Contract Compliance Reporting System Quick Reference Guide:

Subcontractor Reporting (Rapid Response)

Each month, the system creates an "audit" for the previous month. The prime contractor then enters payment information including any payments made to subcontractors during the audit period.

1. You will receive an email notifying you that you are required to provide subcontractor payment information for the audit period.

Lambert - St. Louis International Airport February 2016 Subcontractor Contract Compliance Monitoring Report

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

Dear BDD 2,

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 use the link below to provide the requested subcontractor payment information for February 2016.

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

To respond, visit: https://flystl.diversitycompliance.com/ca.asp?Code=HQKJ3X8P&PIN=HG3S3FA4

Audit Code: HQKJ3X8P
Audit PIN: HG3S3FA4

To view all audits on this contract, visit: https://flystl.diversitycompliance.com/?GO=753&TID=3812801

2. Click on the link "To 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.)

3. This will take you to the Compliance Reporting System where it offers to options for reporting: Option 1 – Rapid Reporting and Option 2 – Login and Report. This document covers Rapid Reporting, our recommended method of reporting. To select this method, click on Use this method under Option 1

4. When you click on Use this method for Rapid Reporting, it will automatically populate with the Audit Code and Audit PIN from the email you received. Click Submit to continue.

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: HQKJ3X8P
Audit PIN: HG3S3FA4

Submit

5. This will display the audit information. After reviewing to ensure you are reporting on the correct contract/time period. Click on Confirm payment received to proceed.

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You are reporting information on behalf of **BDD 2** of **STL Test Sub: Total Lock & Security**. If you are not **BDD 2** please log into your own account or request a new user account.

Audit Information	
Contract Number	T-C19840
Contract Title	Parking Lot Asphalt Resurfacing Improvements (TEST)
Prime Contractor	StlAirport Test Vendor
Audit Time Period	February 2016
Date & Time Posted	3/1/2016

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 StlAirport Test Vendor	Sub: **Confirm payment received** due by 5/6/2016
	audit lock on 6/5/2016

Customer Support

6. This will bring up the payment screen where you will confirm or reject the payment amount reported by the prime contractor. Complete the entire form then enter your full legal name and title to serve as the e-signature on the document. Click save when everything is complete.

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This compliance audit requires that the amount reported by **StlAirport Test Vendor** on this contract be confirmed or rejected. Fill in the form and click **Save**.

* required entry

Audit Information	
Contract Number	T-C19840
Contract Title	Parking Lot Asphalt Resurfacing Improvements (TEST)
Audit Time Period	February 2016

Prime Payment Information
$65,000.00 paid by **Lambert - St. Louis International Airport** to **StlAirport Test Vendor** (Prime Contractor) on **2/6/2016**.

Audit Information

Amount Reported by the prime contractor for February 2016 as PAID to You

$3,660.00

Confirm Reported Amount? *

○ **Correct** - the amount reported by the prime contractor as PAID to us is correct ($3,660.00).

Show all options and fields

    1. Payment Date: * `2/15/2016` (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? *

    » According to our records, the prime contractor was paid on 2/6/2016.

        ◉ Yes - we were paid within 15 days of the prime being paid on 2/6/2016.

        ○ No - we were not paid within 15 days of the prime being paid on 2/6/2016.

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

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

    ○ We received **no** payment in February 2016.

    ○ We received a **different** amount in February 2016 than reported ($3,660.00).

        1. Enter the amount you actually received from the prime contractor in February 2016: *

        $ [_____]

        2. Payment Date: * [_____] (mm/dd/yyyy)

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

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

        » According to our records, the prime contractor was paid on 2/6/2016.

            ○ Yes - we were paid within 15 days of the prime being paid on 2/6/2016.

            ○ No - we were not paid within 15 days of the prime being paid on 2/6/2016.

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

Final Payment? *

◉ No - our work on this contract3 continues.

○ Yes - this is our last payment for this contract.

○ N/A - we have not begun work on this project or we have not been paid yet for our work.

Is Prime Withholding Retainage? *

○ No

◉ Yes

    How much retainage is being withheld? * $ `5000`

    » Enter total cumulative retainage being withheld the prime contractor.

    When do you expect to receive it? `05/30/2016` (mm/dd/yyyy)

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.

[_____]

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

eSignature

Your Full Name *	Carrie E Bagwell
Your Position/Title *	Project Manager
Your Organization *	STL Test Sub: Total Lock & Security
Today's Date *	4/6/2016 (mm/dd/yyyy)
Confirmation	☑ 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.

[Save]　[Spell Check]　[Cancel]

7. You've now completed your portion of the audit. If there are variances between the amount reported by the prime and the amount you received, please see the full manual for more information.

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