



# Small Business Certification and Contract Management System (B2Gnow)

## User Guide for ALL Firms

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## Chapter I GENERAL

### I-1 INTRODUCTION

The City and County of Denver’s (“City”) Minority and Women-Owned Business Enterprise (“MWBE”) policy is to ensure nondiscrimination in the award and administration of the City’s construction contracts, professional services contracts, and in the procurement of common goods and services. The awarded Contractor (“the Contractor”) shall comply with and implement requirements of DSBO’s MWBE Program in the award and administration of Subcontracts under any agreement resulting from this solicitation (“the Contract”). The Contractor shall not discriminate on the basis of race, color, religion, national origin, sex, age, or disability in the administration and performance of the Contract.

The Contractor/Consultant (“Prime”) shall perform its obligations and shall require each Subcontractor regardless of the tier to perform its respective obligations and the Subcontract(s) in accordance with the DSBO requirements. The Prime shall carry out applicable requirements of the DSBO Ordinance in the award and administration of its contracts.

### I-2 B2GNOW CONTRACT MANAGEMENT SYSTEM PURPOSE

Contracts assigned a Division of Small Business Opportunity (DSBO) program, will be monitored by the DSBO Compliance Team using the Small Business Certification and Contract Management System (“B2G”). The Prime has an ongoing, affirmative obligation to maintain, at a minimum, compliance with the original minority and women-owned business enterprise (MWBE)/disadvantaged business enterprise (DBE)/ and small business enterprise (SBE) commitment the contract was originally awarded. The MWBE/DBE/SBE commitment applies to the total contract value, inclusive of all task orders, work orders, change orders, etc. associated with the delivery of the project.

DSBO will monitor the MWBE/DBE/SBE requirements and participation on contracts utilizing B2G. The Prime shall ensure all MWBE/DBE/SBE documentation and participation is to date and accurately reported in B2G.

### I-3 DSBO DIRECTORY OF CERTIFIED FIRMS

DSBO maintains a MWBE Directory (“Directory”), which is a current listing of City-certified MWBEs, DBEs, and SBEs which can be accessed via the DSBO website at <https://www.denvergov.org/dsbo> . Changes may be made to the Directory at any time. MWBE/SBE/DBE certification or listing in the Directory is not a representation or warranty by the City regarding the qualifications of any listed MWBE/SBE/DBE.

To pull the certified firm list go to <https://denver.mwdbe.com/?TN=denver> and click on “Search Vendor Directory”. Search firms by certification type, business name, work description, contact person, commodity code, and /or location. Each search parameter is not required to generate a report. Please note some firms are registered under different names than they are doing

business as and searching for specific business titles or applying too many parameters may not bring up results. For the Colorado UCP DBE and ACDBE Directory visit <https://coucp.dbesystem.com/FrontEnd/SearchCertifiedDirectory.asp>

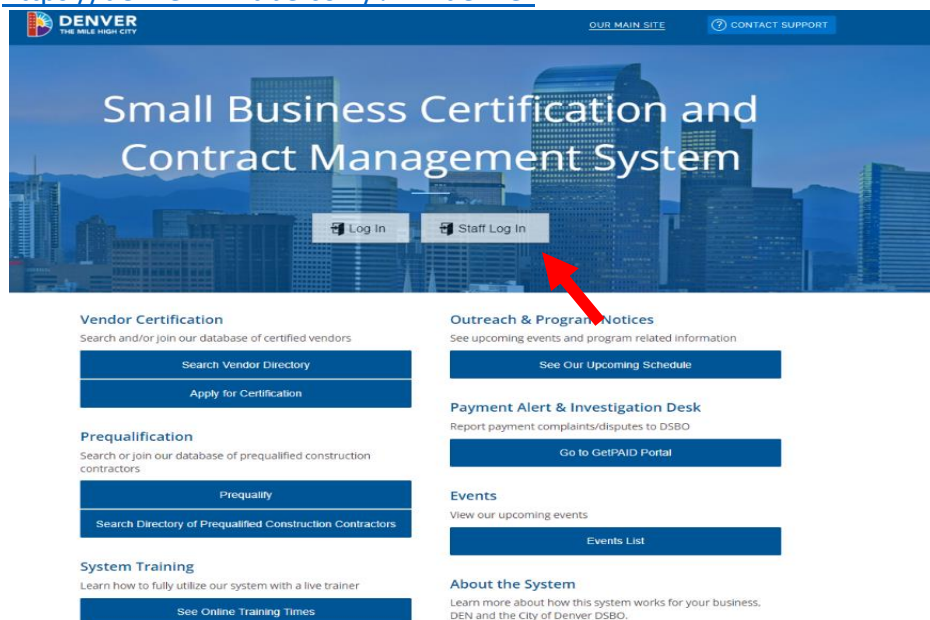


## I-4 VENDOR PROFILE

### Step 1: Login to the system

Vendors should have their login information. If not, please contact B2G support by clicking the 'Contact Support' in the top right corner of the login page. See image below.

<https://denver.mwdbe.com/?TN=denver>



## Step 2: Review the information listed on the dashboard

After logging into the system, the main page's dashboard will display information on active contracts and any outstanding audits that need to be completed. Incomplete audits will be

**Test System**  
**B2G NOW**

Home  
View >>  
My Alerts  
My Certifications  
My Contracts  
My Contract Audits  
My Workflow Audits  
My Concessions  
My Concession Audits  
My Utilization Plans  
My Outreach  
My Events  
My Reviews  
My Questionnaires  
My Bid Solicitations  
My Prevailing Wage  
My Favorite Vendors  
My Messages  
Search >>  
Vendors  
Certified Vendors  
Contracts  
Bid Solicitations  
Concessions  
Outreach  
Users  
Search Results >>

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

**Contracts**

Total	2
Open	2

**Contract Audits**

	Total	< 90 days	> 90 days
Total Audits	1	0	1
<b>Incomplete Audits</b>	1	0	1
<b>Past Due Audits</b>	1	0	1

**Certification Applications**

	Pending Submission	Pending Receipt	Pending Processing
Status	1	0	0

**Certifications**

	Active	Pending	Renewing
Status	0	1	0

**Certification Center**

⚠ If your firm holds active certifications (SBE/MBE/WBE/DBE/HUB/etc) from any organization, [submit a request](#) to add them to your account.

displayed in red. Ensure it is displaying contracts assigned to your company, by confirming the drop down 'Displaying records assigned to' in the top right reflects 'your company'. See image below.

## Step 3: Review list of contracts

To view contracts, click on Contracts which is located on the dashboard. Also use the sidebar to view contracts or search for a specific contract. Each contract will show a primary and secondary contact assigned. Click the drop-down menu to update to a new user in your vendor profile.

## Contract Management

[Contract Main](#) [View Contract](#) [Subcontractors](#) [Invoices](#) [Messages](#) [Comments](#) [Reports](#)

New Jersey Transit  
1234567890: lots of work  
Prime: B2Gnow Test Vendor 11

### Contract Information

CONTRACT TITLE	lots of work
CONTRACT NUMBER	1234567890
SYSTEM TRANSACTION NUMBER	04382606-0001
START DATE	1/1/2018
(PROJECTED) END DATE	1/1/2023
CONTRACT VALUE	\$10,000,000.00
COMPLIANCE OFFICER	NJTransit Admin3

### User Assignment

Contract Type	Subcontract Percent	Compliance Contact Person
Prime	-	Primary: <a href="#">Test Vendor 11</a> ▼ Secondary: <a href="#">None selected (optional)</a> ▼

[View Subcontractors](#)

### Contract Status & Actions

To add a new user to vendor profile, click Contracts from main dashboard. Click “Users” tab then “add new user” button. Enter user’s first and last name, email and phone number and save.

## Vendor Profile: Users

[General](#) [Public Profile](#) [Users](#) [Commodity Codes](#) [Contacts](#) [Employees](#) [Certifications](#) [Contracts](#) [Workforce Comp/EEO](#) [Questionnaires](#)

B2Gnow Test Vendor 11

System Vendor

Listed are all user accounts for this vendor. To view a user’s information, click the user’s name. Inactive users that have not accessed their account within the past two years are shaded.

[Add User](#)

### Users

Name	Title	Contact Role(s)	Last Login	User Number
<a href="#">Test, Shawna</a>			2/7/2023	20327086-0003
<a href="#">Vendor 11, Test</a>		Certifications, Contracts, General, Insurance, Invoicing, Owner, Prevailing Wage, Sales, Utilization Plans	7/21/2022	20327086-0001
<a href="#">Vendor20, Test</a>			4/20/2023	20327086-0002
















## I-5 ADD SUBCONTRACTORS/SUBCONSULTANTS TO A CONTRACT

### Step 1: Add New Subcontractor/Subconsultant

Click on the “Subcontractors” tab and then on “Add First Tier Subcontractor” button or “Add Second Tier Sub”. Once added, subcontractor can add a Tier 2 subcontractor by clicking on that option in their account. To remove or substitute a subcontractor from a contract, approval is needed by reaching out to DSBO first.

All subcontractors assigned to this contract are listed below.

[Refresh Page](#)


Subcontractor List								 Add First Tier Subcontractor
Subcontractor Name	Certified	Current Award	Type	Inc. in Goal	Compliance Audit	Final Pmnt	Actions	
 A-CORE CONCRETE CUTTING INC	<a href="#">No</a>	\$126,256	Sub	No		No	<a href="#">Add Tier 2 Sub</a>	
 Aggregate Logistics, LLC		\$2,567,625	Reg. Dealer 60%	 DBE		No	<a href="#">Add Tier 2 Sub</a>	
 Allstate Sweeping, Inc.		\$317,900	Sub 100%	 DBE		No	<a href="#">Add Tier 2 Sub</a>	
 American Sign & Striping Company		\$956,904	Sub 100%	 DBE		No	<a href="#">Add Tier 2 Sub</a>	

## Step 2: Enter subcontractor's information

This will prompt the Contract Management: Add Subcontractor page. Check if the subcontractor's information is already in the system. Click on **"Get Vendor"** to search for the subcontractor. Filtering the state to Colorado can narrow results. Subcontractors will need to add themselves in the system if they are not already in there even if not certified.

\* required entry

**Vendor Information**

VENDOR\*  [Get Vendor](#) from vendor database

**Applicable Vendor Certifications**

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

From the search results, click **"Select Vendor"** to add that subcontractor's information.

After clicking **"Select Vendor"**, the subcontractor's information should populate some of the fields that need to be entered. Make sure all information with a **red asterisk** has been entered. If this firm's payments will be counting towards participation, remember to select "Yes" to this question.

To resort click column title. To filter click dr

Business Name	Phone Number	Location	Actions
A.A.C. MECHANICAL INC.	713-776-1900	HOUSTON, TX	Select Vendor
A.C.M.E.	503-939-1388	BATTLEGROUND, WA	Select Vendor
AAA ACME LOCK CO INC		MILWAUKEE, WI	Select Vendor
AACME GENERAL CONTRACTORS INC.	540-825-6278	BRANDY STATION, VA	Select Vendor
ABLE SHEET METAL & A/C MECHANICAL CONTRACTORS	888-555-1234	DALLAS, TX	Select Vendor
AC MECHANICAL, LLC	609-383-0077	ABSECON, NJ	Select Vendor
AC MEDIA RESOURCES DBA AC MEDIA RESOURCES	856-767-2355	WEST BERLIN, NJ	Select Vendor
ACADEMY FOR CONTINUING MEDICAL EDUCATION, LLC DBA ACME, LLC	830-481-0549	BLANCO, TX	Select Vendor

Under “ADD VENDOR TO EXISTING AUDITS FOR THIS CONTRACT?” Do not enter a paid amount since this cannot be confirmed by the subcontractor. These will need to be reported in their appropriate month’s audit. Upload their letter of intent under Attach Files.

**Subcontract Information**

SUBCONTRACTOR TIER \* [Tier 1] Subcontractor to B2Gnow Test Vendor 11 [Prime Contractor]

CURRENT PRIME CONTRACT AMOUNT \$44,595,867.73

SUBCONTRACT PERCENT/AMOUNT \*  
 By Amount: \$   
 By Percent:  %  
 Enter the full amount/percent of the subcontract or the percent relative to the total contract value (\$44,595,868). Do not deduct amount/percent of subcontracts awarded by this subcontractor.

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 \*  
 Yes - Payments to this subcontractor count towards the **None selected** Goal  
 No

TYPE OF PARTICIPATION \*  
 Subcontractor/Subconsultant  
 Supplier - Manufacturer  
 Supplier - Regular Dealer  
 Supplier - Packager, Broker, Distrib., Wholesaler, Manuf. Rep.  
 Joint Venture  
 Fees & Commission Broker  
 Trucking & Hauling  
 Trucking & Hauling Brokerage  
 According to policy, goal participation will be counted at **100%**

WORK DESCRIPTION \*

WORK CODES Currently assigned work codes:  
No Codes Assigned

Page 1 of 2 (20327086\_00404440\_20230203152908.pdf)

Generated by Test Vendor20, B2Gnow Test Vendor 11 on 2/3/2023

**Add Work Codes**

[Click here](#) to see if there are any available work codes assigned to recognized certifications for the assigned vendor.

SUBCONTRACT AWARD/COMMIT DATE \*

ESTIMATED WORK START DATE \*

ESTIMATED WORK END DATE

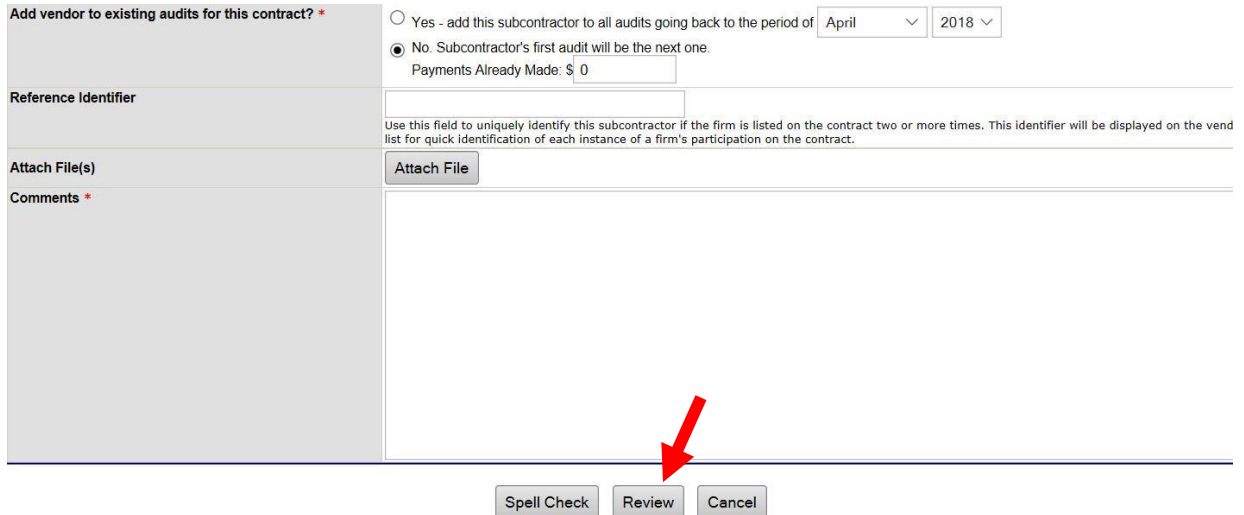
ADD VENDOR TO EXISTING AUDITS FOR THIS CONTRACT? \*  
 Yes - add this subcontractor to all audits going back to the period of **February**   
 No. Subcontractor's first audit will be the next one.  
 Payments Already Made: \$

REFERENCE IDENTIFIER   
 Use this field to uniquely identify this subcontractor if the firm is listed on the contract two or more times. This identifier will be displayed on the vendor list for quick identification of each instance of a firm's participation on the contract.

ATTACH FILE(S) **Attach File**



Once all required information has been entered, scroll to the bottom and click on “**Review**”. Check that all information is correct next. If all the information is correct, click on save to finish adding the subcontractor. The subcontractor added should now be in the list The subcontractor added should now be in the list with a status of submitted. This will send a notice to the Compliance Project Manager to approve the Subcontractor request.



**Add vendor to existing audits for this contract? \***

Yes - add this subcontractor to all audits going back to the period of

No. Subcontractor's first audit will be the next one.  
Payments Already Made: \$

**Reference Identifier**

Use this field to uniquely identify this subcontractor if the firm is listed on the contract two or more times. This identifier will be displayed on the vend list for quick identification of each instance of a firm's participation on the contract.

**Attach File(s)**

**Comments \***

It is important to review each of the contracts to ensure all subcontractors and their subcontract information is correct under the “Subcontractors” tab. If there is any discrepancy in the entered subcontractor information, please contact the assigned Compliance Project Manager via B2G messages and request this update. Confirm the contact information shown for the Prime is correct. This is the person to whom B2G will send audit update emails and any messages sent by the Compliance Project Manager will also come to this person.

## I-6 MESSAGING IN B2GNOW

There are several ways to contact your Compliance Project Manager or the Customer Support Team in the B2G system. Maintain all communication within the B2G contract profile for best practice to ensure we have all contract records in one place.

### **Option 1 - Message B2G Customer Support**

#### **Step 1: Click on ‘Contact Support’**

Use this option if you have questions regarding your vendor profile or need to add users to an existing vendor account. Click on ‘Contact Support’ on the lefthand menu then Contact Support tab.

## Messaging: Send a Message to Customer Support

Send a Message Contact Support

Use this form to submit a customer support request. Enter the details of your need and attach a file, if applicable.

### Step 2: Provide Details

Best practice is to visit the page you need assistance with and then select the Message option, so a screenshot of your issue is automatically attached.

### Option 2- Message your Compliance Project Manager for Specific Audit

#### Step 1: Under 'Compliance Audit List' click on 'View Audit'

Use this option if you have questions regarding imports/reporting errors. Go to the specific contract audit you have a question for and click 'Message Contact' in the 'Compliance Officer Information' box.

City of Chicago  
EO2021-2 Contract-2: Test EO2021-2 Contract-2  
Prime: RB UP Test Vendor

This is an audit notice for the contract listed below. Submit a response for each item listed below by clicking each link in the **Compliance Audit Actions** table. It is

Compliance Audit Information	
COMPLIANCE AUDIT PERIOD	October 2022
DATE & TIME POSTED	Local: 11/1/2022 4:29:41 AM CDT System: 11/1/2022 4:29:41 AM CDT

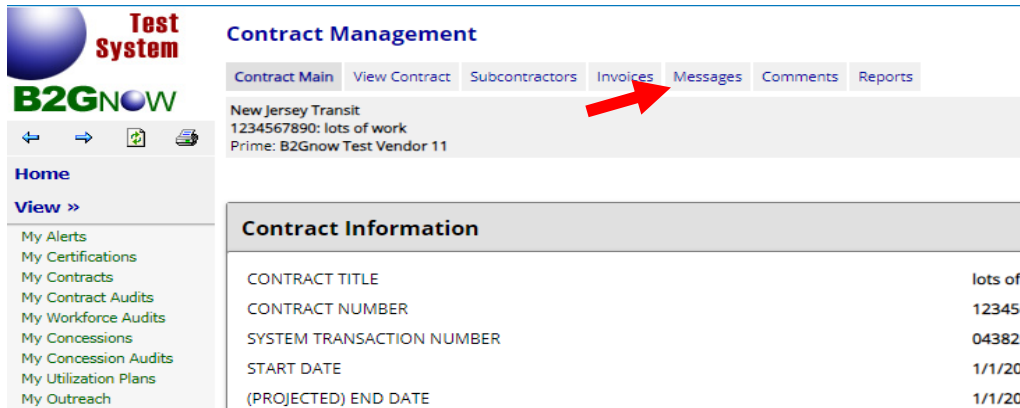
Submit a response for each item listed below by clicking each link. It is possible that some actions are not available at a specific time. As a **subcontractor** your resp

Compliance Audit Actions	
Category	Action Required
Tier 1 Subcontractor to RB UP Test Vendor	Sub: <a href="#">Confirm payment received</a>

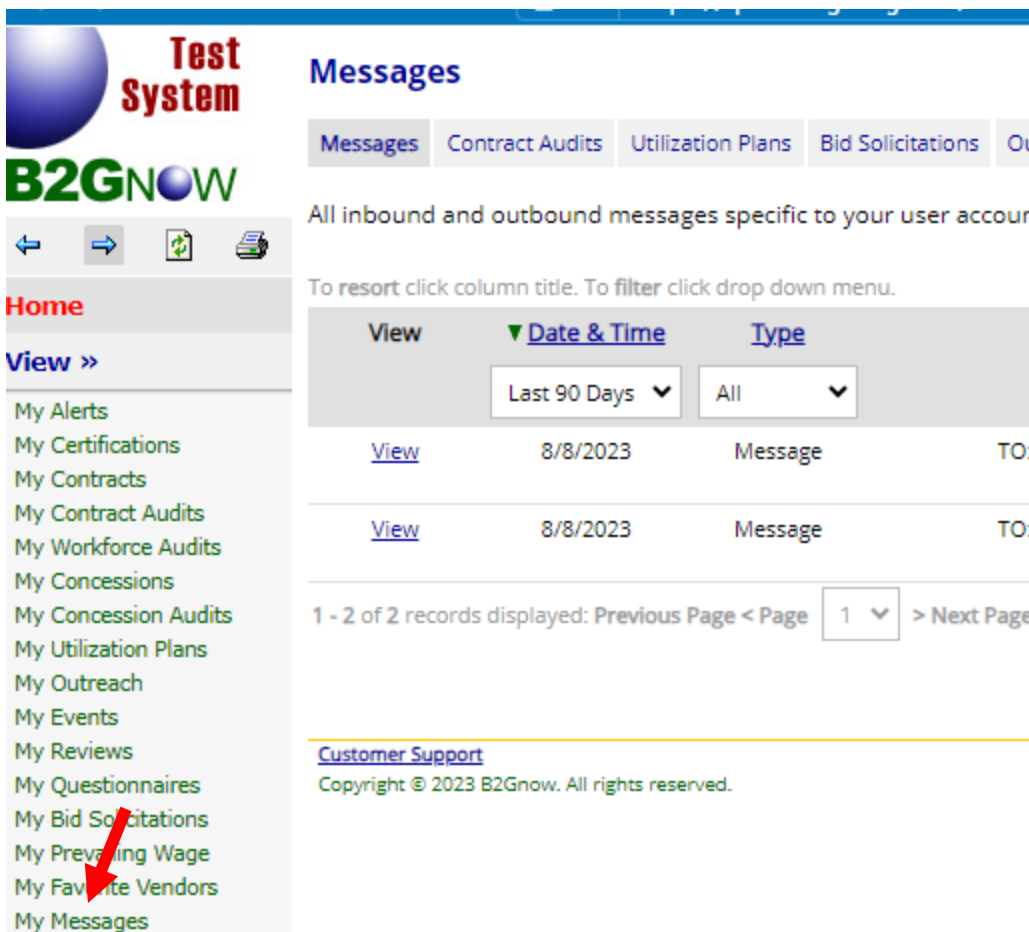
Message Contact

Compliance Officer Information	
CONTACT PERSON	<a href="#">Chicago Admin5</a>
ORGANIZATION	City of Chicago

After you submit your message to the Compliance Project Manager, the message thread will be found in contract profile under the 'Messages' tab going forward.



All sent and received messages for all contracts are accessible through the lefthand menu 'My Messages'.



### Option 3 - Message your Compliance Project Manager General Questions

#### **Step 1: Click your contract's 'Compliance Audit Summary' tab and select 'Report Error'**

For general compliance questions that do not include audit reports, message the assigned Compliance Project Manager with details here.

ors Compliance Audit List **Compliance Audit Summary** Messages Comments Reports

Status: Open  
11/23/2021 - 10/20/2023  
Current Value: \$44,595,868

**- Total Contract**

Current Award	#	Award Percent	Payments	#	Payments Percent	Difference (Payments - Award)
\$44,595,867.73			\$28,425,469.24			
\$7,166,555.94	10 subs	16.070%	\$3,464,108.22	9 subs	12.187%	3.883% below goal
\$7,166,555.94	10 subs	16.070%	\$3,464,108.22	9 subs	12.187%	3.883% below goal

64%  
48%

payments retained by each subcontractor after payment of successive lower tier subcontractors. Award values may not match due to differences between overall contract goal and

Report Error

## Chapter II PRIME CONTRACTORS

### II-1 UPDATE THE CONTRACT'S INFORMATION

#### **Step 1: Select the contract for review**

From list of contracts, click on Contract number and title to review a specific contract. The contract information will be accessed throughout the available tabs.

### **Contract Management**

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

City of Chicago  
EO2021-2 Contract-2: Test EO2021-2 Contract-2  
Prime: RB UP Test Vendor

If there are discrepancies found in the contract's information, go to “Compliance Audit Summary” tab, and select ‘Report Error’ and message the assigned Compliance Project Manager with details.

ors Compliance Audit List **Compliance Audit Summary** Messages Comments Reports

Status: Open  
11/23/2021 - 10/20/2023  
Current Value: \$44,595,868

**- Total Contract**

Current Award	#	Award Percent	Payments	#	Payments Percent	Difference (Payments - Award)
\$44,595,867.73			\$28,425,469.24			
\$7,166,555.94	10 subs	16.070%	\$3,464,108.22	9 subs	12.187%	3.883% below goal
\$7,166,555.94	10 subs	16.070%	\$3,464,108.22	9 subs	12.187%	3.883% below goal

64%

48%

payments retained by each subcontractor after payment of successive lower tier subcontractors. Award values may not match due to differences between overall contract goal and

Report Error

## II-2 COMPLETE A CONTRACT COMPLIANCE AUDIT

### Step 1: Go to the Contract Audits page

Prime is required to report payments the Prime receives as well as what was paid to all subs monthly, these monthly payments in B2G are called “Audits”. Audits will be visible to the primary and secondary contacts listed for the specific contract. Payments shall be reported by the 10<sup>th</sup> of the month following when a payment was received (i.e., If a payment was received in January, by February 10<sup>th</sup> the payment shall be entered into B2G). Click on the **red text** to view incomplete audits. Click to view the incomplete audits, a listing of audits will appear. Click on “**Incomplete: Past Due**” to view a specific audit period.

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

<u>Contract</u>			
Total			34
Open			33
Soon to end (3 mo)			2
Closed			1
<u>Contract Audits</u>			
	Total	< 90 days	> 90 days
Total Audits	<u>113</u>	<u>5</u>	<u>108</u>
<b>Incomplete Audits</b> »	<b>7</b>	<b>1</b>	<b>6</b>
<b>Audit Discrepancies</b> »	<b>1</b>	<b>0</b>	<b>1</b>
<u>Workforce Audits</u>			
	Last 30 days	Last 3 months	Last 12 months
Total	<u>7</u>	<u>8</u>	<u>9</u>
<b>Incomplete</b> »	<b>7</b>	<b>8</b>	<b>9</b>
<u>Certification Applications</u>			
	Pending Submission	Pending Receipt	Pending Processing
Status	<u>5</u>	0	0
<u>Certifications</u>			
	Active	Pending	Renewing
Status	0	<u>12</u>	0
<u>Questionnaires</u>			
	<b>Incomplete, Pending Submission</b> »		<b>2</b>
Withdrawn			1

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
<b>Incomplete</b> ▼	<b>All</b> ▼	<b>All</b> ▼	<b>All</b> ▼	
<b>Incomplete: Past Due</b>	December 2022	202158849: Taxiway EE Construction	City and County of Denver	\$4,162,764.90
<b>Incomplete: Past Due</b>	October 2022	EO2021-2 Contract-2: Test EO2021-2 Contract-2	City of Chicago	\$1,000,000.00

## Step 2: Report payments made to subcontractor/subconsultant

After opening the audit, view the audit details. Click on **“Report 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	<a href="#">Report 3 subcontractor payments</a> due by 5/31/2015 audit lock on 6/30/2015

## Compliance Officer Information

Contact Person	<a href="#">Milwaukee Conversion User</a>
Organization	City of Milwaukee
User Number	<a href="#">30000038-003</a>



## Buyer/Project Manager Information

Contact Person	<a href="#">Contract Administrator</a>
Department	Milwaukee Default Buyer Department
User	<a href="#">10000996-001</a>

### Step 3: Enter payments

Click **“Submit ALL Incomplete Records”** or enter each payment individually by clicking **“Submit response”** under each records’ Actions column. Remember to enter amount received by subcontractor that month not the amount invoiced or lump payments for previous audits. If payments reports for past closed audits are needed, reach out to the DSBO Compliance Project Manager via B2G messaging by clicking **“Report Error”** in the audit.

Compliance Audit Information	
COMPLIANCE AUDIT STATUS	Not complete 14 sub responses to be submitted Audit is PAST DUE; reporting deadline was 1/31/2023 Audit will be locked 3/2/2023
COMPLIANCE AUDIT PERIOD	December 2022
PAYMENT TO PRIME	\$4,162,764.90 - <a href="#">View Details</a>
MARKED AS FINAL AUDIT?	No ( <a href="#">mark audit as final</a> )

Compliance Audit Summary - Total Contract Through TODAY (2/3/2023)					
	Award	Award Percent	Payments	Payments Percent	Difference (Payments - Award)
Prime Contract	\$44,595,867.73		\$28,425,469.24		
For Credit	\$7,166,555.94	16.070%	\$3,464,108.22	12.187%	3.883% below goal
Goal Types					
For Credit to DBE Goal	\$7,166,555.94	16.070%	\$3,464,108.22	12.187%	3.883% below goal
Contract Progress					
For Credit Progress					

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

Subcontractor Payments for December 2022										
Subcontractor	Certified	Type	Inc. in Goal	Actions	Paid Amount in December 2022	Confirmed by Sub	Total To December 2022	Contract Goal	Actual Percent	
1 <a href="#">A-CORE CONCRETE CUTTING INC</a> D'Ann Johnson <a href="mailto:danni@a-core.com">danni@a-core.com</a> P 801-261-5552 Ext. 123, F 801-268-1156	No	Sub	No	<a href="#">Submit Response</a>	Not Reported	--	\$142,199.40	0.283%	0.500%	

Below is the payment information submission form to be completed for multiple or individual audit reporting. Click "Save" for the Submit ALL Incomplete Records option or "Review" then "Save" for the Submit Response option. If no payments were made to subcontractors, be sure to enter \$0.00. Finish entering the subcontractor payments and the subcontractor will be sent an email requesting that they verify the information is correct. Subcontractor can report a discrepancy or verify the payment. Once these are resolved or confirmed, the audit is closed.



### Subcontractor Payment Information

Subcontractor	Total Through November 2022	Payment for December 2022	Payment Date	Payment Details & Comments
<input type="checkbox"/> 1 A-CORE CONCRETE CUTTING INC	\$142,199.40	\$ <input type="text"/>	<input type="text"/>	Payment Detail: <input type="text"/> <a href="#">Docs</a> Comments: <input type="text"/>
<input type="checkbox"/> 1 Aggregate Logistics, LLC	\$1,118,429.52	\$ <input type="text"/>	<input type="text"/>	Payment Detail: <input type="text"/> <a href="#">Docs</a> Comments: <input type="text"/>
<input type="checkbox"/> 1 Allstate Sweeping, Inc.	\$207,516.02	\$ <input type="text"/>	<input type="text"/>	Payment Detail: <input type="text"/> <a href="#">Docs</a> Comments: <input type="text"/>
<input type="checkbox"/> 1 American Sign & Striping Company DBA American Sign & Barricade Co.	\$495,382.70	\$ <input type="text"/>	<input type="text"/>	Payment Detail: <input type="text"/> <a href="#">Docs</a> Comments: <input type="text"/>
<input type="checkbox"/> 1 American Striping Company LLC	\$26,249.61	\$ <input type="text"/>	<input type="text"/>	Payment Detail: <input type="text"/> <a href="#">Docs</a> Comments: <input type="text"/>

### Audit Information

Add/edit payment lines and providing the remaining information for the designated time period. You can attached files or add comments, if necessary. Certain information will be required depending on the situation.

AMOUNT PAID FOR DECEMBER 2022 \*

\$

» Do NOT enter invoice amount.

PAYMENT DATE

» Enter payment date if you made a payment for December 2022.

» If multiple payments were made, enter the date of the first payment.

PAYMENT DETAIL

Enter details of PAID check numbers (or ACH references) and amounts for December 2022. This information is optional but will speed up the confirmation process. Payment details are displayed to A-CORE CONCRETE CUTTING INC.

SUPPORTING DOCUMENTS

Attached documents are not visible to A-CORE CONCRETE CUTTING INC.

COMMENTS

(Optional) These comments are visible ONLY to your compliance officer. They are not visible to A-CORE CONCRETE CUTTING INC.



## Chapter III SUBCONTRACTORS

### III- 1 CONFIRMING A REPORTED PAYMENT

#### Step 1: Go to the Contract Audits page

Audits will only be visible if they are not locked (1 month past due date) and your B2G user email address is listed as the primary or secondary contact for the contract. Click on the **red text** to view incomplete audits. Click to view the incomplete audits, a listing of audits will appear. Click on **“Incomplete”** to view a specific audit period.

Dashboard			
Displaying records assigned to		your company ▼	
<b>Contract</b>			
Total			34
Open			33
Soon to end (3 mo)			2
Closed			1
<b>Contract Audits</b>			
	Total	< 90 days	> 90 days
Total Audits	<u>113</u>	<u>5</u>	<u>108</u>
<b>Incomplete Audits »</b>	<b>7</b>	<b>1</b>	<b>6</b>
<b>Audit Discrepancies »</b>	<b>1</b>	<b>0</b>	<b>1</b>
<b>Workforce Audits</b>			
	Last 30 days	Last 3 months	Last 12 months
Total	7	8	9
<b>Incomplete »</b>	<b>7</b>	<b>8</b>	<b>9</b>
<b>Certification Applications</b>			
	Pending Submission	Pending Receipt	Pending Processing
Status	<b>5</b>	0	0
<b>Certifications</b>			
	Active	Pending	Renewing
Status	0	<b>12</b>	0
<b>Questionnaires</b>			
<b>Incomplete, Pending Submission »</b>			<b>2</b>
Withdrawn			1

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
<b>Incomplete</b> ▼	<b>All</b> ▼	<b>All</b> ▼	<b>All</b> ▼	
<b>Incomplete: Past Due</b>	December 2022	202158849: Taxiway EE Construction	City and County of Denver	\$4,162,764.90
<b>Incomplete: Past Due</b>	October 2022	EO2021-2 Contract-2: Test EO2021-2 Contract-2	City of Chicago	\$1,000,000.00

## Step 2: Confirm reported payment

After opening the audit, view the audit details. Click on “**Confirm payment received.**”

Compliance Audit Information	
COMPLIANCE AUDIT PERIOD	December 2022
DATE & TIME POSTED	Local: 1/1/2023 5:13:30 AM CST System: 1/1/2023 5:13:30 AM CST

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	Response Due Date
Tier 1 Subcontractor to Flatiron Constructors Inc	Sub: <a href="#">Confirm payment received</a>	due by 3/5/2023 audit lock on 4/4/2023

Compliance Officer Information		<a href="#">Message Contact</a>
CONTACT PERSON	<a href="#">Samantha Meza</a>	
ORGANIZATION	City and County of Denver	

Buyer/Project Manager Information		<a href="#">Message Contact</a>
CONTACT PERSON	<a href="#">Contract Administrator</a>	
DEPARTMENT	Denver International Airport	

You also have the option to email your Compliance Project Manager from the Compliance Officer Information box with any questions from here.

Compliance audit information will display. The “Percent Complete” and “Final Payment” question refers to the total subcontract’s completion including retention. Unless the subcontract has been paid out in full, do not enter 100% or “Yes” otherwise, the firm will not be added to future audits. Make sure all information with a **red asterisk** has been entered and enter save.

## Compliance Audit Information

Amount Reported by the prime contractor for December 2022 as PAID to You

**\$5,000.00**

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.

Percent Complete? \*

  %


Change Order? \*

- No
- Yes

Invoice Past Due? \*

- No
- Yes

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

## III – 2 REPORTING A PAYMENT DISCREPANCY

### Step 1: Select Report Amount Incorrect

After the incorrect amount option is selected, either report no payments received for this month or a different received amount. Enter further information in the “Private Comments” box to submit report. Only the DSBO Compliance Project Manager can view these comments. I Further information in the “Public Comments” box for the contractor to view is also an option.

#### Compliance Audit Information

Amount Reported by the prime contractor for November 2022 as PAID to You

**\$400,000.00**

Confirm Reported Amount? \*

[Show all options and fields](#)

Correct - the amount reported by the prime contractor as PAID to us is correct (\$400,000.00).

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

We received no payment in November 2022.

We were paid a **different** amount in November 2022 than reported (\$400,000.00).

1. Enter the amount you actually received from the prime contractor in November 2022: \*

\$

2. Payment Date: \*

» If multiple payments were received, enter the date of the first payment.

#### Public Comments

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

#### Private Comments

These comments are visible ONLY to the compliance officer.

After this report is submitted, this will appear as Audit Discrepancies in the main dashboard. The assigned DSBO Compliance Project Manager will reach out to the contractor to resolve this issue and will also remain in communication with both firms until this discrepancy is resolve.

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

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**Contracts**

Total	3
Open	3

**Contract Audits**

	Total	< 90 days	> 90 days
Total Audits	<u>3</u>	<u>1</u>	<u>2</u>
<b>Incomplete Audits</b>	<b>1</b>	<u>0</u>	<b>1</b>
<b>Past Due Audits</b>	<b>1</b>	<u>0</u>	<b>1</b>
<b>Audit Discrepancies</b>	<b>1</b>	<u>0</u>	<b>1</b>

**Certification Applications**

	Pending Submission	Pending Receipt	Pending Processing
Status	<b>1</b>	0	0

**Certifications**

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

If this audit was reported in error, click “Resolve Discrepancy” and change answer to originally reported amount is correct and submit. The audit discrepancy will then be considered confirmed and will be removed from the dashboard.

**Compliance Audit Information**

COMPLIANCE AUDIT PERIOD	November 2022
DATE & TIME POSTED	Local: 12/1/2022 4:50:48 AM CST System: 12/1/2022 4:50:48 AM CST

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	Response Due Date
Tier 1 Subcontractor to Flatiron Constructors Inc	Sub: <a href="#">Resolve discrepancy</a>	

**Compliance Officer Information** [Message Contact](#)

CONTACT PERSON	<a href="#">Samantha Meza</a>
ORGANIZATION	City and County of Denver

**Buyer/Project Manager Information** [Message Contact](#)

CONTACT PERSON	<a href="#">Contract Administrator</a>
DEPARTMENT	Denver International Airport

## Chapter IV FAQ

**1. Do we need to report the amount invoiced from subcontractor/subconsultant for the audit period or the amount that was paid to them that month?**

Report the amount that was paid to and received by the subcontractor for that month only. Do not include invoiced amounts received from subcontractors that month. If you need to report missed payments for previous months, they can be manually added by your contract's Compliance Project Manager.

**2. Why are the automatic payments for the subcontractor on a construction project not showing up in B2G?**

There can be several reasons for automatic imports not to occur including contract type and Textura entry errors. Before manually entering payments, please contact the project's assigned Compliance Project Manager and they will locate the issue that applies to your situation.

**3. What happens if the subcontractor/subconsultant reports a discrepancy with the payment that was reported?**

A notification will appear on the prime's dashboard for this audit discrepancy. They will be able to review the subcontractor's reported amount and upload supporting documentation/comments for the DSBO Compliance Project Manager to review. The DSBO Compliance Project Manager may follow up regarding the discrepancy if they are unable to resolve based on the prime and subcontractor's comments.

**4. How to confirm a subcontractor is certified?**

Select the search vendor feature on the lefthand side of the main screen in B2G. Find the vendor profile desired, making sure the correct location and name is listed. Select "Certifications" and active certifications will show. This also applies for DBE certified firms.

**5. What documents are needed to add a subcontractor?**

Their signed letter of intent is a required attachment to the subcontractor request in B2G and must have matching information such as subcontract amounts and start dates.

**6. Why is the audit not open for the month needed to report a subcontractor payment?**

This can be due to a variety of factors such as internal contract settings or final payment was reported in the previous month. Please reach out to your contract's DSBO Compliance Project Manager to find the specific issue.

**7. Why are there duplicate subcontractors in the subcontractors list?**

When this error occurs, please alert the contract's DSBO Compliance Project Manager prior to making any payment entries so they can delete the correct duplicate or add them to a different sub-tier.

**8. What if a payment is issued through Textura but is not showing in B2G?**

This could indicate an error with how the firm was setup in Textura or their monthly import has not occurred yet. Prior to making manual payment entries, please alert the contract's DSBO Compliance Project Manager.

**9. What do I do if I my approved subcontractor invoice has not been paid in 35 days (MWBE/SBE) or 30 days (DBE)?**

Please ensure that your contract's solicitation was issued after the May 2020 ordinance revision and is larger than \$1 million. If this applies to your situation, please submit a compliant to our GetPAID portal found [here](#).