Using the LPA DBE System

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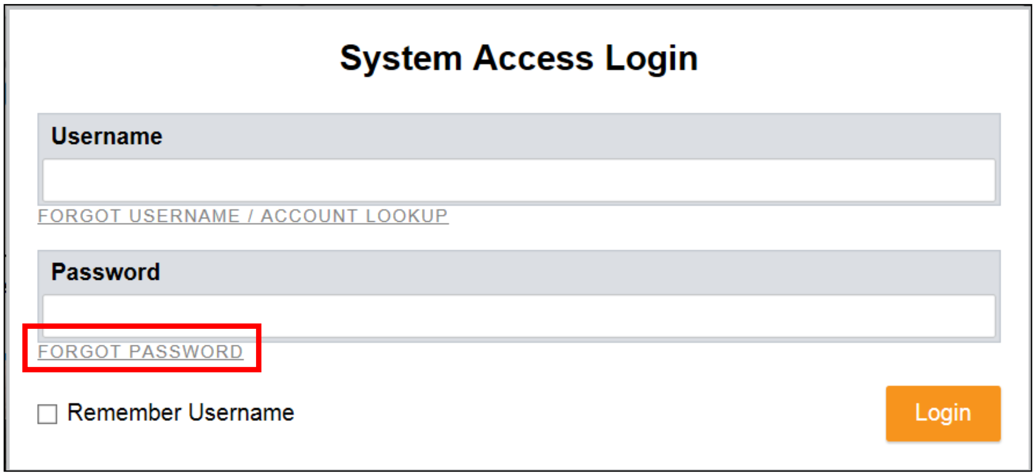
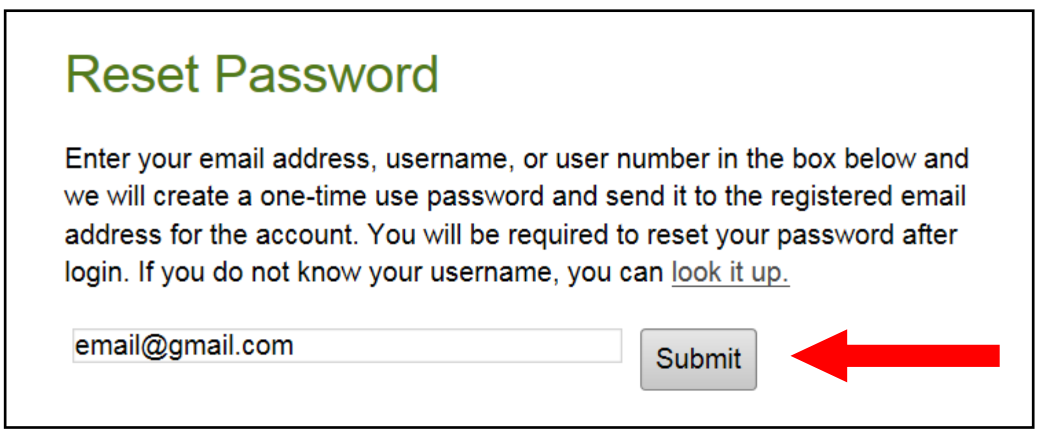
I. Retrieving Login Information

It's normal to forget password information. Retrieving your password information is a simple process to follow.

1. Go to the Log-In interface: Arizona LPA Management System: https://arizonalpa.dbesystem.com/
2. Click on "**Log In**"
3. Click on "**Forgot Password**"



4. Enter your email and click "**Submit**"

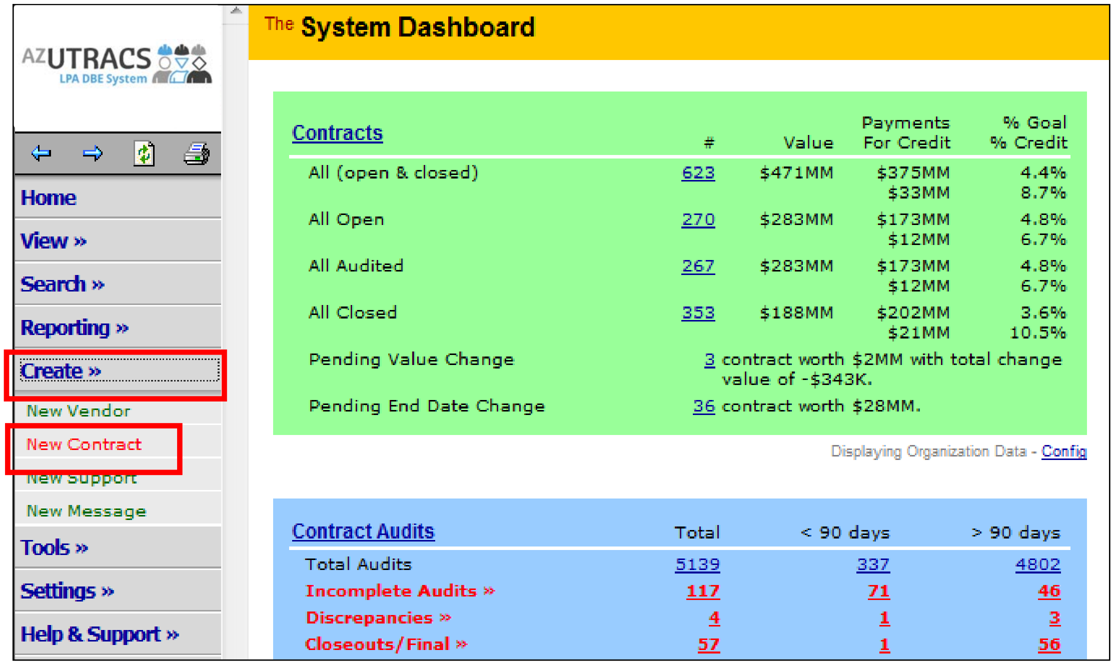


5. The password information will be sent shortly to the email address that was entered

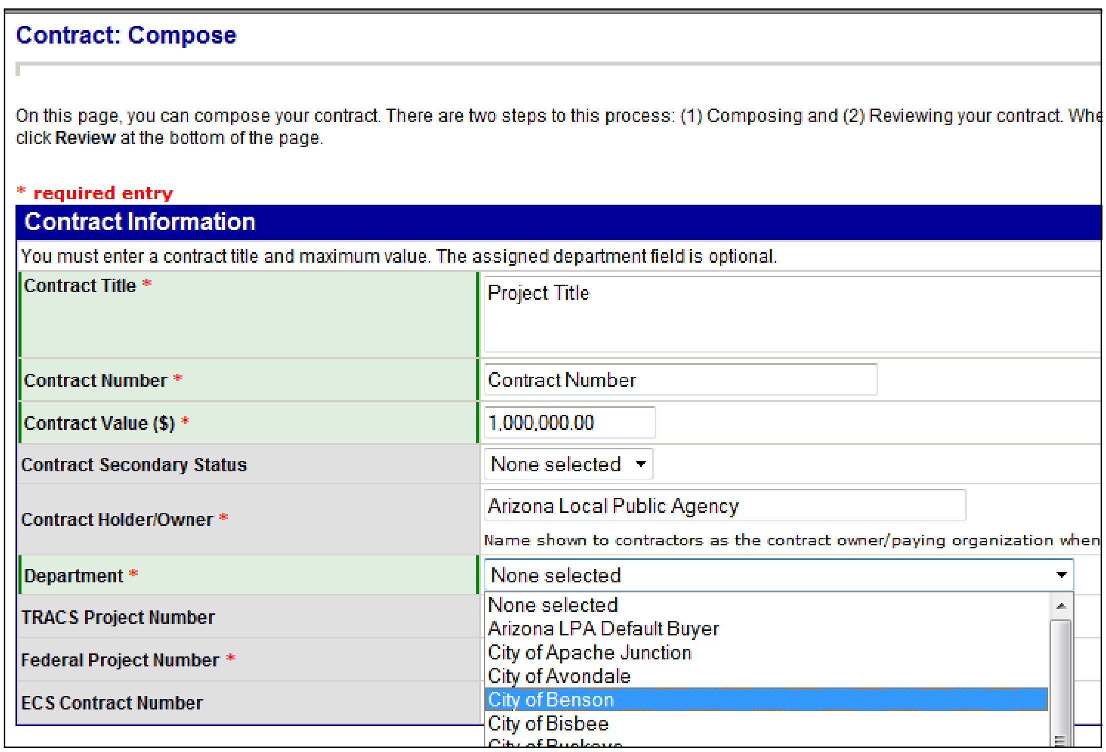
Contact BECO at (602) 712-7761 for further assistance

II. Creating a Contract

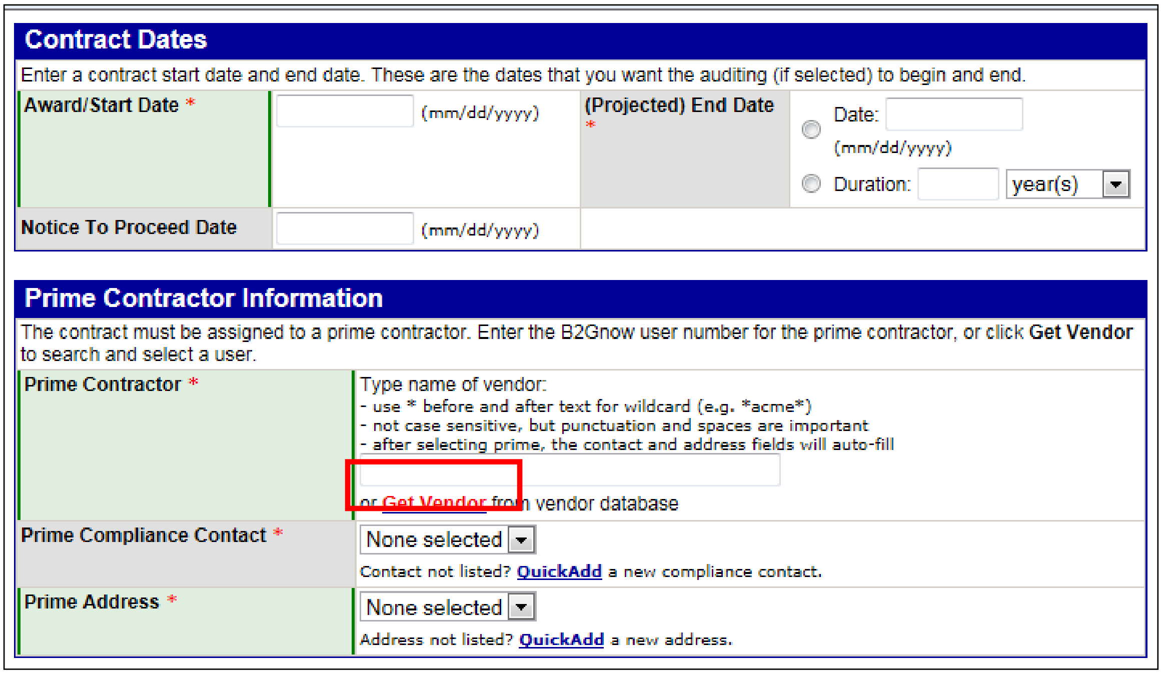
1. Under Create, click **"New Contract"**



2. Enter appropriate data in fields marked with a red asterisk (*)



3. Click on **"Get Vendor"** to select the correct vendor profile; firms may have multiple profiles for the different cities they do business in
4. Identify the **Prime Compliance Contact** person and **Prime Address**



Contract Dates

Enter a contract start date and end date. These are the dates that you want the auditing (if selected) to begin and end.

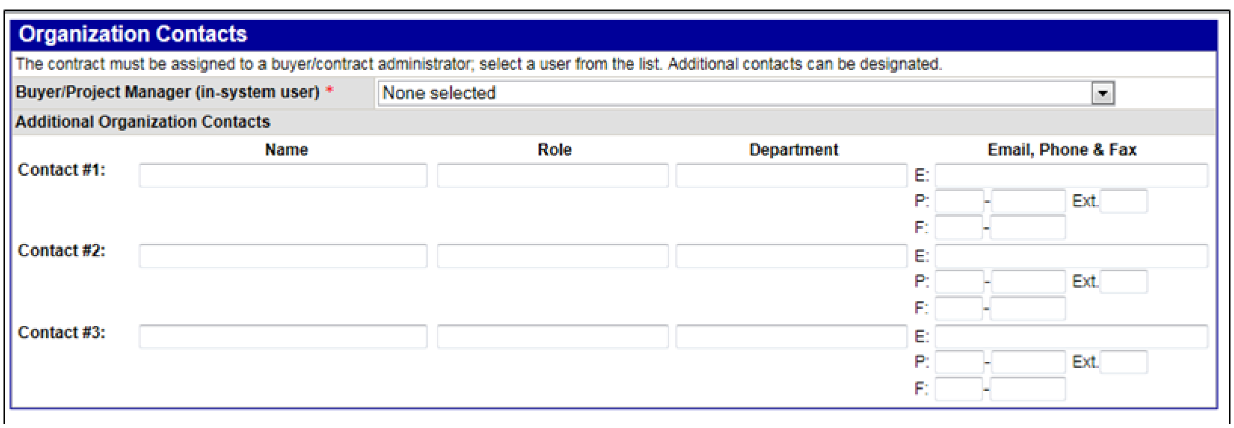
Award/Start Date *	(mm/dd/yyyy)	(Projected) End Date *	Date: (mm/dd/yyyy) / Duration: year(s)
Notice To Proceed Date	(mm/dd/yyyy)		

Prime Contractor Information

The contract must be assigned to a prime contractor. Enter the B2Gnow user number for the prime contractor, or click **Get Vendor** to search and select a user.

Prime Contractor *	Type name of vendor: - use * before and after text for wildcard (e.g. *acme*) - not case sensitive, but punctuation and spaces are important - after selecting prime, the contact and address fields will auto-fill or Get Vendor from vendor database
Prime Compliance Contact *	None selected Contact not listed? QuickAdd a new compliance contact.
Prime Address *	None selected Address not listed? QuickAdd a new address.

5. Select the appropriate "**Buyer/Project Manager (in-system user)"**, your agency



Organization Contacts

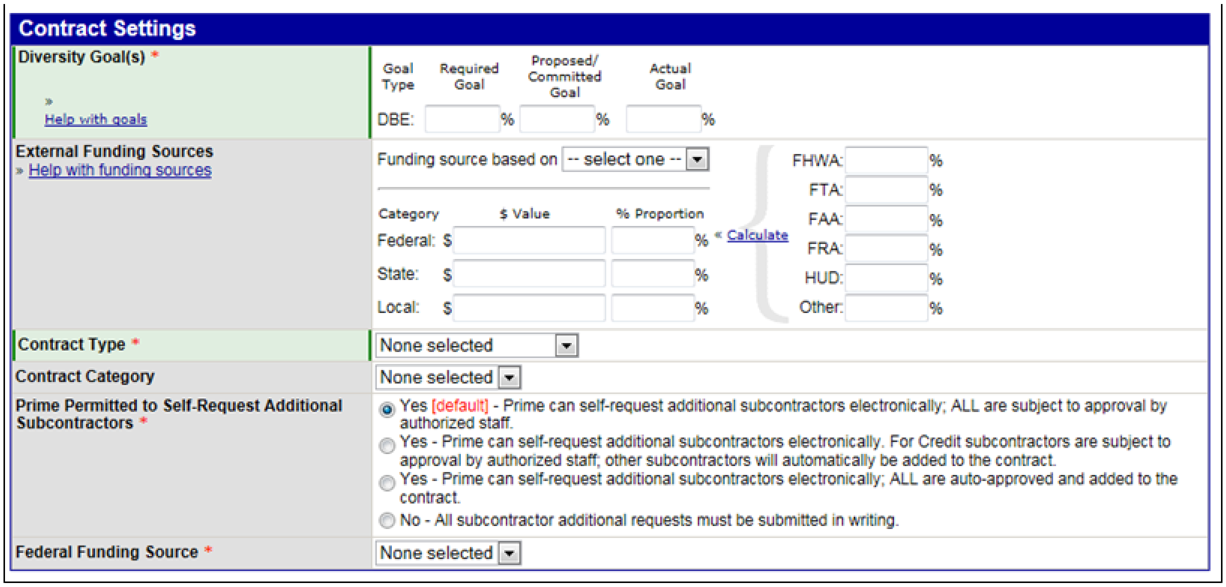
The contract must be assigned to a buyer/contract administrator; select a user from the list. Additional contacts can be designated.

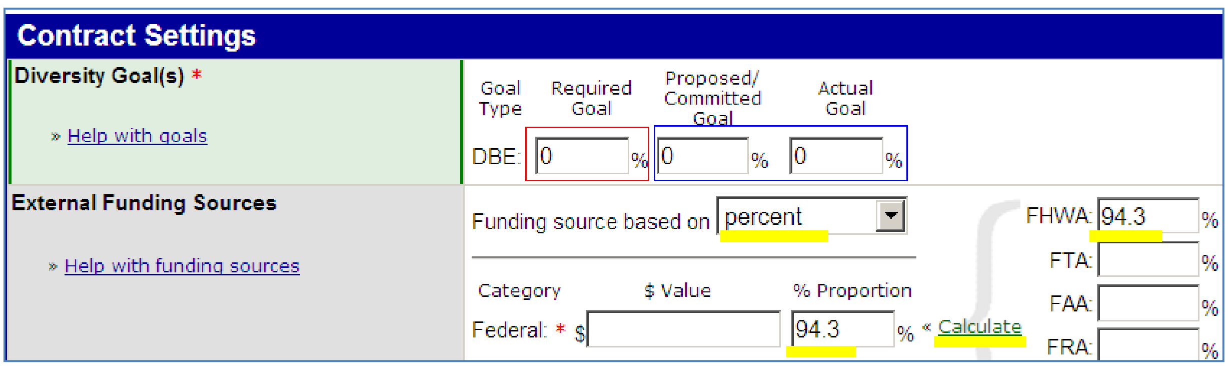
Buyer/Project Manager (in-system user) * None selected

Additional Organization Contacts

	Name	Role	Department	Email, Phone & Fax
Contact #1:				E: P: - Ext. F: -
Contact #2:				E: P: - Ext. F: -
Contact #3:				E: P: - Ext. F: -

6. The top portion of **"Contract Settings"** should be filled out this way:





   a. **"Required Goal"**: Assessed DBE Goal from BECO email or letter
   b. **"Proposed/Committed Goal & Actual Goal"**: Contractor's DBE goal commitment from the DBE Intended Participation Affidavit Summary
   c. If no goal assigned to contract, then type a zero (0) in all three – Required Goal, Proposed/ Committed Goal and Actual Goal
   d. **"Funding source based on"**: Select "**percent**" from the drop down menu
   e. **"FHWA/FTA/FAA"**: Enter appropriate funding percentage
   f. Click on the "**Calculate**" link and the percentage will auto populate in the **"% Proportion"** field

7. Additional important fields to complete:
   a. **"Contract Type"**: Select whether the contract is *Construction*, *Professional Services* or *Procurement*
   b. **"Funding Source"**: Select "**FHWA**", **"FTA"** or **"FAA"** from drop down menu
   c. **"Federally Funded"**: Select **Yes** from drop down menu

8. Enter the appropriate person as the Compliance Officer

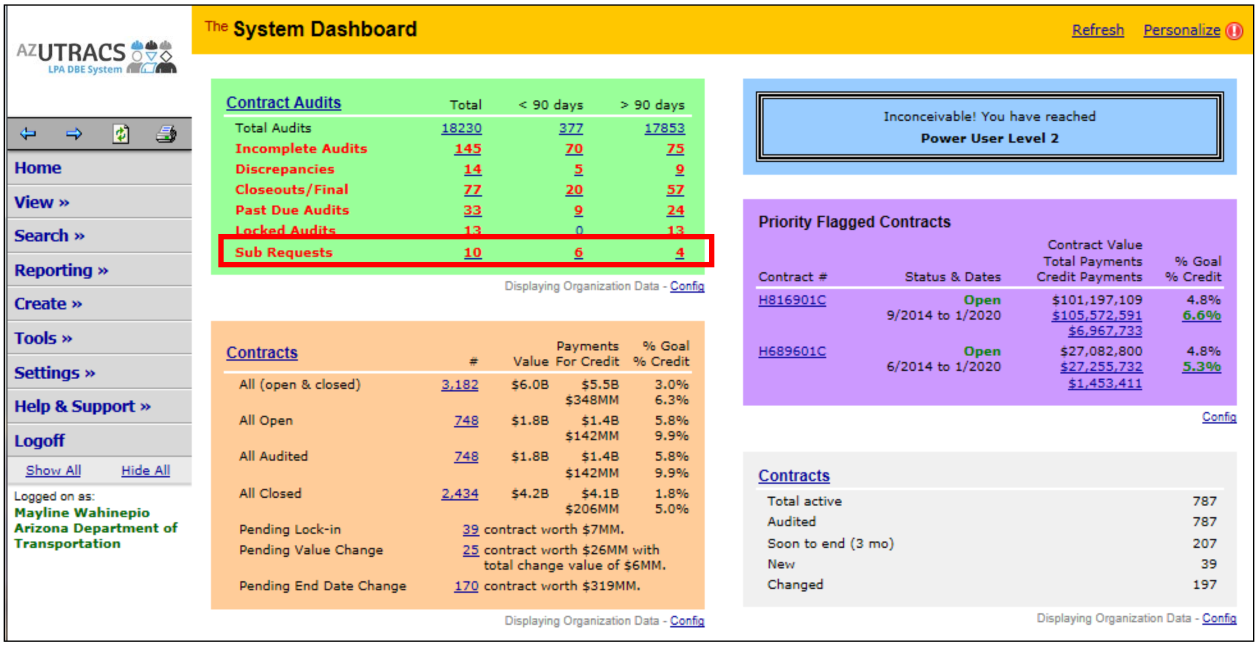
9. All other default settings shall remain the same

10. Scroll to bottom of page and Review click

11. Scroll to bottom of page and Save click

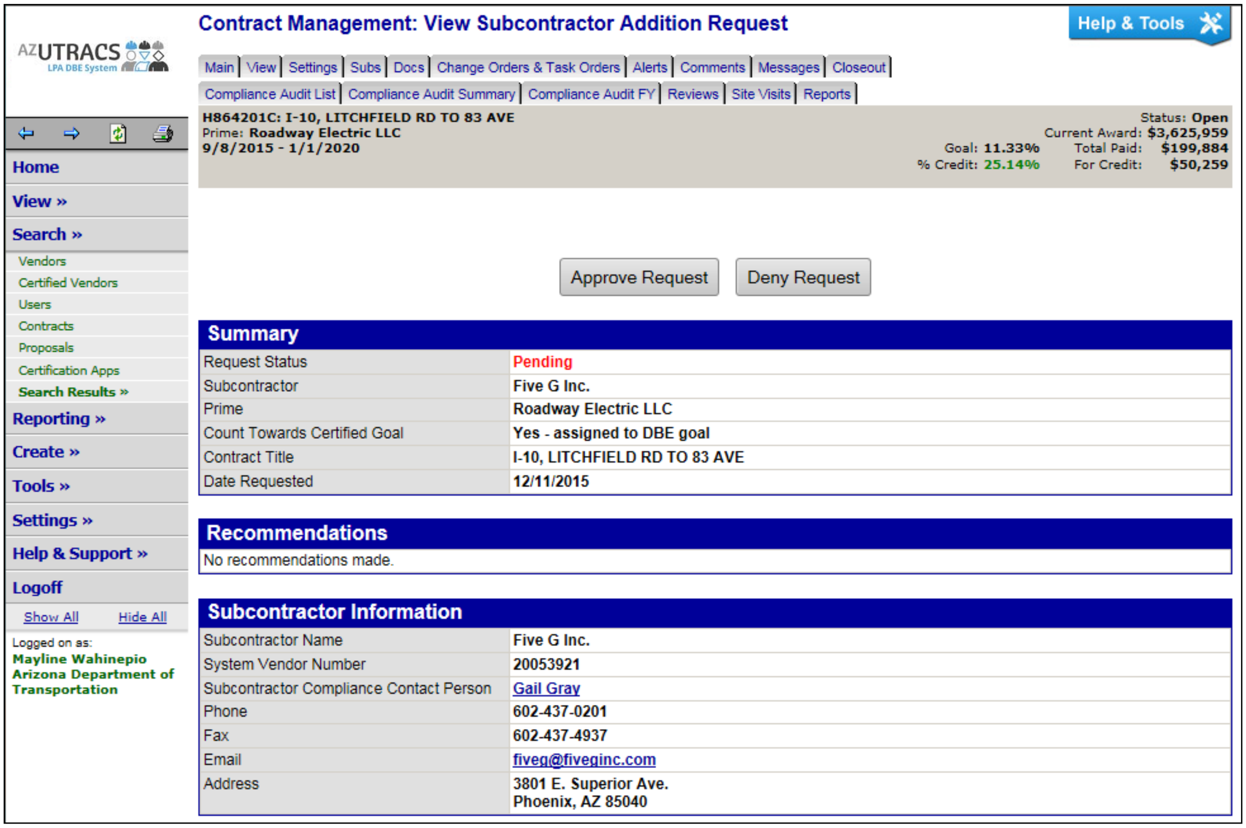
III.Approving Sub Requests

1. View "**Sub Requests"** from the Dashboard
2. Click on any underlined number to access Sub Requests; or click the "**View"** tab, then **"Sub Requests"**



3. Click on any underlined information to access the request

4. Review the information, and then click “**Approve Request**”



5. If the subcontractor is a DBE firm, their certification would appear like below:

Applicable Vendor Certifications

Type	Certified	Renewal	Expiration	Organization
DBE	3/24/2015	4/3/2016	4/3/2016	City of Phoenix

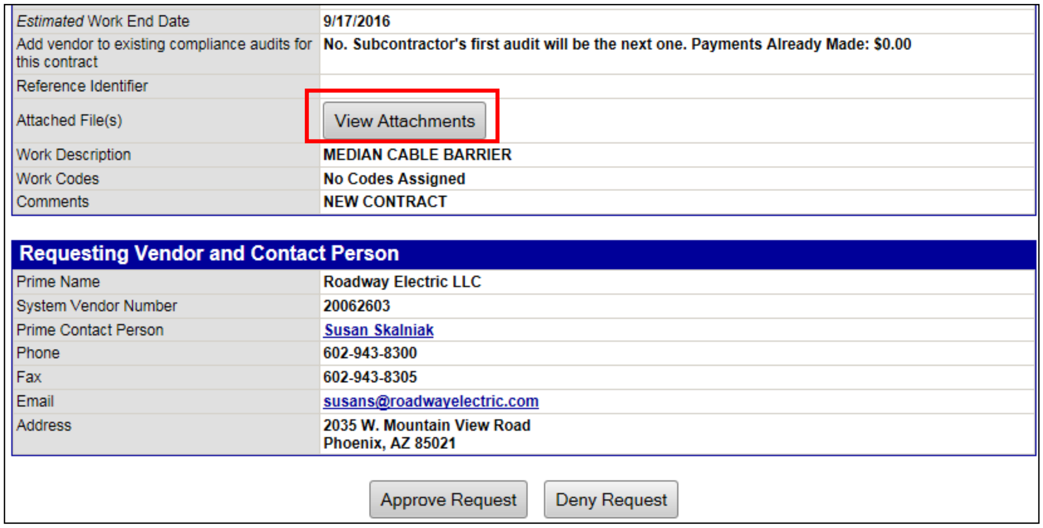
6. DBE certifications require special attention to the following fields:
   a. **“Subcontract Amount”**: If they are a committed DBE, is this amount at least the same as what was on the DBE affidavit?
   b. **“Type of Participation”**: Ensure the correct credit participation is selected
   c. **“Include in Compliance Audits?”**: Yes
   d. **“Count Towards Certified Goal”:** Yes – assigned to DBE goal (No, if the vendor is not a DBE)

Subcontract Information

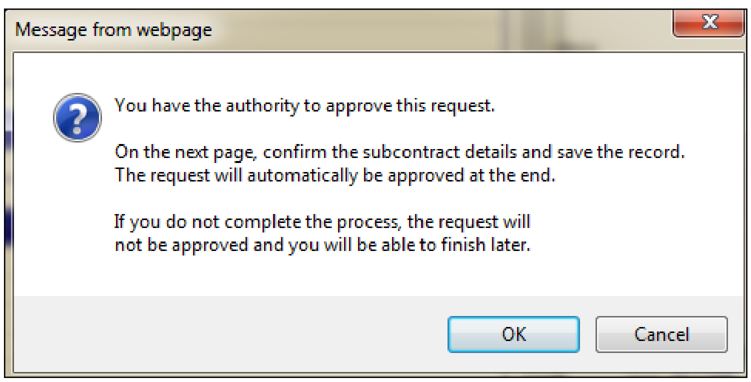
Subcontractor Tier	Tier 1 subcontractor to Roadway Electric LLC [Prime Contractor]
Current Contract Amount	$3,625,959.47
Subcontract Percent	0.607%
Subcontract Amount	$21,997.53
Type of Participation	Subcontractor/Subconsultant at 100.0% Participation - Firm that directly provides services for the contract.
Include in Compliance Audits?	Yes - subcontractor is active and should be included in the periodic audits of the contract.
Count Towards Certified Goal	Yes - assigned to DBE goal
Subcontract Award Date	9/14/2015
Estimated Work Start Date	12/14/2015

e. Review attached files by clicking “**View Attachments**” button

f. **“Work Codes”:** NAICS codes should be selected for DBEs



g. Approve or deny request as needed; information can be altered by staff member after clicking “**Approve Request**”

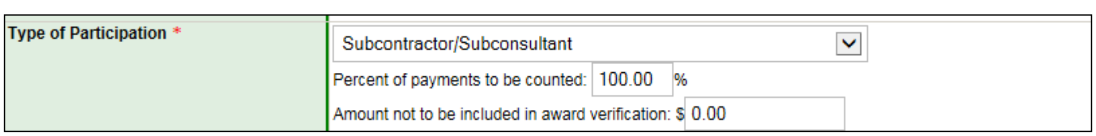


h. Click “**OK**” when message box pops up

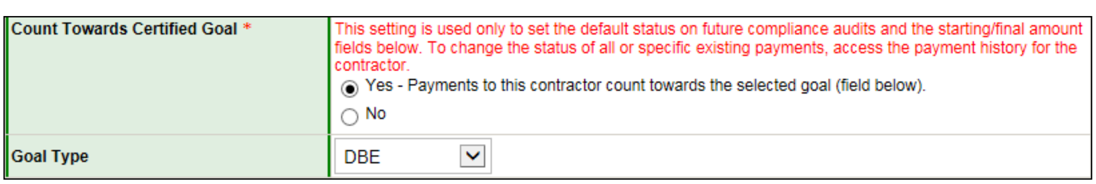
Review all information and settings in this record carefully; it was submitted as a subcontractor request.

i. Opportunity to modify information

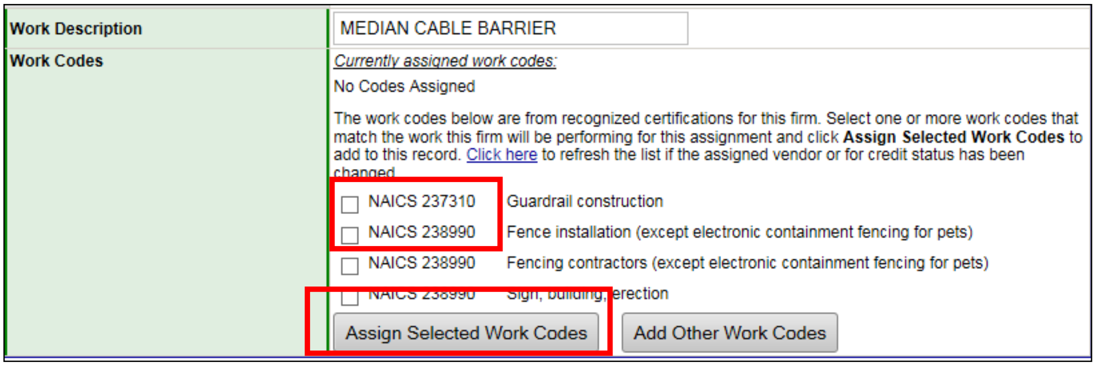
- Type of Participation: Select the correct type of participation



- Count Towards Certified Goal: If the firm is a DBE select “**Yes**” and “**DBE**” in Goal Type drop down menu



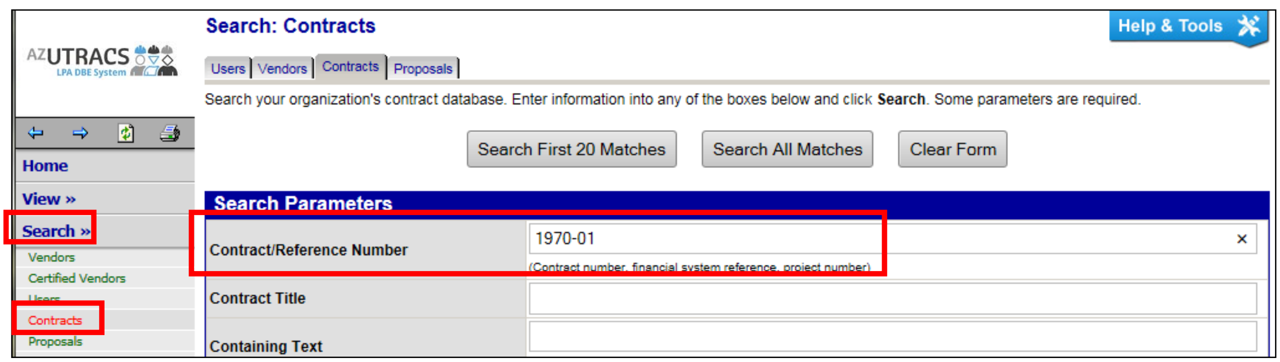
- Work Codes: If sub is a DBE, select the NAICS code that applies to the work being done
- Click "**Assign Selected Work Codes**" button



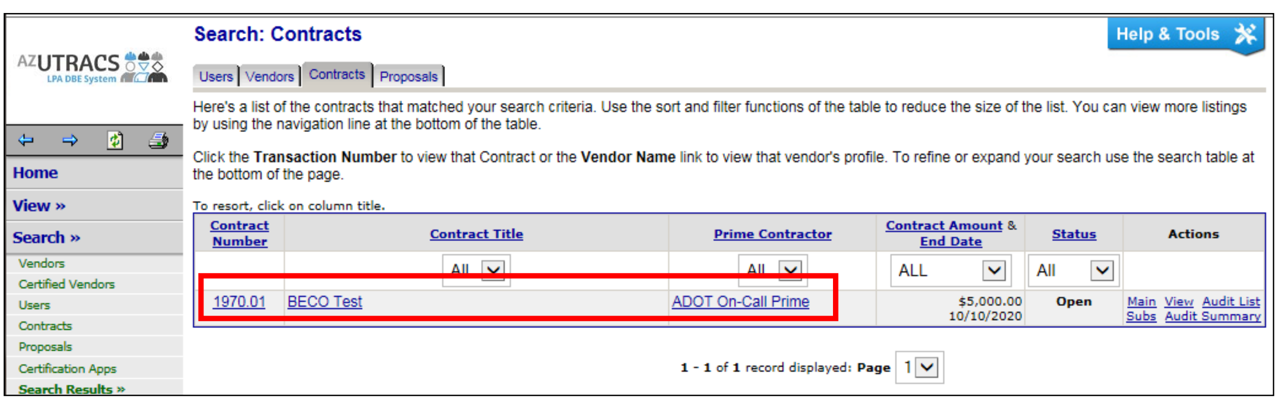
j. Click "**Review**", and Save then

IV. Posting Payments to Contracts

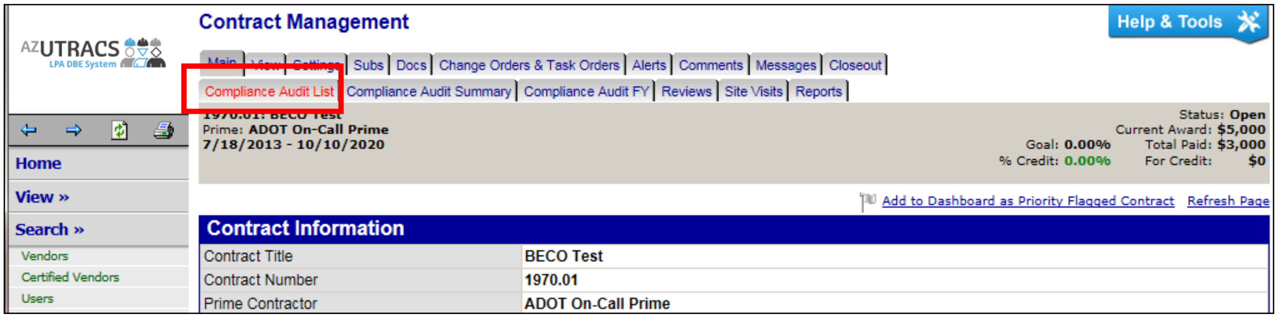
1. To find contract click "**Search**" tab in the left margin; then click "**Contracts**"
2. **"Contract/Reference Number":** Enter contract number; then click **"Enter"**



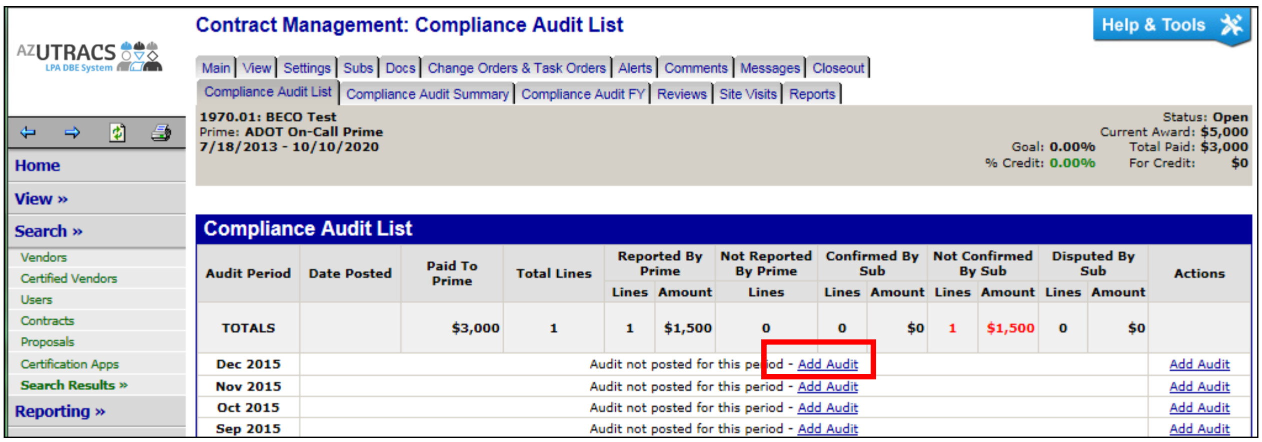
3. Click on any underlined field to enter contract



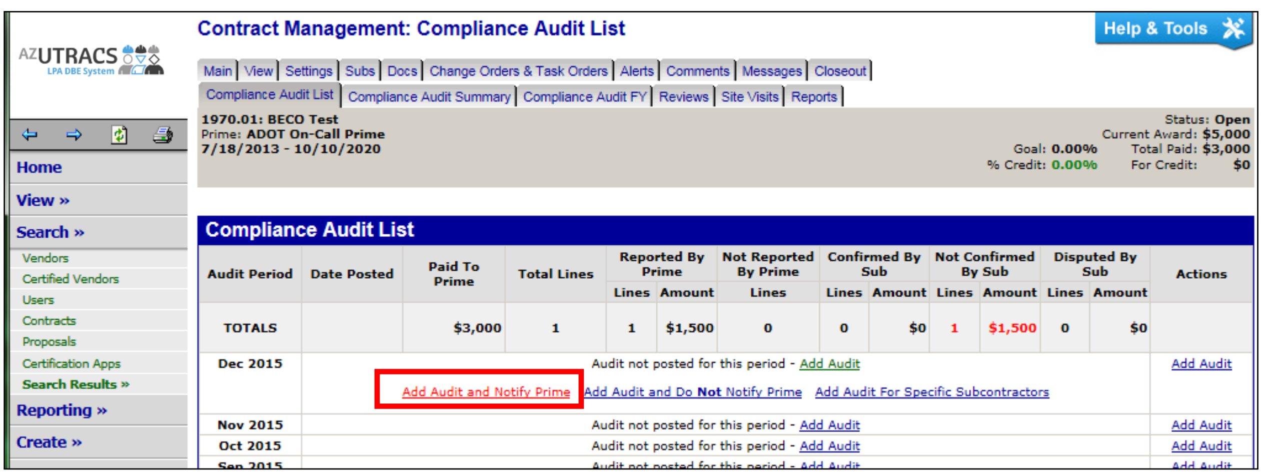
4. Click on “**Compliance Audit List**” tab



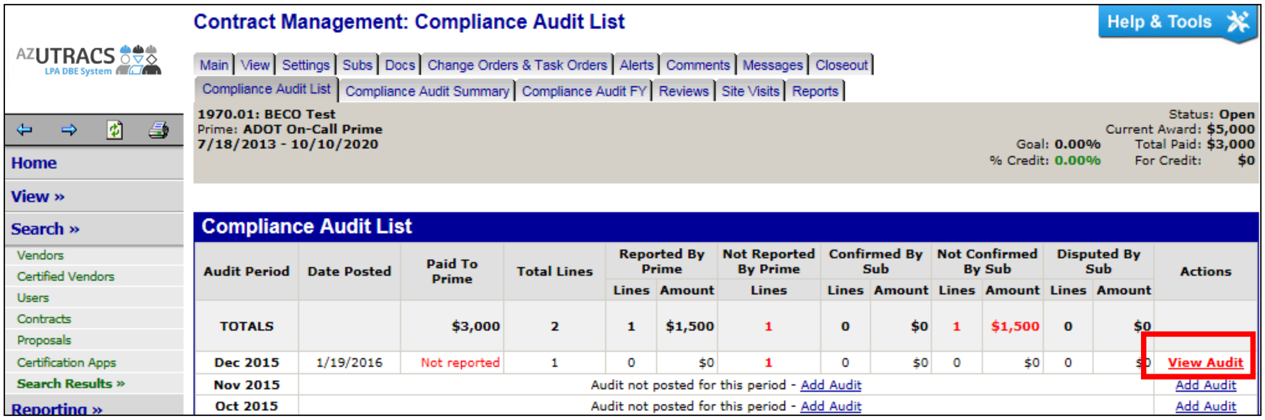
5. Go to the appropriate payment month and click “**Add Audit**”



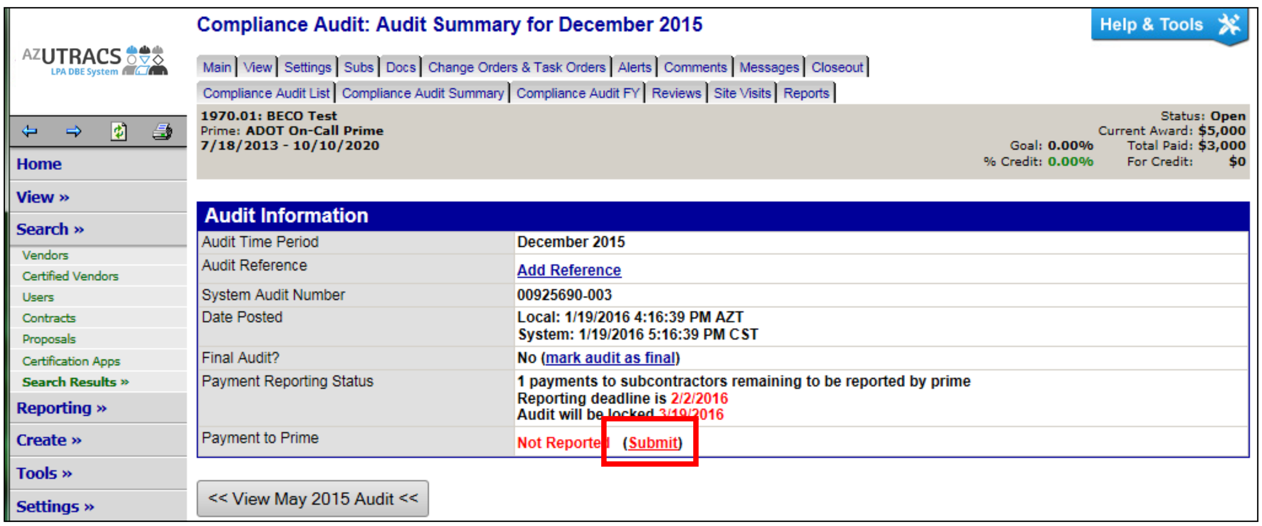
6. Click “**Add Audit and Notify Prime**”; then “**OK**”



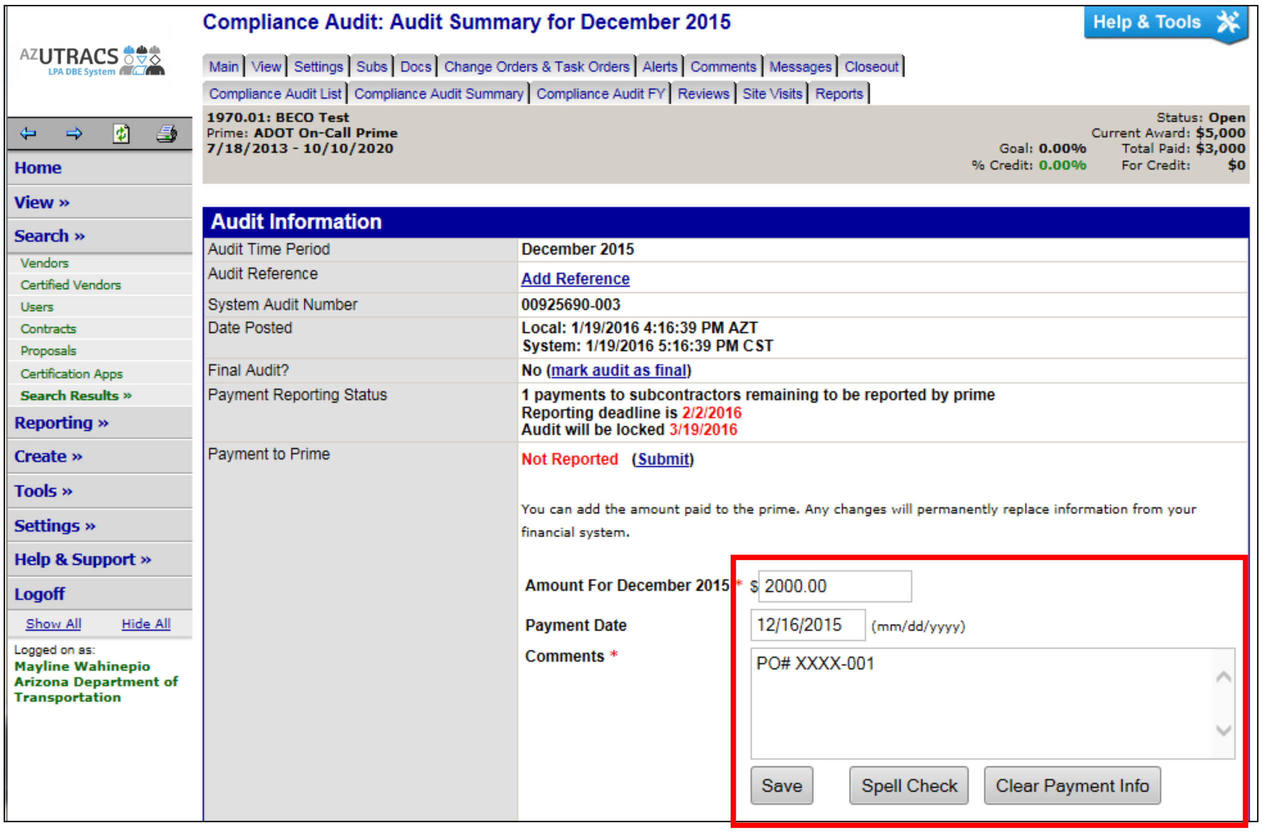
7. Click “**View Audit**”



8. Click “**Submit**” next to Payment to Prime



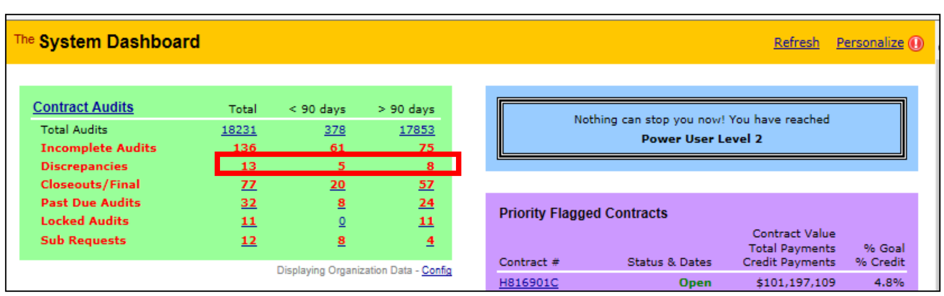
9. Enter payment information, click "**Save**", and then "**OK**"



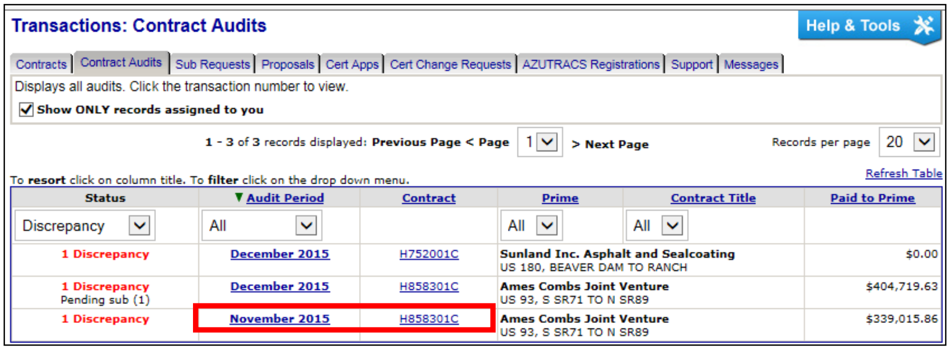
V. Resolving Discrepancies

Discrepancies happen when subcontractors report payment amounts that differ from what the contractor originally reported. Discrepancies can be viewed from your personalized dashboard.

1. Click on any underlined numbers to view all discrepancies



2. Click any audit period to go to a contract with a discrepancy



Transactions: Contract Audits — Help & Tools

Contracts | Contract Audits | Sub Requests | Proposals | Cert Apps | Cert Change Requests | AZUTRACS Registrations | Support | Messages

Displays all audits. Click the transaction number to view.

☑ **Show ONLY records assigned to you**

1 - 3 of 3 records displayed: **Previous Page < Page** 1 **> Next Page** Records per page 20

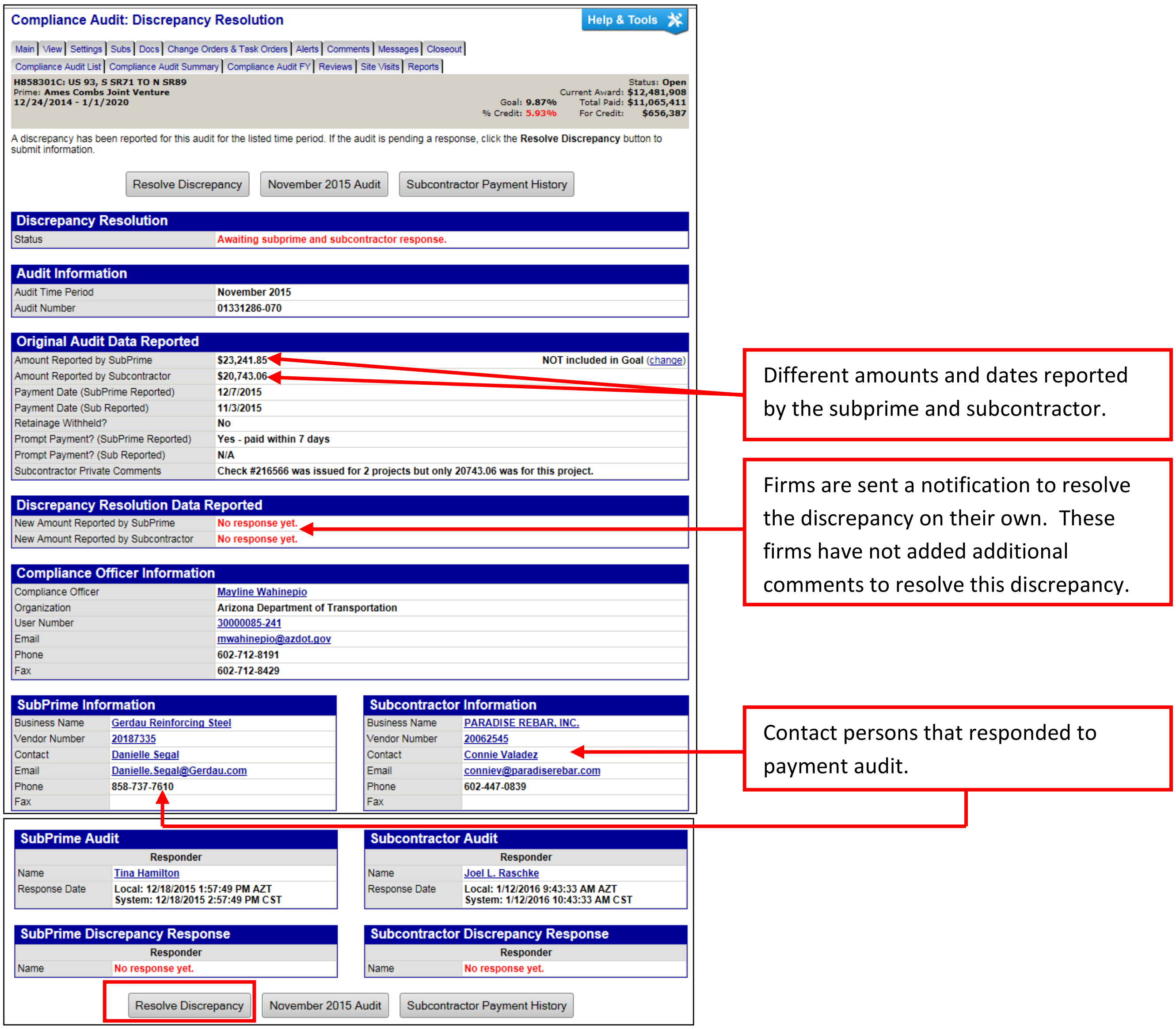
To **resort** click on column title. To **filter** click on the drop down menu. Refresh Table

Status	Audit Period	Contract	Prime	Contract Title	Paid to Prime
Discrepancy	All		All	All	
1 Discrepancy	December 2015	H752001C	Sunland Inc. Asphalt and Sealcoating US 180, BEAVER DAM TO RANCH		$0.00
1 Discrepancy Pending sub (1)	December 2015	H858301C	Ames Combs Joint Venture US 93, S SR71 TO N SR89		$404,719.63
1 Discrepancy	November 2015	H858301C	Ames Combs Joint Venture US 93, S SR71 TO N SR89		$339,015.86

3. Find the "**Discrepancy**" in the audit list
4. Click "**Resolve**" to enter discrepancy module

2 Contractors Termite & Pest Control, Inc. [Info] Cory Malmin cory@contractorstermite.com P 623-780-0908, F 623-780-0908	No	Sub	No	Not included in audit Final payment made Add to audit		$1,282.40	0.033%	0.012%
1 Fisher Sand & Gravel [Info] Emily Young emyoung@fisherind.com P 480-730-1033, F 480-730-1264	No	Sub	No	$0.00 View Edit	Confirmed View Edit	$0.00	0.357%	0.000%
1 Gerdau Reinforcing Steel [Info] Danielle Segal Danielle.Segal@Gerdau.com P 858-737-7610	No	Sub	No	$0.00 View Edit	Confirmed View Edit	$278,988.25	2.441%	2.617%
2 PARADISE REBAR, INC. [Info] Connie Valadez conniev@paradiserebar.com P 602-447-0839	No	Sub	No	$23,241.85 Resolve	Discrepancy Resolve	$128,006.98	1.006%	1.201%
1 Hawker and Evans Asphalt Company Inc [Info] Dennis Ryan dennisr@hawkerevans.com P 480-834-3058, F 480-461-1055	No	Sub	No	$0.00 View Edit	Confirmed View Edit	$0.00	0.955%	0.000%
1 Himes Consulting, L.L.C. [Info] Jill Himes		Sub 100%	DBE	Not included in audit Final payment made		$7,916.50	0.240%	0.074%

5. Review discrepancy data



Compliance Audit: Discrepancy Resolution Help & Tools

Main | View | Settings | Subs | Docs | Change Orders & Task Orders | Alerts | Comments | Messages | Closeout |
Compliance Audit List | Compliance Audit Summary | Compliance Audit FY | Reviews | Site Visits | Reports |

H858301C: US 93, S SR71 TO N SR89
Prime: **Ames Combs Joint Venture**
12/24/2014 - 1/1/2020

Status: **Open**
Current Award: **$12,481,908**
Goal: **9.87%** Total Paid: **$11,065,411**
% Credit: **5.93%** For Credit: **$656,387**

A discrepancy has been reported for this audit for the listed time period. If the audit is pending a response, click the **Resolve Discrepancy** button to submit information.

Resolve Discrepancy | November 2015 Audit | Subcontractor Payment History

Discrepancy Resolution	
Status	Awaiting subprime and subcontractor response.

Audit Information	
Audit Time Period	November 2015
Audit Number	01331286-070

Original Audit Data Reported		
Amount Reported by SubPrime	$23,241.85	NOT included in Goal (change)
Amount Reported by Subcontractor	$20,743.06	
Payment Date (SubPrime Reported)	12/7/2015	
Payment Date (Sub Reported)	11/3/2015	
Retainage Withheld?	No	
Prompt Payment? (SubPrime Reported)	Yes - paid within 7 days	
Prompt Payment? (Sub Reported)	N/A	
Subcontractor Private Comments	Check #216566 was issued for 2 projects but only 20743.06 was for this project.	

Discrepancy Resolution Data Reported	
New Amount Reported by SubPrime	No response yet.
New Amount Reported by Subcontractor	No response yet.

Compliance Officer Information	
Compliance Officer	Mayline Wahinepio
Organization	Arizona Department of Transportation
User Number	30000085-241
Email	mwahinepio@azdot.gov
Phone	602-712-8191
Fax	602-712-8429

SubPrime Information	
Business Name	Gerdau Reinforcing Steel
Vendor Number	20187335
Contact	Danielle Segal
Email	Danielle.Segal@Gerdau.com
Phone	858-737-7610
Fax	

Subcontractor Information	
Business Name	PARADISE REBAR, INC.
Vendor Number	20062545
Contact	Connie Valadez
Email	conniev@paradiserebar.com
Phone	602-447-0839
Fax	

SubPrime Audit	
	Responder
Name	Tina Hamilton
Response Date	Local: 12/18/2015 1:57:49 PM AZT System: 12/18/2015 2:57:49 PM CST

Subcontractor Audit	
	Responder
Name	Joel L. Raschke
Response Date	Local: 1/12/2016 9:43:33 AM AZT System: 1/12/2016 10:43:33 AM CST

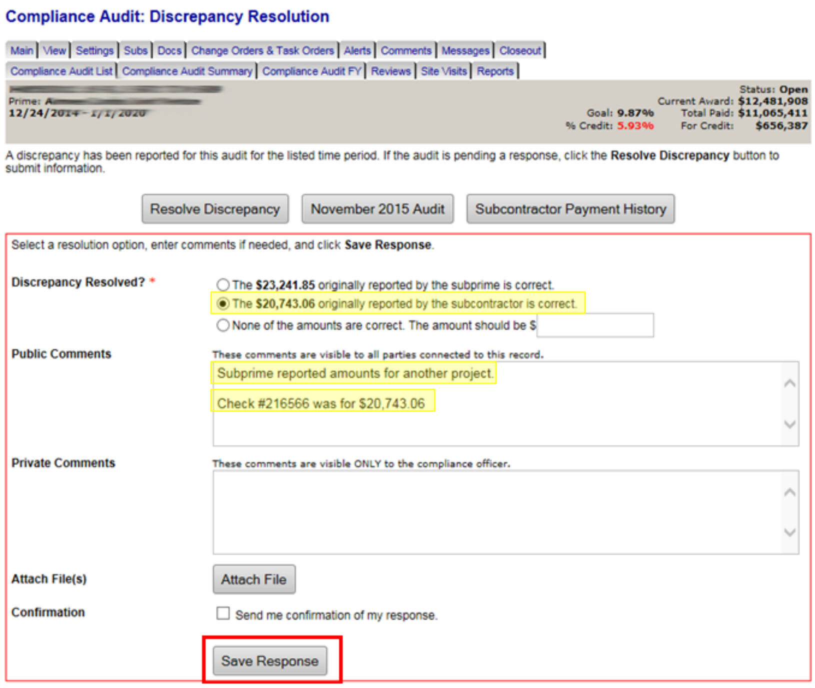
SubPrime Discrepancy Response	
	Responder
Name	No response yet.

Subcontractor Discrepancy Response	
	Responder
Name	No response yet.

Resolve Discrepancy | November 2015 Audit | Subcontractor Payment History

6. Verify correct payment information by communicating with each firm
7. Click "**Resolve Discrepancy**" button

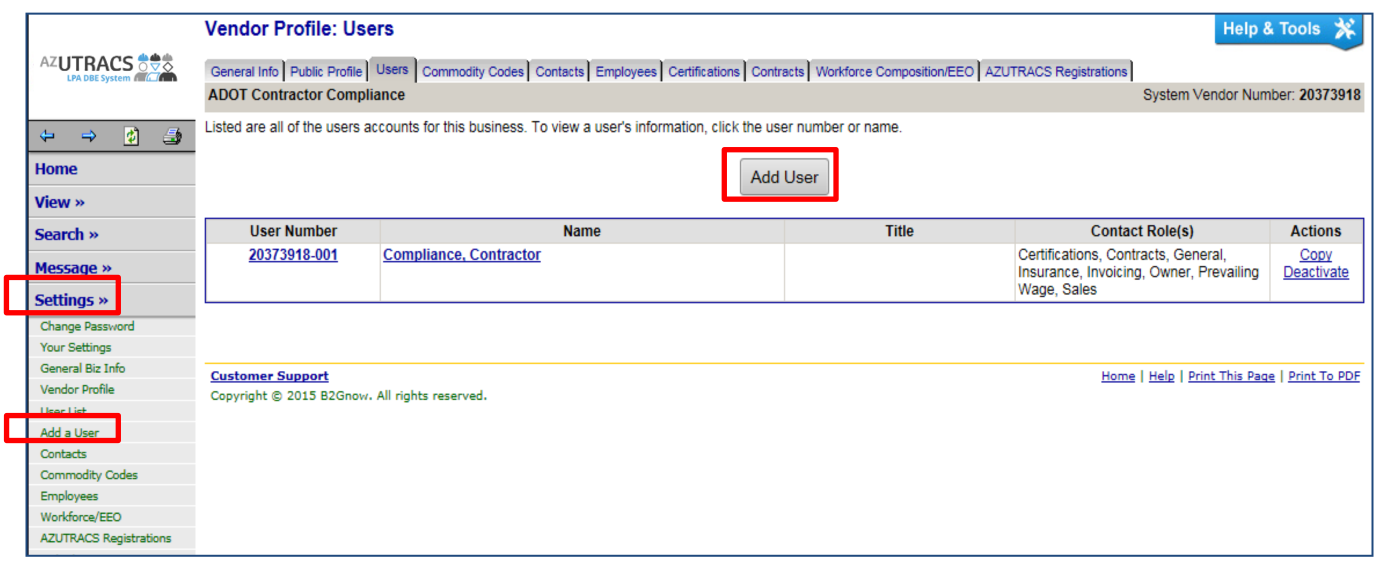
8. Enter final payment information



9. Click **"Save Response"** button

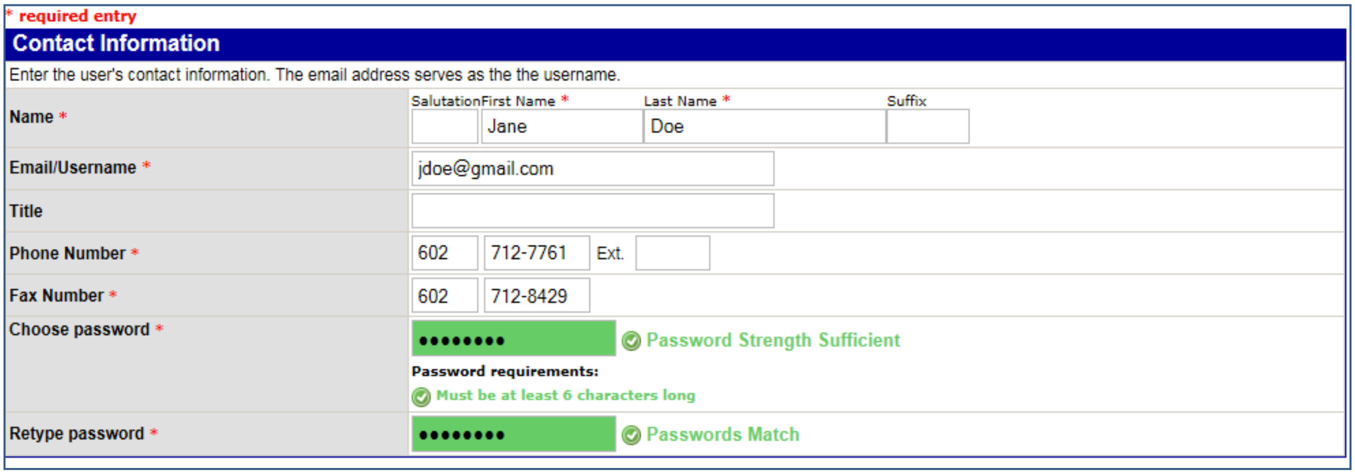
VI. Adding a New User

1. Click on "**Settings**" tab in left margin
2. Click on **"Add a User"** (to grant employee access to your firm's account)
3. Click on "**Add User"** button

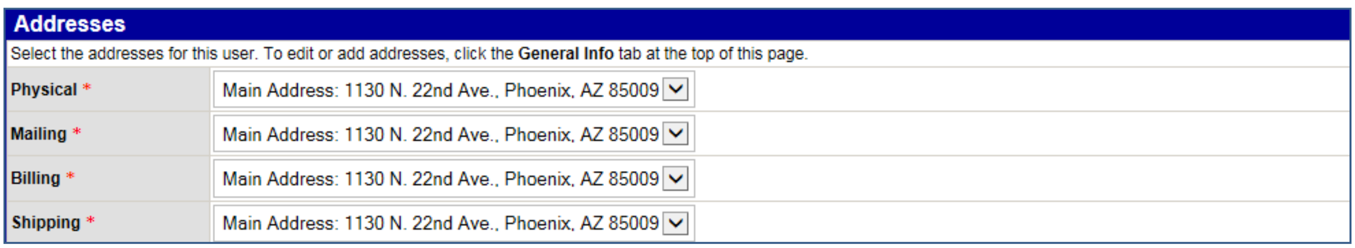


4. Complete all fields with a red asterisk (*) – the e<u>mail address is considered the Username</u>

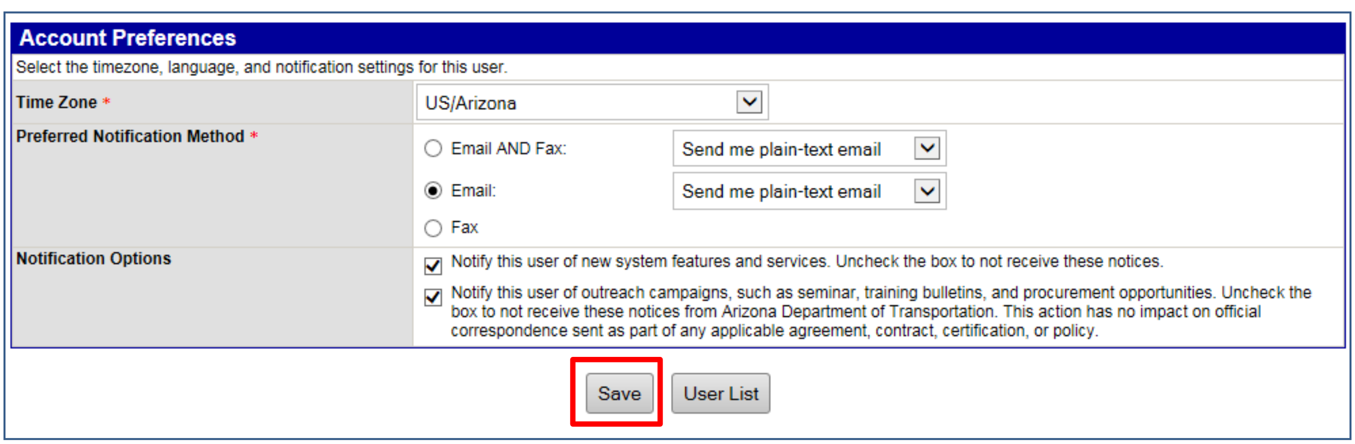
5. Enter a generic password: As soon as the new user logs into the System, they will be asked to create a new password



6. Select all addresses

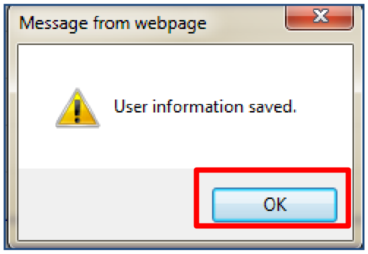


7. Select the applicable "**Time Zone**"
8. Select "**Email**" or appropriate methods



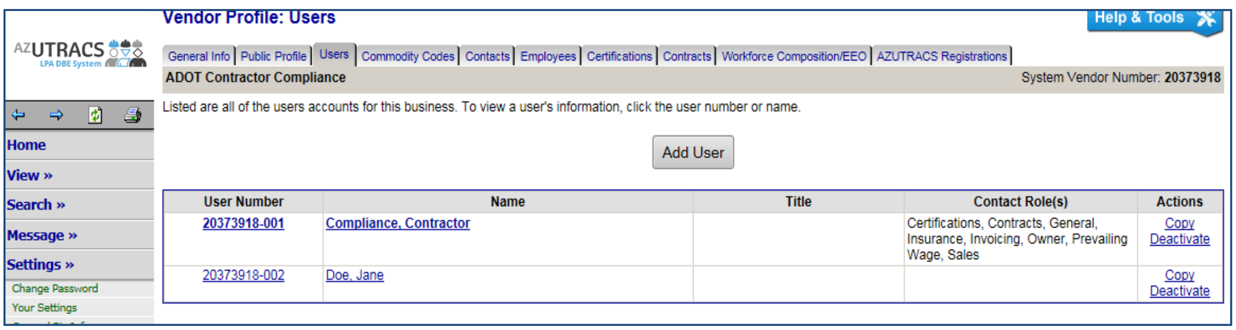
9. Click "**Save**" when complete

10. Below message appears and click "**OK**"



11. Click "**User List**" button

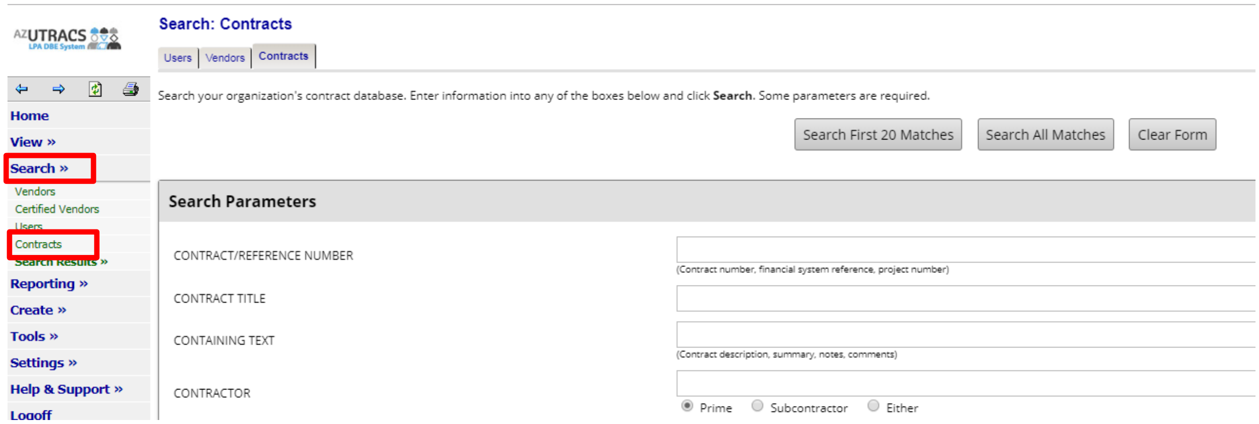
12. See new user in the list



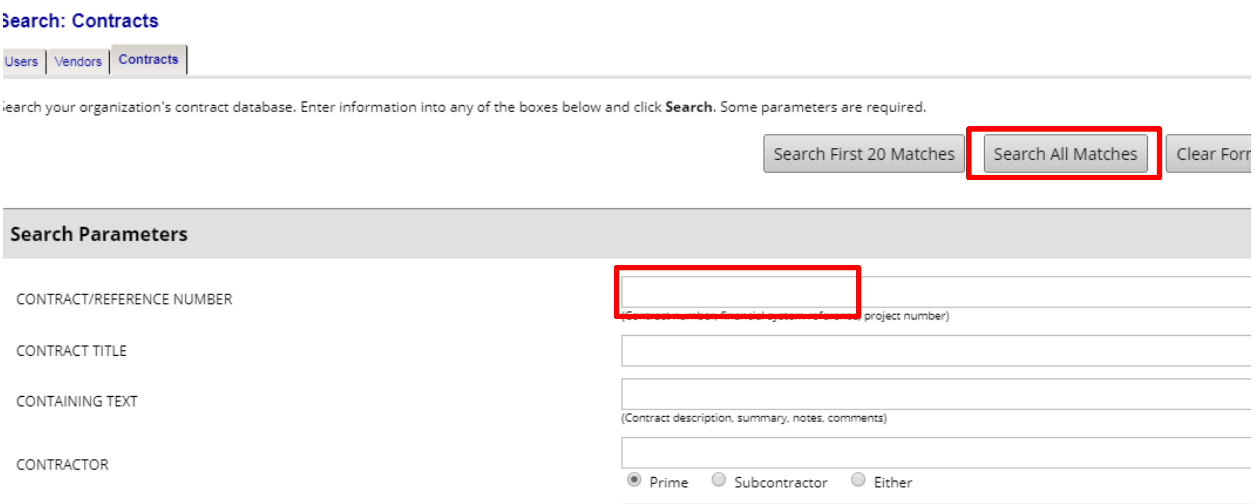
13. Go to Step #3 to add additional users

VII. Closing a Contract

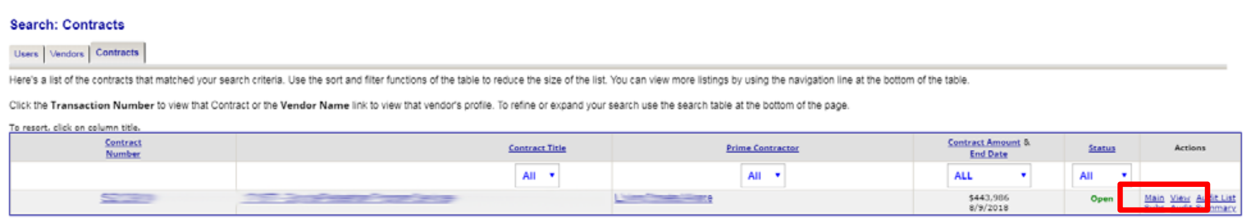
1. Click on "**Search**" in left margin, and then "**Contracts**"



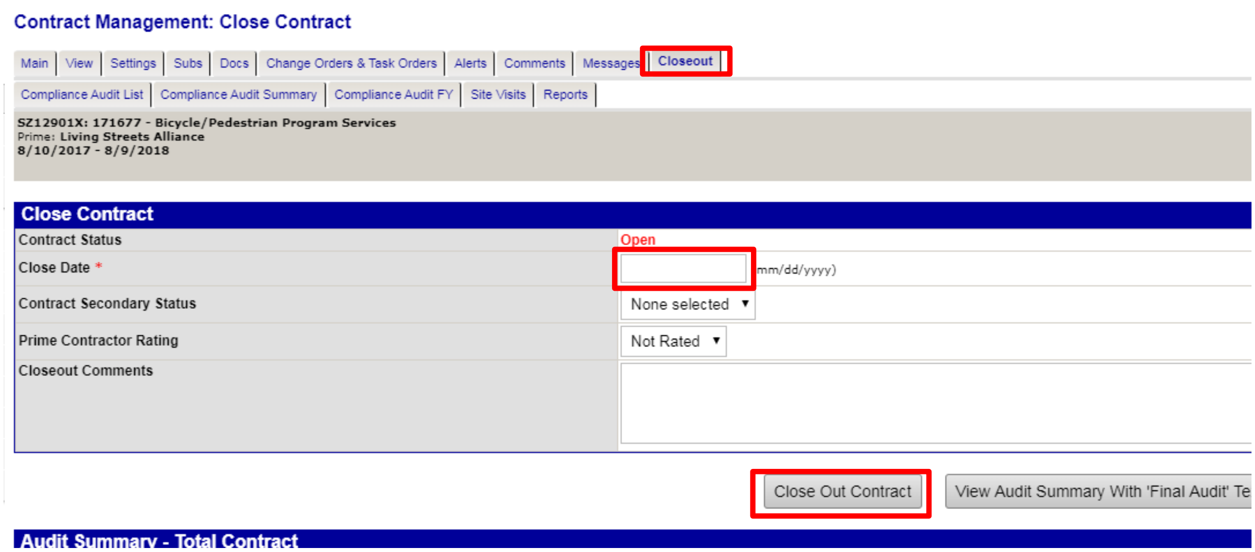
2. Enter "**Contract/Reference Number**" and click on "**Search All Matches**"



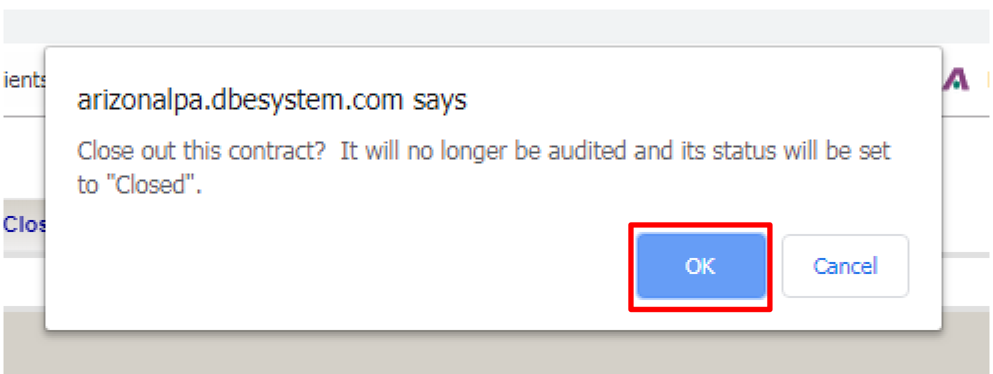
3. Select the relevant "**Contract Number**" and click on "**Main**"



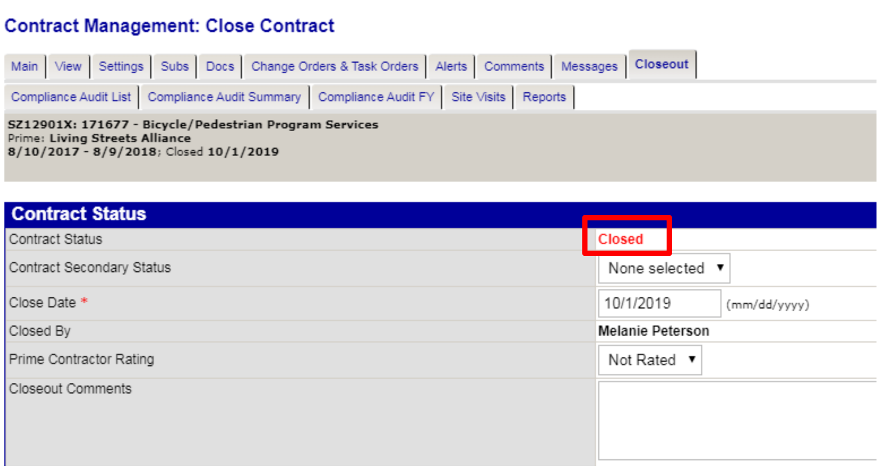
4. Click on **“Closeout”**
5. Enter **“Close Date”**
6. Then **“Close out Contract”**



7. On the pop-up window, click **“OK”**



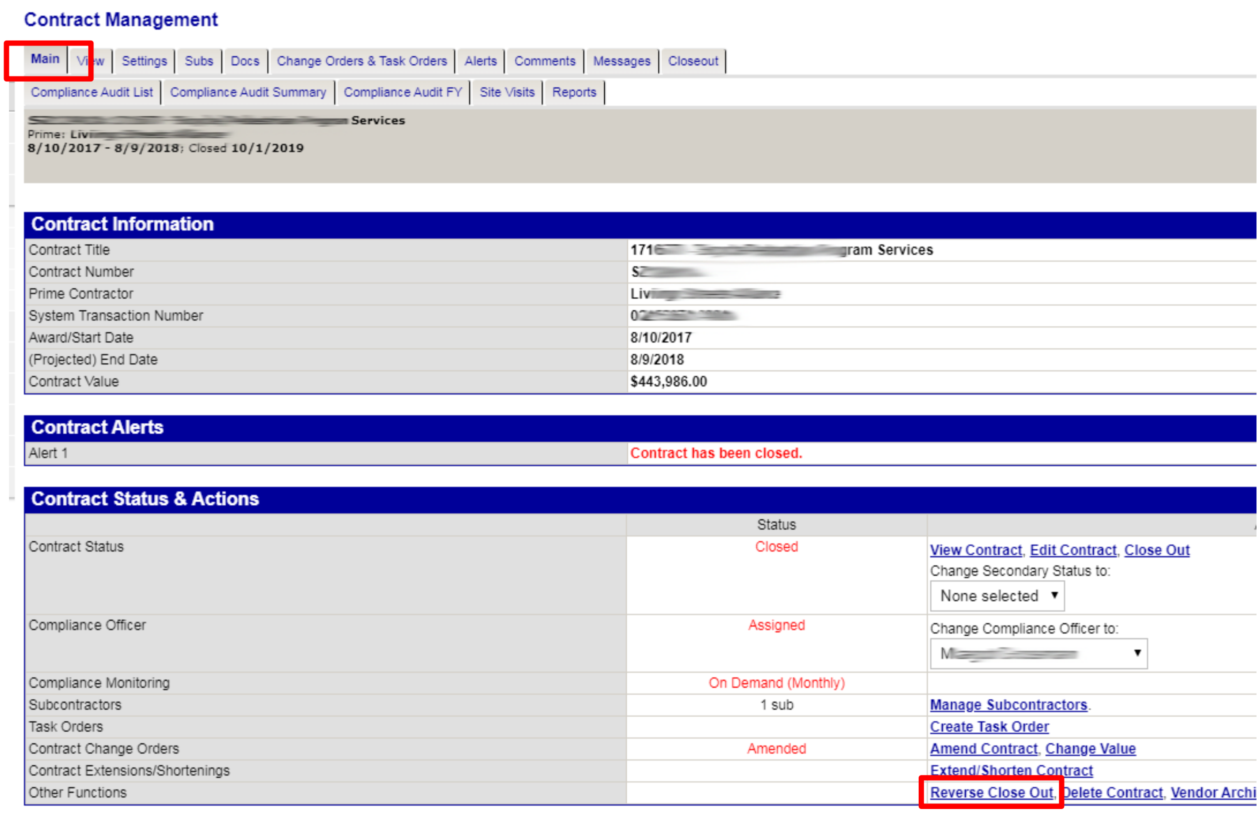
8. The contract is now **“Closed”**



VIII. Re-Opening a Contract

If you closed a contract in error, fret not. It is as easy as “1, 2, 3” to re-open it. Actually, only “1” and “2”:

1. Go to the **“Main”** page, then click on **“Reverse Close Out”**



2. Click on **“OK”** and boom, you’re back in business