



COMPLIANCE INFORMATION SYSTEM

**Vendor/Consultant
User Guide**

July 2023

The following revisions have been made to this manual:

CURRENT REVISIONS- JULY 2023

Revision Description	Revision Page
Update to new SANDAG Logo	All
Updated screenshot for new website	14

PRIOR REVISIONS

DECEMBER 2015

- What are my responsibilities as a vendor: Add clarification
- How do I add a 1st tier subcontractor: Include section on supplier type and percentage of award
- How do I add a 2nd tier subcontractor: Include section on supplier type and percentage of award
- How do I report payments to my subcontractor(s): Add sections for Prompt Payment and how to mark an audit final
- How do I confirm my payments from the prime: add section on Prompt Payment
- Update entire user guide with current screenshots and language

MARCH 2014

- How do I change the company contact person for a contract?

THIS DOCUMENT CONTAINS INFORMATION AND TECHNICAL DATA OWNED BY THE SAN DIEGO ASSOCIATION OF GOVERNMENTS (SANDAG). IN ADDITION, PORTIONS OF THIS DOCUMENT THAT CONTAIN IMAGES FROM THE B2GNOW SYSTEM ARE OWNED BY B2GNOW AND ANY REUSE SHALL BE SUBJECT TO PERMISSION FROM THAT ENTITY.

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SYSTEM ACCESS

HOW DO I ACCESS THE CIS SYSTEM?

Type the following into your internet browser: <https://sandag.sdbbe.com>.

WHAT IS MY USERNAME?

Your username is your email address.

WHAT IS MY PASSWORD?

Your password is initially assigned to you. You must change your password to something only you know the first time you login.

HOW DO I LOGIN?

1. Open your Internet browser. Type "<https://sandag.sdbbe.com>" into the address bar.
2. Click on the "Log In" button" and then enter your **username** and **password** and click **Login**.

System Access Login

Username:

Password:

Remember username

WHAT IF I FORGET MY PASSWORD?

1. To the right of the System Access Login box on the login page, click the **Forgot Password** link.

System Access Login

Username:

Password:

Remember username

- [Contact Us & Support](#)
- [Forgot Password](#)
- [Account Lookup](#)
- [Help/First Time Visitors](#)
- [CIS Training](#)

This screen will allow you to send an email to reset your password.

Reset Password

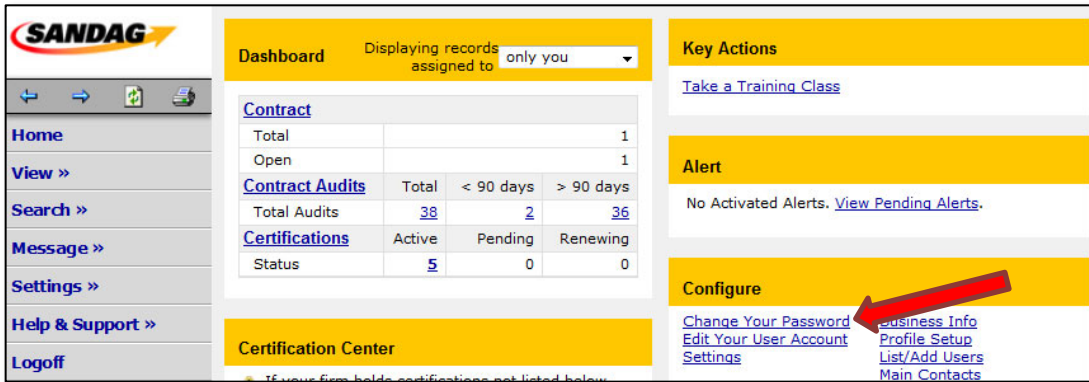
Enter your email address, username, or user number in the box below and we will create a one-time use password and send it to the registered email address for the account. You will be required to reset your password after login. If you do not know your username, you can [look it up](#).

2. Enter your email address in the field and click **Submit**.
3. An email with instructions for resetting your password will be sent to you within minutes.

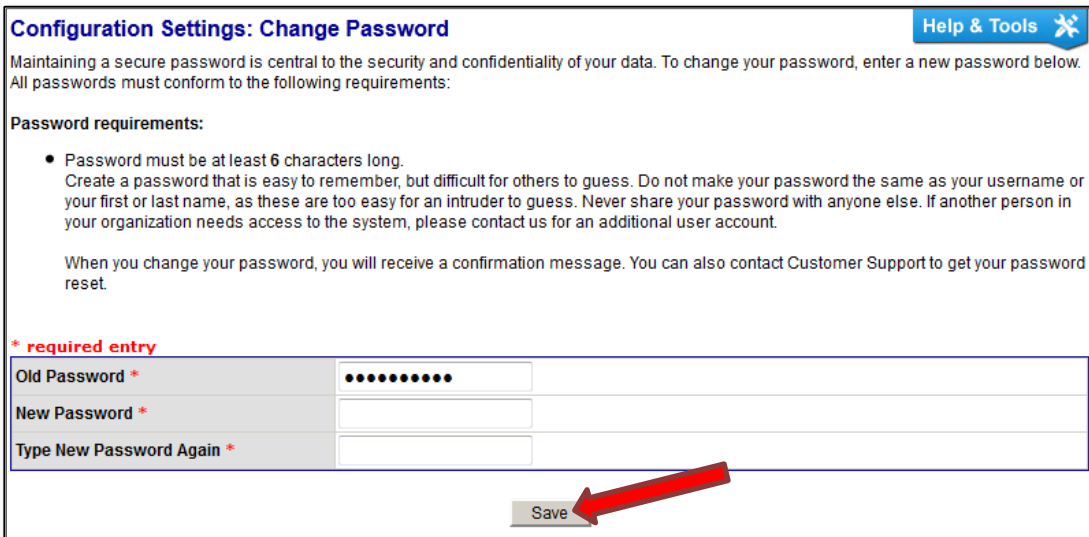
HOW DO I CHANGE MY PASSWORD?

After logging into the system, your Dashboard will be displayed.

1. From the Dashboard, click **Change Your Password**.



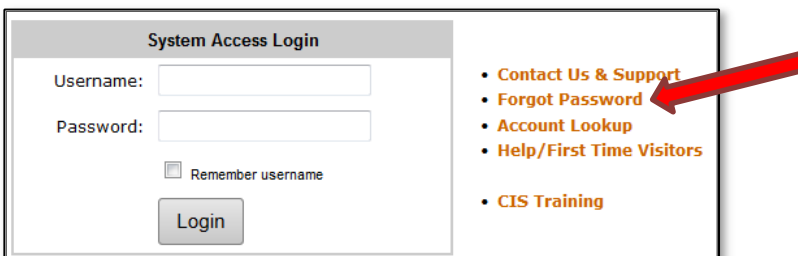
This screen will allow you to change your password.



2. In the Old Password field, type your old password.
3. In the New Password and Type New Password Again fields, type your new password.
4. Click **Save**. Your new password is effective immediately.

HOW DO I SEND A USERNAME/PASSWORD TO MY SUBCONTRACTOR?

1. To the right of the System Access Login box, click the **Forgot Password** link.



- Click **look it up** to search for a vendor.

Reset Password

Enter your email address, username, or user number in the box below and we will create a one-time use password and send it to the registered email address for the account. You will be required to reset your password after login. If you do not know your username, you can **look it up**.

- Enter search parameters (i.e., business name, email address, etc.) and click **Submit**.

Account Lookup

Search the system's user directory to find your account. You can 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
Tip: Try just a few letters of the firm's name.

Search by Contact Person

Contact Person First Name:
Tip: Use the first letter.
 Last Name:

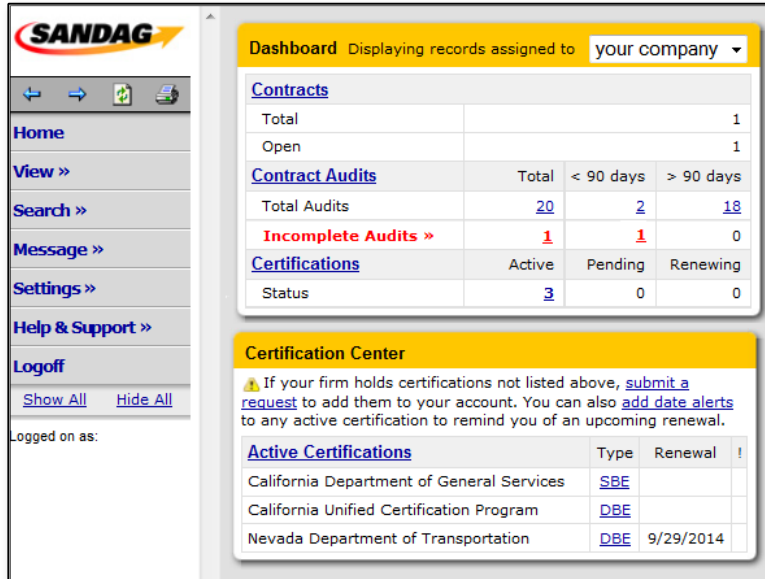
- From the list of results, find the person to whom you want to send the reminder. Click **Username/Password Reminder** to send a reminder to the selected contact.

Search Results	
Business	Contact Person
ABC Construction Company, Inc.	[Request New User]
» Linda Castro	[Username/Password Reminder]
E: lcarlson@ abconstruction.com	[Change Info]
P: 619-239-3428 F: 619-239-6614	
A: 3120 National Avenue, San Diego, CA	
» Kenneth Czubernat	[Username/Password Reminder]
E: abc@ abconstruction.com	[Change Info]

- Within a few minutes, a username/password notice will be sent.

WHAT IS THE DASHBOARD?

The Dashboard provides a snapshot of your records and transactions. Items in red indicate the need for immediate attention. To view a list of items needing attention, click the red number. If no items require immediate attention, no red number will be displayed.

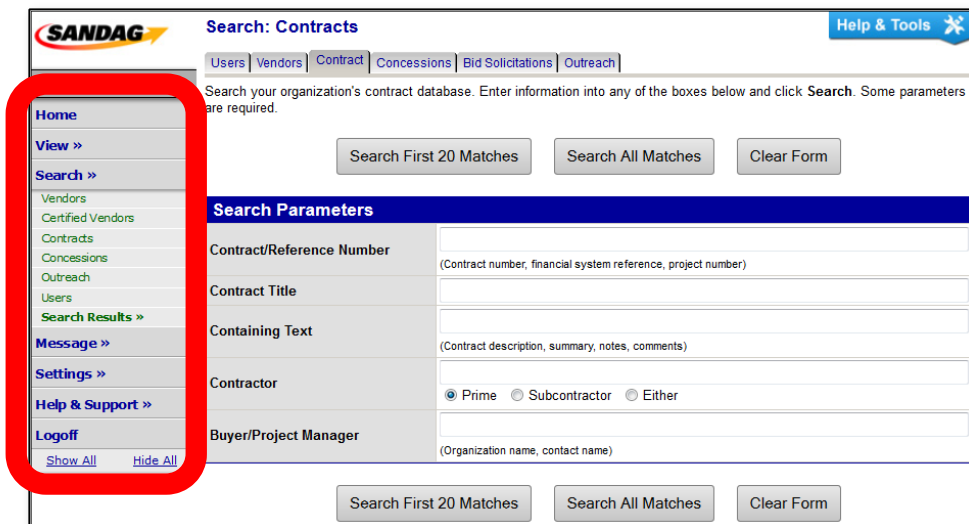


From this page, you can access every feature available to you. You can always return to the Dashboard by clicking the SANDAG logo in the upper left-hand corner.

WHAT IS THE NAVIGATION MENU?

The navigation menu on the left provides access to all functions in the system.

Click the main categories to open additional sub-items. Click sub-items to access the selected function in the display window to the right.



From the navigation menu:

- **View:** View items relating to your company, including contracts, alerts, certifications, audits, and messages.
- **Search:** Search for contracts, vendors, users, etc.
- **Message:** Send a message, contact support, report a problem.
- **Settings:** Change your password, settings, vendor profile, and users.
- **Help & Support:** View training manuals and videos.
- **Logoff:** Log off the system.

TIPS FOR PERFORMING SEARCHES

You can search for information based on the parameters that you set. To create a search string, keep the following tips in mind:

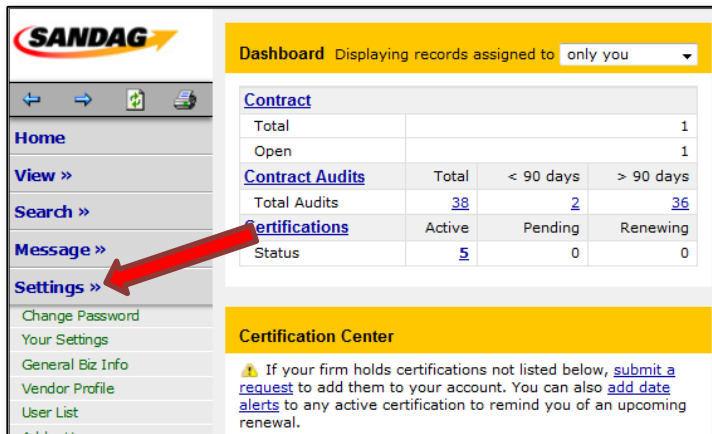
- **Start with one parameter.** Usually you can find the record you are looking for by using one or two parameters. The more specific your search terms, the less likely you are to find the record because of spelling, order, or other variations in your search.
- **Keep search parameters short.** Use “ACME” instead of “ACME Construction, Inc.” You can even use partial words, such as “envi” instead of “environmental consultant.”
- **The system ignores punctuation.** C. C. is the same as C C; C & C is treated the same as C and C.
- **Become familiar with possible settings and options.** A record may not display because you selected the wrong option. Narrow the search parameters to prevent returning too many items in your search results.
- When searching for businesses named for their founder, such as John Smith & Co., the record may be listed under “John Smith and Co.” or “Smith, John and Co.” You may need to search for both versions. Start by searching for one of the names, such as Smith.
- **Searches are not case sensitive.** ACME is treated the same as acme.
- When searching by first name, be aware that users may be listed by alternate names. For example: James, Jim, Jimmy, or J.
- **When searching by contract or project number, you must enter the number in the exact order.** However, it does not have to be complete (for example, enter 500 to view all contracts that have 500 in the contract number, such as 5000691 or 5001500. Or enter the last digits of a contract, i.e., enter 1903 for contract 5001903). If you enter the sequence out of order, you will not find the record you are looking for (1930 will not find 5001903).

VENDOR/CONTRACTOR MANAGEMENT

A vendor (consultant/contractor/subcontractor) may be a prime on one contract and a subcontractor on another. A vendor may also be a consultant or subcontractor with multiple agencies.

HOW DO I EDIT MY COMPANY INFORMATION?

1. From the Navigation Menu, click **Settings** to open the settings sub-menu.



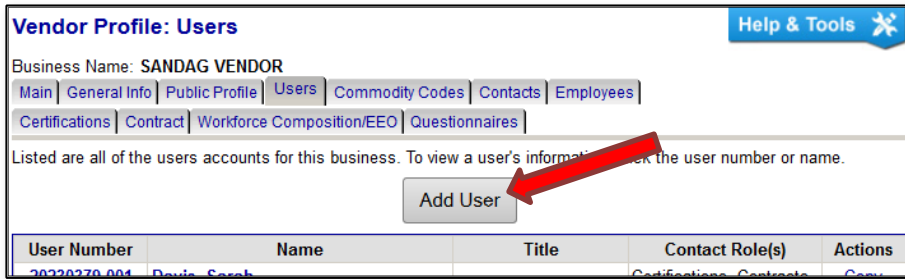
2. To edit business information, click **General Biz Info** and edit your information. Click **Save Changes** when done.
3. To edit user information, click **Your Settings** and edit your information. Click **Save Changes** when done.

HOW DO I ADD A USER FOR MY COMPANY?

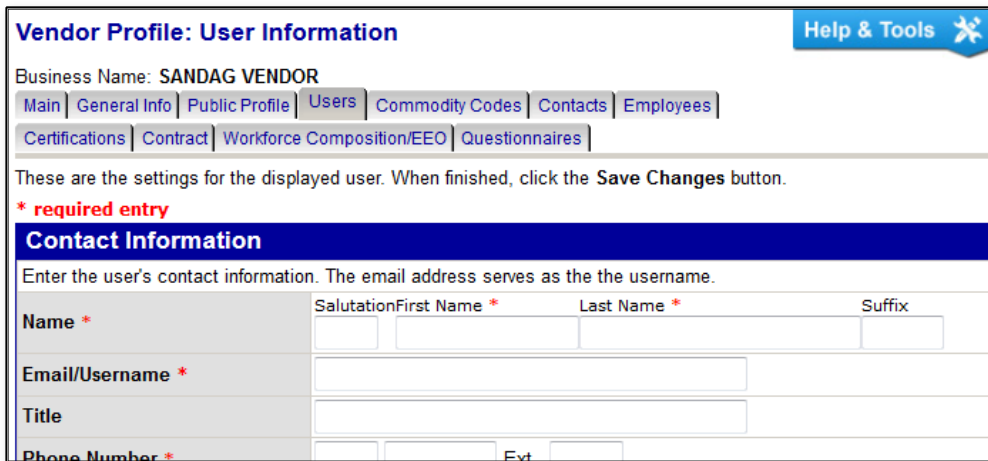
1. From the Navigation Menu, click **Settings**. Click **Add a User** from the sub-menu.



- Click **Add User**.



- Enter the user information.

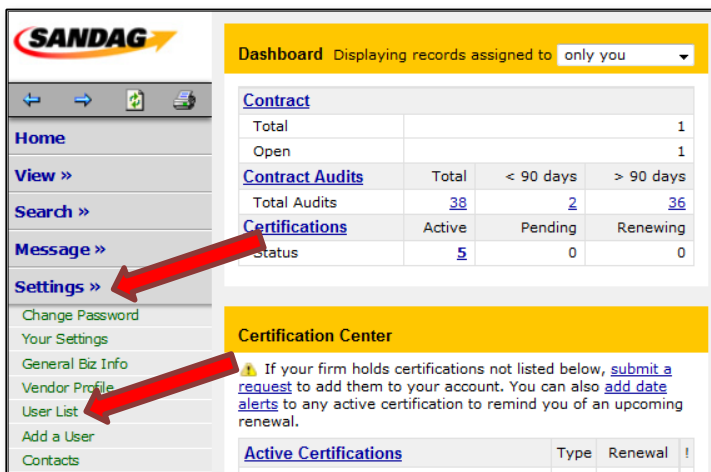


- Click **Save** when done.



HOW DO I EDIT MY COMPANY USER INFORMATION?

- From the Navigation Menu, click **Settings**. Click **User List** from the sub-menu.




- Select a user by clicking on the user name.

Vendor Profile: Users Help & Tools

Business Name: SANDAG VENDOR

[Main](#) | [General Info](#) | [Public Profile](#) | [Users](#) | [Commodity Codes](#) | [Contacts](#) | [Employees](#)
[Certifications](#) | [Contract](#) | [Workforce Composition/EEO](#) | [Questionnaires](#)

Listed are all of the users accounts for this business. To view a user's information, click the user number or name.

User Number	Name	Title	Contact Role(s)	Actions
20230379-001	Davis, Sarah 		Certifications, Contracts, General, Insurance, Invoicing, Owner, Prevailing Wage, Sales	Copy Deactivate
20230379-002	Santos, David			Copy

- Edit user information.

Vendor Profile: User Information Help & Tools

Business Name: SANDAG VENDOR

[Main](#) | [General Info](#) | [Public Profile](#) | [Users](#) | [Commodity Codes](#) | [Contacts](#) | [Employees](#)
[Certifications](#) | [Workforce Composition/EEO](#) | [Questionnaires](#)

These are the settings for the displayed user. When finished, click the **Save Changes** button.

*** required entry**

Contact Information

Enter the user's contact information. The email address serves as the the username.


Name *	Salutation	First Name *	Last Name *	Suffix
		Sarah	Davis	
Email/Username *	sarah@sandag.org			
Title				
Phone Number *	619	000-0000	Ext.	
Fax Number *	619	000-0001		

Addresses

Select the addresses for this user. To edit or add addresses, click the **General Info** tab at the top of this page.

Physical * Main Address: 123 Main, San Diego, CA 90000

- Click **Save Changes** when done.




HOW DO I CHANGE THE COMPANY CONTACT PERSON FOR A CONTRACT?

- From the Dashboard, click **Contract** to view a list of your contracts.

SANDAG

Dashboard Displaying records assigned to your company

[Contract](#) 

Total	1
Open	1
Soon to end (3 mo)	1
Contract Audits	
Total	< 90 days > 90 days
Total Audits	2 2 0

- Click **change** under the Prime Contact person you would like to change.

Vendor Profile: Contracts Help & Tools

Business Name: SANDAG VENDOR

[Main](#) | [General Info](#) | [Public Profile](#) | [Users](#) | [Commodity Codes](#) | [Contacts](#) | [Employees](#) | [Certifications](#) | [Contract](#) | [Workforce Composition/EEO](#) | [Questionnaires](#)

Listed below are the contracts to which this vendor is assigned.

Contracts as Prime Contractor							
Actions	Contract Number & Title	Contracting Organization	Prime Contact	Status	Dates	Award Amount	Paid Amount
View	0000999: User Manual Sample	San Diego Association of Governments	Sarah Davis (change)	1 incomplete audit	6/1/2015 to 9/30/2015	\$100	\$75
Number of contracts as prime: 1						\$100	\$75

- Select the correct Prime Contact person from the drop down.

Contracts as Prime Contractor							
Actions	Contract Number & Title	Contracting Organization	Prime Contact	Status	Dates	Award Amount	Paid Amount
View	0000999: User Manual Sample	San Diego Association of Governments	Sarah Davis (change) Sarah Davis Sarah Davis David Santos	1 incomplete audit	6/1/2015 to 9/30/2015	\$100	\$75
Number of contracts as prime: 1						\$100	\$75

- Click **Save** to save the change.

Contracts as Prime Contractor							
Actions	Contract Number & Title	Contracting Organization	Prime Contact	Status	Dates	Award Amount	Paid Amount
View	0000999: User Manual Sample	San Diego Association of Governments	Sarah Davis (change) David Santos save	1 incomplete audit	6/1/2015 to 9/30/2015	\$100	\$75
Number of contracts as prime: 1						\$100	\$75

- If the Prime Contact is not included in the drop down, they must be added to the User List first. See [HOW DO I ADD A USER FOR MY COMPANY](#) .

HOW DO I VIEW MY CERTIFICATIONS?

- From the Navigation Menu, click **View**, then click **My Certifications** from the sub-menu.

SANDAG Dashboard Displaying records assigned to **your company**

Navigation Menu:

- Home
- View >>**
- My Alerts
- My Contracts
- My Certifications
- My Concessions
- My Contract Audits

Contract				
Total				2
Open				2
Contract Audits				
Total Audits	41	< 90 days	4	> 90 days
Certifications	Active	Pending	Renewing	
Status	5	0	0	

All certifications for your company will be displayed.

- Click **View** to see a copy of your certification information.

Vendor Profile: Certifications Help & Tools

Business Name:

[Main](#) | [General Info](#) | [Public Profile](#) | [Users](#) | [Commodity Codes](#) | [Contacts](#) | [Employees](#)
[Certifications](#) | [Contract](#) | [Workforce Composition/EEO](#) | [Questionnaires](#)

Current Certifications							
Type	Action	Effective	Renewal	Organization	Reviewer	Actions	Alert
SBE	New	2/5/2013	2/11/2015	California Department of General Services		View	Add Alert
DBE	New	2/22/2012	1/15/2016	California Unified Certification Program		View	Add Alert

WHAT ARE MY RESPONSIBILITIES AS A VENDOR?

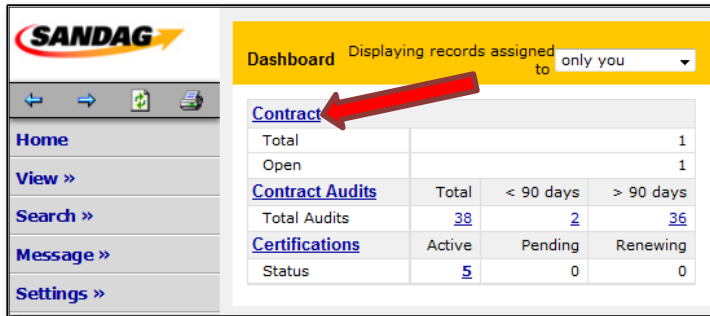
As a SANDAG consultant/contractor/subcontractor, you are responsible for the following:

- Maintain vendor information and keep current.
- Complete audits in a timely manner.
- Add all subcontractors to each contract.
- Report payments paid to all subcontractors for each contract.
- As a prime consultant, mark the last audit for each contract as **Final** when all payments have been received and reported and project is complete.
- As a subcontractor, mark the last audit as **Final** when final payment has been received and you are no longer working on the project.

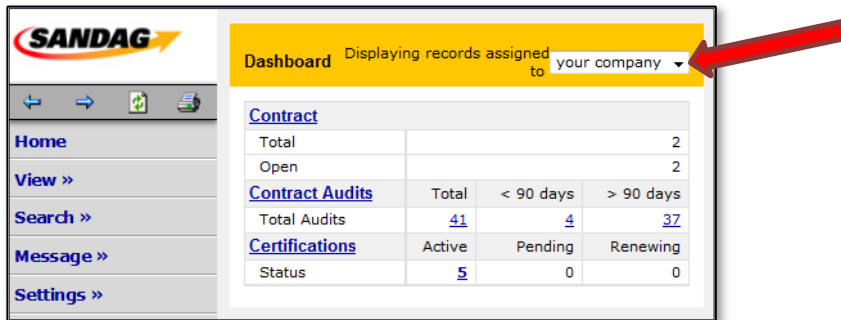
CONTRACTS

HOW DO I VIEW A LIST OF MY CONTRACTS?

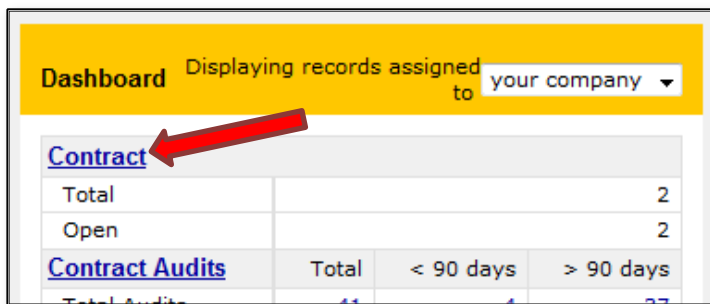
1. From the Dashboard, click **Contract** to see a list of contracts assigned to you.



2. To view a list of all contracts assigned to your company, click the drop down menu and select **your company**. Depending on who is assigned to each contract, there may or may not be a difference.



3. Click **Contract** to see a list of contracts assigned to your company.

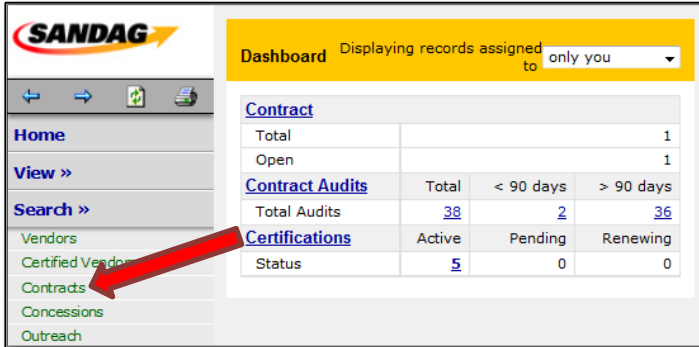


4. View the list of contracts.

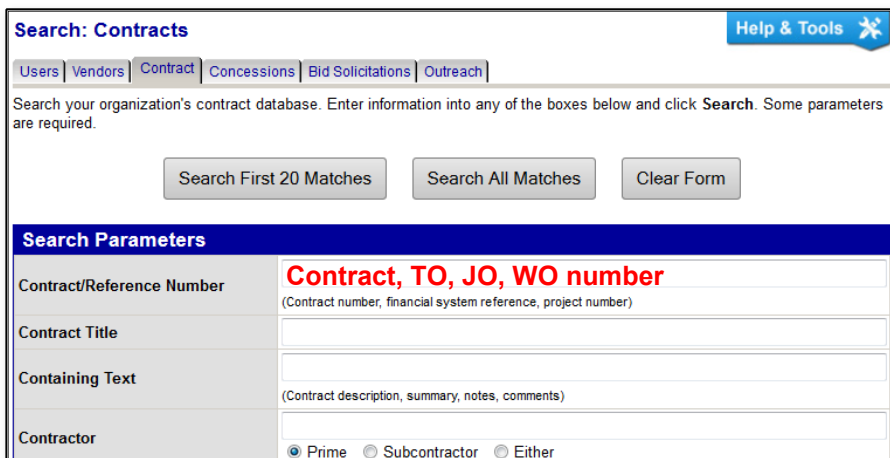
HOW DO I FIND A SPECIFIC CONTRACT/TASK ORDER/JOB ORDER/WORK ORDER?

Contracts, Task Orders, Job Orders, and Work Orders are treated the same in CIS. Task Orders, Job Orders and Work Orders are listed with contracts and can be searched for in the same manner.

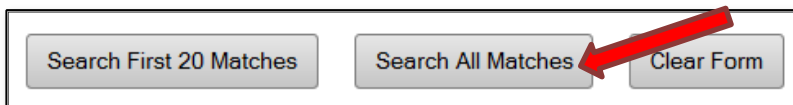
1. From the Search menu, click **Contracts**.



2. Enter the contract number, Task Order, Job Order or Work Order in the **Contract/Reference Number** field, or fill in other parameters.



3. Click **Search all Matches**. Only contracts assigned to you will be shown.



- Click on a contract, Task Order, Job Order, Work Order number or title to open the Contract Management page and view the contract.

Search: Contracts Help & Tools

Users | Vendors | **Contracts** | Concessions | Outreach

Here's a list of the contracts that matched your search criteria. Use the sort and filter functions of the table to reduce the size of the list. You can view more listings by using the navigation line at the bottom of the table.

Click the **Transaction Number** to view that Contract or the **Vendor Name** link to view that vendor's profile. To refine or expand your search use the search table at the bottom of the page.

To resort, click on column title

Contract Number	Contract Title	Prime Contractor	Contract Amount & End Date	Status	Actions
0000999	User Manual Sample	SANDAG VENDOR	\$131,000.00 1/31/2015	Open	View

- The Contract Management tabs show the information for the project, including: Contract Main, View Contract, Subcontractors, Compliance Audit List, Messages, Comments and Reports.

Contract Management

[Contract Main](#) | [View Contract](#) | [Subcontractors](#) | [Compliance Audit List](#) | [Messages](#) | [Comments](#) | [Reports](#)

0000999: User Manual Sample Status: **Open**
 Prime: SANDAG VENDOR **1/1/2013 - 1/31/2015**
Current Value: **\$131,000**

HOW DO I ADD A 1ST TIER SUBCONTRACTOR?

- Search for the contracts either using the Dashboard or Search.
- Select the contract.
- View the **Subcontractors** tab.

Contract Management: Subcontractor List Help & Tools

[Contract Main](#) | [View Contract](#) | **[Subcontractors](#)** | [Compliance Audit List](#) | [Messages](#) | [Comments](#) | [Reports](#)

0000999: User Manual Sample Status: **Open**
 Prime: SANDAG VENDOR **6/1/2015 - 9/30/2015**
Current Value: **\$100**

- Scroll past current subcontractors and click on **Add First Tier Subcontractor**.

Subcontractor List

Subcontractor Name	Certified	Current Award	Type	Inc. in Goal	Compliance Audit	Final Pmnt	Actions
1 SANDAG TEST SUB		\$25	Sub	No		No	Add Sub

Add First Tier Subcontractor

- Complete the Add Subcontractor form.

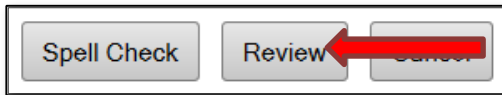
Vendor Information

Vendor * *Click **Get Vendor** to select the subcontractor from the vendor database. If the subcontractor is not in the vendor database, add the vendor to the database and then create the contract.*

Vendor Compliance Contact *	<i>Enter the subcontractor's compliance contact for this contract from the drop down.</i>
Vendor Address *	<i>Enter the subcontractor's address for this contract from the drop down.</i>
Applicable Vendor Certifications	
<i>Any certifications for this vendor will be displayed here.</i>	
Subcontract Information	
Subcontractor Tier *	<i>The subcontract tier and prime consultant will be displayed.</i>
Reference Identifier	<i>Enter any reference information.</i>
Contracted Percent & Amount *	<p><i>Select either:</i></p> <p><input type="checkbox"/> By Amount and enter the full amount of the subcontract, or</p> <p><input type="checkbox"/> By Percent and enter the subcontract percent of the prime contract amount.</p>
Type of Participation *	<p><i>Select one of the following from the drop down menu:</i></p> <p><input type="checkbox"/> Subcontractor <input type="checkbox"/> Joint Venture</p> <p><input type="checkbox"/> Supplier – Manufacturer <input type="checkbox"/> Fees & Commission Broker</p> <p><input type="checkbox"/> Supplier – Regular Dealer <input type="checkbox"/> Trucking & Hauling</p> <p><input type="checkbox"/> Supplier – Packager, Broker, Distrib., Wholesaler, Manuf. Rep. <input type="checkbox"/> Trucking & Hauling Brokerage</p> <p>Percent of payments to be counted: _____% <i>enter the percent of the subcontract value to be counted. A traditional subcontractor will be 100%. A Supplier- Regular Dealer will be 60%. A broker will be the amount of the broker percentage. Some percentages will auto-populate once selected above.</i></p> <p>Amount not to be included in award verification: \$_____ enter</p>
Starting Paid to Date Amount	<i>Leave this amount \$0. All payments must be entered into CIS for the month in which they are paid. Subcontractors must confirm these payments.</i>
Final Amount Adjustment/Paid Retainage	<i>Leave this blank.</i>
Settings	
Include in Compliance Audits? *	<i>Selected Yes if this subcontractor is active. If the subcontractor will not start until later in the project, select No and be sure to include the Work Start Date below.</i>
Count Towards Certified Goal *	<p><i>Selected Yes if this subcontractor is to be counted toward the U/DBE goal/commitment for this contract. Be sure to select the Goal Type from the drop down menu.</i></p> <p><i>Select No if this subcontractor should not be counted toward the contract goal/commitment.</i></p>
Add vendor to existing compliance audits for this contract? *	<p><i>Select Yes if you would like to add this subcontractor to prior audits for this contract and select the month and year. If a subcontractor is added after their work has begun, select the month and year of the start of the subcontract work to include them in audits.</i></p> <p><i>Select No if you would like to add this subcontractor to all future audits for this contract.</i></p>
Final Payment Made?	<i>Select Yes or No</i>
Subcontract Award Date *	<i>Enter the award date of the subcontract.</i>
Work Start Date	<i>Enter the date work for this subcontractor is scheduled to begin.</i>
Work End Date	<i>Enter the date work for this subcontractor is scheduled to conclude.</i>

Work Description	<i>Enter a brief description of the work the subcontractor will be providing.</i>
Work Codes	<i>Click Add Work Codes to add NAICS codes for this subcontractor on this contract.</i>
Additional Information	
Attach File(s)	<i>Click Attach File to attach a file for this subcontract.</i>
Comments *	<i>Enter any comments for this subcontractor.</i>

6. Click **Review**.



7. Review the data, verifying that the data is correct. If necessary, edit data by clicking **Edit**.

8. When finished, click **Save**.

HOW DO I ADD A 2ND TIER SUBCONTRACTOR?

1. Search for the contracts either using the Dashboard or Search.
2. Select the contract.
3. View the **Subcontractors** tab.

Contract Management: Subcontractor List Help & Tools

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

0000999: User Manual Sample Status: **Open**
 Prime: SANDAG VENDOR 6/1/2015 - 9/30/2015
Current Value: \$100

4. Find the 1st tier subcontractor from the list of subcontractors and click **Add Sub**.

Subcontractor List							
Subcontractor Name	Certified	Current Award	Type	Inc. in Goal	Compliance Audit	Final Pmnt	Actions
1 SANDAG TEST SUB	✔	\$25	Sub	No	✔	No	Add Sub

5. Complete the Add Subcontractor form.

Vendor Information

Vendor *	<i>Click Get Vendor to select the subcontractor from the vendor database. If the subcontractor is not in the vendor database, add the vendor to the database and then create the contract.</i>
Vendor Compliance Contact *	<i>Enter the subcontractor's compliance contact for this contract from the drop down.</i>
Vendor Address *	<i>Enter the subcontractor's address for this contract from the drop down.</i>

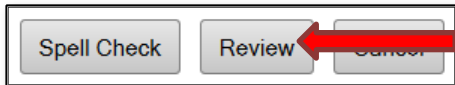
Applicable Vendor Certifications

Any certifications for this vendor will be displayed here.

Subcontract Information

Subcontractor Tier *	<i>The subcontract tier and prime consultant will be displayed.</i>
Reference Identifier	<i>Enter any reference information.</i>
Contracted Percent & Amount *	<p><i>Select either:</i></p> <p><input type="checkbox"/> By Amount and enter the full amount of the subcontract, or</p> <p><input type="checkbox"/> By Percent and enter the subcontract percent of the prime contract amount.</p>
Type of Participation *	<p><i>Select one of the following from the drop down menu:</i></p> <p><input type="checkbox"/> Subcontractor <input type="checkbox"/> Joint Venture</p> <p><input type="checkbox"/> Supplier – Manufacturer <input type="checkbox"/> Fees & Commission Broker</p> <p><input type="checkbox"/> Supplier – Regular Dealer <input type="checkbox"/> Trucking & Hauling</p> <p><input type="checkbox"/> Supplier – Packager, Broker, Distrib., Wholesaler, Manuf. Rep. <input type="checkbox"/> Trucking & Hauling Brokerage</p> <p>Percent of payments to be counted: _____% <i>enter the percent of the subcontract value to be counted. A traditional subcontractor will be 100%. A Supplier- Regular Dealer will be 60%. A broker will be the amount of the broker percentage. Some percentages will auto-populate once selected above.</i></p> <p>Amount not to be included in award verification: \$_____ enter</p>
Starting Paid to Date Amount	<i>Leave this amount \$0. All payments must be entered into CIS for the month in which they are paid. Subcontractors must confirm these payments.</i>
Final Amount Adjustment/Paid Retainage	<i>Leave this blank.</i>
Settings	
Include in Compliance Audits? *	<i>Selected Yes if this subcontractor is active. If the subcontractor will not start until later in the project, select No and be sure to include the Work Start Date below.</i>
Count Towards Certified Goal *	<p><i>Selected Yes if this subcontractor is to be counted toward the U/DBE goal/commitment for this contract. Be sure to select the Goal Type from the drop down menu.</i></p> <p><i>Select No if this subcontractor should not be counted toward the contract goal/commitment.</i></p>
Add vendor to existing compliance audits for this contract? *	<p><i>Select Yes if you would like to add this subcontractor to prior audits for this contract and select the month and year. If a subcontractor is added after their work has begun, select the month and year of the start of the subcontract work to include them in audits.</i></p> <p><i>Select No if you would like to add this subcontractor to all future audits for this contract.</i></p>
Final Payment Made?	<i>Select Yes or No</i>
Subcontract Award Date *	<i>Enter the award date of the subcontract.</i>
Work Start Date	<i>Enter the date work for this subcontractor is scheduled to begin.</i>
Work End Date	<i>Enter the date work for this subcontractor is scheduled to conclude.</i>
Work Description	<i>Enter a brief description of the work the subcontractor will be providing.</i>
Work Codes	<i>Click Add Work Codes to add NAICS codes for this subcontractor on this contract.</i>
Additional Information	
Attach File(s)	<i>Click Attach File to attach a file for this subcontract.</i>
Comments *	<i>Enter any comments for this subcontractor.</i>

6. Click **Review**.

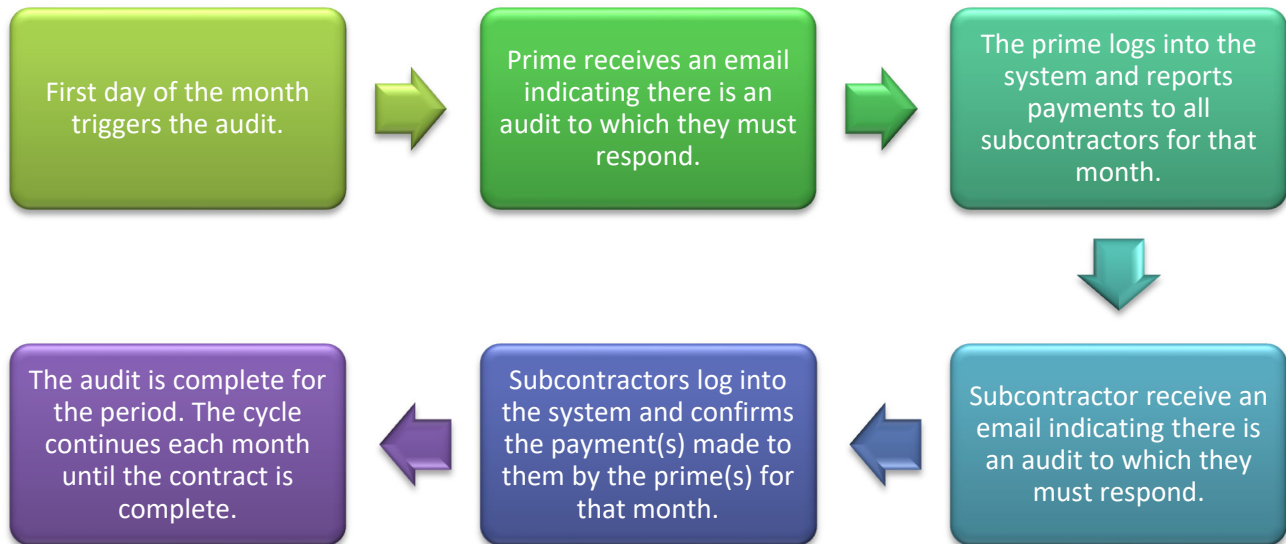


7. Review the data, verifying that the data is correct. If necessary, edit data by clicking **Edit**.
8. When finished, click **Save**.

AUDITS

WHAT IS AN AUDIT?

Once a contract is entered into the system, an audit is generated on a monthly basis to track payments to the prime and any subcontractors. The following image represents the audit process.



If the prime has no subcontractors, the prime will not receive a notice of an outstanding audit. An audit will still be created, but it will only show the payment from SANDAG to the prime, as applicable.

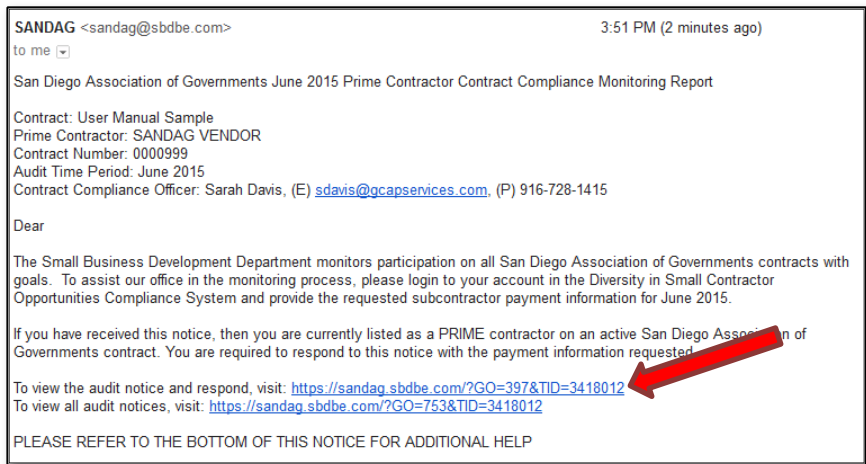
If the prime did not pay a subcontractor that month, the prime will still need to enter \$0 for each subcontractor that was not paid for that month.

Primes do not need to confirm amounts paid by SANDAG. However, SANDAG recommends that all primes, as a matter of good practice, to log into the system to check the status of payments and verify accuracy.

AUDITS: PRIME CONTRACTOR

HOW DO I REPORT PAYMENTS TO MY SUBCONTRACTOR(S)?

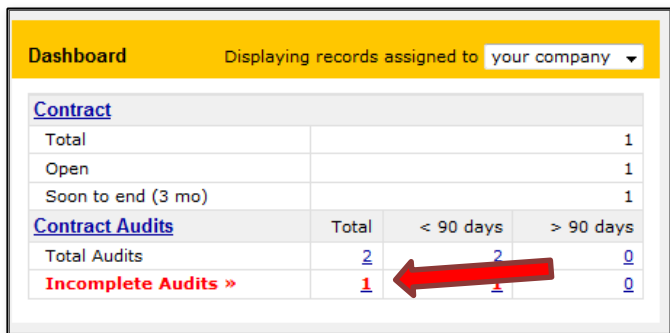
1. There are two ways to access the audit and report payments to subcontractors.
 - a) You can log into the system and go directly to the audit by clicking on the link in the email audit notice, shown below.



This will take you to the log in page.

After logging into the system, you will be taken directly to the audit.

- b) You can also log directly into CIS and access the audit from the Dashboard. Click the number next to Incomplete Audits to view a list of outstanding audits.



Click on **Incomplete** to view the audit and report payments to subcontractors.

Contract Audits Help & Tools

Messages | Contract Audits | Bid Solicitations | 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

1 - 1 of 1 records displayed: [Previous Page](#) < Page 1 > [Next Page](#) Records per page 20

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	All	All	All	
Incomplete	July 2015	0000999: User Manual Sample	San Diego Association of Governments	\$25.00

2. Click on the **Report # subcontractor payment** link to report subcontractor payments for the month.

Compliance Audit: Audit Notice for July 2015 Help & Tools

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

0000999: User Manual Sample Status: **Open**
 Prime: SANDAG VENDOR 6/1/2015 - 9/30/2015
 Current Value: \$100

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	July 2015
Date & Time Posted	Local: 8/11/2015 5:49:22 PM CDT System: 8/11/2015 5:49:22 PM 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 1 subcontractor payment due by 9/10/2015 audit lock on 10/10/2015

3. If all payments from SANDAG have been received by the prime and all payments to all subcontractors have been received and confirmed by all subcontractors, mark the audit as final to stop audits from continuing.

Compliance Audit: July 2015 Help & Tools

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

0000999: User Manual Sample Status: **Open**
 Prime: SANDAG VENDOR 6/1/2015 - 9/30/2015
 Current Value: \$100

Listed are subcontractors assigned to this contract. Click the links to the right of the vendor's name to submit or edit a response. You must submit data on each subcontractor to complete the audit.

Audit Information

Audit Response Status	Not complete 1 sub response to be submitted Reporting deadline is 9/10/2015 Audit will be locked 10/10/2015
Audit Period	July 2015
Payment to Prime	\$25.00
Marked As Final Audit?	No (mark audit as final)

- Click **Submit Response** to report each subcontractor payment.

Subcontractor Payments for July 2015									
Subcontractor	Certified	Type	Inc. in Goal	Actions	Paid Amount in July 2015	Confirmed by Sub	Total To July 2015	Contract Goal	Actual Percent
1 SANDAG TEST SUB Sarah Davis sarahd220@gmail.com		Sub	No	Submit Response	Reported		\$10.00	25.000%	13.333%

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

- Enter the amount paid, payment date, and prompt payment for the audit month and any additional details.

Audit Information

Enter the audit amount for the designated time period. You can attached files or add comments, if necessary.

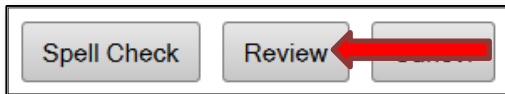
Amount PAID for December 2015 * \$
>> Do NOT enter invoice amount.

Payment Date *
>> Enter payment date if you made a payment for December 2015
>> If multiple payments were made, enter the date of the first payment.

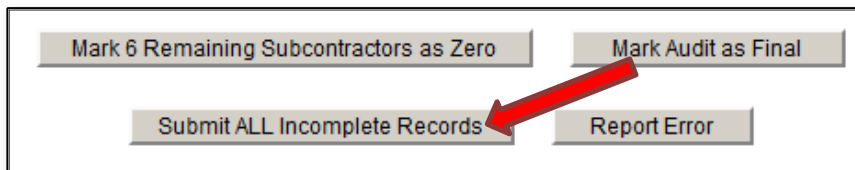
Prompt Payment? *
>> Select a choice below if you made a payment for December 2015
 Yes - the subcontractor was paid within 10 days of payment from SANDAG
 No - the subcontractor was not paid within 10 days of payment from SANDAG
 N/A - we cannot determine if the subcontractor was paid promptly.

Payment Detail
 Enter details of PAID check numbers (or ACH references) and amounts for December 2015. This information is optional but will speed up the confirmation process.

- Click **Review** and **Save** to complete.



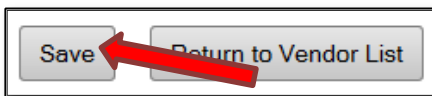
- To enter amounts for all subcontractors:
 - Click **Submit ALL Incomplete Records**.



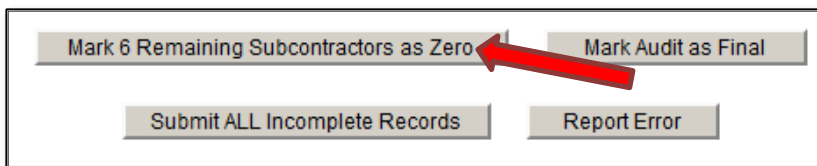
- Enter payment details for all subcontractors.

Subcontractor Payment Information				
Subcontractor	Total Through November 2015	Payment for December 2015	Payment Date & Prompt Payment (within 10 days)	Payment Details & Comments
1 APW Construction, Inc. dba Ace Fence Co.	\$0.00			Not included in audit
1 Blue Iron, Inc.	\$0.00	\$ <input type="text"/>	<input type="text"/> <input type="radio"/> Y <input type="radio"/> N <input type="radio"/> N/A	Payment Detail: <input type="text"/> Docs Comments: <input type="text"/>
1 DIVERSIFIED LANDSCAPE CO.	\$0.00			Not included in audit
1 FIRST FUEL, INC.	\$0.00	\$ <input type="text"/>	<input type="text"/> <input type="radio"/> Y <input type="radio"/> N <input type="radio"/> N/A	Payment Detail: <input type="text"/> Docs Comments: <input type="text"/>

- Click **Save** to save the payment data.



- To enter all subcontractor payments for this month as \$0, click **Mark X Remaining Subcontractors as Zero**.



WHAT IF MY SUBCONTRACTOR REPORTS A DIFFERENT PAYMENT AMOUNT?

If your subcontractor reports a different amount paid for an audit period, an audit discrepancy will be initiated. You will be notified of the discrepancy by email immediately.

- From the Dashboard, click the number corresponding to Audit Discrepancies.



- This will display a list of audit discrepancies. Click on the discrepancy to view.

Contract Audits Help & Tools

Messages | **Contract Audits** | Bid Solicitations | 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

1 - 1 of 1 records displayed: [Previous Page](#) < Page **1** > [Next Page](#) Records per page **20**

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
Discrepancy ▾	All ▾	All ▾	All ▾	
1 Discrepancy		0000999: User Manual Sample	San Diego Association of Governments	\$3,000.00

- Scroll down to Audit Action and click on **Resolve 1 discrepancy** to view.

Audit Actions

Category	Action Required & Response Due Date
Prime Contractor	Resolve 1 discrepancy

- Scroll down to the Subcontractor Payment section. Click on **Resolve Discrepancy** in the audit details.

Subcontractor Payments for June 2015

Subcontractor	Certified	Type	Inc. in Goal	Actions	Paid Amount in June 2015	Confirmed by Sub	Total To June 2015	Contract Goal	Actual Percent
1 SANDAG TEST SUB Sarah Davis	✔	Sub 100%	✔ DBE	View Edit	\$200.00	Rejected Resolve Discrepancy	\$200.00	0.250%	6.667%

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

- Review the **Original Audit Data Reported**, including amounts reported by prime and subcontractor.

Compliance Audit: Discrepancy Resolution Help & Tools

[Main](#) | [View](#) | [Settings](#) | [Subs](#) | [Docs](#) | [Change Orders & Task Orders](#) | [Alerts](#) | [Comments](#) | [Messages](#) | [Closeout](#)

[Compliance Audit List](#) | [Compliance Audit Summary](#) | [Compliance Audit FY](#) | [Reviews](#) | [Site Visits](#) | [Reports](#)

0000999: User Manual Sample Status: **Open**
 Prime: **SANDAG VENDOR** Current Award: **\$100**
 6/1/2015 - 9/30/2015 Goal: **0.00%** Total Paid: **\$200**
% Credit: **0.00%** For Credit: **\$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.

Discrepancy Resolution

Status Awaiting prime and subcontractor response.

Audit Information

Audit Time Period	June 2015
Audit Number	01480467-002

Original Audit Data Reported

Amount Reported by Prime	\$200.00	NOT included in Goal (change)
Amount Reported by Subcontractor	\$80.00	
Payment Date (Prime Reported)	6/20/2015	
Payment Date (Sub Reported)	6/20/2015	
Prompt Payment? (Prime Reported)	Yes - paid within 10 days	
Prompt Payment? (Sub Reported)	Yes - paid within 10 days	
Work Performed (reported by subcontractor)	Paid \$80.00 for INV #099-1. Check #584268 dated 6/15/2015	
Subcontractor Private Comments	Paid different amount	

Discrepancy Resolution Data Reported

New Amount Reported by Prime	No response yet.	
New Amount Reported by Subcontractor	No response yet.	

- Click **Resolve Discrepancy** to provide your response.



7. Enter additional detail of the payment as a response to the subcontractor. Include a copy of the check(s) and add notes.

8. Once complete, a notice will be sent to the subcontractor for further review.
9. Once an agreement is reached, the audit discrepancy will be closed.

HOW DO I VIEW AN AUDIT FOR A SPECIFIC CONTRACT?

1. Search for a contract either using the Dashboard or Search. Select the contract and click on the **Compliance Audit List** tab.

- Click **View Audit** to open the audit detail. Incomplete audits will be shown in red under Status.

Contract Management: Compliance Audit List Help & Tools

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

0000999: User Manual Sample Status: **Open**
 Prime: SANDAG VENDOR 6/1/2015 - 9/30/2015
Current Value: \$100

Compliance Audit List

Audit Period	Status	Paid to Prime	Audit Reference	Date Posted	Actions
July 2015	Incomplete	\$25.00		8/11/2015	View Audit
June 2015	Completed	\$50.00		8/11/2015	View Audit

- Click **View audit responses** to see a summary of the audit and individual subcontractor payments.

Compliance Audit: Audit Notice for June 2015 Help & Tools

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

0000999: User Manual Sample Status: **Open**
 Prime: SANDAG VENDOR 6/1/2015 - 9/30/2015
Current Value: \$100

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	June 2015
Date & Time Posted	Local: 8/11/2015 5:49:18 PM CDT System: 8/11/2015 5:49:18 PM 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	View audit response

4. View the audit.

Compliance Audit: June 2015 Help & Tools

[Contract Main](#) | [View Contract](#) | [Subcontractors](#) | [Compliance Audit List](#) | [Messages](#) | [Comments](#) | [Reports](#)

0000999: User Manual Sample Status: **Open**
 Prime: **SANDAG VENDOR** 6/1/2015 - 9/30/2015
Current Value: **\$100**

Listed are subcontractors assigned to this contract. Click the links to the right of the vendor's name to submit or edit a response. You must submit data on each subcontractor to complete the audit.

Audit Information

Audit Response Status	Complete
Audit Period	June 2015
Payment to Prime	\$50.00
Marked As Final Audit?	No (mark audit as final)

Audit Summary - Total Contract Through TODAY (8/12/2015)

	Award	Award Percent	Payments	Payments Percent	Difference (Payments - Award)
Prime Contract	\$100.00		\$75.00		
For Credit	\$0.00	0.000%	\$0.00	0.000%	Goal matched
For Credit to DBE Goal	\$0.00	0.000%	\$0.00	0.000%	Goal matched
For Credit to SB Goal	\$0.00	0.000%	\$0.00	0.000%	Goal matched
For Credit to UDBE Goal	\$0.00	0.000%	\$0.00	0.000%	Goal matched
Contract Progress	75%				
For Credit Progress	<div style="width: 10%; height: 10px; background-color: red;"></div>				

Award values may not match due to differences between overall contract goal and subcontractor assignments.

Subcontractor Payments for June 2015

Subcontractor	Certified	Type	Inc. in Goal	Actions	Paid Amount in June 2015	Confirmed by Sub	Total To June 2015	Contract Goal	Actual Percent
1 SANDAG TEST SUB Sarah Davis sarahd220@gmail.com	✔	Sub	No	View Edit	\$20.00	✔	\$20.00	25.000%	40.000%

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

HOW DO I VIEW THE CONTRACT GOAL/COMMITMENT ATTAINMENT?

1. Search for the contract either using the Dashboard or Search.
2. Select the contract.
3. View the **Compliance Audit List** tab.

Contract Management: Compliance Audit List Help & Tools

[Contract Main](#) | [View Contract](#) | [Subcontractors](#) | [Compliance Audit List](#) | [Messages](#) | [Comments](#) | [Reports](#)

0000999: User Manual Sample Status: **Open**
 Prime: **SANDAG VENDOR** 6/1/2015 - 9/30/2015
Current Value: **\$10,000**

- Click **View Audit** for the most recent month.

Compliance Audit List					
Audit Period	Status	Paid to Prime	Audit Reference	Date Posted	Actions
July 2015	Completed	\$4,500.00		8/11/2015	View Audit
June 2015	Completed	\$3,000.00		8/11/2015	View Audit

- Click **View audit response** to view more information.

Audit Actions	
Category	Action Required & Response Due Date
Prime Contractor	View audit response

- The **Audit Summary- Total Contract Through TODAY** section will display the following information:

Current contract award amount for the prime and the amount committed for goal, expressed in both dollars and as a percentage credit, including by goal type

Committed goal percentage, overall and by goal type

Summary of payments to the prime and the amount of goal participation overall and by goal type

Current percentage of goal attainment overall and for each goal type

Audit Summary - Total Contract Through TODAY (8/12/2015)					
	Award	Award Percent	Payments	Payments Percent	Difference (Payments - Award)
Prime Contract	\$10,000.00		\$7,500.00		
For Credit	\$1,000.00	10.000%	\$875.00	11.667%	1.667% above goal
For Credit to DBE Goal	\$1,000.00	10.000%	\$875.00	11.667%	1.667% above goal
For Credit to SB Goal	\$0.00	0.000%	\$0.00	0.000%	Goal matched
For Credit to UDBE Goal	\$0.00	0.000%	\$0.00	0.000%	Goal matched
Contract Progress	75%				
For Credit Progress	88%				

Award values may not match due to differences between overall contract goal and subcontractor assignments.

Percentage of the contract award that has been paid to the prime

Percentage of the committed goal amount that has been paid to subcontractors

Amount by which goals are or are not being met

The Audit Summary compares the awarded amounts to the actual payments. The % **Credit** percentage is the U/DBE commitment achieved to date **based on payments made**.

WHAT TYPES OF AUDIT NOTIFICATIONS WILL I RECEIVE?

The system will send you the following email notices:

- Initial Audit notice**

The Initial Audit notice will be sent on the first of every month to alert you to the creation of a new audit. This is your notice to report any payments to subcontractors for this month. All audits should be completed within 15 days. After 30 days the audit response is **PAST DUE**.

2. **REMINDER- Contract Monitoring Notice**

The Reminder notice will alert you that you have not yet completed an outstanding audit and you need to do so soon.

3. **Unresponsive Subcontractors Notice**

The Unresponsive Subcontractors notice will alert you to an outstanding audit that your subcontractor has not yet completed.

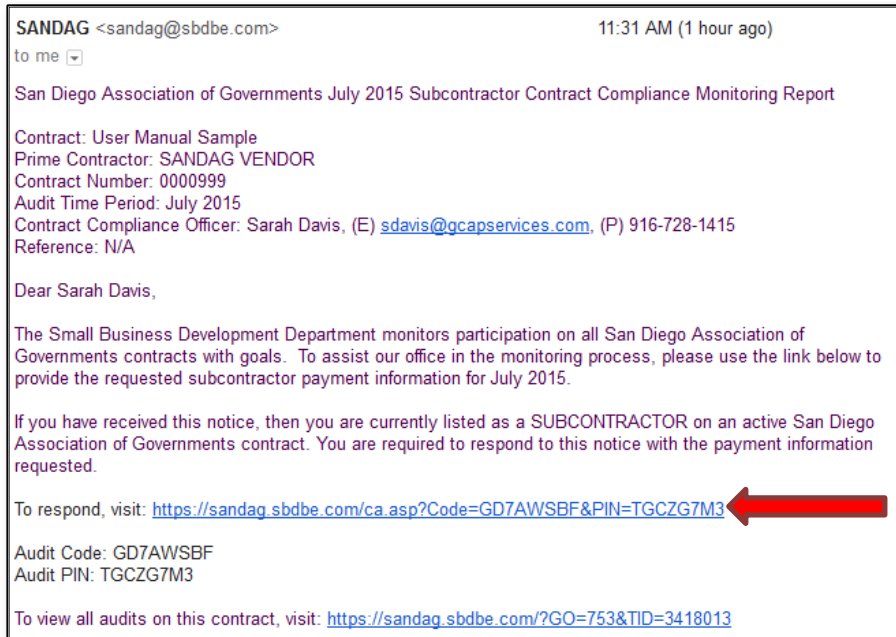
4. **Discrepancy notice**

The Discrepancy notice will alert you to a discrepancy in the amount you entered for a subcontractor payment and the amount the subcontractor entered as received.

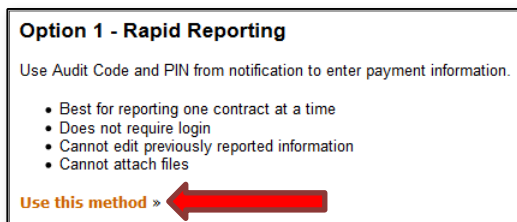
AUDITS: SUBCONTRACTOR

HOW DO I CONFIRM MY PAYMENTS FROM THE PRIME CONSULTANT?

1. Once the prime contractor enters the payment amount for your subcontract for this audit period, a Contract Monitoring email notice will be sent to you alerting you to a new audit. You can go directly to the audit by clicking on the link in the email audit notice.



2. You have 2 methods by which you can verify your subcontract payment.
3. Option 1 is Rapid Reporting. Click **Use this method** under Option 1 to use Rapid Reporting.



- If you clicked on the link from the email, the Access Verification will automatically appear. Click on **Submit** to respond to the audit.

Option 1 - Rapid Reporting

Use Audit Code and PIN from notification to enter payment information.

- Best for reporting one contract at a time
- Does not require login
- Cannot edit previously reported information
- Cannot attach files

[Use this method »](#)

Access Verification

Enter the Audit Code and Audit PIN from the notification in the field below and click **Submit**. The Code and PIN are **not** case sensitive.

Audit Code:

Audit PIN:

- Click **Confirm payment received** to confirm the payment.



San Diego Association of Governments

Diversity in Small Contractor Opportunities Compliance System

[Back](#)

You are reporting information on behalf of Sarah Davis of SANDAG TEST SUB. If you are not Sarah Davis please [log into your own account](#) or [request a new user account](#).

Audit Information	
Contract Number	0000999
Contract Title	User Manual Sample
Prime Contractor	SANDAG VENDOR
Audit Time Period	July 2015
Date & Time Posted	8/11/2015

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 1 Subcontractor to SANDAG VENDOR	Sub: Confirm payment received due by 9/11/2015 audit lock on 10/11/2015

- Select **Correct** if the amount reported by the prime consultant is correct. If amount reported by the prime is incorrect, please see **WHAT IF THE AMOUNT THE PRIME CONSULTANT REPORTED IS INCORRECT?**

Compliance Audit: Subcontractor Response
Help & Tools

[Main](#) | [View](#) | [Settings](#) | [Subs](#) | [Docs](#) | [Change Orders & Task Orders](#) | [Alerts](#) | [Comments](#) | [Messages](#) | [Closeout](#)

[Compliance Audit List](#) | [Compliance Audit Summary](#) | [Compliance Audit FY](#) | [Reviews](#) | [Site Visits](#) | [Reports](#)

0000999: User Manual Sample
 Prime: **SANDAG VENDOR**
 6/1/2015 - 9/30/2015

 Status: **Open**
 Current Award: **\$100**
 Total Paid: **\$7,500**
 For Credit: **\$0**

Goal: **0.00%**
% Credit: **0.00%**

This compliance audit requires that the amount reported by **SANDAG VENDOR** on this contract be confirmed or rejected. Fill in the form and click **Review**. View Payment History

* required entry

Audit Information

Audit Time Period	July 2015
-------------------	-----------

Previous Payment Information

Total Through July 2015	\$875.00
-------------------------	----------

Prime Information

Prime Contractor	SANDAG VENDOR
Prime Vendor Number	20230379

Prime Payment Information

Amount Paid TO Prime for July 2015	\$4,500.00 by San Diego Association of Governments to SANDAG VENDOR
------------------------------------	---

Audit Information

Amount Reported by the prime contractor for July 2015 as PAID to You

	\$675.00
--	----------

Confirm Reported Amount? *

[Show all options and fields](#)

Correct - the amount reported by the prime contractor as PAID to us is correct (\$675.00).

 Incorrect - the amount reported by the prime contractor as PAID to us is not correct.

- Enter the date the payment was received, whether it was paid within the prompt payment policy, and describe the work performed.

Audit Information

Amount Reported by the prime contractor for July 2015 as PAID to You

	\$675.00
--	----------

Confirm Reported Amount? *

Correct - the amount reported by the prime contractor as PAID to us is correct (\$675.00).

1. Payment Date: * (mm/dd/yyyy)

 » If multiple payments were received, enter the date of the **first** payment.

2. Were you paid in accordance with the organization's prompt payment policy? *

 Yes - we were paid within 10 days of the prime being paid.

 No - we were not paid within 10 days of the prime being paid.

 N/A - we cannot determine if we were paid promptly.

3. Detail the work you performed for this payment: *

Incorrect - the amount reported by the prime contractor as PAID to us is not correct.

- Indicate if this payment is your final payment on this contract. Please note, only indicate a final payment if you have no outstanding invoices and will have no further invoices on this contract.

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.

- You may attach any files applicable to this payment and any comments.

Attach File(s)	
	<input type="button" value="Attach File"/>
Public Comments	
	These comments are visible to the compliance officer and the prime contractor.
Private Comments	
	These comments are visible ONLY to the compliance officer.

- Since this method uses the Rapid Reporting option and you did not log into the CIS system, you will need to verify your identity by using an electronic signature.

For your eSignature, type your full, legal name as your signature, your position/title, organization, and today's date.

eSignature	
Your Full Name *	<input type="text"/>
Your Position/Title *	<input type="text"/>
Your Organization *	SANDAG TEST SUB
Today's Date *	8/13/2015 (mm/dd/yyyy)
Confirmation	<input checked="" type="checkbox"/> Send a confirmation of my response. Message will be sent to the user assigned to this record.

I am submitting this form with information that I understand to be correct and accurate.

- When complete, check the box to verify the accuracy of the information provided and click **Save**.

4. Option 2 is Login and Report. **Click Use this Method** under Option 2 to login and report your payment.

Option 2 - Login and Report

Login using your username and password to report requested information.

- Best for reporting information for multiple contracts at the same time
- Allows editing of reported information
- Can attach files

[Use this method >](#)

- Click **Login** to log into CIS with your username and password.

Option 2 - Login and Report

Login using your username and password to report requested information.

- Best for reporting information for multiple contracts at the same time
- Allows editing of reported information
- Can attach files

Use this method »

After logging in, you will be directed to the audit. If you do not know your username, or need a password reminder, you can lookup your user account.

- You can view incomplete audits from your Dashboard. Click the number corresponding to the Incomplete Audits to view.

Dashboard Displaying records assigned to your company

Contract	
Total	1
Open	1
Soon to end (3 mo)	1
Contract Audits	
Total Audits	2
Incomplete Audits »	1

- Click **Incomplete** to view the audit and verify your payment.

Contract Audits Help & Tools

Messages | **Contract Audits** | Bid Solicitations | 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

1 - 1 of 1 records displayed: [Previous Page](#) < Page 1 > [Next Page](#) Records per page 20

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	July 2015	0000999: User Manual Sample	San Diego Association of Governments	\$4,500.00

- Click **Confirm payment received** to verify your payment.

Compliance Audit: Audit Notice for July 2015 Help & Tools

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

0000999: User Manual Sample Status: **Open**
 Prime: **SANDAG VENDOR** **6/1/2015 - 9/30/2015**
Current Value: **\$10,000**

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	July 2015
Date & Time Posted	Local: 8/11/2015 5:49:22 PM CDT System: 8/11/2015 5:49:22 PM 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 SANDAG VENDOR	Sub: Confirm payment received due by 9/11/2015 audit lock on 10/11/2015

- Select **Correct** if the amount reported by the prime consultant is correct. If amount reported by the prime is incorrect, please see **WHAT IF THE AMOUNT THE PRIME CONSULTANT REPORTED IS INCORRECT**.

Compliance Audit: Subcontractor Response Help & Tools

Main | View | Settings | Subs | Docs | Change Orders & Task Orders | Alerts | Comments | Messages | Closeout

Compliance Audit List | Compliance Audit Summary | Compliance Audit FY | Reviews | Site Visits | Reports

0000999: User Manual Sample Status: **Open**
 Prime: **SANDAG VENDOR** Current Award: **\$100**
6/1/2015 - 9/30/2015 **Goal: 0.00%** Total Paid: **\$7,500**
% Credit: 0.00% For Credit: **\$0**

This compliance audit requires that the amount reported by **SANDAG VENDOR** on this contract be confirmed or rejected. Fill in the form and click **Review**. View Payment History

* required entry

<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th colspan="2">Audit Information</th> </tr> </thead> <tbody> <tr> <td>Audit Time Period</td> <td>July 2015</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th colspan="2">Previous Payment Information</th> </tr> </thead> <tbody> <tr> <td>Total Through July 2015</td> <td>\$875.00</td> </tr> </tbody> </table>	Audit Information		Audit Time Period	July 2015	Previous Payment Information		Total Through July 2015	\$875.00	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th colspan="2">Prime Information</th> </tr> </thead> <tbody> <tr> <td>Prime Contractor</td> <td>SANDAG VENDOR</td> </tr> <tr> <td>Prime Vendor Number</td> <td>20230379</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th colspan="2">Prime Payment Information</th> </tr> </thead> <tbody> <tr> <td>Amount Paid TO Prime for July 2015</td> <td>\$4,500.00 by San Diego Association of Governments to SANDAG VENDOR</td> </tr> </tbody> </table>	Prime Information		Prime Contractor	SANDAG VENDOR	Prime Vendor Number	20230379	Prime Payment Information		Amount Paid TO Prime for July 2015	\$4,500.00 by San Diego Association of Governments to SANDAG VENDOR
Audit Information																			
Audit Time Period	July 2015																		
Previous Payment Information																			
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Prime Information																			
Prime Contractor	SANDAG VENDOR																		
Prime Vendor Number	20230379																		
Prime Payment Information																			
Amount Paid TO Prime for July 2015	\$4,500.00 by San Diego Association of Governments to SANDAG VENDOR																		

Audit Information	
Amount Reported by the prime contractor for July 2015 as PAID to You	
	\$675.00
Confirm Reported Amount? *	
Show all options and fields	<input checked="" type="radio"/> Correct - the amount reported by the prime contractor as PAID to us is correct (\$675.00). <input type="radio"/> Incorrect - the amount reported by the prime contractor as PAID to us is not correct.

- Enter the date the payment was received, whether it was paid within the prompt payment policy, and describe the work performed.

- Indicate if this payment is your final payment on this contract. Please note, only indicate a final payment if you have no outstanding invoices and will have no further invoices on this contract.

- You may attach any files applicable to this payment and any comments. You may also send a confirmation of your response to your email.

- When complete, check the box to verify the accuracy of the information provided and click **Save**.

WHAT IF THE AMOUNT THE PRIME CONSULTANT REPORTED IS INCORRECT?

1. After using either the Rapid Reporting or Login and Report method for viewing the audit, select **Incorrect** in the Confirm Reported Amount section.

Audit Information	
Amount Reported by the prime contractor for July 2015 as PAID to You	
	\$675.00
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 (\$675.00).
	<input checked="" type="radio"/> Incorrect - the amount reported by the prime contractor as PAID to us is not correct.

2. Select either no payment or a different amount.

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 (\$675.00).
	<input checked="" type="radio"/> Incorrect - the amount reported by the prime contractor as PAID to us is not correct.
	<input type="radio"/> We received no payment in July 2015. <input type="radio"/> We were paid a different amount in July 2015 than reported (\$675.00).

3. If you received a different amount than the prime reported, enter the amount you actually received and a brief description of the work performed.

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 (\$675.00).
	<input checked="" type="radio"/> Incorrect - the amount reported by the prime contractor as PAID to us is not correct.
	<input type="radio"/> We received no payment in July 2015. <input checked="" type="radio"/> We were paid a different amount in July 2015 than reported (\$675.00).
	<p>1. Enter the amount you actually received from the prime contractor in July 2015: *</p> <p style="text-align: center;">\$ <input type="text"/></p> <p>2. Detail the work you performed for this payment: *</p> <input type="text"/>

4. Indicate if this payment is your final payment on this contract. Please note, only indicate a final payment if you have no outstanding invoices and will have no further invoices on this contract.

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.

- You may attach a copy of the invoice or check by clicking **Attach File**. It is recommended that you also include check numbers, check amounts (if multiple checks were received), and check dates. This will help the prime verify your amount.

The screenshot shows a form with the following sections:

- Attach File(s)**: Contains an "Attach File" button.
- Public Comments**: Includes a note "These comments are visible to the compliance officer and the prime contractor." and a text area containing: "Check #49852 received on 7/08/2015 for \$350.00" and "Check #49902 received on 7/28/2015 for \$200.00".
- Private Comments**: Includes a note "These comments are visible ONLY to the compliance officer." and a text area containing the same check information as the public comments.
- Confirmation**: Contains a checked checkbox and the text "Send me confirmation of my response."

- When complete, check the box to verify the accuracy of the information provided and click **Save**.

The screenshot shows a confirmation checkbox with the text "I am submitting this form with information that I understand to be correct and accurate." Below the checkbox are three buttons: "Save", "Spell Check", and "Cancel". A red arrow points to the checkbox, and another red arrow points to the "Save" button.

- This creates an audit discrepancy. The prime consultant and the Contract Compliance Office will receive an email notification of the discrepancy.

HOW DO I RESPOND TO A DISCREPANCY?

- After you report an audit discrepancy, the prime consultant will need to respond. When the prime consultant responds, you will be notified. From the Dashboard, click the number corresponding to **Audit Discrepancies**.

The screenshot shows a dashboard with the following data:

Contracts	
Total	1
Open	1

Contract Audits		Total	< 90 days	> 90 days
Total Audits	13	12	1	
Audit Discrepancies >>	1	0	1	

A red arrow points to the "1" in the "Audit Discrepancies" row.

- This will display a list of audit discrepancies. Click on **1 Discrepancy** to view the discrepancy.

Contract Audits Help & Tools

Messages | **Contract Audits** | Bid Solicitations | 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

1 - 2 of 2 records displayed: [Previous Page](#) < Page 1 > [Next Page](#) Records per page 20

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
Discrepancy	July 2015	0000999: User Manual Sample	San Diego Association of Governments	\$4,500.00

- Scroll down to Audit Actions and click on **Resolve discrepancy** to view.

Audit Actions

Category	Action Required & Response Due Date
Tier 1 Subcontractor to SANDAG VENDOR	Sub: Resolve discrepancy

- Review the resolution data reported by the prime.

Compliance Audit: Discrepancy Resolution Help & Tools

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

0000999: User Manual Sample Status: **Open**
 Prime: SANDAG VENDOR 6/1/2015 - 9/30/2015
 Current Value: \$10,000

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 **Prime and subcontractor have responded to discrepancy. Awaiting CCO action.**

Audit Information

Audit Time Period	July 2015
Audit Number	01482117-003

Original Audit Data Reported

Amount Reported by Prime	\$675.00
Amount Reported by Subcontractor	\$550.00
Work Performed (reported by subcontractor)	Graphics
Subcontractor Public Comments	Check #49852 received on 7/08/2015 for \$350.00 Check #49902 received on 7/28/2015 for \$200.00
Subcontractor Private Comments	Check #49852 received on 7/08/2015 for \$350.00 Check #49902 received on 7/28/2015 for \$200.00

Discrepancy Resolution Data Reported

New Amount Reported by Prime	\$675.00	NOT included in Goal
New Amount Reported by Subcontractor	\$675.00	
New Prime Public Comments	CK #49913 in the amount of \$100.00 was sent out on 6/30/2015.	

5. If you agree with the prime's information and the discrepancy has been resolved, click **Resolve Discrepancy**.

Compliance Audit: Discrepancy Resolution Help & Tools

[Contract Main](#) | [View Contract](#) | [Subcontractors](#) | [Compliance Audit List](#) | [Messages](#) | [Comments](#) | [Reports](#)

0000999: User Manual Sample Status: **Open**
 Prime: **SANDAG VENDOR** 6/1/2015 - 9/30/2015
 Current Value: **\$10,000**

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.

6. The discrepancy is now closed.

WHAT TYPES OF AUDIT NOTIFICATIONS WILL I RECEIVE?

The system will send you the following email notices:

1. **Initial Audit notice**

The Initial Audit notice will be sent when the prime reports their payment(s) to you. This is your notice to confirm or dispute the payment reported by the prime. All audits should be completed within 15 days. After 30 days the audit response is **PAST DUE**.

2. **REMINDER- Contract Monitoring Notice**

The Reminder notice will alert you that you have not yet completed an outstanding audit and you need to do so soon.

3. **Discrepancy notice**

The Discrepancy notice will alert you to a response from the prime consultant in regards to your discrepancy.