



# **Prompt Payment Panel Discussion**

**BECO DBE Compliance**

**Q1 2025 DBE Task Force Meeting**

**March 4, 2025**

# BECO Compliance Technicians



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# Identify Point of Contact in DOORS

## Contract Management

[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:   
1/7/2016 - 1/1/2020

### Contract Status & Actions

	Status	Actions	Detail
CONTRACT STATUS	Open	<a href="#">View Contract</a> <a href="#">Edit Contracts</a> <a href="#">Close Out</a> Change Secondary Status to: <div>None selected ▾</div>	
COMPLIANCE OFFICER	Assigned	Change Compliance Officer to: <div>Barrissa Gardner ▾</div>	Assigned to: Barrissa Gardner
SECONDARY COMPLIANCE OFFICER	Assigned	Change Secondary Compliance Officer to: <div>▾</div>	Assigned to: ▾
COMPLIANCE MONITORING	On Demand (Monthly)		

**Compliance Officer**  
Contact for prompt payment

**Secondary Compliance Officer**  
Contact for monthly estimates

# How to Create a Discrepancy in DOORS

**ADOT**  
**DOORS**  
DBE & OJT Online Reporting System

Home  
View  
Search  
Vendors  
Certified Vendors  
Users  
Contracts  
Outreach Campaigns  
Certification Apps  
Search Results  
Reporting  
Create  
Tools  
Settings  
Help & Support  
Logout  
[Show All](#) [Hide All](#)

Alma Iozano  
ARIZONA DEPARTMENT OF  
TRANSPORTATION

### Compliance Audit Information

Amount Reported by the prime contractor for January 2025 as PAID to You

**\$7,688.95**

Payment Detail Provided by Prime:  
CHECK 188780

#### Confirm Reported Amount? \*

[Show all options and fields](#)

☐ Correct - the amount reported by the prime contractor as PAID to us is correct (\$7,688.95).

☒ **Incorrect** - the amount reported by the prime contractor as PAID to us is not correct.

☐ We received **no** payment in January 2025.

☒ We were paid a **different** amount in January 2025 than reported (\$7,688.95).

1. Enter the amount you actually received from the prime contractor in January 2025: \*

\$

2. Payment Date: \*

» If multiple payments were received, enter the date of the first payment.

3. Were you paid in accordance with the organization's prompt payment policy? \*

» According to our records, the prime contractor was paid on 1/15/2025.  
» "Prompt Pay" means payment within 7 days.

☐ Yes - we were paid on or before 1/22/2025.

☐ No - we were not paid on or before 1/22/2025.

#### Final Payment? \*

☒ **No** - our work on this contract continues.

☐ Yes - this is our last payment for this contract.

☐ N/A - we have not begun work on this project or we have not been paid yet for our work.

#### Is Prime Withholding Retainage? \*

# DOORS/LPA DBE System - Add Payment Details



# What is NOT a Prompt Payment Violation?



Work  
not accepted  
by ADOT



Contract  
disputes



Sanctions  
for  
non-compliance



Unsigned on  
unsubmitted  
lien waivers

# Prompt Payment Review Process

The BECO CT runs monthly report to track late payments, unconfirmed payments, and discrepancies

The BECO CT conducts random audit reviews to confirm compliance with prompt payment requirements

The BECO CT receives a complaint from subcontractor of a late payment or no payment

The BECO CT assists with updating payments, as needed

Sends out Request for Information (RFI) forms

Sends out RFI to the contractor, subcontractor, and ADOT field office

Confirms unconfirmed payments on behalf of a subcontractor

If applicable, BECO may recommend Prompt Payment sanctions to the State Construction Engineer for willful non-compliance.

The State Construction Engineer will make the final decision.

Provides follow up assistance to resolve discrepancies

# Prompt Payment Applies to All LPA Contracts

The first point of contact for LPA prompt payment questions is the LPA/Subrecipient

LPA/Subrecipient reviews monthly audits for late payments

LPA/Subrecipient follows up on any payment discrepancies

LPA/Subrecipient may contact BECO for support





[ContractorCompliance@azdot.gov](mailto:ContractorCompliance@azdot.gov)

[Payment Reporting Guide](#)