

DPS WORKSHOP

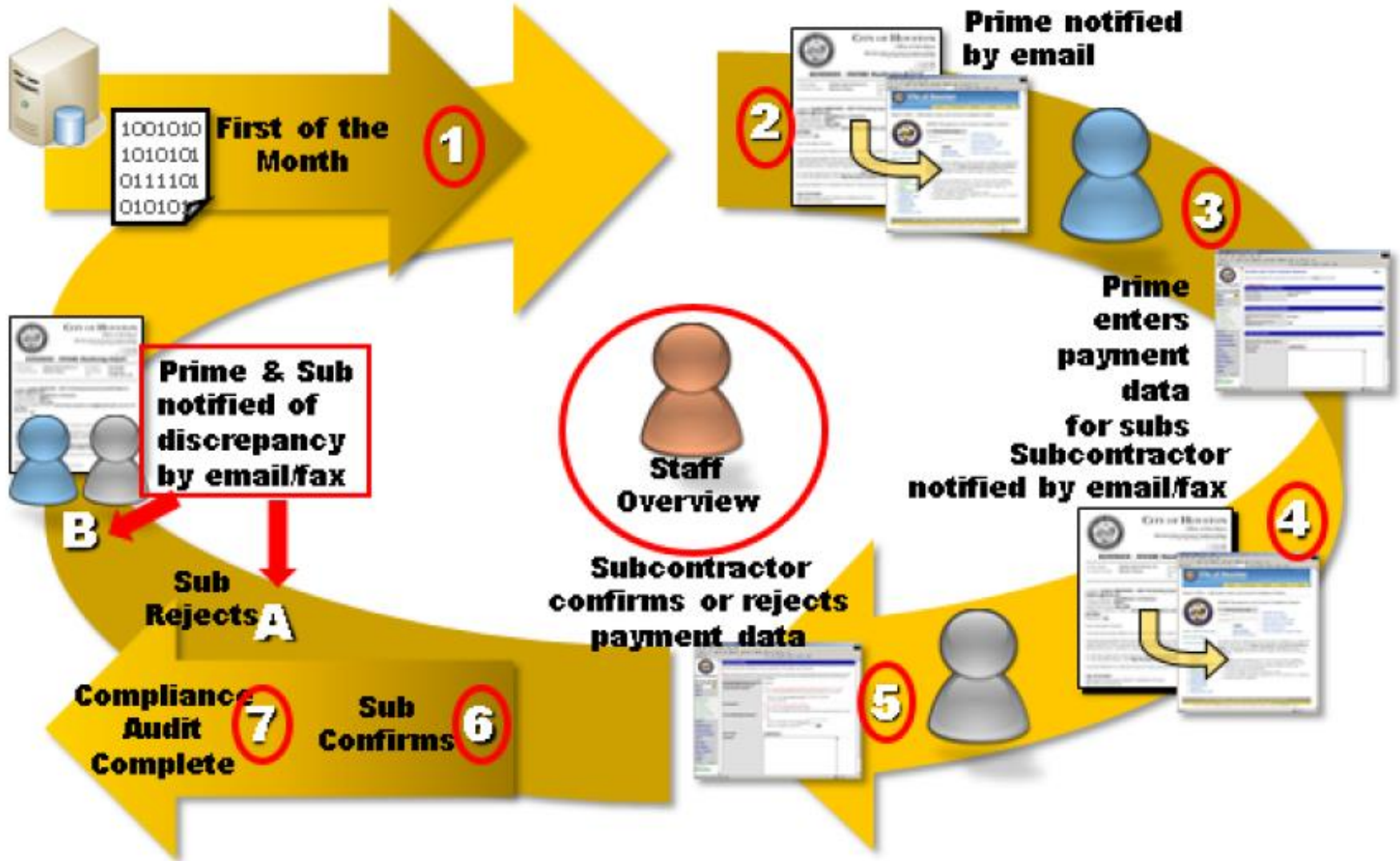


Tracking Contract Payments:
What You Need To Know

Agenda

- Roles and responsibilities of the primes and subcontractors for reporting payments
- Email notification process
- Importance of subcontractor payment confirmations
- Payment Discrepancies
- Who to contact when assistance is needed

The Compliance Audit Process:



Step 1: Prime Contractor Login to Dashboard

Go to: <https://chicago.diversitycompliance.com>

Dashboard

Displaying records assigned to

Contract

| | |
|--------------------|----|
| Total | 34 |
| Open | 33 |
| Soon to end (3 mo) | 2 |
| Closed | 1 |

Contract Audits

| | Total | < 90 days | > 90 days |
|------------------------------|--------------------------|--------------------------|--------------------------|
| Total Audits | 113 | 5 | 108 |
| Incomplete Audits » | 7 | 1 | 6 |
| Audit Discrepancies » | 1 | 0 | 1 |

Workforce Audits

| | Last 30 days | Last 3 months | Last 12 months |
|---------------------|--------------------------|--------------------------|--------------------------|
| Total | 7 | 8 | 9 |
| Incomplete » | 7 | 8 | 9 |

Certification Applications

| | Pending Submission | Pending Receipt | Pending Processing |
|--------|--------------------|-----------------|--------------------|
| Status | 5 | 0 | 0 |

Certifications

| | Active | Pending | Renewing |
|--------|--------|--------------------|----------|
| Status | 0 | 12 | 0 |

Questionnaires

| | | | |
|---|--|--|--------------------------|
| Incomplete, Pending Submission » | | | 2 |
| Withdrawn | | | 1 |

Step 2: Prime Contractor Clicks Incomplete Audits

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 ▾ | Apr-2015 ▾ | All ▾ | All ▾ | |
| <u>Incomplete</u> | April 2015 | Test Contract: Test Contract | Milwaukee Public Schools | Pending |
| <u>Incomplete</u> | April 2015 | Pay Or Play Test Contract | City of Houston | Pending |
| <u>Incomplete</u> | April 2015 | MKE 123: MKE Test | City of Milwaukee | Pending |
| <u>Incomplete</u> | April 2015 | KP3333: Kaiser Training | Kaiser Permanente National Facilities Services | Pending |
| <u>Incomplete</u> | April 2015 | JTA333: JTA Training Contract | Jacksonville Transportation Authority | <u>Not reported</u> |
| <u>Incomplete</u> | April 2015 | 123456789: JC- Test1000 | Los Angeles County Metropolitan Transportation Authority | <u>Not reported</u> |
| <u>Incomplete</u> | April 2015 | 123-Training: Bridge Construction Project | City of Cleveland | <u>Not reported</u> |

Step 3: Prime Contractor Reports Subcontractor Payments

Audit Information

| | |
|--------------------|---|
| Time Period | April 2015 |
| Date & Time Posted | Local: 5/1/2015 6:01:37 AM CDT System: 5/1/2015 6:01:37 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.

Audit Actions

| Category | Action Required & Response Due Date |
|------------------|---|
| Prime Contractor | Report 3 subcontractor payments due by 5/31/2015 audit lock on 6/30/2015 |

Compliance Officer Information

| | |
|----------------|---|
| Contact Person | Milwaukee Conversion User |
| Organization | City of Milwaukee |
| User Number | 30000038-003 |

Buyer/Project Manager Information

| | |
|----------------|--|
| Contact Person | Contract Administrator |
| Department | Milwaukee Default Buyer Department |
| User | 10000996-001 |

Step 4: Prime Contractor Submit All Sub Payments

| Subcontractor Payments for April 2015 | | | | | | | | | | |
|---------------------------------------|---|-----------|----------|---|---------------------------------|---------------------------|------------------|---------------------|---------------|----------------|
| | Subcontractor | Certified | Type | Inc. in Goal | Actions | Paid Amount in April 2015 | Confirmed by Sub | Total To April 2015 | Contract Goal | Actual Percent |
| 1 | Sub Flooring, LLC <i>Veronica Lopez</i> sub@b2qnow.com P 602-325-9277 Ext. 250, F 602-325-9277 | No | Sub 100% | <input checked="" type="checkbox"/> MBE | Submit Response | Not Reported | -- | \$2,200.00 | 5.792% | 0.211% |
| 1 | Sub Trucking Company <i>Jesse James</i> jj@b2qnowuser.com P 602-325-9277, F 602-325-9277 | No | Sub 100% | <input checked="" type="checkbox"/> WBE | Submit Response | Not Reported | -- | -\$1,300.00 | 5.525% | -0.125% |
| 2 | Sprinkles Car Wash <i>Jane Sprinkles</i> b2qnowtestvendor12@b2qnow.com P 602-325-9288, F 602-325-9288 | No | Sub 100% | <input checked="" type="checkbox"/> WBE | Submit Response | Not Reported | -- | \$3,500.00 | 0.762% | 0.336% |

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

| Subcontractor Payment Information | | | | |
|-----------------------------------|----------------------------|---------------------------|---|---|
| Subcontractor | Total Through January 2015 | Payment for February 2015 | Payment Date & Prompt Payment (within 7 days) | Payment Details & Comments |
| 1 Sub Flooring, LLC | \$2,200.00 | \$ <input type="text"/> | <input type="text"/> <input type="radio"/> Y <input type="radio"/> N <input type="radio"/> N/A | Payment Detail: <input type="text"/> Docs Comments: <input type="text"/> |
| 1 Sub Trucking Company | \$2,200.00 | \$ <input type="text"/> | <input type="text"/> <input type="radio"/> Y <input type="radio"/> N <input type="radio"/> N/A | Payment Detail: <input type="text"/> Docs Comments: <input type="text"/> |
| 2 Sprinkles Car Wash | \$3,500.00 | \$ <input type="text"/> | <input type="text"/> <input type="radio"/> Y <input type="radio"/> N <input type="radio"/> N/A | Payment Detail: <input type="text"/> Docs Comments: <input type="text"/> |

Or Step 4: Prime Contractor Submit Payments Individually

Mark 2 Remaining Subcontractors as Zero

Mark Audit as Final

Submit ALL Incomplete Records

Add Subcontractor

Report Error

| Subcontractor Payments for February 2010 | | | | | | | | | | |
|--|-----------|----------|--------------|-----------|-----------------|------------------------------|------------------|------------------------|---------------|----------------|
| Subcontractor | Certified | Type | Inc. In Goal | Goal Type | Actions | Paid Amount in February 2010 | Confirmed by Sub | Total To February 2010 | Contract Goal | Actual Percent |
|  Sub Flooring, LLC Veronica Lara vendor2@b2onow.com P 607-375-9277 F 607-375-9277 | Yes | Sub 100% | Yes | WBE | Submit Response | Not Reported | -- | \$9,000.00 | 10.000% | 4.865% |
|  Sub System Construction Marlin Kaplan vendor2@b2onow.com P 607-375-9277 F 607-866-7788 | Yes | Sub 100% | Yes | MBE | Submit Response | Not Reported | -- | \$14,000.00 | 15.000% | 7.568% |

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

Audit Information

Enter the audit amount for the designated time period. You can attached files or add comments, if necessary.

Amount PAID for April 2015 * \$

>> Do NOT enter invoice amount.

Payment Date *

>> Enter payment date if you made a payment for April 2015.
>> If multiple payments were made, enter the date of the first payment.

Prompt Payment? *

>> Select a choice below if you made a payment for April 2015.

Yes - the subcontractor was paid within 7 days of payment from City of Milwaukee.
 No - the subcontractor was not paid within 7 days of payment from .
 N/A - we cannot determine if the subcontractor was paid promptly.

Payment Detail

Enter details of PAID check numbers (or ACH references) and amounts for April 2015. This information is optional but will speed up the confirmation process. Payment details are displayed to Sub Flooring, LLC.

Supporting Documents

Attached documents are not visible to Sub Flooring, LLC.

Comments

(Optional) These comments are visible ONLY to your compliance officer. They are not visible to Sub Flooring, LLC.

Step 5: Subcontractor Completes Incomplete Audits

Audit Information

| | |
|--------------------|---|
| Time Period | April 2015 |
| Date & Time Posted | Local: 5/1/2015 6:01:37 AM CDT System: 5/1/2015 6:01:37 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.

Audit Actions

| Category | Action Required & Response Due Date |
|---|---|
| Tier 1 Subcontractor to Prime Contracting, Inc. | Sub: Confirm payment received due by 6/27/2015 audit lock on 7/27/2015 |

Compliance Officer Information

| | |
|----------------|---|
| Contact Person | Milwaukee Conversion User |
| Organization | City of Milwaukee |
| User Number | 30000038-003 |

Buyer/Project Manager Information

| | |
|----------------|--|
| Contact Person | Contract Administrator |
| Department | Milwaukee Default Buyer Department |
| User Number | 10000996-001 |

Step 6: Subcontractor Responds to Prime's Payment

*** required entry**

| Audit Information | |
|-------------------|------------|
| Audit Time Period | April 2015 |

| Prime Information | |
|---------------------|-------------------------|
| Prime Contractor | Prime Contracting, Inc. |
| Prime Vendor Number | 20000279 |

| Previous Payment Information | |
|------------------------------|-------------|
| Total Through April 2015 | \$10,600.00 |

| Prime Payment Information | |
|-------------------------------------|--|
| Amount Paid TO Prime for April 2015 | \$685,000.00 by City of Milwaukee to Prime Contracting, Inc. |
| Date Paid TO Prime | 5/1/2015 |

| Audit Information | |
|---|---------------------|
| Amount Reported by the prime contractor for April 2015 as PAID to You | |
| | \$5,000.00 |
| Payment Detail Provided by Prime: | |
| | Ck # 1256 |
| | Inv # 789 |
| | Date: April 2, 2015 |

Confirm Reported Amount? *

[Show all options and fields](#)

Correct - the amount reported by the prime contractor as PAID to us is correct (\$5,000.00).

Incorrect - the amount reported by the prime contractor as PAID to us is not correct.

Final Payment? *

No - our work on this contract continues.

Yes - this is our last payment for this contract.

N/A - we have not begun work on this project or we have not been paid yet for our work.

Is Prime Withholding Retainage? *

No

Yes

Attach File(s)

Attach File

Public Comments

These comments are visible to the compliance officer and the prime contractor.

Payment 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 by completing an investigation and obtaining proof of payment documentation from both the prime and subcontractor such canceled checks, invoices, bank statements, etc.
- **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 completing the necessary steps in C2.

TRAINING • OUTREACH • COMMUNICATIONS



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www.cityofchicago.org/dps



2019 WORKSHOP SCHEDULE
WWW.CITYOFCHICAGO.ORG/D

Note: All bid advertisements, addenda, upcoming workshops, events, new policies, and procedures that affect vendor community.



Questions?

Thank You for Attending...



FAIRNESS • TRANSPARENCY • DIVERSITY • INCLUSION

Department of Procurement Services
121 North LaSalle, City Hall Room 806, Chicago, IL
60602

City Hall Bid & Bond Room 103 • 11th Floor Room 1103

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