



Minority and Small Business Programs Compliance Reporting System

SIMPLIFIED WEB BASED SOFTWARE FOR REPORTING DM/DWBE AND SBE PARTICIPATION

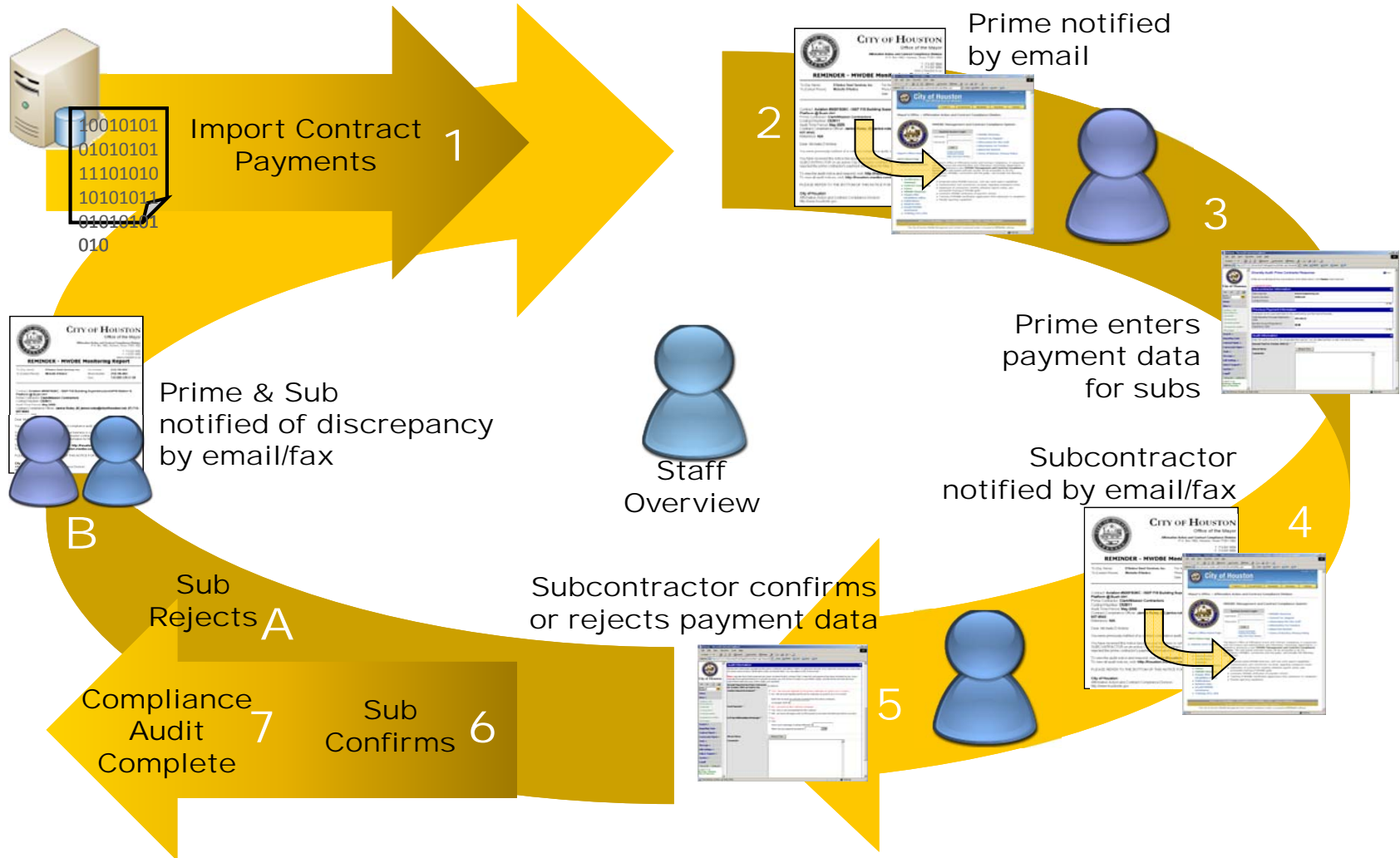
B2Gnow is the software vendor providing and maintaining the system for Hillsborough County Board of County Commissioners



Features & Benefits

- Online reporting of subcontractor utilization
- **No cost** to contractors / consultants
- Contractors manage their vendor account
- Multiple user accounts, address and contacts
- Substantial time savings due to streamlined reporting process
- Online DM/DWBE/SBE goal real time summary for contractor/consultant and Hillsborough County BOCC staff

Audit Process





Internet Portal



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Vendor Compliance System

[\[Home/Login \]](#)

Welcome to the Hillsborough County Vendor Compliance System

System Access Login

Username:

Password:

Remember username

- [DM/DWBE Certified & SBE Registered Directory](#)
- [Apply for DM/DWBE Certification](#)
- [Apply for SBE Registration](#)

- [Outreach](#)
- [Training & Events](#)
- [Contact Us](#)
- [System Support](#)

- [Forgot Password](#)
- [Account Lookup](#)
- [Help/First Time Visitors](#)

- [Listings of Graduated/Reciprocal/Denied Firms](#)

<https://hillsboroughcounty.diversitycompliance.com/>



Account Lookup



Account Lookup

Search the system's user directory to find your account. You can then send yourself a username/password reminder by email and/or fax. Enter search parameters below and click the **Search** button. [Search results](#) are displayed below.

If you do not see your business listed in the search results, or the contact information is incorrect, please email [Customer Support](#). Include your business' and personal contact information for account verification. You may need to request additional information for security purposes.

Search by Business Name or DBA

Business Name/DBA

Fort

Tip: Try just a few letters of the firm's name.

Search by Tax Identification Number

Tax ID Number

Tip: Must be 9 numbers; do not enter spaces or dashes.

Search by Contact Person

Contact Person

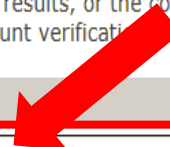
First Name:

Tip: Use the first letter.

Last Name:

Tip: Try just the first few letters.

Enter your Business Name, click 'Search' at the bottom of the page





Password Reset



Account Lookup

Search the system's user directory to find your account. You can then send yourself a username/password reminder by email and/or fax. Enter search parameters below and click the **Search** button. [Search results](#) are displayed below.

If you do not see your business listed in the search results, or the contact information is incorrect, please email [Customer Support](#). Include your business' and personal contact information for account verification. We may need to request additional information for security purposes.

Search Results

Business	Contact Person	
Fort Dearborn Enterprises, Inc		[Request New User]
» Tom Alessi		[Username/Password Reminder]
E: info@ fdb-inc.com		[Change Info]
P: 708-544-9600 F: 708-544-9602		
A: 4115 West St. Charles Road, Bellwood, IL		
» Daun Colombo		[Username/Password Reminder]
E: Daun.Colombo@ FDB-INC.com		[Change Info]
P: 708-544-9600 F: 708-544-9602		
A: 4115 W. ST. CHARLES RD., BELLWOOD, IL		
» Jill Israel		[Username/Password Reminder]
E: jill.israel@ fdb-inc.com		[Change Info]
P: 708-544-9600 F: 708-544-9602		
A: 4115 West St. Charles Road, Bellwood, IL		
FORT DEARBORN LIFE INSURANCE CO		[Request New User]
» Contact Person		[Username/Password Reminder]
E: missing		[Change Info]
A: 38955 EAGLE WAY, CHICAGO, IL		

Locate your company and User Account, click 'Username/Password Reminder'

An email will be sent to the address listed.

If the address is not current, choose 'Change Info' instead.





Email Reminder to Prime



From: Hillsborough County Board of County Commissioners
Date: 7/1/2015 11:15:28 AM
Subject: Hillsborough County BOCC Prime Contractor Compliance Monitoring Report

Hillsborough County Board of County Commissioners [lblTimePeriod] Prime Contractor Compliance Monitoring Report
Contract [lblContractTitle]
Prime Contractor: [lblPrimeContractor]
Contract Number: [lblContractNumber]
Audit Time Period: [lblTiemPeriod]
Contract Compliance Officer: [lblDiversityUser]

SAMPLE

Dear [lblContactName]

The Minority and Disadvantaged Business group of the Economic Development Department monitors participation on all Hillsborough County BOCC contracts with goals. To assist our office in the monitoring process, please login to your account in the Vendor Compliance System and provide the requested subcontractor payment information for [lblTimePeriod].

If you have received this notice, then you are currently listed as a PRIME contractor on an active Hillsborough County BOCC contract. You are required to respond to this notice with the payment information requested.

To view the audit notice and respond, visit <https://hillsboroughcounty.diversitycompliance.com/>

PLEASE REFER TO THE BOTTOM OF THIS NOTICE FOR ADDITIONAL HELP

Hillsborough County Board of County Commissioners
Hillsborough County Economic Development
601 E. Kennedy Blvd

Tampa, FL 33602

A courtesy reminder is sent for each reporting period, usually monthly.

The email includes a link which will take you directly to the report that is due once you enter your username and password.



Dashboard



Diversity Management System (powered by B2Gnow) - Windows Internet Explorer

http://test.b2gnow.com/FrontPage/VendorMain.asp?XID=1500

File Edit View Favorites Tools Help

Home View >> Search >> Message >> Settings >> Help & Support >> Logoff

Show All Hide All

Logged on as:
Robert Samson,
Prime Contracting, Inc.

Your Dashboard

Displaying records assigned to **your company**

My Contracts

Total	16
Open	12
Soon to end (3 mo)	1
Closed	4

My Contract Audits

	Last 3 months	Last 6 months	Last 12 months
Total Audits	13	25	38
Incomplete Audits >>	9	15	22
Audit Discrepancies >>	1	1	1

My Workforce Audits

	Last 30 days	Last 3 months	Last 12 months
Total	0	1	2
Incomplete >>	0	1	2

My Concessions

Total	1
Open	1

My Concession Audits

No active records

My Certification Applications

	Pending Submission	Pending Receipt	Pending Processing
Status	5	0	0

My Certifications

	Active	Pending	Expiring
Status	0	4	0

System News

The dashboard on the left has been updated to only show lines that have non-zero values. If there is nothing to display, the status will be hidden. Also, you can use the drop down menu to toggle between records assigned to "your company" or "only you".

Alerts

No Activated Alerts. [View Pending Alerts.](#)

Configure

- [Change Your Password](#)
- [Edit Your Settings](#)
- [List/Add Users](#)
- [EEO/Workforce Comp. Submit Questionnaire](#)
- [Business Info](#)
- [Profile Setup](#)
- [Main Contacts](#)
- [Commodity Codes](#)
- [Apply for Certification](#)

A summary of reports due, and past due, are provided under My Contract Audits on the Dashboard of your account.



Prime Contractor Report



Real-time goal status is displayed under the Audit Summary of each report.

To report ALL subcontractor payments, click the 'Submit All Incomplete Records' button.

Contract Audit: February 2010

Contract Main | View Contract | Subcontractors | Compliance Audit List | Messages | Comments | Reports

88787878: Lobby Repairs
Prime: Prime Contracting, Inc.

Status: Open
1/1/2010 - 1/1/2012
Current Value: \$980,000

Listed are subcontractors assigned to this contract. Click the links to the right of the vendor's name to submit or edit a response. You must submit data on each subcontractor to complete the audit.

Audit Information	
Audit Response Status	Not complete; 2 sub response(s) to be submitted. (View Detail)
Audit Period	February 2010
Payment to Prime	\$95,000.00
Marked As Final Audit?	No (mark audit as final)
Contract Number	88787878
Contract Title	Lobby Repairs
Prime Contractor	Prime Contracting, Inc.

Audit Summary - Total Contract Through TODAY (9/22/2010)					
	Award	Award Percent	Payments	Payments Percent	Difference (Payments - Award)
Prime Contract	\$980,000.00		\$185,000.00		
For Credit	\$245,000.00	25.000%	\$23,000.00	12.432%	12.568% below goal
For Credit to MBE Goal	\$147,000.00	15.000%	\$14,000.00	7.568%	7.432% below goal
For Credit to WBE Goal	\$98,000.00	10.000%	\$9,000.00	4.865%	5.135% below goal
Contract Progress	18.9%				
For Credit Progress	9.4%				

Award values may not match due to differences between overall contract goal and subcontractor assignments.

Subcontractor Payments for February 2010										
Subcontractor	Certified	Type	Inc. in Goal	Goal Type	Actions	Paid Amount in February 2010	Confirmed by Sub	Total To February 2010	Contract Goal	Actual Percent
Sub Flooring, LLC Veronica Lara kathy2@b2gnow.com	Yes	Sub 100%	Yes	WBE	Submit Response	Not Reported	--	\$9,000.00	10.000%	4.865%



Subcontractor Details



Subcontractor Payments for February 2010											
Subcontractor	Certified	Type	Inc. in Goal	Goal Type	Actions	Paid Amount in February 2010	Confirmed by Sub	Total To February 2010	Contract Goal	Actual Percent	
Sub Flooring, LLC Veronica Lara kathy2@b2gnow.com P 602-325-9277, F 602-325-9277	Yes	Sub 100%	Yes	WBE	Submit Response	Not Reported	--	\$9,000.00	10.000%	4.865%	
Sub System Construction Marlin Kaplan vendor2@b2gnow.com P 602-325-9277, F 602-866-7788	Yes	Sub 100%	Yes	MBE	Submit Response	Not Reported	--	\$14,000.00	15.000%	7.568%	

Click subcontractor name to view payment history for this contract. Click contact person's name to send them a message.

Alternatively, payment information may be reported for a single subcontractor by clicking on the individual 'Submit Response' link.

Send an email directly to the contact listed by clicking on their name or email address. Messages and replies are maintained on the contract record.

Certification and for Credit (Inc in Goal & Goal Type) status are displayed along with paid to date amount & percent as compared to the contracted percent of the prime award.



Submit One Payment Report



Audit Information ?	
Enter the audit amount for the designated time period. You can attached files or add comments, if necessary.	
Amount PAID For February 2010 *	\$ <input type="text"/> <i>>> Do NOT enter invoice amount.</i>
Payment Detail	(Optional) Enter details of PAID check numbers and amounts for February 2010. This optional detail will speed up the subcontractors confirmation of your payment information. This information will be displayed to Sub Flooring, LLC. <input type="text"/>
Attach File(s)	<input type="button" value="Attach File"/>
Comments	(Optional) These comments are visible ONLY to your contract compliance officer. They are not visible to Sub Flooring, LLC. <input type="text"/>





Submit Payments for All



Subcontractor Payment Information						
Subcontractor	Total Through January 2010	Contract Goal	Actual Percent Through January 2010	Payment for February 2010	Payment Detail	Comments
Sub Flooring, LLC	\$9,000.00	10.000%	4.865%	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>
Sub System Construction	\$14,000.00	15.000%	7.568%	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>

The 'Submit All Incomplete Records' option displays the list of subcontractors with data entry columns for Payment Amount and other details that may be configured for the reporting agency, such as payment date.

Simply enter the Payment data, using the tab or enter keys, click Save at the bottom of the page to submit the report.

Prime contractors spend approximately 2 minutes a month reporting subcontractor payments online in B2Gnow.



Subcontractor Email



From: Hillsborough County Board of County Commissioners
Date: 7/1/2015 11:15:28 AM
Subject: Hillsborough County BOCC Prime Contractor Compliance Monitoring Report

Hillsborough County Board of County Commissioners [lblTimePeriod] Prime Contractor Compliance Monitoring Report
Contract [lblContractTitle]
Prime Contractor: [lblPrimeContractor]
Contract Number: [lblContractNumber]
Audit Time Period: [lblTiemPeriod]
Contract Compliance Officer: [lblDiversityUser]
Reference: [lblReferenceIdentifier]

SAMPLE

Dear [lblContactName]

The Minority and Disadvantaged Business group of the Economic Development Department monitors participation on all Hillsborough County BOCC contracts with goals. To assist our office in the monitoring process, please login to your account in the Vendor Compliance System and provide the requested subcontractor payment information for [lblTimePeriod].

If you have received this notice, then you are currently listed as a SUBCONTRACTOR on an active Hillsborough County BOCC contract. You are required to respond to this notice with the payment information requested.

To view the audit notice and respond, visit <https://hillsboroughcounty.diversitycompliance.com/>

PLEASE REFER TO THE BOTTOM OF THIS NOTICE FOR ADDITIONAL HELP

Hillsborough County Board of County Commissioners

A courtesy reminder is sent to each subcontractor after the prime submits their report.

Subcontractors are asked to confirm that they received the reported payment in the period reported.



Subcontractor Report



* required entry

Audit Information ?

Audit Time Period **September 2012**

Prime Information ?

Prime Contractor **Prime Contracting, Inc.**
 Prime Vendor Number **20000279**

Prime Payment Information ?

Amount Paid TO Prime for September 2012 **\$65,300.00 by City of Philadelphia to Prime Contracting, Inc.**
 Date Paid TO Prime **9/15/2012**

Audit Information ?

Displayed are the reported payments by the Prime for this audit period, and the last one. Also listed are the totals to the date of the audit period.

Amount Reported by the prime contractor for September 2012 as PAID to You

\$5,000.00

Confirm Reported Amount? *

[Show all options and fields](#)

- Correct - the amount reported by the prime contractor as PAID to us is correct (\$5,000.00).
- Incorrect - the amount reported by the prime contractor as PAID to us is not correct.

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? *

- No
- Yes



Live Reporting

SIMPLIFIED WEB BASED SOFTWARE FOR REPORTING DM/DWBE AND SBE PARTICIPATION

B2Gnow is the software vendor providing and maintaining the system for Hillsborough County Board of County Commissioners



Technical Support



Web site: <https://hillsboroughcounty.diversitycompliance.com/>

For Technical Support

- Contact Us & System Support from the Website, or
- Click 'Customer Support' from any page in your vendor account



- [DM/DWBE Certified & SBE Registered Directory](#)
- [Apply for DM/DWBE Certification](#)
- [Apply for SBE Registration](#)
- [Outreach](#)
- [Training & Events](#)
- [Contact Us](#)
- [System Support](#)
- [Forgot Password](#)
- [Account Lookup](#)
- [Help/First Time Visitors](#)
- [Listings of Graduated/Reciprocal/Denied Firms](#)