PROJECT ENGINEER OFFICE
INTRODUCTION TO THE
DIVERSITY MANAGEMENT &
COMPLIANCE SYSTEM (DMCS)
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A. Why has the Washington State Department of Transportation (WSDOT) implemented DMCS powered by B2GNow?

This system enhances WSDOT’s commitment to inclusion and allows for thorough and accurate monitoring and reporting of prompt payment by WSDOT’s contractors and consultants.

As a requirement of receiving federal-aid, per 49 Code of Federal Regulation Part 26, WSDOT implements the Disadvantaged Business Enterprise (DBE) Program which requires the agency to monitor prompt payment to all subcontractors on federal-aid projects and to improve our state funded diversity reporting and prompt payment monitoring.

B. After reading this manual, you should be able to do the following:

- Find and access the Diversity and Management Compliance System powered by B2GNOW
- How to set up your dashboard
- How to access/monitor contracts
- How/what to review on contracts and subcontractors

For any questions you might have outside of this particular module/topics, we ask that you email DiversityReporting@wsdot.wa.gov or call 360.705.7045
Contacting Customer Support

Should you ever need any help while navigating the Diversity Management and Compliance System, please click the Contact Support button.

The contact information for customer support will appear in a pop up window.

Contact Us & Support
We appreciate your feedback and are here to assist you. Please choose one of the following links to get you to the right team.

WSDOT System Contacts:
DiversityReporting@wsdot.wa.gov
OMWBE Customer Service:
OMWBEadmin@omwbe.wa.gov
(360) 664-9750 or
Toll Free (866) 208-3064
System Support:
Technical Support

Need help?
Some questions may be answered by watching a tutorial video:
- Account Lookup
- Forgot Password
- Change User Information
- New User Request
- Request Username and Password
Logging into DMCS

Step 1: Go to: WSDOT.diversitycompliance.com

Step 2: Select Log In

Tip: If you ever forget the address WSDOT.diversitycompliance.com, you can find a link to DMCS on OEO’s Equal Opportunity - Payments Reporting webpage.
**Step 3:** Enter **Username** and **Password**, then select **Login** button

*To get username and access DMCS, please contact Allison Spector at OEO HQ – Please provide your contact information.*
Viewing Assigned Contracts

There are two ways to view your assigned contracts: If your dashboard is NOT set up, the following is how you view the contracts assigned to you:

Click on the word 'View' to open the following menu:

The System Dashboard

Welcome to your new Dashboard!

This tool can be personalized and configured to display exactly the information you want to see, in a simpler & cleaner format.

Take advantage of many powerful features:

- Control exactly what, where, and how to display data
- Add multiple blocks of information
- Place a block on the left or right of the Dashboard
- Set data based on your own assigned records or the entire organization
- Move blocks up or down on the Dashboard
- Change the color of a block to highlight important information
- New data options are added monthly

Click Personalize to get started.
Then select ‘Contracts’ as indicated below:

Once you select ‘Contracts’, you will be directed to your list of assigned contracts which will look something like this:

To return to your dashboard, click on the ‘Home’ button or the back browser arrow.
For the second way to access contracts, you will first need to set up your dashboard in DMCS. The following steps will help guide you through the process:

To begin, click on the word ‘Personalize’ as shown by the arrow to set up your DMCS dashboard.

**The System Dashboard**

**Welcome to your new Dashboard!**

This tool can be personalized and configured to display exactly the information you want to see, in a simpler & cleaner format.

Take advantage of many powerful features:

- Control exactly what, where, and how to display data
- Add multiple blocks of information
- Place a block on the left or right of the Dashboard
- Set data based on your own assigned records or the entire organization
- Move blocks up or down on the Dashboard
- Change the color of a block to highlight important information
- New data options are added monthly

Click **Personalize** to get started

**NEW FEATURE -- "Saved Search Parameters"**

A little bit of development magic to report — you can now save search parameters for future use. Run any kind of search (vendor, certified vendor, contract, etc.) and at the bottom of the results page click the **Save Search Parameters** button, enter a descriptive reference name, and save. Every time you revisit the search page, there will be a **Use Saved Search** button at the top that will list all saved searches available to you. #WishListDontDoGoneTrue

Note: this feature does not save the search results, it saves the search parameters. So using the saved search in the future will rerun the search parameters with then-current data. It saves the time of having to manually enter multiple parameters for complex searches.

**Final Call - 2018 User Training - May 21-24**

Click here for class list, agenda, more details, and registration

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Select the options you would like to see on your dashboard that you will see when you login. You can choose location, position, color, and data. Click Add to Dashboard once you have your personalized choices.

<table>
<thead>
<tr>
<th>Module</th>
<th>Location</th>
<th>Position</th>
<th>Color</th>
<th>Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract/Concession Summary</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract Summary</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract Audits</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Priority Flagged Contracts</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contracts Awarded (Fiscal Year)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utilization Plans</td>
<td></td>
<td></td>
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<tr>
<td>Outreach</td>
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<tr>
<td>Favorite Reports</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Help Desk</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Click Add to Dashboard once you have your personalized choices.
Once you have your dashboard set up, here is the second way to access your assigned contracts by selecting Contracts, as shown below:

*You now know how to access YOUR assigned contracts!

We are now going to show you how to access and view a contract in your queue. Click on ‘Contracts’ to navigate to your queue:
Select ‘View’ to review a specific contract:

Please note: The **Compliance Officer** (project/local agency staff) and **Secondary Compliance Officer** (OEO Staff), will be populated prior to your access to this system.

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To view the contract, you can do so by either clicking on the ‘View’ tab or the ‘View Contract’:

This is where you will find information regarding specific contracts assigned to you. Select the Subs tab, which is where you will verify requests to sublet (subcontractor and contract dollar amount).

Contract: View

This is a detailed listing of the Contract:

**Contract Information**
- **Contract Title**: BURLINGTON PEO TENANT IMPROVEMENTS WASHINGTON STAT
- **System Transaction Number**: 02216429-001
- **Contract Holder/Owner**: Washington State Department of Transportation
- **Department**: State Highways and Marine Terminals
- **Original Contract Value**: $404,870.00
- **Contract Value Change**: $0.00
- **Contract Secondary Status**: Locked in
- **Contract Dates**
  - **JANUARY START Date**: 9/4/2017
  - **(PROJECTED) END Date**: 12/29/2017

**Prime Contractor Information**
- **Business Name**: Faber Construction Corporation
- **Business Contact**: Kim Burbaker
- **Phone**: 360-354-3050
- **Fax**: 360-354-0356
- **Email**: kim@faberconstruction.com
- **Address**: 102 B Glover St. Lynden, WA 98264

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The ‘Subs’ tab is where you find all of the subs and lower tier subs contracted on the project. You can review payments for a specific by clicking on View, Edit, More… buttons, under Actions.

*Under the Subs tab, you will see ALL subcontractor information (DBE and non-DBE). On this page you will be able to identify: whether your subs are certified DBE’s, how much the contract dollar is for, the role of the DBE on the project, and whether they are Condition of Award.

*In the above screenshot, you can tell that Environmental Abatement Services, Inc. is a state certified MBE based on the symbol in the ‘Include in Goal’ column. Below are some examples of symbols you will see in the system:
After selecting the subcontractor you would like to view, you are taken to the screen below. There you can view information that is specific to that subcontractor.

**Contract Management: View Subcontractor**

**Vendor Information**
- **Business Name**: Bouwman Masonry & Stucco
- **System Vendor Number**: 20469256
- **Vendor Compliance Contact Person**: Kent Bouwman
- **Phone**: 360-364-3811
- **Fax**: 
- **Email**: bouwmanmasonry@aol.com
- **Address**: 1659 Main Street, Lynden, WA 98264

**Applicable Vendor Certifications**
No applicable certifications

**Contract Information**
- **Vendor Type**: Subcontractor
- **Subcontractor Tier**: Tier 1 subcontractor to Faber Construction Corporation
- **Reference Identifier**: 19873,000
- **Contracted Percent & Amount**
  - **Current Award**: $5400.00
  - **Original Award**: $5400.00
  - **Change/Adjustment**: $0.00
  - **Percent**: 1.807% 1.807% 0.000%
- **Type of Participation**: Subcontractor/Subconsultant
  - Original verification amount: $6,400.00
- **Include in Compliance Audits?**: Yes - subcontractor is active and should be included in the periodic compliance audits of the contract.
- **Count Towards Certified Goal**: No
- **Final Payment Made**: No
- **Starting Paid To Date Amount**: $6,400.00 as of 10/31/2017
- **Final Amount Adjustment**: $0.00
- **Subcontract Award Date**: 10/17/2017
- **Work Start Date**: 10/20/2017
- **Work End Date**: 10/31/2017
- **Work Description**: EFIS Repair
- **Work Codes**: NAICS 238149 Masonry Contractors (More)
- **Comments**: Project Complete. Vendor Paid.
If you ever need to make some changes, you can click on the 'Edit' button. Be sure to verify any changes made are correct.

*The below view, under the 'Edit' button, is specific to the WSDOT Construction Project Office. WSDOT Construction Project Office Staff must review the request to sublet in this screen.
Below are the dropdown menu specifics for Type of Participation:

Other important subcontractor settings to look at are the goal type and the assigned work code.
If the NAICS codes you see listed are not accurate or are missing, click on ‘Add Work Codes’ to make changes to the subcontractor’s assigned codes:

After clicking on ‘Add Work Codes’ you will be taken to a new page where you can search for new codes to add. To search for codes, enter in a key word in the search bar then click on ‘Search’. Review the results and click on ‘Add’ to assign an appropriate code:

Commodity Codes: Search

Click any Add link to select a code. You can also search again, sort the list, or click Browse Codes to browse through the entire code list. If multiple code lists are available, you can change the selected list in the drop down list under the search box. When finished, click Return to return to the record.

*This above step is necessary ONLY if you think the NAICS codes assigned are incorrect.
Now that you know how to login and access your assigned contracts, we will show the monitoring and verification process!

To begin, go to your assigned contracts. To review a contract, click ‘View’ to go to that contract’s overview page:

While in a contract, selecting ‘Compliance Audit List’ from the tab menu, will take you to the screen below. This view enables you to see ALL audits/payments reported to a contract.
Upon selecting ‘Compliance Audit List’ in the tab menu in an associated contract, the following screen will occur. In this screen you will be able to see a summary table of associated Audit Periods, with “To Do” items in red. In order to process your ‘To Do’ items, select ‘View Audit’ in the far right hand column with the relevant contract.

Select the ‘Resend Reporting Notice to All Unresponsive Subs’ button at the beginning of the month following reported audit/payment to the prime if no audit/payment reports are made from the Prime to the Sub in the previous month. (Specific to prime not reporting payments made to subs in DMCS)

If the prime was paid in September, DMCS was updated at the beginning of October with payment made to the prime for September. The prime did NOT report audits for relevant subs in October for September. Hence, the need to select the Resend Reporting Notice to Prime and Sub Prime(s) button.

Thank you for your time, if you have additional questions, please email DiversityReporting@wsdot.wa.gov.
Appendix

Appendix A: Example of Payment Difference Between Contract Amount and Prime Payments

The below screen shot shows an example of when the contract amount differs from the payment made to the prime.
Appendix B: Exiting System Without Logging Out

You will see this screen if you leave the system without logging off:

A session for your account is currently active. This may be due to an active session on another computer or a previous session not logged off.

You can assume the active session on this computer, terminate the other session (all unsaved information will be lost) or return to the login page.

- Assume Existing Session on This Computer
- Continue Login & Terminate Other Session
- Return to Login Page
Appendix C: Finding a Payment Made to the Prime

In the DMCS click on ‘Contracts’ in the left dropdown menu bar and select contract you want to review and click ‘View’:

When contract is open select ‘Subs’ tab:
Under the ‘Subs’ tab select the ‘More’ option for the Prime contractor then select ‘Payments’:

### Contract Management: Subcontractor List

<table>
<thead>
<tr>
<th>Prime Contract</th>
<th>Vendor Name</th>
<th>Certified</th>
<th>Inc. in Goal</th>
<th>Compliance Audit</th>
<th>Final Print</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAM Construction General Contractors, LLC</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td>View Edit More... Award Letter Info Letter Payments View Profile</td>
</tr>
</tbody>
</table>

### Subcontractor Award Totals

<table>
<thead>
<tr>
<th>Current Contract Goal</th>
<th>All Subs</th>
<th>Original Subs Towards Goal With Deductions</th>
<th>Current Subs Towards Goal With Deductions</th>
<th>Subs Towards Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amounts</td>
<td>$1,403,099.00</td>
<td>$4,532,653.41</td>
<td>$1,403,099.00</td>
<td>$1,450,404.00</td>
</tr>
<tr>
<td>Percentages</td>
<td>16.115%</td>
<td>32.624%</td>
<td>16.115%</td>
<td>16.651%</td>
</tr>
</tbody>
</table>

Click on the month or months you are inquiring about, in this case **January 2018** was selected (you can click on the month or ‘edit’):

### Contract Management: Payment History for Prime Contractor

#### Contract Payment Details

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Amount Paid</th>
<th>Inc. in Goal</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2018</td>
<td>$657,801.46</td>
<td>No (change)</td>
<td>Edit</td>
</tr>
<tr>
<td>February 2018</td>
<td>$1,645,444.41</td>
<td>No (change)</td>
<td>Edit</td>
</tr>
<tr>
<td>March 2018</td>
<td>$0.00</td>
<td>No (change)</td>
<td>Edit</td>
</tr>
<tr>
<td>April 2018</td>
<td>$790,347.77</td>
<td>No (change)</td>
<td>Edit</td>
</tr>
<tr>
<td>May 2018</td>
<td>$671,932.01</td>
<td>No (change)</td>
<td>Edit</td>
</tr>
<tr>
<td>June 2018</td>
<td>$1,159,878.98</td>
<td>No (change)</td>
<td>Edit</td>
</tr>
</tbody>
</table>

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Details of the payment, more specifically the payment date to the Prime will be available to view. Note: you can also click on the ‘Edit & View Details’ to view.
Appendix D: Glossary of Frequently Used Terms

DMCS = Diversity Management and Compliance System = B2GNow

Work Code = Commodity Code = NAICS Code or North American Industrial Classification System Code

Audit = Payment

Vendor = Contractor(s)

Compliance Officer = WSDOT

Audit Period = Reporting Month

Power User = Person assigned contracts