# 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**

5. Select the appropriate “**Buyer/Project Manager (in-system user)**”, your agency
6. The top portion of “Contract Settings” should be filled out this way:

- **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”

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**

<table>
<thead>
<tr>
<th>Type</th>
<th>Certified</th>
<th>Renewal</th>
<th>Expiration</th>
<th>Organization</th>
</tr>
</thead>
</table>

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)
e. Review attached files by clicking "View Attachments" button
f. "Work Codes": NAICS codes should be selected for DBEs

[Image of LPA DBE System interface]

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

```
Requesting Vendor and Contact Person

| Prime Name | Roadway Electric LLC |
| System Vendor Number | 20063863 |
| Prime Contact Person | Susan Skamnuk |
| Phone | 602-943-8300 |
| Fax | 602-943-8305 |
| Email | susan@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”

[Image of message box]

You have the authority to approve this request.

On the next page, confirm the subcontract details and save the record. The request will automatically be approved at the end.

If you do not complete the process, the request will not be approved and you will be able to finish later.

```
```

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

```
<table>
<thead>
<tr>
<th>Type of Participation</th>
<th>Subcontractor/Subconsultant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percent of payments to be counted</td>
<td>100.00 %</td>
</tr>
<tr>
<td>Amount not to be included in award verification</td>
<td>$ 0.00</td>
</tr>
</tbody>
</table>
```

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

```
<table>
<thead>
<tr>
<th>Count Towards Certified Goal</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes - Payments to this contractor count towards the selected goal (field below)</td>
<td></td>
</tr>
<tr>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>
```

```
| Goal Type | DBE |
```
• Work Codes: If sub is a DBE, select the NAICS code that applies to the work being done
• Click “Assign Selected Work Codes” button

![Image of Work Codes]

j. Click “Review”, and 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”

![Image of Search: Contracts]

3. Click on any underlined field to enter contract

![Image of Search: Contracts with Contract 1970:01 highlighted]
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

3. Find the “Discrepancy” in the audit list
4. Click “Resolve” to enter discrepancy module
5. Review discrepancy data

- 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.

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 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.

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"

![Message from webpage]

11. Click “User List” button

12. See new user in the list

![Vendor Profile: Users]

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