



**DPS** DEPARTMENT OF  
**PROCUREMENT**  
**SERVICES**

On behalf of

**Mayor**  
**Lori E. Lightfoot**

And

**Chief Procurement Officer**  
**Shannon E. Andrews**

Welcome to  
The City of Chicago

Department of Procurement Services

Informational Workshop



## **Tracking Contract Payments: What You Need To Know**

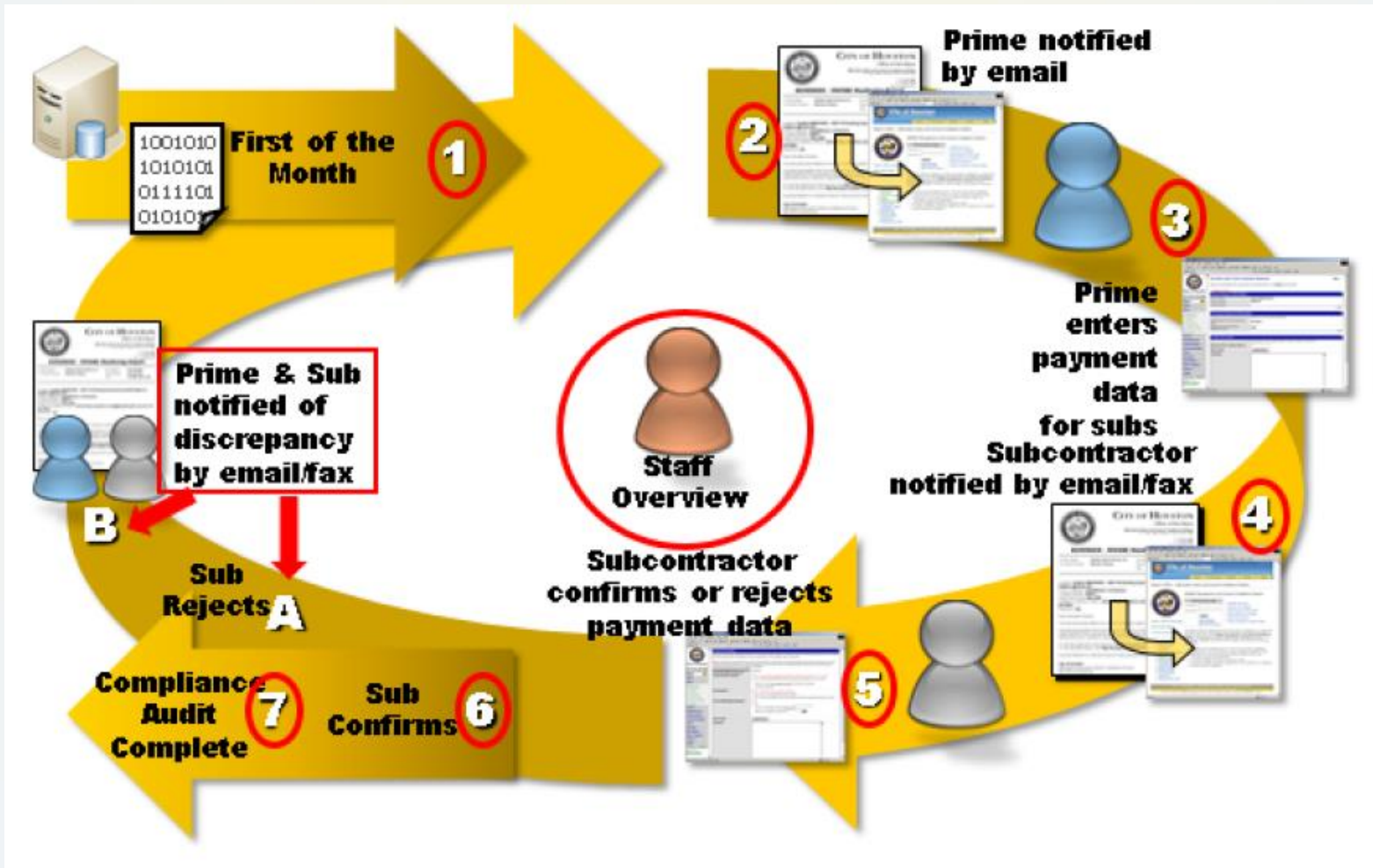


# Agenda

- 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		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	<a href="#">113</a>	<a href="#">5</a>	<a href="#">108</a>
<b>Incomplete Audits »</b>	<a href="#">7</a>	<a href="#">1</a>	<a href="#">6</a>
<b>Audit Discrepancies »</b>	<a href="#">1</a>	<a href="#">0</a>	<a href="#">1</a>
<b>Workforce Audits</b>			
	Last 30 days	Last 3 months	Last 12 months
Total	<a href="#">7</a>	<a href="#">8</a>	<a href="#">9</a>
<b>Incomplete »</b>	<a href="#">7</a>	<a href="#">8</a>	<a href="#">9</a>
<b>Certification Applications</b>			
	Pending Submission	Pending Receipt	Pending Processing
Status	<a href="#">5</a>	0	0
<b>Certifications</b>			
	Active	Pending	Renewing
Status	0	<a href="#">12</a>	0
<b>Questionnaires</b>			
<b>Incomplete, Pending Submission »</b>			<a href="#">2</a>
Withdrawn			1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	<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 4: Prime Contractor Submit All Sub Payments

Mark 3 Remaining Subcontractors as Zero

Mark Audit as Final

Submit ALL Incomplete Records

Report Error

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	<a href="#">Sub Flooring, LLC</a> Veronica Lopez sub@b2qnow.com P 602-325-9277 Ext. 250, F 602-325-9277	No	Sub 100%	<input checked="" type="checkbox"/> MBE	<a href="#">Submit Response</a>	Not Reported	--	\$2,200.00	5.792%	0.211%
1	<a href="#">Sub Trucking Company</a> Jesse James jj@b2qnowuser.com P 602-325-9277, F 602-325-9277	No	Sub 100%	<input checked="" type="checkbox"/> WBE	<a href="#">Submit Response</a>	Not Reported	--	-\$1,300.00	5.525%	-0.125%
2	<a href="#">Sprinkles Car Wash</a> Jane Sprinkles b2qnowtestvendor12@b2qnow.com P 602-325-9288, F 602-325-9288	No	Sub 100%	<input checked="" type="checkbox"/> WBE	<a href="#">Submit Response</a>	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.

Return to Audit Notice

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"/> <a href="#">Docs</a> 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"/> <a href="#">Docs</a> 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"/> <a href="#">Docs</a> Comments: <input type="text"/>





# Or Step 4: Prime Contractor Submit Payments Individually

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	
 <b>Sub Flooring, LLC</b> Veronica Lara kathy2@b2anow.com P 602-338-9277 F 602-338-9277	Yes	Sub 100%	Yes	WBE	<a href="#">Submit Response</a>	Not Reported	--	\$9,000.00	10.000%	4.865%	
 <b>Sub System Construction</b> Marlo Kaolait vendor2@b2anow.com P 602-338-9277 F 602-866-7788	Yes	Sub 100%	Yes	MBE	<a href="#">Submit Response</a>	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: <a href="#">Confirm payment received</a> due by 6/27/2015 audit lock on 7/27/2015

## 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 Number	<a href="#">10000996-001</a>



# Step 6: Subcontractor Responds to Prime's Payment Amounts

**\* 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	
	<b>\$5,000.00</b>
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.





## Want More Information? Check out....



[www.facebook.com/ChicagoDPS](http://www.facebook.com/ChicagoDPS)



[@ChicagoDPS](https://twitter.com/ChicagoDPS)



[www.youtube.com/ChicagoDPS](http://www.youtube.com/ChicagoDPS)



[www.cityofchicago.org/dps](http://www.cityofchicago.org/dps)

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





**Questions?**





# Thank You For Attending

For more information visit: [www.cityofchicago.org/procurement](http://www.cityofchicago.org/procurement)

City of Chicago  
Department of Procurement Services  
121 North LaSalle Room 806  
312-744-4900

