

## Contract Compliance Reporting System Quick Reference Guide:

### Prime Reporting

Each month, the system will automatically create an “audit” for the previous month. This is where you will report payments received from the airport and payments made to subcontractors.

1. You will receive an email notifying you that the audit has been created and requesting that you view the audit and respond.

**Lambert - St. Louis International Airport**

To: BDD Test <StlAirport\_Test\_Vendor@outlook.com> ▾

📧 Reply all | ▾

Tue 4/5/2016 2:41 PM

Lambert - St. Louis International Airport January 2016 Prime Contractor Contract Compliance Monitoring Report

Contract: Parking Lot Asphalt Resurfacing Improvements (TEST)  
 Prime Contractor: STL Test Prime: Tramar  
 Contract Number: T-C19840  
 Audit Time Period: January 2016  
 Contract Compliance Officer: Carrie Bagwell, (E) cebagwell@flystl.com, (P) 314-426-8034

Dear BDD Test,

The Business Diversity Development monitors participation on all Lambert - St. Louis International Airport contracts with goals. To assist our office in the monitoring process, please login to your account in the Business Diversity Contract Compliance System and provide the requested subcontractor payment information for January 2016.

If you have received this notice, then you are currently listed as a PRIME contractor on an active Lambert - St. Louis International Airport contract. You are required to respond to this notice with the payment information requested.

To view the audit notice and respond, visit: <https://flystl.diversitycompliance.com/?GO=397&TID=3733427>  
 To view all audit notices, visit: <https://flystl.diversitycompliance.com/?GO=753&TID=3733427>

PLEASE REFER TO THE BOTTOM OF THIS NOTICE FOR ADDITIONAL HELP

Note that the email includes detailed instructions on how to report payments.

2. Click on the link to “view the audit notice and respond”. (NOTE: You also have the option to view all audit notices but if reporting is done on time as required, there should be no additional audit notices.) This will take you to the system login screen. Log into your account.
3. Once logged in, you will be taken directly to the audit notice screen.

<b>Lambert - St. Louis International Airport</b>	Status: <b>Open</b>
T-C19840: Parking Lot Asphalt Resurfacing Improvements (TEST)	6/1/2015 - 3/31/2016
Prime: <b>StlAirport Test Vendor</b>	Current Value: <b>\$111,596</b>

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	February 2016
Date & Time Posted	Local: 3/1/2016 6:05:19 AM CST System: 3/1/2016 6:05:19 AM CST

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 and payments received from Lambert - St. Louis International Airport.

Audit Actions		
	Category	Action Required & Response Due Date
Prime Contractor		<div style="display: flex; justify-content: space-between;"> <div style="color: red;">Report payment received from Lambert - St. Louis International Airport</div> <div>due by 5/5/2016</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="color: red;">Report 3 subcontractor payments</div> <div>audit lock on 6/4/2016</div> </div> <div style="display: flex; justify-content: space-between;"> <div></div> <div>due by 5/5/2016</div> </div> <div style="display: flex; justify-content: space-between;"> <div></div> <div>audit lock on 6/4/2016</div> </div>

Compliance Officer Information	
Contact Person	<a href="#">Carrie Bagwell</a>
Organization	Lambert - St. Louis International Airport
User Number	<a href="#">30000060-018</a>

Buyer/Project Manager Information	
Contact Person	<a href="#">Contract Administrator</a>
Department	Engineering
User Number	<a href="#">10000744-001</a>

- On the audit screen, you will first need to report payments received from the Airport. Click on the Report payment received from Lambert - St. Louis International Airport link. This will take you to the audit itself.

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	<b>Not complete</b> 3 sub responses to be submitted; payment to prime to be submitted Reporting deadline is 5/5/2016 Audit will be locked 6/4/2016
Audit Period	February 2016
Payment to Prime	<b>Report Payment to Prime</b>
Marked As Final Audit?	No (mark audit as final)

Audit Summary - Total Contract Through TODAY (4/6/2016)					
	Award	Award Percent	Payments	Payments Percent	Difference (Payments - Award)
Prime Contract	\$111,596.00		\$25,000.00		
For Credit	\$105,692.57	94.710%	\$2,500.00	10.000%	84.710% below goal
For Credit to DBE Goal	\$0.00	0.000%	\$0.00	0.000%	Goal matched
For Credit to MBE Goal	\$27,999.44	25.090%	\$2,500.00	10.000%	15.090% below goal
For Credit to WBE Goal	\$77,693.14	69.620%	\$0.00	0.000%	69.620% below goal
Contract Progress	22%				
For Credit Progress	29%				

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

Subcontractor Payments for February 2016										
Subcontractor	Certified	Type	Inc. in Goal	Actions	Paid Amount in February 2016	Confirmed by Sub	Total To February 2016	Contract Goal	Actual Percent	
<a href="#">1 B2Gnow Test Vendor 10</a> <a href="#">Test Vendor</a> xxxx@b2gnowuser.com P 999-999-9999, F 999-999-9999	No	Sub 100%	WBE	<a href="#">Submit Response</a>	Not Reported	--	\$0.00	4.480%	0.000%	
<a href="#">1 B2Gnow Test Vendor 33</a> <a href="#">Kathleen Kiku</a> test33@b2gnowuser.com P 602-325-9277, F 602-325-9277	No	Sub 100%	MBE	<a href="#">Submit Response</a>	Not Reported	--	\$2,500.00	7.886%	10.000%	
<a href="#">1 STL Test Sub: Total Lock &amp; Security</a> <a href="#">BDD 2</a> bddst12@outlook.com	No	Reg. Dealer	No	<a href="#">Submit Response</a>	Not Reported	--	\$1,200.00	1.075%	4.800%	

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

- On the audit screen, click on Report Payment to Prime in the Audit Information section. Enter the amount paid during the reporting period and the payment date. In the Comments section, enter the Invoice # that was paid and any other relevant comments. Click Save to record the information.

Payment to Prime

**Report Payment to Prime**

Report the payment you received from the organization for **February 2016**. You may report this information **once**; any **changes** to the amount and/or date must be made by the compliance officer.

Amount For February 2016 \* \$

Payment Date  (mm/dd/yyyy)

Comments \*

- Once you have submitted payments received from the Airport, you will need to enter payments made to your subcontractors. The easiest way to do this is by clicking Submit ALL Incomplete Records in the lower middle of the page.

7. This will give you a table where you can enter payments for all vendors at one time. Please note that payment information must be entered for all subcontractors, not just those who are certified. The Payment Details & Comments section is optional. Once all data is entered, click Save.

Subcontractor Payment Information				
Subcontractor	Total Through January 2016	Payment for February 2016	Payment Date & Prompt Payment (within 15 days)	Payment Details & Comments
<input type="checkbox"/> B2Gnow Test Vendor 10	\$0.00	\$ 850	2/15/2016 <input checked="" type="radio"/> Y <input type="radio"/> N <input type="radio"/> N/A	Payment Detail: <a href="#">Docs</a> Comments:
<input type="checkbox"/> B2Gnow Test Vendor 33	\$2,500.00	\$ 1650	2/15/2016 <input checked="" type="radio"/> Y <input type="radio"/> N <input type="radio"/> N/A	Payment Detail: <a href="#">Docs</a> Comments:
<input type="checkbox"/> STL Test Sub: Total Lock & Security	\$1,200.00	\$ 3660	2/15/2016 <input checked="" type="radio"/> Y <input type="radio"/> N <input type="radio"/> N/A	Payment Detail: <a href="#">Docs</a> Comments:

8. You have now completed your portion of the audit and it will be pending confirmation from subcontractors.