

# **7-1 - Primes, Subconsultants, Suppliers/Vendors Payment Reporting in B2GNow**

## **Responsible Party**

Consultants

## **Revision Date**

07/2022

## **Procedure**

Prompt Payment. Payments to all Subconsultants shall be made within seven (7) calendar days of receipt of payment from Local Agency, or no later than ninety (90) calendar days from the date of the submission of a complete invoice from the Subconsultant, whichever occurs first. The Local Agency will assist in enforcing the State's Prompt Payment law, CRS 24-91-103(2) and 49CFR, Part 26.

If the Consultant has good cause to dispute an amount invoiced by a Subconsultant, the Consultant shall notify the Subconsultant and CDOT no later than the required date for payment. Such notification shall include the amount disputed and justification for the withholding. The Consultant shall maintain records of payment that show amounts paid to all Subconsultants. Good cause does not include failure to timely submit an invoice or to deposit payments made. The Consultant shall electronically submit prompt payment audit reports through the B2GNow system by the fifteenth (15th) of each month. If no payment has been made, the Consultant shall document this in the prompt payment audit reporting.

See Civil Rights Requirements.

Reporting payments in the B2GNow will track the Prime's DBE participation and prompt payment of subconsultants, suppliers and vendors. If all payments are not reported in B2GNow each month, CDOT will not see the DBE participation toward the DBE goal. Payments will be reported even if \$0.

All firms will receive prompted emails when action needs to be taken.

## **Payments from CDOT (Primes Only)**

Once you have entered the Audit Actions, report payment from CDOT

Click "Report Payment Received from Colorado Department of Transportation"

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 and payments received from Colorado Department of Transportation.

Audit Actions		Action Required & Response Due Date
Prime Contractor	Category	Report payment received from Colorado Department of Transportation due by 11/16/2017 audit lock on 8/16/2291

Compliance Officer Information	
Contact Person	Elisa Downey
Organization	Colorado Department of Transportation
User Number	2000046.007

Buyer/Project Manager Information	
Contact Person	Contact Administrator
Department	Region 1
User Number	1803211.001

Click "Report Payment to Prime"

Audit Information	
Audit Response Status	Not complete 3 sub responses to be submitted; payment to prime to be submitted Reporting deadline is 11/16/2017 Audit will be locked 8/16/2291
Audit Period	October 2017
Payment to Prime	Report Payment to Prime

Note: For Local Agency contracts, payments to Prime Consultants will be from Local Agency

Complete required fields (\*)

Click "Save"

You will automatically return to the audit

Report Payment to 1st Tier  
(Primes Only)

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

In the middle of the screen, click "Submit ALL Incomplete Records"

You may also enter records individually by clicking "Submit Response" in the Actions column for each sub

Complete fields for only 1st Tiers.

Note: Report \$0 payments to subs and vendors.

Click "Save"

Multiple tiers of subcontracts are present. Enter full amount paid to each subcontractor; do not deduct payments by each subcontractor to its own subcontractors. The system will automatically calculate the amounts to be allocated to each subcontractor. All subcontractors that have their own lower tier subcontractors are notified to report payments to those subs. The prime contractor can also report these payments if they are known.

Subcontractor	Total	Payment for October 2017	Payment Date & Payment Condition 7 (days)	Attachments for CDOT
CDOT Sub 2	\$0.00			<input type="text"/> Date <input type="text"/> Check # <input type="text"/> Comments to CDOT (Not visible to Sub)
CDOT Sub Test 2	\$0.00			<input type="text"/> Date <input type="text"/> Check # <input type="text"/> Comments to CDOT (Not visible to Sub)
CDOT Sub 2	\$0.00			<input type="text"/> Date <input type="text"/> Check # <input type="text"/> Comments to CDOT (Not visible to Sub)

Leave Blank (2nd Tier Sub)  
 Total Amount Paid  
 Was payment prompt? (N/A if \$0)

If payment information has been entered for all subs (at all tiers) an audit confirmation will be received

You may click “Return to Audit” to verify your input and edit if necessary

If any subs at any tier are missing payment information, you will automatically be returned to the audit

Once you confirm that no 1st tier subs are missing payment information, the audit is completed

Go to the Home screen to exit the audit

Once you have saved the information, no further action is required unless a lower tier reports a discrepancy

### **Subconsultants, Supplier/Vendors Report Payment**

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

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

**Contractor's Registrations/Prequalifications**

Active/Accepted 1  
Expiring Soon 1

**Utilization Plans**

Pending Confirmation as Subcontractor 3

**Contract Management: Compliance Audit List** Help & Tools ✨

Contract Man View Contract Subcontractors **Compliance Audit List** Messages Comments Reports

Colorado Department of Transportation  
C90001: 00001 Demo Contract  
Prime: CDOT Prime Test 1

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

Audit Period	Status	Paid to Prime	Audit Reference	Date Posted	Actions
February 2021	Pending Prime Report	Pending		3/1/2021	<a href="#">View Audit</a>
January 2021	Pending Prime Report	\$6,000.00		2/1/2021	<a href="#">View Audit</a>
December 2020	Completed	\$6,200.00		1/1/2021	<a href="#">View Audit</a>
November 2020	Completed	Pending		12/1/2020	<a href="#">View Audit</a>
October 2020	Completed	\$0.00		11/1/2020	<a href="#">View Audit</a>
September 2020	Completed	\$0.00		10/1/2020	<a href="#">View Audit</a>
August 2020	Completed	\$0.00		10/1/2020	<a href="#">View Audit</a>
January 2020	Completed	\$0.00		10/1/2020	<a href="#">View Audit</a>

Click Report subcontractor payment in the Audit Actions column

**Compliance Audit Actions**

Category	Action Required	Response Due Date
Tier 1 Subcontractor to CDOT Prime	Sub: CDOT Prime has not reported the payment made to you SubPrime: <b>Report 1 subcontractor payment</b>	due by <b>11/16/2021 (PAST DUE)</b> audit lock on 8/16/2295
Tier 1 Subcontractor to CDOT Prime	Sub: CDOT Prime has not reported the payment made to you	
Tier 1 Subcontractor to CDOT Prime	Sub: CDOT Prime has not reported the payment made to you	

Click Submit Response to the right of each individual subconsultants/supplier

Mark 3 Remaining Subcontractors as Zero    Mark Audit as Final

Submit ALL Incomplete Records    Report Error

Self-Performing Prime Contractor Payments for January 2021									
Self-Performing Prime Contractor		Certified	Type	Inc. In Goal	Actions	Paid Amount in January 2021	Total To January 2021	Contract Goal	Actual Percent
P	CDOT Prime Test 1 CDOT Prime Test 1 P 602-325-9277, F 602-512-4141	No	Self-Perf Prime 100%	DBE	View Edit	\$20,000.00	\$20,000.00	25.000%	163.934%

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

Subcontractor Payments for January 2021										
	Subcontractor	Certified	Type	Inc. In Goal	Actions	Paid Amount in January 2021	Confirmed by Sub	Total To January 2021	Contract Goal	Actual Percent
1	CDOT Sub Test 1 USER_1 user1@cdot.gov P 303-500-9099	No	Sub	No	Submit Response	Not Reported	--	\$0.00	20.000%	0.000%
1	CDOT Sub Test 2 sub_2_sub_2 P 303-999-9999	Yes	Manufacturer	No DBE	Submit Response	Not Reported	--	\$0.00	25.777%	0.000%
1	CDOT Sub Test 2 sub_2_sub_2 P 303-999-9999	Yes	Sub	No	Submit Response	Not Reported	--	\$0.00	50.001%	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

Enter the required information for subconsultants 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

**Compliance Audit: CDOT Sub Test Response** Help & Tools

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

Colorado Department of Transportation  
CD0000: Demo    Status: Open    6/18/2016 - 12/30/2018  
Prime: CDOT Prime    Current Value: \$5,000,000

Enter your payment data for the subcontractor in the fields below. Click **Review** when finished.

\* required entry

**Compliance Audit Information**

COMPLIANCE AUDIT PERIOD    **October 2021**

COMPLIANCE AUDIT NUMBER    **02537207-0072**

**Previous Payment Information**

TOTAL PAID THROUGH SEPTEMBER 2021    **\$500.00**

AMOUNT PAID IN SEPTEMBER 2021    **\$0.00**

**Subcontractor Information**

SUBCONTRACTOR    **CDOT Sub Test 1**

VENDOR NUMBER    **20446875**

SUBCONTRACTOR TIER    **Tier 2 subcontractor to CDOT Sub Test**

**Audit Information**

Add/edit payment lines and providing the remaining information for the designated time period. You can attached files or add comments, if necessary. Certain information will be required depending on the situation.

AMOUNT PAID IN OCTOBER 2021    \$

\* Do NOT enter invoice amount.

PAYMENT DATE   

\* Enter payment date if you made a payment in October 2021.  
\* If multiple payments were made, enter the date of the **first** payment.

PROMPT PAYMENT?   

\* Select a choice below if a payment amount is reported above.  
\* "Prompt Pay" means payment within 7 days.

Note: The comments section can include information for quick reference such as applicable check numbers, EFT references, and other references for proof of payment Comments are only visible to CDOT staff and designees as well as Prime Contractors.

Attach necessary documents such as copies of paystubs, payroll documentation, etc

Click Attach Files

Click Review to review submitted information

Click Save when all information is accurate

The screenshot shows a web form with three main sections: PAYMENT DETAIL, SUPPORTING DOCUMENTS, and COMMENTS. At the top, a red notice states: "The subcontractor will be required to confirm final status." Below this, the PAYMENT DETAIL section contains a text box with instructions: "Enter details of PAID check numbers (or AGH references) and amounts in October 2021. This information is optional but will speed up the confirmation process. Payment details are displayed to CDOT Sub Test 1." The SUPPORTING DOCUMENTS section features an "Attach File" button, which is highlighted with a red rectangular box, and a note: "Attached documents are not visible to CDOT Sub Test 1." The COMMENTS section has a text box with the instruction: "(Optional) These comments are visible ONLY to your compliance officer and prime contractor. They are not visible to CDOT Sub Test 1." At the bottom of the form, there are three buttons: "Spell Check", "Review", and "Cancel".

Note: If any payments are being withheld, provide a copy of the required notice of payment withholding (outlining how the firm is deficient in terms of compliance) provided

Firms will receive a confirmation email once all payment information has been submitted for all lower tier subconsultants and suppliers/vendors. **Payments will be confirmed in B2GNow even when the payment is \$0.**

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 subconsultants

See Example PDF Script 7-1 for B2GNow prompted notice.