WSDOT AUTOMATED COMPLIANCE AUDIT PROCESS FOR PRIME CONTRACTORS

This document will provide instructions on how to: (1) review & add subcontractors, and (2) enter subcontractor payments into the Diversity Management & Compliance System (DMCS).
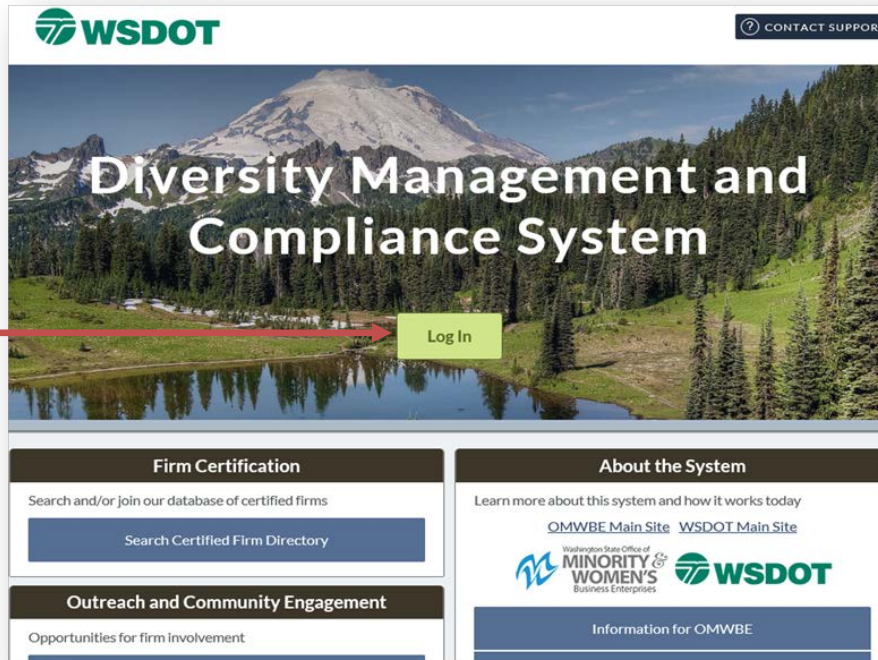
Contents

Step 1: Login to the system

You should have received an email containing your login information. Go to the [DMCS home page](#) and login to the system.

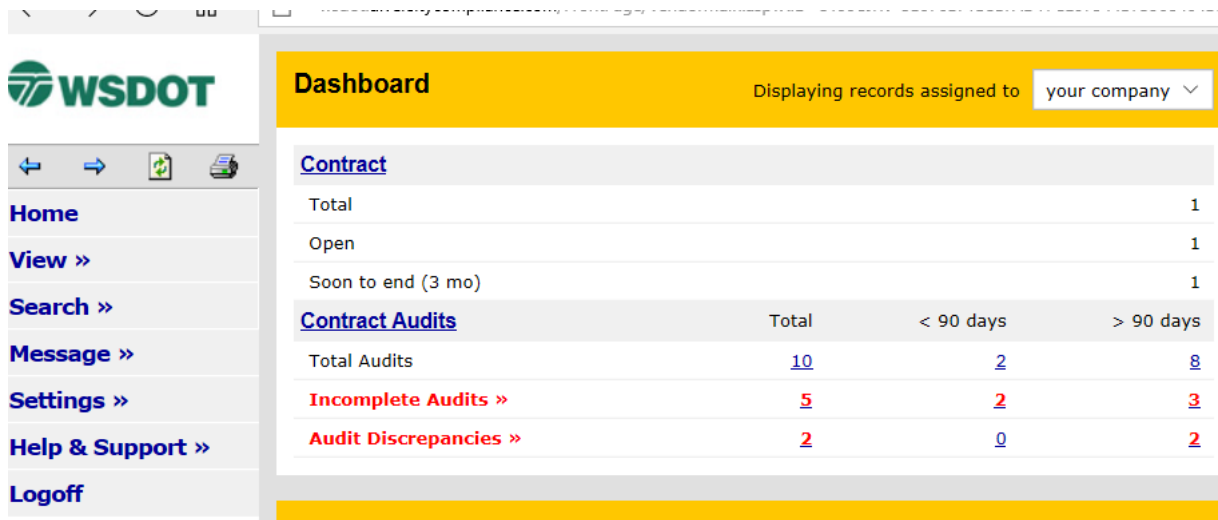**Click on the log in button**

If at any point you have difficulties using DMCS, please do not hesitate to ask for help.

We would be happy to assist you.

You can email us at DiversityReporting@wsdot.wa.gov or call 360-705-7045 to request assistance.

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Step 2: Review the information listed on your dashboard.

After logging into DMCS, you will be taken to the main page. On the main page, your dashboard will display information on active contracts and whether any audits need to be completed.
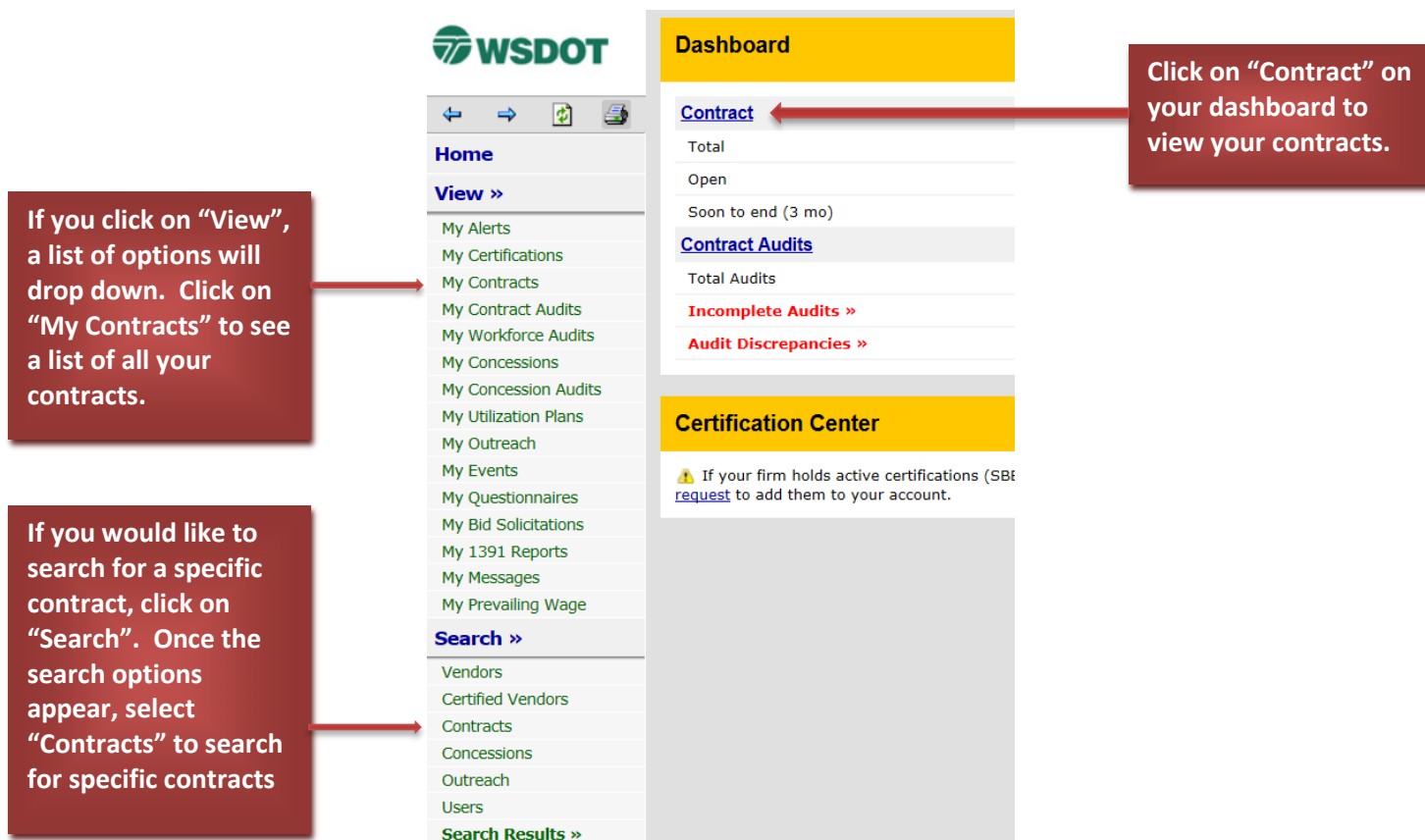

Step 3: Review your list of contracts.

To view your contracts, click on contract which is located on your dashboard. You can also use the sidebar to view your contracts or search for a specific contract.

Click on "Contract" on your dashboard to view your contracts.

If you click on "View", a list of options will drop down. Click on "My Contracts" to see a list of all your contracts.

If you would like to search for a specific contract, click on "Search". Once the search options appear, select "Contracts" to search for specific contracts

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Step 4: Select the contract you would like to review.

You should now be viewing a list of your contracts. From that list, you can click on "View" to review a specific contract. It is important that you review each of your contracts to ensure all of your subcontractors are assigned correctly.

Click "View" to review a contract.

Step 5: Navigate to the list of subcontractors to ensure it is correct.

You should now be on the contract's main page. Click "View Subcontractors" to review the subcontractors assigned to the contract.

Refresh Page

Contract Information	
Contract Title	**PLAYGROUND. US 97/SR 14, PAVING - KLICKITAT COUNTY**
Contract Number	**009098**
System Transaction Number	**02108688-001**
Start Date	**5/22/2017**
(Projected) End Date	**6/30/2018**
Contract Value	**$4,600,520.00**
Compliance Officer	**Jacki Doty**

User Assignment			
Contract Type	Subcontract Percent	Compliance Contact Person	Compliance Audit Required
Prime	-	George Washington ∨	✓

Click here: → [View Subcontractors]   [Compliance Audit List]

Contract Status & Actions			
	Status	Actions	Previous Transactions
Contract	Open	**View Contract**	
ContractChange Orders			None
Contract Extensions/Shortenings			None

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Step 6: Review the list of Subcontractors.

You should now see a list of all the subcontractors assigned to the contract. Review the list to ensure that all of your subcontractors are listed correctly. You will have to add any missing subcontractors.

Contract Management: Subcontractor List

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

Washington State Department of Transportation
009098: PLAYGROUND. US 97/SR 14, PAVING - KLICKITAT COUNTY
Prime: **Test Prime Vendor 24**

Status: **Open**
5/22/2017 - 6/30/2018
Current Value: **$4,600,520**

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	**Construction Ahead Inc**	✓	$104,000	Sub 100%	N DBE	No	No	Add Tier 2 Sub Substitute Sub Remove Sub
2	**JWC Transport, LLC**	No	$4,000	Truck/Haul	No	No	No	Add Tier 3 Sub Substitute Sub Remove Sub
1	**Construction Ahead Inc**	✓	$30,000	Sub	No	No	No	Add Tier 2 Sub Substitute Sub Remove Sub
1	**North Star Enterprises, Inc.**	✓	$300,000	Sub 100%	C DBE	No	No	Add Tier 2 Sub Substitute Sub Remove Sub
1	**WSDOT Test Sub Vendor 25** [Removal request approved on 11/16/2017]	No	$75,000	Sub	No	No	No	
1	**WSDOT Test Sub Vendor 25**	No	$75,000	Sub	No DBE	✓	No	Add Tier 2 Sub Substitute Sub Remove Sub
1	**WSDOT Test Sub Vendor 25**	No	$25,000	Sub	No	✓	No	Add Tier 2 Sub Substitute Sub Remove Sub
1	**WSDOT Test Sub Vendor 25**	No	$25,000	Sub	No	✓	No	Add Tier 2 Sub Substitute Sub Remove Sub

Step 7: Adding Subcontractors.

In the event you need to add a subcontractor, click on the "Add First Tier Subcontractor" button.

Refresh Page

Subcontractor List

	Subcontractor Name	Certified	Current Award	Type	Inc. in Goal	Compliance Audit	Final Pmnt	Actions
1	**Construction Ahead Inc**	✓	$104,000	Sub 100%	N DBE	No	No	Add Tier 2 Sub Substitute Sub Remove Sub
2	**JWC Transport, LLC**	No	$4,000	Truck/Haul	No	No	No	Add Tier 3 Sub Substitute Sub Remove Sub
1	**Construction Ahead Inc**	✓	$30,000	Sub	No	No	No	Add Tier 2 Sub Substitute Sub Remove Sub
1	**North Star Enterprises, Inc.**	✓	$300,000	Sub 100%	C DBE	No	No	Add Tier 2 Sub Substitute Sub Remove Sub
1	**WSDOT Test Sub Vendor 25** [Removal request approved on 11/16/2017]	No	$75,000	Sub	No	No	No	
1	**WSDOT Test Sub Vendor 25**	No	$75,000	Sub	No DBE	✓	No	Add Tier 2 Sub Substitute Sub Remove Sub
1	**WSDOT Test Sub Vendor 25**	No	$25,000	Sub	No	✓	No	Add Tier 2 Sub Substitute Sub Remove Sub
1	**WSDOT Test Sub Vendor 25**	No	$25,000	Sub	No	✓	No	Add Tier 2 Sub Substitute Sub Remove Sub

Click here to add subcontractors to the list. → [Add First Tier Subcontractor]

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Step 8: Enter new subcontractor's information into required fields.

You should now be on the Contract Management: Add Subcontractor page. Check if the subcontractor's information is already in DMCS. You can do this by clicking on "Get Vendor" to search for the subcontractor you are trying to add.

Contract Management: Add Subcontractor

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

Washington State Department of Transportation
009098: PLAYGROUND. US 97/SR 14, PAVING – KLICKITAT COUNTY
Prime: Test Prime Vendor 24

Status: Open
5/22/2017 - 6/30/2018
Current Value: $4,600,520

Help & Tools

Click on "Get Vendor" to conduct the search.

* required entry

Vendor Information

Vendor *	**Get Vendor** from vendor database
Vendor Compliance Contact *	None selected ∨
Vendor Address *	None selected ∨

Applicable Vendor Certifications

Assign a vendor and click to refresh certification list.

On the Search Vendors page, you can enter in information to conduct a search. Click on "Search All Matches" or "Search First 20 Matches" to conduct a search.

Search: Vendors   CLOSE WINDOW ⊠

Search for vendor using names, location, classification, and/or other criteria. Enter information into any of the boxes below and click one of the search buttons. Some parameters may be required.

[Search First 20 Matches]   [Search All Matches]   [Clear Form]   [Cancel/Return]

Select one of the search options to conduct a search.

Search Parameters

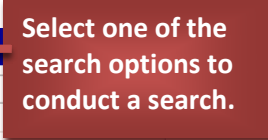| Business Name/DBA | |
	Enter business name, DBA name, Tax ID number, or System Vendor Number; all searches are wildcard (e.g. *text*).
Contact Person	First name / Last name / Contact Type: Users ∨
City	
State/Province	U.S. States/Provinces ∨ or Canadian Provinces ∨
Zip Code/Postal Code	U.S. Zip Code or Canadian Postal Code
Phone Area Code	
Commodity Codes	Click to Lookup Commodity Codes
Business Description	

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From the search results, click on "Select Vendor" to add that subcontractor's information.

Click here:

Business Name	All ∨	Phone Number	Location	Actions
A.A.C. MECHANICAL INC.		713-776-1900	HOUSTON, TX	Select Vendor
A.C.M.E.		503-939-1388	BATTLEGROUND, WA	Select Vendor
AAA ACME LOCK CO INC			MILWAUKEE, WI	Select Vendor
AACME GENERAL CONTRACTORS INC.		540-825-6278	BRANDY STATION, VA	Select Vendor
ABLE SHEET METAL & A/C MECHANICAL CONTRACTORS		888-555-1234	DALLAS, TX	Select Vendor
AC MECHANICAL, LLC		609-383-0077	ABSECON, NJ	Select Vendor
AC MEDIA RESOURCES DBA AC MEDIA RESOURCES		856-767-2355	WEST BERLIN, NJ	Select Vendor
ACADEMY FOR CONTINUING MEDICAL EDUCATION, LLC DBA ACME, LLC		830-481-0549	BLANCO, TX	Select Vendor

Search: Vendors — CLOSE WI—

To **resort** click column title. To **filter** click dr—

After clicking on "Select Vendor", the subcontractor's information should populate some of the fields that need to be entered before you are able to add the subcontractor to the list.

When you return to the Add Subcontractor page, make sure all information with a red asterisk has been entered.

Contract Management: Add Subcontractor

Help & Tools

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

Washington State Department of Transportation
009098: PLAYGROUND. US 97/SR 14, PAVING - KLICKITAT COUNTY
Prime: **Test Prime Vendor 24**

Status: Ope—
5/22/2017 - 6/30/201—
Current Value: $4,600,52—

* required entry

Vendor Information

Vendor *	Get Vendor from vendor database
Vendor Compliance Contact *	None selected ∨
Vendor Address *	None selected ∨

Applicable Vendor Certifications

Assign a vendor and click to refresh certification list.

Subcontract Information

Subcontractor Tier *	[Tier 1] Subcontractor to Test Prime Vendor 24 [Prime Contractor]
Current Prime Contract Amount	$4,600,520.00
Subcontract Percent/Amount *	○ By Amount: $ [_____] ○ By Percent: [_____] % Enter the <u>full</u> amount/percent of the subcontract or the percent relative to the total contract value ($4,600,520). Do not deduct amount/percent of subcontracts awarded <u>by</u> this subcontractor.
Include in Compliance Audits? *	○ Yes - subcontractor is active and should be included in the periodic compliance audits of the contract. ○ No - subcontractor is inactive.
Count Towards Certified Goal *	○ Yes - Payments to this subcontractor count towards the [None selected ∨] Goal (Credit Type: [Not Selected ∨]) ○ No
Type of Participation *	◉ Subcontractor/Subconsultant ○ Supplier - Manufacturer ○ Supplier - Regular Dealer

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Step 9: Finalize the subcontractor's information.

Once all required information has been entered, scroll to the bottom of the screen and click on review.

Add vendor to existing audits for this contract? *	○ Yes - add this subcontractor to all audits going back to the period of [April ▾] [2018 ▾] ⦿ No. Subcontractor's first audit will be the next one. Payments Already Made: $ [0]
Reference Identifier	[_____] Use this field to uniquely identify this subcontractor if the firm is listed on the contract two or more times. This identifier will be displayed on the vend list for quick identification of each instance of a firm's participation on the contract.
Attach File(s)	[Attach File]
Comments *	

When finished entering information, click on review to proceed.

[Spell Check] [Review] [Cancel]

After clicking on review, you will then be asked to check that all information is correct. If all the information is correct, click on save to finish adding the subcontractor.

The subcontractor you added should now be in the list.

Refresh Page

Subcontractor List							
Subcontractor Name	**Certified**	**Current Award**	**Type**	**Inc. in Goal**	**Compliance Audit**	**Final Pmnt**	**Actions**
1 Construction Ahead Inc	✓	$104,000	Sub 100%	Ⓝ DBE	No	No	Add Tier 2 Sub Substitute Sub Remove Sub
2 JWC Transport, LLC	No	$4,000	Truck/Haul	No	No	No	Add Tier 3 Sub Substitute Sub Remove Sub
1 Construction Ahead Inc	✓	$30,000	Sub	No	No	No	Add Tier 2 Sub Substitute Sub Remove Sub
1 North Star Enterprises, Inc.	✓	$300,000	Sub 100%	Ⓖ DBE	No	No	Add Tier 2 Sub Substitute Sub Remove Sub
1 WSDOT Test Sub Vendor 25 [Removal request approved on 11/16/2017]	No	$75,000	Sub	No	No	No	
1 WSDOT Test Sub Vendor 25	No	$75,000	Sub	No DBE	✓	No	Add Tier 2 Sub Substitute Sub Remove Sub
1 WSDOT Test Sub Vendor 25	No	$25,000	Sub	No	✓	No	Add Tier 2 Sub Substitute Sub Remove Sub
1 WSDOT Test Sub Vendor 25	No	$25,000	Sub	No	✓	No	Add Tier 2 Sub Substitute Sub Remove Sub

You can also add Tier 2 subcontractors, substitute subcontractors, or remove subcontractors by clicking on those options that are on the far right side of the list.

Congratulations! You have confirmed the accuracy of your subcontractors listed on the contract.

g@wsdot.wa.gov

Step 1: Go to DMCS's audit page and select the audit you need to complete.

After you have login to the system, review you dashboard. Any incomplete audits will be in red text.   Click on the red links from the dashboard.

Click on the red text to view incomplete audits.

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

Click on "Incomplete" to view that audit

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Step 2: Report payments made to subcontractors.

After opening the audit, click on the red link to report Subcontractor payments.

Step 3: Enter payments using one of two options.

You can enter your payments through either one quick update, or enter each payment individually.

Option 1: Enter all payments at once.

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Option 2: Enter payments individually.

Select the subcontractor you want.

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
Sub Flooring, LLC Veronica Lara kathy2@b2gnow.com P 602-325-9277, F 602-325-9277	Yes	Sub 100%	Yes	WBE	Submit Response	Not Reported	--	$9,000.00	10.000%	4.865%
Sub System Construction Marlin Kaplan vendor2@b2gnow.com P 602-325-9277, F 602-866-7788	Yes	Sub 100%	Yes	MBE	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.

Audit Information

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

Amount PAID for April 2015 *	$ [ ] >> Do NOT enter invoice amount.
Payment Date *	[ ] >> Enter payment date if you made a payment for April 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 April 2015. ○ Yes - the subcontractor was paid within 7 days of payment from City of Milwaukee. ○ No - the subcontractor was not paid within 7 days of payment from . ○ 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 April 2015. This information is optional but will speed up the confirmation process. Payment details are displayed to Sub Flooring, LLC.
Supporting Documents	Attach File Attached documents are not visible to Sub Flooring, LLC.
Comments	(Optional) These comments are visible ONLY to your compliance officer. They are not visible to Sub Flooring, LLC.

Enter the requested information.

Congratulations! You have completed your audit!

After you finish entering the subcontractor payments, the subcontractors will be sent an email requesting that they verify the information is correct. Once the subcontractors verify their payments, the audit is officially considered closed.

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