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*"

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)

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

Click "*Save*"

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 by 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

Click Report subcontractor payment in the Audit Actions column

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

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*

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

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.