



User Manual – Contract Compliance Reporting

Purpose:

This guide provides step-by-step instructions for Prime and Subcontractors on navigating the compliance audit reporting process, it includes the following:

- *Reporting payments made to subcontractors* (Pgs. 2-4)
- *Reporting & confirming payments received by prime contractors* (Pgs. 5-6)
- *Resolving a discrepancy* (Pgs. 7-8)

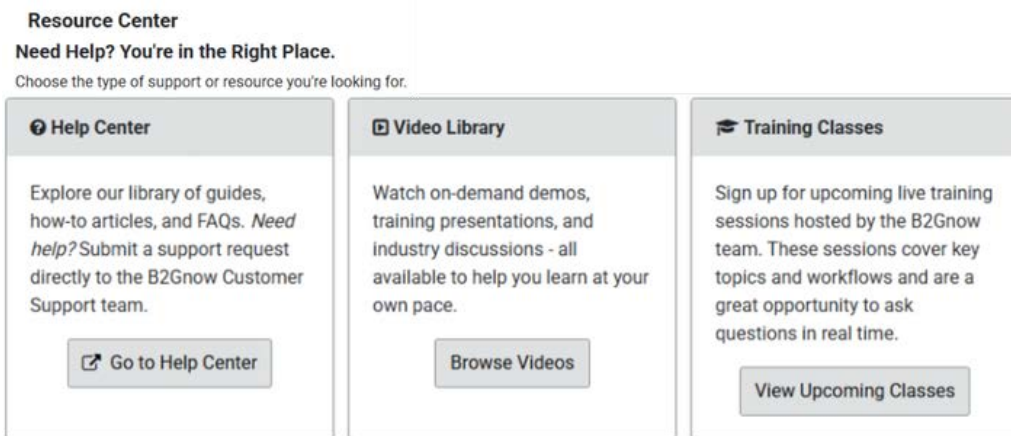
Note:

If you need further support navigating the system, there are training classes offered as well as a video library and help center that provide vendor guidance for various aspects of the system.

- To access these resources, you will need to login into the [SDI Portal](#).



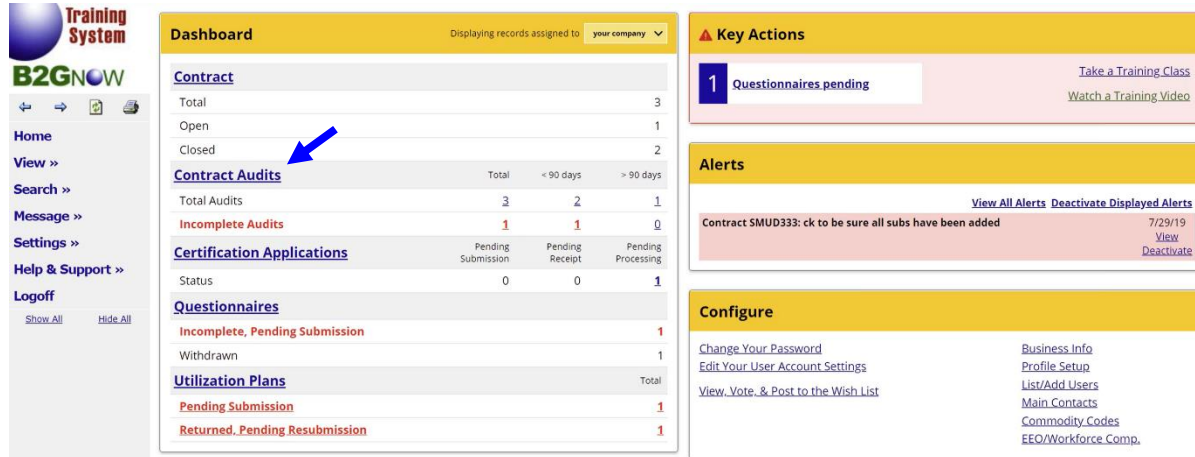
- ❖ They will be located on the left-hand side of your home page in the [Resource Center](#) tab.
- ❖ A complete training module on responding to compliance audits can be found in the Video Library.



Reporting payments made to subcontractors

From the Dashboard on the Home Page,

1) Click on the **Contracts Audits** hyperlink



The screenshot shows the B2GNow dashboard. On the left is a navigation menu with options like Home, Search, Message, Settings, Help & Support, and Logoff. The main content area is titled 'Dashboard' and displays several tables. The 'Contract Audits' table is highlighted, and a blue arrow points to the 'Contracts Audits' hyperlink. The table shows counts for Total, Open, and Closed contracts. Below it are sections for 'Incomplete Audits', 'Certification Applications', 'Questionnaires', and 'Utilization Plans'. On the right side of the dashboard, there are sections for 'Key Actions' (Questionnaires pending), 'Alerts' (Contract SMUD333: ck to be sure all subs have been added), and 'Configure' (Change Your Password, Business Info, etc.).

2) From that list click on the **Incomplete** hyperlink in the *Status* column to open the applicable contract.

3) Click on the **Compliance Audit List** tab on the top of the screen



The screenshot shows the 'Contract Management: Compliance Audit List' page. At the top, there are navigation tabs: Contract Main, View Contract, Subcontractors, Compliance Audit List (highlighted with a red box), Compliance Audit Summary, Messages, Comments, and Reports. Below the tabs, there is a header for 'Washington State Department of Enterprise Services' and 'D333: Bridge Repair Contract'. The main content is a table with the following data:

Audit Period	Status	Paid to Prime	Audit Reference	Date Posted	Actions
January 2022	Incomplete	Not reported		2/3/2022	View Audit
December 2021	Completed	\$158,000.00		2/3/2022	View Audit

A blue arrow points to the 'View Audit' link in the 'Actions' column for the January 2022 row.

4) Then select **View Audit** under the *Actions* column for the period you want to enter payments for.

5) In the **Compliance Audit Actions** section, Click on the **Report Subcontractor payments** hyperlink

Compliance Audit: Audit Notice for January 2022 Help & Tools

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

Washington State Department of Enterprise Services
 D333: Bridge Repair Contract
 Prime: Cris Prime Contracting, Inc.

Status: **Open**
 12/1/2021 - 4/1/2023
 Current Value: **\$2,000,000**

This is an audit notice for the contract listed below. Submit a response for each item listed below by clicking each link in the **Compliance 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: **January 2022**

DATE & TIME POSTED: **Local: 2/3/2022 8:53:31 AM CST**
System: 2/3/2022 8:53:31 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 the **prime contractor** your responsibility is to report payments made to subcontractors and payments received from Washington State Department of Enterprise Services.

Compliance Audit Actions

Report 2 subcontractor payments	due by 3/5/2022 audit lock on 5/4/2022
Category	Response Due Date
Prime Contractor	due by 3/5/2022 audit lock on 5/4/2022

6) On the Audit Page, click the **Submit ALL Incomplete Records** button, located towards the bottom; OR

- a) Use the **Submit Response** hyperlink, to report payments to subcontractors one at a time.

Mark 2 Remaining Subcontractors as Zero
Mark Audit as Final

Submit ALL Incomplete Records
Report Error

Subcontractor Payments for January 2022

Subcontractor	Certified	Type	Inc. in Goal	Actions	Paid Amount in January 2022	Confirmed by Sub	Total To January 2022	Contract Goal	Actual Percent
1 Sub Flooring Lucy Busby P 602-325-9277 Ext. 150, F 602-325-9277	No	Sub 100%	WBE 100%	Submit Response	Not Reported	--	\$20,800.00	10.250%	6.624%
2 Sub Trucking Company Jesse James P 602-325-9277, F 602-325-9277	No	Truck/Haul 100%	VA 100%	Submit Response	Not Reported	--	\$3,200.00	3.250%	1.019%

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

NOTE: Using the **Submit ALL Incomplete Records** button takes less time if there are multiple subcontractors.

7) In the **Subcontractor Payment Information** table, enter data in the following fields:

Compliance Audit: Bulk Payment Reporting for January 2022

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

Washington State Department of Enterprise Services
 D333: Bridge Repair Contract
 Prime: Cris Prime Contracting, Inc.

Status: Open
 12/1/2021 - 4/1/2023
 Current Value: \$2,000,000

Enter payments and related details. All lines do not have to be submitted at the same time, but the full list must be completed to entirely respond to the compliance audit. Payment details are visible to the subcontractor, comments and attached documents are not.

Washington State Department of Enterprise Services requires prompt payment to the next tier of subcontractors on or before 20 days after receipt of payment. The prompt pay time period for each subcontractor is measured from the date of payment to the next higher level tier. Respond accordingly to the prompt payment question below.

Multiple tiers of subcontractors are present. Enter full amount paid to each subcontractor; do not deduct payments by each subcontractor to its own subcontractors. The system will automatically calculate the amounts to be allocated to each subcontractor. All subcontractors that have their own lower tier subcontractors are notified to report payments to those subs. The prime contractor can also report these payments if they are known.

Subcontractor	Total Through December 2021	Payment for January 2022	Payment Date & Prompt Payment (within 20 days)	Payment Details & Comments
1 Sub Flooring	\$24,000.00	\$	<input type="radio"/> Y <input type="radio"/> N <input type="radio"/> N/A	Payment Detail: <input type="text"/> Docs Comments: <input type="text"/>
2 Sub Trucking Company	\$3,200.00	\$	<input type="radio"/> Y <input type="radio"/> N <input type="radio"/> N/A	Payment Detail: <input type="text"/> Docs Comments: <input type="text"/>

a) Amount Paid for that audit period

i) If payment wasn't made to the subcontractor for this audit period, enter 0.00

b) Payment Date

i) If payment wasn't made to the subcontractor for this audit period, enter today's date

c) Prompt Payment

i) Click yes, if subcontractor was paid on or before 20 days after receipt of payment

ii) Click no, if payment wasn't made to the subcontractor for this audit period

iii) Click n/a, if there is no prompt payment requirement

d) Payment Details – applicable information

i) If payment wasn't made to the subcontractor for this audit period, enter 'no payment made'

e) Comments (optional)

i) These will only be visible to you and the assigned Contract Compliance Officer

f) Use the **Docs** hyperlink to attach any necessary files

8) Review information and Click **Save**

Reporting & Confirming payments received by prime contractor

From the Dashboard on the Home Page,

- 1) Click on **Contracts Audits** hyperlink
- 2) From that list click on the **Incomplete** hyperlink in the Status column to open the applicable contract
- 3) Click on the **Compliance Audit List** tab on the top of the screen
- 4) Then select **View Audit** under the *Actions* column for the period you want to enter payments for

Contract Management: Compliance Audit List Help & Tools

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

Washington State Department of Enterprise Services
D333: Bridge Repair Contract
Prime: Cris Prime Contracting, Inc.

Status: Open
12/1/2021 - 4/1/2023
Current Value: \$2,000,000

Compliance Audit List					
Audit Period	Status	Paid to Prime	Audit Reference	Date Posted	Actions
January 2022	Incomplete	Not reported		2/3/2022	View Audit
December 2021	Completed	\$158,000.00		2/3/2022	View Audit

- 5) In the **Compliance Audit Actions** section, locate the *Action Required* column;
 - Click on the **Confirm payment received** hyperlink

You are assigned to this contract in multiple capacities. 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 **subprime** your responsibility is to confirm payments made **to** you by the prime or higher level subcontractors and report payments made **by** you to lower subcontractor levels. As a **subcontractor** your responsibility is to confirm payments made to you by the prime or higher level subcontractors.

Compliance Audit Actions		
SubPrime: View audit response		
Category	Action Required	Response Due Date
Tier 1 Subcontractor to Cris Prime Contracting, Inc.	Sub: Confirm payment received	due by 3/5/2022 audit lock on 5/4/2022

In the **Compliance Audit Information** table: Follow the next steps accordingly

- 6) If you confirm the amount reported by the prime contractor, select **Correct** and continue filling out all **required (*)** fields with the appropriate response
 - a) Payment Date & Prompt Payment
 - b) Final Payment?
 - c) Is Prime Withholding Retainage
 - d) Attach Files
 - e) Public & Private Comments (Optional)
 - Review Information and Save

 - 7) If you can't confirm the amount reported by the prime contractor, select **Incorrect** and enter the amount you actually received from them. Then continue filling out all **required (*) fields**
 - a) Payment Date & Prompt Payment
 - b) Final Payment?
 - c) Is Prime Withholding Retainage
 - d) Attach Files
 - i) Supporting Documents
 - e) Public Comments (optional)
 - f) Private Comments (**Required when reporting a Discrepancy**)
 - i) Enter why the value submitted by the prime contractor cannot be confirmed.
 - ii) These comments will only be visible to you and the Compliance Officer

 - 8) Review Information and **Save**
-

Resolving a discrepancy

Note: Audit Discrepancies will always be on your dashboard, under the [Contract Audits](#) box.

Follow the steps below:

- 1) Once you have selected the discrepancy for the applicable contract; Click on the **Resolve 1 discrepancy** hyperlink under the *Action Required* column

Compliance Audit Actions		
Category	Action Required	Response Due Date
Prime Contractor	Resolve 1 discrepancy	

- 2) At the bottom of the audit page locate the *Confirmed by Sub* column and click **Resolve Discrepancy**

Subcontractor Payments for January 2022										
	Subcontractor	Certified	Type	Inc. In Goal	Actions	Paid Amount in January 2022	Confirmed by Sub	Total To January 2022	Contract Goal	Actual Percent
1	Sub Flooring Lucy Boudry P 602-325-9277 Ext. 150, F 602-325-9277	No	Sub 100%	WBE	View Edit	\$30,000.00	Rejected Resolve Discrepancy	\$43,800.00	10.250%	13.949%
2	Sub Trucking Company Jesse James P 602-325-9277, F 602-325-9277	No	Truck/Haul 100%	VA	View Edit	\$7,000.00	Pending	\$10,200.00	3.250%	3.248%

- 3) The next page will provide a list of information regarding the *Original Compliance Audit data* reported.

- Once you have reviewed it click on the **Resolve Discrepancy** button at the top of the page.

Compliance Audit: Discrepancy Resolution

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

Washington State Department of Enterprise Services
D333: Bridge Repair Contract
Prime: Cris Prime Contracting, Inc.

Status: Open
12/1/2021 - 4/1/2023
Current Value: \$2,000,000

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

[Resolve Discrepancy](#) [Audit Notice](#)

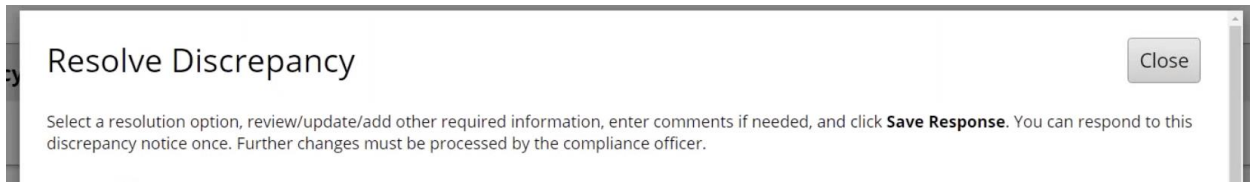
Discrepancy Resolution

STATUS: Awaiting prime and subcontractor response.

Compliance Audit Information

COMPLIANCE AUDIT PERIOD: January 2022
COMPLIANCE AUDIT NUMBER: 06867515-0003

4) In the discrepancy box enter the appropriate response for the following fields:



Resolve Discrepancy Close

Select a resolution option, review/update/add other required information, enter comments if needed, and click **Save Response**. You can respond to this discrepancy notice once. Further changes must be processed by the compliance officer.

a) Discrepancy Resolved? (**Required**)

- i) Click Yes- if the amount originally reported by the prime is correct
- ii) Click Yes- if the amount originally reported by the subcontractor is correct
- iii) Click No- if none of the amounts reported are correct
 - (1) Enter the amount it should be
 - (2) The date the subcontractor was paid

b) Public and/or Private Comments (Optional)

c) Attach File(s)

5) Review information and **Save Response**

Note: If both the Prime and Subcontractor cannot agree on accurate payment to resolve the discrepancy notice, they will be **locked out of the process** and the Compliance Officer will come in to get the correct data into the system.