

ADOT BECO LPA/SR NEWSLETTER Autumn 2019



“
The only
constant in life
is change.
- Heraclitus
”

A publication dedicated to Arizona Local Public Agencies and Subrecipients providing useful information to ensure full compliance with ADOT's DBE and OJT programs while administering federal - aid contracts.

BECO's Crossword Puzzle Autumn 2019

ACROSS:

- Governor of Arizona (first and last name)
- BECO's DBE Contract Language
- The state or fact of adhering rules or standards
- A written statement confirmed by oath or affirmation
- Abbreviation for "Local Public Agency"

DOWN:

- A systematic review or assessment of something
- "T" in "TSR"
- Abbreviation for "Disadvantaged Business Enterprise"
- Abbreviation for "Commercially Useful Function"
- Abbreviation for "Federal Highway Administration"

DBE Goal Assessments

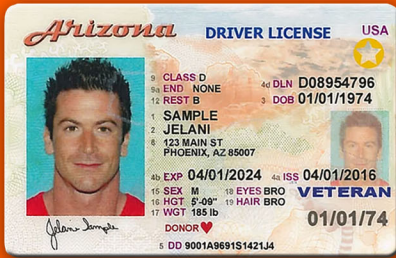
When submitting DBE Goal requests, ensure the data is correct and the Scope of Work is exactly how the project will be advertised. Once the DBE Goal request is approved the request cannot be changed; it will be deleted and start over again. No changes can be made in the system once the assessment is completed.

The Agency DBE Liaison should be facilitating the submittal of the DBE Goal requests and be well informed of the pre-award processes to ensure the correct information is included. Please make all efforts to ensure the submittal it is correct the first time, as it will help avoid future delays and frustrations.

The link to the DBE Goal Setting Application: dbegoals.azdot.gov/



Arizona Travel ID Cards



To avoid a last-minute rush, MVD is ramping up its campaign to encourage customers to get their new Travel ID cards as soon as possible. Starting Oct. 1, 2020, the federal Transportation Security Administration (TSA) will impose more stringent identification criteria for travelers to pass through airport security checkpoints. Fliers will need a Travel ID or another form of ID, such as a valid passport. In addition, access to some facilities such as federal buildings and nuclear power plants will also be affected.

Billboards, mailers, MVD signage and news media interviews are among the ways that MVD is raising public awareness. To date, about 450,000 Arizona driver license and identification card holders have obtained the new Travel ID cards but many more have yet to get them. The Arizona Travel ID meets the requirements of the federal REAL ID Act of 2005. Under state law, Arizona motorists can choose between a standard license or ID or the Travel ID. Get more information and watch a video about the Travel ID at azdot.gov/travelID.

The More You Know



ADOT

Did you know....all Certifications of Final Payments to all DBEs, committed and non-committed, that are submitted by the contractor no later than 30 days after the DBE completed the work on a project, must be submitted to BECO for concurrence?



ADOT's FREE Highway Construction ACADEMY

ADOT's New Construction Academy launched this month, with seven graduates thus far.

The Academy is designed to facilitate disadvantaged and minority workers moving into construction industry careers.

Students will earn OSHA 10 and Flagger Certifications. They will participate in "Construction Math" and "Plans Reading" classes, and receive CDL permit training.

This training is FREE to students who are over the age of 18 and can pass a federal drug test and a CDL physical. Contractors help deliver courses and are hiring directly out of the Academy.

For more information, please visit the website at www.azdot.gov/academy

Where is This in Arizona?

It's back-to-school season, but school is decidedly out at this Arizona landmark, which has been around since long before the state became a state.

Thanks to an extensive restoration process, it looks much as it did when students sat at its desks. Need another hint? One of Arizona's best-known hikes is just a few miles down the road.

Source: Arizona Highways Magazine



BECO has created a short, 5 minute video on DBE Compliance and Payment Requirements for Contractors. In the video you will find brief but clear information on Prompt Pay, Payment Reporting, TSRs and CUFs, COPs and Meeting the DBE Goal. We hope you and your Contractors will find this information useful. Please share it with anyone who might benefit from it. Just scan the QR Code here, or go to www.youtube.com/watch?v=vk-0ag3VKsl&feature=youtu.be





Contract Compliance Overview

LPA DBE & Payment Requirements

Business Engagement & Compliance Office
(BECO)

<h3>PROMPT PAYMENT</h3> <p>Prompt Payment & Payment Reporting Requirements</p> <ul style="list-style-type: none"> All forms of contractual agreements, such as leases, task orders, etc., are covered by the prompt payment requirement. The contractor shall ensure that a copy of the prompt payment requirement is included in every reportable contract of every tier. Sanctions are imposed for non-compliance. <p>Partial Payments: The contractor and each subcontractor of any tier shall make prompt partial payments to its subcontractors within seven days of receipt of payment.</p> <p>Final Payments: The contractor and each subcontractor of any tier shall pay all monies, including retention (if applicable), due to its subcontractor within seven days of receipt of payment.</p> <p>Everyone in Compliance - No Sanctions!</p>	<h3>PAYMENT REPORTING</h3> <p>Contractors: Completing Payment Reporting is a contractual obligation.</p> <p>All payments to subcontractors must be reported in the LPA DBE System by the first day of each month. If no payments were made, a payment of \$0 must be entered.</p> <p>Avoid sanctions; report on time.</p> <p>Failure to report will result in remedies as deemed appropriate which may include liquidated damages from the monies due to the contractor.</p> <p>Everyone in Compliance - No Sanctions!</p> <p>Subcontractors: Verification of all payments must be completed within 15 days of receipt of email notification.</p> <p>Verification Sheet:</p> <ul style="list-style-type: none"> Acknowledge through email notification Indicate if payment is correct/not correct Enter payment date Indicate if payment was received within seven days of date identified Indicate if payments is final Provide Comments (optional) 	<h3>TERMINATION/SUBSTITUTION/REDUCTION (TSR)</h3> <p>Contractors shall make all reasonable efforts to avoid termination, substitution or reduce the work of a DBE listed on the DBE Intended Participation Affidavit Summary. All terminations, substitutions, and reduction in scope must be approved in writing by the Agency.</p> <p>Contractors shall complete the following for any TSR:</p> <ul style="list-style-type: none"> Contact the Agency at first sign of potential termination/substitution/reduction of work. Send notice to the affected DBE and copy the Agency. Allow at least five calendar days for the DBE to respond. Submit TSR Request Form to the Agency. If contractor finds a substitute DBE, submit revised DBE Intended Participation Affidavit Summary and a new DBE Intended Participation Affidavit for the proposed DBE. If no substitution is identified or if the contractor is not meeting the assessed DBE goal, the contractor must submit GFE documentation seven days after the TSR Request is approved by the Agency. <p>If the Agency has reduced or eliminated DBE work, the contractor is still required to submit the (TSR) Request form.</p>	<h3>POST BID DBE SUBMITTAL</h3> <p>Requirements for Federal-aid Contracts with DBE Goals</p> <p>To be eligible for contract award, bidders must submit DBE Affidavits or GFE documentation no later than 4 pm on the 5th calendar day after bid opening. Bidders can contact the agency prior to the deadline for guidance.</p> <p>Bidders DBE Affidavit Submittals:</p> <p>DBE Intended Participation Affidavit - Summary</p> <ul style="list-style-type: none"> Identifies all DBE subcontractors committed to meet the contract DBE goal DBEs are identified as Race-Conscious DBE Intended Participation Affidavit - Individual DBE One form for each DBE listed on the Affidavit Summary <p>DBE Intended Participation Affidavit - Review</p> <p>Forms are evaluated for accuracy and completeness on the following for approval or rejection of Affidavits:</p> <ul style="list-style-type: none"> NACS Codes associated with the Scope of Work DBE Minimum Contract Amount DBE Description/Scope of Work DBE Bid Number DBE Minimum Contract Amount AZ UTRACS Registration at https://contracts.azdot.gov Professional Licenses AZ Board of Technical Registrations AZ Registrar of Contractors <p>All DBE Affidavits submitted will be reviewed after the 5th calendar day post-bid. However, bidders are permitted to make revisions to their Affidavits or send \$100 on or before 10:00 pm on the 5th day. For multiple DBE Affidavits submitted, the Agency will consider for review the last submitted DBE Affidavit prior to the 5-day deadline.</p>
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Going hand-in-hand with the DBE Compliance and Payment Requirements Video, BECO has also created these new pamphlets you can give to your contractors on Prompt Payment and Payment Reporting as well as on TSRs and Post Bid Submittal Information. Please send us an email to request printed copies for your use.

LPAContractorCompliance@azdot.gov

the 10th Anniversary

ADOT DBE AND SMALL BUSINESS CONFERENCE

THE SPOTLIGHT IS ON YOU

If you missed ADOT's DBE & Small Business Conference in Tucson this year, you missed a great conference, where DBEs and SBCs gathered along with ADOT's Supporting Services and Business Engagement & Compliance Staff.

Join us in congratulating this year's award winners once more:

Construction Champion 2019	
Connect 202 Partners	
DBE Trailblazer 2019	
A C S Concrete	
Consulting Champion 2019	
W S P L L C	

Links and Contact Information

LPA/SR Program Manager: mpeterson2@azdot.gov
 LPA Support: LPAContractorCompliance@azdot.gov
 BECO LPA Website: azdot.gov/business/business-engagement-and-compliance/lpa-subrecipients
 DBE Goal Application: dbegoals.azdot.gov/
 Arizona Travel ID: azdot.gov/travelID
 ADOT Highway Construction Academy: azdot.gov/academy
 LPA DBE Pamphlets and LPA DBE Compliance Video: azdot.gov/business/business-engagement-and-compliance/lpasubrecipient/resources-guidelines-and-policies

Riddle Answers

Crossword Puzzle Solution:

ACROSS:
 3. DougDucey
 1. Audit
 5. EPRISE
 2. Termination
 4. DBE
 6. Compliance
 7. Affidavit
 6. CUF
 8. FHWA

DOWN:
 9. LPA
 8. FHWA

Where is this in Arizona?
 Strawberry Schoolhouse