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 the fields marked with a red asterisk (*)
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”

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:

![Contract Settings Diagram]

- **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”

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 as below:

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 the DBE goal (“No” if the vendor is not a DBE)
e. Review attached files by clicking the "View Attachments" button
f. "Work Codes": NAICS codes should be selected for DBEs

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

h. Click “OK” when 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 |
     | Percent of payments to be counted: | 100.00 % |
     | Amount not to be included in award verification: | 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 | Yes - Payments to this contractor count towards the selected goal (field below). |
     | Goal Type | DBE |
• 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

![Image of Work Codes form]

j. Click “Review”, and then Save.

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”

![Image of Search: Contracts]

3. Click on any underlined field to enter the contract

![Image of Search: Contracts with contract number 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 click “OK”
7. Click “View Audit”

<table>
<thead>
<tr>
<th>Compliance Audit List</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Audit Period</strong></td>
</tr>
<tr>
<td>-----------------</td>
</tr>
<tr>
<td>Dec 2015</td>
</tr>
<tr>
<td>Nov 2015</td>
</tr>
<tr>
<td>Oct 2015</td>
</tr>
</tbody>
</table>

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 the correct payment information by communicating with each firm

7. Click the “Resolve Discrepancy” button
8. Enter final payment information

![Image of Compliance Audit: Discrepancy Resolution]

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

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

![Image of Vendor Profile: Users]

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

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

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

![User List button]

12. See the new user in the list

![Vendor Profile: Users]

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

   **Contract Management**
   - Go to the “Main” page, then click on “Reverse Close Out”

   **Contract Information**
   - Contract Title: [Information]
   - Contract Number: [Information]
   - Prime Contractor: [Information]
   - System Transaction Number: [Information]
   - Award/Start Date: 8/10/2017
   - (Projected) End Date: 8/9/2018
   - Contract Value: $443,066.00

   **Contract Alerts**
   - Alert 1: Contract has been closed.

   **Contract Status & Actions**
   - Contract Status: Closed
   - Compliance Officer: Assigned
   - Compliance Monitoring: On Demand (Monthly)
   - Subcontractors: 1 Sub
   - Task Orders:
   - Contract Change Orders: Amended
   - Contract Extensions/Shortenings:
   - Other Functions:

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