

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

Responsible Party  
Consultant

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.

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 to each item listed below by clicking each link. It is possible that some actions are not available at specific times. As the prime, maintain your responsibility to report payments made to subconsultants and payments received from Colorado Department of Transportation.

Prime Contractor	Category	Action Required & Response Due Date	Due By
		<b>Report Payment Received from Colorado Department of Transportation</b>	11/16/22 17:00:00

Compliance Officer Information	
Contact Person	Erica Daniels
Organization	Colorado Department of Transportation
User Number	2000046-017

Super/Project Manager Information	
Contact Person	Carroll Administration
Department	Region 1
User Number	1001241-000

Click *"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)

The screenshot shows the 'Compliance Audit Actions' section with a red circle around the text 'Report 5 subcontractor payments:'. Below this are buttons for 'Mark 5 Remaining Subcontractors as Zero', 'Mark Audit as Final', 'Submit ALL Incomplete Records', and 'Report Error'. The main table is titled 'Subcontractor Payments for October 2021' and has columns for Subcontractor, Certified, Type, Inc. in Goal, Actions, Paid Amount in October 2021, Confirmed by Sub, Total to October 2021, Contract Goal, and Actual Percent. A red circle highlights the 'Submit Response' button in the Actions column for several rows.

Subcontractor	Certified	Type	Inc. in Goal	Actions	Paid Amount in October 2021	Confirmed by Sub	Total to October 2021	Contract Goal	Actual Percent
CDOT Sub Test 1	No	Sub	100%	Submit Response	Not included in audit (Final payment made)		\$4,000.00	0.400%	40.000%
CDOT Sub Test 1	No	Sub	No DBE	Submit Response	Not Reported	--	\$200.00	0.400%	2.000%
CDOT Sub Test	Yes	Sub	100%	Submit Response	Not Reported	--	\$1,300.00	0.060%	13.000%
CDOT Sub Test 1	No	Manufacturer	100%	Submit Response	Not Reported	--	\$500.00	0.040%	5.000%
CDOT Sub Test	Yes	Truck/Haul	100%	Submit Response	Not Reported	--	\$175.00	0.651%	1.750%
CDOT Sub Test	Yes	Sub	100%	Submit Response	Not Reported	--	\$0.00	19.911%	0.000%

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 1<sup>st</sup> Tiers.

Note: Ensure to report \$0 payments to subs and vendors.

Click "Save"

The screenshot shows the 'Subcontractor Payment Information' form with several annotations in green boxes: 'Leave Blank (2nd Tier Sub)' pointing to the Subcontractor field, 'Total Amount Paid' pointing to the Total field, 'Date' pointing to the Date field, 'Was payment prompt? (N/A if \$0)' pointing to the Payment Date field, 'Check #' pointing to the Check # field, 'Attachments for CDOT' pointing to the Attachments field, and 'Comments to CDOT (Not visible to Sub)' pointing to the Comments field. A red arrow points to the 'Save' button.

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 <span>your company</span>		
<b>Contract</b>						
Total						10
Open						10
<b>Contract Audits</b>						
	Total	< 90 days	> 90 days			
Total Audits	<u>35</u>	<u>2</u>	<u>33</u>			
<b>Incomplete Audits</b>	<b><u>14</u></b>	<b><u>2</u></b>	<b><u>12</u></b>			
<b>Past Due Audits</b>	<b><u>13</u></b>	<b><u>1</u></b>	<b><u>12</u></b>			
<b>Audit Discrepancies</b>	<b><u>4</u></b>	<b><u>0</u></b>	<b><u>4</u></b>			
<b>Certifications</b>						
	Active	Pending	Renewing			
Status	<u>1</u>	<u>0</u>	<u>0</u>			
<b>Contractor's Registrations/Prequalifications</b>						
<b>Active/Accepted</b>						<u>1</u>
<b>Expiring Soon</b>						<u>1</u>
<b>Utilization Plans</b>						
<b>Pending Confirmation as Subcontractor</b>						<u>3</u>

Contract Management: Compliance Audit List							Help & Tools
<a href="#">Contract Man</a>   <a href="#">View Contract</a>   <a href="#">Subcontractors</a>   <b>Compliance Audit List</b>   <a href="#">Messages</a>   <a href="#">Comments</a>   <a href="#">Reports</a>							
Colorado Department of Transportation CD0001: 00001 Dease Contract Print: 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	<a href="#">View Audit</a> <a href="#">View Audit</a>		
January 2021	Pending Prime Report	\$6,000.00		2/1/2021	<a href="#">View Audit</a> <a href="#">View Audit</a>		
December 2020	Completed	\$6,200.00		1/1/2021	<a href="#">View Audit</a> <a href="#">View Audit</a>		
November 2020	Completed	\$0.00		12/1/2020	<a href="#">View Audit</a> <a href="#">View Audit</a>		
October 2020	Completed	\$0.00		11/1/2020	<a href="#">View Audit</a> <a href="#">View Audit</a>		
September 2020	Completed	\$0.00		10/1/2020	<a href="#">View Audit</a> <a href="#">View Audit</a>		
August 2020	Completed	\$0.00		10/1/2020	<a href="#">View Audit</a> <a href="#">View Audit</a>		
January 2020	Completed	\$0.00		10/1/2020	<a href="#">View Audit</a> <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 SubPr: <b>Report 1 subcontractor payment</b>	due by 11/16/2021 (PAST DUE) 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

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><b>CDOT Prime Test 1</b></p> <p>CDOT Prime Test 1</p> <p>P 602-325-9277, F 602-512-4144</p>	No	Self-Perf Prime 100%	OBE	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
<p><b>CDOT Sub Test 1</b></p> <p>User 1</p> <p>user1@swdstar.com</p> <p>P 303-999-9999</p>	No	Sub	No	<b>Submit Response</b>	Not Reported	--	\$0.00	20.000%	0.000%
<p><b>CDOT Sub Test 2</b></p> <p>sub 2 sub 2</p> <p>P 303-999-9999</p>	Yes	Manufacturer	No OBE	<b>Submit Response</b>	Not Reported	--	\$0.00	25.777%	0.000%
<p><b>CDOT Sub Test 2</b></p> <p>sub 2 sub 2</p> <p>P 303-999-9999</p>	Yes	Sub	No	<b>Submit Response</b>	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.

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  
C00000: Demo  
Prime: CDOT Prime

Status: Open  
6/18/2016 - 12/30/2018  
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 *	\$ <input type="text"/> <ul style="list-style-type: none"> <li>Do NOT enter invoice amount.</li> </ul>
PAYMENT DATE *	<input type="text" value="mm/dd/yyyy"/> <ul style="list-style-type: none"> <li>Enter payment date if you made a payment in October 2021.</li> <li>If multiple payments were made, enter the date of the first payment.</li> </ul>
PROMPT PAYMENT? *	<input type="text"/> <ul style="list-style-type: none"> <li>Select a choice below if a payment amount is reported above.</li> <li>"Prompt Pay" means payment within 7 days.</li> </ul>

**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

PAYMENT DETAIL	<p>The subcontractor will be required to confirm final status.</p> <p>Enter details of PAID check numbers (or ACH 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.</p> <input type="text"/>
SUPPORTING DOCUMENTS	<p><b>Attach File</b> Attached documents are not visible to CDOT Sub Test 1.</p>
COMMENTS	<p>(Optional) These comments are visible ONLY to your compliance officer and prime contractor. They are not visible to CDOT Sub Test 1.</p> <input type="text"/>

Spell Check | Review | 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

Contractors will receive a confirmation email once all payment information has been submitted for all lower tier subconsultants and suppliers

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 Script LA A7-1 for B2GNow prompted notice.