

Arizona Department of Transportation
ENGINEERING CONSULTANTS SECTION

**Disadvantaged Business Enterprises
Contract & Labor Compliance Management System
(DBE System)**

User Manual



Effective July 1, 2011

Introduction

Please read the following information to ensure proper DBE compliance with Engineering Consultants Section (ECS) contracts. This document is a step-by-step guide on how to make entries in the Arizona Department of Transportation (ADOT) DBE Contract & Labor Compliance Management System (referred to as the “DBE System”).

ADOT DBE System

Purpose – As a condition for receiving federal funds, ADOT is required to collect DBE participation data on all federal-aid projects, whether or not there is an established DBE goal/commitment on ADOT contracts. The DBE System, a tool to capture DBE and non-DBE payments and track DBE utilization, was developed to assist ADOT in monitoring DBE compliance, facilitate and streamline timely reporting to Federal Highways Administration (FHWA).

Registration – Federal regulations require ADOT’s Triennial DBE Goal to include the current pool of “ready, willing, and able” DBE and non-DBE consultants¹. The Civil Rights Vendor Registration system was developed, in part, to capture this information.

All prime and subconsultants (DBE and non-DBE) are required to register in the ADOT Civil Rights Vendor Registration System at

<https://adot.dbesystem.com/FrontEnd/VendorsIntroduction.asp?XID=1363&TN=adot>. A help desk link is provided on the registration site to assist the registrant if they encounter difficulties during the registration process or may contact the ADOT Civil Rights Office (CRO) at (602) 712-7761.

ECS and DBE System Compliance

ECS enters all basic contract information at the time a contract is awarded. **The Primes are responsible for completing the following procedures in the DBE System:**

1. Primes must request all Subconsultants and Tier-Subconsultants (DBE and Non-DBE) in the contract record after receiving the NTP letter and before the first payment report submittal.
2. Primes must attach all subcontract agreements (DBE and Non-DBE) at the time Subconsultants and Tier-Subconsultants are requested.
3. Primes must respond to all email audit notifications accurately by indicating payments made to all Subconsultants and Tier-Subconsultants for the appropriate reporting period.
4. Primes must ensure that all Subconsultants and Tier-Subconsultants respond to email audit notifications as well.

This manual addresses the following processes:

- (1) How to request a Subconsultant or lower-tier Subconsultant
- (2) How to respond to email payment notifications (Prime and Subconsultant)
- (3) How to add new users
- (4) How to assign a Compliance Contact Person

¹ Consultants also refer to Subconsultants, lower-tier Subconsultants, Contractors, Subcontractors, lower-tier Subcontractors

TABLE OF CONTENTS

SECTION 1. SYSTEM ACCESS LOGIN HOME PAGE

- A. Retrieve login information.....4

SECTION 2. DBE SYSTEM HOME PAGE

- A. Using the Dashboard.....5

SECTION 3. CONTRACTS

- A. Viewing contract records.....6

SECTION 4. REQUEST A SUBCONSULTANT OR LOWER-TIER SUBCONSULTANT

- A. Contract Management: Subconsultant List.....8
B. Contract Management: Add Subcontractor.....8
C. Search: Vendors.....9
D. Contract Management: Add Subcontractor.....10

SECTION 5. RESPONDING TO EMAIL PAYMENT NOTIFICATIONS

- A. Audit Notice Page.....13
B. Contract Audit Page.....14
C. Prime Contractor Response Page.....15
D. Prime Contractor Response Submitted.....16
E. Report All Other Subconsultants for the Period.....16
F. Subcontractor Response Page.....16

SECTION 6. ADDING USERS

- A. To add new users in your firm.....18
B. Vendor Profile: Users.....18
C. Vendor Profile: User Information19

SECTION 7. ASSIGN COMPLIANCE CONTACT PERSON

- A. Contract Management.....20

1. System Access Login Home Page

To access the DBE System, go to <https://adot.dbesystem.com>. ADOT may have created an account for your firm during the DBE System implementation phase or you can contact ADOT to have a new account configured/reconfigured.

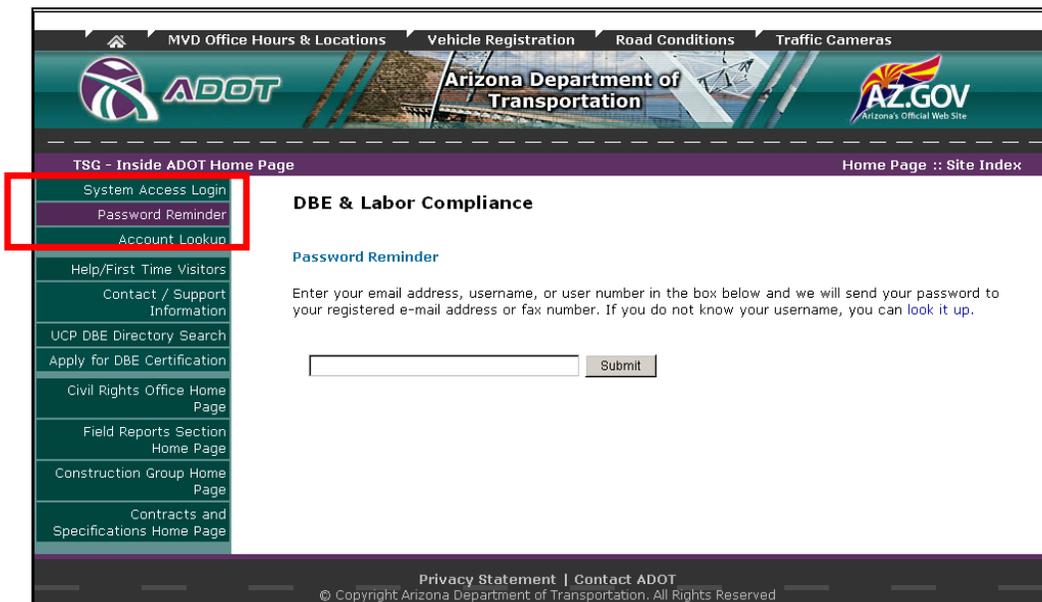


A. Retrieve login information from the system home page

1. Click the **Password Reminder** tab in the left margin.
2. Enter your email address, username, or user number.
3. Click **Submit**.

An email and/or fax user name/password reminder will be sent to you within minutes. Generally, your username is your email address.

If you encounter a message stating you do not have an account, contact ECS DBE Compliance Specialist at (602) 712-7851.



2. DBE System Home Page

The DBE System home page displays the Dashboard (*Your Dashboard*) which lists all data assigned to you. From this page, you can access every feature your user role permits.

Your Dashboard Displaying records assigned to:

My Contracts

Total	12
Open	10
Closed	2

My Contract Audits

	Last 3 months	Last 6 months	Last 12 months
Total Audits	0	2	12

My Certification Applications

	Pending Submission	Pending Receipt	Pending Processing
Status	0	0	0

My Certifications

	Active	Pending	Expiring
Status	1	0	1

System News

Several new feature are coming soon, including search tracking advanced reporting, and additional certification options. We will be offering webinar training sessions for a range of topics.

Alerts

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

Configure

[Change Your Password](#) [Business Info](#)
[Edit Your Settings](#) [Profile Setup](#)
[List/Add Users](#) [Main Contacts](#)
[EEO/Workforce Comp.](#) [Commodity Codes](#)
[Submit Questionnaire](#) [Apply for Certification](#)

Logged on as:
ADOT Test,
A & S Paving, Inc.

A. Using the Dashboard

The Dashboard provides a snapshot of your records and transactions. Items in red indicate the areas requiring your immediate attention/action.

To configure your Dashboard, click **Hide** or **View**. Your configuration automatically saves each time you view the Dashboard.

Your Dashboard Displaying records assigned to: <input type="text" value="your company"/>			
My Contracts			
Total			12
Open			10
Closed			2
My Contract Audits			
	Last 3 months	Last 6 months	Last 12 months
Total Audits	0	2	12
My Certification Applications			
	Pending Submission	Pending Receipt	Pending Processing
Status	0	0	0
My Certifications			
	Active	Pending	Expiring
Status	1	0	1

3. Contracts

The right column of the Dashboard shows the total number of contracts assigned to you or your firm. Click **My Contracts** to view your list of contracts.

Your Dashboard			
Displaying records assigned to		your company	
My Contracts			
Total			12
Open			10
Closed			2
My Contract Audits			
	Last 3 months	Last 6 months	Last 12 months
Total Audits	0	2	12
My Certification Applications			
	Pending Submission	Pending Receipt	Pending Processing
Status	0	0	0
My Certifications			
	Active	Pending	Expiring
Status	1	0	1

A. Viewing contract records

1. Select the contract you want to see and click **View**.

Vendor Profile: Contracts							
Business Name: A & S Paving, Inc.							
Main General Info Public Profile Users Commodity Codes Contracts Employees Certifications Workforce Composition/EEO Questionnaires							
Listed below are the contracts to which this vendor is assigned.							
Contracts as Prime Contractor							
Actions	Contract Number & Title	Contracting Organization	Prime Contact	Status	Dates	Award Amount	Paid Amount
View	SS75901C: 29TH STREET, 12TH AVE TO UPRR	Arizona Department of Transportation	Lennie McCarthy		4/8/2010 to 6/28/2010	\$389,758	\$329,765
View	2 10-098: Highway Improvement	Arizona Department of Transportation	ADOT Test		5/4/2011 to 5/4/2012	\$1,000,000	\$0
View	SL55301C: Hohokham Middle School bike path improvement	Arizona Department of Transportation	Lennie McCarthy		1/11/2010 to 9/30/2011	\$235,267	\$258,079
View	H723101C: I-19 , IRVINGTON TI	Arizona Department of Transportation	ADOT Test	Closed	7/20/2007 to 11/5/2007	\$350,566	\$13,310
View	H645301C: OLD WINKELMAN HWY & BIA ROUTE	Arizona Department of Transportation	ADOT Test		8/5/2009 to 5/20/2010	\$511,422	\$0
View	SS74101C: RTE 4 (CALLE TORIM) AND RTE 10	Arizona Department of Transportation	Lennie McCarthy		4/20/2010 to 1/1/2020	\$295,770	\$277,608
View	SL53301C: TYNDALL AVE, UNIVERSITY BLVD	Arizona Department of Transportation	Lennie McCarthy		7/1/2009 to 12/1/2012	\$1	\$0
Number of contracts as prime: 7						\$2,782,784	\$878,763
Contracts as Subcontractor							
Actions	Contract Number & Title	Contracting Organization	Sub Contact	Status	Prime	Current Subcontract	Paid Amount
View	SL50201C: South Fourth Ave Streetscape	Arizona Department of	Lennie McCarthy		NAC Construction	\$1,250 0.42%	\$3,000

Once in the contract record, the title **Contract Management** appears at the top of the page, which has the following tabs: Contract Main, View Contract, Subcontractors, Compliance Audit List, Messages, Comments, and Reports. These tabs allow you to maneuver within that particular contract.

Familiarize yourself with this module by clicking through all the tabs.

Contract Management

[HELP](#) [VIDEO HELP](#) [Customer Support](#)

[Contract Main](#)
[View Contract](#)
[Subcontractors](#)
[Compliance Audit List](#)
[Messages](#)
[Comments](#)
[Reports](#)

Status: **Open**
 5/4/2011 - 5/4/2012
 Current Value: **\$1,000,000**

2010-098: Highway Improvement
 Prime: **A & S Paving, Inc.**

[Refresh Page](#)

Contract Information ?

Contract Title	Highway Improvement		
Contract Number	2010-098		
System Transaction Number	00554076-001		
Start Date	5/4/2011		
End Date	5/4/2012		
Maximum Value	\$1,000,000.00		
Contract Compliance Officer	Mayline Hoaee		

User Assignment ?

Contract Type	(Sub) Contract Percent	Compliance Contact Person	Compliance Audit Required
Prime	100.000%	ADOT Test	Yes

Contract Status & Actions ?

	Status	Actions	Previous Transactions
Contract	Open	View Contract	
Contract Amendments			None
Contract Extensions/Shortenings			None

4. Request a Subconsultant or Lower-Tier Subconsultant

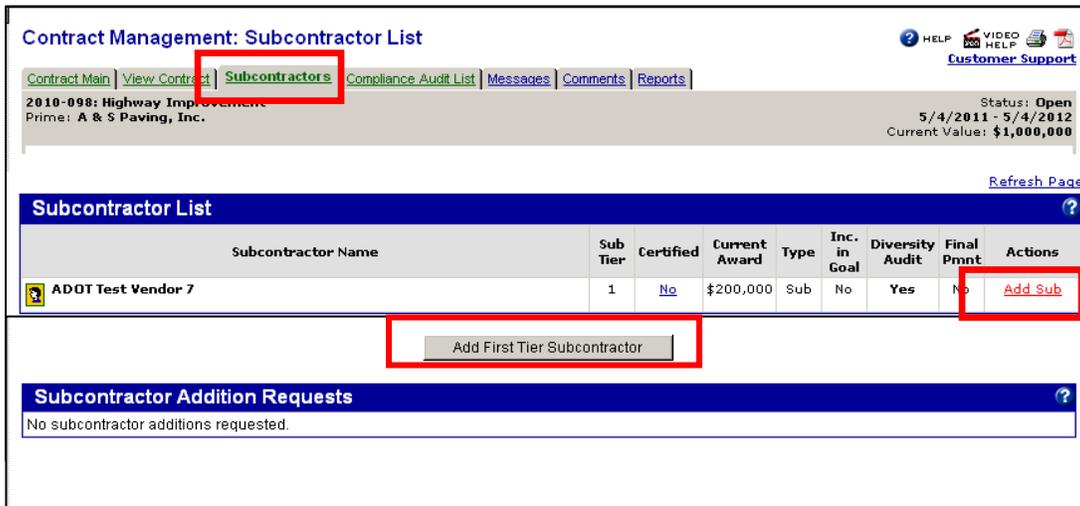
A. Contract Management: Subcontractor List

1. Click **Subcontractors** to get to the Subcontractor List page.
2. Click **Add First Tier Subcontractor** to request a Subconsultant.

Or

3. If you are requesting a lower-tier Subconsultant, click. **Add Sub.**

Note: First Tier Subconsultant requests must be **Approved** before you can request a Lower-Tier Subconsultant.



Contract Management: Subcontractor List

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

2010-098: Highway Improvement
Prime: A & S Paving, Inc.

Status: **Open**
5/4/2011 - 5/4/2012
Current Value: \$1,000,000

Refresh Page

Subcontractor Name	Sub Tier	Certified	Current Award	Type	Inc. in Goal	Diversity Audit	Final Pmnt	Actions
ADOT Test Vendor 7	1	No	\$200,000	Sub	No	Yes	No	Add Sub.

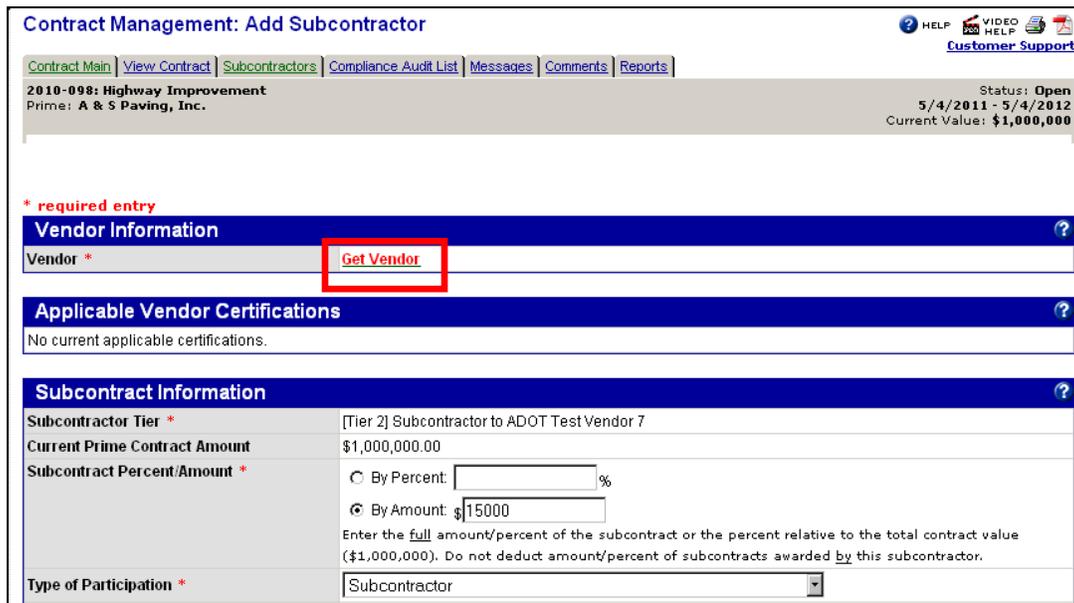
Add First Tier Subcontractor

Subcontractor Addition Requests

No subcontractor additions requested.

B. Contract Mangement: Add Subcontractor

1. Click **Get Vendor** to find Subconsultant



Contract Management: Add Subcontractor

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

2010-098: Highway Improvement
Prime: A & S Paving, Inc.

Status: **Open**
5/4/2011 - 5/4/2012
Current Value: \$1,000,000

* required entry

Vendor Information

Vendor * **Get Vendor**

Applicable Vendor Certifications

No current applicable certifications.

Subcontract Information

Subcontractor Tier * [Tier 2] Subcontractor to ADOT Test Vendor 7

Current Prime Contract Amount \$1,000,000.00

Subcontract Percent/Amount *
 By Percent: %
 By Amount: \$15000

Enter the full amount/percent of the subcontract or the percent relative to the total contract value (\$1,000,000). Do not deduct amount/percent of subcontracts awarded by this subcontractor.

Type of Participation * Subcontractor

C. Search: Vendors

1. Enter Subconsultants name in the **Business Name/DBA** field.
2. Then click **Search All Matches**.

Search: Vendors

Users | **Vendors** | Contracts | Concessions | Outreach

Search for vendors using their names, locations, classifications, ratings, and/or other criteria. 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

Business Name/DBA ADOT Test Vendor

Contact Person First: Last:

City:

State/Province: or Province:

Zip Code/Post Code: or Post Code:

Phone Area Code:

Commodity Code: ADD CODES

Business Description:

Certification Parameters

Certifications: [Select all](#) [Unselect all](#)

Arizona Department of Transportation
 Disadvantaged Business Enterprise (DBE)
City of Phoenix

3. Click **Select Vendor** for the appropriate firm you want to add.

Search: Vendors

Users | **Vendors** | Contracts | Concessions | Outreach

Listed below are all of the vendors that match your search criteria. Use the sort and filter functions of the table to reduce the size of the list. You can view more listings by using the navigation line at the bottom of the table.

To resort, click on column title.

Business Name	Phone Number	Location	Actions
ADOT Test Vendor 7	602-325-9277	Washington, DC	Select Vendor
ADOT Test Vendor 8	602-325-9277	Washington, DC	Select Vendor

1 - 2 of 2 records displayed: Page 1

Search Again | Add New Vendor

Note: If the Subconsultant or tier-subconsultant you are trying to add does not appear in the list, contact the ECS DBE Compliance Specialist at (602) 712-7851.

D. Contract Management: Add Subcontractor

1. Select **Vendor Compliance Contact** from the dropdown menu.
2. Select **Vendor Address** from the dropdown menu.

Contract Management: Add Subcontractor		HELP	VIDEO HELP	Customer Support
Contract Main View Contract Subcontractors Compliance Audit List Messages Comments Reports				
2010-098: Highway Improvement Prime: A & S Paving, Inc.		Status: Open 5/4/2011 - 5/4/2012 Current Value: \$1,000,000		
* required entry				
Vendor Information ?				
Vendor *	ADOT Test Vendor 8 (Change Vendor)			
Vendor Compliance Contact *	Jeremy Irons			
Vendor Address *	1401 S 14th St, Washington, DC 20007			
Applicable Vendor Certifications ?				
No current applicable certifications.				

3. **Subcontractor Tier:** Automatically identifies who the firm is a subcontractor to.
4. **Subcontract Percent/Amount:** Select the appropriate category:
 - By Percent** - enter the firm's DBE percentile participation; or
 - By Amount** - enter the firm's budgeted amount. If no amount, enter **0**.
5. **Type of Participation:** Select appropriate participation type.
6. **Include in Compliance Audits?:** Select
 - Yes**, if Subconsultant is active; or
 - No**, if Subconsultant is inactive.

Subcontract Information		?
Subcontractor Tier *	[Tier 2] Subcontractor to ADOT Test Vendor 7	
Current Prime Contract Amount	\$1,000,000.00	
Subcontract Percent/Amount *	<input type="radio"/> By Percent: <input type="text"/> % <input checked="" type="radio"/> By Amount: \$15000	
	<small>Enter the full amount/percent of the subcontract or the percent relative to the total contract value (\$1,000,000). Do not deduct amount/percent of subcontracts awarded by this subcontractor.</small>	
Type of Participation *	Subcontractor	
Include in Compliance Audits? *	<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.	

7. **Count Towards Certified Goal:** Select
Yes, if the firm is a DBE and select **DBE** from the dropdown menu.
No, if the firm is a non-DBE.
8. **Subcontract Start Date:** Enter the Subconsultant's start date.
9. **Add vendor to existing audits for this contract?:** Select
Yes, if adding Subconsultant to existing audit for this contract and select the audit period (month and year) that closely corresponds to start date.
No, if the Subconsultant's 1st audit will be considered at the next reporting.
10. **Attach File(s):** Upload subcontract agreements.
11. **Work Description:** Identify the type of work performed by the firm.
12. **Comments:** Enter relevant details regarding this firm's DBE work participation.
13. Click **Review** when complete.
14. Verify, then click **Save**.

Count Towards Certified Goal *	<input type="radio"/> Yes - Payments to this subcontractor count towards the None selected Goal. <input checked="" type="radio"/> No
Subcontract Start Date *	6/30/2011 (mm/dd/yyyy)
Add vendor to existing audits for this contract? *	<input type="radio"/> Yes - add this subcontractor to all audits going back to the period of June 2011 <input checked="" type="radio"/> No. Subcontractor's first audit will be the next one. Payments Already Made: \$0
Reference Identifier	
Attach File(s)	<input type="button" value="Attach File"/>
Work Description *	type of work
Commodity Codes	<input type="button" value="Add Commodity Codes"/> No Codes Assigned
Comments *	This subconsultant will be performing ...

Upload subcontract agreement here.

After completing the request and clicking **Save**, the top of the page will state **Subcontractor Request Submitted**.

15. Click **Subcontractor List** to request another Subconsultant or tier-subconsultant.

Contract Management: Subcontractor Request Submitted		HELP VIDEO HELP Customer Support
Contract Main View Contract Subcontractors Compliance Audit List Messages Comments Reports		
2010-098: Highway Improvement Prime: A & S Paving, Inc.		Status: Open 5/4/2011 - 5/4/2012 Current Value: \$1,000,000
<div style="border: 2px solid red; padding: 5px; display: inline-block; margin-right: 20px;"> <input type="button" value="Subcontractor List"/> </div> <input type="button" value="Contract Summary"/>		

The newly requested Subconsultant will now show a **Pending** status and must be **Approved** before requesting to add a lower-tier subconsultant.

- Continue to request another Subconsultant or lower-tier Subconsultant to the contract record by clicking **Add First Tier Subcontractor** or **Add Sub**.

Contract Management: Subcontractor List

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

2010-098: Highway Improvement
Prime: A & S Paving, Inc.

Status: **Open**
5/4/2011 - 5/4/2012
Current Value: **\$1,000,000**

[Refresh Page](#)

Subcontractor List

Subcontractor Name	Sub Tier	Certified	Current Award	Type	Inc. in Goal	Diversity Audit	Final Pmnt	Actions
ADOT Test Vendor 7	1	No	\$200,000	Sub	No	Yes	No	Add Sub

[Add First Tier Subcontractor](#)

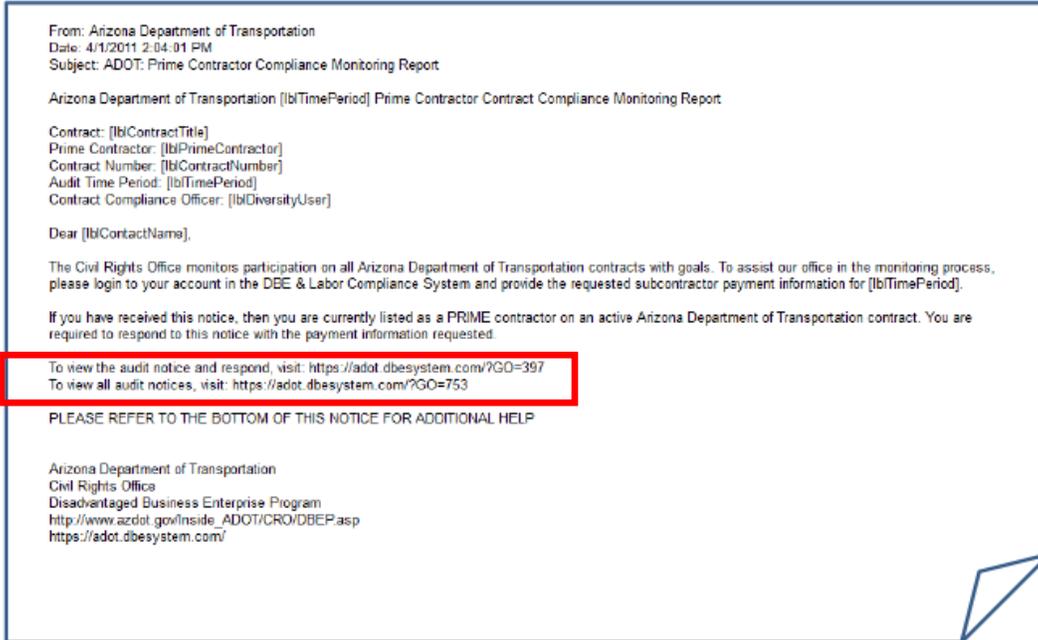
Subcontractor Addition Requests

Vendor Name	Certified	Requested Percent/Amount	Inc. in Goal	Diversity Audit	Date Requested	Status	Actions
ADOT Test Vendor 8		\$15,000	No	Yes	6/21/2011	Pending	View Cancel

Note: If there is concern about a Subconsultant's request that has not been approved, contact the Contract Compliance Officer.

5. Responding to Monthly Email Notifications

The following is an example of an email notification sent by the DBE System once payments have been posted to the contract. There is a two-week window to respond to the notification. If needed, contact CRO or the Contract Compliance Officer to extend the reporting period. Click on the link to respond to the notice.



A. Audit Notice Page

Once logged in, you will be directed to the Audit Notice page. Click **Report subcontractor payments** in the Audit Actions section.

Contract Audit: Audit Notice for May 2011

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

2010-098: Highway Improvement
 Prime: A & S Paving, Inc.

Status: Open
 5/4/2011 - 5/4/2012
 Current Value: \$1,000,000

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.

Audit Information	
Time Period	May 2011
Audit Number	00554076-004
Date & Time Posted	Local: 6/21/2011 5:03:39 PM CDT System: 6/21/2011 5:03:39 PM 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 2 subcontractor payments due 8/22/2011

Contract Compliance Officer Information		Buyer/Project Manager Information	
Contact Person	Mayline Hooeae	Contact Person	Contract Administrator

B. Contract Audit Page

From the Contract Audit page, go down to the Subcontractor Payments section and report payment(s) made for EVERY Subconsultant by clicking **Submit Response** in the Actions column.

Contract Audit: May 2011

[HELP](#) [VIDEO HELP](#) [Customer Support](#)

[Contract Main](#) | [View Contract](#) | [Subcontractors](#) | [Compliance Audit List](#) | [Messages](#) | [Comments](#) | [Reports](#)

2010-098: Highway Improvement Status: **Open**
 Prime: **A & S Paving, Inc.** 5/4/2011 - 5/4/2012
Current Value: **\$1,000,000**

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; 2 sub responses to be submitted. (View Detail)				
Audit Period	May 2011				
Payment to Prime	Payment to prime not reported yet				
Marked As Final Audit?	No (mark audit as final)				

Audit Summary - Total Contract Through TODAY (7/12/2011) ?

	Award	Award Percent	Payments	Payments Percent	Difference (Payments - Award)
Prime Contract	\$1,000,000.00		\$0.00		
For Credit	\$50,000.00	5.000%	\$0.00	0.000%	
For Credit to DBE Goal	\$50,000.00	5.000%	\$0.00	0.000%	
Contract Progress	0.0%				
For Credit Progress	0.0%				

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

Subcontractor Payments for May 2011 ?

Subcontractor	Certified	Type	Inc. in Goal	Actions	Paid Amount in May 2011	Confirmed by Sub	Total To May 2011	Contract Goal	Actual Percent
ADOT Test Vendor 7 Jane Smith adotest7@b2gnow.com P 602-325-9277, F 602-325-9277	No	Sub	No	Submit Response	Not Reported	--	\$0.00	20.000%	0.000%
B2G Test Vendor 1 Dawn Anderson dawn1@b2gnow.com P 210-358-9120, F 210-358-9106	No	Sub	No	Submit Response	Not Reported	--	\$0.00	1.500%	0.000%

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

[Customer Support](#)
 Copyright © 2011 B2Gnow. All rights reserved.

[Home](#) | [Help](#) | [Print This Page](#) | [Print To PDF](#)

C. Prime Contractor Response Page

Complete the following required fields in the Audit Information section:

1. **Amount PAID For (period):** Total amount. Enter **0** if no payment made.
2. **Payment Date:** If multiple checks, enter date of first payment for the period.
3. **Prompt Payment?**

Note: **Payment Detail** and **Comments** are optional fields. When complete, click **Review** to verify information and click **Save**.

Contract Audit: Prime Contractor Response

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

2010-098: Highway Improvement
Prime: A & S Paving, Inc.

Status: Open
5/4/2011 - 5/4/2012
Current Value: \$1,000,000

Enter your audit data for the subcontractor in the fields below. Click **Review** when finished.

*** required entry**

Audit Information	
Audit Time Period	May 2011
Audit Number	00554076-004

Previous Payment Information	
No audits prior to this time period.	

Subcontractor Information	
Subcontractor	ADOT Test Vendor 7
Vendor Number	20110012
Subcontractor Tier	Tier 1 subcontractor to A & S Paving, Inc.

Audit Information	
Enter the audit amount for the designated time period. You can attached files or add comments, if necessary.	
Amount PAID For May 2011 *	\$2500 1 >> Do NOT enter invoice amount.
Payment Date *	5/25/2011 2 >> Enter payment date if you made a payment during May 2011. >> If multiple payments were made, enter the date of the first payment.
Prompt Payment? *	3 >> Select a choice below if you made a payment during May 2011. <input checked="" type="radio"/> Yes - the subcontractor was paid within 15 days of payment from Arizona Department of Transportation. <input type="radio"/> No - the subcontractor was not paid within 15 days of payment from . <input type="radio"/> N/A - we cannot determine if the subcontractor was paid promptly.
Payment Detail	(Optional) Enter details of PAID check numbers and amounts for May 2011. This optional detail will speed up the subcontractors' confirmation of your payment information. This information will be displayed to ADOT Test Vendor 7.
Attach File(s)	Attach File
Comments	(Optional) These comments are visible ONLY to your contract compliance officer. They are not visible to ADOT Test Vendor 7.

Arizona Prompt Pay Law states that a subcontractor shall be paid within 7 days of receipt of prime's progress payment.

Spell Check | Review | Cancel

D. Prime Contractor Response Submitted

Click **Return To Audit** to report additional Subconsultant payments for this audit.

Contract Audit: Prime Contractor Response Submitted

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

2010-098: Highway Improvement
Prime: A & S Paving, Inc.

Status: Open
5/4/2011 - 5/4/2012
Current Value: \$1,000,000

The audit response has been saved. Click one of the buttons to continue.

Return To Audit | View ALL Audits

View Audit Response | Return To Audit Notice

E. Report All Other Subconsultant Payments for the Period

Once in the Contract Audit page, click **Submit Response** and follow steps 5C through 5E to report payments for all other subconsultants and tier-subconsultants.

Mark 1 Remaining Subcontractors as Zero | Mark Audit as Final

Submit ALL Incomplete Records | Report Error

Subcontractor Payments for May 2011

Subcontractor	Certified	Type	Inc. in Goal	Actions	Paid Amount in May 2011	Confirmed by Sub	Total To May 2011	Contract Goal	Actual Percent
ADOT Test Vendor 7 Jane Smith adottest7@b2qnow.com P 602-325-9277, F 602-325-9277	No	Sub	No	View Edit	\$2,500.00	Pending	\$2,500.00	20.000%	0.000%
B2G Test Vendor 1 Dawn Anderson dawn1@b2qnow.com P 210-358-9120, F 210-358-9106	No	Sub	No	Submit Response	Not Reported	--	\$0.00	1.500%	0.000%

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

Return to Audit Notice

F. Subcontractor Response Page

The Subcontractor Response page is slightly different from that of the prime's as there are five (5) required entry items. The Subcontractor Response's required fields are as follows:

1. **Confirm Reported Amount?** If the value is different from the amount reported by the prime, enter the correct amount and provide additional details in the **Comments** field.
2. **Payment Date**
3. **Prompt Payment?**
4. **Final Payment?:** If your firm expects additional payments, select **No**
5. **Is Prime Withholding Retainage?**

If there are any discrepancies for any reason, provide details in the **Comments** field.

Contract Audit: Subcontractor Response

Contract Main | View Contract | Subcontractors | Change Orders & Task Orders | Comments | Messages | Contract Close

Compliance Audit List | Compliance Audit Summary | Compliance Audit FY | Reviews | Site Visits | Reports

2010-098: Highway Improvement
Prime: A & S Paving, Inc.
5/4/2011 - 5/4/2012

Status: **Open**
Current Award: **\$1,000,000**
Total Paid: **\$0**
Goal: **5.00%**
% Credit: **0.00%**
For Credit: **\$0**

This contract compliance audit requires that the amount reported by **A & S Paving, Inc.** on this contract be confirmed or rejected. Fill in the form and click **Review**. [View Payment History](#)

*** required entry**

Audit Information	
Audit Time Period	May 2011
Audit Number	00554076-004

Prime Information	
Prime Contractor	A & S Paving, Inc.
Prime Vendor Number	20053894

Previous Payment Information Reported by Prime Contractor	
Paid Amount for May 2011	\$2,500.00
Payment Detail	

Prime Payment Information	
Amount Paid TO Prime for May 2011	\$0.00 by Arizona Department of Transportation to A & S Paving, Inc.
Date Paid TO Prime	

Audit 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.

Amount Reported by Prime Contractor for May 2011 as PAID to You	\$2,500.00
Confirm Reported Amount? *	<input checked="" type="radio"/> Yes - the amount reported by Prime Contractor as PAID to us is correct. <input type="radio"/> No - the amount reported by the prime contractor as PAID to us is not correct. Enter the amount you actually received from the prime contractor in May 2011: \$2500
Payment Date *	5/25/2011 >> Enter payment date if you received a payment during May 2011. >> If multiple payments were received, enter the date of the first payment.
Prompt Payment? *	<input checked="" type="radio"/> Yes - you were paid within 15 days of the prime being paid by Arizona Department of Transportation. <input type="radio"/> No - you were not paid within 15 days of the prime being paid by Arizona Department of Transportation. <input type="radio"/> N/A - we cannot determine if we were paid promptly.
Final Payment? *	<input checked="" type="radio"/> No - our work on this contract continues. <input type="radio"/> Yes - this is our last payment for this contract. <input type="radio"/> N/A - we have not begun work on this project or we have not been paid yet for our work.
Is Prime Withholding Retainage? *	<input checked="" type="radio"/> No <input type="radio"/> Yes How much retainage is being withheld? \$ When do you expect to receive it?
Attach File(s)	Attach File
Comments	Arizona Prompt Pay Law states that a subcontractor shall be paid within 7 days of receipt of prime's progress payment.

Spell Check | Review | Cancel

6. Adding Users

A. To add new users in your firm

1. Click **Settings** in the left margin to view options.
2. Click **Add a User**.

Your Dashboard Displaying records assigned to: only you

My Contracts

Total		4
Open		2
Closed		2

My Contract Audits

	Last 3 months	Last 6 months	Last 12 months
Total Audits	1	1	1
Incomplete Audits >>	1	1	1

My Certification Applications

	Pending Submission	Pending Receipt	Pending Processing
Status	0	0	0

My Certifications

	Active	Pending	Expiring
Status	1	0	1

System News

Several new feature are coming soon, including search track advanced reporting, and additional certification options. We be offering webinar training sessions for a range of topics.

Alerts

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

Configure

[Change Your Password](#) [Business Info](#)
[Edit Your Settings](#) [Profile Setup](#)
[List/Add Users](#) [Main Contacts](#)
[EEO/Workforce Comp.](#) [Commodity Codes](#)
[Submit Questionnaire](#) [Apply for Certification](#)

Settings >>

[Add a User](#)

Logged on as: ADDOT Test, A & S Paving, Inc.

[Customer Support](#) Copyright © 2011 B2Gnow. All rights reserved. [Home](#) | [Help](#) | [Print This Page](#) | [Print This Page](#)

B. Vendor Profile: Users

3. Click **Add User**.

Vendor Profile: Users

Business Name: A & S Paving, Inc.

[Main](#) | [General Info](#) | [Public Profile](#) | [Users](#) | [Commodity Codes](#) | [Contacts](#) | [Employees](#)

[Certifications](#) | [Contracts](#) | [Workforce Composition/EEO](#) | [Questionnaires](#)

Listed are all of the users accounts for this business. To view a user's information, click the user number or name.

[Add User](#)

User Number	Name	Title	Contact Role(s)	Actions
20053894-003	McCarthy, Lennie	accounts receivable		Copy Deactivate
20053894-001	Test, ADOT	President	Certifications, Contracts, General, Insurance, Invoicing, Owner, Prevailing Wage, Sales	Copy Deactivate

C. Vendor Profile: User Information

4. **Contact Information:** Enter all required data.
5. **Addresses:** Enter specific address category (e.g., physical, mailing, billing shipping) from the dropdown menu.

Vendor Profile: User Information HELP VIDEO HELP Customer Support

Business Name: **A & S Paving, Inc.**

[Main](#) | [General Info](#) | [Public Profile](#) | [Users](#) | [Commodity Codes](#) | [Contacts](#) | [Employees](#)
[Certifications](#) | [Contracts](#) | [Workforce Composition/EEO](#) | [Questionnaires](#)

These are the settings for the displayed user. When finished, click the **Save Changes** button.

*** required entry**

Contact Information ?

Enter the user's contact information. The email address serves as the the username.

Name *	Salutation	First Name *	Last Name *	Suffix
Email/Username *	<input type="text"/>			
Title	<input type="text"/>			
Phone Number *	<input type="text"/>	<input type="text"/>	Ext.	<input type="text"/>
Fax Number *	<input type="text"/>	<input type="text"/>		
Choose password *	<input type="password"/>			
Retype password *	<input type="password"/>			

Addresses ?

Select the addresses for this user. To edit or add addresses, click the **Contact Info** tab at the top of this page.

Physical *	Select a physical address <input type="text"/>
Mailing *	Select a mailing address <input type="text"/>
Billing *	Select a billing address <input type="text"/>
Shipping *	Select a shipping address <input type="text"/>

6. **Account Preferences:** Enter time zone, preferred notification method (email) and notification options.
7. Click **Save**.

Account Preferences ?

Select the timezone, language, and notification settings for this user.

Time Zone *	<input type="text" value="US/Arizona"/>
Preferred Notification Method *	<input type="radio"/> Email AND Fax: <input type="text" value="Send me plain-text email"/>
	<input checked="" type="radio"/> Email: <input type="text" value="Send me plain-text email"/>
	<input type="radio"/> Fax
Notification Options	<input checked="" type="checkbox"/> Notify this user of new system features and services. Uncheck the box to not receive these notices. <input checked="" type="checkbox"/> Notify this user of outreach campaigns from any government, such as seminar and training bulletins. Uncheck the box to not receive these notices from any government. This action has no impact on official government correspondence sent as part of any applicable agreement, contract, or policy.

7. Assign Compliance Contact Person

A. Contract Management

1. Enter the Contract Management page of a particular contract record to edit Compliance Contact Person.
2. **Compliance Contact Person:** Select the contact person from the dropdown menu who will receive all DBE System's email notifications for this contract.

The screenshot shows the 'Contract Management' interface for contract '2010-098: Highway Improvement'. The 'User Assignment' table is highlighted, showing a dropdown menu for the 'Compliance Contact Person' field. The dropdown menu is open, showing 'ADOT Test' as the selected option. Other options visible are 'Lennie McCarthy' and 'ADOT Test'. The 'Compliance Audit Required' column shows 'Yes'.

Contract Type	(Sub) Contract Percent	Compliance Contact Person	Compliance Audit Required
Prime	100.000%	ADOT Test	Yes

3. Click **OK** when this notification pops up. The new contact person will then be saved.

The screenshot shows the same 'Contract Management' interface, but with a 'Microsoft Internet Explorer' dialog box overlaid. The dialog box contains the following text: 'Change the assigned COMPLIANCE user for this contract/subcontract? Audits will be visible to all users; however, only the selected user will receive the email/fax COMPLIANCE alerts and be listed as the contact contact for COMPLIANCE.' There are 'OK' and 'Cancel' buttons at the bottom of the dialog box. In the background, the 'User Assignment' table now shows 'Lennie McCarthy' as the selected 'Compliance Contact Person'.

Contract Type	(Sub) Contract Percent	Compliance Contact Person	Compliance Audit Required
Prime	100.000%	Lennie McCarthy	Yes

If you have any questions about the DBE System, please contact the ADOT Civil Rights Office at (602) 712-7761 or contact the ECS DBE Compliance Specialist at (602) 712-7851.

Thank you.

Engineering Consultants Section Staff