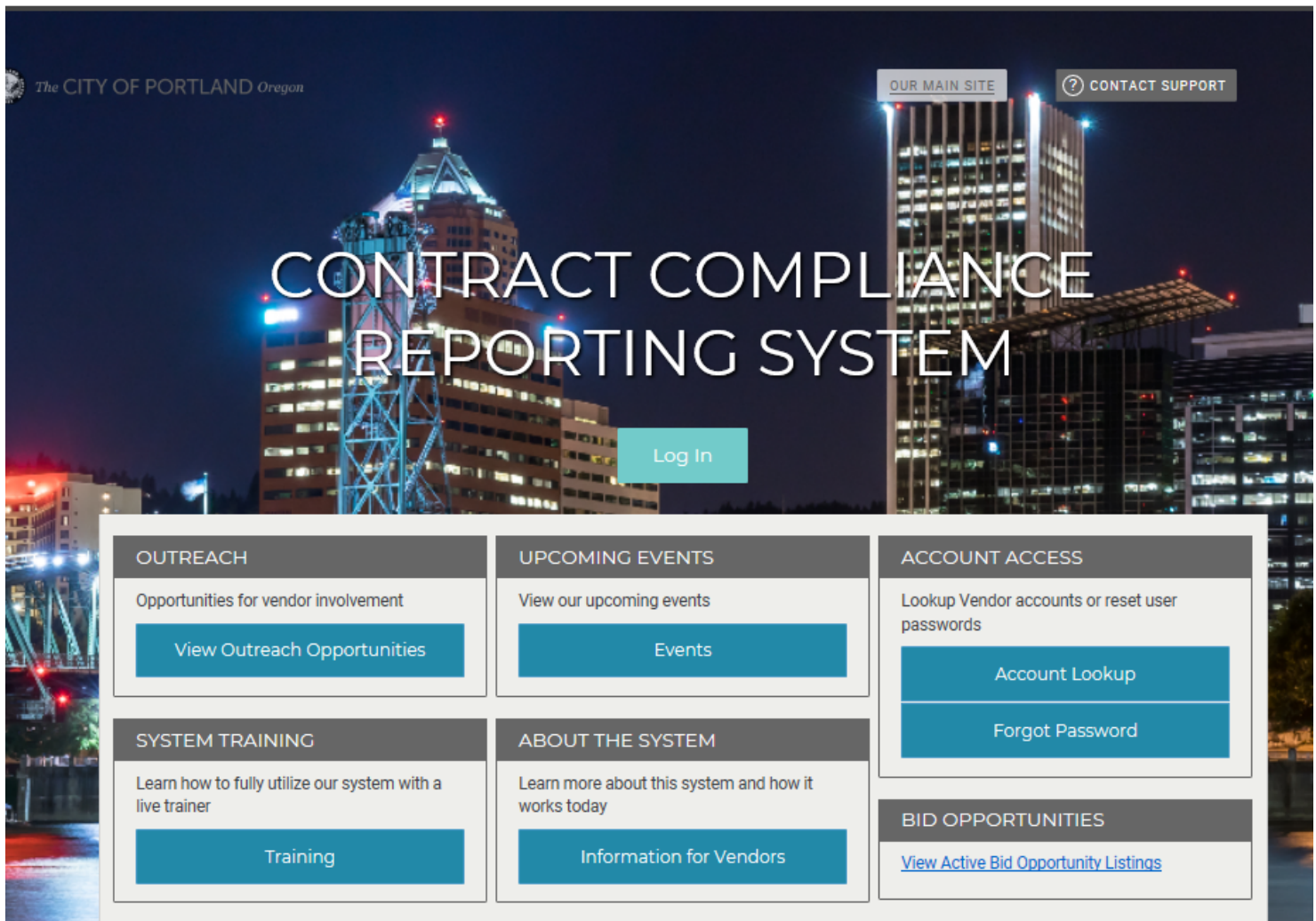


AUTOMATED COMPLIANCE AUDIT PROCESS FOR PRIME CONTRACTORS AND SUBCONTRACTORS

This document will provide a brief overview of the audit process, but a complete system manual, along with multiple webinars, are available to Staff Users and Vendors through the [Help & Support »](#) section, once you login. The audit process for vendor self-reporting by Primes and Subs is fast, simple, and efficient for all parties involved.

Go to <https://portlandoregon.diversitycompliance.com/Default.asp>



Enter your Business Name, click “Search” at the bottom of the page

Account Lookup

Search the system's user directory to find your account. You can then send yourself a username/password reminder by email and/or fax. Enter search parameters below and click the **Search** button. [Search results](#) are displayed below.

If you do not see your business listed in the search results, or the contact information is incorrect, please email [Customer Support](#). Include your business' and personal contact information for account verification. We may need to request additional information for security purposes.

Search by Business Name or DBA

Business Name/DBA

Fort Dearborn

Tip: Try just a few letters of the firm's name.

Search by Tax Identification Number

Tax ID Number

Tip: Must be 9 numbers; do not enter spaces or dashes.

Search by Contact Person

Contact Person

First Name:

Tip: Use the first letter.

Last Name:

Locate your company and User Account, click "Username/Password Reminder." An email will be sent to the address listed. If the address is not current, choose "Change info" instead.

Account Lookup

Search the system's user directory to find your account. You can then send yourself a username/password reminder by email and/or fax. Enter search parameters below and click the **Search** button. [Search results](#) are displayed below.

If you do not see your business listed in the search results, or the contact information is incorrect, please email [Customer Support](#). Include your business' and personal contact information for account verification. We may need to request additional information for security purposes.

Search Results

Business

Contact Person

Fort Dearborn Enterprises, Inc

[\[Request New User\]](#)

» Tom Alessi

[\[Username/Password Reminder\]](#)

E: info@fdb-inc.com

[\[Change Info\]](#)

P: 708-544-9600 F: 708-544-9602

A: 4115 West St. Charles Road, Bellwood, IL

» Daun Colombo

[\[Username/Password Reminder\]](#)

E: Daun.Colombo@ FDB-INC.com

[\[Change Info\]](#)

P: 708-544-9600 F: 708-544-9602

A: 4115 W. ST. CHARLES RD., BELLWOOD, IL

» Jill Israel

[\[Username/Password Reminder\]](#)

E: jill.israel@ fdb-inc.com

[\[Change Info\]](#)

P: 708-544-9600 F: 708-544-9602

A: 4115 West St. Charles Road, Bellwood, IL

FORT DEARBORN LIFE INSURANCE CO

[\[Request New User\]](#)

» Contact Person

[\[Username/Password Reminder\]](#)

E: missing

[\[Change Info\]](#)

A: 38955 EAGLE WAY, CHICAGO, IL

Take a look at the automated compliance audit process:

[Contract](#)

Total	34
Open	33
Soon to end (3 mo)	2
Closed	1

[Contract Audits](#)

	Total	< 90 days	> 90 days
Total Audits	113	5	108
Incomplete Audits »	7	1	6
Audit Discrepancies »	1	0	1

[Workforce Audits](#)

	Last 30 days	Last 3 months	Last 12 months
Total	7	8	9
Incomplete »	7	8	9

[Certification Applications](#)

	Pending Submission	Pending Receipt	Pending Processing
Status	5	0	0

[Certifications](#)

	Active	Pending	Renewing
Status	0	12	0

[Questionnaires](#)

Incomplete, Pending Submission »	2
Withdrawn	1

Once you click to view the incomplete audits, a listing of those audits will appear. Click on the **red link**, again, to view the audit period.

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
Incomplete ▾	Apr-2015 ▾	All ▾	All ▾	
Incomplete	April 2015	Test Contract: Test Contract	Milwaukee Public Schools	Pending
Incomplete	April 2015	Pay Or Play Test Contract	City of Houston	Pending
Incomplete	April 2015	MKE 123: MKE Test	City of Milwaukee	Pending
Incomplete	April 2015	KP3333: Kaiser Training	Kaiser Permanente National Facilities Services	Pending
Incomplete	April 2015	JTA333: JTA Training Contract	Jacksonville Transportation Authority	Not reported
Incomplete	April 2015	123456789: JC- Test1000	Los Angeles County Metropolitan Transportation Authority	Not reported
Incomplete	April 2015	123-Training: Bridge Construction Project	City of Cleveland	Not reported

The audit month will open and you will then click on the **red link** in order to report Subcontractor payments.

Contract Main View Contract Subcontractors Compliance Audit List Compliance Audit Summary Messages Comments Reports	Status: Open 9/7/2015 - 9/7/2017 Current Value: \$1,000,000
---	--

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.

Audit Information

Time Period	April 2015
Date & Time Posted	Local: 5/1/2015 6:01:37 AM CDT System: 5/1/2015 6:01:37 AM CDT

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.

Audit Actions

Category	Action Required & Response Due Date
Prime Contractor	Report 3 subcontractor payments due by 5/31/2015 audit lock on 6/30/2015

Compliance Officer Information

Contact Person	Milwaukee Conversion User
Organization	City of Milwaukee
User Number	30000038-003

Buyer/Project Manager Information

Contact Person	Contract Administrator
Department	Milwaukee Default Buyer Department
User	10000996-001

Prime Contractors can enter the payments for their Subcontractors in one quick update, or they have the option to enter each payment, per Sub, one-by-one.

Submitting All Sub Payments:

Mark 3 Remaining Subcontractors as Zero
Mark Audit as Final

Submit ALL Incomplete Records
Report Error

Subcontractor Payments for April 2015										
	Subcontractor	Certified	Type	Inc. in Goal	Actions	Paid Amount in April 2015	Confirmed by Sub	Total To April 2015	Contract Goal	Actual Percent
1	Sub Flooring, LLC Veronica Lopez sub@b2gonow.com P 602-325-9277 Ext. 250, F 602-325-9277	No	Sub	100%	Submit Response	Not Reported	--	\$2,200.00	5.792%	0.211%
1	Sub Trucking Company Jesse James j1@b2gonowuser.com P 602-325-9277, F 602-325-9277	No	Sub	100%	Submit Response	Not Reported	--	-\$1,300.00	5.525%	-0.125%
2	Sprinkles Car Wash Jane Sprinkles b2gonowtestvendor12@b2gonow.com P 602-325-9288, F 602-325-9288	No	Sub	100%	Submit Response	Not Reported	--	\$3,500.00	0.762%	0.336%

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

Return to Audit Notice

Subcontractor Payment Information				
Subcontractor	Total Through January 2015	Payment for February 2015	Payment Date & Prompt Payment (within 7 days)	Payment Details & Comments
1 Sub Flooring, LLC	\$2,200.00	\$	<input type="radio"/> Y <input type="radio"/> N <input type="radio"/> N/A	Payment Details: <input type="text"/> Docs Comments: <input type="text"/>
1 Sub Trucking Company	\$2,200.00	\$	<input type="radio"/> Y <input type="radio"/> N <input type="radio"/> N/A	Payment Details: <input type="text"/> Docs Comments: <input type="text"/>
2 Sprinkles Car Wash	\$3,500.00	\$	<input type="radio"/> Y <input type="radio"/> N <input type="radio"/> N/A	Payment Details: <input type="text"/> Docs Comments: <input type="text"/>

Submitting Payments Individually:

Mark 2 Remaining Subcontractors as Zero
Mark Audit as Final

Submit ALL Incomplete Records
Add Subcontractor
Report Error

Subcontractor Payments for February 2010											
	Subcontractor	Certified	Type	Inc. in Goal	Goal Type	Actions	Paid Amount in February 2010	Confirmed by Sub	Total To February 2010	Contract Goal	Actual Percent
1	Sub Flooring, LLC Veronica Lara luthy2@b2gonow.com P 602-325-9277, F 602-325-9277	Yes	Sub	100%	Yes	Submit Response	Not Reported	--	\$9,000.00	10.000%	4.865%
2	Sub System Construction Marlon Kaolan vendor2@b2gonow.com P 602-325-9277, F 602-866-7788	Yes	Sub	100%	Yes	Submit Response	Not Reported	--	\$14,000.00	15.000%	7.568%

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

After four easy steps, the Prime Contractor completed their audit.

Note: If there are missing subcontractors who should be on the contract, the prime is responsible for submitting a subcontractor request to the City of Akron. All vendors who will count towards the goal on the contract are subject to approval. All others will be added to the contract automatically and available for reporting.

Requesting to add subcontractors (when applicable)

Select the subcontractor tab, a select “add first tier sub” to or “add sub” under actions depending on the tier level.

Contract Management: Subcontractor List

[Help & Tools](#)

Contract Main	View Contract	Subcontractors	Compliance Audit List	Compliance Audit Summary	Messages	Comments	Reports
1234: test1234		Status: Open		9/7/2015 - 9/7/2017			
Prime: Prime Contracting, Inc.		Current Value: \$1,000,000					

All subcontractors assigned to this contract are listed below.

[Refresh Page](#)

Subcontractor List								
	Subcontractor Name	Certified	Current Award	Type	Inc. in Goal	Compliance Audit	Final Pmnt	Actions
1	Sprinkles Car Wash (phase 1)	No	\$20,000	Sub	No		No	Add Sub
1	Sub Flooring	No	\$250,000	Truck/Haul	No DBE		No	Add Sub
2	B2Gnow Test Vendor 57 (phase 2 - trucking)	No	\$5,000	Reg. Dealer 60%	DBE		No	Add Sub
1	Sub Trucking Company	No	\$12,000	Sub	No		No	Add Sub

[Add First Tier Subcontractor](#)

Subcontractor Addition Requests

Vendor Name	Submitted By	Certified	Requested Percent/Amount	Inc. in Goal	Compliance Audit	Date Requested	Status	Actions
Sub Trucking Company	Blane Curry	No	\$12,000	No		1/22/2016	Approved	View

The prime will need to complete the sub request form and provide a copy of the certification if the request is for a subcontractor who will be counted for certified and will be counted credit.

Contract Management: Add Subcontractor

[Help & Tools](#)

Contract Main	View Contract	Subcontractors	Compliance Audit List	Compliance Audit Summary	Messages	Comments	Reports
1234: test1234		Status: Open		9/7/2015 - 9/7/2017			
Prime: Prime Contracting, Inc.		Current Value: \$1,000,000					

* required entry

Vendor Information	
Vendor *	Type name of vendor: - use * before and after text for wildcard (e.g. "acme*") - not case sensitive, but punctuation and spaces are important - after selecting vendor, the contact and address fields will auto-fill <input type="text"/>
Vendor Compliance Contact *	or Get Vendor from vendor database <input type="text"/>
Vendor Address *	None selected <input type="text"/>

Applicable Vendor Certifications

Assign a vendor and [click to refresh certification list](#)

Subcontract Information	
Subcontractor Tier *	[Tier 1] Subcontractor to Prime Contracting, Inc. [Prime Contractor]
Current Prime Contract Amount	\$1,000,000.00
Subcontract Percent/Amount *	<input type="radio"/> By Amount: \$ <input type="text"/> <input type="radio"/> By Percent: <input type="text"/> %
Include in Compliance Audits? *	Enter the full amount/percent of the subcontract or the percent relative to the total contract value (\$1,000,000). Do not deduct amount/percent of subcontracts awarded by this subcontractor. <input type="radio"/> Yes - subcontractor is active and should be included in the periodic compliance audits of the contract. <input type="radio"/> No - subcontractor is inactive.
Count Towards Certified Goal *	<input type="radio"/> Yes - Payments to this subcontractor count towards the <input type="text"/> Goal <input type="radio"/> No
Type of Participation *	<input checked="" type="radio"/> Subcontractor/Subconsultant <input type="radio"/> Supplier - Manufacturer <input type="radio"/> Supplier - Regular Dealer <input type="radio"/> Supplier - Packager, Broker, Distrib., Wholesaler, Manuf. Rep. <input type="radio"/> Joint Venture <input type="radio"/> Fees & Commission Broker <input type="radio"/> Trucking & Hauling <input type="radio"/> Trucking & Hauling Brokerage According to policy, goal participation will be counted at 100%

It is now the Subcontractor's turn!

Audit Information	
Enter the audit amount for the designated time period. You can attached files or add comments, if necessary.	
Amount PAID for March 2016 *	\$ <input type="text"/> >> Do NOT enter invoice amount.
Payment Date	<input type="text"/> >> Enter payment date if you made a payment for March 2016. >> If multiple payments were made, enter the date of the first payment.
Payment Detail	Enter details of PAID check numbers (or ACH references) and amounts for March 2016. This information is optional but will speed up the confirmation process. Payment details are displayed to Sub Flooring. <div><div></div><div></div></div>
Supporting Documents	<input type="button" value="Attach File"/> Attached documents are not visible to Sub Flooring.
Comments	These comments are visible ONLY to the compliance officer and prime contractor. They are not visible to Sub Flooring. <div><div></div><div></div></div>

Subcontractors will also receive an email notification (similar to what the prime received) when an audit populates in the system and they will login, just like the Prime Contractor, and click the **red links** through their dashboard to their incomplete audits.

Audit Information	
Time Period	April 2015
Date & Time Posted	Local: 5/1/2015 6:01:37 AM CDT System: 5/1/2015 6:01:37 AM CDT

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.

Audit Actions	
Category	Action Required & Response Due Date
Tier 1 Subcontractor to Prime Contracting, Inc.	Sub: Confirm payment received due by 6/27/2015 audit lock on 7/27/2015

Compliance Officer Information	
Contact Person	Milwaukee Conversion User
Organization	City of Milwaukee
User Number	30000038-003

Buyer/Project Manager Information	
Contact Person	Contract Administrator
Department	Milwaukee Default Buyer Department
User Number	10000996-001

On the audit page the subcontractor will see the information entered by the Prime and they will respond to the information reported by the Prime in addition to payment amount such as prompt pay dates, final payment and the withholding of retainage. The Subcontractor can also attach files, enter public comments or private comments. Confirmations of all entries by both the Prime and the Sub are sent out.

Audit Information	
Amount Reported by the prime contractor for March 2016 as PAID to You	
	\$100,000.00
Payment Detail Provided by Prime:	
check: 1000063	
Confirm Reported Amount? *	
Show all options and fields	<input type="radio"/> Correct - the amount reported by the prime contractor as PAID to us is correct (\$100,000.00).
	<input type="radio"/> Incorrect - the amount reported by the prime contractor as PAID to us is not correct.
Final Payment? *	
	<input type="radio"/> No - our work on this contract continues.
	<input type="radio"/> Yes - this is our last payment for this contract.
	<input type="radio"/> N/A - we have not begun work on this project or we have not been paid yet for our work.
Is Prime Withholding Retainage? *	
	<input type="radio"/> No
	<input type="radio"/> Yes
Attach File(s)	
	<input type="button" value="Attach File"/>
Public Comments	
	These comments are visible to the compliance officer and the prime contractor.
	<div></div>
Private Comments	
	These comments are visible ONLY to the compliance officer.
	<div></div>
Confirmation	<input checked="" type="checkbox"/> Send me confirmation of my response.

The audit is now complete!