9-1 Prime, subcontractors and Suppliers with Lower Tier Subcontractors or Suppliers Reporting Payments

Responsible Party(ies)
Prime contractor, subcontractor, project oversight, Region Civil Rights Specialist
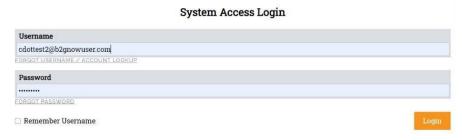
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11/2021

Document Owner
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Procedure Objective
By the end of this job aid, prime contractors, subcontractors, and suppliers with lower-tier subcontractors or suppliers will understand how to report payments made directly to approved subcontractors (CDOT Form 205) and (applicable) suppliers (CDOT Form 1425) during the audit period by the 15th of the month.
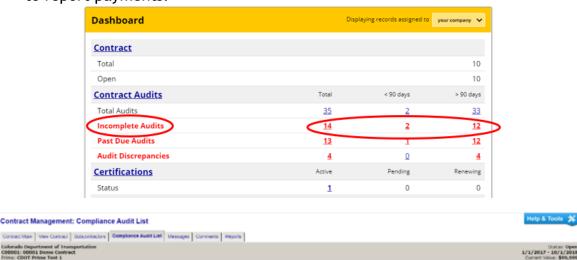
System Procedures
1) Go to cdot.dbesystem.com. Enter your Username and Password and click *Login*.

   a) ***Note: All payments made during a month shall be reported in the following month. For example, the audit period for October shall be opened for reporting on the first of November and shall be reported by the 15th of November. Audit reporting should reflect all payments made during the month of October regardless of when the work was actually performed.***

   b) ***Note: All organizations contracted to work with CDOT must complete a monthly Prompt Payment Audit in the B2GNow system.***

2) For any user reporting a payment, from your Dashboard, click any of the red underlined numbers beside *Incomplete Audits* in the *Contract Audits* section to get more information. Then select *View Audit* to the right of the desired month to report payments.

Dashboard		Displaying records assigned to	your company ∨
Contract			
Total			10
Open			10
Contract Audits	Total	< 90 days	> 90 days
Total Audits	35	2	33
Incomplete Audits	14	2	12
Past Due Audits	13	1	12
Audit Discrepancies	4	0	4
Certifications	Active	Pending	Renewing
Status	1	0	0

Contract Management: Compliance Audit List

Help & Tools ✖

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

Colorado Department of Transportation
C00001: 00001 Demo Contract
Prime: CDOT Prime Test 1

Status: Open
1/1/2017 - 10/1/2018
Current Value: $99,999

Compliance Audit List

Audit Period	Status	Paid to Prime	Audit Reference	Date Posted	Actions
February 2021	Pending Prime Report	Pending		3/1/2021	View Audit
January 2021	Pending Prime Report	$6,000.00		2/1/2021	View Audit
December 2020	Completed	$6,200.00		1/1/2021	View Audit
November 2020	Completed	Pending		12/1/2020	View Audit

3) *Click Report subcontractor payment* in the Audit Actions column, then click *Submit Response* to the right of each individual subcontractor/supplier.

a) Primes

Compliance Audit Actions

Report 5 subcontractor payments

due by **11/16/2021 (PAST DUE)**
audit lock on 8/16/2295

Category	Action Required	Response Due Date
Prime Contractor	Report payment received from Colorado Department of Transportation	due by **11/16/2021 (PAST DUE)** audit lock on 8/16/2295

Subcontractor Payments for October 2021

Subcontractor	Certified	Type	Inc. in Goal	Actions	Paid Amount in October 2021	Confirmed by Sub	Total To October 2021
1 CDOT Sub Test 1 User 13 user13@itester.com P 303-000-0000	No	Sub 100%	✓ DBE		Not included in audit (Final payment made)		$4,000.00
1 CDOT Sub Test 1 User 11 USer11@itester.com P 303-000-0000	No	Sub	No DBE	Submit Response	Not Reported	--	$200.00
1 CDOT Sub Test sub 2 sub 2 P 303-999-9999	✓	Sub 100%	✓ DBE	Submit Response	Not Reported	--	$1,300.00
└ 2 CDOT Sub Test 1 User 12 user12@itester.com P 303-000-0000	No	Manufacturer 100%	✓ DBE	Submit Response	Not Reported	--	$500.00
1 CDOT Sub Test CDOT Sub Test 2 P 602-927-3554	✓	Truck/Haul 100%	✓ DBE	Submit Response	Not Reported	--	$175.00
1 CDOT Sub Test sub 2 sub 2 P 303-999-9999	✓	Sub 100%	N DBE	Submit Response	Not Reported	--	$0.00

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

b) Sub-primes

4) Enter the required information for subcontractors working as a tier for your firm directly; include the total amount paid, the date payment was made, applicable check numbers, and indicate whether payment was prompt. If no payment was made or received during the month, enter *Not Applicable*.

   a) **Note**: *There is an optional comments section available, here you can include information for quick reference such as applicable check numbers, EFT references, and other references to proof of payment in the comments section. Comments are only visible to CDOT staff and designees as well as Prime Contractors.*

5) Attach any necessary documents such as copies of paystubs, payroll documentation, etc. by clicking *Attach Files*. Click *Review* to review submitted information and click *Save* when all information is accurate.

    a) ***Note***: *If any payments are being withheld, provide a copy of the required notice of payment withholding (outlining how the sub is deficient in terms of compliance) that was provided to the subcontractor.*

6) Contractors will receive a confirmation email once all payment information has been submitted for all lower tier subcontractors and suppliers.
    a) ***Note***: *If any payment information is missing at any tier, you will automatically be returned to the audit. Confirm that no missing payments are associated with your hired subcontractors, if not, then payment submission is complete unless notice of payment discrepancy is received.*

7) You have successfully reported payments made to subcontractors or suppliers in B2GNow.