



Metropolitan Washington  
**Council of Governments**

## Contract Information and Monitoring Vendor Training Webinar

November 17, 2021

### **Welcome!**

While we wait to begin the meeting,  
please note the following:

- All attendee audio is currently muted.
- If you have a question to ask, please use the 'Chat' function.

# *Agenda*

- Introductions
- Overview of MWCOCG's reporting and monitoring requirements
- Introduction of reporting/monitoring tool
- Overview of roles and responsibilities
- Highlights of using the reporting tool
- Timeline for launching
- Next steps
- Questions/Discussion

# *Introductions*



# *Reporting and Monitoring Responsibilities*

- Metropolitan Washington Council of Governments (MWCOCG) is a recipient of USDOT funds
- One requirement of USDOT funds is compliance with 49 CFR Part 26; the Disadvantaged Business Enterprise (DBE) Regulation
- Highlights of relevant regulation sections:
  - 49 CFR 26.29 - Prompt Payment
  - 49 CFR 26.37 - Monitoring and enforcement mechanism to ensure that work committed to DBEs is actually performed by the DBEs to which the work was committed
  - 49 CFR 26.11 (a) - Semi-annual reporting to USDOT

**Awards/Commitments this Reporting Period**

		A	B	C	D	E	F	G	H	I
A	<b>AWARDS/COMMITMENTS MADE DURING THIS REPORTING PERIOD</b> (Total contracts and subcontracts committed during this reporting period)	Total Dollars	Total Number	Total to DBEs (dollars)	Total to DBEs (number)	Total to DBEs/Race Conscious (dollars)	Total to DBEs/Race Conscious (number)	Total to DBEs/Race Neutral (dollars)	Total to DBEs/Race Neutral (number)	Percentage of total dollars to DBEs
		8	Prime contracts awarded this period	\$ -	0	\$ -	0			\$ -
9	Subcontracts awarded/committed this period	\$ -	0	\$ -	0	\$ -	0	\$ -	0	
10	<b>TOTAL</b>			\$ -	0	\$ -	0	\$ -	0	

B	<b>BREAKDOWN BY ETHNICITY &amp; GENDER</b>									
		A	B	C	D	E	F			
		Total to DBE (dollar amount)			Total to DBE (number)					
		Women	Men	Total	Women	Men	Total			
11	Black American	\$ -	\$ -	\$ -	0	0	0			
12	Hispanic American	\$ -	\$ -	\$ -	0	0	0			
13	Native American	\$ -	\$ -	\$ -	0	0	0			
14	Asian-Pacific American	\$ -	\$ -	\$ -	0	0	0			
15	Subcontinent Asian Americans	\$ -	\$ -	\$ -	0	0	0			
16	Non-Minority	\$ -	\$ -	\$ -	0	0	0			
17	<b>TOTAL</b>	\$ -	\$ -	\$ -	0	0	0			

**Payments Made this Period**

		A	B	C	D	E	F
C	<b>PAYMENTS ON ONGOING CONTRACTS</b>	Total Number of Contracts	Total Dollars Paid	Total Number of Contracts with DBEs	Total Payments to DBE firms	Total Number of DBE firms Paid	Percent to DBEs
		18	Prime and subcontracts currently in progress	0	\$ -	0	\$ -

D	<b>TOTAL PAYMENTS ON CONTRACTS COMPLETED THIS REPORTING PERIOD</b>	A	B	C	D	E
		Number of Contracts Completed	Total Dollar Value of Contracts Completed	DBE Participation Needed to Meet Goal (Dollars)	Total DBE Participation (Dollars)	Percent to DBEs
19	Race Conscious	0	\$ -	\$ -	\$ -	
20	Race Neutral	0	\$ -		\$ -	
21	<b>Totals</b>	0	\$ -		\$ -	

# Electronic Reporting Tool

The screenshot shows a web browser window with the URL <https://mwkog.mwdbe.com>. The page header includes the Metropolitan Washington Council of Governments logo and navigation links for "OUR MAIN SITE" and "CONTACT SUPPORT". The main content area features an aerial view of Washington, D.C. with a blue overlay containing the text "Disadvantaged Business Enterprise Compliance System" and a "Log In" button. Below this, there are three columns of links: "System Training" (Training), "About the System" (Information for Vendors), and "Account Access" (Account Lookup, Forgot Password).

Metropolitan Washington Council of Governments

OUR MAIN SITE CONTACT SUPPORT

## Disadvantaged Business Enterprise Compliance System

Log In

**System Training**  
Learn how to fully utilize our system with a live trainer  
[Training](#)

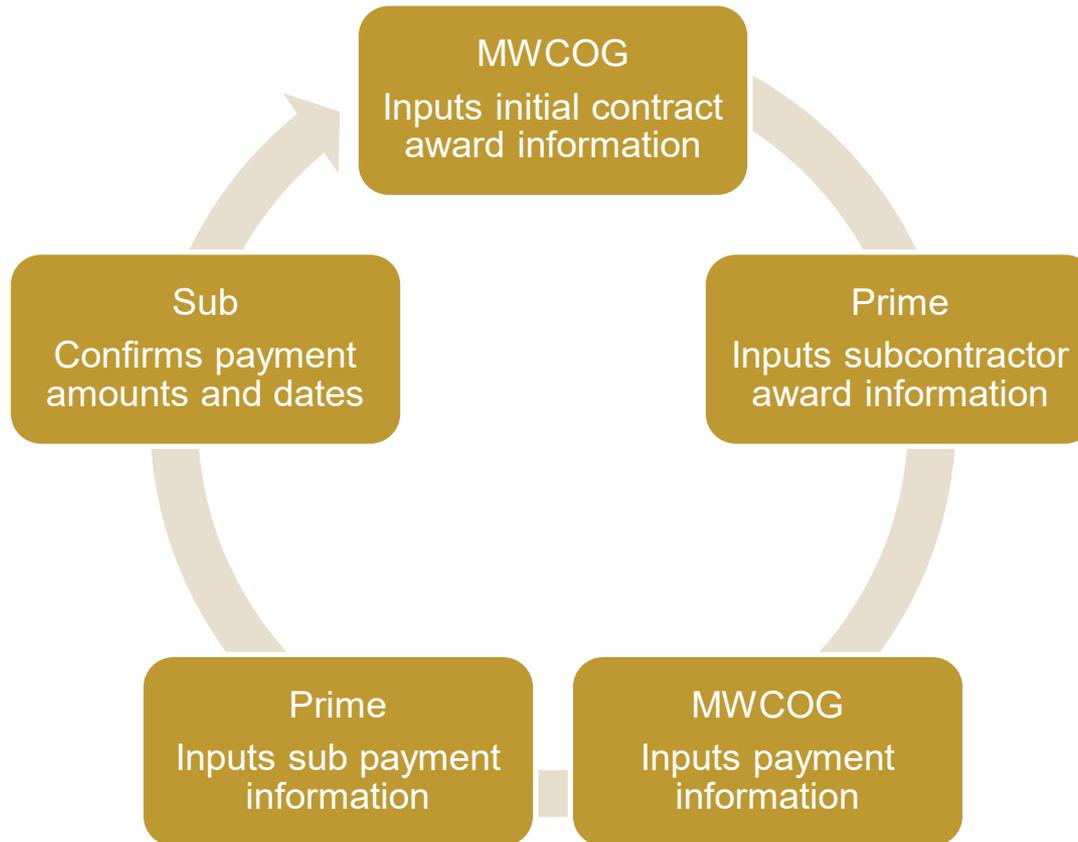
**About the System**  
Learn more about this system and how it works today  
[Information for Vendors](#)

**Account Access**  
Lookup Vendor accounts or reset user passwords  
[Account Lookup](#)  
[Forgot Password](#)

# *Electronic Reporting Tool*

- Used to house contract data and payment information
- Serves as a tool to track payments and measure progress towards DBE goals
- Supports MWCOCG's monitoring efforts
- Streamlines reporting efforts of primes and subs
- Aids in the generation of required USDOT reporting
- Requires inputs and confirmations from
  - 1) MWCOCG
  - 2) Prime contractors/consultants
  - 3) Subcontractor/subconsultants

# Overview of Roles and Responsibilities



# Gaining Access to the System

## Disadvantaged Business Enterprise Compliance

### System Access Login

Username

dbailey@miconsult.net

[FORGOT USERNAME / ACCOUNT LOOKUP](#)

Password

.....

[FORGOT PASSWORD](#)

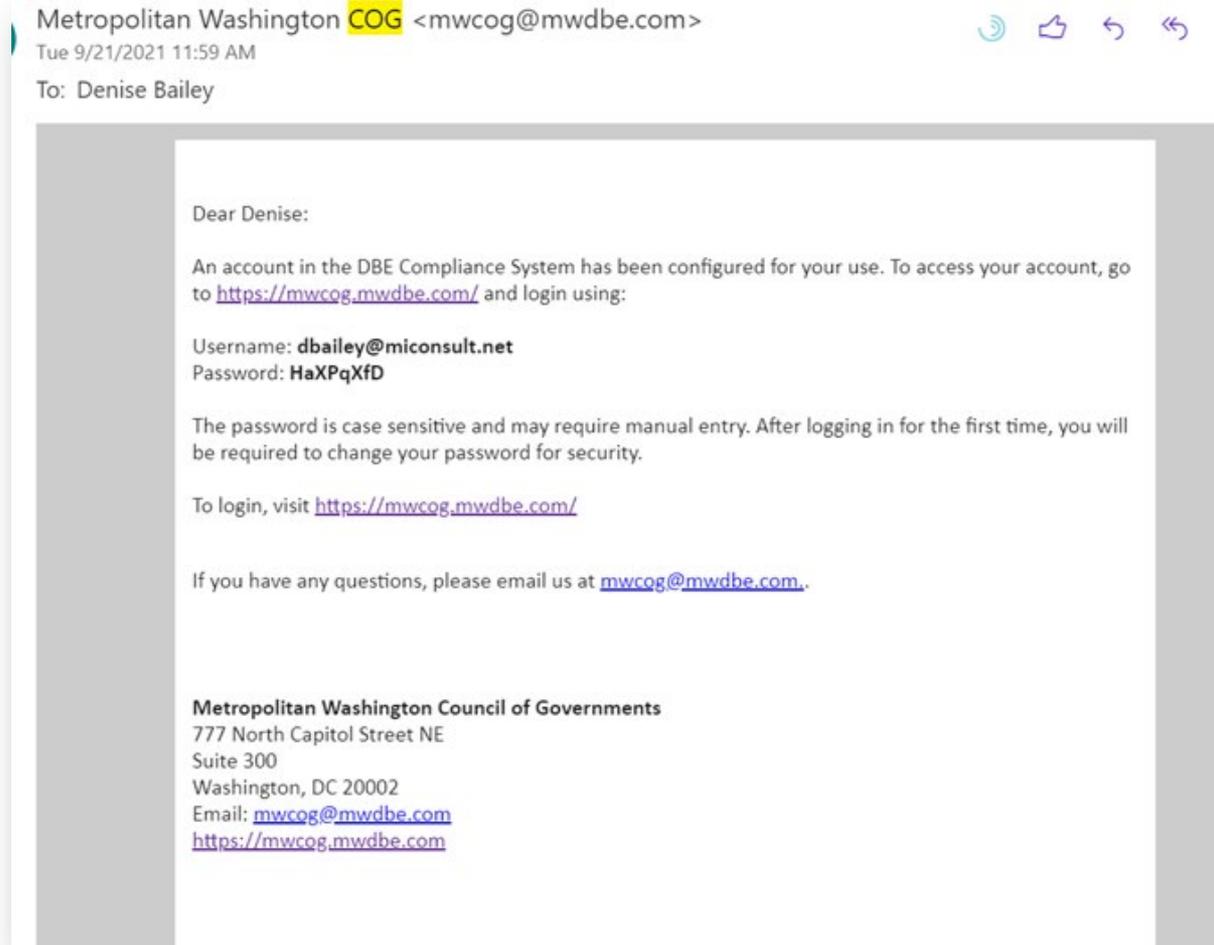
Remember Username

Login

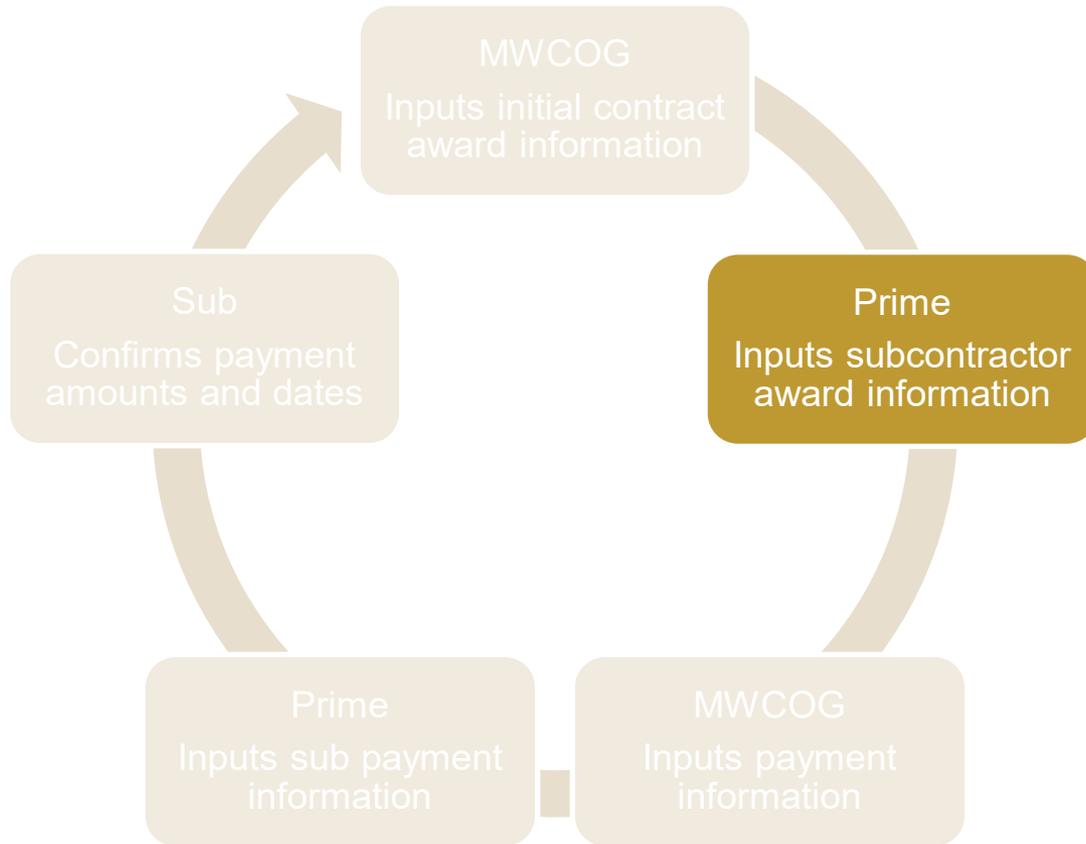
<https://mwcog.mwdbe.com>

# Gaining Access to the System

- Some vendors may already have an account
- Others will receive a notification that an account has been created

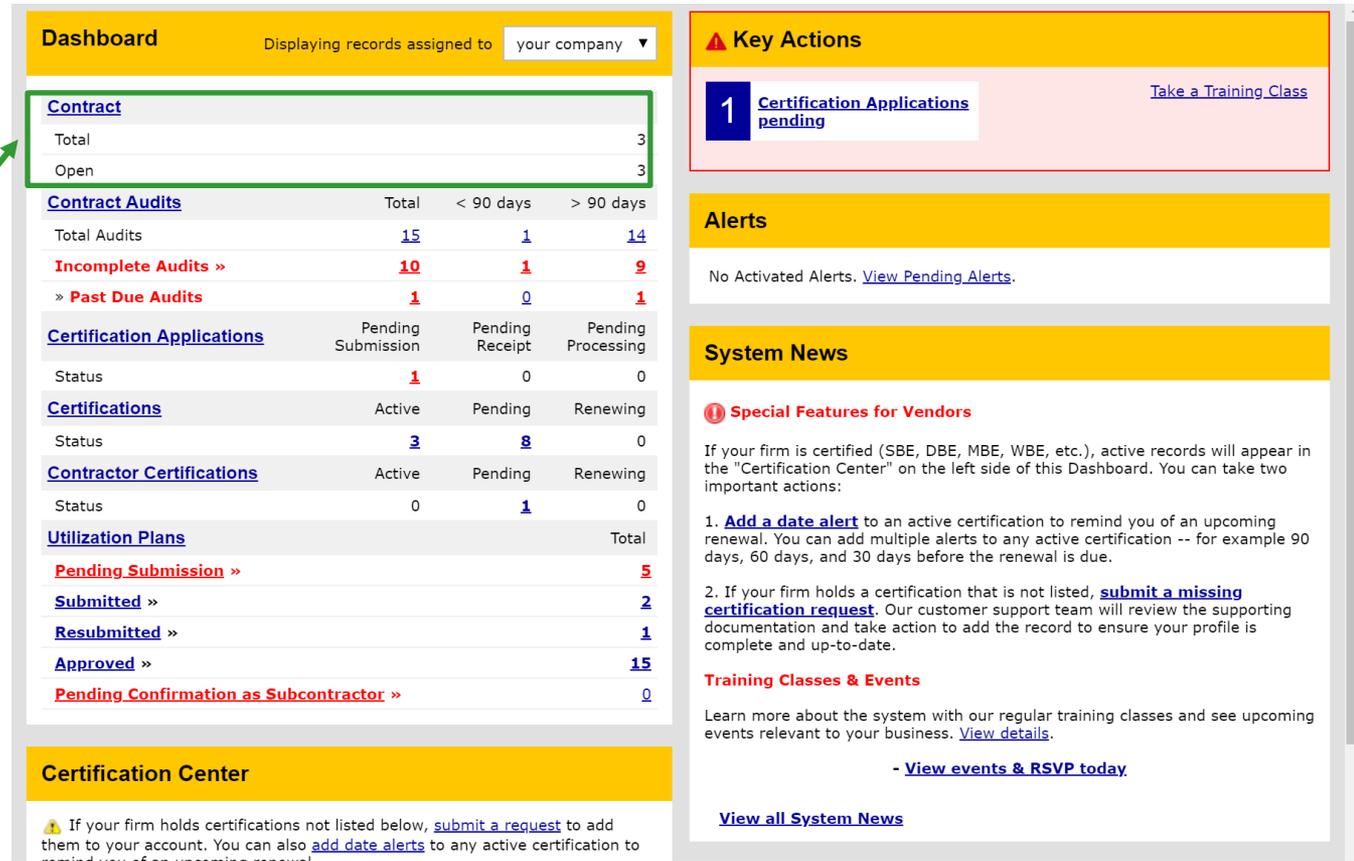


# Primes Entering Subcontractor Information



# Highlights of Using the Tool

- **Primes** - navigate to your dashboard to enter subcontractor information
- Information will be entered for **all** subcontractors
  - not just DBEs



**Dashboard** Displaying records assigned to **your company**

**Contract**

Total	3
Open	3

**Contract Audits**

Total	< 90 days	> 90 days
Total Audits	15	14
Incomplete Audits >	10	9
> Past Due Audits	1	1

**Certification Applications**

Pending Submission	Pending Receipt	Pending Processing
Status	1	0

**Certifications**

Active	Pending	Renewing
Status	3	8

**Contractor Certifications**

Active	Pending	Renewing
Status	0	1

**Utilization Plans**

Total	
Pending Submission >	5
Submitted >	2
Resubmitted >	1
Approved >	15
Pending Confirmation as Subcontractor >	0

**Key Actions**

- 1 **Certification Applications pending** [Take a Training Class](#)

**Alerts**

No Activated Alerts. [View Pending Alerts.](#)

**System News**

**Special Features for Vendors**

If your firm is certified (SBE, DBE, MBE, WBE, etc.), active records will appear in the "Certification Center" on the left side of this Dashboard. You can take two important actions:

1. [Add a date alert](#) to an active certification to remind you of an upcoming renewal. You can add multiple alerts to any active certification -- for example 90 days, 60 days, and 30 days before the renewal is due.
2. If your firm holds a certification that is not listed, [submit a missing certification request](#). Our customer support team will review the supporting documentation and take action to add the record to ensure your profile is complete and up-to-date.

**Training Classes & Events**

Learn more about the system with our regular training classes and see upcoming events relevant to your business. [View details.](#)

- [View events & RSVP today](#)

[View all System News](#)

**Certification Center**

⚠ If your firm holds certifications not listed below, [submit a request](#) to add them to your account. You can also [add date alerts](#) to any active certification to remind you of an upcoming renewal.

# Primes Entering Subcontractor Award Information

- For TLC contracts, Task Orders are the 'contracts' being entered
- Select the contract you are entering information for

← → ↻ 🏠 🔒 https://mwcog.mwdbe.com/FrontPage/DiversityMain.asp?XID=5630

 **Transactions: Contracts**

**Contracts** | Contract Audits | Sub Requests | Support | Messages

Show ONLY contracts assigned to you

1 - 1 of 1 records displayed: Previous Page < Page 1 > Next Page

To resort, click on column title.

Actions	Alert	Status	Secondary Status	PO #	Description
<a href="#">View</a>	All <input type="button" value="v"/> End within 3 mo.	Open <input type="button" value="v"/> Open	All <input type="button" value="v"/>	21COG00177	MILLIGAN CONSULTING, LLC DBE Website Launch

[Customer Support](#)  
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Home  
View »  
Search »  
Reporting »  
Create »  
Tools »  
Settings »  
Help & Support »  
Logoff  
[Show All](#) [Hide All](#)

# Primes Entering Subcontractor Award Information

- Go to 'Subcontracts' tab to add a Subcontractor
- You will be able to search for subs already in the system
  - EIN/TIN number is the most accurate method
- Gather the following before you start
  - Subcontract award information/subcontractor information

Contract Main | View Contract | **Subcontractors** | Compliance Audit List | Compliance Audit Summary | Messages | Comments | Reports

Metropolitan Washington Airports Authority  
PO-19-10829: BPA - Consultant for Triennial DBE and ACDBE Goal Setting Methodology  
Prime: Milligan and Company, LLC

Status: Open  
4/18/2019 - 4/18/2021  
Current Value: \$63,190

All subcontractors assigned to this contract are listed below.

[Refresh Page](#)

**Subcontractor List** Add First Tier Subcontractor

No subcontractors assigned to this contract.

**Subcontractor Addition Requests**

No subcontractor additions requested.

# Primes Entering Subcontractor Award Information

- Select “Get Vendor from vendor database”

**Contract Management: Add Subcontractor**

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21COG00177: DBE Website Launch  
Prime: MILLIGAN CONSULTING, LLC  
9/29/2021 - 12/31/2021

**\* required entry**

**Vendor Information**

Vendor \* **Get Vendor** from vendor database

Vendor Compliance Contact \* None selected

Contact not listed? [QuickAdd](#) a new compliance contact.

Vendor Address \* None selected

Address not listed? [QuickAdd](#) a new address.

**Applicable Vendor Certifications**

Assign a vendor and [click to refresh certification list](#).

**Subcontract Information**

Subcontractor Tier \* Subcontracts to: [Prime] MILLIGAN CONSULTING, LLC

Reference Identifier

Contracted Percent & Amount \*  
 By Amount: \$   
 By Percent:  %  
Enter the full amount/percent of the subcontract or the percent relative to the total contract value (\$6,925). Do

Type of Participation \* Subcontractor/Subconsultant

Percent of payments to be counted: 100.00 %  
Amount not to be included in award verification: \$ 0.00

Starting Paid To Date Amount \$ 0 as of 8/31/2021  
Enter the full starting amount paid to this subcontractor. Do not deduct starting amounts paid to lower tier subcontractors.

Final Amount Adjustment/Paid Retainage \$ 0  
Note:   
Date Paid: mm/dd/yyyy  
Enter the full final amount paid to this subcontractor. Do not deduct final amounts paid to lower tier subcontractors.

**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 starting/final amount

logged on as:  
Jenise Bailey  
Metropolitan

# Primes Entering Subcontractor Award Information

- Search for subcontractors by entering in
  - ‘Search Parameter’ (recommend EIN/TIN)
  - Then ‘Search’

**Search: Vendors** CLOSE WINDOW

Search for vendors using names, location, classification, and/or other criteria. Enter information into any of the boxes below and click one of the search buttons. Some parameters may be required.

### Search Parameters

BUSINESS NAME/DBA	<input type="text"/>
Enter business name, DBA name, Tax ID number, or System Vendor Number; all searches are wildcard (e.g. *text*).	
CONTACT PERSON	First name <input type="text"/> Last name <input type="text"/> Contact Type <input type="text" value="Users"/>
CITY	<input type="text"/>
STATE/PROVINCE	<input type="text" value="Select one or more"/>
ZIP CODE/POSTAL CODE	<input type="text"/>
Search for multiple zip codes and post codes by separating with commas.	
PHONE AREA CODE	<input type="text"/>
COMMODITY CODES	<input type="button" value="Click to Lookup Commodity Codes"/>
BUSINESS DESCRIPTION	<input type="text"/>

# Primes Entering Subcontractor Award Information

- If subcontractor is the system's current DBE database, the following type of information will appear

**\* required entry**

**Vendor Information**

Vendor \* LeJeune and Associates, LLC ([Change Vendor](#))

Vendor Compliance Contact \* None selected  
Contact not listed? [QuickAdd](#) a new compliance contact.

Vendor Address \* None selected  
Address not listed? [QuickAdd](#) a new address.

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**Applicable Vendor Certifications**

Type	Effective	Renewal	Organization
DBE	4/9/2022	4/9/2023	Southeastern Pennsylvania Transportation Authority
DBE	11/3/2016	11/3/2022	Massachusetts Unified Certification Program
DBE	7/22/2021	5/1/2022	Maryland Department of Transportation
DBE		Not available	Georgia Unified Certification Program
DBE	3/30/2020	3/30/2021	The Port Authority of New York & New Jersey

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**Work Codes**

*Currently assigned work codes:*  
 No Codes Assigned

The work codes below are from recognized certifications for this firm. Select one or more work codes that match the work this firm will be performing for this assignment and click **Assign Selected Work Codes** to add to this record. [Click here](#) to refresh the list if the assigned vendor or for credit status has been changed.

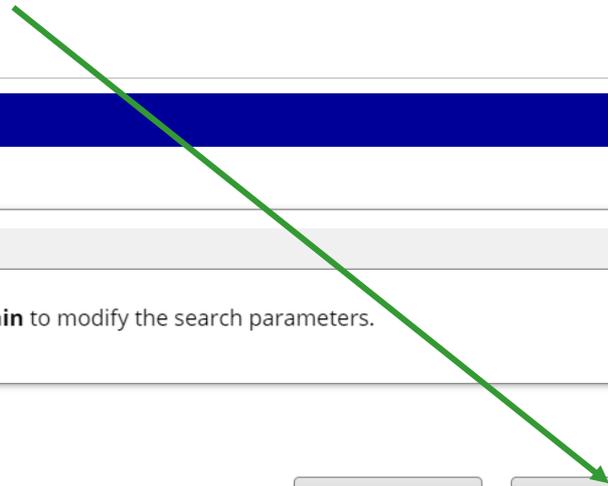
- NAICS 531312 Nonresidential Property Managers
- NAICS 54161 Management Consulting Services
- NAICS 541611 Administrative Management and General Management Consulting Services
- NAICS 541613 Marketing consulting services
- NAICS 541614 Process, Physical Distribution, and Logistics Consulting Services
- NAICS 56121 Facilities Support Services
- NAICS 561210 Facilities Support Services
- NAICS 61143 Professional and Management Development Training
- NAICS 611430 Professional and Management Development Training

[Assign Selected Work Codes](#) [Add Other Work Codes](#)

- If you know the firm is a DBE, but the above certification information is not showing, contact COG

# Primes Entering Subcontractor Award Information

If the subcontractor is not in the database, select 'Add New Vendor'



Search: Vendors

Business Name All

Location

Your search parameters did not return any matches. Click **Search Again** to modify the search parameters.

0 - 0 of 0 records displayed: Page 1

Search Again

Add New Vendor

Cancel/Return



# Primes Entering Subcontractor Award Information

- Once sub is selected or entered, complete all fields with \* (we will review each section on next slides)

**\* required entry**

### Vendor Information

Vendor \* LeJeune and Associates, LLC ([Change Vendor](#))

Vendor Compliance Contact \* None selected  
Contact not listed? [QuickAdd](#) a new compliance contact.

Vendor Address \* None selected  
Address not listed? [QuickAdd](#) a new address.

### Applicable Vendor Certifications

Type	Effective	Renewal	Organization
DBE	4/9/2022	4/9/2023	Southeastern Pennsylvania Transportation Authority
DBE	11/3/2016	11/3/2022	Massachusetts Unified Certification Program
DBE	7/22/2021	5/1/2022	Maryland Department of Transportation
DBE		Not available	Georgia Unified Certification Program
DBE	3/30/2020	3/30/2021	The Port Authority of New York & New Jersey

### Subcontract Information

Subcontractor Tier \* Subcontracts to [Prime] MILLIGAN CONSULTING, LLC

Reference Identifier

Contracted Percent & Amount \*  
 By Amount: \$   
 By Percent:  %  
Enter the full amount/percent of the subcontract or the percent relative to the total contract value (\$6,925). Do not deduct amount/percent of lower tier subcontracts assigned under this subcontractor.

Type of Participation \* Subcontractor/Subconsultant  
 Percent of payments to be counted:  100.00 %  
 Amount not to be included in award verification: \$  0.00

Starting Paid To Date Amount \$ 0 as of 8/31/2021  
Enter the full starting amount paid to this subcontractor. Do not deduct starting amounts paid to lower tier subcontractors.

Final Amount Adjustment/Paid Retainage \$ 0  
 Note:   
 Date Paid:  mm/dd/yyyy  
Enter the full final amount paid to this subcontractor. Do not deduct final amounts paid to lower tier subcontractors.

### 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 starting/final amount fields below. To change the status of all or specific existing payments, access the payment history for the contractor.  
 Yes - Payments to this contractor count towards the selected goal (field below).  
 Goal Type (required if for credit):  
 None selected

Add vendor to existing compliance audits for this contract? \*  
 Yes - add this subcontractor to all audits going back to the period of  November  2021  
 No, subcontractor's first compliance audit will be the next one.

Final Payment Made? \*  
 Yes  
 No

# Primes Entering Subcontractor Award Information

The screenshot shows a web form titled "Vendor Information" with a red asterisk indicating required entries. The "Vendor" field is populated with "LeJeune and Associates, LLC (Change Vendor)". The "Vendor Compliance Contact" field has a dropdown menu open, showing "None selected" at the top, followed by "MEL HANNAH", "Melwood Hannah - Executive Vice President", and "Clarence LeJeune - President". The "Vendor Address" field also has a dropdown menu open, showing "None selected". A green arrow points from the text "Select contact and address from drop-down screens" to the dropdown menus.

- For contact and address, either:

- Select contact and address from drop-down screens

Or

- Quick add to add correct information for this project if not in drop-down

The screenshot shows the same "Vendor Information" form. The "Vendor Compliance Contact" dropdown menu is closed, and the text "Contact not listed? QuickAdd a new compliance contact." is visible below the dropdown. The "Vendor Address" dropdown menu is also closed, and the text "Address not listed? QuickAdd a new address." is visible below the dropdown. A green arrow points from the text "Quick add to add correct information for this project if not in drop-down" to the "QuickAdd" links.

# Primes Entering Subcontractor Award Information

- Enter tier of subcontractor (most will be subs to Prime)
- Enter subcontracted value 'By Amount'
- % of participation adjusts based on selection of 'Participation Type', per DBE counting rules

Subcontract Information	
Subcontractor Tier *	Subcontracts to [Prime] MILLIGAN CONSULTING, LLC
Reference Identifier	
Contracted Percent & Amount *	<input type="radio"/> By Amount: \$ <input type="text"/> <input type="radio"/> By Percent: <input type="text"/> %
Type of Participation *	<p>Enter the full amount/percent of the subcontract or the percent relative to the total contract value (\$6,925). Do not deduct amount/percent of lower tier subcontracts assigned under this subcontractor.</p> <p>Supplier - Regular Dealer</p> <p><b>Subcontractor/Subconsultant</b></p> <p>Supplier - Manufacturer</p> <p>Supplier - Regular Dealer</p> <p>Supplier - Packager, Broker, Distrib., Wholesaler, Manuf. Rep.</p> <p>Joint Venture</p> <p>Fees &amp; Commission Broker</p> <p>Trucking &amp; Hauling</p> <p>Trucking &amp; Hauling Brokerage</p> <p>Self-Performing Prime Contractor</p>
Starting Paid To Date Amount	
Final Amount Adjustment/Paid Retainage	
Settings	
Include in Compliance Audits? *	

# Primes Entering Subcontractor Award Information

- If subcontractor is a DBE select 'Yes', then DBE
- If subcontractor is not DBE, select 'No'
- 'Yes' for audit inclusion in most cases

<b>Include in Compliance Audits? *</b>	<input checked="" type="radio"/> Yes - subcontractor is active and should be included in the periodic compliance audits of the contract. <input type="radio"/> No - subcontractor is inactive.																		
<b>Count Towards Certified Goal *</b>	<p>This setting is used only to set the default status on future compliance audits and the starting/final amount fields below. To change the status of all or specific existing payments, access the payment history for the contractor.</p> <input type="radio"/> Yes - Payments to this contractor count towards the selected goal (found below). Goal Type (required if for credit): None selected v None selected																		
<b>Add vendor to existing compliance audits for this contract? *</b>	<input type="radio"/> Yes - add all audits going back to the period of November v 2021 v <input checked="" type="radio"/> No, subcontractor's first compliance audit will be the next one.																		
<b>Final Payment Made? *</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No																		
<b>Subcontract Award Date</b>	mm/dd/yyyy																		
<b>Work Start Date</b>	mm/dd/yyyy																		
<b>Work End Date</b>	mm/dd/yyyy																		
<b>Work Description</b>																			
<b>Work Codes</b>	<p><u>Currently assigned work codes:</u> No Codes Assigned</p> <p>The work codes below are from recognized certifications for this firm. Select one or more work codes that match the work this firm will be performing for this assignment and click <b>Assign Selected Work Codes</b> to add to this record. <a href="#">Click here</a> to refresh the list if the assigned vendor or for credit status has been changed.</p> <table><tr><td><input type="checkbox"/> NAICS 531312</td><td>Nonresidential Property Managers</td></tr><tr><td><input type="checkbox"/> NAICS 54161</td><td>Management Consulting Services</td></tr><tr><td><input type="checkbox"/> NAICS 541611</td><td>Administrative Management and General Management Consulting Services</td></tr><tr><td><input type="checkbox"/> NAICS 541613</td><td>Marketing consulting services</td></tr><tr><td><input type="checkbox"/> NAICS 541614</td><td>Process, Physical Distribution, and Logistics Consulting Services</td></tr><tr><td><input type="checkbox"/> NAICS 56121</td><td>Facilities Support Services</td></tr><tr><td><input type="checkbox"/> NAICS 561210</td><td>Facilities Support Services</td></tr><tr><td><input type="checkbox"/> NAICS 61143</td><td>Professional and Management Development Training</td></tr><tr><td><input type="checkbox"/> NAICS 611430</td><td>Professional and Management Development Training</td></tr></table> <p>Assign Selected Work Codes    Add Other Work Codes</p>	<input type="checkbox"/> NAICS 531312	Nonresidential Property Managers	<input type="checkbox"/> NAICS 54161	Management Consulting Services	<input type="checkbox"/> NAICS 541611	Administrative Management and General Management Consulting Services	<input type="checkbox"/> NAICS 541613	Marketing consulting services	<input type="checkbox"/> NAICS 541614	Process, Physical Distribution, and Logistics Consulting Services	<input type="checkbox"/> NAICS 56121	Facilities Support Services	<input type="checkbox"/> NAICS 561210	Facilities Support Services	<input type="checkbox"/> NAICS 61143	Professional and Management Development Training	<input type="checkbox"/> NAICS 611430	Professional and Management Development Training
<input type="checkbox"/> NAICS 531312	Nonresidential Property Managers																		
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<input type="checkbox"/> NAICS 56121	Facilities Support Services																		
<input type="checkbox"/> NAICS 561210	Facilities Support Services																		
<input type="checkbox"/> NAICS 61143	Professional and Management Development Training																		
<input type="checkbox"/> NAICS 611430	Professional and Management Development Training																		

# Primes Entering Subcontractor Award Information

- After all required data is entered, select 'Review'
- If all is correct, select 'Save'

**Additional Information**

Attach File(s) Attach File

Comments

Spell Check Review Cancel

**Vendor Information** Edit

Business Name: LeJeune and Associates, LLC  
System Vendor Number: 20312300  
Vendor Compliance Contact Person: Clarence LeJeune  
Phone: 215-854-6352  
Fax:  
Email: clejeune@lejeuneandassociates.com  
Address: 1515 MARKET ST, SUITE 1200 PHILADELPHIA, PA 19102

**Applicable Vendor Certifications** Edit

Type	Effective	Renewal	Organization
DBE	4/9/2022	4/9/2023	Southeastern Pennsylvania Transportation Authority
DBE	11/3/2016	11/3/2022	Massachusetts Unified Certification Program
DBE	7/22/2021	5/1/2022	Maryland Department of Transportation
DBE		Not available	Georgia Unified Certification Program
DBE	3/30/2020	3/30/2021	The Port Authority of New York & New Jersey

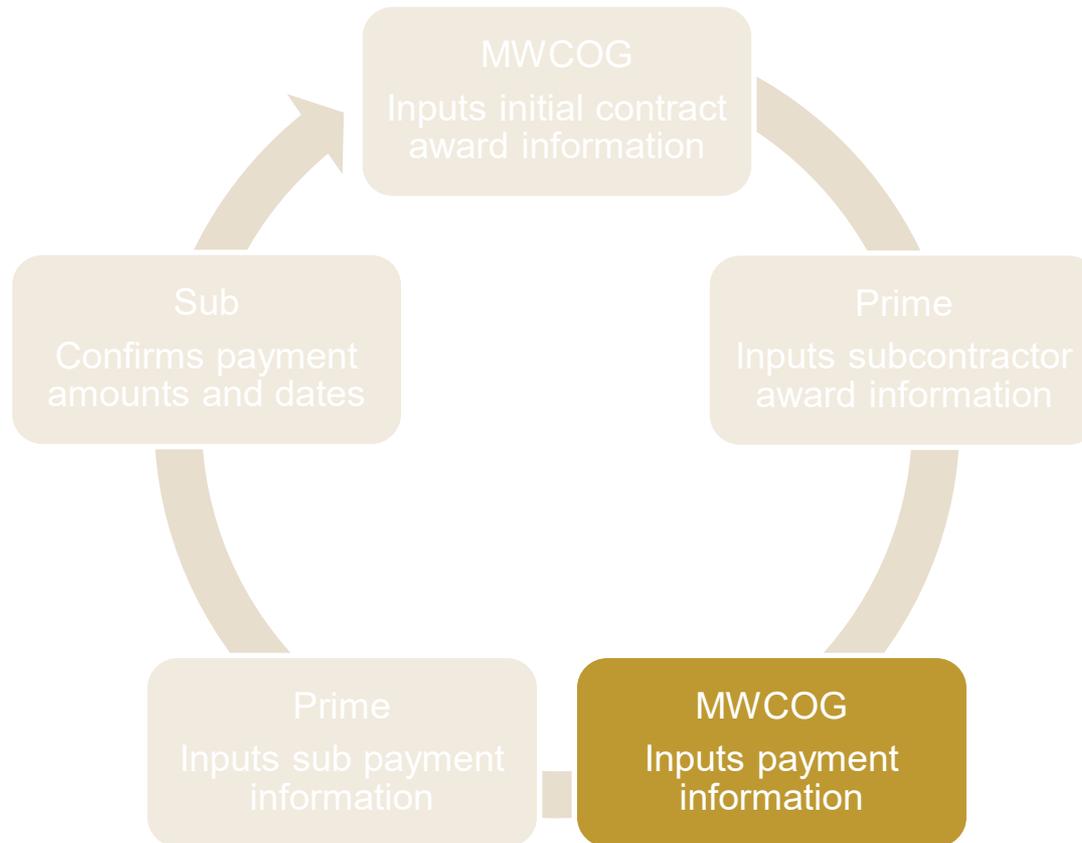
**Contract Information** Edit

Vendor Type: Subcontractor  
Subcontractor Tier: Subcontractor to MILLIGAN CONSULTING, LLC [Prime Contractor]  
Reference Identifier:  
Contracted Percent & Amount: Amount: \$1,000.00  
Percent: 14.440%  
Type of Participation: Subcontractor/Subconsultant at 100.0% Participation  
- Firm that directly provides services for the contract.  
Include in Compliance Audits? Yes - subcontractor is active and should be included in the periodic compliance audits of the contract.  
Count Towards Certified Goal: Yes - assigned to DBE goal  
Add vendor to existing audits for this contract: No  
Final Payment Made: No  
Starting Paid To Date Amount: \$0.00 as of 8/31/2021  
Final Amount Adjustment/Paid Retainage: \$0.00  
Subcontract Award Date:  
Work Start Date:  
Work End Date:  
Work Description:  
Work Codes: No Codes Assigned  
Comments:

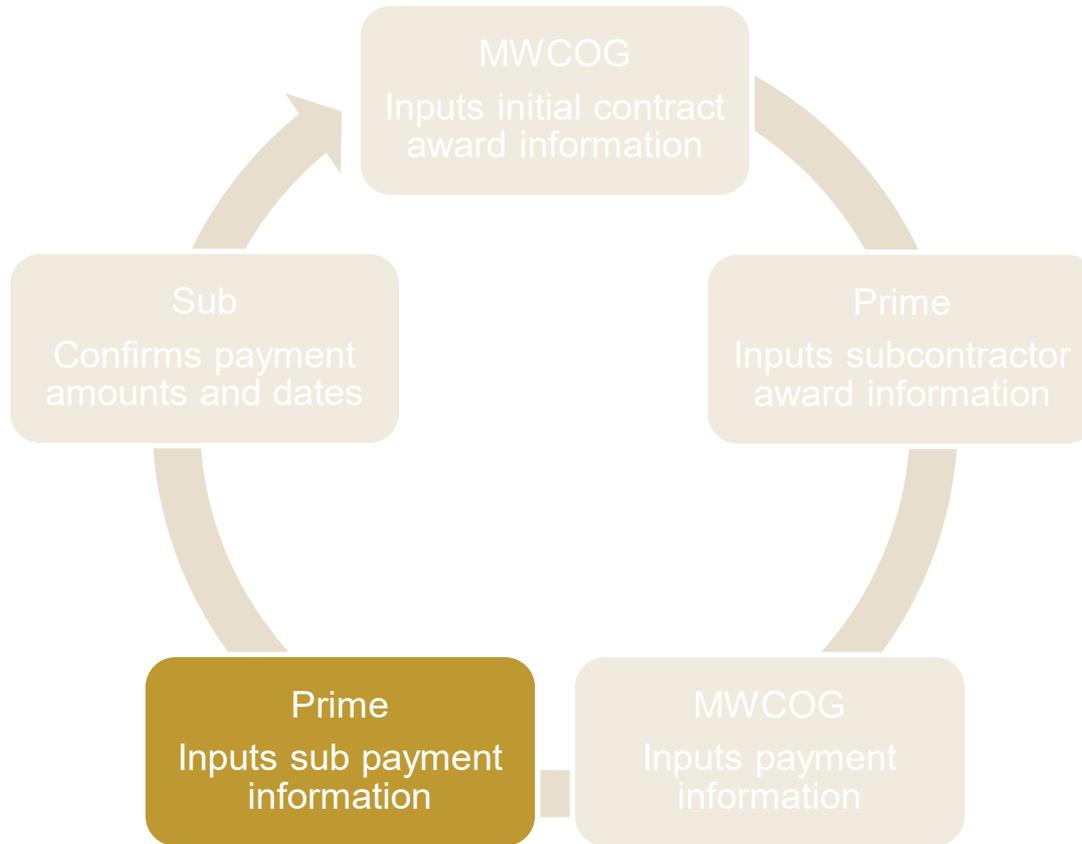
**Additional Information** Edit

Edit Save Save & Print Award Letter Cancel

# MWCOG Will Input Payments to Primes



# Primes Will Input Payments to Subcontractors



# Primes Entering Subcontractor Payments

- Referred to as ‘audits’ in the system
- Review your contract for ‘prompt payment’ requirements
  - The time from when you receive COG payment until you pay your subcontractors
- After COG enters the most recent payment it has made to your firm, you will receive an email notification to enter payment information regarding your subcontractors
  - All subcontractors, not only DBEs
  - Dates and amounts of subcontractor payments

# Primes Entering Subcontractor Payments

**Test System**  
**B2GNOW**

Home  
View >>

- My Alerts
- My Certifications
- My Contracts
- My Contract Audits
- My Workforce Audits
- My Concessions
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Show All Hide All

## Contract Audits

Help & Tools

Messages **Contract Audits** Utilization Plans Bid Solicitations Outreach

Displays all audits. Click the transaction number or status to view. To view **older audits**, select a different time period in the **Audit Period** drop down menu. To display only **incomplete audits**, select a different status in the **Current Status** drop down menu. Results may be listed on multiple pages.

Show ONLY records assigned to you

Show ALL Incomplete Audits

1 - 10 of 10 records displayed: Previous Page < Page 1 > Next Page

Records per page 20

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

[Refresh Table](#)

Status	Audit Period	Contract Number & Title	Organization	Paid to Prime
Incomplete	All	All	All	
<b>Incomplete</b>	<b>September 2018</b>	10254: Jacob K. Javits Convention Center - Expansion	Empire State Development	\$32,377,209.00
<b>Incomplete</b>	<b>August 2018</b>	10254: Jacob K. Javits Convention Center - Expansion	Empire State Development	Pending
<b>Incomplete</b>	<b>July 2018</b>	10254: Jacob K. Javits Convention Center - Expansion	Empire State Development	Pending
<b>Incomplete</b>	<b>June 2018</b>	10254: Jacob K. Javits Convention Center - Expansion	Empire State Development	Pending
<b>Incomplete</b>	<b>May 2018</b>	10254: Jacob K. Javits Convention Center - Expansion	Empire State Development	Pending
<b>Incomplete</b>	<b>April 2018</b>	10254: Jacob K. Javits Convention Center - Expansion	Empire State Development	Pending
<b>Incomplete</b>	<b>March 2018</b>	10254: Jacob K. Javits Convention Center - Expansion	Empire State Development	Pending
<b>Incomplete</b>	<b>February 2018</b>	10254: Jacob K. Javits Convention Center - Expansion	Empire State Development	Pending
<b>Incomplete</b>	<b>January 2018</b>	10254: Jacob K. Javits Convention Center - Expansion	Empire State Development	Pending
<b>Incomplete: Past Due</b>	<b>December 2017</b>	test123: Test 1	City of Tampa	Pending

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# Primes Entering Subcontractor Payments

## Compliance Audit: Audit Notice for June 2020

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**Office of General Services**  
**000000000000000000054283: PS68264 Security Guard/Fire Safety/EAP**  
 Prime: **JCC Test Vendor**

Status: **Open**  
 1/24/2019 - 1/23/2024  
 Current Value: **\$22,724,000**

This is an audit notice for the contract listed below. Submit a response for each item listed below by clicking each link in the **Audit Actions** table. It is possible that some actions are not available at a specific time due to pending reports from other contractors.

Compliance Audit Information	
Compliance Audit Period	June 2020
Date & Time Posted	Local: 7/1/2020 4:06:08 AM EDT System: 7/1/2020 3:06:08 AM CDT

Submit a response for each item listed below by clicking each link. It is possible that some actions are not available at a specific time. As the **prime contractor** your responsibility is to report payments made to subcontractors.

Compliance Audit Actions	
Category	Action Required & Response Due Date
Prime Contractor	<a href="#">Report 2 subcontractor payments</a> due by <b>7/31/2020 (PAST DUE)</b> audit lock on 8/30/2020

Compliance Officer Information	
Contact Person	<a href="#">Joshua Quiles</a>
Organization	<b>Office of General Services</b>
User Number	<a href="#">30000135-0132</a>

Buyer/Project Manager Information	
Contact Person	<a href="#">Contract Administrator</a>
Department	<b>NYS Procurement (NYSPRO)</b>
User Number	<a href="#">10001953-0001</a>

# Primes Entering Subcontractor Payments

## Contract Audit: March 2009



Listed are subcontractors assigned to this contract. Click the links to the right of the vendor's name to submit or edit a response. You must submit data on each subcontractor to complete the audit.

Audit Information	
Audit Response Status	Not complete; 13 sub response(s) to be submitted. <a href="#">View Detail</a>
Audit Period	March 2009
Payment to Prime	\$500,000.00
Marked As Final Audit?	No ( <a href="#">mark audit as final</a> )
Contract Number	G2765
Contract Title	AC-GRIP-BR-IBRC-(TPM)-064-4(27)13
Prime Contractor	NIELSONS SKANSKA, INC.

Audit Summary - Total Contract Through TODAY (4/27/2009)					
	Award	Award Percent	Actual	Actual Percent	Difference (Actual - Award)
Payments to Prime	\$15,635,695.90		\$15,695,244.71		
Credited Payments (Prime + Sub)	\$1,515,098.93	9.690%	\$1,676,891.51	10.684%	0.994% above goal
Credited DBE Payments	\$1,515,098.93	9.690%	\$1,676,891.51	10.684%	0.994% above goal
Contract Progress	100.4%				
Credited Prime + Sub Progress	110.7%				

**Real time progress**

Audit Summary - Assignment, Payment, and Progress Details					
	Award Assignments	Award Percent	Actual Payments	Actual Percent	Difference (Actual - Award)
All Subcontractor Payments	\$3,665,993.29	23.446%	\$2,984,194.51	19.013%	4.433% below goal
Credited Prime Payments	\$0.00	0.000%	\$0.00	0.000%	Goal matched
Credited Subcontractor Payments	\$2,142,837.26	13.705%	\$1,676,891.51	10.684%	3.021% below goal
Subcontractor Progress	81.4%				
Credited Subcontractor Progress	78.3%				

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

# Primes Entering Subcontractor Payments

Subcontractor Payments for June 2020										
	Subcontractor	Certified	Type	Inc. in Goal	Actions	Paid Amount in June 2020	Confirmed by Sub	Total To June 2020	Contract Goal	Actual Percent
1	<a href="#">Strategic Security Corp.</a> Christie Demonte-Sordi <a href="mailto:jsordi@sscctu.com">jsordi@sscctu.com</a> F 866-906-1317	<input checked="" type="checkbox"/>	Sub 100%	<input checked="" type="checkbox"/> WBE	<a href="#">Submit Response</a>	Not Reported	--	\$127,085.84	0.000%	2.893%
1	<a href="#">Trace Assets Protection Service LLC.</a> Anita Sanders <a href="mailto:asanders@traceprotection.com">asanders@traceprotection.com</a> P 716-424-2536, F 716-424-2811	<input type="checkbox"/>	Sub 100%	<input checked="" type="checkbox"/> WBE	<a href="#">Submit Response</a>	Not Reported	--	\$0.00	0.000%	0.000%

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

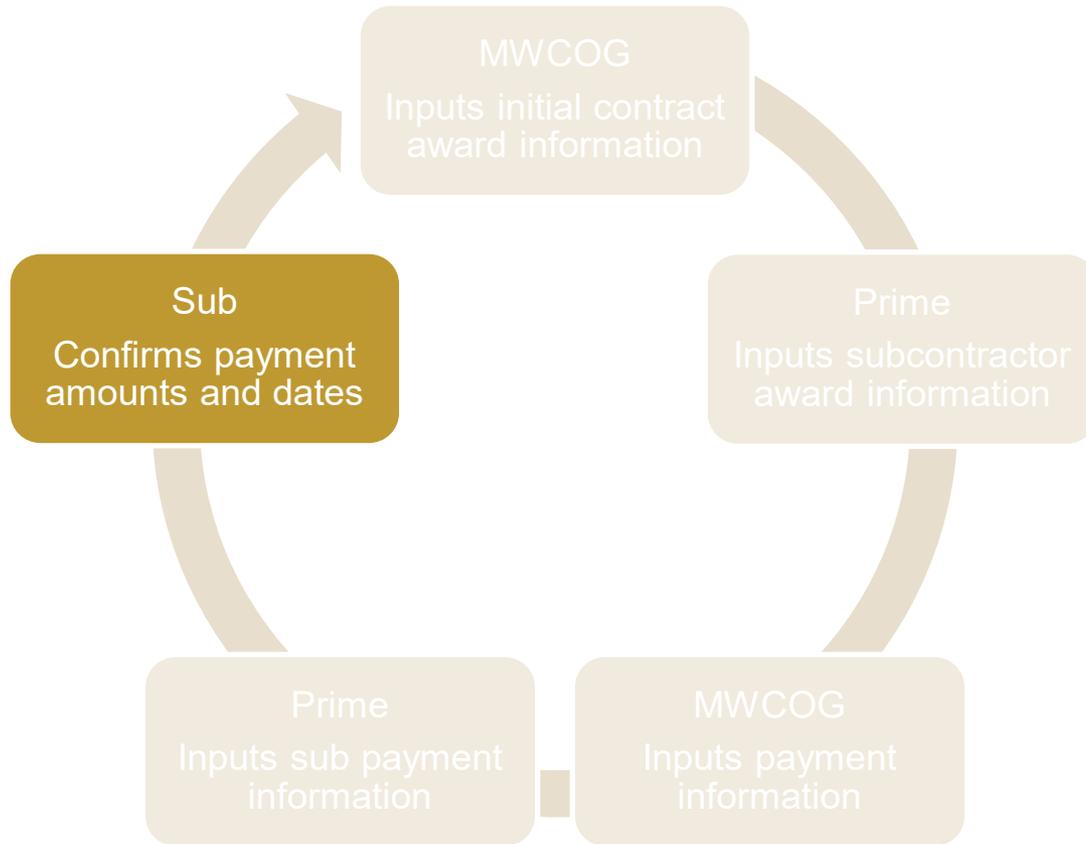
**Customer Support**

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# Primes Entering Subcontractor Payments

Audit Information <span style="float: right;">?</span>	
Enter the audit amount for the designated time period. You can attached files or add comments, if necessary.	
Amount PAID For March 2009 *	<div style="border: 1px solid gray; padding: 2px;">\$1500.00</div> <p>&gt;&gt; Do NOT enter invoice amount.</p>
Payment Date *	<div style="border: 1px solid gray; padding: 2px;">3/25/2009 </div> <p>&gt;&gt; Enter payment date if you made a payment during March 2009. &gt;&gt; If multiple payments were made, enter the date of the first payment.</p>
Prompt Payment? *	<p>&gt;&gt; Select a choice below if you made a payment during March 2009.</p> <p><input checked="" type="radio"/> Yes - the subcontractor was paid within 10 days of payment from New Mexico Department of Transportation.</p> <p><input type="radio"/> No - the subcontractor was not paid within 10 days of payment from New Mexico Department of Transportation.</p> <p><input type="radio"/> N/A - we cannot determine if the subcontractor was paid promptly.</p>
Payment Detail	<p>(Optional) Enter details of PAID check numbers and amounts for March 2009. This optional detail will speed up the subcontractors confirmation of your payment information. This information will be displayed to Apache Construction Co..</p> <div style="border: 1px solid gray; padding: 5px; min-height: 100px;">Chk #401: \$1500.00</div>
Attach File(s)	<div style="border: 1px solid gray; padding: 2px; text-align: center;">Attach File</div>
Comments	<p>(Optional) These comments are visible ONLY to your contract compliance officer. They are not visible to Apache Construction Co..</p> <div style="border: 1px solid gray; padding: 5px; min-height: 50px;"></div>

# Primes Will Input Payments to Subcontractors



# Subcontractors Confirming Payments

- Referred to as 'audits' in the system
- After the prime enters the most recent payment it has made to your firm, you will receive an email notification to confirm your payments
  - All subcontractors, not only DBEs
  - Subcontractors will not be required to confirm '\$0' payments

# Subcontractors Confirming Payments

- Find incomplete 'audits' from your Dashboard

## Dashboard

Displaying records assigned to your company

<u>Contract</u>			
Total	3		
Open	3		

<u>Contract Audits</u>			
	Total	< 90 days	> 90 days
Total Audits	15	1	14
<b>Incomplete Audits »</b>	<b>10</b>	<b>1</b>	<b>9</b>
<b>» Past Due Audits</b>	<b>1</b>	<b>0</b>	<b>1</b>

<u>Certification Applications</u>			
	Pending Submission	Pending Receipt	Pending Processing
Status	1	0	0

<u>Certifications</u>			
	Active	Pending	Renewing
Status	3	8	0

<u>Contractor Certifications</u>			
	Active	Pending	Renewing
Status	0	1	0

<u>Utilization Plans</u>		Total
<b>Pending Submission »</b>		<b>5</b>
<b>Submitted »</b>		<b>2</b>
<b>Resubmitted »</b>		<b>1</b>
<b>Approved »</b>		<b>15</b>
<b>Pending Confirmation as Subcontractor »</b>		<b>0</b>

## Certification Center

⚠ If your firm holds certifications not listed below, [submit a request](#) to add them to your account. You can also [add date alerts](#) to any active certification to remind you of an upcoming renewal.

## Key Actions

1 [Certification Applications pending](#) [Take a Training Class](#)

## Alerts

No Activated Alerts. [View Pending Alerts.](#)

## System News

### Special Features for Vendors

If your firm is certified (SBE, DBE, MBE, WBE, etc.), active records will appear in the "Certification Center" on the left side of this Dashboard. You can take two important actions:

- [Add a date alert](#) to an active certification to remind you of an upcoming renewal. You can add multiple alerts to any active certification -- for example 90 days, 60 days, and 30 days before the renewal is due.
- If your firm holds a certification that is not listed, [submit a missing certification request](#). Our customer support team will review the supporting documentation and take action to add the record to ensure your profile is complete and up-to-date.

### Training Classes & Events

Learn more about the system with our regular training classes and see upcoming events relevant to your business. [View details.](#)

- [View events & RSVP today](#)

[View all System News](#)

# Subcontractors Confirming Payments

- Or...Find incomplete 'audits' from your 'View' Screen

Home

View >>

- My Alerts
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- My Bid Solicitations
- My Prevailing Wage
- My Messages

1 - 1 of 1 records displayed: Previous Page < Page 1 >

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

Status	Audit Period	Contract Number & Title
Incomplete	October 2021	1220573: Capacity Enhancement Program-PHL

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Select the 'Incomplete' audit

# Subcontractors Confirming Payments

## Compliance Audit Information

COMPLIANCE AUDIT PERIOD

October 2021

DATE & TIME POSTED

Local: 11/1/2021 4:28:44 AM CDT  
System: 11/1/2021 4:28:44 AM CDT

Submit a response for each item listed below by clicking each link. It is possible that some actions are not available at a specific time. As a **subcontractor** your responsibility is to confirm payments made to you by the prime or higher level subcontractors.

## Compliance Audit Actions

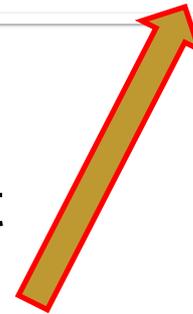
Category

Action Required

Tier 1 Subcontractor to Global Program Partners

Sub: [Confirm payment received](#)

Select the 'Confirm Payment Received' to see details



# Subcontractors Confirming Payments

## Prime Contractor Information ?

Displayed are the reported payments by the Prime for this audit period, and the last one. Also listed are the totals to the date of the audit period.

Prime Contractor	NIELSONS SKANSKA, INC.
Vendor Number	20067380
Contact Person	

## Prime Payment Information ?

Review the information reported by the prime contractor and either confirm or reject the amount. If you reject the amount, you must enter an actual amount and a clarification in the comments field. You may attach a file, if necessary.

Amount Paid TO Prime for March 2009	\$500,000.00
Date Paid TO Prime	3/18/2009

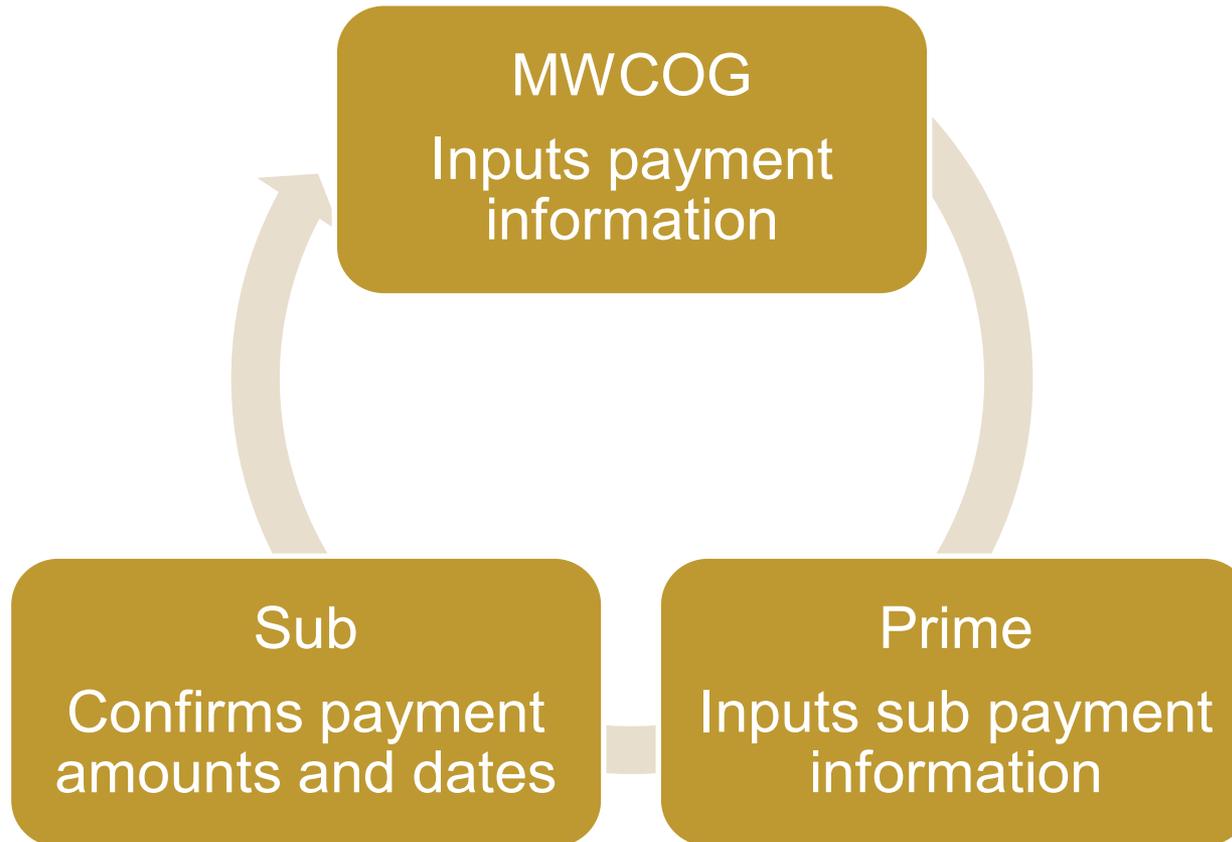
## Previous Payment Information Reported by Prime Contractor ?

Review the information reported by the prime contractor and either confirm or reject the amount. If you reject the amount, you must enter an actual amount and a clarification in the comments field. You may attach a file, if necessary.

**Note:** Indicate that a final payment has been received for this contract ONLY when the last payment has been received by you. If you indicate final payment before it is actually received, you will not be included on any further audits, and the prime will may end your subcontract early because of the status you selected.

Total Through December 2007	\$79,999.26
Paid Amount for December 2007	\$79,999.26
Paid Amount for March 2009	\$1,500.00
Total Through March 2009	\$81,499.26
Payment Detail	Chk #401: \$1500.00

# Continuous Audit Cycle



# Next Steps

- COG will finalize populating prime contract/contractor award information
- Primes will receive notification to complete subcontract/subcontractor/paid-to-date information
- COG will begin entering current payment information for payments made to primes
- Primes enter payment information for subs through the system's audit process
- Subs confirm/reject through the system's audit process

# *Questions/Discussion*

