SANDAG

COMPLIANCE INFORMATION SYSTEM

Vendor/Consultant User Guide

July 2023

The following revisions have been made to this manual:

CURRENT REVISIONS- JULY 2023

Revision Description	Revision Page
Update to new SANDAG Logo	All
Updated screenshot for new website	14

PRIOR REVISIONS

DECEMBER 2015
• What are my responsibilities as a vendor: Add clarification
• How do I add a 1st tier subcontractor: Include section on supplier type and percentage of award
• How do I add a 2nd tier subcontractor: Include section on supplier type and percentage of award
• How do I report payments to my subcontractor(s): Add sections for Prompt Payment and how to mark an audit final
• How do I confirm my payments from the prime: add section on Prompt Payment
• Update entire user guide with current screenshots and language
MARCH 2014
• How do I change the company contact person for a contract?

TABLE OF CONTENTS

SYSTEM ACCESS

HOW DO I ACCESS THE CIS SYSTEM?

Type the following into your internet browser: https://sandag.sbdbe.com.

WHAT IS MY USERNAME?

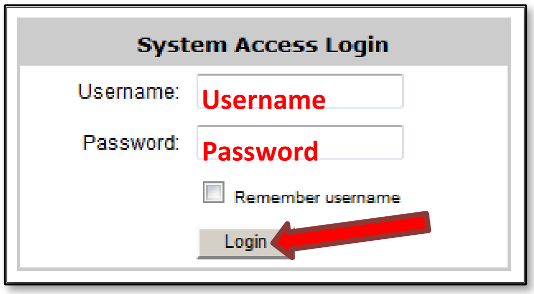
Your username is your email address.

WHAT IS MY PASSWORD?

Your password is initially assigned to you. You must change your password to something only you know the first time you login.

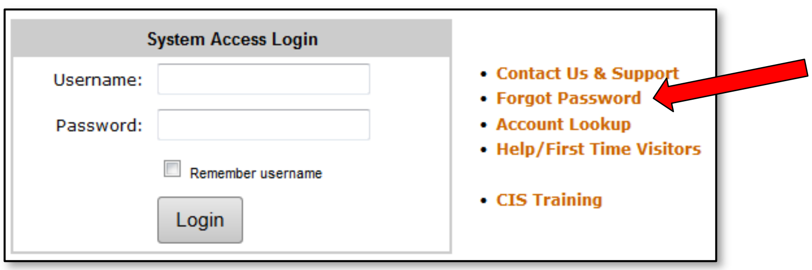
HOW DO I LOGIN?

1. Open your Internet browser. Type "https://sandag.sbdbe.com" into the address bar.
2. Click on the "Log In" button" and then enter your **username** and **password** and click **Login**.

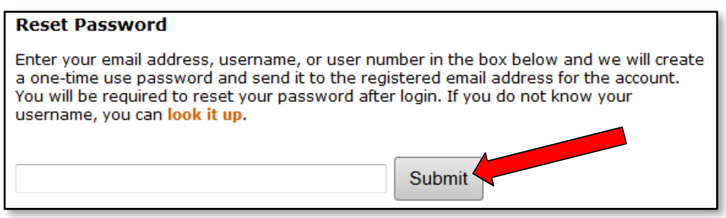


WHAT IF I FORGET MY PASSWORD?

1. To the right of the System Access Login box on the login page, click the **Forgot Password** link.



This screen will allow you to send an email to reset your password.

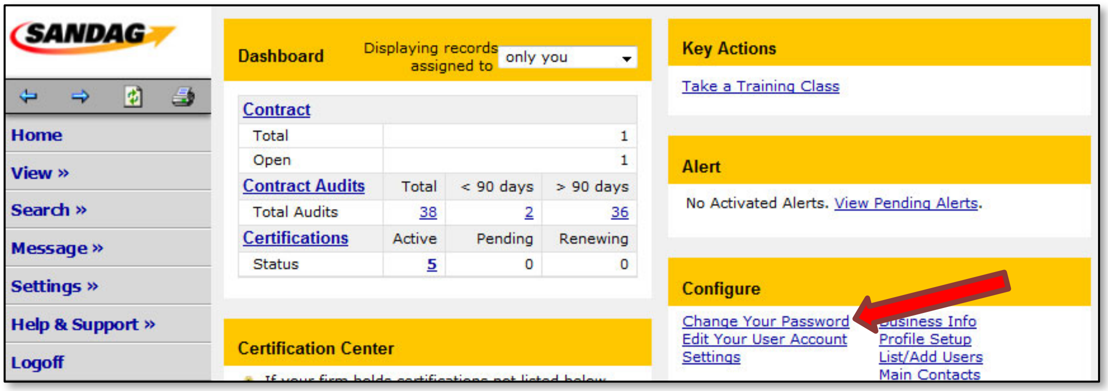


2. Enter your email address in the field and click **Submit**.
3. An email with instructions for resetting your password will be sent to you within minutes.

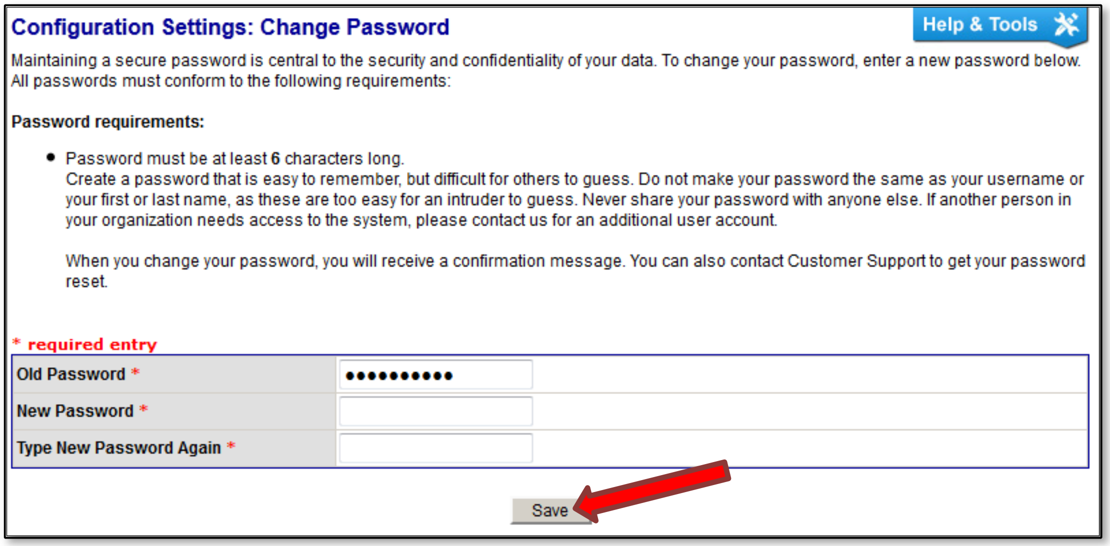
HOW DO I CHANGE MY PASSWORD?

After logging into the system, your Dashboard will be displayed.

1. From the Dashboard, click **Change Your Password**.



This screen will allow you to change your password.

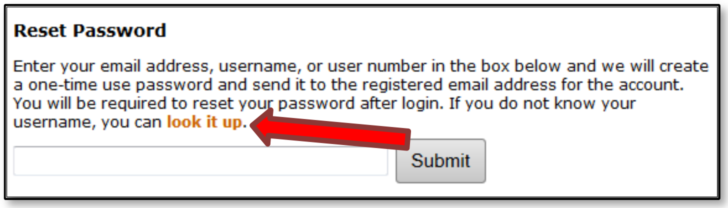


2. In the Old Password field, type your old password.
3. In the New Password and Type New Password Again fields, type your new password.
4. Click **Save**. Your new password is effective immediately.

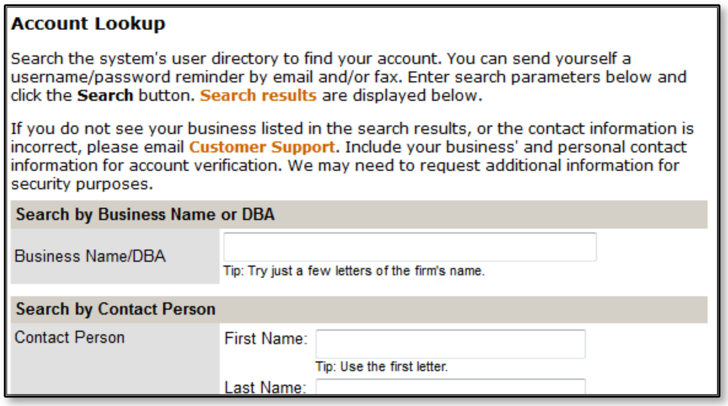
HOW DO I SEND A USERNAME/PASSWORD TO MY SUBCONTRACTOR?

1. To the right of the System Access Login box, click the **Forgot Password** link.

2. Click **look it up** to search for a vendor.



3. Enter search parameters (i.e., business name, email address, etc.) and click **Submit**.

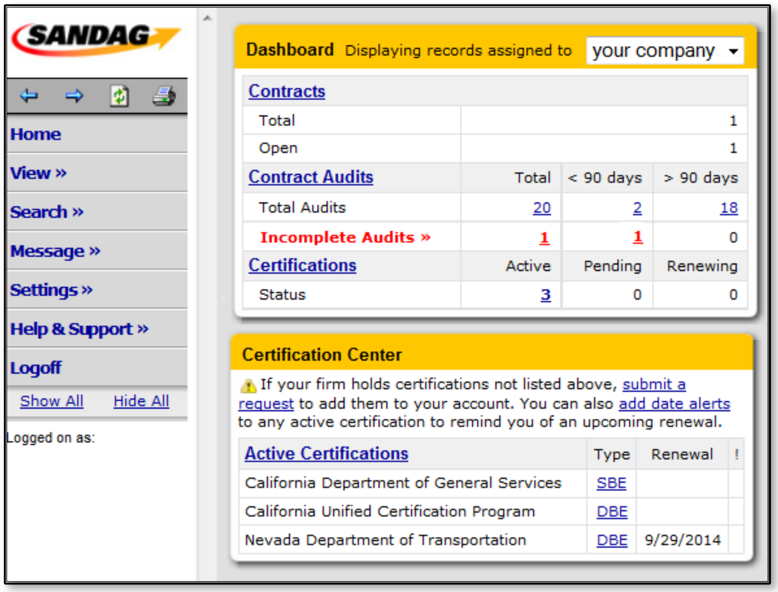


4. From the list of results, find the person to whom you want to send the reminder. Click **Username/Password Reminder** to send a reminder to the selected contact.

5. Within a few minutes, a username/password notice will be sent.

WHAT IS THE DASHBOARD?

The Dashboard provides a snapshot of your records and transactions. Items in red indicate the need for immediate attention. To view a list of items needing attention, click the red number. If no items require immediate attention, no red number will be displayed.

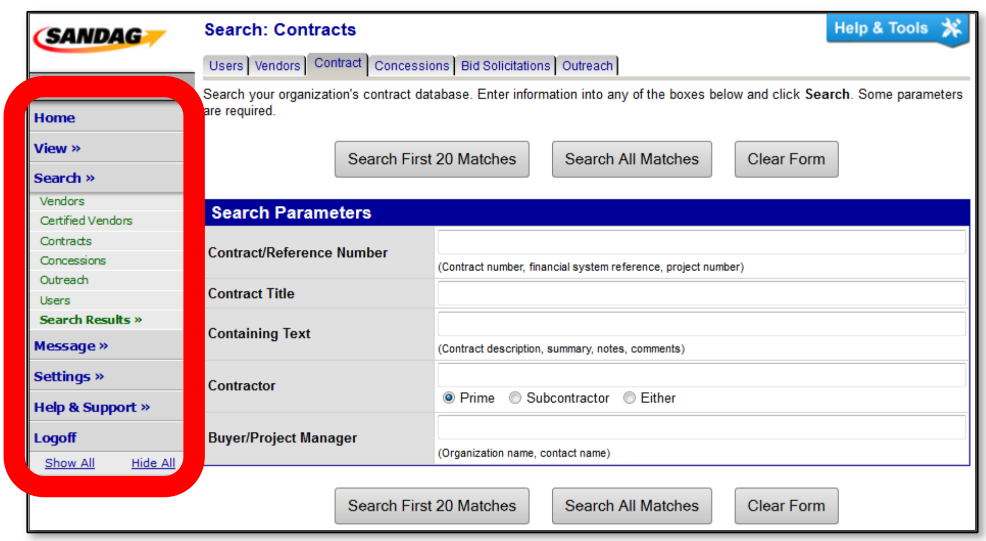


From this page, you can access every feature available to you. You can always return to the Dashboard by clicking the SANDAG logo in the upper left-hand corner.

WHAT IS THE NAVIGATION MENU?

The navigation menu on the left provides access to all functions in the system.

Click the main categories to open additional sub-items. Click sub-items to access the selected function in the display window to the right.



From the navigation menu:

- View: View items relating to your company, including contracts, alerts, certifications, audits, and messages.
- Search: Search for contracts, vendors, users, etc.
- Message: Send a message, contact support, report a problem.
- Settings: Change your password, settings, vendor profile, and users.
- Help & Support: View training manuals and videos.
- Logoff: Log off the system.

TIPS FOR PERFORMING SEARCHES

You can search for information based on the parameters that you set. To create a search string, keep the following tips in mind:

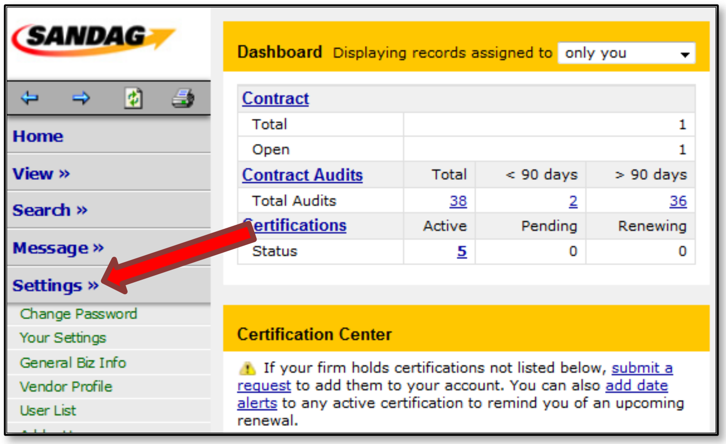
- **Start with one parameter**. Usually you can find the record you are looking for by using one or two parameters. The more specific your search terms, the less likely you are to find the record because of spelling, order, or other variations in your search.
- **Keep search parameters short**. Use “ACME” instead of “ACME Construction, Inc.” You can even use partial words, such as “envi” instead of “environmental consultant.”
- **The system ignores punctuation**. C. C. is the same as C C; C & C is treated the same as C and C.
- **Become familiar with possible settings and options**. A record may not display because you selected the wrong option. Narrow the search parameters to prevent returning too many items in your search results.
- When searching for businesses named for their founder, such as John Smith & Co., the record may be listed under “John Smith and Co.” or “Smith, John and Co.” You may need to search for both versions. Start by searching for one of the names, such as Smith.
- **Searches are not case sensitive**. ACME is treated the same as acme.
- When searching by first name, be aware that users may be listed by alternate names. For example: James, Jim, Jimmy, or J.
- **When searching by contract or project number, you must enter the number in the exact order**. However, it does not have to be complete (for example, enter 500 to view all contracts that have 500 in the contract number, such as 5000691 or 5001500. Or enter the last digits of a contract, i.e., enter 1903 for contract 5001903). If you enter the sequence out of order, you will not find the record you are looking for (1930 will not find 5001903).

VENDOR/CONTRACTOR MANAGEMENT

A vendor (consultant/contractor/subcontractor) may be a prime on one contract and a subcontractor on another. A vendor may also be a consultant or subcontractor with multiple agencies.

HOW DO I EDIT MY COMPANY INFORMATION?

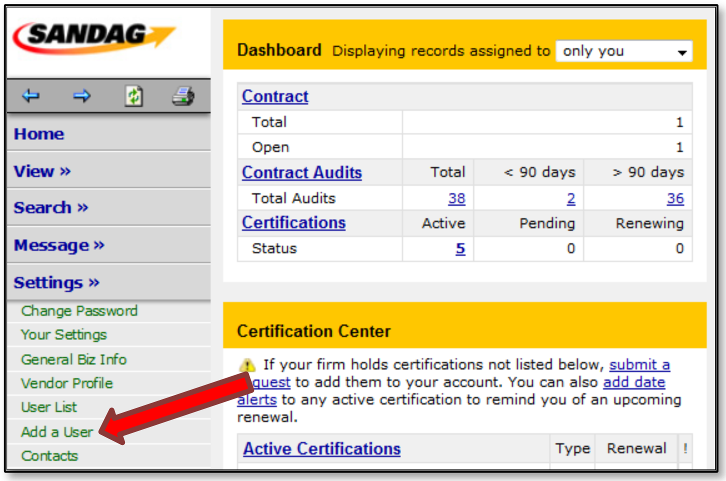
1. From the Navigation Menu, click **Settings** to open the settings sub-menu.



2. To edit business information, click **General Biz Info** and edit your information. Click **Save Changes** when done.
3. To edit user information, click **Your Settings** and edit your information. Click **Save Changes** when done.

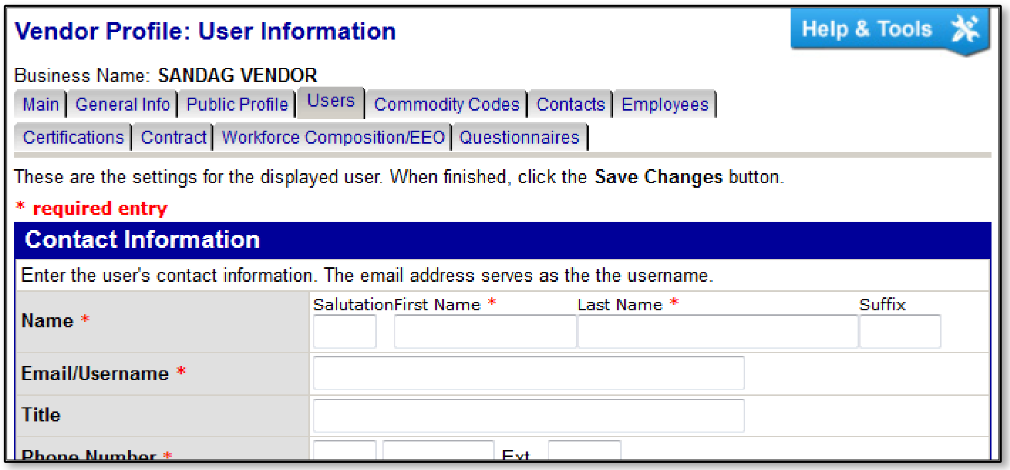
HOW DO I ADD A USER FOR MY COMPANY?

1. From the Navigation Menu, click **Settings**. Click **Add a User** from the sub-menu.

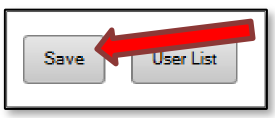


2. Click **Add User**.

3. Enter the user information.

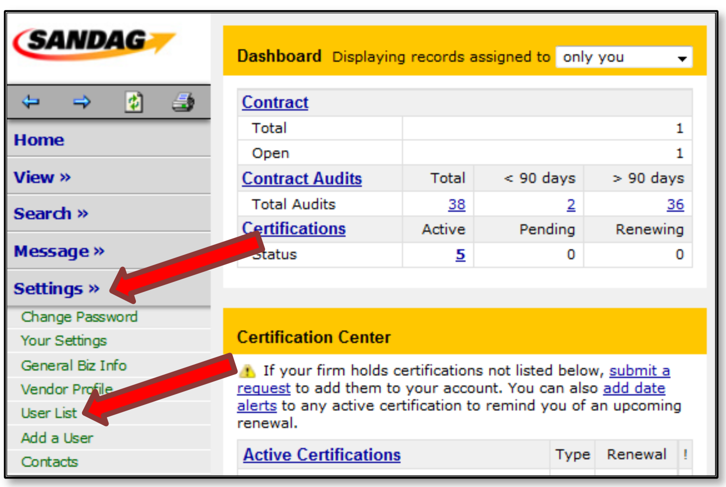


4. Click **Save** when done.



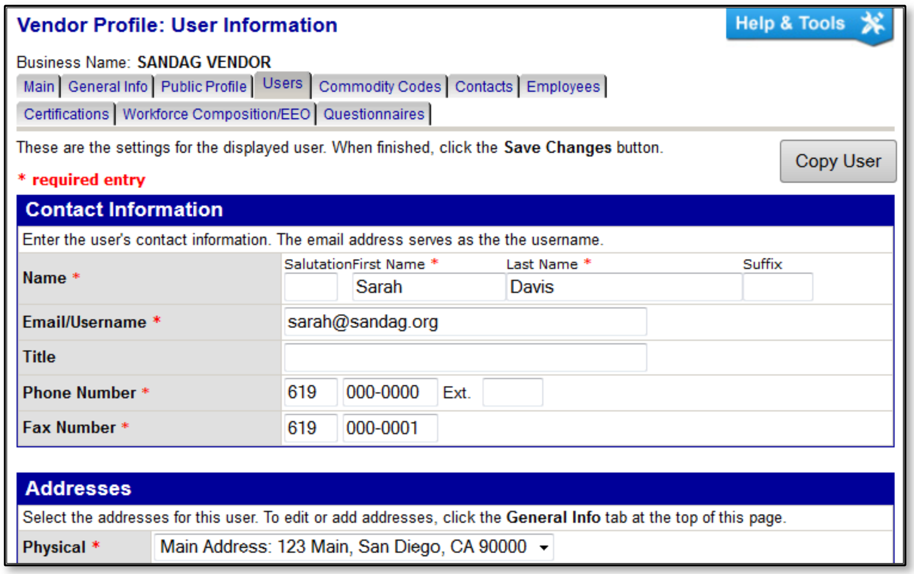
HOW DO I EDIT MY COMPANY USER INFORMATION?

1. From the Navigation Menu, click **Settings**. Click **User List** from the sub-menu.

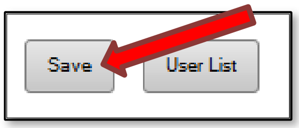


2. Select a user by clicking on the user name.

3. Edit user information.

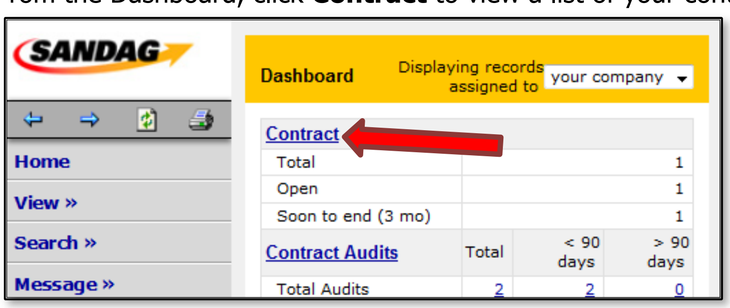


4. Click **Save Changes** when done.



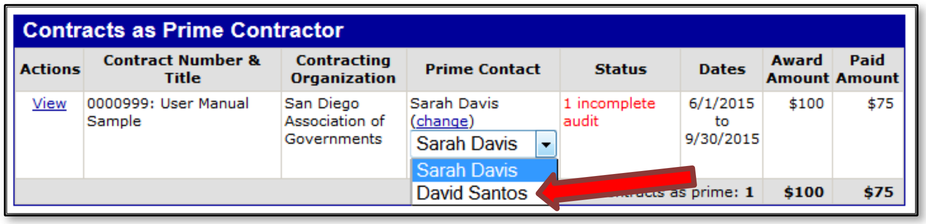
HOW DO I CHANGE THE COMPANY CONTACT PERSON FOR A CONTRACT?

1. From the Dashboard, click **Contract** to view a list of your contracts.

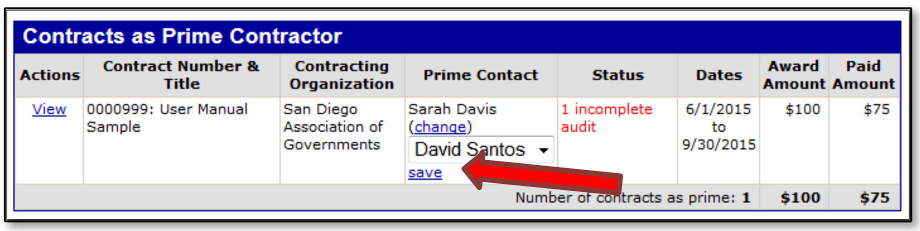


2. Click **change** under the Prime Contact person you would like to change.

3. Select the correct Prime Contact person from the drop down.



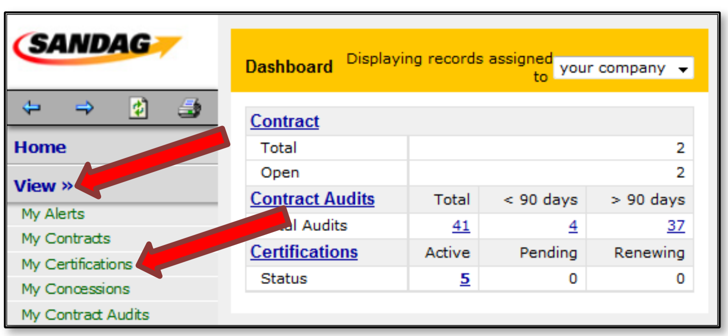
4. Click **Save** to save the change.



5. If the Prime Contact is not included in the drop down, they must be added to the User List first. See <u>HOW DO I ADD A USER FOR MY COMPANY</u> .

HOW DO I VIEW MY CERTIFICATIONS?

1. From the Navigation Menu, click **View**, then click **My Certifications** from the sub-menu.



All certifications for your company will be displayed.

2. Click **View** to see a copy of your certification information.


Vendor Profile: Certifications

Help & Tools

Business Name:

Main | General Info | Public Profile | Users | Commodity Codes | Contacts | Employees | Certifications | Contract | Workforce Composition/EEO | Questionnaires

Submit Change Request | Request Missing Certification

Current Certifications

Type	Action	Effective	Renewal	Organization	Reviewer	Actions	Alert
SBE	New	2/5/2013	2/11/2015	California Department of General Services		View	Add Alert
DBE	New	2/22/2012	1/15/2016	California Unified Certification Program		View	Add Alert

WHAT ARE MY RESPONSIBILITIES AS A VENDOR?

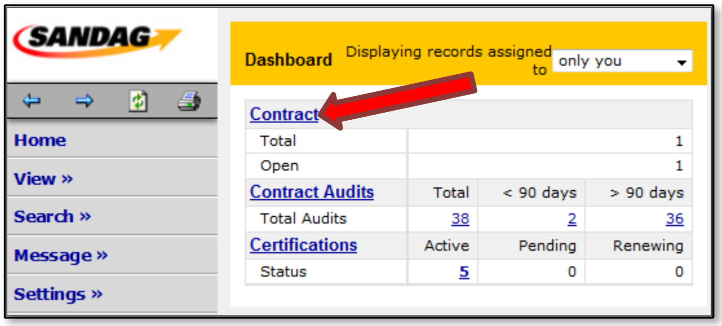
As a SANDAG consultant/contractor/subcontractor, you are responsible for the following:

1. Maintain vendor information and keep current.
2. Complete audits in a timely manner.
3. Add all subcontractors to each contract.
4. Report payments paid to all subcontractors for each contract.
5. As a prime consultant, mark the last audit for each contract as **Final** when all payments have been received and reported and project is complete.
6. As a subcontractor, mark the last audit as **Final** when final payment has been received and you are no longer working on the project.

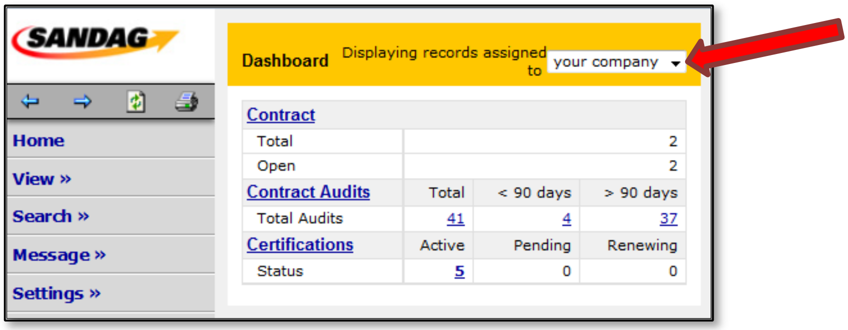
CONTRACTS

HOW DO I VIEW A LIST OF MY CONTRACTS?

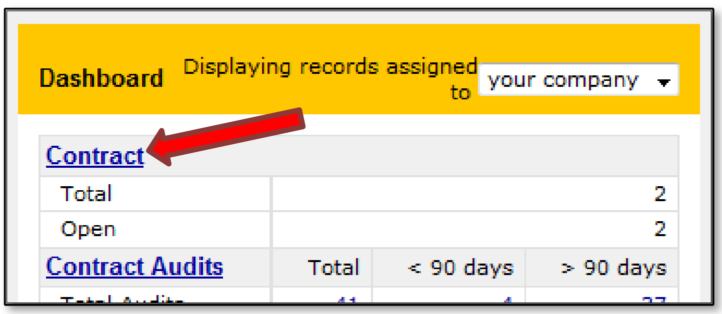
1. From the Dashboard, click **Contract** to see a list of contracts assigned to you.



2. To view a list of all contracts assigned to your company, click the drop down menu and select **your company**. Depending on who is assigned to each contract, there may or may not be a difference.



3. Click **Contract** to see a list of contracts assigned to your company.

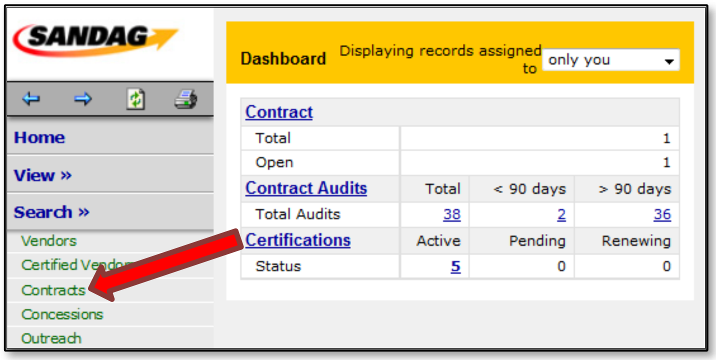


4. View the list of contracts.

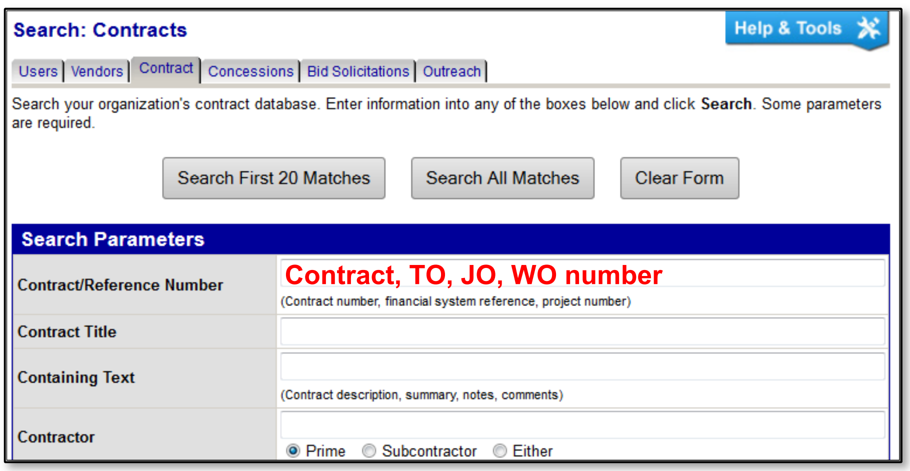
HOW DO I FIND A SPECIFIC CONTRACT/TASK ORDER/JOB ORDER/WORK ORDER?

Contracts, Task Orders, Job Orders, and Work Orders are treated the same in CIS. Task Orders, Job Orders and, Work Orders are listed with contracts and can be searched for in the same manner.

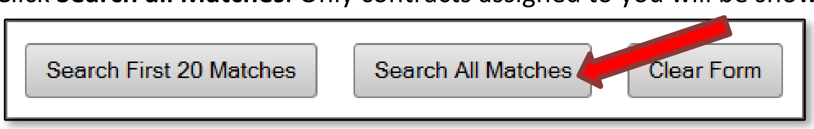
1. From the Search menu, click **Contracts**.



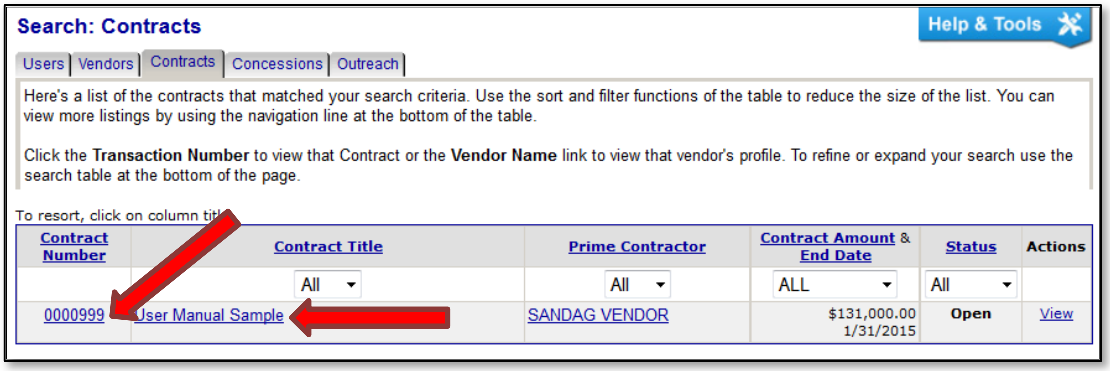
2. Enter the contract number, Task Order, Job Order or Work Order in the **Contract/Reference Number** field, or fill in other parameters.



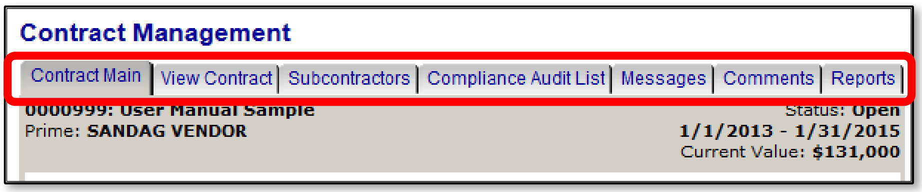
3. Click **Search all Matches**. Only contracts assigned to you will be shown.



4. Click on a contract, Task Order, Job Order, Work Order number or title to open the Contract Management page and view the contract.



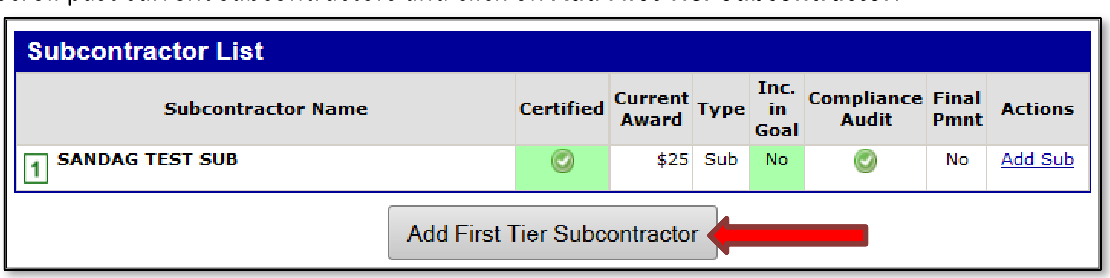
5. The Contract Management tabs show the information for the project, including: Contract Main, View Contract, Subcontractors, Compliance Audit List, Messages, Comments and Reports.



HOW DO I ADD A 1ST TIER SUBCONTRACTOR?

1. Search for the contracts either using the Dashboard or Search.
2. Select the contract.
3. View the **Subcontractors** tab.

4. Scroll past current subcontractors and click on **Add First Tier Subcontractor**.



5. Complete the Add Subcontractor form.

Vendor Information	
Vendor *	*Click **Get Vendor** to select the subcontractor from the vendor database. If the subcontractor is not in the vendor database, add the vendor to the database and then create the contract.*

Vendor Compliance Contact *	*Enter the subcontractor's compliance contact for this contract from the drop down.*
Vendor Address *	*Enter the subcontractor's address for this contract from the drop down.*
Applicable Vendor Certifications	
Any certifications for this vendor will be displayed here.	
Subcontract Information	
Subcontractor Tier *	*The subcontract tier and prime consultant will be displayed.*
Reference Identifier	*Enter any reference information.*
Contracted Percent & Amount *	*Select either:* ☐ By Amount *and enter the full amount of the subcontract, or* ☐ By Percent *and enter the subcontract percent of the prime contract amount.*
Type of Participation *	*Select one of the following from the drop down menu:* ☐ Subcontractor ☐ Supplier – Manufacturer ☐ Supplier – Regular Dealer ☐ Supplier – Packager, Broker, Distrib., Wholesaler, Manuf. Rep. ☐ Joint Venture ☐ Fees & Commission Broker ☐ Trucking & Hauling ☐ Trucking & Hauling Brokerage Percent of payments to be counted: ______% *enter the percent of the subcontract value to be counted. A traditional subcontractor will be 100%. A Supplier- Regular Dealer will be 60%. A broker will be the amount of the broker percentage. Some percentages will auto-populate once selected above.* Amount not to be included in award verification: $______ enter
Starting Paid to Date Amount	*Leave this amount $0. All payments must be entered into CIS for the month in which they are paid. Subcontractors must confirm these payments.*
Final Amount Adjustment/Paid Retainage	*Leave this blank.*
Settings	
Include in Compliance Audits? *	*Selected **Yes** if this subcontractor is active. If the subcontractor will not start until later in the project, select **No** and be sure to include the Work Start Date below.*
Count Towards Certified Goal *	*Selected **Yes** if this subcontractor is to be counted toward the U/DBE goal/commitment for this contract. Be sure to select the Goal Type from the drop down menu.* *Select **No** if this subcontractor should not be counted toward the contract goal/commitment.*
Add vendor to existing compliance audits for this contract? *	*Select **Yes** if you would like to add this subcontractor to prior audits for this contract and select the month and year. If a subcontractor is added after their work has begun, select the month and year of the start of the subcontract work to include them in audits.* *Select **No** if you would like to add this subcontractor to all future audits for this contract.*
Final Payment Made?	*Select **Yes** or **No***
Subcontract Award Date *	*Enter the award date of the subcontract.*
Work Start Date	*Enter the date work for this subcontractor is scheduled to begin.*
Work End Date	*Enter the date work for this subcontractor is scheduled to conclude.*

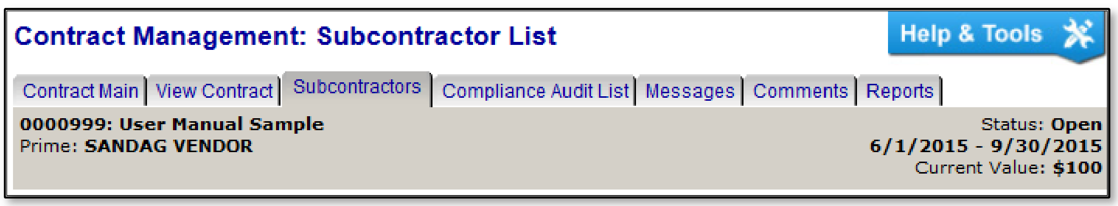
Work Description	*Enter a brief description of the work the subcontractor will be providing.*
Work Codes	*Click **Add Work Codes** to add NAICS codes for this subcontractor on this contract.*
Additional Information	
Attach File(s)	*Click **Attach File** to attach a file for this subcontract.*
Comments *	*Enter any comments for this subcontractor.*

6. Click **Review**.

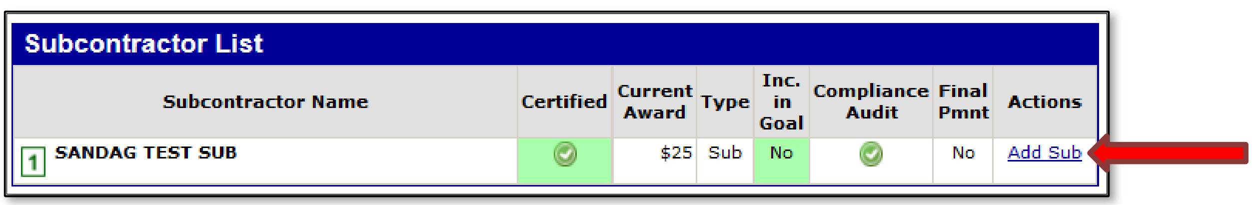
7. Review the data, verifying that the data is correct. If necessary, edit data by clicking **Edit**.
8. When finished, click **Save**.

HOW DO I ADD A 2ND TIER SUBCONTRACTOR?

1. Search for the contracts either using the Dashboard or Search.
2. Select the contract.
3. View the **Subcontractors** tab.



4. Find the 1st tier subcontractor from the list of subcontractors and click **Add Sub**.



5. Complete the Add Subcontractor form.

Vendor Information	
Vendor *	*Click **Get Vendor** to select the subcontractor from the vendor database. If the subcontractor is not in the vendor database, add the vendor to the database and then create the contract.*
Vendor Compliance Contact *	*Enter the subcontractor's compliance contact for this contract from the drop down.*
Vendor Address *	*Enter the subcontractor's address for this contract from the drop down.*
Applicable Vendor Certifications	
Any certifications for this vendor will be displayed here.	
Subcontract Information	

Subcontractor Tier *	*The subcontract tier and prime consultant will be displayed.*
Reference Identifier	*Enter any reference information.*
Contracted Percent & Amount *	*Select either:* ☐ By Amount *and enter the full amount of the subcontract, or* ☐ By Percent *and enter the subcontract percent of the prime contract amount.*
Type of Participation *	*Select one of the following from the drop down menu:* ☐ Subcontractor ☐ Supplier – Manufacturer ☐ Supplier – Regular Dealer ☐ Supplier – Packager, Broker, Distrib., Wholesaler, Manuf. Rep. ☐ Joint Venture ☐ Fees & Commission Broker ☐ Trucking & Hauling ☐ Trucking & Hauling Brokerage Percent of payments to be counted: ______% *enter the percent of the subcontract value to be counted. A traditional subcontractor will be 100%. A Supplier- Regular Dealer will be 60%. A broker will be the amount of the broker percentage. Some percentages will auto-populate once selected above.* Amount not to be included in award verification: $______ enter
Starting Paid to Date Amount	*Leave this amount $0. All payments must be entered into CIS for the month in which they are paid. Subcontractors must confirm these payments.*
Final Amount Adjustment/Paid Retainage	*Leave this blank.*
Settings	
Include in Compliance Audits? *	*Selected **Yes** if this subcontractor is active. If the subcontractor will not start until later in the project, select **No** and be sure to include the Work Start Date below.*
Count Towards Certified Goal *	*Selected **Yes** if this subcontractor is to be counted toward the U/DBE goal/commitment for this contract. Be sure to select the Goal Type from the drop down menu.* *Select **No** if this subcontractor should not be counted toward the contract goal/commitment.*
Add vendor to existing compliance audits for this contract? *	*Select **Yes** if you would like to add this subcontractor to prior audits for this contract and select the month and year. If a subcontractor is added after their work has begun, select the month and year of the start of the subcontract work to include them in audits.* *Select **No** if you would like to add this subcontractor to all future audits for this contract.*
Final Payment Made?	*Select **Yes** or **No***
Subcontract Award Date *	*Enter the award date of the subcontract.*
Work Start Date	*Enter the date work for this subcontractor is scheduled to begin.*
Work End Date	*Enter the date work for this subcontractor is scheduled to conclude.*
Work Description	*Enter a brief description of the work the subcontractor will be providing.*
Work Codes	*Click **Add Work Codes** to add NAICS codes for this subcontractor on this contract.*
Additional Information	
Attach File(s)	*Click **Attach File** to attach a file for this subcontract.*
Comments *	*Enter any comments for this subcontractor.*

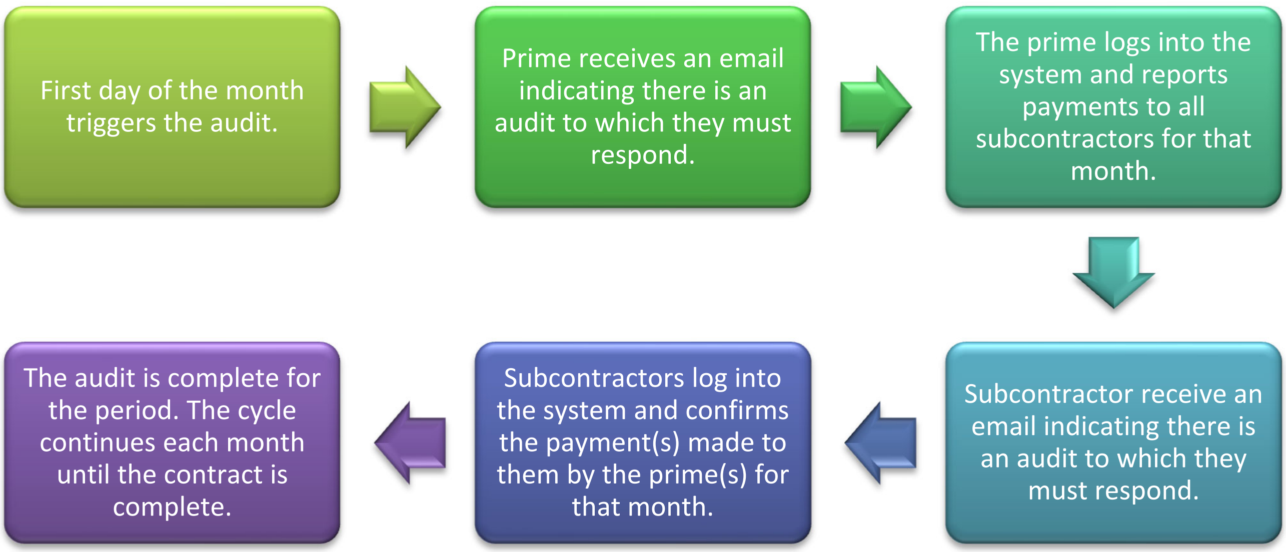
6. Click **Review**.

7. Review the data, verifying that the data is correct. If necessary, edit data by clicking **Edit**.
8. When finished, click **Save**.

AUDITS

WHAT IS AN AUDIT?

Once a contract is entered into the system, an audit is generated on a monthly basis to track payments to the prime and any subcontractors. The following image represents the audit process.



If the prime has no subcontractors, the prime will not receive a notice of an outstanding audit. An audit will still be created, but it will only show the payment from SANDAG to the prime, as applicable.

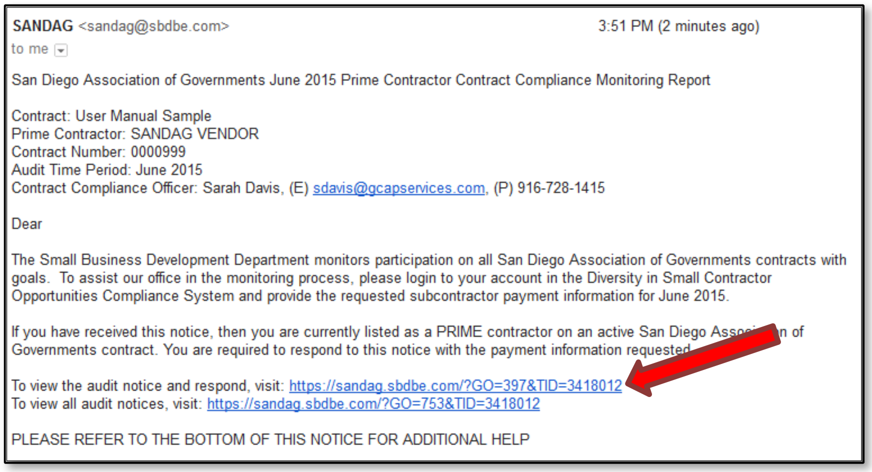
If the prime did not pay a subcontractor that month, the prime will still need to enter $0 for each subcontractor that was not paid for that month.

Primes do not need to confirm amounts paid by SANDAG. However, SANDAG recommends that all primes, as a matter of good practice, to log into the system to check the status of payments and verify accuracy.

AUDITS: PRIME CONTRACTOR

HOW DO I REPORT PAYMENTS TO MY SUBCONTRACTOR(S)?

1. There are two ways to access the audit and report payments to subcontractors.
   a) You can log into the system and go directly to the audit by clicking on the link in the email audit notice, shown below.



SANDAG <sandag@sbdbe.com> 3:51 PM (2 minutes ago)
to me

San Diego Association of Governments June 2015 Prime Contractor Contract Compliance Monitoring Report

Contract: User Manual Sample
Prime Contractor: SANDAG VENDOR
Contract Number: 0000999
Audit Time Period: June 2015
Contract Compliance Officer: Sarah Davis, (E) sdavis@gcapservices.com, (P) 916-728-1415

Dear

The Small Business Development Department monitors participation on all San Diego Association of Governments contracts with goals. To assist our office in the monitoring process, please login to your account in the Diversity in Small Contractor Opportunities Compliance System and provide the requested subcontractor payment information for June 2015.

If you have received this notice, then you are currently listed as a PRIME contractor on an active San Diego Association of Governments contract. You are required to respond to this notice with the payment information requested.

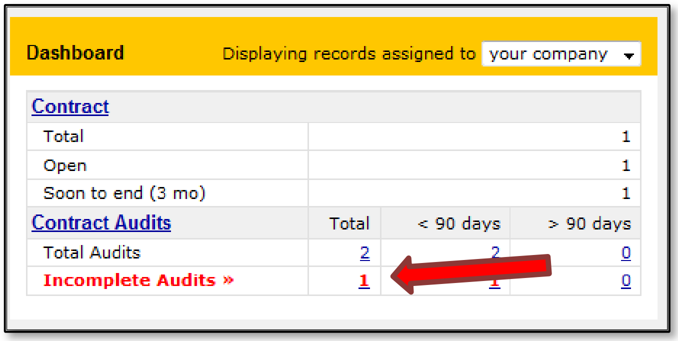
To view the audit notice and respond, visit: https://sandag.sbdbe.com/?GO=397&TID=3418012
To view all audit notices, visit: https://sandag.sbdbe.com/?GO=753&TID=3418012

PLEASE REFER TO THE BOTTOM OF THIS NOTICE FOR ADDITIONAL HELP

   This will take you to the log in page.

   After logging into the system, you will be taken directly to the audit.

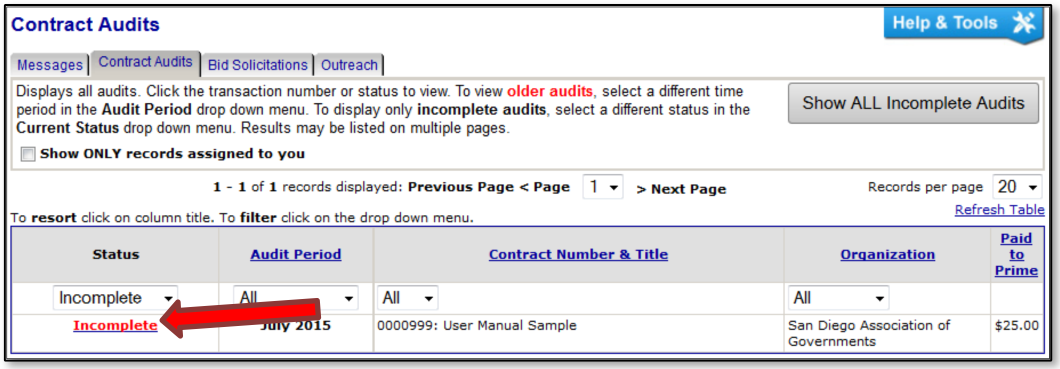
   b) You can also log directly into CIS and access the audit from the Dashboard. Click the number next to Incomplete Audits to view a list of outstanding audits.



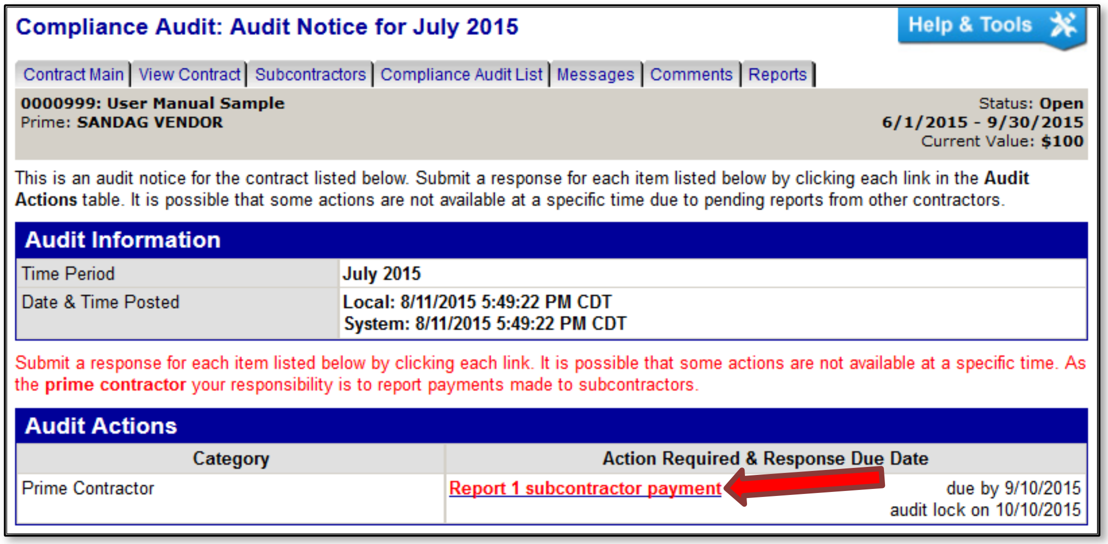
Dashboard Displaying records assigned to your company

Contract			
Total			1
Open			1
Soon to end (3 mo)			1
Contract Audits	**Total**	**< 90 days**	**> 90 days**
Total Audits	2	2	0
Incomplete Audits »	1	1	0

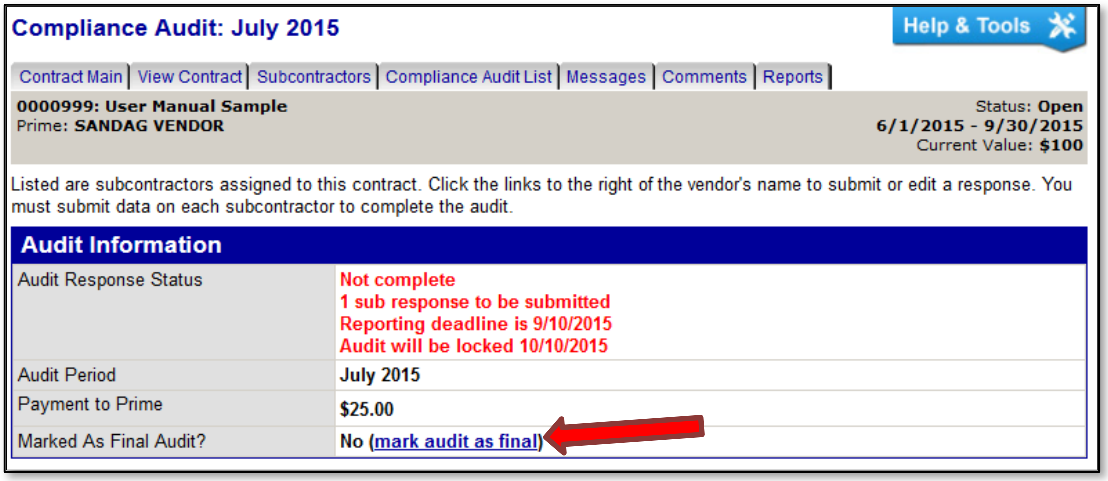
Click on **Incomplete** to view the audit and report payments to subcontractors.



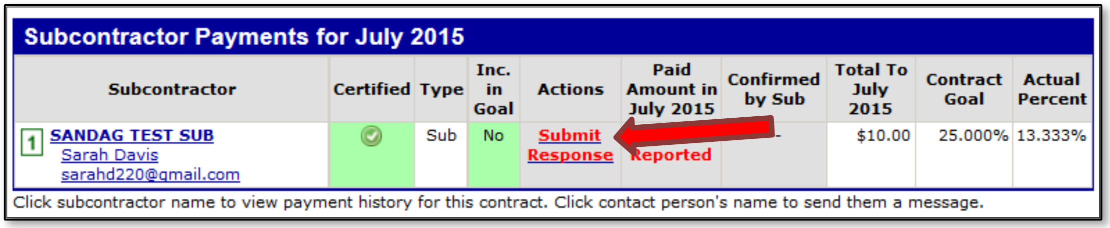
2. Click on the **Report # subcontractor payment** link to report subcontractor payments for the month.



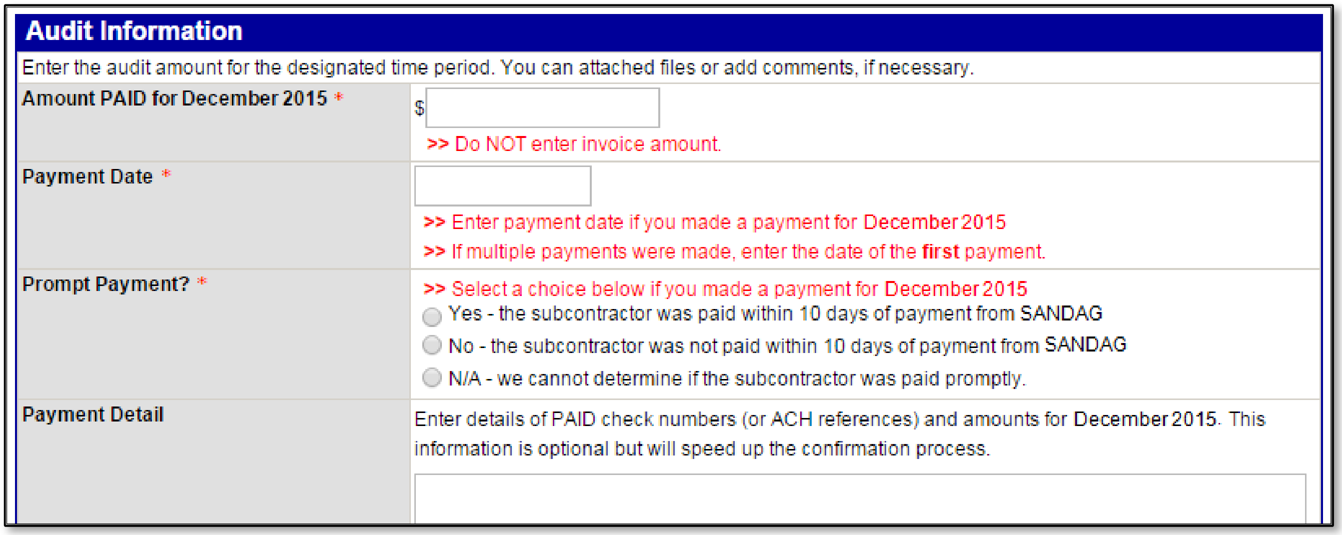
3. If all payments from SANDAG have been received by the prime and all payments to all subcontractors have been received and confirmed by all subcontractors, mark the audit as final to stop audits from continuing.



4. Click **Submit Response** to report each subcontractor payment.

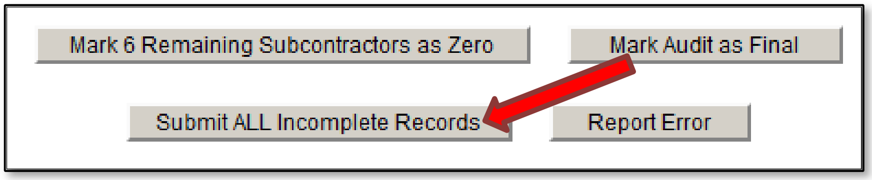


5. Enter the amount paid, payment date, and prompt payment for the audit month and any additional details.

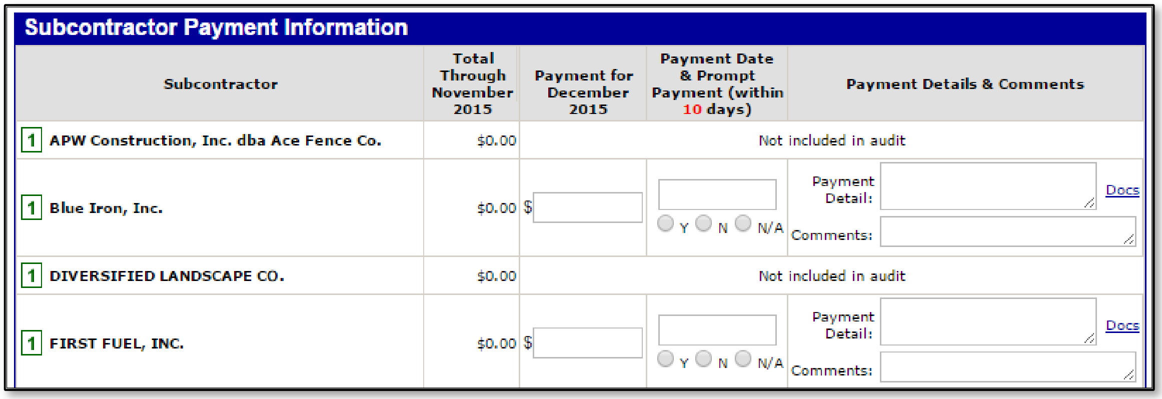


6. Click **Review** and **Save** to complete.

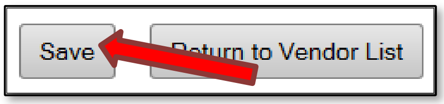
7. To enter amounts for all subcontractors:
   - Click **Submit ALL Incomplete Records**.



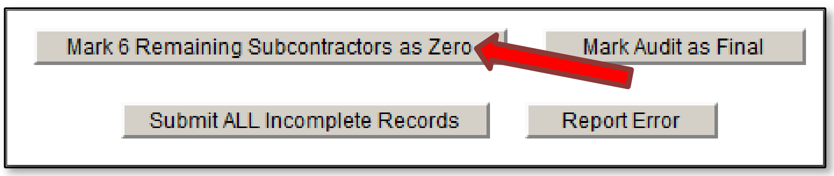
- Enter payment details for all subcontractors.



- Click **Save** to save the payment data.



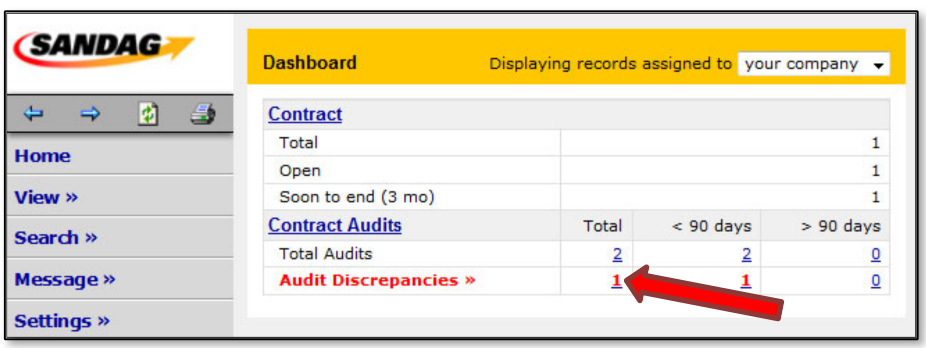
8. To enter all subcontractor payments for this month as $0, click **Mark X Remaining Subcontractors as Zero**.



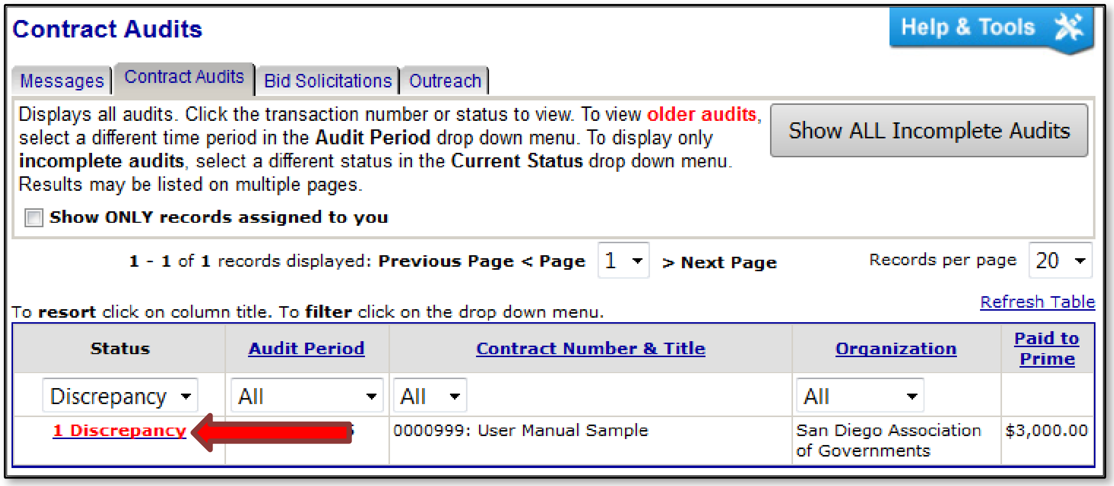
WHAT IF MY SUBCONTRACTOR REPORTS A DIFFERENT PAYMENT AMOUNT?

If your subcontractor reports a different amount paid for an audit period, an audit discrepancy will be initiated. You will be notified of the discrepancy by email immediately.

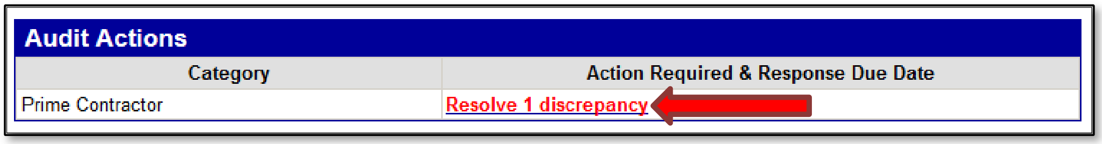
1. From the Dashboard, click the number corresponding to Audit Discrepancies.



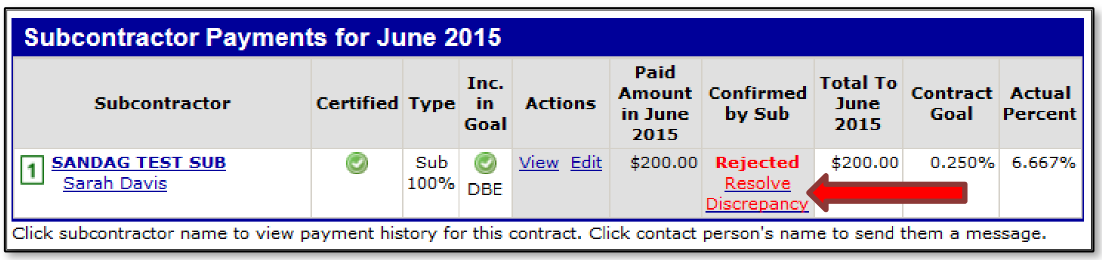
2. This will display a list of audit discrepancies. Click on the discrepancy to view.



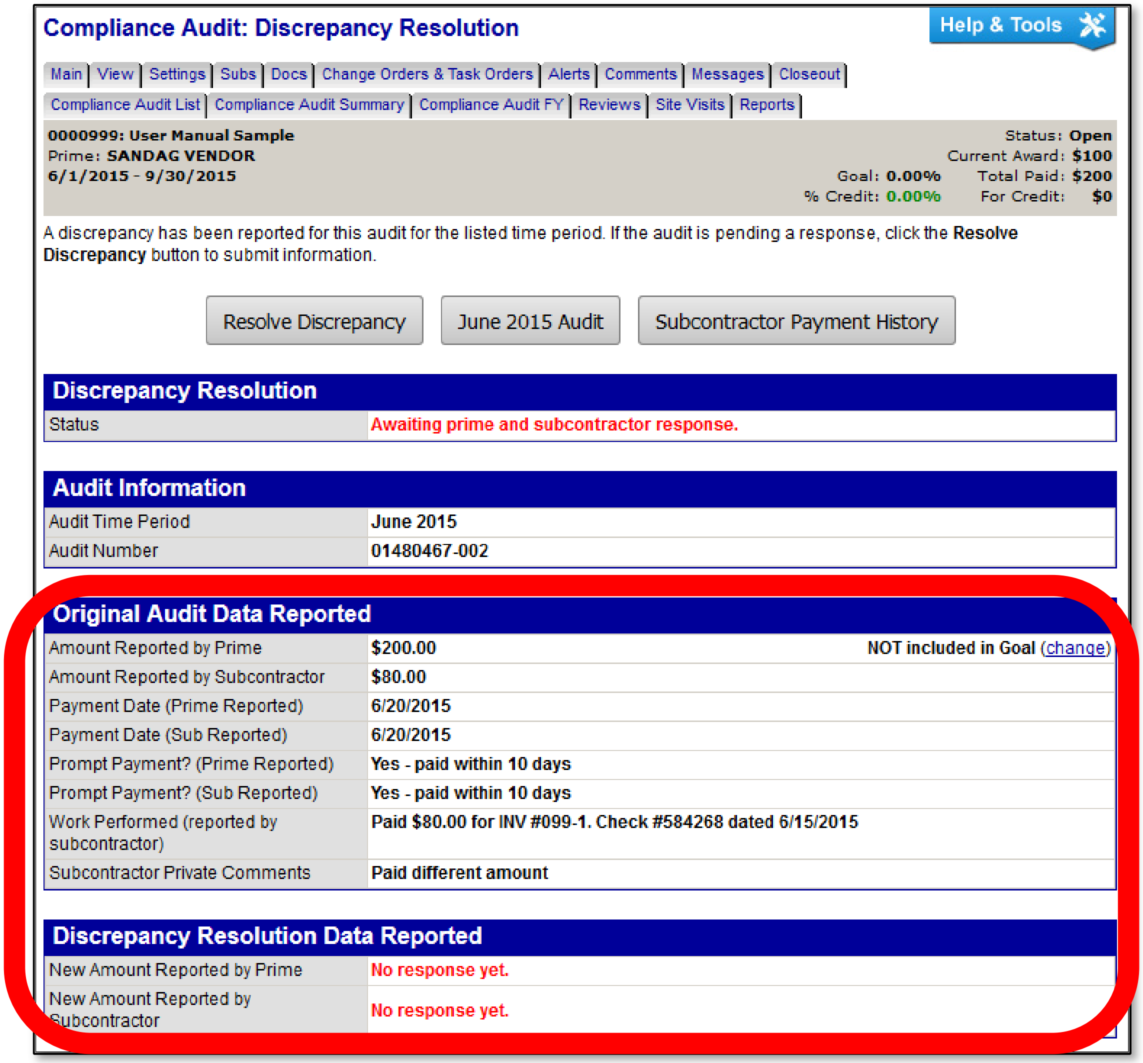
3. Scroll down to Audit Action and click on **Resolve 1 discrepancy** to view.



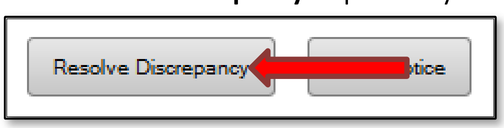
4. Scroll down to the Subcontractor Payment section. Click on **Resolve Discrepancy** in the audit details.



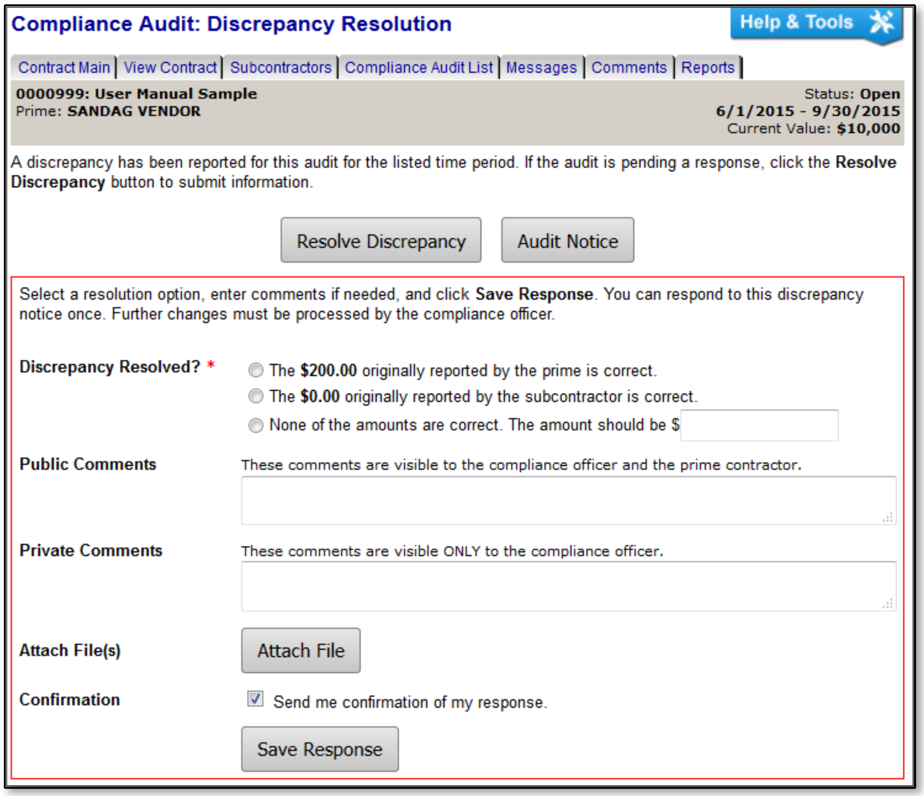
5. Review the **Original Audit Data Reported**, including amounts reported by prime and subcontractor.



6. Click **Resolve Discrepancy** to provide your response.



7. Enter additional detail of the payment as a response to the subcontractor. Include a copy of the check(s) and add notes.



8. Once complete, a notice will be sent to the subcontractor for further review.

9. Once an agreement is reached, the audit discrepancy will be closed.

HOW DO I VIEW AN AUDIT FOR A SPECIFIC CONTRACT?

1. Search for a contract either using the Dashboard or Search. Select the contract and click on the **Compliance Audit List** tab.

2. Click **View Audit** to open the audit detail. Incomplete audits will be shown in red under Status.

Contract Management: Compliance Audit List

Help & Tools

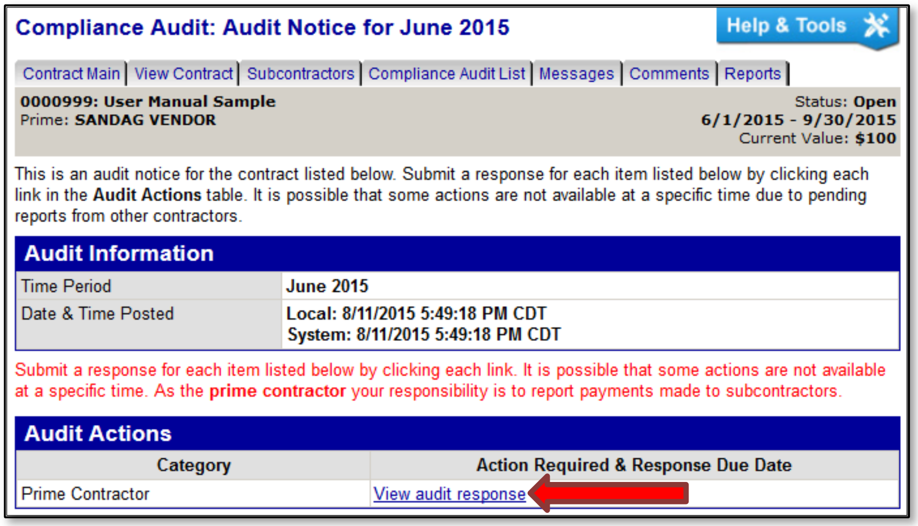
Contract Main | View Contract | Subcontractors | Compliance Audit List | Messages | Comments | Reports

0000999: User Manual Sample Status: **Open**
Prime: **SANDAG VENDOR** **6/1/2015 - 9/30/2015**
Current Value: **$100**

Compliance Audit List

Audit Period	Status	Paid to Prime	Audit Reference	Date Posted	Actions
July 2015	Incomplete	$25.00		[illegible]/2015	View Audit
June 2015	Completed	$50.00		8/11/2015	View Audit

3. Click **View audit responses** to see a summary of the audit and individual subcontractor payments.



Compliance Audit: Audit Notice for June 2015

Help & Tools

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

0000999: User Manual Sample Status: **Open**
Prime: **SANDAG VENDOR** **6/1/2015 - 9/30/2015**
Current Value: **$100**

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

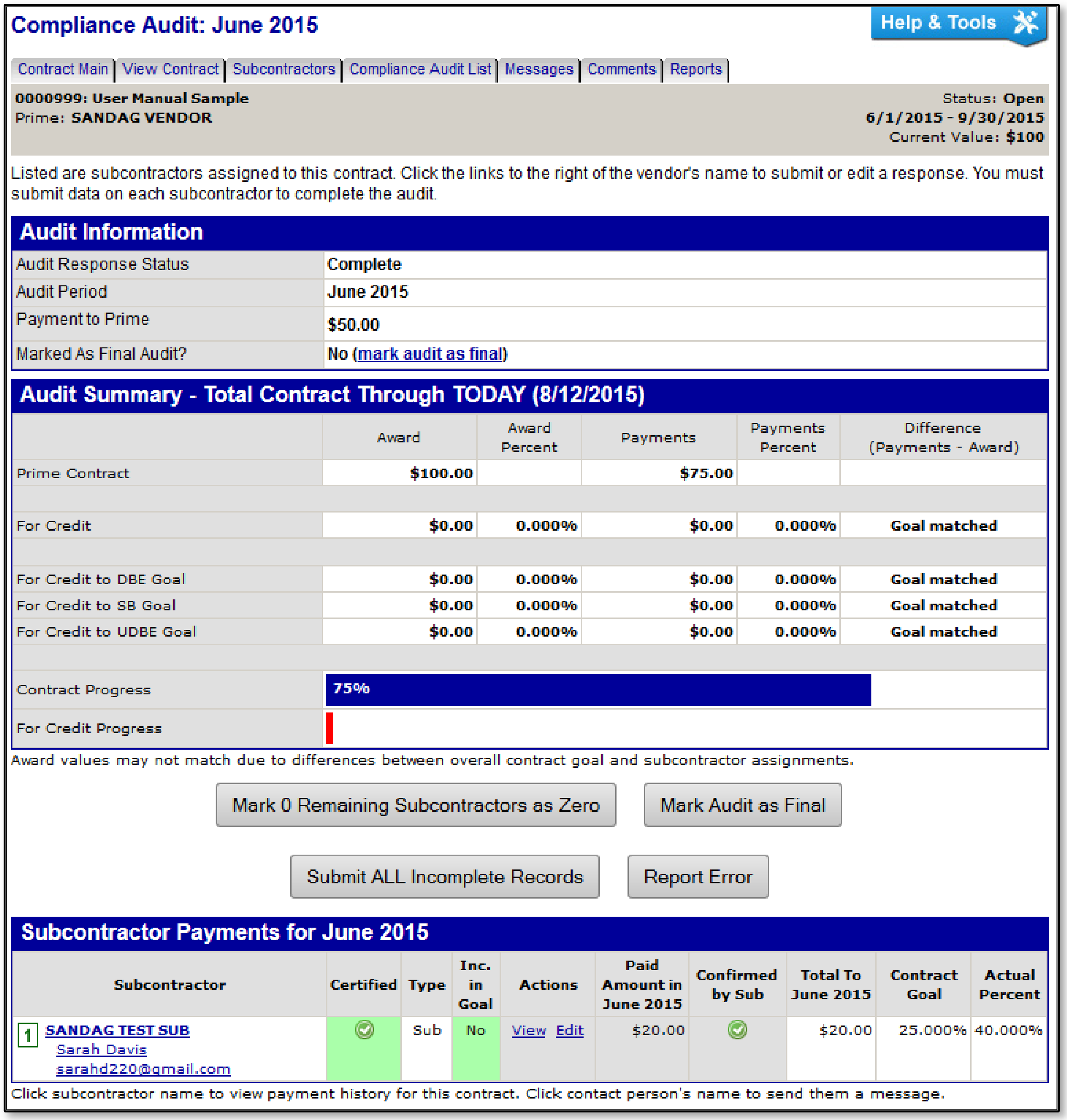
Time Period	**June 2015**
Date & Time Posted	**Local: 8/11/2015 5:49:18 PM CDT** **System: 8/11/2015 5:49:18 PM CDT**

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

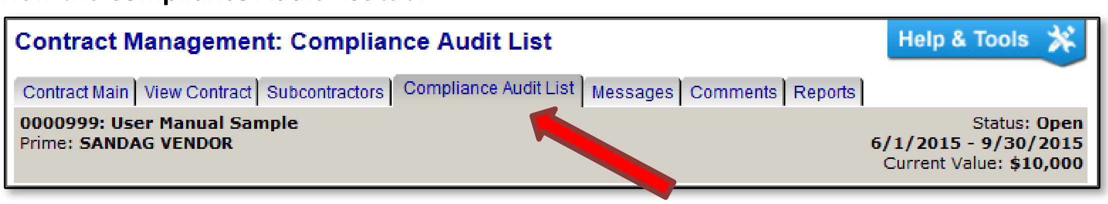
Category	Action Required & Response Due Date
Prime Contractor	View audit response

4. View the audit.



HOW DO I VIEW THE CONTRACT GOAL/COMMITMENT ATTAINMENT?

1. Search for the contract either using the Dashboard or Search.
2. Select the contract.
3. View the **Compliance Audit List** tab.



4. Click **View Audit** for the most recent month.

Compliance Audit List

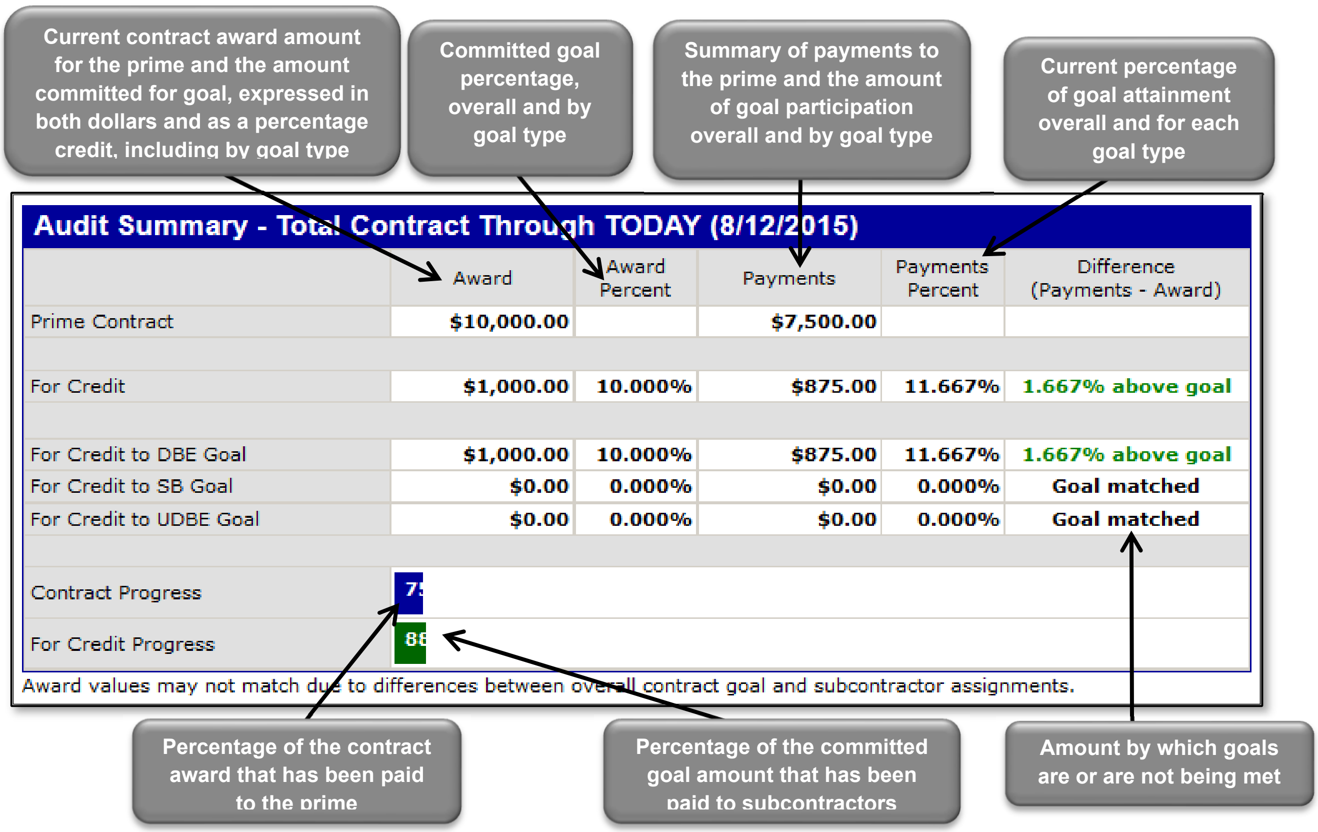
Audit Period	Status	Paid to Prime	Audit Reference	Date Posted	Actions
July 2015	Completed	$4,500.00		8/11/2015	View Audit
June 2015	Completed	$3,000.00		8/11/2015	View Audit

5. Click **View audit response** to view more information.

Audit Actions

Category	Action Required & Response Due Date
Prime Contractor	View audit response

6. The **Audit Summary- Total Contract Through TODAY** section will display the following information:



Audit Summary - Total Contract Through TODAY (8/12/2015)

	Award	Award Percent	Payments	Payments Percent	Difference (Payments - Award)
Prime Contract	$10,000.00		$7,500.00		
For Credit	$1,000.00	10.000%	$875.00	11.667%	1.667% above goal
For Credit to DBE Goal	$1,000.00	10.000%	$875.00	11.667%	1.667% above goal
For Credit to SB Goal	$0.00	0.000%	$0.00	0.000%	Goal matched
For Credit to UDBE Goal	$0.00	0.000%	$0.00	0.000%	Goal matched
Contract Progress	75				
For Credit Progress	88				

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

The Audit Summary compares the awarded amounts to the actual payments. The **% Credit** percentage is the U/DBE commitment achieved to date **based on payments made**.

WHAT TYPES OF AUDIT NOTIFICATIONS WILL I RECEIVE?

The system will send you the following email notices:

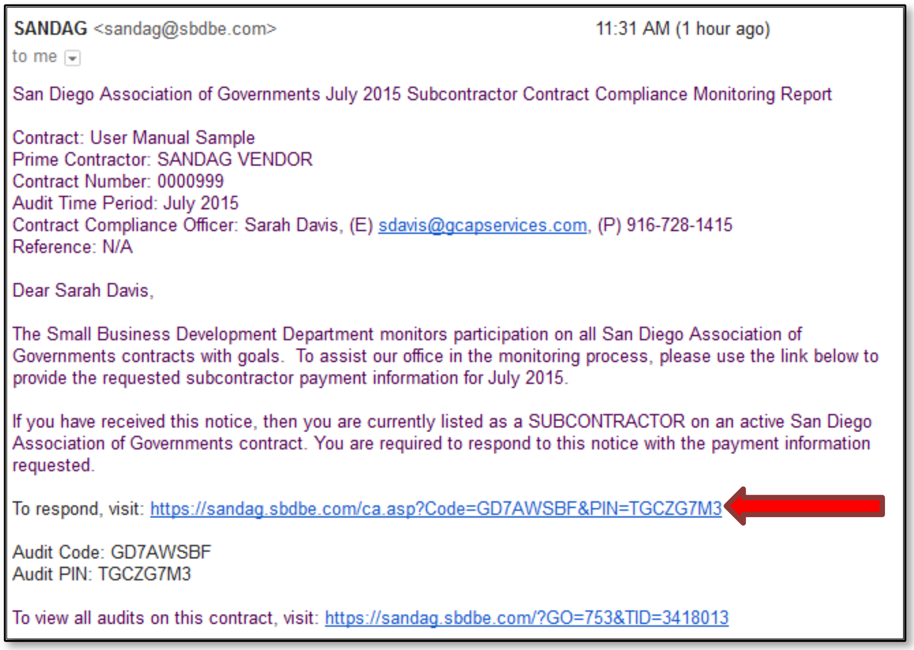
1. **Initial Audit notice**
The Initial Audit notice will be sent on the first of every month to alert you to the creation of a new audit. This is your notice to report any payments to subcontractors for this month. All audits should be completed within 15 days. After 30 days the audit response is **PAST DUE**.

2. **REMINDER- Contract Monitoring Notice**
   The Reminder notice will alert you that you have not yet completed an outstanding audit and you need to do so soon.
3. **Unresponsive Subcontractors Notice**
   The Unresponsive Subcontractors notice will alert you to an outstanding audit that your subcontractor has not yet completed.
4. **Discrepancy notice**
   The Discrepancy notice will alert you to a discrepancy in the amount you entered for a subcontractor payment and the amount the subcontractor entered as received.

AUDITS: SUBCONTRACTOR

HOW DO I CONFIRM MY PAYMENTS FROM THE PRIME CONSULTANT?

1. Once the prime contractor enters the payment amount for your subcontract for this audit period, a Contract Monitoring email notice will be sent to you alerting you to a new audit. You can go directly to the audit by clicking on the link in the email audit notice.


SANDAG <sandag@sbdbe.com> 11:31 AM (1 hour ago)
to me

San Diego Association of Governments July 2015 Subcontractor Contract Compliance Monitoring Report

Contract: User Manual Sample
Prime Contractor: SANDAG VENDOR
Contract Number: 0000999
Audit Time Period: July 2015
Contract Compliance Officer: Sarah Davis, (E) sdavis@gcapservices.com, (P) 916-728-1415
Reference: N/A

Dear Sarah Davis,

The Small Business Development Department monitors participation on all San Diego Association of Governments contracts with goals. To assist our office in the monitoring process, please use the link below to provide the requested subcontractor payment information for July 2015.

If you have received this notice, then you are currently listed as a SUBCONTRACTOR on an active San Diego Association of Governments contract. You are required to respond to this notice with the payment information requested.

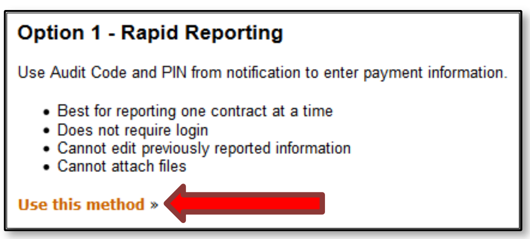
To respond, visit: https://sandag.sbdbe.com/ca.asp?Code=GD7AWSBF&PIN=TGCZG7M3

Audit Code: GD7AWSBF
Audit PIN: TGCZG7M3

To view all audits on this contract, visit: https://sandag.sbdbe.com/?GO=753&TID=3418013

2. You have 2 methods by which you can verify your subcontract payment.

3. Option 1 is Rapid Reporting. Click **Use this method** under Option 1 to use Rapid Reporting.

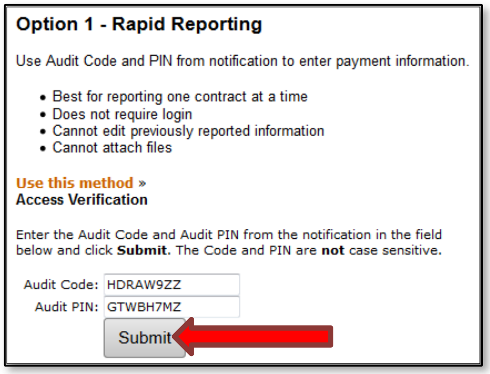

Option 1 - Rapid Reporting

Use Audit Code and PIN from notification to enter payment information.

- Best for reporting one contract at a time
- Does not require login
- Cannot edit previously reported information
- Cannot attach files

Use this method »

- If you clicked on the link from the email, the Access Verification will automatically appear. Click on **Submit** to respond to the audit.



Option 1 - Rapid Reporting

Use Audit Code and PIN from notification to enter payment information.

- Best for reporting one contract at a time
- Does not require login
- Cannot edit previously reported information
- Cannot attach files

Use this method »

Access Verification

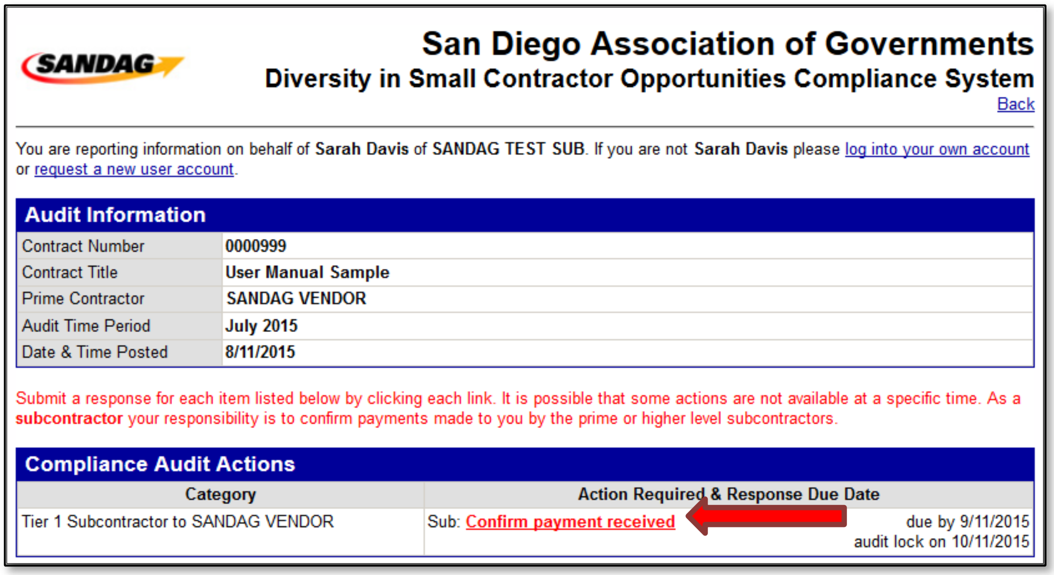
Enter the Audit Code and Audit PIN from the notification in the field below and click **Submit**. The Code and PIN are **not** case sensitive.

Audit Code: HDRAW9ZZ

Audit PIN: GTWBH7MZ

Submit

- Click **Confirm payment received** to confirm the payment.



San Diego Association of Governments

Diversity in Small Contractor Opportunities Compliance System

Back

You are reporting information on behalf of **Sarah Davis** of **SANDAG TEST SUB**. If you are not **Sarah Davis** please log into your own account or request a new user account.

Audit Information

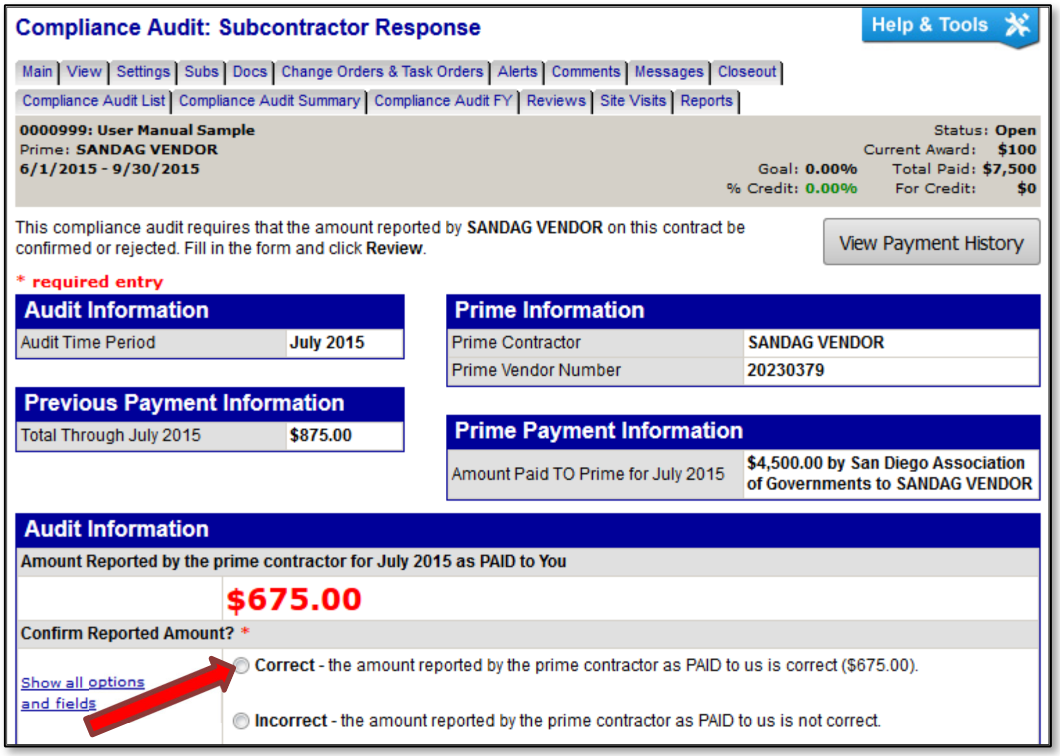
Contract Number	0000999
Contract Title	User Manual Sample
Prime Contractor	SANDAG VENDOR
Audit Time Period	July 2015
Date & Time Posted	8/11/2015

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 SANDAG VENDOR	Sub: Confirm payment received due by 9/11/2015 audit lock on 10/11/2015

- Select **Correct** if the amount reported by the prime consultant is correct. If amount reported by the prime is incorrect, please see **WHAT IF THE AMOUNT THE PRIME CONSULTANT REPORTED IS INCORRECT?**



Compliance Audit: Subcontractor Response

Help & Tools

Main | View | Settings | Subs | Docs | Change Orders & Task Orders | Alerts | Comments | Messages | Closeout |
Compliance Audit List | Compliance Audit Summary | Compliance Audit FY | Reviews | Site Visits | Reports |

0000999: User Manual Sample
Prime: **SANDAG VENDOR**
6/1/2015 - 9/30/2015

Status: **Open**
Current Award: **$100**
Goal: **0.00%** Total Paid: **$7,500**
% Credit: **0.00%** For Credit: **$0**

This compliance audit requires that the amount reported by **SANDAG VENDOR** on this contract be confirmed or rejected. Fill in the form and click **Review**.

View Payment History

* required entry

Audit Information	
Audit Time Period	**July 2015**

Prime Information	
Prime Contractor	**SANDAG VENDOR**
Prime Vendor Number	**20230379**

Previous Payment Information	
Total Through July 2015	**$875.00**

Prime Payment Information	
Amount Paid TO Prime for July 2015	**$4,500.00 by San Diego Association of Governments to SANDAG VENDOR**

Audit Information

Amount Reported by the prime contractor for July 2015 as PAID to You

$675.00

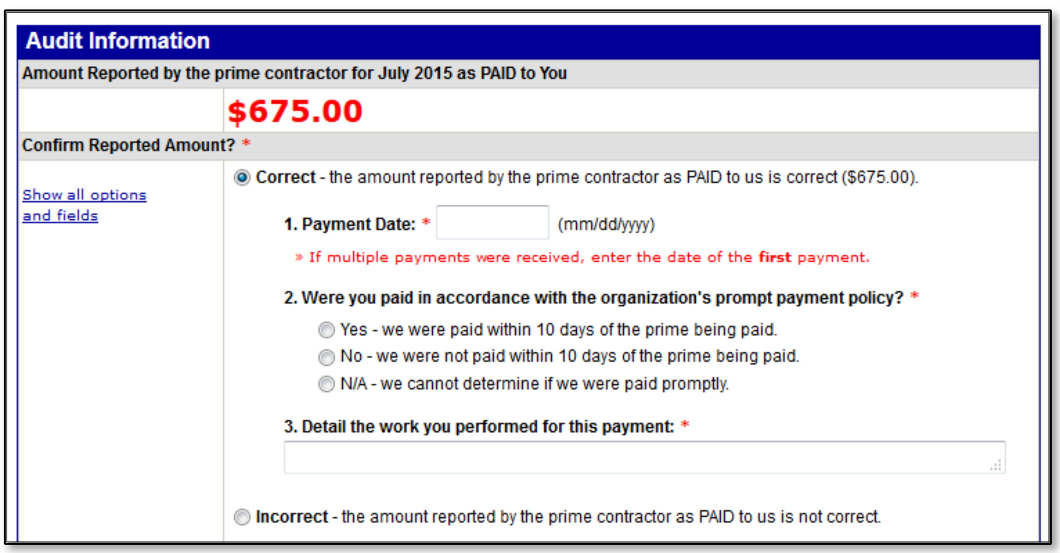
Confirm Reported Amount? *

Show all options and fields

Correct - the amount reported by the prime contractor as PAID to us is correct ($675.00).

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

- Enter the date the payment was received, whether it was paid within the prompt payment policy, and describe the work performed.



Audit Information

Amount Reported by the prime contractor for July 2015 as PAID to You

$675.00

Confirm Reported Amount? *

Show all options and fields

Correct - the amount reported by the prime contractor as PAID to us is correct ($675.00).

1. Payment Date: * (mm/dd/yyyy)

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

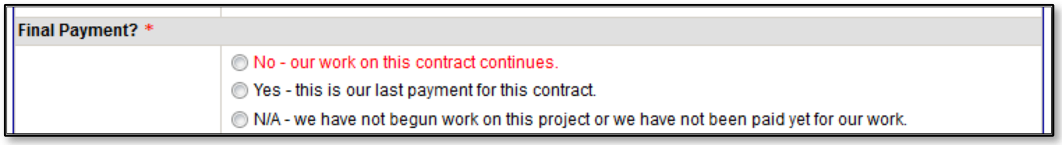
2. Were you paid in accordance with the organization's prompt payment policy? *

Yes - we were paid within 10 days of the prime being paid.
No - we were not paid within 10 days of the prime being paid.
N/A - we cannot determine if we were paid promptly.

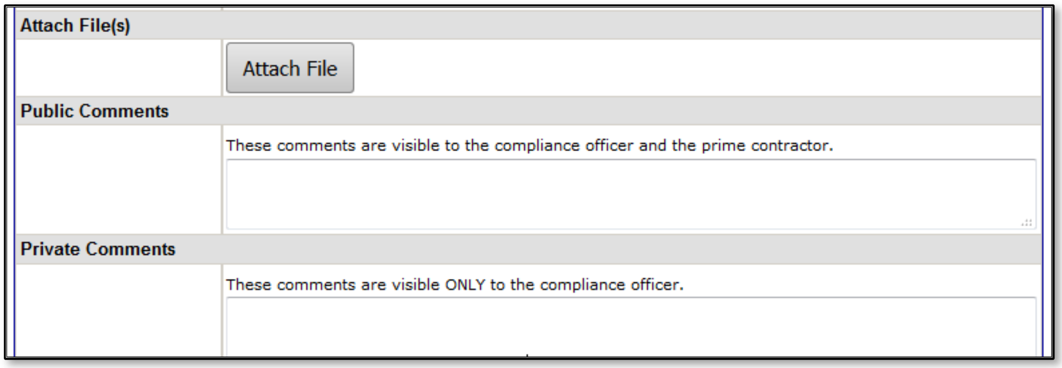
3. Detail the work you performed for this payment: *

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

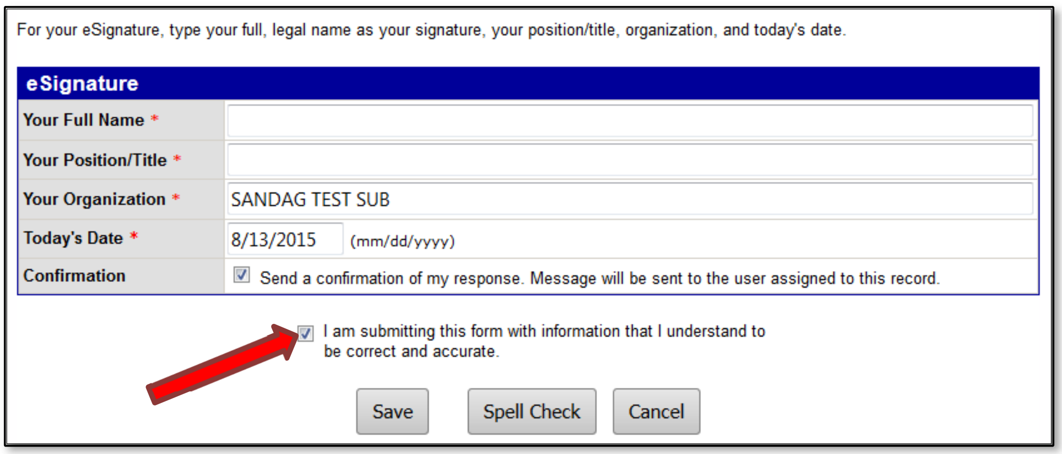
- Indicate if this payment is your final payment on this contract. Please note, only indicate a final payment if you have no outstanding invoices and will have no further invoices on this contract.



- You may attach any files applicable to this payment and any comments.

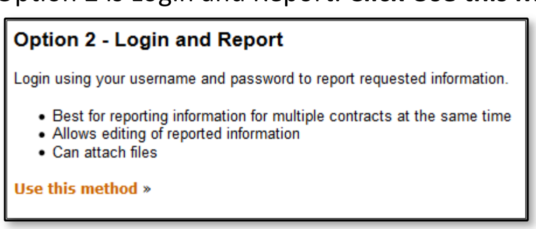


- Since this method uses the Rapid Reporting option and you did not log into the CIS system, you will need to verify your identity by using an electronic signature.

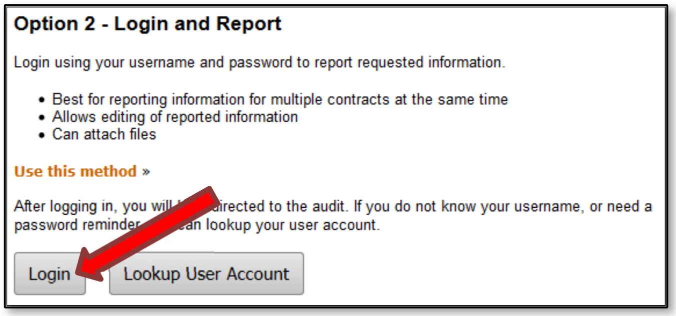


- When complete, check the box to verify the accuracy of the information provided and click **Save**.

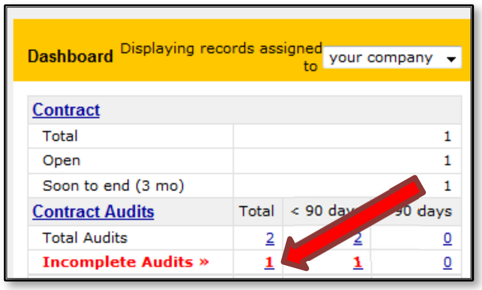
4. Option 2 is Login and Report. **Click Use this Method** under Option 2 to login and report your payment.



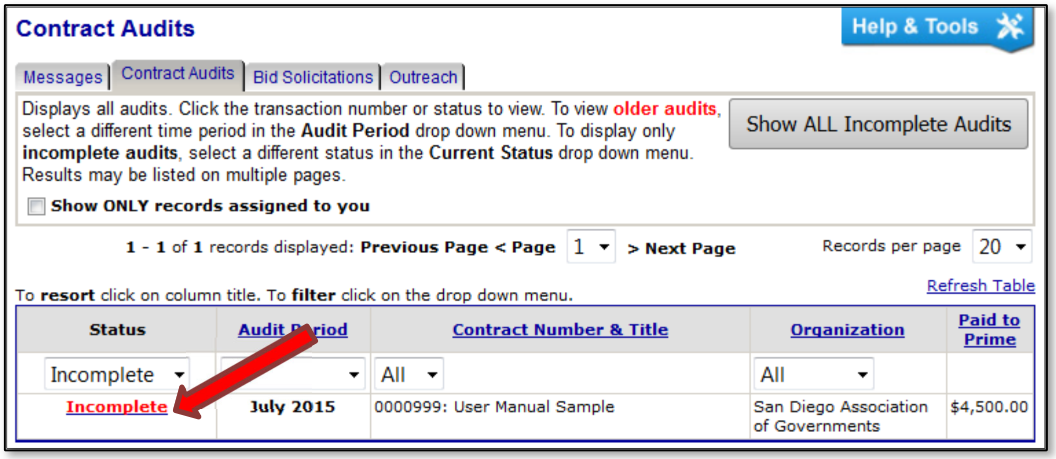
- Click **Login** to log into CIS with your username and password.



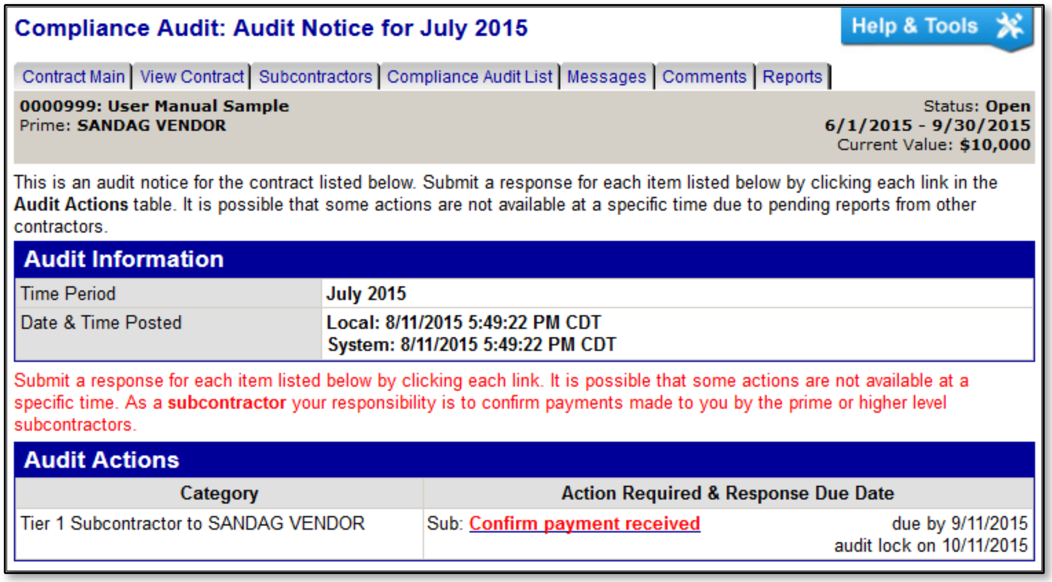
- You can view incomplete audits from your Dashboard. Click the number corresponding to the Incomplete Audits to view.



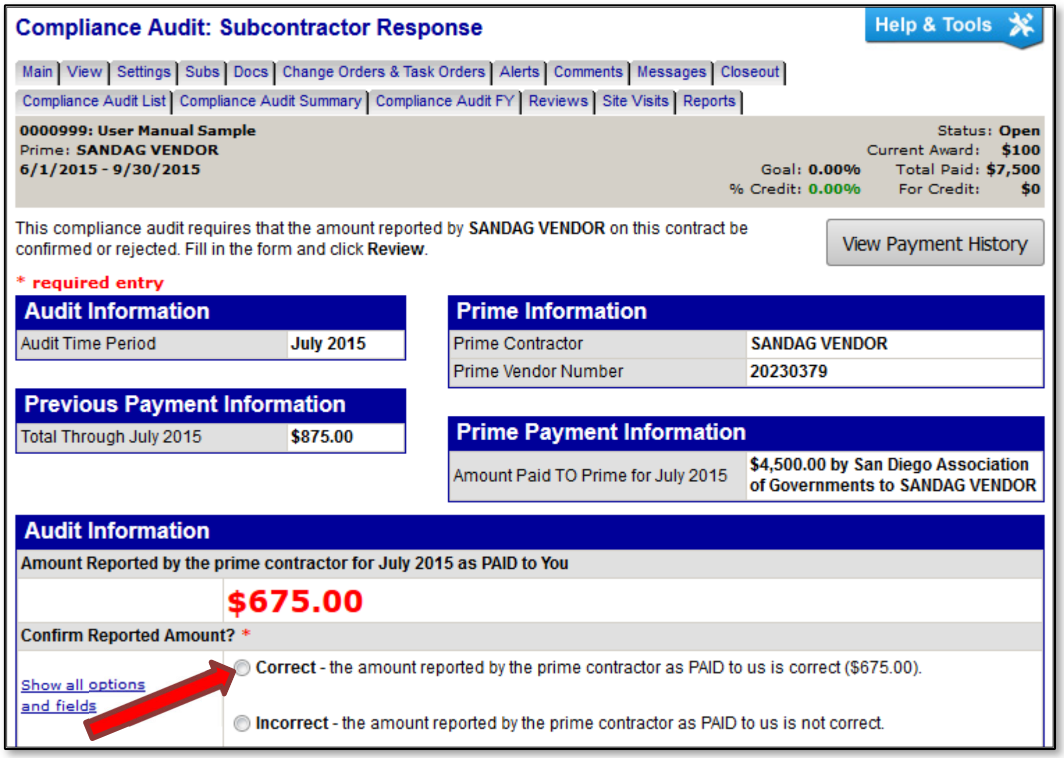
- Click **Incomplete** to view the audit and verify your payment.



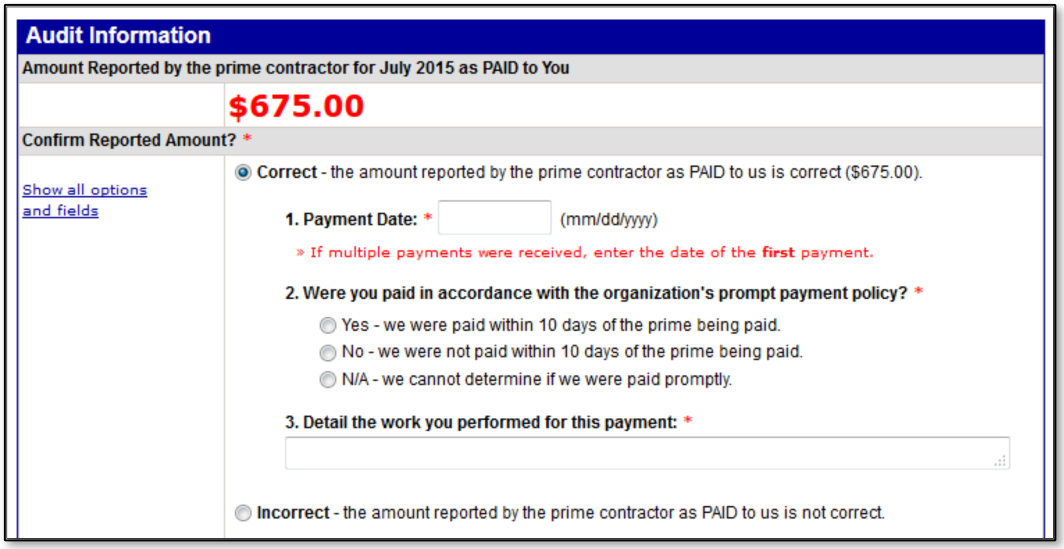
- Click **Confirm payment received** to verify your payment.



- Select **Correct** if the amount reported by the prime consultant is correct. If amount reported by the prime is incorrect, please see **WHAT IF THE AMOUNT THE PRIME CONSULTANT REPORTED IS INCORRECT**.



- Enter the date the payment was received, whether it was paid within the prompt payment policy, and describe the work performed.



Audit Information

Amount Reported by the prime contractor for July 2015 as PAID to You

$675.00

Confirm Reported Amount? *

Show all options and fields

Correct - the amount reported by the prime contractor as PAID to us is correct ($675.00).

1. Payment Date: * (mm/dd/yyyy)

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

2. Were you paid in accordance with the organization's prompt payment policy? *

Yes - we were paid within 10 days of the prime being paid.

No - we were not paid within 10 days of the prime being paid.

N/A - we cannot determine if we were paid promptly.

3. Detail the work you performed for this payment: *

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

- Indicate if this payment is your final payment on this contract. Please note, only indicate a final payment if you have no outstanding invoices and will have no further invoices on this contract.

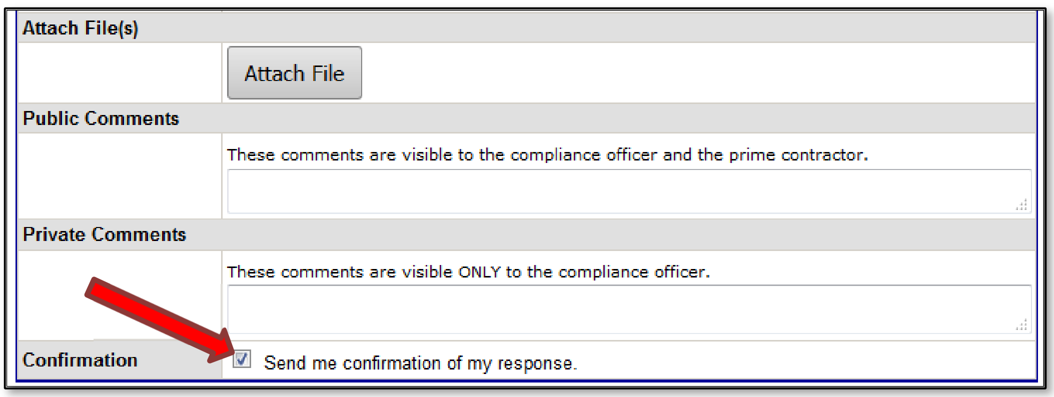
Final Payment? *

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.

- You may attach any files applicable to this payment and any comments. You may also send a confirmation of your response to your email.



Attach File(s)

Attach File

Public Comments

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

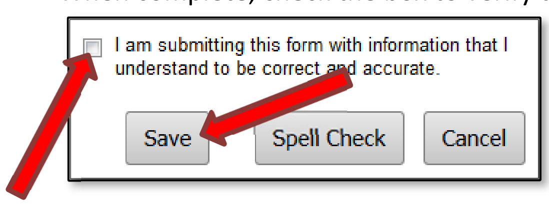
Private Comments

These comments are visible ONLY to the compliance officer.

Confirmation

Send me confirmation of my response.

- When complete, check the box to verify the accuracy of the information provided and click **Save**.

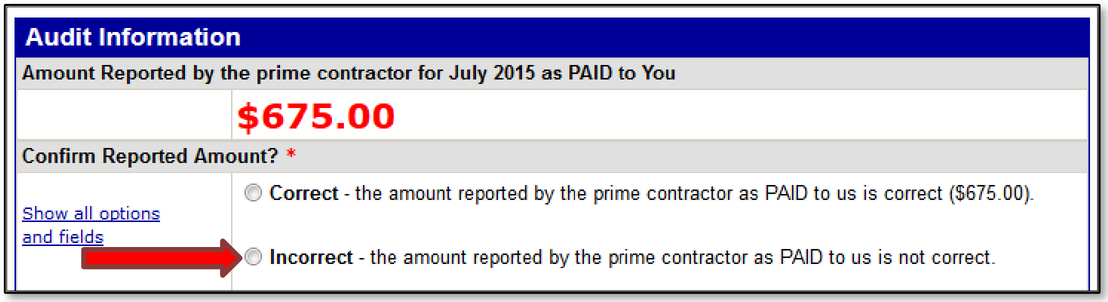


I am submitting this form with information that I understand to be correct and accurate.

Save Spell Check Cancel

WHAT IF THE AMOUNT THE PRIME CONSULTANT REPORTED IS INCORRECT?

1. After using either the Rapid Reporting or Login and Report method for viewing the audit, select **Incorrect** in the Confirm Reported Amount section.



Audit Information

Amount Reported by the prime contractor for July 2015 as PAID to You

$675.00

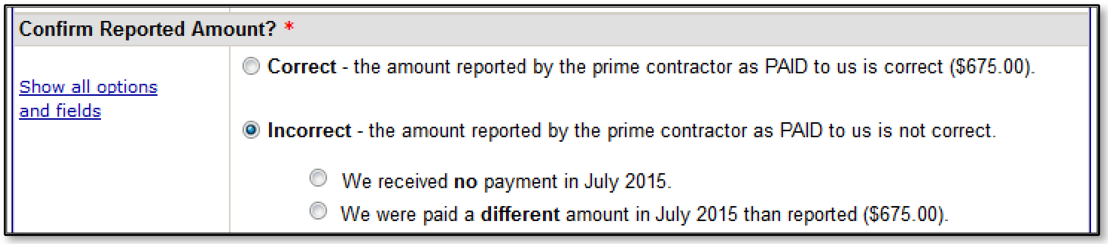
Confirm Reported Amount? *

Show all options and fields

Correct - the amount reported by the prime contractor as PAID to us is correct ($675.00).

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

2. Select either no payment or a different amount.



Confirm Reported Amount? *

Show all options and fields

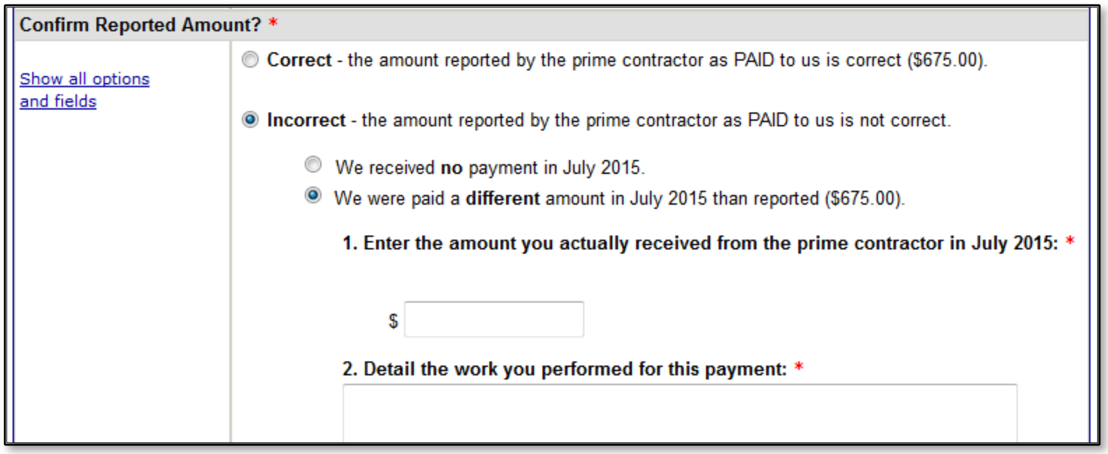
Correct - the amount reported by the prime contractor as PAID to us is correct ($675.00).

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

We received **no** payment in July 2015.

We were paid a **different** amount in July 2015 than reported ($675.00).

3. If you received a different amount than the prime reported, enter the amount you actually received and a brief description of the work performed.



Confirm Reported Amount? *

Show all options and fields

Correct - the amount reported by the prime contractor as PAID to us is correct ($675.00).

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

We received **no** payment in July 2015.

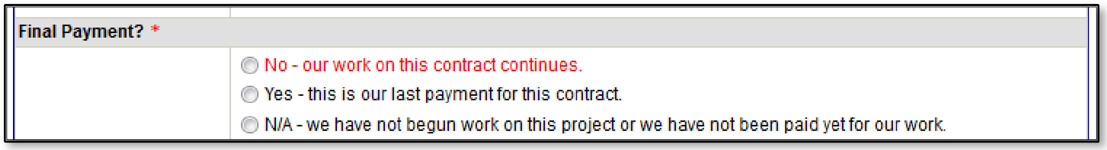
We were paid a **different** amount in July 2015 than reported ($675.00).

1. Enter the amount you actually received from the prime contractor in July 2015: *

$

2. Detail the work you performed for this payment: *

4. Indicate if this payment is your final payment on this contract. Please note, only indicate a final payment if you have no outstanding invoices and will have no further invoices on this contract.



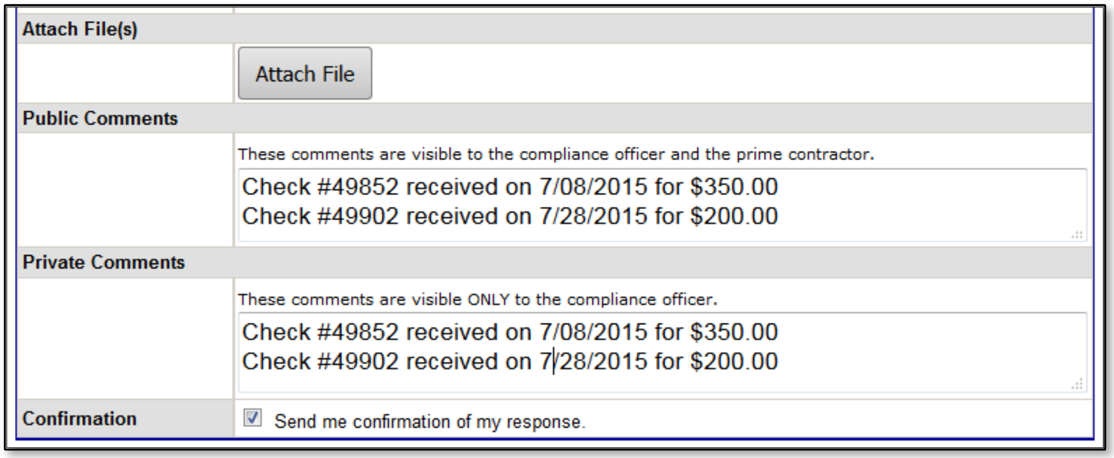
Final Payment? *

No - our work on this contract continues.

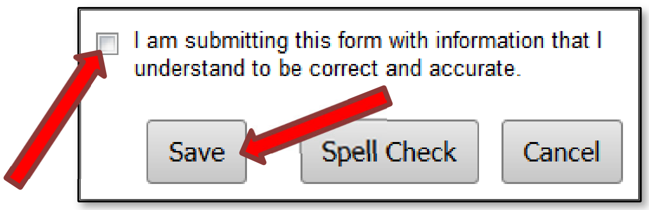
Yes - this is our last payment for this contract.

N/A - we have not begun work on this project or we have not been paid yet for our work.

5. You may attach a copy of the invoice or check by clicking **Attach File**. It is recommended that you also include check numbers, check amounts (if multiple checks were received), and check dates. This will help the prime verify your amount.



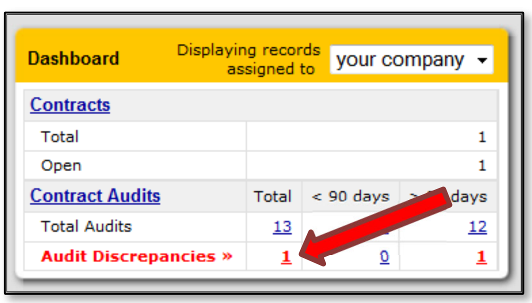
6. When complete, check the box to verify the accuracy of the information provided and click **Save**.



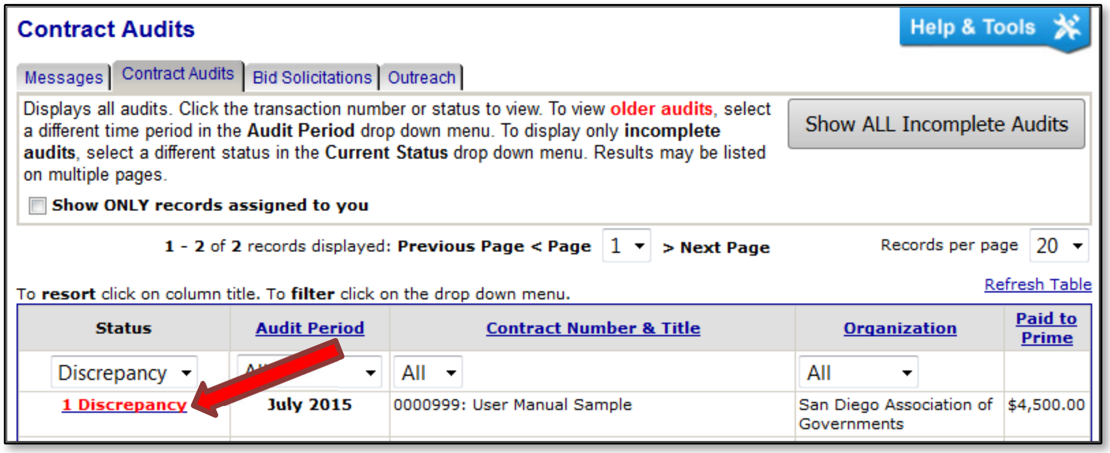
7. This creates an audit discrepancy. The prime consultant and the Contract Compliance Office will receive an email notification of the discrepancy.

HOW DO I RESPOND TO A DISCREPANCY?

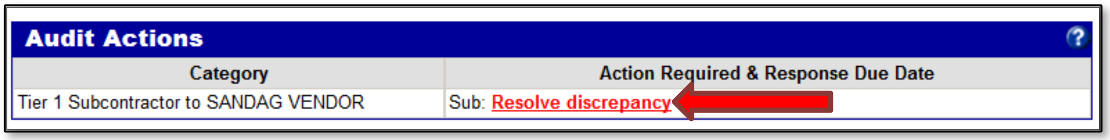
1. After you report an audit discrepancy, the prime consultant will need to respond. When the prime consultant responds, you will be notified. From the Dashboard, click the number corresponding to **Audit Discrepancies**.



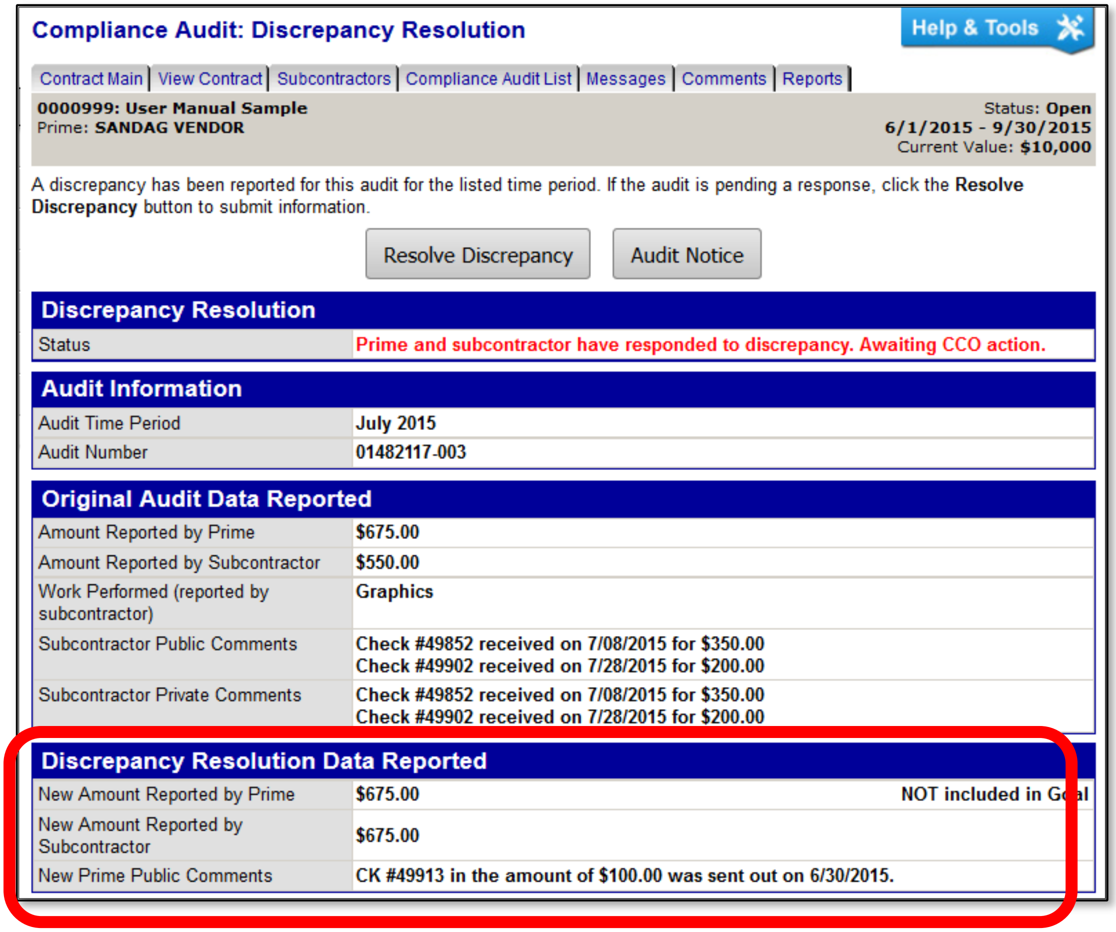
2. This will display a list of audit discrepancies. Click on **1 Discrepancy** to view the discrepancy.



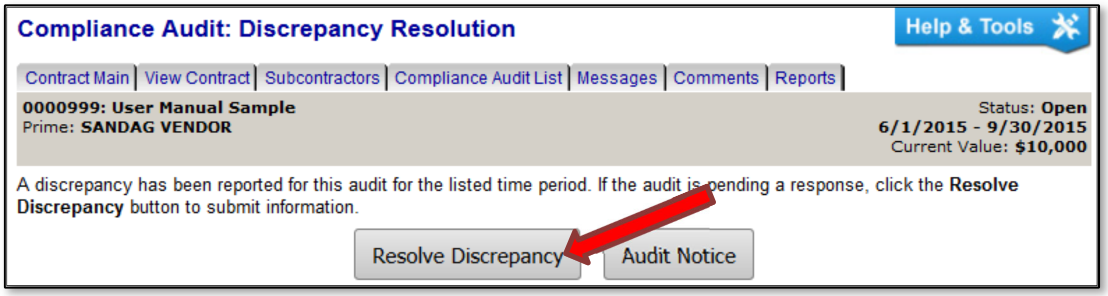
3. Scroll down to Audit Actions and click on **Resolve discrepancy** to view.



4. Review the resolution data reported by the prime.



5. If you agree with the prime's information and the discrepancy has been resolved, click **Resolve Discrepancy**.



6. The discrepancy is now closed.

WHAT TYPES OF AUDIT NOTIFICATIONS WILL I RECEIVE?

The system will send you the following email notices:

1. **Initial Audit notice**
   The Initial Audit notice will be sent when the prime reports their payment(s) to you. This is your notice to confirm or dispute the payment reported by the prime. All audits should be completed within 15 days. After 30 days the audit response is **PAST DUE**.

2. **REMINDER- Contract Monitoring Notice**
   The Reminder notice will alert you that you have not yet completed an outstanding audit and you need to do so soon.

3. **Discrepancy notice**
   The Discrepancy notice will alert you to a response from the prime consultant in regards to your discrepancy.