

Using the LPA DBE System



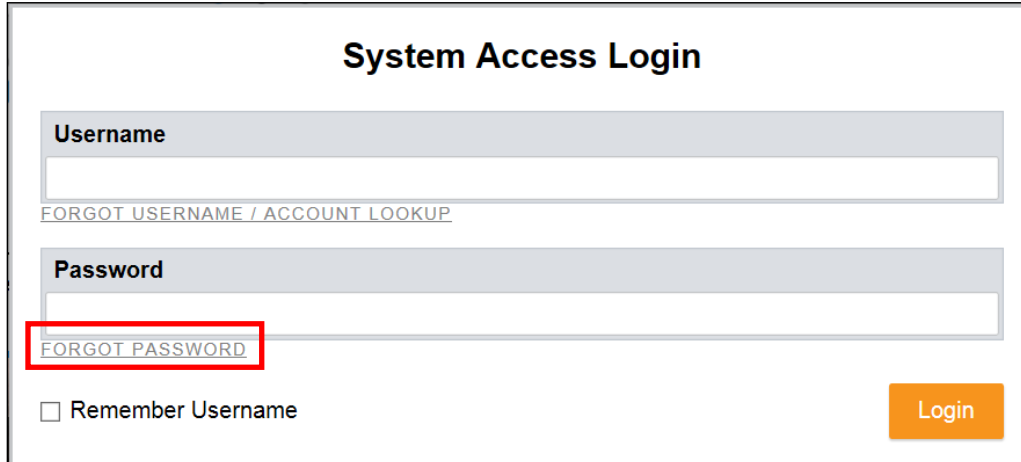
Table of Contents

I.	Retrieving Login Information	2
II.	Creating a Contract	3-5
III.	Approving Sub Requests	6-9
IV.	Posting Payments to Contracts.....	9-12
V.	Resolving Discrepancies	12-15
VI.	Adding a New User	15-17
VII.	Closing a Contract.....	18-19
VIII.	Re-Opening a Contract.....	20

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”



System Access Login

Username

[FORGOT USERNAME / ACCOUNT LOOKUP](#)

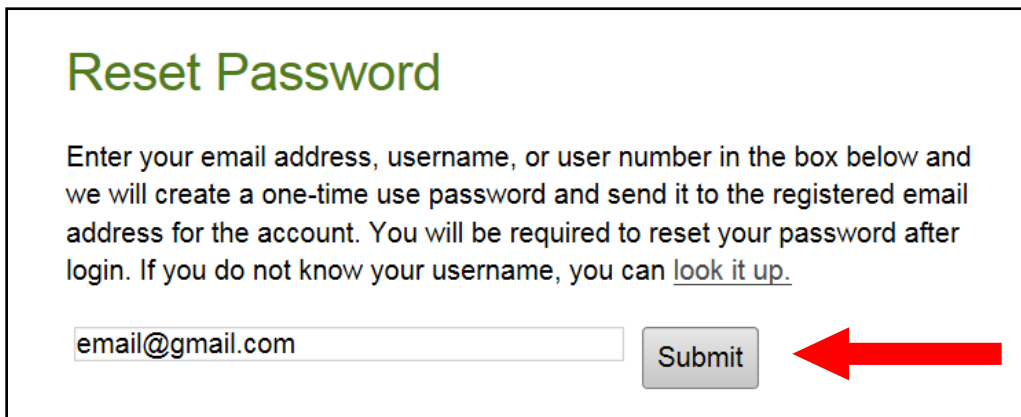
Password

[FORGOT PASSWORD](#)

☐ Remember Username

Login

4. Enter your email and click “Submit”



Reset Password

Enter your email address, username, or user number in the box below and we will create a one-time use password and send it to the registered email address for the account. You will be required to reset your password after login. If you do not know your username, you can [look it up](#).

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”

The screenshot shows the AZUTRACS LPA DBE System dashboard. On the left is a navigation menu with options: Home, View », Search », Reporting », **Create »** (highlighted with a red box), New Vendor, **New Contract** (highlighted with a red box), New Support, New Message, Tools », Settings », and Help & Support ». The main content area is titled 'The System Dashboard' and contains two tables.

Contracts Table:

	#	Value	Payments For Credit	% Goal % Credit
All (open & closed)	623	\$471MM	\$375MM \$33MM	4.4% 8.7%
All Open	270	\$283MM	\$173MM \$12MM	4.8% 6.7%
All Audited	267	\$283MM	\$173MM \$12MM	4.8% 6.7%
All Closed	353	\$188MM	\$202MM \$21MM	3.6% 10.5%
Pending Value Change	3 contract worth \$2MM with total change value of -\$343K.			
Pending End Date Change	36 contract worth \$28MM.			

Displaying Organization Data - [Config](#)

Contract Audits Table:

	Total	< 90 days	> 90 days
Total Audits	5139	337	4802
Incomplete Audits »	117	71	46
Discrepancies »	4	1	3
Closeouts/Final »	57	1	56

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

Contract: Compose

On this page, you can compose your contract. There are two steps to this process: (1) Composing and (2) Reviewing your contract. When you click **Review** at the bottom of the page.

*** required entry**

Contract Information

You must enter a contract title and maximum value. The assigned department field is optional.

Contract Title *	Project Title
Contract Number *	Contract Number
Contract Value (\$) *	1,000,000.00
Contract Secondary Status	None selected
Contract Holder/Owner *	Arizona Local Public Agency <small>Name shown to contractors as the contract owner/paying organization when</small>
Department *	None selected
TRACS Project Number	None selected
Federal Project Number *	Arizona LPA Default Buyer
ECS Contract Number	City of Apache Junction
	City of Avondale
	City of Benson
	City of Bisbee
	City of Buckeye

- Click on **“Get Vendor”** to select the correct vendor profile; firms may have multiple profiles for the different cities they do business in
- 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 *	<input type="text"/> (mm/dd/yyyy)	(Projected) End Date *	<input type="radio"/> Date: <input type="text"/> (mm/dd/yyyy) <input type="radio"/> Duration: <input type="text"/> year(s) <input type="button" value="v"/>
Notice To Proceed Date	<input type="text"/> (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 <input type="text"/> or Get Vendor from vendor database
Prime Compliance Contact *	None selected <input type="button" value="v"/> Contact not listed? QuickAdd a new compliance contact.
Prime Address *	None selected <input type="button" value="v"/> Address not listed? QuickAdd a new address.

- 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 <input type="button" value="v"/>		
Additional Organization Contacts				
	Name	Role	Department	Email, Phone & Fax
Contact #1:	<input type="text"/>	<input type="text"/>	<input type="text"/>	E: <input type="text"/> P: <input type="text"/> Ext. <input type="text"/> F: <input type="text"/>
Contact #2:	<input type="text"/>	<input type="text"/>	<input type="text"/>	E: <input type="text"/> P: <input type="text"/> Ext. <input type="text"/> F: <input type="text"/>
Contact #3:	<input type="text"/>	<input type="text"/>	<input type="text"/>	E: <input type="text"/> P: <input type="text"/> Ext. <input type="text"/> F: <input type="text"/>

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

Contract Settings				
Diversity Goal(s) *	Goal Type	Required Goal	Proposed/Committed Goal	Actual Goal
» Help with goals	DBE:	%	%	%
External Funding Sources	Funding source based on -- select one --		FHWA: % FTA: % FAA: % FRA: % HUD: % Other: %	
» Help with funding sources	Category	\$ Value	% Proportion	
	Federal: \$		%	« Calculate
	State: \$		%	
	Local: \$		%	
Contract Type *	None selected			
Contract Category	None selected			
Prime Permitted to Self-Request Additional Subcontractors *	<input checked="" type="radio"/> Yes [default] - Prime can self-request additional subcontractors electronically; ALL are subject to approval by authorized staff. <input type="radio"/> Yes - Prime can self-request additional subcontractors electronically. For Credit subcontractors are subject to approval by authorized staff, other subcontractors will automatically be added to the contract. <input type="radio"/> Yes - Prime can self-request additional subcontractors electronically; ALL are auto-approved and added to the contract. <input type="radio"/> No - All subcontractor additional requests must be submitted in writing.			
Federal Funding Source *	None selected			

Contract Settings				
Diversity Goal(s) *	Goal Type	Required Goal	Proposed/Committed Goal	Actual Goal
» Help with goals	DBE:	0 %	0 %	0 %
External Funding Sources	Funding source based on percent		FHWA: 94.3 % FTA: % FAA: % FRA: %	
» Help with funding sources	Category	\$ Value	% Proportion	
	Federal: * \$		94.3 %	« Calculate

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

7. Additional important fields to complete:

- “**Contract Type**”: Select whether the contract is *Construction*, *Professional Services* or *Procurement*
- “**Funding Source**”: Select “**FHWA**”, “**FTA**” or “**FAA**” from drop down menu
- “**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**”

- Home
- View »
- Search »
- Reporting »
- Create »
- Tools »
- Settings »
- Help & Support »
- Logoff
- Show All
- Hide All

Logged on as:
Mayline Wahinepio
Arizona Department of Transportation

The System Dashboard

[Refresh](#) [Personalize](#)

Contract Audits	Total	< 90 days	> 90 days
Total Audits	18230	377	17853
Incomplete Audits	145	20	25
Discrepancies	14	5	9
Closeouts/Final	22	20	37
Past Due Audits	33	9	24
Locked Audits	13	0	13
Sub Requests	10	5	4

Displaying Organization Data - [Config](#)

Contracts	#	Value	Payments For Credit	% Goal % Credit
All (open & closed)	3,182	\$6.08	\$5.58 \$348MM	3.0% 6.3%
All Open	748	\$1.88	\$1.4B \$142MM	5.8% 9.9%
All Audited	748	\$1.88	\$1.4B \$142MM	5.8% 9.9%
All Closed	2,434	\$4.2B	\$4.1B \$206MM	1.8% 5.0%
Pending Lock-in	39	contract worth \$7MM.		
Pending Value Change	25	contract worth \$26MM with total change value of \$6MM.		
Pending End Date Change	170	contract worth \$319MM.		

Displaying Organization Data - [Config](#)

Inconceivable! You have reached
Power User Level 2

Priority Flagged Contracts

Contract #	Status & Dates	Contract Value	Total Payments Credit Payments	% Goal % Credit
H816901C	Open 9/2014 to 1/2020	\$101,197,109	\$105,572,591	4.8% 6.6%
H689601C	Open 6/2014 to 1/2020	\$27,082,800	\$27,255,732	4.8% 5.3%

[Config](#)

Contracts

Total active	787
Audited	787
Soon to end (3 mo)	207
New	39
Changed	197

Displaying Organization Data - [Config](#)

3. Click on any underlined information to access the request

- Home
- View »
- Search »
- Reporting »
- Create »
- Tools »
- Settings »
- Help & Support »
- Logoff
- Show All
- Hide All

Logged on as:
Mayline Wahinepio
Arizona Department of Transportation

Transactions: Contract Subcontractor Addition Requests

[Help & Tools](#)

[Contracts](#) | [Contract Audits](#) | [Sub Requests](#) | [Proposals](#) | [Cert Apps](#) | [Cert Change Requests](#) | [AZUTRACS Registrations](#) | [Support](#) | [Messages](#)

Displays all Contract Subcontractor Addition Requests. Click the **Reference Number** to view the request details. Click the **Contract Number** to view the contract details.

☐ Show ONLY records assigned to you

1 - 10 of 10 records displayed: [Previous Page](#) < Page 1 > [Next Page](#) Records per page 20

[Refresh Table](#)

New	Date & Time	Reference #	Contract Number	Prime Contractor	Subcontractor	Contract Title	Status
All	All	All	All	All	All	All	Pending
	1/20/2016	01331287-023	H850401C	Prime: ValleyCrest Landscape Development, Inc. Sub: Dougherty Painting Company	SR303L, THOMAS RD-CAMELBACK RD		Pending
	1/20/2016	01331287-022	H850401C	Prime: ValleyCrest Landscape Development, Inc. Sub: Adams Fence LLC	SR303L, THOMAS RD-CAMELBACK RD		Pending
	12/21/2015	01576119-003	H874801C	Prime: Cactus Transport, Inc. Sub: Sunline Contracting LLC	WELCOME ST. - PIMA COUNTY LINE		Pending
	12/21/2015	01576119-002	H874801C	Prime: Cactus Transport, Inc. Sub: Cesar Correa Trucking LLC	WELCOME ST. - PIMA COUNTY LINE		Pending
	12/11/2015	01516262-014	H864201C	Prime: Roadway Electric LLC Sub: Five G Inc.	1-10, LITCHFIELD RD TO 83 AVE		Pending
	11/9/2015	00674774-012	2011-020.29	Prime: T. Y. LIN INTERNATIONAL Sub: Archaeological Consulting Services, Ltd.			Pending

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

Contract Management: View Subcontractor Addition Request
[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](#)

H864201C: I-10, LITCHFIELD RD TO 83 AVE
 Prime: **Roadway Electric LLC**
 9/8/2015 - 1/1/2020

Status: **Open**
 Current Award: **\$3,625,959**
 Total Paid: **\$199,884**
 For Credit: **\$50,259**
 Goal: **11.33%**
 % Credit: **25.14%**

[Approve Request](#)
[Deny Request](#)

Summary

Request Status	Pending
Subcontractor	Five G Inc.
Prime	Roadway Electric LLC
Count Towards Certified Goal	Yes - assigned to DBE goal
Contract Title	I-10, LITCHFIELD RD TO 83 AVE
Date Requested	12/11/2015

Recommendations

No recommendations made.

Subcontractor Information

Subcontractor Name	Five G Inc.
System Vendor Number	20053921
Subcontractor Compliance Contact Person	Gail Gray
Phone	602-437-0201
Fax	602-437-4937
Email	fiveg@fiveginc.com
Address	3801 E. Superior Ave. Phoenix, AZ 85040

Logged on as:
Mayline Wahinepio
 Arizona Department of Transportation

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:

- “Subcontract Amount”**: If they are a committed DBE, is this amount at least the same as what was on the DBE affidavit?
- “Type of Participation”**: Ensure the correct credit participation is selected
- “Include in Compliance Audits?”**: Yes
- “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

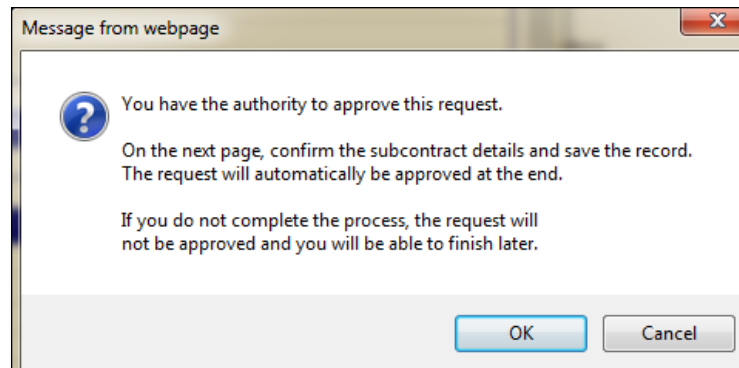
- e. Review attached files by clicking **“View Attachments”** button
- f. **“Work Codes”**: NAICS codes should be selected for DBEs

Estimated Work End Date	9/17/2016
Add vendor to existing compliance audits for this contract	No. Subcontractor's first audit will be the next one. Payments Already Made: \$0.00
Reference Identifier	
Attached File(s)	View Attachments
Work Description	MEDIAN CABLE BARRIER
Work Codes	No Codes Assigned
Comments	NEW CONTRACT

Requesting Vendor and Contact Person	
Prime Name	Roadway Electric LLC
System Vendor Number	20062603
Prime Contact Person	Susan Skalniak
Phone	602-943-8300
Fax	602-943-8305
Email	susans@roadwayelectric.com
Address	2035 W. Mountain View Road Phoenix, AZ 85021

[Approve Request](#) [Deny Request](#)

- 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

Type of Participation *	Subcontractor/Subconsultant ▼
	Percent of payments to be counted: <input type="text" value="100.00"/> %
	Amount not to be included in award verification: \$ <input type="text" value="0.00"/>


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

Count Towards Certified Goal *	<p><small>This setting is used only to set the default status on future compliance audits and the starting/final amount fields below. To change the status of all or specific existing payments, access the payment history for the contractor.</small></p> <p><input checked="" type="radio"/> Yes - Payments to this contractor count towards the selected goal (field below).</p> <p><input type="radio"/> No</p>
	Goal Type ▼

- | | |
|------------------|---|
| Work Description | MEDIAN CABLE BARRIER |
| Work Codes | <p><u>Currently assigned work codes:</u>
No Codes Assigned</p> <p>The work codes below are from recognized certifications for this firm. Select one or more work codes that match the work this firm will be performing for this assignment and click Assign Selected Work Codes to add to this record. Click here to refresh the list if the assigned vendor or for credit status has been changed.</p> <div> <input type="checkbox"/> NAICS 237310 Guardrail construction </div> <div> <input type="checkbox"/> NAICS 238990 Fence installation (except electronic containment fencing for pets) </div> <div> <input type="checkbox"/> NAICS 238990 Fencing contractors (except electronic containment fencing for pets) </div> <div> <input type="checkbox"/> NAICS 238990 Sign, building, erection </div> <div> <input type="button" value="Assign Selected Work Codes"/> <input type="button" value="Add Other Work Codes"/> </div> |

Save

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



AZUTRACS

LPA DBE System

Help & Tools

[Users](#)
[Vendors](#)
[Contracts](#)
[Proposals](#)

Search your organization's contract database. Enter information into any of the boxes below and click **Search**. Some parameters are required.

Search First 20 Matches

Search All Matches

Clear Form

Home

View >>

Search >>

Vendors

Certified Vendors

Users

Contracts

Proposals

Search Parameters

Contract/Reference Number


1970-01

(Contract number, financial system reference, project number)

Contract Title

Containing Text

3. Click on any underlined field to enter contract



Search: Contracts

Users
Vendors
Contracts
Proposals

[Help & Tools](#)

Here's a list of the contracts that matched your search criteria. Use the sort and filter functions of the table to reduce the size of the list. You can view more listings by using the navigation line at the bottom of the table.

Click the **Transaction Number** to view that Contract or the **Vendor Name** link to view that vendor's profile. To refine or expand your search use the search table at the bottom of the page.

To resort, click on column title.

Contract Number	Contract Title	Prime Contractor	Contract Amount & End Date	Status	Actions
1970.01	BECO Test	ADOT On-Call Prime	\$5,000.00 10/10/2020	Open	Main View Audit List Subs Audit Summary

1 - 1 of 1 record displayed: Page 1

4. Click on “Compliance Audit List” tab

Contract Management

1970.01: BECO Test
Prime: ADOT On-Call Prime
7/18/2013 - 10/10/2020

Status: **Open**
Current Award: **\$5,000**
Total Paid: **\$3,000**
For Credit: **\$0**

Goal: **0.00%**
% Credit: **0.00%**

Contract Information

Contract Title	BECO Test
Contract Number	1970.01
Prime Contractor	ADOT On-Call Prime

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

Contract Management: Compliance Audit List

1970.01: BECO Test
Prime: ADOT On-Call Prime
7/18/2013 - 10/10/2020

Status: **Open**
Current Award: **\$5,000**
Total Paid: **\$3,000**
For Credit: **\$0**

Goal: **0.00%**
% Credit: **0.00%**

Compliance Audit List

Audit Period	Date Posted	Paid To Prime	Total Lines	Reported By Prime		Not Reported By Prime		Confirmed By Sub		Not Confirmed By Sub		Disputed By Sub		Actions
				Lines	Amount	Lines	Amount	Lines	Amount	Lines	Amount			
TOTALS		\$3,000	1	1	\$1,500	0	0	\$0	1	\$1,500	0	\$0		
Dec 2015													Add Audit	
Nov 2015													Add Audit	
Oct 2015													Add Audit	
Sep 2015													Add Audit	

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

Contract Management: Compliance Audit List

1970.01: BECO Test
Prime: ADOT On-Call Prime
7/18/2013 - 10/10/2020

Status: **Open**
Current Award: **\$5,000**
Total Paid: **\$3,000**
For Credit: **\$0**

Goal: **0.00%**
% Credit: **0.00%**

Compliance Audit List

Audit Period	Date Posted	Paid To Prime	Total Lines	Reported By Prime		Not Reported By Prime		Confirmed By Sub		Not Confirmed By Sub		Disputed By Sub		Actions
				Lines	Amount	Lines	Amount	Lines	Amount	Lines	Amount			
TOTALS		\$3,000	1	1	\$1,500	0	0	\$0	1	\$1,500	0	\$0		
Dec 2015													Add Audit and Notify Prime	
Nov 2015													Add Audit	
Oct 2015													Add Audit	
Sep 2015													Add Audit	

7. Click "View Audit"

Contract Management: Compliance Audit List

[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](#)

1970.01: BECO Test
Prime: ADOT On-Call Prime
7/18/2013 - 10/10/2020

Status: Open
Current Award: \$5,000
Goal: 0.00%
% Credit: 0.00%
Total Paid: \$3,000
For Credit: \$0

Home

View »

Search »

Vendors

Certified Vendors

Users

Contracts

Proposals

Certification Apps

Search Results »

Reporting »

Compliance Audit List

Audit Period	Date Posted	Paid To Prime	Total Lines	Reported By Prime		Not Reported By Prime	Confirmed By Sub		Not Confirmed By Sub		Disputed By Sub		Actions
				Lines	Amount		Lines	Amount	Lines	Amount	Lines	Amount	
TOTALS		\$3,000	2	1	\$1,500	1	0	\$0	1	\$1,500	0	\$0	View Audit
Dec 2015	1/19/2016	Not reported	1	0	\$0	1	0	\$0	0	\$0	0	\$0	Add Audit
Nov 2015				Audit not posted for this period - Add Audit									Add Audit
Oct 2015				Audit not posted for this period - Add Audit									Add Audit

8. Click "Submit" next to Payment to Prime

Compliance Audit: Audit Summary for December 2015

[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](#)

1970.01: BECO Test
Prime: ADOT On-Call Prime
7/18/2013 - 10/10/2020

Status: Open
Current Award: \$5,000
Goal: 0.00%
% Credit: 0.00%
Total Paid: \$3,000
For Credit: \$0

Home

View »

Search »

Vendors

Certified Vendors

Users

Contracts

Proposals

Certification Apps

Search Results »

Reporting »

Create »

Tools »

Settings »

Audit Information

Audit Time Period	December 2015
Audit Reference	Add Reference
System Audit Number	00925690-003
Date Posted	Local: 1/19/2016 4:16:39 PM AZT System: 1/19/2016 5:16:39 PM CST
Final Audit?	No (mark audit as final)
Payment Reporting Status	1 payments to subcontractors remaining to be reported by prime Reporting deadline is 2/2/2016 Audit will be locked 3/19/2016
Payment to Prime	Not Reported (Submit)

<< View May 2015 Audit <<

- Enter payment information, click “Save”, and then “OK”

Compliance Audit: Audit Summary for December 2015 Help & Tools

AZUTRACS LPA DBE System

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

1970.01: BECO Test
 Prime: ADOT On-Call Prime
 7/18/2013 - 10/10/2020

Status: **Open**
 Current Award: **\$5,000**
 Goal: **0.00%** Total Paid: **\$3,000**
 % Credit: **0.00%** For Credit: **\$0**

Audit Information

Audit Time Period	December 2015
Audit Reference	Add Reference
System Audit Number	00925690-003
Date Posted	Local: 1/19/2016 4:16:39 PM AZT System: 1/19/2016 5:16:39 PM CST
Final Audit?	No (mark audit as final)
Payment Reporting Status	1 payments to subcontractors remaining to be reported by prime Reporting deadline is 2/2/2016 Audit will be locked 3/19/2016
Payment to Prime	Not Reported (Submit)

You can add the amount paid to the prime. Any changes will permanently replace information from your financial system.

Amount For December 2015 * \$

Payment Date (mm/dd/yyyy)

Comments *

[Save](#) [Spell Check](#) [Clear Payment Info](#)

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.

- Click on any underlined numbers to view all discrepancies

The System Dashboard Refresh Personalize

Contract Audits	Total	< 90 days	> 90 days
Total Audits	<u>18231</u>	<u>378</u>	<u>17853</u>
Incomplete Audits	<u>136</u>	<u>61</u>	<u>75</u>
Discrepancies	<u>13</u>	<u>5</u>	<u>8</u>
Closeouts/Final	<u>77</u>	<u>20</u>	<u>57</u>
Past Due Audits	<u>32</u>	<u>8</u>	<u>24</u>
Locked Audits	<u>11</u>	<u>0</u>	<u>11</u>
Sub Requests	<u>12</u>	<u>8</u>	<u>4</u>

Nothing can stop you now! You have reached
Power User Level 2

Priority Flagged Contracts

Contract #	Status & Dates	Contract Value Total Payments Credit Payments	% Goal % Credit
H816901C	Open	\$101,197,109	4.8%

Displaying Organization Data - [Config](#)

- 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.						
<input checked="" type="checkbox"/> 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	

- Find the “Discrepancy” in the audit list
- 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 Confirmed View Edit 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 Confirmed View Edit 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 Discrepancy Resolve Resolve	\$228,006.98	1.006%	1.201%
1	Hawker and Evans Asphalt Company Inc [Info] Dennis Ryan dennisr@hawkerandevans.com P 480-834-3058, F 480-461-1055	No	Sub	No	\$0.00 Confirmed View Edit 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 Status: **Open**
 Prime: **Ames Combs Joint Venture** Current Award: **\$12,481,908**
 12/24/2014 - 1/1/2020 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	30000089-241
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	conniey@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

Different amounts and dates reported by the subprime and subcontractor.

Firms are sent a notification to resolve the discrepancy on their own. These firms have not added additional comments to resolve this discrepancy.

Contact persons that responded to payment audit.

- Verify correct payment information by communicating with each firm
- Click **"Resolve Discrepancy"** button

8. Enter final payment information

Compliance Audit: Discrepancy Resolution

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

Prime: 12/24/2014 - 1/1/2020 Status: **Open**
Goal: **9.87%** Current Award: **\$12,481,908**
% Credit: **5.93%** Total Paid: **\$11,065,411**
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

Select a resolution option, enter comments if needed, and click **Save Response**.

Discrepancy Resolved? *

☐ The \$23,241.85 originally reported by the subprime is correct.

☒ The \$20,743.06 originally reported by the subcontractor is correct.

☐ None of the amounts are correct. The amount should be \$

Public Comments

These comments are visible to all parties connected to this record.

Subprime reported amounts for another project

Check #216566 was for \$20,743.06

Private Comments

These comments are visible ONLY to the compliance officer.

Attach File(s)

Attach File

Confirmation

☐ Send me confirmation of my response.

Save Response

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

Vendor Profile: Users [Help & Tools](#)

AZUTRACS LPA DBE System

General Info | Public Profile | **Users** | Commodity Codes | Contacts | Employees | Certifications | Contracts | Workforce Composition/EEO | AZUTRACS Registrations

ADOT Contractor Compliance System Vendor Number: 20373918

Listed are all of the users accounts for this business. To view a user's information, click the user number or name.

Add User

User Number	Name	Title	Contact Role(s)	Actions
20373918-001	Compliance, Contractor		Certifications, Contracts, General, Insurance, Invoicing, Owner, Prevailing Wage, Sales	Copy Deactivate

Customer Support

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[Home](#) | [Help](#) | [Print This Page](#) | [Print To PDF](#)

Home

View »

Search »

Message »

Settings »

Change Password

Your Settings

General Biz Info

Vendor Profile

User List

Add a User

Contacts

Commodity Codes

Employees

Workforce/EEO

AZUTRACS Registrations

4. Complete all fields with a red asterisk (*) – the email address is considered the Username

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

*** required entry**

Contact Information

Enter the user's contact information. The email address serves as the the username.

Name *	Salutation	First Name *	Last Name *	Suffix
		Jane	Doe	
Email/Username *	jdoe@gmail.com			
Title				
Phone Number *	602	712-7761	Ext.	
Fax Number *	602	712-8429		
Choose password *	<div>.....</div> Password Strength Sufficient			
	Password requirements: Must be at least 6 characters long			
Retype password *	<div>.....</div> Passwords Match			

6. Select all addresses

Addresses

Select the addresses for this user. To edit or add addresses, click the **General Info** tab at the top of this page.

Physical *	Main Address: 1130 N. 22nd Ave., Phoenix, AZ 85009
Mailing *	Main Address: 1130 N. 22nd Ave., Phoenix, AZ 85009
Billing *	Main Address: 1130 N. 22nd Ave., Phoenix, AZ 85009
Shipping *	Main Address: 1130 N. 22nd Ave., Phoenix, AZ 85009

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

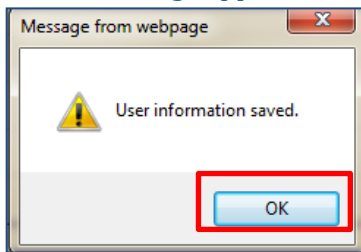
Account Preferences

Select the timezone, language, and notification settings for this user.

Time Zone *	US/Arizona
Preferred Notification Method *	<div><input type="radio"/> Email AND Fax: Send me plain-text email </div> <div><input checked="" type="radio"/> Email: Send me plain-text email </div> <div><input type="radio"/> Fax</div>
Notification Options	<div><input checked="" type="checkbox"/> Notify this user of new system features and services. Uncheck the box to not receive these notices.</div> <div><input checked="" type="checkbox"/> Notify this user of outreach campaigns, such as seminar, training bulletins, and procurement opportunities. Uncheck the box to not receive these notices from Arizona Department of Transportation. This action has no impact on official correspondence sent as part of any applicable agreement, contract, certification, or policy.</div>

9. Click "Save" when complete

10. Below message appears and click “OK”



11. Click “User List” button



12. See new user in the list

Vendor Profile: Users Help & Tools

AZUTRACS LPA DBE System

General Info | Public Profile | **Users** | Commodity Codes | Contacts | Employees | Certifications | Contracts | Workforce Composition/EEO | AZUTRACS Registrations

ADOT Contractor Compliance System Vendor Number: 20373918

Listed are all of the users accounts for this business. To view a user's information, click the user number or name.

[Add User](#)

User Number	Name	Title	Contact Role(s)	Actions
20373918-001	Compliance, Contractor		Certifications, Contracts, General, Insurance, Invoicing, Owner, Prevailing Wage, Sales	Copy Deactivate
20373918-002	Doe, Jane			Copy Deactivate

13. Go to Step #3 to add additional users

VII. Closing a Contract

1. Click on “Search” in left margin, and then “Contracts”

Search: Contracts

Users Vendors **Contracts**

Search your organization's contract database. Enter information into any of the boxes below and click **Search**. Some parameters are required.

Search First 20 Matches Search All Matches Clear Form

Search Parameters

CONTRACT/REFERENCE NUMBER
(Contract number, financial system reference, project number)

CONTRACT TITLE

CONTAINING TEXT
(Contract description, summary, notes, comments)

CONTRACTOR
☒ Prime ☐ Subcontractor ☐ Either

Left Margin: Home, View », **Search »**, Vendors, Certified Vendors, Users, **Contracts**, Search Results », Reporting », Create », Tools », Settings », Help & Support », Logout

2. Enter “Contract/Reference Number” and click on “Search All Matches”

Search: Contracts

Users Vendors **Contracts**

Search your organization's contract database. Enter information into any of the boxes below and click **Search**. Some parameters are required.

Search First 20 Matches **Search All Matches** Clear Form

Search Parameters

CONTRACT/REFERENCE NUMBER

CONTRACT TITLE

CONTAINING TEXT

CONTRACTOR
☒ Prime ☐ Subcontractor ☐ Either

3. Select the relevant “Contract Number” and click on “Main”

Search: Contracts

Users Vendors **Contracts**

Here's a list of the contracts that matched your search criteria. Use the sort and filter functions of the table to reduce the size of the list. You can view more listings by using the navigation line at the bottom of the table.

Click the **Transaction Number** to view that Contract or the **Vendor Name** link to view that vendor's profile. To refine or expand your search use the search table at the bottom of the page.

To resort, click on column title.

Contract Number	Contract Title	Prime Contractor	Contract Amount & End Date	Status	Actions
	All ▾	All ▾	ALL ▾	All ▾	
			\$443,006 8/9/2018	Open	Main Vendor Profile Contract

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

Contract Management: Close Contract

Main	View	Settings	Subs	Docs	Change Orders & Task Orders	Alerts	Comments	Messages	Closeout
Compliance Audit List Compliance Audit Summary Compliance Audit FY Site Visits Reports									
SZ12901X: 171677 - Bicycle/Pedestrian Program Services Prime: Living Streets Alliance 8/10/2017 - 8/9/2018									
Close Contract									
Contract Status					Open				
Close Date *					<input type="text"/> (mm/dd/yyyy)				
Contract Secondary Status					None selected ▼				
Prime Contractor Rating					Not Rated ▼				
Closeout Comments					<input type="text"/> <input type="text"/> <input type="text"/>				
					<input type="button" value="Close Out Contract"/> <input type="button" value="View Audit Summary With 'Final Audit' Te"/>				
Audit Summary - Total Contract									

7. On the pop-up window, click “OK”

arizonalpa.dbesystem.com says
 Close out this contract? It will no longer be audited and its status will be set to "Closed".

8. The contract is now “Closed”

Contract Management: Close Contract

Main	View	Settings	Subs	Docs	Change Orders & Task Orders	Alerts	Comments	Messages	Closeout
Compliance Audit List Compliance Audit Summary Compliance Audit FY Site Visits Reports									
SZ12901X: 171677 - Bicycle/Pedestrian Program Services Prime: Living Streets Alliance 8/10/2017 - 8/9/2018; Closed 10/1/2019									
Contract Status									
Contract Status					Closed				
Contract Secondary Status					None selected ▼				
Close Date *					10/1/2019 (mm/dd/yyyy)				
Closed By					Melanie Peterson				
Prime Contractor Rating					Not Rated ▼				
Closeout Comments					<input type="text"/> <input type="text"/> <input type="text"/>				

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”

Contract Management

Main | View | Settings | Subs | Docs | Change Orders & Task Orders | Alerts | Comments | Messages | Closeout

Compliance Audit List | Compliance Audit Summary | Compliance Audit FY | Site Visits | Reports

Primer: Liv
8/10/2017 - 8/9/2018; Closed 10/1/2019

Contract Information

Contract Title	171
Contract Number	S
Prime Contractor	Liv
System Transaction Number	0
Award/Start Date	8/10/2017
(Projected) End Date	8/9/2018
Contract Value	\$443,986.00

Contract Alerts

Alert 1 Contract has been closed.

Contract Status & Actions

Contract Status	Closed	View Contract , Edit Contract , Close Out Change Secondary Status to: None selected
Compliance Officer	Assigned	Change Compliance Officer to: M
Compliance Monitoring	On Demand (Monthly)	
Subcontractors	1 sub	Manage Subcontractors
Task Orders		Create Task Order
Contract Change Orders	Amended	Amend Contract , Change Value
Contract Extensions/Shortenings		Extend/Shorten Contract
Other Functions		Reverse Close Out , Delete Contract , Vendor Archi

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

arizonalpa.dbesystem.com says

Activate this contract?

OK Cancel