2012 to 6/30/2013

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

TIP 800: Continental/United Airlines Airport Use & Lease Agreement at George Bush Intercontinental Airport (IAH)
Prime: Continental/United Airlines
8/11/2011 - 8/31/2014

Goal: 30.00%
% Credit: 0.00%

Status: Open
Current Award: $689,000,000
Total Paid: $0
For Credit: $0

<< View Previous Fiscal Year <<

>> View Next Fiscal Year Audit >>

Audit Summary - 7/1/2012 to 6/30/2013

	Current Award	Award Percent	FY Payments	FY Payments Percent	Difference (Payments - Award)
Prime Contract	$689,000,000.00		$0.00		
For Credit	$206,700,000.00	30.000%	$0.00	0.000%	
For Credit to DBE Goal	$0.00	0.000%	$0.00	0.000%	
For Credit to MBE Goal	$124,020,000.00	18.000%	$0.00	0.000%	
For Credit to SBE Goal	$82,680,000.00	12.000%	$0.00	0.000%	
For Credit to WBE Goal	$0.00	0.000%	$0.00	0.000%	

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

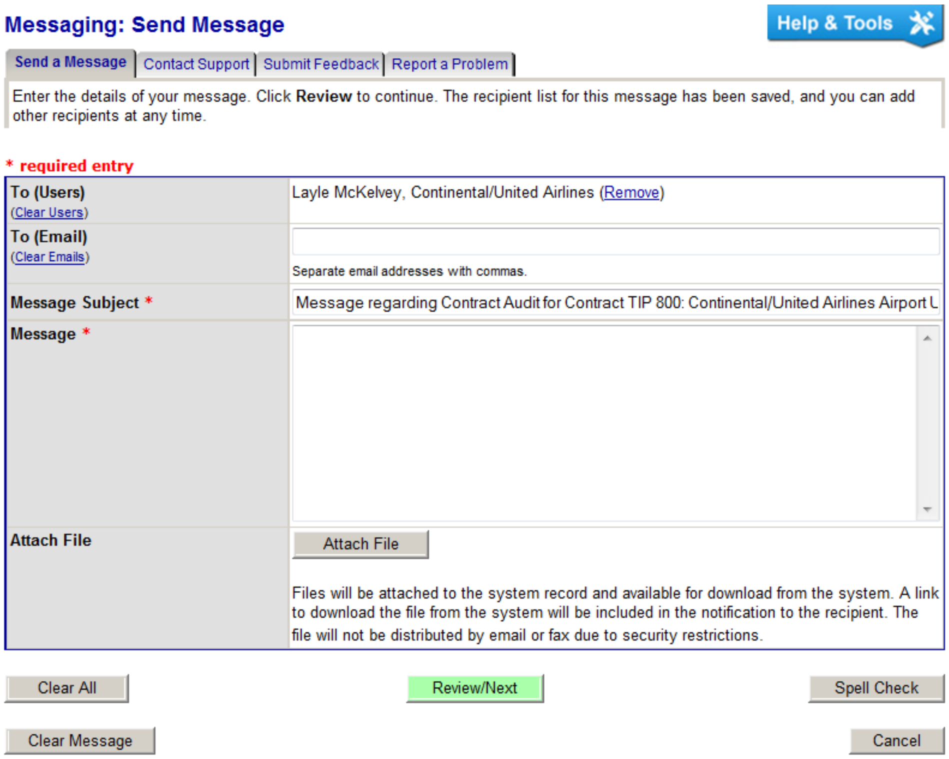
Prime Contractor - 7/1/2012 to 6/30/2013

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 P 713-324-2462, F 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**.



5. Click **Send**.

WARNING: Sent messages cannot be deleted or recalled.

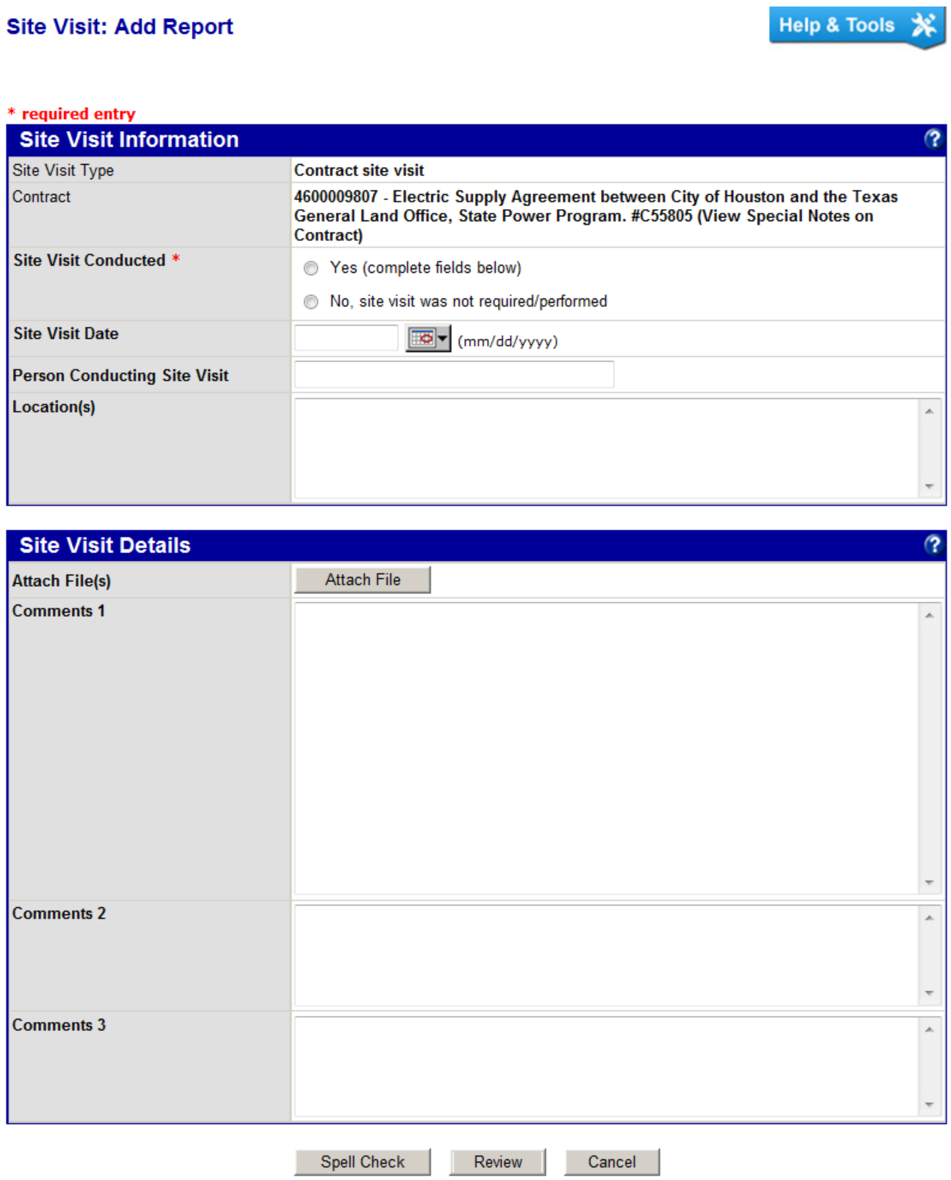
Managing site visit reports

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.

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.



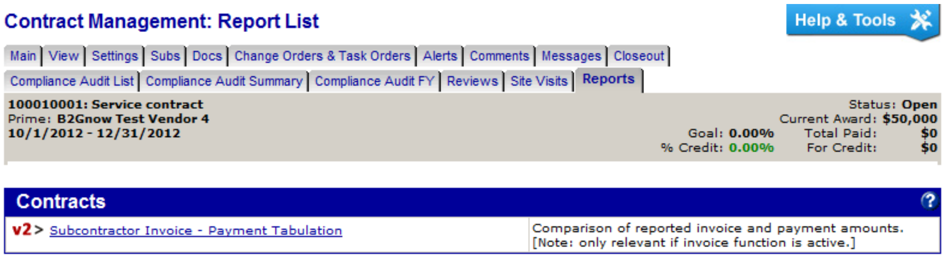
4. To specify details about a site visit, complete the following:

   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**.

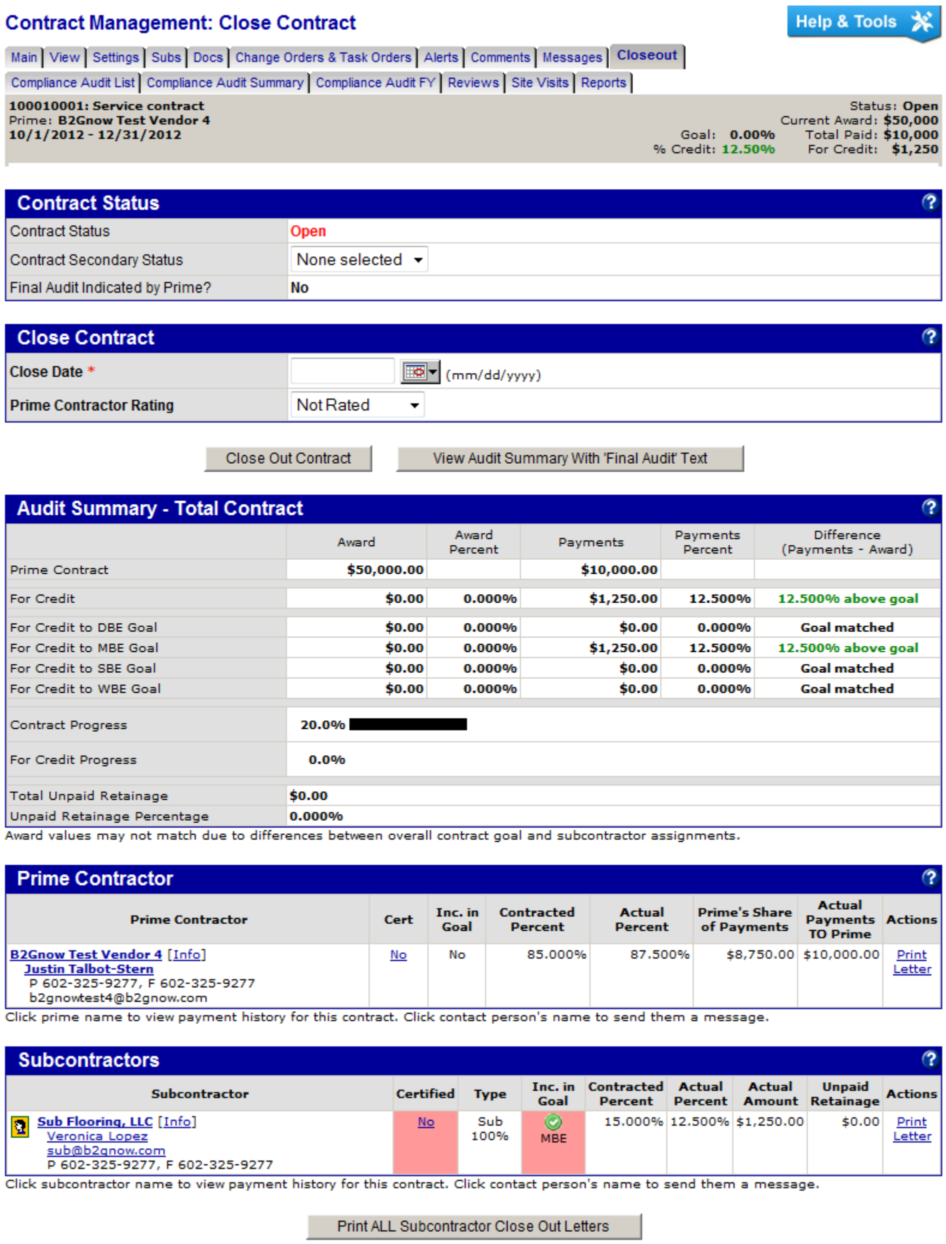
Running reports

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.



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.



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	3	7	8
Incomplete Audits »	1	1	1
Closeouts/Final »	1	1	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	
Close Date *	(mm/dd/yyyy)
Prime Contractor Rating	Not Rated

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.

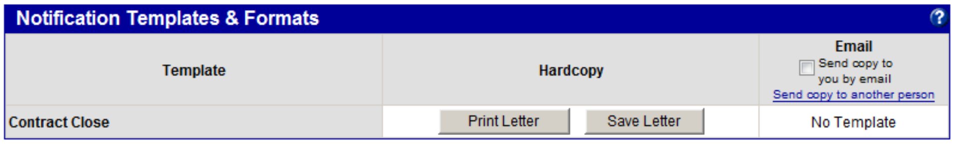
Subcontractors

Subcontractor	Certified	Type	Inc. in Goal	Contracted Percent	Actual Percent	Actual Amount	Unpaid Retainage	Actions
B2Gnow Test Vendor 7 [Info] Waylon Smith b2gnowtestvendor7@b2gnow.com P 602-325-9277, F 602-325-9722		Sub 100%	MBE	20.000%	20.000%	$20,000.00	$0.00	Print Letter
Sub Flooring, LLC [Info] Veronica Lopez sub@b2gnow.com P 602-325-9277, F 602-325-9277		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.

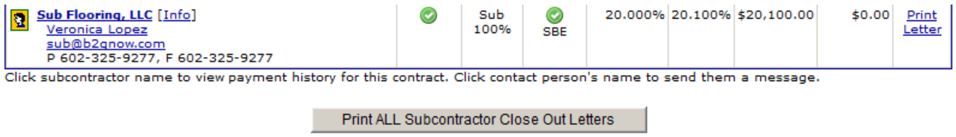
4. Review and edit information, if necessary.

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

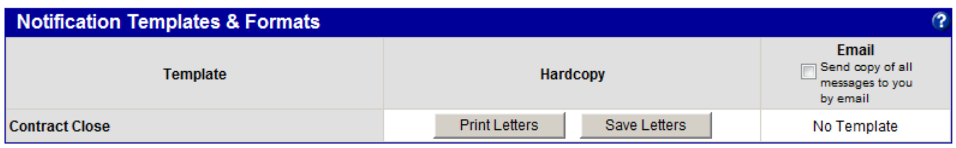


To generate all letters

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**.



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



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

Sample Contract Close Letter

CITY OF HOUSTON

Office of the Mayor

Bill White

Mayor

Velma Laws
Director
Affirmative Action and
Contract Compliance Division
P.O. Box 1562,
Houston, Texas 77251-1562

T. 713.837.9000
F. 713.837.9050
www.houstontx.gov

September 19, 2006

Marcus Tamez
Standard Cement Materials, Inc.
5710 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 Houston's 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 you do not respond within five (5) days, we will accept the amount reported by your Prime contractor as the correct amount paid to 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? $__________________
- When do you expect to receive it? ______________________

Zonia Davila
Contract Compliance Officer

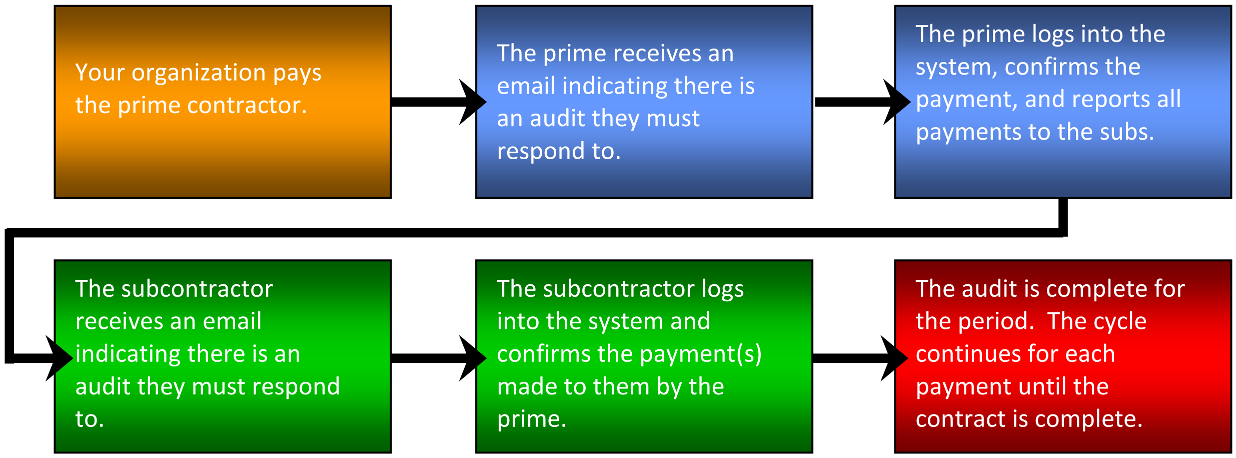
____
Company Officer

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 zonia.davila@cityofhouston.net.

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.

Contract Management: Audit History

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

4600009807: Electric Supply Agreement between City of Houston and the Texas General Land Office, State Power Program. #C55805 (View Special Notes on Contract)
Prime: **Texas General Land Office**
4/14/2004 - 7/31/2013

Status: **Open**
Current Award: **$1,332,000,000**
Goal: **15.00%** Total Paid: **$918,884,083**
% Credit: **12.84%** For Credit: **$117,959,836**

Audit History

Audit Period	Date Posted	Paid To Prime	Total Lines	Reported By Prime		Not Reported By Prime	Confirmed By Sub		Not Confirmed By Sub		Disputed By 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 Audit
Sep 2012	10/1/2012	$10,858,804	6	6	$503,044	0	6	$503,044	0	$0	0	$0	View Audit
Aug 2012	9/3/2012	$10,843,982	6	6	$0	0	6	$0	0	$0	0	$0	View Audit
Jul 2012	8/1/2012	$7,187,383	6	6	$0	0	6	$0	0	$0	0	$0	View Audit
Jun 2012	7/2/2012	$15,762,784	6	6	$0	0	6	$0	0	$0	0	$0	View Audit
May 2012	6/1/2012	$10,847,706	6	6	$1,187,120	0	6	$1,187,120	0	$0	0	$0	View Audit
Apr 2012	5/1/2012	$11,092,510	6	6	$1,435,140	0	6	$1,435,140	0	$0	0	$0	View Audit
Mar 2012	4/2/2012	$10,644,362	6	6	$1,848,528	0	6	$1,848,528	0	$0	0	$0	View Audit
Feb 2012	3/1/2012	$10,570,634	6	6	$891,450	0	6	$891,450	0	$0	0	$0	View Audit
Jan 2012	2/1/2012	Not reported	6	6	$593,460	0	6	$593,460	0	$0	0	$0	View Audit
Dec 2011	1/2/2012	$10,835,249	6	6	$2,020,956	0	6	$2,020,956	0	$0	0	$0	View Audit
Nov 2011	12/1/2011	$9,028,896	6	6	$1,442,070	0	6	$1,442,070	0	$0	0	$0	View Audit
Oct 2011	11/1/2011	$14,505,970	6	6	$1,441,440	0	6	$1,441,440	0	$0	0	$0	View Audit
Sep 2011	10/3/2011	$12,085,489	5	5	$1,148,616	0	5	$1,148,616	0	$0	0	$0	View Audit
Aug 2011	9/1/2011	$13,785,198	5	5	$0	0	5	$0	0	$0	0	$0	View Audit
Jul 2011	8/1/2011	$6,127,330	5	5	$550,480	0	5	$550,480	0	$0	0	$0	View Audit
Jun 2011	7/1/2011	Not reported	5	5	$626,472	0	5	$626,472	0	$0	0	$0	View Audit
May 2011	6/1/2011	$10,870,754	5	5	$1,494,360	0	5	$1,494,360	0	$0	0	$0	View Audit
Apr 2011	5/2/2011	$10,299,391	5	5	$1,496,250	0	5	$1,496,250	0	$0	0	$0	View Audit
Mar 2011	4/1/2011	$11,743,480	5	5	$663,780	0	5	$663,780	0	$0	0	$0	View Audit
Feb 2011	3/1/2011	$11,624,102	5	5	$1,450,200	0	5	$1,450,200	0	$0	0	$0	View Audit
Jan 2011	2/1/2011	$6,870,501	5	5	$915,012	0	5	$915,012	0	$0	0	$0	View Audit
Dec 2010	1/3/2011	$10,083,523	5	5	$1,318,912	0	5	$1,318,912	0	$0	0	$0	View Audit
Nov 2010	12/1/2010	$10,097,139	5	5	$1,479,660	0	5	$1,479,660	0	$0	0	$0	View Audit
Oct 2010	11/1/2010	$12,454,724	5	5	$1,164,576	0	5	$1,164,576	0	$0	0	$0	View Audit
Sep 2010	10/1/2010	$8,363,111	5	5	$575,568	0	5	$575,568	0	$0	0	$0	View Audit
Aug 2010	9/1/2010	$18,056,405	5	5	$0	0	5	$0	0	$0	0	$0	View Audit
Jul 2010	8/2/2010	$2,128,674	5	5	$1,431,570	0	5	$1,431,570	0	$0	0	$0	View Audit
Jun 2010	7/1/2010	$17,757,475	5	5	$1,377,024	0	5	$1,377,024	0	$0	0	$0	View Audit
May 2010	6/1/2010	$10,028,507	5	5	$624,000	0	5	$624,000	0	$0	0	$0	View Audit
Apr 2010	5/3/2010	$11,407,265	5	5	$1,377,024	0	5	$1,377,024	0	$0	0	$0	View Audit
Mar 2010	4/1/2010	$12,849,454	5	5	$1,531,064	0	5	$1,531,064	0	$0	0	$0	View Audit
Feb 2010	3/1/2010	$11,131,066	5	5	$2,679,360	0	5	$2,679,360	0	$0	0	$0	View Audit
Jan 2010	2/1/2010	$12,675,339	5	5	$0	0	5	$0	0	$0	0	$0	View Audit
Dec 2009	1/1/2010	$10,531,623	5	5	$2,146,320	0	5	$2,146,320	0	$0	0	$0	View Audit

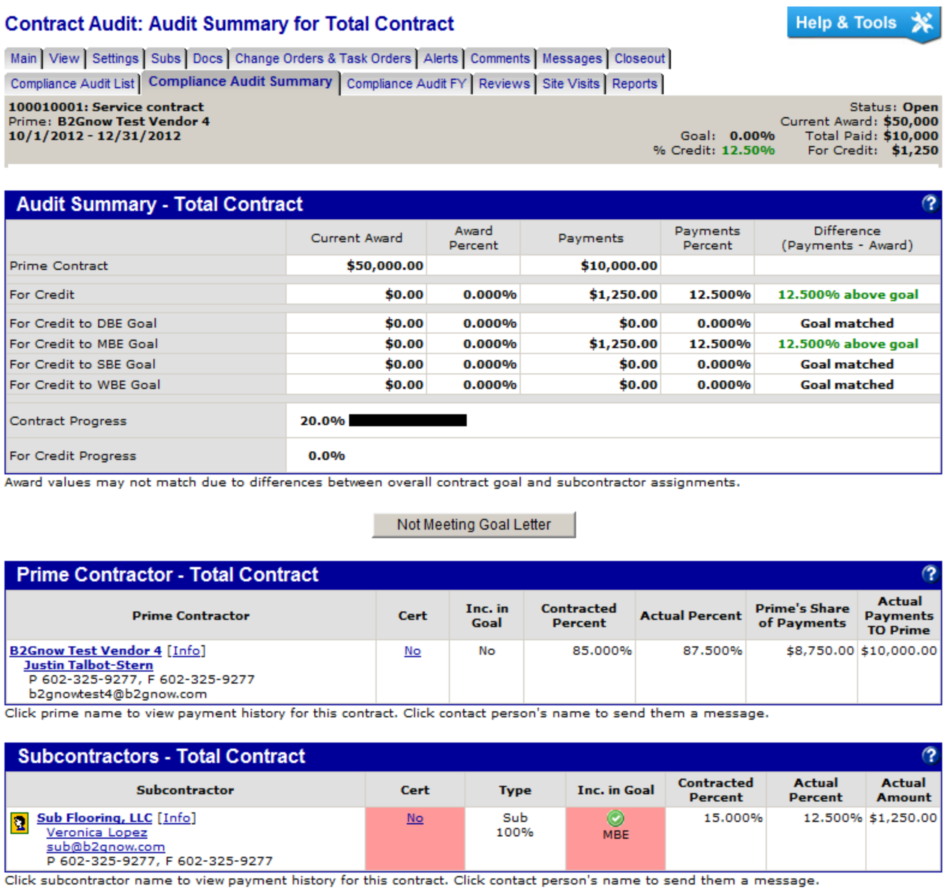
In the Audit History area, items marked in red indicate that information is incomplete or there are discrepancies. The following audit summary displays the payment information for a specific time period.

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.



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.

Audit Summary - Total Contract

	Current Award	Award Percent	Payments	Payments Percent	Difference (Payments - Award)
Prime Contract	$100,000.00		$100,000.00		
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%				

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

Not Meeting Goal Letter

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	
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 <<   >> View September 2012 Audit >>

Audit Summary - August 2012 and Totals To August 2012

	August 2012		Totals to August 2012	
	Payments	Percent	Payments	Percent
Contract Value & Goal		80.000%	$100,000.00	80.000%
Prime Contract	$23,250.00		$69,250.00	
For Credit	$100.00	0.430%	$100.00	0.144%
For Credit to DBE Goal	$0.00	0.000%	$0.00	0.000%
For Credit to MBE Goal	$0.00	0.000%	$0.00	0.000%
For Credit to SBE Goal	$100.00	0.430%	$100.00	0.144%
For Credit to WBE Goal	$0.00	0.000%	$0.00	0.000%

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.

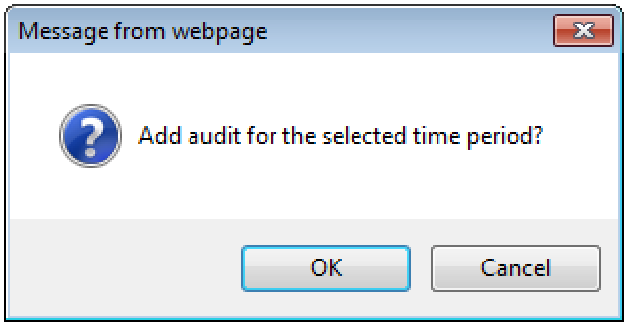
To add an audit

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

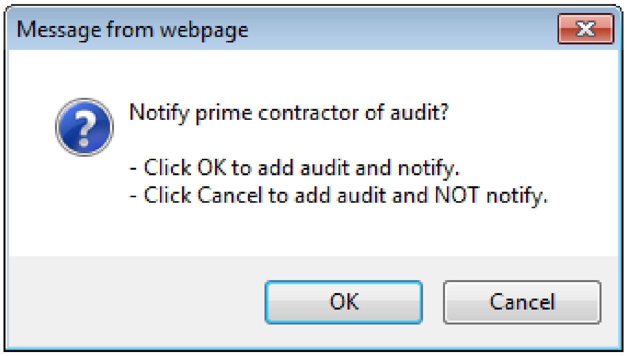
Audit History

Audit Period	Date Posted	Paid To Prime	Total Lines	Reported By Prime		Not Reported By Prime	Confirmed By Sub		Not Confirmed By Sub		Disputed 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	Audit not posted for this period												Add Audit
Aug 2012	Audit not posted for this 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

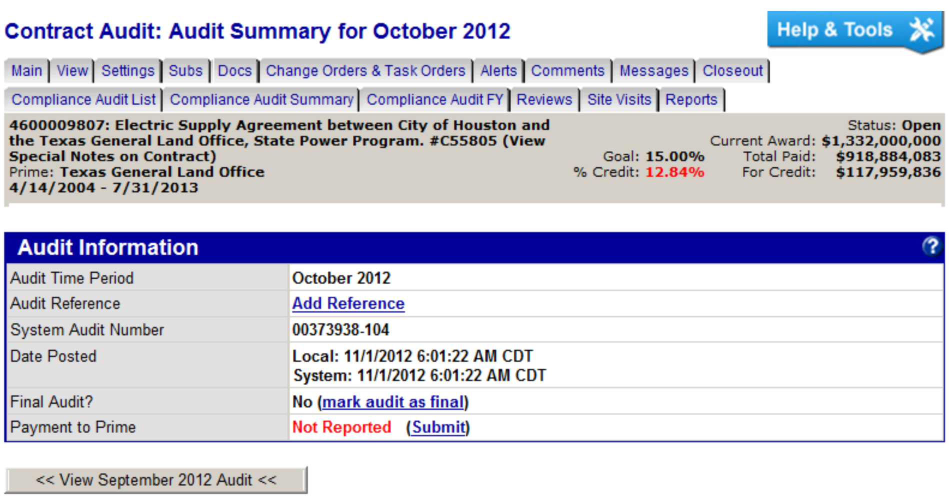
After adding a missing audit, you can enter payment data for the contract's prime and sub contractors. If your prime payment data is imported from your financial system, you do not need to manually enter it.

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

1. 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.



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

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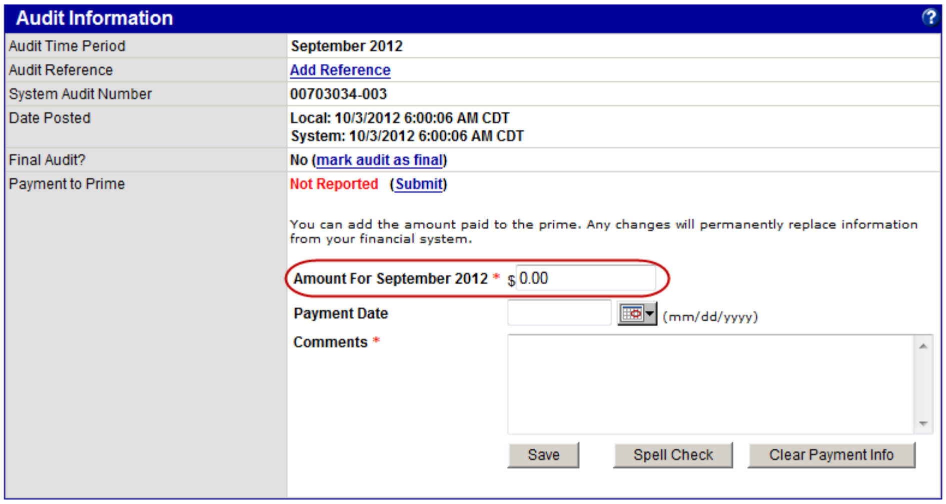
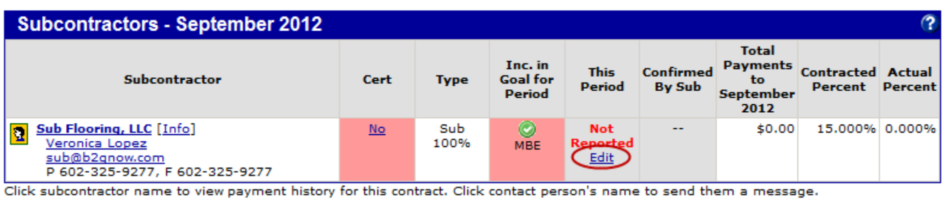
3. In the **Amount** field, enter the payment information.



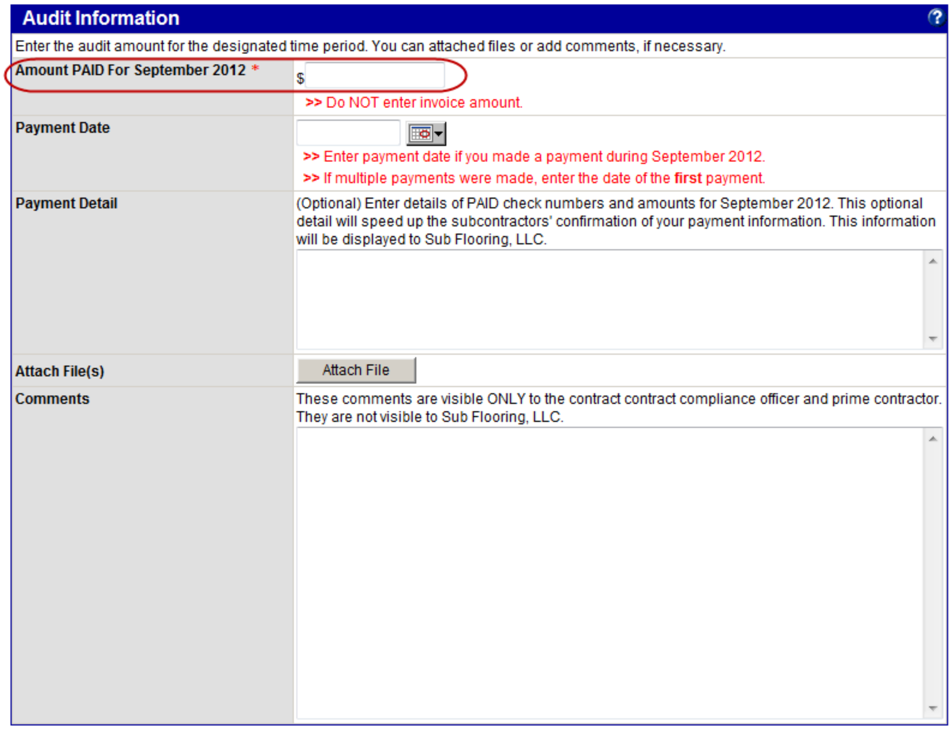
4. In the **Comments** field, enter information about the payment.
5. Click **Save**.
6. Click **OK** to confirm you want to add the payment.

To add subcontractor payment information

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



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



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	3	6	7
Incomplete Audits »	2	4	5
Discrepancies »	0	1	1

Click any number to view the list of discrepancies.

To **resort** click on column title. To **filter** click on the drop down menu. Refresh Table

Status	Audit Period	Contract #	Prime	Contract Title	Paid to Prime
Discrepancy	Last 3 mos		All	All	
1 Discrepancy	August 2012	100010002	B2Gnow Test Vendor 4 Maintenance contract		$23,250.00

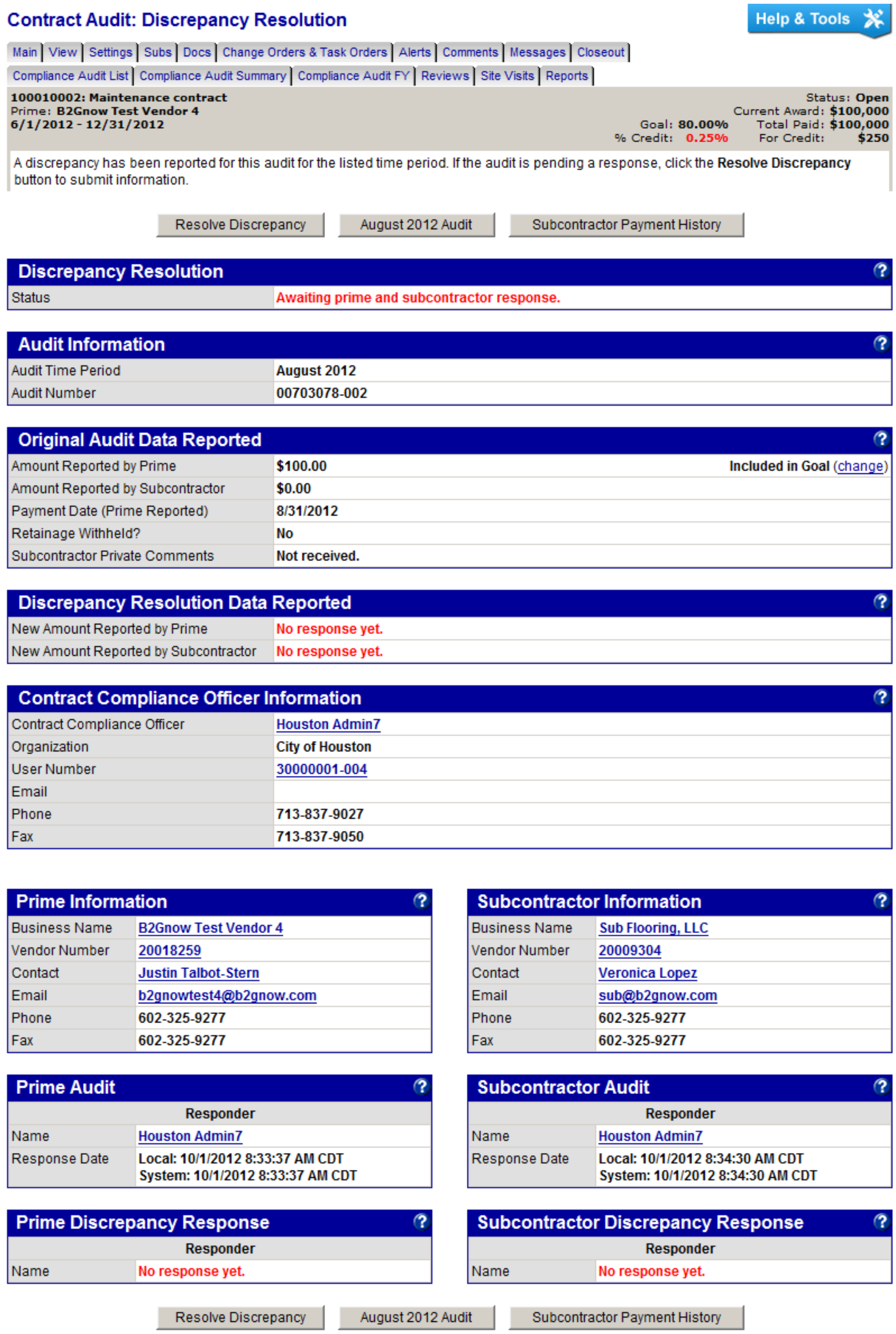
To access a discrepancy

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

Subcontractor	Cert	Type	Inc. in Goal for Period	This Period	Confirmed By Sub	Total Payments to August 2012	Contracted Percent	Actual Percent
Sub Flooring, LLC [Info] Veronica Lopez sub@b2gnow.com P 602-325-9277, F 602-325-9277	No	Sub 100%	SBE	$100.00 Resolve	Discrepancy Resolve	$100.00	20.000%	0.144%

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



Contract Audit: Discrepancy Resolution 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 |

100010002: Maintenance contract
Prime: B2Gnow Test Vendor 4
6/1/2012 - 12/31/2012

Status: Open
Current Award: $100,000
Goal: 80.00% Total Paid: $100,000
% Credit: 0.25% For Credit: $250

A discrepancy has been reported for this audit for the listed time period. If the audit is pending a response, click the **Resolve Discrepancy** button to submit information.

Resolve Discrepancy | August 2012 Audit | Subcontractor Payment History

Discrepancy Resolution	
Status	Awaiting prime and subcontractor response.

Audit Information	
Audit Time Period	August 2012
Audit Number	00703078-002

Original Audit Data Reported		
Amount Reported by Prime	$100.00	Included in Goal (change)
Amount Reported by Subcontractor	$0.00	
Payment Date (Prime Reported)	8/31/2012	
Retainage Withheld?	No	
Subcontractor Private Comments	Not received.	

Discrepancy Resolution Data Reported	
New Amount Reported by Prime	No response yet.
New Amount Reported by Subcontractor	No response yet.

Contract Compliance Officer Information	
Contract Compliance Officer	Houston Admin7
Organization	City of Houston
User Number	30000001-004
Email	
Phone	713-837-9027
Fax	713-837-9050

Prime Information	
Business Name	B2Gnow Test Vendor 4
Vendor Number	20018259
Contact	Justin Talbot-Stern
Email	b2gnowtest4@b2gnow.com
Phone	602-325-9277
Fax	602-325-9277

Subcontractor Information	
Business Name	Sub Flooring, LLC
Vendor Number	20009304
Contact	Veronica Lopez
Email	sub@b2gnow.com
Phone	602-325-9277
Fax	602-325-9277

Prime Audit	
	Responder
Name	Houston Admin7
Response Date	Local: 10/1/2012 8:33:37 AM CDT System: 10/1/2012 8:33:37 AM CDT

Subcontractor Audit	
	Responder
Name	Houston Admin7
Response Date	Local: 10/1/2012 8:34:30 AM CDT System: 10/1/2012 8:34:30 AM CDT

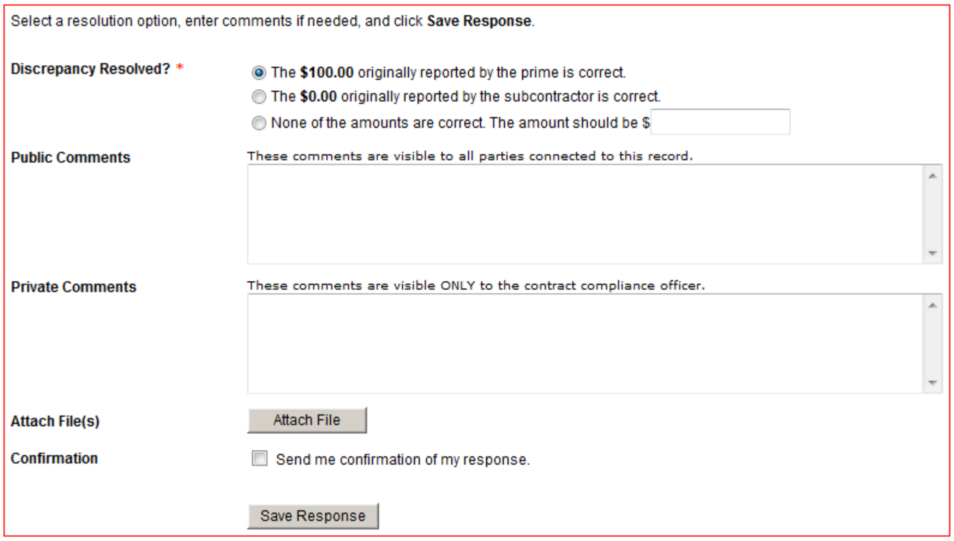
Prime Discrepancy Response	
	Responder
Name	No response yet.

Subcontractor Discrepancy Response	
	Responder
Name	No response yet.

Resolve Discrepancy | August 2012 Audit | Subcontractor Payment History

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.

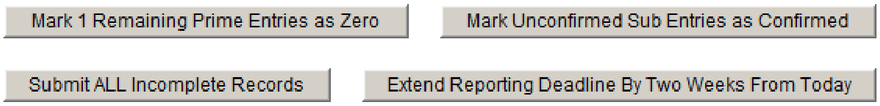
6. To include comments or files, enter or attach them, as needed.



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.

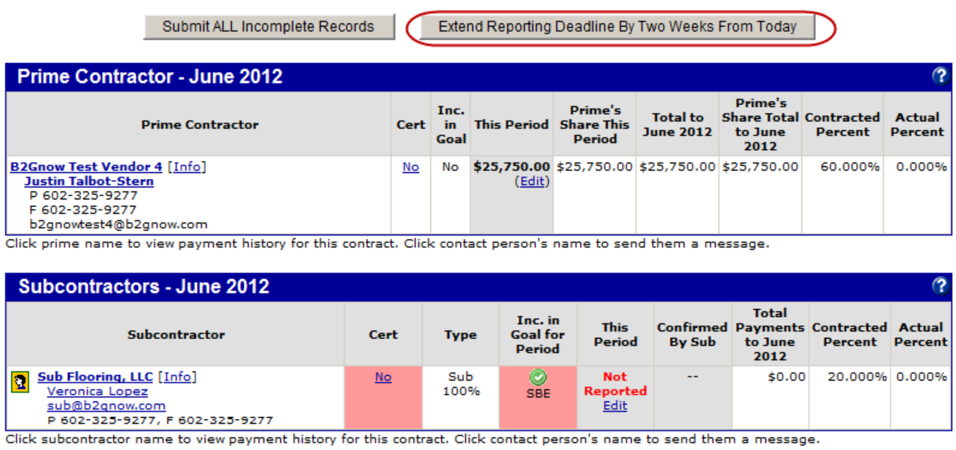
Extend Reporting Deadline by Two Weeks From Today – Extends the reporting deadline by two weeks. The prime contractor can enter payments and the subcontractors can confirm payments. The reporting time period varies depending on your organization's preference and is usually 15 to 90 days.

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**.



Prime Contractor	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 Percent
B2Gnow Test Vendor 4 [Info] Justin Talbot-Stern P 602-325-9277 F 602-325-9277 b2gnowtest4@b2gnow.com	No	No	$25,750.00 (Edit)	$25,750.00	$25,750.00	$25,750.00	60.000%	0.000%

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

Subcontractors - June 2012

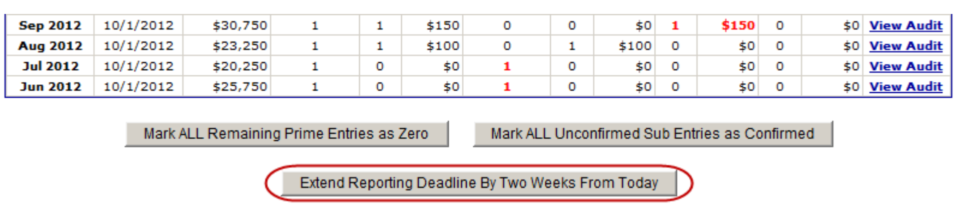
Subcontractor	Cert	Type	Inc. in Goal for Period	This Period	Confirmed By Sub	Total Payments to June 2012	Contracted Percent	Actual Percent
Sub Flooring, LLC [Info] Veronica Lopez sub@b2gnow.com P 602-325-9277, F 602-325-9277	No	Sub 100%	SBE	Not Reported Edit	--	$0.00	20.000%	0.000%

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 Audit
Aug 2012	10/1/2012	$23,250	1	1	$100	0	1	$100	0	$0	0	$0	View Audit
Jul 2012	10/1/2012	$20,250	1	0	$0	1	0	$0	0	$0	0	$0	View Audit
Jun 2012	10/1/2012	$25,750	1	0	$0	1	0	$0	0	$0	0	$0	View Audit

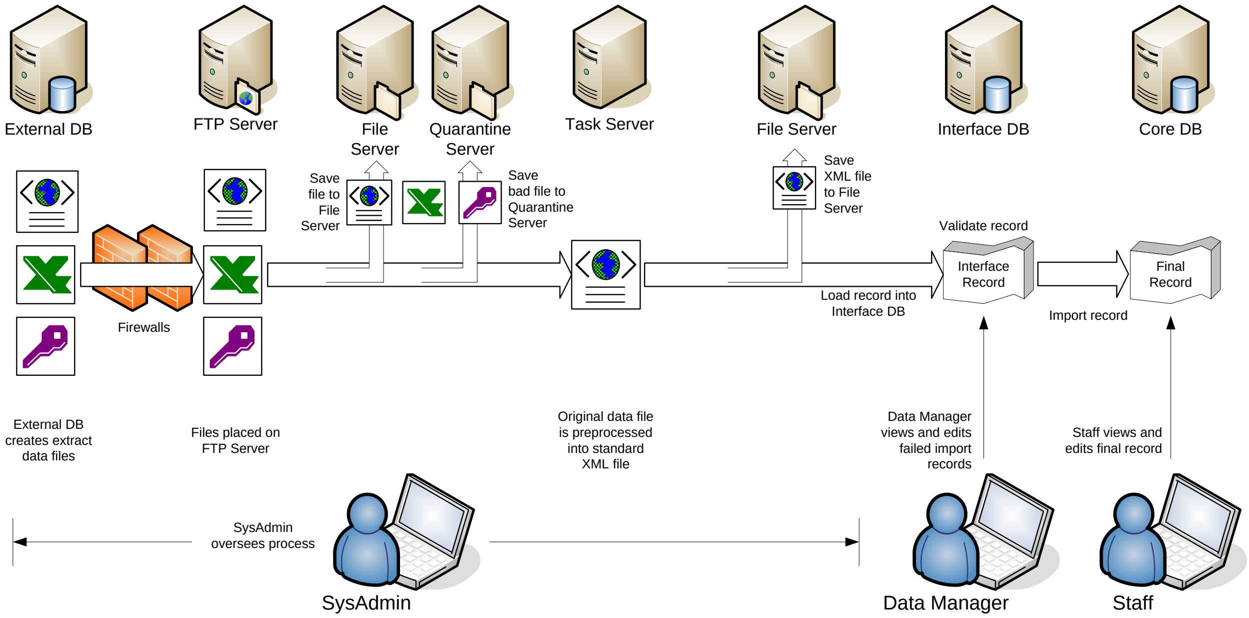
4. Click **OK**.

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.

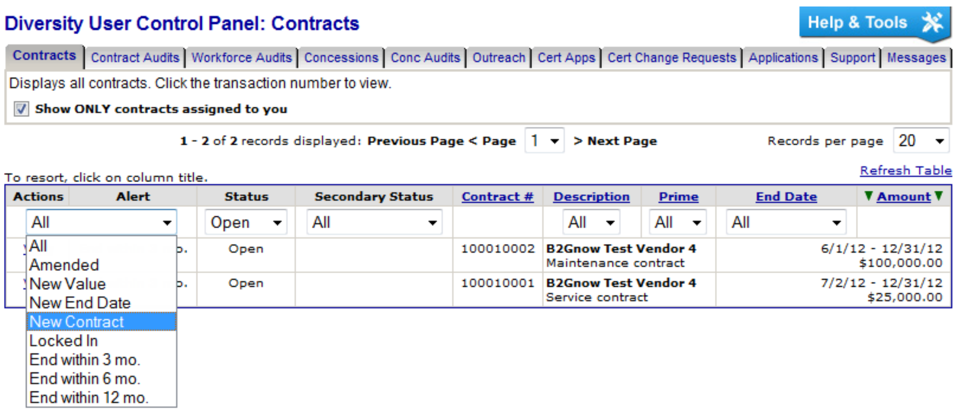
NOTE: Corrections to rejected data imported from an external system should be made in the source system to ensure that future data imports do not contain the same errors.

Locking in new contract records

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

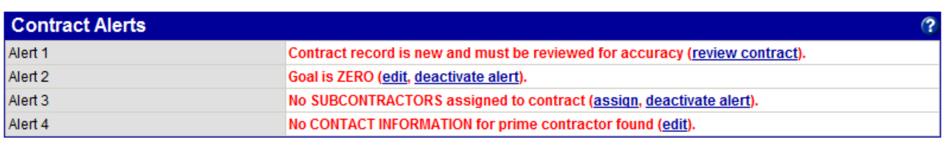
To view all new records

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

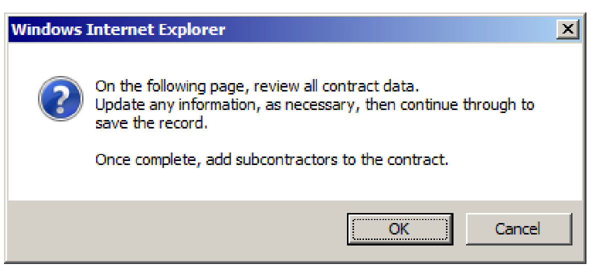


To lock in a new record

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.



3. Click **OK**.
   The contract edit page displays with the contract header data from the import auto-filled 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**.