

9-4 Subcontractor and Supplier Responds to Discrepancy in B2GNow



Details

Responsible Parties

- Subcontractor
- Supplier

Revision Date of this Document

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Document Owner

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Procedure Objective

This document is intended to assist the subcontractor and supplier on how to access and respond to a discrepancy in B2GNow after the Prime Contractor or subcontractor/supplier (with lower-tier subcontractor or suppliers) has responded and the issue has not been resolved.

System Procedures

1. Log into the B2GNow system at <http://cdot.dbesystem.com>.



2. Locate the “Audit Discrepancy” section of the Dashboard under “Contract Audits” and click the “#” link.

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

- Click the “# Discrepancy” to the left of the desired audit month.

Contract Audits [Help & Tools](#)

Messages **Contract Audits** Utilization Plans Bid Solicitations Outreach

Displays all audits. Click the transaction number or status to view. To view **older audits**, select a different time period in the **Audit Period** drop down menu. To display only **incomplete audits**, select a different status in the **Current Status** drop down menu. Results may be listed on multiple pages.

☐ Show ONLY records assigned to you [Show ALL Incomplete Audits](#)

1 - 1 of 1 records displayed: [Previous Page](#) < Page [1](#) > [Next Page](#) Records per page [20](#)

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
Discrepancy	All	All	All	
1 Discrepancy	December 2019	Routing #: As Needed Test	Colorado Department of Transportation	Pending

- Select “Resolve discrepancy” under the “Compliance Audit Actions” section.

Compliance Audit Actions		
Category	Action Required	Response Due Date
Tier 1 Subcontractor to CDOT Prime	Sub: Resolve discrepancy	
Tier 1 Subcontractor to CDOT Prime	Sub: CDOT Prime has not reported the payment made to you	
Tier 2 Subcontractor to CDOT Sub Test	Sub: CDOT Sub Test has not reported the payment made to you	

- Under “Discrepancy Resolution” status, the statement should state “Prime has responded to discrepancy. Awaiting subcontractor response.” When this statement is present, it means that it is the subcontractor/supplier’s turn to respond to the discrepancy. In order to respond to the discrepancy, select the “Resolve Discrepancy” button.

\ 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	Prime has responded to discrepancy. Awaiting subcontractor response.

6. Verify the reported payment information. Gather the documentation necessary to resolve the discrepancy, including proof of payment amount and date of payment.

a. Discrepancy Resolved? Select the appropriate response:

- i. If the amount reported by the prime (or subcontractor/supplier with lower-tier subcontractors or suppliers) is correct and the applicable option is selected, additional questions will populate to include the date the subcontractor/supplier received payment, and if the firm was paid within 7 days of when the prime or subcontractor/supplier (with lower-tier sub/supplier) was paid.

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.

* required entry

Response

DISCREPANCY RESOLVED? *

☒ YES - the **\$3,000.00** originally reported by the prime is correct.

Date your organization received payment: *

» If multiple payments were received, enter the date of the **first** payment.
» "Prompt Pay" means payment within 7 days.

☒ Yes - we were paid within 7 days of CDOT Prime being paid by Colorado Department of Transportation.

☐ No - we were not paid within 7 days of CDOT Prime being paid by Colorado Department of Transportation.

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

☐ YES - the **\$1,000.00** originally reported by the subcontractor is correct.

☐ NO - none of the amounts are correct.

ii. If the amount originally reported by the subcontractor is correct, no additional questions will populate.

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.

* required entry

Response

DISCREPANCY RESOLVED? *

☐ YES - the **\$3,000.00** originally reported by the prime is correct.

☒ YES - the **\$1,000.00** originally reported by the subcontractor is correct.

☐ NO - none of the amounts are correct.

PUBLIC COMMENTS

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

iii. If "No" is selected, additional questions will populate to include the dollar amount that should be reported, the date the subcontractor/supplier was paid, and if the firm was paid within 7 days of the prime or subcontractor/supplier (with lower-tier subcontractor or supplier).

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.

* required entry

Response

DISCREPANCY RESOLVED? *

☐ YES - the **\$3,000.00** originally reported by the prime is correct.

☐ YES - the **\$1,000.00** originally reported by the subcontractor is correct.

☒ NO - none of the amounts are correct.

The amount should be \$

Date the subcontractor was paid: *

> Enter payment date if a payment was made to the subcontractor for this compliance audit.

> If multiple payments were made, enter the date of the **first** payment.

> "Prompt Pay" means payment within 7 days.

☒ Yes - the subcontractor was paid within 7 days of CDOT Prime being paid by Colorado Department of Transportation.

☐ No - the subcontractor was not paid within 7 days of CDOT Prime being paid by Colorado Department of Transportation.

☐ N/A - we cannot determine if the subcontractor was paid promptly.

- b. Public Comments - enter any applicable comments that can be viewed by the CDOT compliance officer and the Prime Contractor
- c. Private Comments - enter any applicable comments that can be viewed **ONLY** by the CDOT compliance officer.
- d. Attach Files - attach any applicable files to the situation
- a. Confirmation - select the “send me confirmation of my response” button if confirmation of this payment audit would like to be received.
- e. Click the “Save Response” button to complete the action.

* required entry

Response

DISCREPANCY RESOLVED? *

☐ YES - the **\$3,000.00** originally reported by the prime is correct.

☐ YES - the **\$1,000.00** originally reported by the subcontractor is correct.

☐ NO - none of the amounts are correct.

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.

ATTACH FILE(S)

CONFIRMATION

☒ Send me confirmation of my response.

Save Response

Cancel

Compliance Audit: Audit Notice for December 2019

Help & Tools

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

Colorado Department of Transportation
Routing #: As Needed Test
Prime: CDOT Prime

Status: Open
4/14/2017 - 4/14/2022
Current Value: \$0

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: December 2019
DATE & TIME POSTED: Local: 2/18/2020 9:44:14 AM MST
System: 2/18/2020 10:44:14 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.

Compliance Audit Actions

Category	Action Required	Response Due Date
Prime Contractor	Resolve 2 discrepancies	

Compliance Officer Information

Message Contact

CONTACT PERSON: [Mohamed Benjelloun](#)
ORGANIZATION: Colorado Department of Transportation

Buyer/Project Manager Information

Message Contact

CONTACT PERSON: [Contact Administrator](#)
DEPARTMENT: CO - Region 1

Note: Clicking this link will not automatically resolve the discrepancy.

7. Click “Resolve Discrepancy” under the “Confirmed by Sub” column.

Subcontractor Payments for September 2024

	Subcontractor	Certified	Type	Inc. in Goal	Actions	Paid Amount in September 2024	Confirmed by Sub	Total To September 2024	Contract Goal	Actual Percent
1	CDOT DEMO User: 13 user13@colorado.com P 303-000-0000	No	Sub	100% DBE	View Edit	\$3,000.00	Rejected Resolve Discrepancy	\$7,000.00	6.667%	2.910%
1	CDOT DEMO User: 13 user13@colorado.com P 303-000-0000	No	Sub	No DBE	Submit Response	Not Reported	--	\$41,700.00	6.667%	17.335%
1	CDOT Sub Test (Removal request approved on 12/20/2021) sub.2.sub.2 P 303-999-9999	Yes	Sub	100% DBE	Submit Response	Not Reported	--	\$78,850.00	-0.667%	32.778%
2	CDOT DEMO User: 12 user12@colorado.com P 303-000-0000	No	Manufacturer	100% DBE	Submit Response	Not Reported	--	\$25,955.00	0.667%	10.790%
1	CDOT Sub Test CDOT Sub Test.2 P 602-927-3534	Yes	Truck/Haul	100% DBE	Submit Response	Not Reported	--	\$175.00	111.852%	0.073%
1	CDOT Sub Test sub.2.sub.2 P 303-999-9999	Yes	Sub	100% DBE	Submit Response	Not Reported	--	\$0.00	331.855%	0.000%
1	CDOT Sub Test sub.2.sub.2 P 303-999-9999	Yes	Sub	100% DBE	Submit Response	Not Reported	--	\$0.00	11.741%	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](#)

8. Click on “Resolve Discrepancy”

Compliance Audit: Discrepancy Resolution

Contract Mail View Contract Subcontractors Compliance Audit List Compliance Audit Summary Messages Comments Reports

Colorado Department of Transportation
C20000 Owner
Prime: CDOT Prime

Status: Open
4/18/2018 - 12/30/2018
Current Value: \$380,000

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	September 2024
COMPLIANCE AUDIT NUMBER	02537207-0096

Original Compliance Audit Data Reported

AMOUNT REPORTED BY PRIME	\$3,000.00
AMOUNT REPORTED BY SUBCONTRACTOR	\$1,000.00
PAYMENT DATE (PRIME REPORTED)	9/5/2024
PAYMENT DATE (SUB REPORTED)	9/25/2024
RETAINAGE WITHHELD?	No

9. **For the Prime Contractor with first-tier subcontractors/suppliers:** verify the reported payment information. Gather the documentation necessary to resolve the discrepancy, including proof of payment amount and date of payment. If either reported amount (including a \$0) is correct, select “Yes” beside the payment amount. If neither reported amount is correct, select “No” and enter the correct payment. Attach any necessary documentation and include applicable comments in the “Public Comments” or “Private Comments” field.

For subcontractors/suppliers (firms with lower-tier subs/suppliers): verify the reported payment information. Gather the documentation necessary to resolve the discrepancy, including proof of payment amount and date of payment. If either reported amount (including a \$0) is correct, select “Yes” beside the payment amount. If neither reported amount is correct, select “No” and enter the correct payment. Attach any necessary documentation and include applicable comments in the “Public Comments” or “Private Comments” field.

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.

* required entry

Response

DISCREPANCY RESOLVED? *

☐ YES - the **\$3,000.00** originally reported by the prime is correct.

☐ YES - the **\$1,000.00** originally reported by the subcontractor is correct.

☐ NO - none of the amounts are correct.

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.

10. Complete required fields (*). Click “Save Response” when complete.

☐ NO - none of the amounts are correct.

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.

ATTACH FILE(S)

CONFIRMATION
☒ Send me confirmation of my response.

11. Once all responses to the audit discrepancy have been received and reviewed, notification of approval or of any need to make corrections or changes will be sent from CDOT.
12. The Prime Contractor, subcontractor and supplier (with lower-tier subs/suppliers) has successfully responded to an audit discrepancy.