WSDOT AUTOMATED COMPLIANCE AUDIT PROCESS FOR PRIME CONTRACTORS
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).

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Reviewing & adding subcontractors to a contract

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.

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.
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.

- 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.
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.

![Vendor Profile: Contracts](image)

**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.

![Contract Information](image)

**Click here:** View Subcontractors  Compliance Audit List

![Contract Status & Actions](image)

**EMAIL QUESTIONS TO:** DiversityReporting@wsdot.wa.gov
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.

<table>
<thead>
<tr>
<th>Subcontractor Name</th>
<th>Certified</th>
<th>Current Award</th>
<th>Type</th>
<th>Inc. in Goal</th>
<th>Compliance Audit</th>
<th>Final Pmnt</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Ahead Inc</td>
<td></td>
<td>$104,000</td>
<td>Sub 100%</td>
<td>DEE</td>
<td>No</td>
<td>No</td>
<td>Add Tier 2 Sub Substitute Sub Remove Sub</td>
</tr>
<tr>
<td>WSDOT Test Sub Vendor 25</td>
<td></td>
<td>$75,000</td>
<td>Sub</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Add Tier 2 Sub Substitute Sub Remove Sub</td>
</tr>
<tr>
<td>North Star Enterprises, Inc.</td>
<td></td>
<td>$300,000</td>
<td>Sub 100%</td>
<td>DEE</td>
<td>No</td>
<td>No</td>
<td>Add Tier 2 Sub Substitute Sub Remove Sub</td>
</tr>
</tbody>
</table>

Step 7: Adding Subcontractors.

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

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.
From the search results, click on “Select Vendor” to add that subcontractor’s information.

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.
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.

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.

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.

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Completing contract audits

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.

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.
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.
Option 2: Enter payments individually.

Select the subcontractor you want.

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.