

9-3 Subcontractor or Supplier Attempt to Resolve Issue with Higher Tier (Prime, Subcontractor, or Supplier)

Responsible party(ies)

Prime contractor, subcontractor, project oversight

Revision Date

10/2021

Document Owner

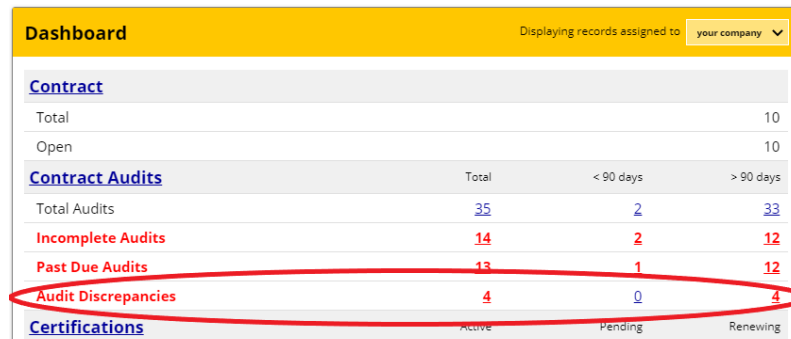
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Procedure Objective

By the end of this job aid, contractors will understand how to access and resolve reported payment discrepancies in B2GNow.

System Procedures

- 1) Login to B2GNow at cdot.dbesystem.com and locate the *Audit Discrepancies* 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 # *Discrepancy* to left of the desired audit month, and then select *Resolve # discrepancies* under the *Compliance Audit Actions* section.

Contract Audits Help & Tools

Messages | **Contract Audits** | Utilization Plans | Bid Selections | 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 - 4 of 4 records displayed: Previous Page < Page 1 > Next Page Records per page: 20

To **reset**, click on column title. To **filter**, click on the drop down menu. Refresh Table

Status	Audit Period	Contract Number & Title	Organization	Paid to Prime
1 Discrepancy	December 2019	Routing #: As Needed Test	Colorado Department of Transportation	Pending
1 Discrepancy	October 2019	Routing #: As Needed Test	Colorado Department of Transportation	Pending
1 Discrepancy	September 2019	Routing #: As Needed Test	Colorado Department of Transportation	Pending
1 Discrepancy	August 2019	43199999: P5 Task Order Demo	Colorado Department of Transportation	\$5,000.00

Compliance Audit: Audit Notice for December 2019 Help & Tools

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

Colorado Department of Transportation
Routing #: As Needed Test
Prime: CDDT Prime Test 1 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 **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 10:44:14 AM CST
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 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 2 Subcontractor to CDDT Sub Test 1	Resolve discrepancy

Compliance Officer Information

Contact Person: Mahamed Benelouan
Organization: Colorado Department of Transportation
User Number: 3000046-0037

Buyer/Project Manager Information

Contact Person: Contact Administrator
Department: Region 1
User Number: 10003211-0001

- Review submitted audit responses under *Discrepancy Resolution Data Reported*. Select *Resolve Discrepancy*.

Compliance Audit: Discrepancy Resolution Help & Tools

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

Colorado Department of Transportation
Routing #: As Needed Test
Prime: CDDT Prime Test 1 Status: Open
4/14/2017 - 4/14/2022
Current Value: \$0

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: **SubPrime and subcontractor have responded to discrepancy. Awaiting CCO action.**

Compliance Audit Information

Compliance Audit Period: December 2019
Compliance Audit Number: 02049756-0003

Original Compliance Audit Data Reported

Amount Reported by SubPrime	\$0.00
Amount Reported by Subcontractor	\$2,000.00
Payment Date (SubPrime Reported)	12/16/2019
Payment Date (Sub Reported)	12/18/2019
Retention Withheld?	No
Work Performed (reported by subcontractor)	n/a
Subcontractor Private Comments	n/a

Discrepancy Resolution Data Reported

New Amount Reported by SubPrime	\$0.00	NOT included in Goal
New Amount Reported by Subcontractor	\$2,000.00	

- For first-tier subcontractors/suppliers: verify the reported payment information. If either reported amount (be that a 0 or a dollar amount) is correct, select *Yes* beside the payment amount. If neither reported amount is correct, select *No* and enter the correct payment.

For lower-tier subcontractors/suppliers: contact the user who initially reported payment, gather the documentation necessary to resolve the discrepancy, including proof of payment amount and date of payment. If either reported amount (be that 0 or a dollar amount) is correct, select *Yes* beside the payment amount. If neither reported amount is correct, select *No* and enter the correct payment

5) Complete required fields (*). Click *Save Response* when finished.

6) 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.

7) You have successfully resolved an audit discrepancy in B2GNow.