

# Using the LPA DBE System



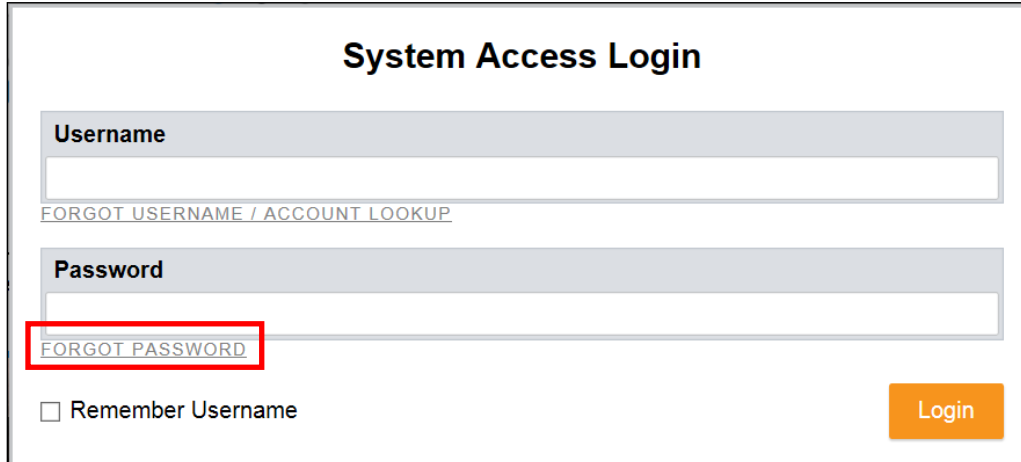
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## I. Retrieving Login Information

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”



**System Access Login**

Username

[FORGOT USERNAME / ACCOUNT LOOKUP](#)

Password

[FORGOT PASSWORD](#)

☐ Remember Username

Login

4. Enter your email and click “Submit”

look it up.' Below this is an input field containing 'email@gmail.com' and a 'Submit' button. A large red arrow points to the 'Submit' button." data-bbox="116 537 742 735"/>

**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](#).

email@gmail.com

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)	<a href="#">623</a>	\$471MM	\$375MM \$33MM	4.4% 8.7%
All Open	<a href="#">270</a>	\$283MM	\$173MM \$12MM	4.8% 6.7%
All Audited	<a href="#">267</a>	\$283MM	\$173MM \$12MM	4.8% 6.7%
All Closed	<a href="#">353</a>	\$188MM	\$202MM \$21MM	3.6% 10.5%
Pending Value Change	<a href="#">3</a> contract worth \$2MM with total change value of -\$343K.			
Pending End Date Change	<a href="#">36</a> contract worth \$28MM.			

Displaying Organization Data - [Config](#)

**Contract Audits Table:**

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

2. Enter appropriate data in the 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 Name shown to contractors as the contract owner/paying organization when
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

3. Click on **“Get Vendor”** to select the correct vendor profile. Please note that firms may have multiple profiles for the different cities they do business in.
4. Identify the **“Prime Compliance Contact”** person along with the **“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.			
<b>Award/Start Date *</b>	<input type="text"/> (mm/dd/yyyy)	<b>(Projected) End Date *</b>	<input type="radio"/> Date: <input type="text"/> (mm/dd/yyyy) <input type="radio"/> Duration: <input type="text"/> year(s) <input type="button" value="v"/>
<b>Notice To Proceed Date</b>	<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 <b>Get Vendor</b> to search and select a user.	
<b>Prime Contractor *</b>	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"/> <div style="border: 1px solid red; padding: 2px; display: inline-block;">or <a href="#">Get Vendor</a> from vendor database</div>
<b>Prime Compliance Contact *</b>	None selected <input type="button" value="v"/> Contact not listed? <a href="#">QuickAdd</a> a new compliance contact.
<b>Prime Address *</b>	None selected <input type="button" value="v"/> Address not listed? <a href="#">QuickAdd</a> 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.				
<b>Buyer/Project Manager (in-system user) *</b>		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				
<b>Diversity Goal(s) *</b>	Goal Type	Required Goal	Proposed/Committed Goal	Actual Goal
» <a href="#">Help with goals</a>	DBE:	%	%	%
<b>External Funding Sources</b>	Funding source based on -- select one --		FHWA: % FTA: % FAA: % FRA: % HUD: % Other: %	
» <a href="#">Help with funding sources</a>	Category	\$ Value	% Proportion	
	Federal: \$		%	« <a href="#">Calculate</a>
	State: \$		%	
	Local: \$		%	
<b>Contract Type *</b>	None selected			
<b>Contract Category</b>	None selected			
<b>Prime Permitted to Self-Request Additional Subcontractors *</b>	<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.			
<b>Federal Funding Source *</b>	None selected			

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

- “**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 was assigned to the contract, then type a zero (0) in all three – “**Required Goal**”, “**Proposed/ Committed Goal**” and “**Actual Goal**”
- For “**Funding source based on**”: Select “**percent**” from the drop down menu
- For “**FHWA/FTA/FAA**”: Enter the 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 the drop down menu

8. Enter the appropriate person as the “**Compliance Officer**”

9. All other default settings shall remain the same

10. Scroll to the bottom of page and click [Review](#)

11. Scroll to the bottom of page and click [Save](#)

### 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

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	70	75
Discrepancies	14	5	9
Closeouts/Final	77	20	57
Past Due Audits	33	9	24
Locked Audits	13	0	13
<b>Sub Requests</b>	<b>10</b>	<b>5</b>	<b>4</b>

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

Logged on as:  
Mayline Wahinepio  
Arizona Department of Transportation

**Transactions: Contract Subcontractor Addition Requests**

[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](#)

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

New	Date & Time	Reference #	Contract Number	Prime Contractor	Subcontractor	Contract Title	Status
All	All	All	All	All	All	All	Pending
	1/20/2016	<a href="#">01331287-023</a>	<a href="#">H850401C</a>	Prime: ValleyCrest Landscape Development, Inc. Sub: Dougherty Painting Company	SR303L, THOMAS RD-CAMELBACK RD		Pending
	1/20/2016	<a href="#">01331287-022</a>	<a href="#">H850401C</a>	Prime: ValleyCrest Landscape Development, Inc. Sub: Adams Fence LLC	SR303L, THOMAS RD-CAMELBACK RD		Pending
	12/21/2015	<a href="#">01576119-003</a>	<a href="#">H874801C</a>	Prime: Cactus Transport, Inc. Sub: Sunline Contracting LLC	WELCOME ST. - PIMA COUNTY LINE		Pending
	12/21/2015	<a href="#">01576119-002</a>	<a href="#">H874801C</a>	Prime: Cactus Transport, Inc. Sub: Cesar Correa Trucking LLC	WELCOME ST. - PIMA COUNTY LINE		Pending
	12/11/2015	<a href="#">01516262-014</a>	<a href="#">H864201C</a>	Prime: Roadway Electric LLC Sub: Five G Inc.	1-10, LITCHFIELD RD TO 83 AVE		Pending
	11/9/2015	<a href="#">00674774-012</a>	<a href="#">2011-020.29</a>	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	<b>Pending</b>
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	<a href="#">Gail Gray</a>
Phone	602-437-0201
Fax	602-437-4937
Email	<a href="mailto:fiveg@fiveginc.com">fiveg@fiveginc.com</a>
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 as 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 the 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 the **“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)	<a href="#">View Attachments</a>
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	<a href="#">Susan Skalniak</a>
Phone	602-943-8300
Fax	602-943-8305
Email	<a href="mailto:susans@roadwayelectric.com">susans@roadwayelectric.com</a>
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”**

Message from webpage

 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.

[OK](#)
[Cancel](#)

- h. Click **“OK”** when the 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 <span style="float: right;">▼</span>
	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>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.</p> <p> <input checked="" type="radio"/> Yes - Payments to this contractor count towards the selected goal (field below).         <input type="radio"/> No       </p>	
	<table border="1"> <tr> <td style="background-color: #d9ead3;">Goal Type</td> <td>DBE <span style="float: right;">▼</span></td> </tr> </table>	Goal Type
Goal Type	DBE <span style="float: right;">▼</span>	

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

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 <b>Assign Selected Work Codes</b> to add to this record. <a href="#">Click here</a> to refresh the list if the assigned vendor or for credit status has been changed.</p> <p> <input type="checkbox"/> NAICS 237310 Guardrail construction  <input type="checkbox"/> NAICS 238990 Fence installation (except electronic containment fencing for pets)  <input type="checkbox"/> NAICS 238990 Fencing contractors (except electronic containment fencing for pets)  <input type="checkbox"/> NAICS 238990 Sign, building, erection         </p> <p> <input type="button" value="Assign Selected Work Codes"/> <input type="button" value="Add Other Work Codes"/> </p>

j. Click “Review”, and then

## IV.Posting Payments to Contracts

1. To find a contract, click the “Search” tab in the left margin; then click “Contracts”
2. “Contract/Reference Number”: Enter the contract number; then click “Enter”

Search: Contracts

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

[Home](#)  
[View »](#)  
[Search »](#)  
[Vendors](#)  
[Certified Vendors](#)  
[Users](#)  
[Contracts](#)  
[Proposals](#)

Search Parameters

Contract/Reference Number
1970-01

Contract Title

Containing Text

3. Click on any underlined field to enter the contract

Search: Contracts

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

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
<a href="#">1970.01</a>	<a href="#">BECO Test</a>	<a href="#">ADOT On-Call Prime</a>	\$5,000.00 10/10/2020	Open	<a href="#">Main</a> <a href="#">View</a> <a href="#">Audit List</a> <a href="#">Subs</a> <a href="#">Audit Summary</a>

1 - 1 of 1 record displayed: Page 1

[Home](#)  
[View »](#)  
[Search »](#)  
[Vendors](#)  
[Certified Vendors](#)  
[Users](#)  
[Contracts](#)  
[Proposals](#)  
[Certification Apps](#)  
[Search Results »](#)

4. Click on “Compliance Audit List” tab

**Contract Management**

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**  
Total Paid: **\$3,000**  
For Credit: **\$0**  
Goal: **0.00%**  
% Credit: **0.00%**

Add to Dashboard as Priority Flagged Contract Refresh Page

**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**

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**  
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			
<b>TOTALS</b>		\$3,000	1	1	\$1,500	0	0	\$0	1	\$1,500	0	\$0		
Dec 2015													<a href="#">Add Audit</a>	
Nov 2015													<a href="#">Add Audit</a>	
Oct 2015													<a href="#">Add Audit</a>	
Sep 2015													<a href="#">Add Audit</a>	

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

**Contract Management: Compliance Audit List**

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**  
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			
<b>TOTALS</b>		\$3,000	1	1	\$1,500	0	0	\$0	1	\$1,500	0	\$0		
Dec 2015													<a href="#">Add Audit</a>	
													<a href="#">Add Audit and Notify Prime</a> <a href="#">Add Audit and Do Not Notify Prime</a> <a href="#">Add Audit For Specific Subcontractors</a>	
Nov 2015													<a href="#">Add Audit</a>	
Oct 2015													<a href="#">Add Audit</a>	
Sep 2015													<a href="#">Add Audit</a>	

## 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%**  
**Total Paid: \$3,000**  
**% Credit: 0.00%**  
**For Credit: \$0**

Home

View »

Search »

Vendors

Certified Vendors

Users

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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	
<b>TOTALS</b>		\$3,000	2	1	\$1,500	1	0	\$0	1	\$1,500	0	\$0	<a href="#">View Audit</a>
<b>Dec 2015</b>	1/19/2016	Not reported	1	0	\$0	1	0	\$0	0	\$0	0	\$0	<a href="#">Add Audit</a>
<b>Nov 2015</b>				Audit not posted for this period - <a href="#">Add Audit</a>									<a href="#">Add Audit</a>
<b>Oct 2015</b>				Audit not posted for this period - <a href="#">Add Audit</a>									<a href="#">Add Audit</a>

## 8. Click "Submit" next to Payment to Prime

### Compliance Audit: Audit Summary for December 2015

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**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**

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### Audit Information

Audit Time Period	December 2015
Audit Reference	<a href="#">Add Reference</a>
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 <a href="#">(Submit)</a>

<< View May 2015 Audit <<

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

**Compliance Audit: Audit Summary for December 2015**
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**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**

**Home**  
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**Settings »**  
**Help & Support »**  
**Logout**  
 Show All   Hide All  
 Logged on as:  
**Mayline Wahinepio**  
 Arizona Department of Transportation

**Audit Information**

Audit Time Period	December 2015
Audit Reference	<a href="#">Add Reference</a>
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 ( <a href="#">mark audit as final</a> )
Payment Reporting Status	1 payments to subcontractors remaining to be reported by prime Reporting deadline is <b>2/2/2016</b> Audit will be locked <b>3/19/2016</b>
Payment to Prime	Not Reported ( <a href="#">Submit</a> )

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 \*

## 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	18231	378	17853
Incomplete Audits	136	61	75
Discrepancies	13	5	8
Closeouts/Final	77	20	57
Past Due Audits	32	8	24
Locked Audits	11	0	11
Sub Requests	12	8	4

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
<a href="#">Contracts</a>   <a href="#">Contract Audits</a>   <a href="#">Sub Requests</a>   <a href="#">Proposals</a>   <a href="#">Cert Apps</a>   <a href="#">Cert Change Requests</a>   <a href="#">AZUTRACS Registrations</a>   <a href="#">Support</a>   <a href="#">Messages</a>						
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.						<a href="#">Refresh Table</a>
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	<b>Contractors Termite &amp; Pest Control, Inc.</b> [Info] Cory Malmin cory@contractorstermite.com P 623-780-0908, F 623-780-0908	No	Sub	No	Not included in audit Final payment made <a href="#">Add to audit</a>	\$1,282.40	0.033%	0.012%
1	<b>Fisher Sand &amp; Gravel</b> [Info] Emily Young emyoung@fisherind.com P 480-730-1033, F 480-730-1264	No	Sub	No	\$0.00 Confirmed <a href="#">View Edit</a> <a href="#">View Edit</a>	\$0.00	0.357%	0.000%
1	<b>Gerdau Reinforcing Steel</b> [Info] Danielle Segal Danielle.Segal@Gerdau.com P 858-737-7610	No	Sub	No	\$0.00 Confirmed <a href="#">View Edit</a> <a href="#">View Edit</a>	\$278,988.25	2.441%	2.617%
2	<b>PARADISE REBAR, INC.</b> [Info] Connie Valadez conniev@paradiserebar.com P 602-447-0839	No	Sub	No	\$23,241.85 Discrepancy <a href="#">Resolve</a> <a href="#">Resolve</a>	\$228,006.98	1.006%	1.201%
1	<b>Hawker and Evans Asphalt Company Inc</b> [Info] Dennis Ryan dennisr@hawkerandevans.com P 480-834-3058, F 480-461-1055	No	Sub	No	\$0.00 Confirmed <a href="#">View Edit</a> <a href="#">View Edit</a>	\$0.00	0.955%	0.000%
1	<b>Himes Consulting, L.L.C.</b> [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

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**H858301C: US 93, S SR71 TO N SR89**  
 Prime: Ames Combs Joint Venture  
 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 Credits: \$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.

---

**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.

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 the correct payment information by communicating with each firm
- Click the **"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 the “Save Response” button

## VI.Adding a New User

1. Click on the “Settings” tab in left margin
2. Click on “Add a User” (to grant employee access to your firm’s account)
3. Click on the “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
<a href="#">20373918-001</a>	<a href="#">Compliance, Contractor</a>		Certifications, Contracts, General, Insurance, Invoicing, Owner, Prevailing Wage, Sales	<a href="#">Copy</a> <a href="#">Deactivate</a>

**Customer Support**

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**Settings »**

Change Password  
Your Settings  
General Biz Info  
Vendor Profile  
Users 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: when 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. <input type="text"/>
Fax Number *	602	712-8429	
Choose password *	<div>.....</div> <div>✓ Password Strength Sufficient</div> <p><b>Password requirements:</b></p> <div>✓ Must be at least 6 characters long</div>		
Retype password *	<div>.....</div> <div>✓ Passwords Match</div>		

6. Select all addresses

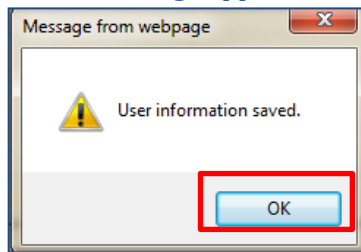
Addresses	
Select the addresses for this user. To edit or add addresses, click the <b>General Info</b> tab at the top of this page.	
Physical *	Main Address: 1130 N. 22nd Ave., Phoenix, AZ 85009 <input type="button" value="v"/>
Mailing *	Main Address: 1130 N. 22nd Ave., Phoenix, AZ 85009 <input type="button" value="v"/>
Billing *	Main Address: 1130 N. 22nd Ave., Phoenix, AZ 85009 <input type="button" value="v"/>
Shipping *	Main Address: 1130 N. 22nd Ave., Phoenix, AZ 85009 <input type="button" value="v"/>

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

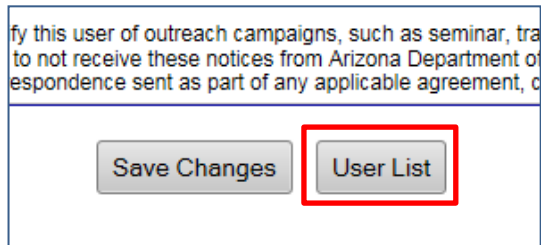
Account Preferences	
Select the timezone, language, and notification settings for this user.	
Time Zone *	US/Arizona <input type="button" value="v"/>
Preferred Notification Method *	<div><input type="radio"/> Email AND Fax: <input type="button" value="Send me plain-text email"/> <input type="button" value="v"/></div> <div><input checked="" type="radio"/> Email: <input type="button" value="Send me plain-text email"/> <input type="button" value="v"/></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>
<div><input type="button" value="Save"/> <input type="button" value="User List"/></div>	

9. Click "Save" when complete

10. Below message appears and click “OK”



11. Click “User List” button



12. See the 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
<a href="#">20373918-001</a>	<a href="#">Compliance, Contractor</a>		Certifications, Contracts, General, Insurance, Invoicing, Owner, Prevailing Wage, Sales	<a href="#">Copy</a> <a href="#">Deactivate</a>
<a href="#">20373918-002</a>	<a href="#">Doe, Jane</a>			<a href="#">Copy</a> <a href="#">Deactivate</a>

Home  
View »  
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Settings »  
Change Password  
Your Settings

13. To add additional users, go to Step #3

## 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 then 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 ▾	
			\$442,986 8/9/2018	Open	<b>Main</b> Vendor Profile Contract



## 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

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Services

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

---

**Contract Information**

Contract Title	1716 [redacted] gram Services
Contract Number	S [redacted]
Prime Contractor	Liv [redacted]
System Transaction Number	0 [redacted]
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	<a href="#">View Contract</a> , <a href="#">Edit Contract</a> , <a href="#">Close Out</a> Change Secondary Status to: None selected ▼
Compliance Officer	Assigned	Change Compliance Officer to: M [redacted] ▼
Compliance Monitoring	On Demand (Monthly)	
Subcontractors	1 sub	<a href="#">Manage Subcontractors</a>
Task Orders		<a href="#">Create Task Order</a>
Contract Change Orders	Amended	<a href="#">Amend Contract</a> , <a href="#">Change Value</a>
Contract Extensions/Shortenings		<a href="#">Extend/Shorten Contract</a>
Other Functions		<a href="#">Reverse Close Out</a> , <a href="#">Delete Contract</a> , <a href="#">Vendor Archi</a>

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

ipients

arizonalpa.dbesystem.com says

Activate this contract?

Close

OK Cancel