

# **City Contract Management System (CCMS)**

## **Prime and Subcontractor Training**

Economic Development Department  
Small Business Office

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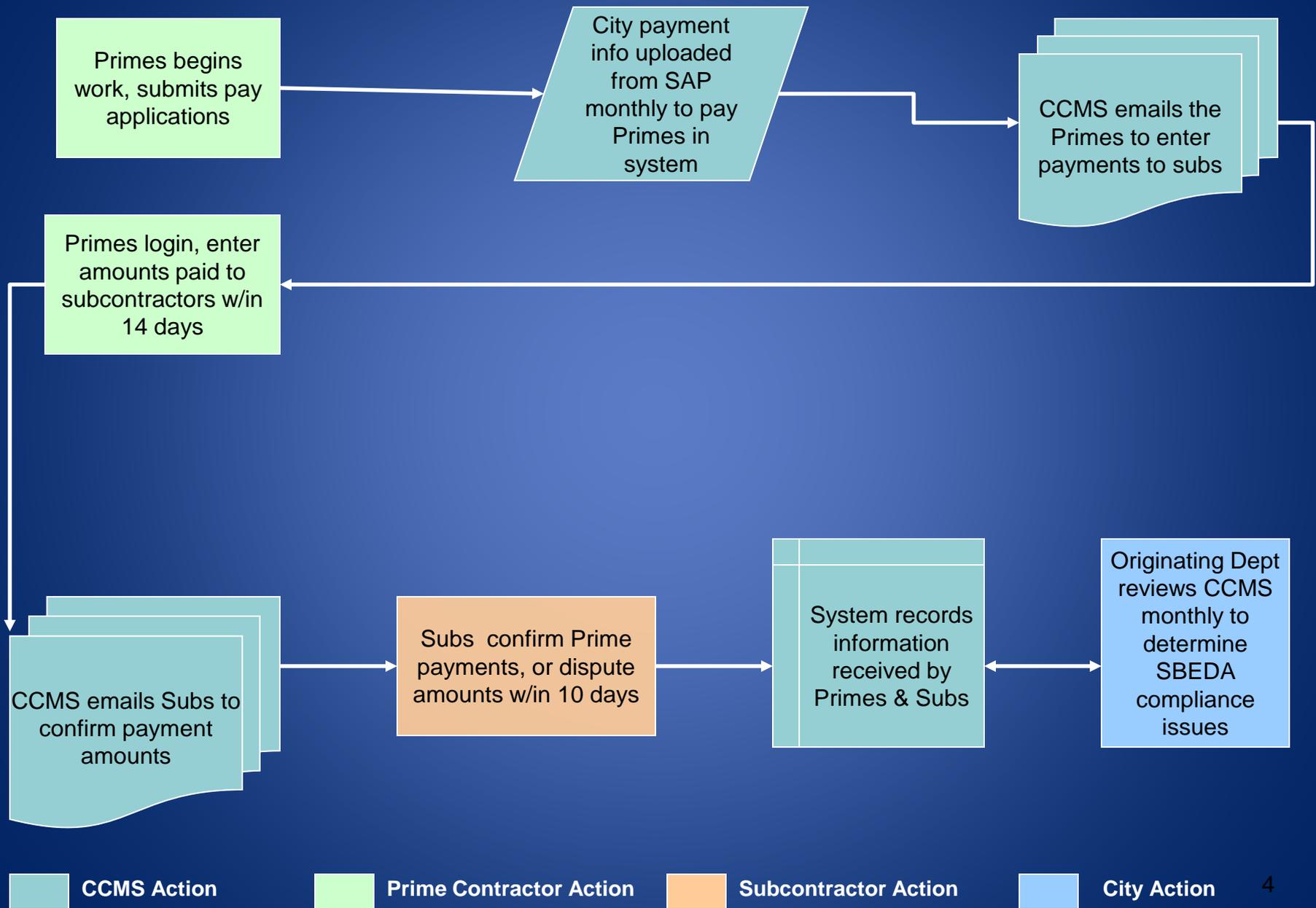
# Overview

CCMS is a web-based tool that provides:

- Contract compliance
- Online Audits
- Automatic Notifications
- S/M/WBE Monthly Utilization Reports

*B2Gnow is the software vendor providing and maintaining the system for the City of San Antonio*

# Understanding the Audit Process



# SBEDA Compliance Notification Timeline

SBO Compliance Reports:  
Report for May ran – 4/16/13  
Report for June ran – 6/3/13

SBO generates master report on vendor issues for potential non-compliance

SBO sends OD's notification of potential Vendor Non-Compliance

First Potential Non-Compliance Notification:  
SBO email to departments informing of the May report was sent – 4/23/13  
SBO email to departments informing of the June report was sent – 6/12/13

Initial determination of vendor non-compliance. Template letters sent to departments to send to vendors.

Second Non-Compliance Notification:  
SBO email to departments informing of the May potential non-compliance was not resolved and sent – 6/20/13  
SBO email to departments informing of the June potential non-compliance was not resolved and sent – 7/1/13

Process complete, no penalties enforced

Departments Resolving an Entire Potential Non-Compliance Report:  
Aviation, CVB, Downtown Ops, Finance, HR, Metro Health, and Parks & Recreation

OD should work closely with vendor to resolve compliance

OD/SBO recommends sanctions and penalties to City Manager or designee

City Manager or designee's decision final for vendor penalties & sanctions

Process Complete, penalties enforced

Did the vendor address the issues within 14 days?

Did the vendor address the issue within 14 days?

Did the vendor request a hearing?

Was the reasoning by the vendor for non-compliance approved?

YES

NO

YES

NO

NO

YES

NO

YES

# CCMS Log-In

(Processing)

- .
- .
- .
- .
- .

\* Access Granted \*

1



CITY OF SAN ANTONIO

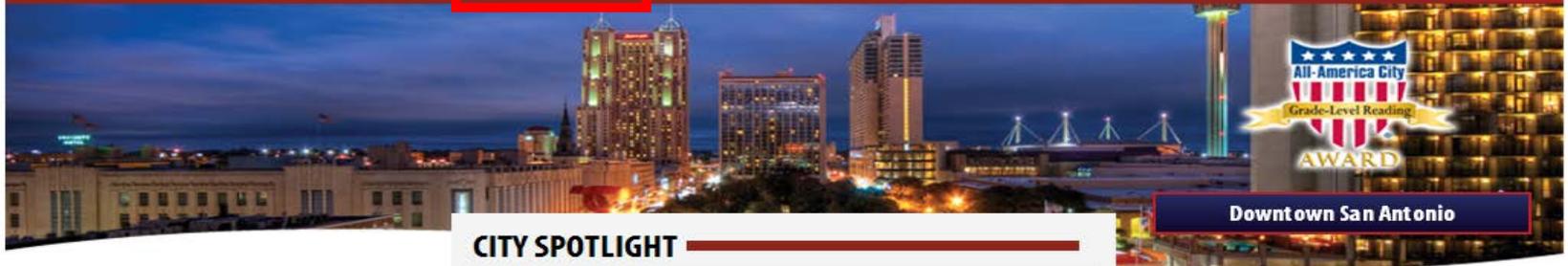
RESIDENTS

VISITORS

BUSINESS

YOUR GOVERNMENT

SEARCH



Downtown San Antonio

### CITY SPOTLIGHT



**VITAL RECORDS AVAILABLE AT FOUR LIBRARY BRANCHES**  
Immunization records and birth certificates will be available at Cortez, Great Northwest, Mission and Thousand Oaks during July and August.



#### DID YOU KNOW?

...The City of San Antonio continues to maintain a general obligation bond rating of "AAA" from all three major rating agencies...



**JULIÁN CASTRO**  
MAYOR

A 38-year-old San Antonio native, Mayor Julián Castro is the youngest mayor of a Top 50 American city. First elected on May...

CITY COUNCIL AGENDA

FIND YOUR CITY COUNCIL MEMBER

CITY JOB VACANCIES

CITY SERVICES / E-SERVICES



**SHERYL SCULLEY**  
CITY MANAGER

Sheryl Sculley began serving

#### PRE-K 4 SA



Get information about the Pre-

#### CITY BUSINESS LEADERS



Interviews with business



#### SIGN UP FOR THE CITY E-NEWS!

##### REQUEST A CITY SERVICE

By phone: dial 311 or 210.207.6000  
Request a City Service Online >

##### EMERGENCY INFORMATION

FIRE • POLICE • REAL TIME CRASH • STREET CLOSURES • EMERGENCY MANAGEMENT

COMMUNITY SURVEY / ENCUESTA COMUNITARIA

CITY ANNUAL REPORT

REQUEST A CITY DOCUMENT - OPEN RECORDS

TVSA / PATV

EXPLORE THE CITY



# CITY OF SAN ANTONIO

1

RESIDENTS

VISITORS

BUSINESS

YOUR GOVERNMENT

SEARCH

## BIDS & PURCHASING

Bidding & Contracting Opportunities

City Contract Management System

San Antonio eProcurement System (SAePS)

## BUILDING & DEVELOPMENT

Building Permits Info

Capital Improvements Management Services

Center City Development Development Services

Economic Development

International Relations

Online City Services

Planning & Community Development

Public Works

## EMERGENCY SERVICES

Fire

Police

## MAPS & STATISTICS

Community Statistics (NowData)

Crime Data & Stats

Health Demographics

San Antonio Demographics

Zoning

## CITY GOVERNMENT & DEPARTMENTS

Mayor

City Council

City Manager

City Clerk

All City Departments

Downtown San Antonio

More Business Links

### DID YOU KNOW?

...The City of San Antonio continues to maintain a general obligation bond rating of "AAA" from all three major rating agencies...



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CITY SERVICES / E-SERVICES



SHERYL SCULLEY  
CITY MANAGER

Sheryl Sculley began serving as City Manager of San



### VITAL RECORDS AVAILABLE AT FOUR LIBRARY BRANCHES

Immunization records and birth certificates will be available at Cortez, Great Northwest, Mission and Thousand Oaks during July and August.

### PRE-K 4 SA



Get information about the Pre-K 4 SA program.

### CITY BUSINESS LEADERS



Interviews with business leaders based in San Antonio.

### SIGN UP FOR THE CITY E-NEWS!

#### REQUEST A CITY SERVICE

By phone: dial 311 or 210.207.6000  
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COMMUNITY SURVEY / ENCUESTA COMUNITARIA

CITY ANNUAL REPORT

REQUEST A CITY DOCUMENT - OPEN RECORDS

TVSA / PATV

EXPLORE THE CITY



1

Small Business ....

Calendar of Events ....

Articles, Reports, &  
Studies ....

SBEDA Forms

San Antonio electronic  
Procurement System  
(SAePS)

All vendors and suppliers  
interested in doing  
business with the City must  
register in SAePS.



### City of San Antonio Contract Management System

[Home/Login](#)

#### System Access Login

Username

Password

Login

[Forgot Password](#)  
[Account Lookup](#)

- [Find a Certified Firm](#)
- [Contact Us & Support](#)
- [Information for City staff](#)
- [About the System](#)

2

The Economic Development Department welcomes you to the **City of San Antonio's Contract Management System (CCMS)**.  
CCMS includes the following key features:

- Automated communication with prime and subcontractors via email regarding compliance and resolution issues
- Submission of contractors' monthly utilization reports online and automated tracking of Small Business Economic Development Advocacy (SBEDA) Program subcontracting goals
- Automatic verification of revenues and expenditures
- Flexible reporting capabilities

3



# Welcome to our system!

Our system is designed to make data gathering simpler and faster. Please review the information below before continuing to ensure that you maximize the power of this tool.

## Security

- » Change your password immediately if someone else set up your account.
- » Do not use someone else's account. Every person must have their own account. If you do not know how to set up a user account, please contact us through the messaging system: from the left menu, click **Message**, then **Contact System Support**.

## Navigating

- » All system functions are available from the menu on the left. Just click any of the topics to view the subitems. This menu is visible at all times.
- » The page you will see after this welcome screen is your dashboard. It provides a quick summary of your assigned **1** and alerts you if immediate action is required.

## Finding Records

- » If you need to find a particular record (contract, vendor, user, certification), the best place to start is Search. From the left menu, click **Search**, then select the type of record you need to find. For tips on searching the system, download the Quick Guide listed below

## Help & Support

- » Download the latest support guides in PDF format. Staff should use the [Staff Quick Guide](#) and [Staff User Manual](#). Any users that deal with vendors on a regular basis should also view the [Vendor Quick Guide](#), [Vendor Training Manual](#), and [Customer Support Guide](#).
- » More help options are available from the left menu under **Help & Support**, including our online help system, a Forums module, and messaging tools.

Do not show this page again.

Continue

2

Home

View »

Search »

Reporting Tools »

Create »

Tools »

Message »

Edit Settings »

Help & Support »

System »

Logout

[Show All](#) [Hide All](#)

Logged on as:  
Lisa Woodard,  
City of San Antonio

# User Homepage / System Dashboard

**Training System**  
**B2Gnow**

Home  
View »  
My Alerts  
My Contracts  
My Certifications  
My Concessions  
My Contract Audits  
My Workforce Audits  
My Concession Audits  
My Outreach  
My Events  
My Questionnaires  
My Messages  
My Prevailing Wage  
Search »  
Message »  
Settings »  
Help & Support »  
Contact Support  
Help System  
Quick Guide  
Training Manual  
Training Classes  
Video Tutorials  
Forums  
Submit Feedback  
Report a Problem  
System Status Board  
Email Test  
About B2Gnow  
Logoff  
Show All Hide All

Logged on as: **Chucki Mead**

Your Dashboard Displaying records assigned to **your company**

<u>My Contracts</u>				
Total				2
Open				2
<u>My Contract Audits</u>				
	Last 3 months	Last 6 months	Last 12 months	
Total Audits	3	6	6	
Incomplete Audits »	3	5	5	
Audit Discrepancies »	0	1	1	
<u>My Certification Applications</u>				
	Pending Submission	Pending Receipt	Pending Processing	
Status	0	0	0	
<u>My Certifications</u>				
	Active	Pending	Expiring	
Status	0	0	0	

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

**System News**

**New: Training Classes & Events**

Learn more about the system with our regular training classes and see upcoming events relevant to your business.

- From the left menu, select **View > My Events** or **Help & Support > Training Classes**
- Training classes are posted weekly
- Learn about the various system modules
- Dive deep into specific functions
- Classes are regularly repeated
- Training is live, no precanned videos
- Connect online while at your desk
- Class are available for vendors

» [View events & RSVP today](#)

---

**Technical Alert**  
An issue has been reported with the new Internet Explorer 9 Beta. This browser sometimes does not display drop down menus due to a bug, Microsoft has not yet issued a fix, so we recommend that users access B2Gnow with IE7 or IE8 instead. A good online resource for removing IE9 can be found [here](#).

**Configure**

[Change Your Password](#)  
[Edit Your User Settings](#)

[Business Info](#)  
[Profile Setup](#)  
[List/Add Users](#)  
[Main Contacts](#)  
[Commodity Codes](#)  
[EEO/Workforce Comp.](#)

# Prime Resolving Incomplete Audits

# User Homepage / System Dashboard

**Training System**  
**B2Gnow**

Home  
View »  
My Alerts  
My Contracts  
My Certifications  
My Concessions  
My Contract Audits  
My Workforce Audits  
My Concession Audits  
My Outreach  
My Events  
My Questionnaires  
My Messages  
My Prevailing Wage  
Search »  
Message »  
Settings »  
Help & Support »  
Contact Support  
Help System  
Quick Guide  
Training Manual  
Training Classes  
Video Tutorials  
Forums  
Submit Feedback  
Report a Problem  
System Status Board  
Email Test  
About B2Gnow  
Logoff  
Show All Hide All

**Your Dashboard** Displaying records assigned to **your company**

**My Contracts**

Total				2
Open				2

**My Contract Audits**

	Last 3 months	Last 6 months	Last 12 months
Total Audits	3	6	6
<b>Incomplete Audits »</b>	3	5	5
<b>Audit Discrepancies »</b>	0	1	1

**My Certification Applications**

	Pending Submission	Pending Receipt	Pending Processing
Status	0	0	0

**My Certifications**

	Active	Pending	Expiring
Status	0	0	0

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

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- [Main Contacts](#)
- [Commodity Codes](#)
- [EEO/Workforce Comp.](#)

**Customer Support**

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# Incomplete Audits per Contract per Month

**Training System** | **B2Gnow** | **Vendor Control Panel: Contract Audits** | [Help & Tools](#)

Messages | **Contract Audits** | Outreach

Displays all audits. Click the transaction number or status to view. To view **older audits**, select a different time period in the **Audit Period** drop down menu. To view **incomplete audits**, select a different status in the **Current Status** drop down menu. Results may be listed on multiple pages. [Show ALL Incomplete Audits](#)

Show ONLY records assigned to you

1 - 6 of 6 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. [Refresh Table](#)

Status	Audit Period	Contract Number & Title	Organization	Paid to Prime
<a href="#">Incomplete</a>	August 2012	4600000001: CCMS Training for Vendors-I	City of San Antonio	\$100,000.00
<a href="#">Incomplete</a>	July 2012	4600000001: CCMS Training for Vendors-I	City of San Antonio	\$50,000.00
<a href="#">Incomplete</a>	June 2012	4600000001: CCMS Training for Vendors-I	City of San Antonio	\$50,000.00
<a href="#">Incomplete</a>	May 2012	4600000001: CCMS Training for Vendors-I	City of San Antonio	\$100,000.00
<a href="#">Incomplete</a>	April 2012	4600000001: CCMS Training for Vendors-I	City of San Antonio	\$200,000.00
<a href="#">Incomplete</a>	March 2012	4600000001: CCMS Training for Vendors-I	City of San Antonio	\$50,000.00

Logged on as: [Check Message](#)

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1

2

3

# Resolving Incomplete Audit Month

**Training System** **B2Gnow**

**Contract Audit: Audit Notice for March 2012** Help & Tools

[Contract Main](#) | [View Contract](#) | [Subcontractors](#) | [Compliance Audit List](#) | [Messages](#) | [Comments](#) | [Reports](#)

4600000001: CCMS Training for Vendors-I  
Prime: Shuchi's Architectural Firm Status: Open  
8/5/2011 - 8/5/2014  
Current Value: \$800,000

This is an audit notice for the contract listed below. Submit a response for each item listed below by clicking each link in the **Audit Actions** table. It is possible that some actions are not available at a specific time due to pending reports from other contractors.

Audit Information	
Time Period	March 2012
Audit Number	00682109-002
Date & Time Posted	Local: 9/7/2012 11:24:50 AM CDT System: 9/7/2012 11:24:50 AM CDT

Submit a response for each item listed below by clicking each link. It is possible that some actions are not available at a specific time. As the prime contractor your responsibility is to report payments made to subcontractors.

Audit Actions	
Category	Action Required & Response Due Date
Prime Contractor	<a href="#">Report 7 subcontractor payments</a> due by 11/6/2012

Contract Compliance Officer Information	
Contact Person	<a href="#">Michael Sindon</a>
Organization	City of San Antonio
User Number	<a href="#">30000068-178</a>

Buyer/Project Manager Information	
Contact Person	<a href="#">Contract Administrator</a>
Department	San Antonio Economic Development
User Number	<a href="#">10000464-001</a>

**1** **2**

[Customer Support](#) Home | Help | Print This Page | Print To PDF

logged on as: Shuchi M...  
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# Contract Audit: March 2012

**Contract Audit: March 2012**

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

4600000001: CCMS Training for Vendors-1  
Prime: Shuchi's Architectural Firm

Status: Open  
8/5/2011 - 8/5/2014  
Current Value: \$800,000

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.

[Help & Tools](#)

**Audit Information**

Audit Response Status	Not complete; 7 sub responses to be submitted. <a href="#">(View Detail)</a>
Audit Period	March 2012
Payment to Prime	\$50,000.00
Marked As Final Audit?	No (mark audit as final)

**Audit Summary - Total Contract Through TODAY (9/21/2012)**

	Award	Award Percent	Payments	Payments Percent	Difference (Payments - Award)
Prime Contract	\$800,000.00		\$550,000.00		
For Credit	\$0.00	0.000%	\$0.00	0.000%	Goal matched
For Credit to DBE Goal	\$0.00	0.000%	\$0.00	0.000%	Goal matched
For Credit to M/WBE Goal	\$0.00	0.000%	\$0.00	0.000%	Goal matched
For Credit to SBE Goal	\$0.00	0.000%	\$0.00	0.000%	Goal matched
Contract Progress	68.8% <div style="width: 68.8%; height: 10px; background-color: black;"></div>				
For Credit Progress	0.0%				

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

**Subcontractor Payments for March 2012**

Subcontractor	Certified	Type	Inc. in Goal	Actions	Paid Amount in March 2012	Confirmed by Sub	Total To March 2012	Contract Goal	Actual Percent
<b>4U Services, Inc.</b> Liang Chen contact@stellard.com P 212-432-2848; F 212-432-2846	✓	Sub	No	<a href="#">Submit Response</a>	Not Reported	--	\$0.00	1.250%	0.000%
<b>E-Z Bel Construction, LLC</b> Ish Garcia idgarci@ezbel.com P 210-736-6595 Ext. 220; F 210-735-1842	✓	Sub	SBE	<a href="#">Submit Response</a>	Not Reported	--	\$0.00	5.000%	0.000%
<b>Kimley Horn and Associates</b> Enda Melvin hedavat@kimley-horn.com P 408-279-3826; F 408-279-0869	No	Sub	No	<a href="#">Submit Response</a>	Not Reported	--	\$0.00	2.500%	0.000%
<b>Michael Sindon LLC</b> Michael Sindon michaelsindon1@gmail.com P 210-207-3957; F 210-207-8154	No	Sub	No	<a href="#">Submit Response</a>	Not Reported	--	\$0.00	1.875%	0.000%
<b>Michael Stephen Sindon, LLC</b> Michael Sindon michaelsindon@hotmail.com P 210-207-3957; F 210-207-8154	No	Sub	No	<a href="#">Submit Response</a>	Not Reported	--	\$0.00	1.875%	0.000%
<b>SNaqy Incorporated</b> Shuchi Naqpal 328BRDASUB2@yahoo.com P 210-555-6633; F 210-555-6633	No	Sub	No	<a href="#">Submit Response</a>	Not Reported	--	\$0.00	6.250%	0.000%
<b>ZACHRY CONSTRUCTION CORP</b> FRED LUECK P 210-475-8073; F 210-475-8796	No	Sub	SBE	<a href="#">Submit Response</a>	Not Reported	--	\$0.00	1.250%	0.000%

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

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# Reporting Payments to Subcontractors



**Contract Audit: Bulk Payment Reporting for March 2012**

4600000001: CCMS Training for Vendors-I  
Prime: Shuchi's Architectural Firm

Status: Open  
8/5/2011 - 8/5/2014  
Current Value: \$800,000

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

1
2
3
4
5
6

**Subcontractor Payment Information**

Subcontractor	Total	Contract Goal	Actual Percent	Payment for March 2012	Payment Date	Payment Details & Comments
 4U Services, Inc.	\$0.00	1.250%	0.000%	\$10000	9/21/12	Payment Detail: <input type="text"/> Comments: <input type="text"/>
 E-Z Bel Construction, LLC	\$0.00	5.000%	0.000%	\$0	9/21/12	Payment Detail: <input type="text"/> Comments: <input type="text"/>
 Kimley Horn and Associates	\$0.00	2.500%	0.000%	\$5000	9/21/12	Payment Detail: <input type="text"/> Comments: <input type="text"/>
 Michael Sindon LLC	\$0.00	1.875%	0.000%	\$5000	9/21/12	Payment Detail: <input type="text"/> Comments: <input type="text"/>
 Michael Stephen Sindon, LLC	\$0.00	1.875%	0.000%	\$0	9/21/12	Payment Detail: <input type="text"/> Comments: <input type="text"/>
 SNaggy Incorporated	\$0.00	6.250%	0.000%	\$1000	9/21/12	Payment Detail: <input type="text"/> Comments: <input type="text"/>
 ZACHRY CONSTRUCTION CORP	\$0.00	1.250%	0.000%	\$0	9/21/12	Payment Detail: <input type="text"/> Comments: <input type="text"/>

7
Save
Return to Vendor List

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# Completed Audit Month

**Training System**  
**B2Gnow**

Home  
View >>

My Alerts  
My Contracts  
My Certifications  
My Concessions  
My Contract Audits  
My Workforce Audits  
My Concession Audits  
My Outreach  
My Events  
My Questionnaires  
My Messages  
My Prevailing Wage

Search >>  
Message >>  
Settings >>  
Help & Support >>

Contact Support  
Help System  
Quick Guide  
Training Manual  
Training Classes  
Video Tutorials  
Forums  
Submit Feedback  
Report a Problem  
System Status Board  
Email Test  
About B2Gnow  
Logoff

Show All Hide All

logged on as: [username]  
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**Contract Audit: March 2012** Help & Tools

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

**4600000001: CCMS Training for Vendors-I** Status: Open  
 Prime: Shuchi's Architectural Firm 8/5/2011 - 8/5/2014  
 Current Value: \$800,000

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	Complete (View Detail)
Audit Period	March 2012
Payment to Prime	\$50,000.00
Marked As Final Audit?	No (mark audit as final)

Audit Summary - Total Contract Through TODAY (9/21/2012)						
	Award	Award Percent	Payments	Payments Percent	Difference (Payments - Award)	
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<b>E-Z Bel Construction, LLC</b> Ish Garcia igarcia@ezbel.com P 210-736-6395 Ext. 220, F 210-735-1842		Sub	100%		\$0.00	Pending	\$0.00	5.000%	0.000%	
<b>Kimley Horn and Associates</b> Enda Melvin hedayat@kimley-horn.com P 408-279-3826, F 408-279-0869	No	Sub	No	<a href="#">View</a> <a href="#">Edit</a>	\$5,000.00	Pending	\$5,000.00	2.500%	10.000%	
<b>Michael Sindon LLC</b> Michael Sindon michaelsindon1@gmail.com P 210-207-3957, F 210-207-8154	No	Sub	No	<a href="#">View</a> <a href="#">Edit</a>	\$5,000.00	Pending	\$5,000.00	1.875%	10.000%	
<b>Michael Stephen Sindon, LLC</b> Michael Sindon michaelsindon1@hotmail.com P 210-207-3957, F 210-207-8154	No	Sub	No	<a href="#">View</a> <a href="#">Edit</a>	\$0.00	Pending	\$0.00	1.875%	0.000%	
<b>SNaqay Incorporated</b> Shuchi Nagpal 2358605308@yahoo.com P 210-555-6633, F 210-555-6633	No	Sub	No	<a href="#">View</a> <a href="#">Edit</a>	\$1,000.00	Pending	\$1,000.00	6.250%	2.000%	
<b>ZACHRY CONSTRUCTION CORP</b> FRED LUECK P 210-475-8073, F 210-475-8796	No	Sub	100%		\$0.00	Pending	\$0.00	1.250%	0.000%	

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

# Repeat Steps and Complete All Incomplete Audit Months

Diversity Management System (powered by B2Gnow) - Microsoft Internet Explorer provided by City of San Antonio

http://test.b2gnow.com/FrontPage/VendorMain.asp?XID=794

File Edit View Favorites Tools Help X Convert Select

Favorites Suggested Sites Get more Add-ons Customize Links

Diversity Management Sy... X Diversity Management Systeme... New Tab M Inbox (4) - michaelson@g... X

X Find: makin Previous Next Options

**Training System**  
**B2GNOW**

Home  
View »  
My Alerts  
My Contracts  
My Certifications  
My Concessions  
My Contract Audits  
My Workforce Audits  
My Concession Audits  
My Outreach  
My Events  
My Questionnaires  
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Message »  
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Help & Support »  
Contact Support  
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Quick Guide  
Training Manual  
Training Classes  
Video Tutorials  
Forums  
Submit Feedback  
Report a Problem  
System Status Board  
Email Test  
About B2Gnow  
Logout  
Show All Hide All

**Your Dashboard** Displaying records assigned to your company

**My Contracts**

Total				2
Open				2

**My Contract Audits**

	Last 3 months	Last 6 months	Last 12 months
Total Audits	3	6	6
<b>Incomplete Audits »</b>	3	5	3
<b>My Certification Applications</b>			
Pending Submission		Pending Receipt	Pending Processing
Status	0	0	0
<b>My Certifications</b>			
Active		Pending	Expiring
Status	0	0	0

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

**System News**

**New: Training Classes & Events**

Learn more about the system with our regular training classes and see upcoming events relevant to your business.

- From the left menu, select **View > My Events** or **Help & Support > Training Classes**
- Training classes are posted weekly
- Learn about the various system modules
- Dive deep into specific functions
- Classes are regularly repeated
- Training is live, no precanned videos
- Connect online while at your desk
- Class are available for vendors

[» View events & RSVP today](#)

**Technical Alert**  
An issue has been reported with the new Internet Explorer 9 Beta. This browser sometimes does not display drop down menus due to a bug. Microsoft has not yet issued a fix, so we recommend that users access B2Gnow with IE7 or IE8 instead. A good online resource for removing IE9 can be found [here](#).

**Configure**

- [Change Your Password](#)
- [Edit Your User Settings](#)
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- [List/Add Users](#)
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- [EEO/Workforce Comp.](#)

**Customer Support**  
Logged on as: **Chucki M...**  
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Done Internet 100%

start Diversity Managemen... M Inbox - Microsoft Out... 5\_Vendor Training COSA Managing Dep... Prime Contractor Trai... SubcontractorTrain... Microsoft Office Pictu...

11:49 AM

# Subcontractor Resolving Incomplete Audits

# User Homepage / System Dashboard

**Training System**  
**B2Gnow**

Home  
View »  
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My Contracts  
My Certifications  
My Concessions  
My Contract Audits  
My Workforce Audits  
My Concession Audits  
My Outreach  
My Events  
My Questionnaires  
My Messages  
My Prevailing Wage  
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Message »  
Settings »  
Help & Support »  
Contact Support  
Help System  
Quick Guide  
Training Manual  
Training Classes  
Video Tutorials  
Forums  
Submit Feedback  
Report a Problem  
System Status Board  
Email Test  
About B2Gnow  
Logoff  
Show All Hide All

**Your Dashboard** Displaying records assigned to **your company**

<b>My Contracts</b>				
Total				2
Open				2

<b>My Contract Audits</b>				
	Last 3 months	Last 6 months	Last 12 months	
Total Audits	3	6	6	
<b>Incomplete Audits »</b>	3	5	5	
<b>Audit Discrepancies »</b>	0	1	1	

<b>My Certification Applications</b>				
	Pending Submission	Pending Receipt	Pending Processing	
Status	0	0	0	

<b>My Certifications</b>				
	Active	Pending	Expiring	
Status	0	0	0	

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

**System News**  
**New: Training Classes & Events**  
Learn more about the system with our regular training classes and see upcoming events relevant to your business.

- From the left menu, select **View > My Events** or **Help & Support > Training Classes**
- Training classes are posted weekly
- Learn about the various system modules
- Dive deep into specific functions
- Classes are regularly repeated
- Training is live, no precanned videos
- Connect online while at your desk
- Class are available for vendors

[» View events & RSVP today](#)

**Technical Alert**  
An issue has been reported with the new Internet Explorer 9 Beta. This browser sometimes does not display drop down menus due to a bug. Microsoft has not yet issued a fix, so we recommend that users access B2Gnow with IE7 or IE8 instead. A good online resource for removing IE9 can be found [here](#).

**Configure**  
[Change Your Password](#)  
[Edit Your User Settings](#)  
[Business Info](#)  
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[List/Add Users](#)  
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Customer Support  
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Logged on as: **Chucki Mead**  
9/20/2012 10:00 AM

# Incomplete Audits per Contract per Month

**Training System** | **B2Gnow** | **Vendor Control Panel: Contract Audits** | [Help & Tools](#)

Messages | **Contract Audits** | Outreach

Displays all audits. Click the transaction number or status to view. To view **older audits**, select a different time period in the **Audit Period** drop down menu. To view **incomplete audits**, select a different status in the **Current Status** drop down menu. Results may be listed on multiple pages. [Show ALL Incomplete Audits](#)

Show ONLY records assigned to you

1 - 6 of 6 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. [Refresh Table](#)

Status	Audit Period	Contract Number & Title	Organization	Paid to Prime
<a href="#">Incomplete</a>	August 2012	4600000001: CCMS Training for Vendors-I	City of San Antonio	\$100,000.00
<a href="#">Incomplete</a>	July 2012	4600000001: CCMS Training for Vendors-I	City of San Antonio	\$50,000.00
<a href="#">Incomplete</a>	June 2012	4600000001: CCMS Training for Vendors-I	City of San Antonio	\$50,000.00
<a href="#">Incomplete</a>	May 2012	4600000001: CCMS Training for Vendors-I	City of San Antonio	\$100,000.00
<a href="#">Incomplete</a>	April 2012	4600000001: CCMS Training for Vendors-I	City of San Antonio	\$200,000.00
<a href="#">Incomplete</a>	March 2012	4600000001: CCMS Training for Vendors-I	City of San Antonio	\$50,000.00

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1

2

3

# Resolving Incomplete Audit Month

Diversity Management System (powered by B2Gnow) - Microsoft Internet Explorer provided by City of San Antonio

http://test.b2gnow.com/FrontPage/VendorMain.asp?XID=668

File Edit View Favorites Tools Help

Contract Audit: Audit Notice for March 2012

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

460000001: CCMS Training for Vendors-I  
Prime: Shuchi's Architectural Firm

Status: Open  
8/5/2011 - 8/5/2014  
Current Value: \$800,000

This is an audit notice for the contract listed below. Submit a response for each item listed below by clicking each link in the **Audit Actions** table. It is possible that some actions are not available at a specific time due to pending reports from other contractors.

**Audit Information**

Time Period	March 2012
Audit Number	00682109-002
Date & Time Posted	Local: 9/7/2012 11:24:50 AM CDT System: 9/7/2012 11:24:50 AM CDT

Submit a response for each item listed below by clicking each link. It is possible that some actions are not available at a specific time. As a subcontractor your responsibility is to confirm payments made to you by the prime or higher level subcontractors.

**Audit Actions**

Category	Action Required & Response Due Date
Tier 1 Subcontractor to Shuchi's Architectural Firm	Sub: <a href="#">Confirm payment received</a> due by 11/20/2012

**Contract Compliance Officer Information**

Contact Person	<a href="#">Michael Sindon</a>
Organization	City of San Antonio
User Number	30000068-178

**Buyer/Project Manager Information**

Contact Person	<a href="#">Contract Administrator</a>
Department	San Antonio Economic Development
User Number	10000464-001

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# Confirm Payment: March 2012

**Training System**  
**B2Gnow**

Contract Audit: Subcontractor Response

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

400000001: CCMS Training for Vendors-1  
Prime: Shuchi's Architectural Firm

Status: Open  
8/3/2011 - 8/3/2014  
Current Value: \$400,000

This contract compliance audit requires that the amount reported by Shuchi's Architectural Firm on this contract be confirmed or rejected. Fill in the form and click Review. 1

**Audit Information**  
Audit Time Period: March 2012

**Prime Information**  
Prime Contractor: Shuchi's Architectural Firm  
Prime Vendor Number: 20158811

**Prime Payment Information**  
Amount Paid TO Prime for March 2012: \$50,000.00 by City of San Antonio to Shuchi's Architectural Firm

**Audit Information**  
Displayed are the reported payments by the Prime for the audit period, and the total amount paid are the total for the date of the audit period.  
Amount Reported by the prime contractor for March 2012 as PAID to You: \$5,000.00

Confirm Reported Amount? \*

Correct - the amount reported by the prime contractor as PAID to us is correct (\$5,000.00).  
1. Payment Date:  (mm/dd/yyyy)  
\* If multiple payments were received, enter the date of the first payment.

Incorrect - the amount reported by the prime contractor as PAID to us is not correct. 2

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. 3

Is Prime Withholding Retainage? \*

Yes  
How much retainage is being withheld? \*   
\* Enter total cumulative retainage being withheld the prime contractor.  
When do you expect to receive it?  (mm/dd/yyyy) 4

Attach File(s)  
Attach File

Public Comments  
These comments are visible to the contract compliance officer and the prime contractor.

Private Comments  
These comments are visible ONLY to the contract compliance officer.

Confirmation  
 Send me confirmation of my response.

I am submitting this form with information that I understand to be correct and accurate. 5

Save Spell Check Cancel

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# Dispute Payment: March 2012

This contract compliance audit requires that the amount reported by **Shuchi's Architectural Firm** on this contract be confirmed or rejected. Fill in the form and click **Review**. [View Payment History](#)

**\* required entry**

Audit Information	
Audit Time Period	March 2012

Prime Information	
Prime Contractor	Shuchi's Architectural Firm
Prime Vendor Number	20158811

Prime Payment Information	
Amount Paid TO Prime for March 2012	\$50,000.00 by City of San Antonio to Shuchi's Architectural Firm

**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 March 2012 as PAID to You **\$0.00**

**Confirm Reported Amount? \***

Correct - we received no payment from the prime contractor during the period.  
 **Incorrect** - the amount reported by the prime contractor as PAID to us is not correct.

1. Enter the amount you actually received from the prime contractor in March 2012: \*

\$

2. Payment Date: \*  (mm/dd/yyyy)  
\* If multiple payments were received, enter the date of the first payment.

**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 Pending Retainage? \***

No  
 Yes

How much retainage is being withheld? \* \$   
\* Enter total cumulative retainage being withheld the prime contractor.

When do you expect to receive it?  (mm/dd/yyyy)

**Attach File(s)**

**Public Comments**

These comments are visible to the contract compliance officer and the prime contractor.

**Private Comments**

These comments are visible ONLY to the contract compliance officer.

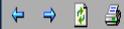
I was paid \$500.00 for this month and have a check from the Prime to prove this amount. Please call Michael at 210-207-3957 if you have any questions.

**Confirmation**

Send me confirmation of my response.

I am submitting this form with information that I understand to be correct and accurate.

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Logged on as:

Michael Sinton,  
Michael Sinton LLC

The audit response has been saved. Click one of the buttons to continue.

[View Audit Response](#)[Return To Audit Notice](#)[View ALL Audits](#)

#### How can we improve this system?

We continually try to provide you with the resources, tools, and features that let you efficiently manage your data. If you have a minute, please send us some feedback on the process you have just completed. We value your input and will respond to your suggestions.

[Submit Feedback](#)

#### Training Classes

Learn how to use the system more efficiently by taking one of our online training classes. Select [Training Classes](#) from the [Help & Support](#) menu.

If you ever need support, please click the [Customer Support](#) link at the bottom of every page.

- Click *View All Audits* to complete other audits if pending

Vendor Control Panel: Contract Audits

Messages Contract Audits Outreach

Displays all audits. Click the transaction number or status to view. To view **older audits**, select a different time period in the **Audit Period** drop down menu. To display only **incomplete audits**, select a different status in the **Current Status** drop down menu. Results may be listed on multiple pages.

Show ALL Incomplete Audits

Show ONLY records assigned to you

0 - 0 of 0 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.

Refresh Table

Status	Audit Period	Contract Number & Title	Organization	Paid to Prime
Incomplete	Last 12 mos	All	All	

No audits found. Select different filter criteria.

• This screen shows that there are no additional incomplete audits and that the subcontractor is up to date on audits



# Prime Resolving Disputes

# User Homepage / System Dashboard

**Training System**  
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Search »  
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Settings »  
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Quick Guide  
Training Manual  
Training Classes  
Video Tutorials  
Forums  
Submit Feedback  
Report a Problem  
System Status Board  
Email Test  
About B2Gnow  
Logout  
Show All Hide All

**Your Dashboard** Displaying records assigned to your company

**My Contracts**

Total				2
Open				2

**My Contract Audits**

	Last 3 months	Last 6 months	Last 12 months
Total Audits	3	6	6
Incomplete Audits »	3	5	5
Audit Discrepancies »	0	1	1

**My Certification Applications**

	Pending Submission	Pending Receipt	Processing
Status	0	0	0

**My Certifications**

	Active	Pending	Expiring
Status	0	0	0

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

**System News**  
**New: Training Classes & Events**  
Learn more about the system with our regular training classes and see upcoming events relevant to your business.

- From the left menu, select **View > My Events** or **Help & Support > Training Classes**
- Training classes are posted weekly
- Learn about the various system modules
- Dive deep into specific functions
- Classes are regularly repeated
- Training is live, no precanned videos
- Connect online while at your desk
- Class are available for vendors

[» View events & RSVP today](#)

**Technical Alert**  
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# Disputes per Contract per Month

**Training System** Vendor Control Panel: Contract Audits Help & Tools

Messages | Contract Audits | Outreach

Displays all audits. Click the transaction number or status to view. To view **older audits**, select a different period in the **Audit Period** drop down menu. To display only **incomplete audits**, select a different status in the **Current Status** drop down menu. Results may be listed on [Show ALL Incomplete Audits](#)

Show ONLY records assigned to you

1 - 1 of 1 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. [Refresh Table](#)

Status	Audit Period	Contract Number & Title	Organization	Paid to Prime
Discrepancy	Last 12 mos	4600000001: CCMS Training for Vendors-1	City of San Antonio	\$50,000.00

1 Discrepancy

Logged on as: Shuchi Nagpal, Shuchi's Architectural Firm

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# Resolving Disputes Audit Month

**Training System** Help & Tools

**Contract Audit: Audit Notice for March 2012**

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

**4600000001: CCMS Training for Vendors-1**  
Prime: **Shuchi's Architectural Firm** Status: **Open**  
8/5/2011 - 8/5/2014  
Current Value: **\$800,000**

This is an audit notice for the contract listed below. Submit a response for each item listed below by clicking each link in the **Audit Actions** table. It is possible that some actions are not available at a specific time due to pending reports from other contractors.

Audit Information	
Time Period	March 2012
Audit Number	00682109-002
Date & Time Posted	Local: 9/7/2012 11:24:50 AM CDT System: 9/7/2012 11:24:50 AM CDT

Submit a response for each item listed below by clicking each link. It is possible that some actions are not available at a specific time. As the **prime contractor** your responsibility is to report payments made to subcontractors.

Audit Actions	
Category	Action Required & Response Due Date
Prime Contractor	<a href="#">Resolve 1 discrepancy</a> <span style="float: right;">due by 11/6/2012</span>

Contract Compliance Officer Information	
Contact Person	<a href="#">Michael Sindon</a>
Organization	City of San Antonio
User Number	<a href="#">30000068-178</a>

Buyer/Project Manager Information	
Contact Person	<a href="#">Contract Administrator</a>
Department	San Antonio Economic Development
User Number	<a href="#">10000464-001</a>

**1** **2**

Logged on as: **Shuchi Nagpal, Shuchi's Architectural Firm**

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# Resolving Disputes: March 2012

**Training System**
Help & Tools

---

Contract Audit: March 2012
Status: Open  
8/5/2011 - 8/5/2014  
Current Value: \$800,000

---

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	Data entry complete; 1 discrepancy reported by subcontractor. <a href="#">View Detail</a>
Audit Period	March 2012
Payment to Prime	\$50,000.00
Marked As Final Audit?	No (mark audit as final)

### Audit Summary - Total Contract Through TODAY (9/21/2012)

	Award	Award Percent	Payments	Payments Percent	Difference (Payments - Award)
Prime Contract	\$800,000.00		\$550,000.00		
For Credit	\$0.00	0.000%	\$0.00	0.000%	Goal matched
For Credit to DBE Goal	\$0.00	0.000%	\$0.00	0.000%	Goal matched
For Credit to M/WBE Goal	\$0.00	0.000%	\$0.00	0.000%	Goal matched
For Credit to SBE Goal	\$0.00	0.000%	\$0.00	0.000%	Goal matched

Contract Progress: 68.8%

For Credit Progress: 0.0%

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

Mark 0 Remaining Subcontractors as Zero
Mark Audit as Final

Submit ALL Incomplete Records
Report Error

### Subcontractor Payments for March 2012

Subcontractor	Certified	Type	Inc. in Goal	Actions	Paid Amount in March 2012	Confirmed by Sub	Total To March 2012	Contract Goal	Actual Percent
<b>4U Services, Inc.</b> Liang Chen contact@stellard.com P 212-432-2848, F 212-432-2846	<span style="color: green;">✔</span>	Sub	No	<a href="#">View</a> <a href="#">Edit</a>	\$10,000.00	Pending	\$10,000.00	1.250%	20.000%
<b>E-Z Bel Construction, LLC</b> Ish Garcia idgarcia@ezbel.com P 210-736-6395 Ext. 220, F 210-735-1842	<span style="color: green;">✔</span>	Sub 100%	<span style="color: green;">✔</span> SBE	<a href="#">View</a> <a href="#">Edit</a>	\$0.00	Pending	\$0.00	5.000%	0.000%
<b>Kimley Horn and Associates</b> Enda Melvin hedavat@kimley-horn.com P 408-279-3826, F 408-279-0869	No	Sub	No	<a href="#">View</a> <a href="#">Edit</a>	\$5,000.00	Pending	\$5,000.00	2.500%	10.000%
<b>Michael Sindon LLC</b> Michael Sindon michaelsindon1@gmail.com P 210-207-3957, F 210-207-8154	No	Sub	No	<a href="#">View</a> <a href="#">Edit</a>	\$5,000.00	<span style="color: green;">✔</span>	\$5,000.00	1.875%	10.000%
<b>Michael Stephen Sindon, LLC</b> Michael Sindon michaelsindon1@hotmail.com P 210-207-3957, F 210-207-8154	No	Sub	No	<a href="#">View</a> <a href="#">Edit</a>	\$0.00	<span style="color: red;">✘</span> Rejected Resolve Discrepancy	\$0.00	1.875%	0.000%
<b>SNaggy Incorporated</b> Shuchi Nagpal 335BEDASUB2@yahoo.com P 210-555-6633, F 210-555-6633	No	Sub	No	<a href="#">View</a> <a href="#">Edit</a>	\$1,000.00		\$1,000.00	6.250%	2.000%
<b>ZACHRY CONSTRUCTION CORP</b> FRED LUECK P 210-475-8073, F 210-475-8796	No	Sub 100%	<span style="color: green;">✔</span> SBE	<a href="#">View</a> <a href="#">Edit</a>	\$0.00	Pending	\$0.00	1.250%	0.000%

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

Return to Audit Notice

Logged on as: Shuchi Nagpal, Shuchi's Architectural Firm
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# Resolving Disputes Audit Month

**Training System** **B2Gnow** **Contract Audit: Discrepancy Resolution** [Help & Tools](#)

[Contract Main](#) | [View Contract](#) | [Subcontractors](#) | [Compliance Audit List](#) | [Messages](#) | [Comments](#) | [Reports](#)

4600000001: **CCMS Training for Vendors-I**  
Prime: **Shuchi's Architectural Firm** Status: **Open**  
8/5/2011 - 8/5/2014  
Current Value: \$800,000

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** **Audit Notice**

### Discrepancy Resolution

Status: **Awaiting prime and subcontractor response.**

### Audit Information

Audit Time Period	March 2012
Audit Number	00682109-002

### Original Audit Data Reported

Amount Reported by Prime	\$0.00	NOT included in Goal
Amount Reported by Subcontractor	\$500.00	
Payment Date (Prime Reported)	9/21/2012	
Payment Date (Sub Reported)	9/21/2012	
Retainage Withheld?	Yes	
Amount of Retainage	\$50.00	
Date of Retainage Release	1/1/2013	

### Discrepancy Resolution Data Reported

New Amount Reported by Prime	No response yet.
New Amount Reported by Subcontractor	No response yet.

### Contract Compliance Officer Information

Contract Compliance Officer	<a href="#">Michael Sindon</a>
Organization	City of San Antonio
User Number	30000068-178
Email	<a href="mailto:Michael.Sindon@sanantonio.gov">Michael.Sindon@sanantonio.gov</a>
Phone	210-207-3957
Fax	210-207-3909

### Prime Information

Business Name	Shuchi's Architectural Firm
Vendor Number	20158811
Contact	<a href="#">Shuchi Nagpal</a>
Email	<a href="mailto:33SBEDASUB1@yahoo.com">33SBEDASUB1@yahoo.com</a>
Phone	210-222-5633
Fax	210-222-5633

### Subcontractor Information

Business Name	Michael Stephen Sindon,LLC
Vendor Number	20158804
Contact	<a href="#">Michael Sindon</a>
Email	<a href="mailto:michaelsindon1@hotmail.com">michaelsindon1@hotmail.com</a>
Phone	210-207-3957
Fax	210-207-8154

### Prime Audit

Responder	
Name	<a href="#">Shuchi Nagpal</a>
Response Date	Local: 9/21/2012 11:48:29 AM CDT System: 9/21/2012 11:48:29 AM CDT

### Subcontractor Audit

Responder	
Name	<a href="#">Michael Sindon</a>
Response Date	Local: 9/21/2012 2:12:42 PM CDT System: 9/21/2012 2:12:42 PM CDT

### Prime Discrepancy Response

Responder	
Name	No response yet.

### Subcontractor Discrepancy Response

Responder	
Name	No response yet.

**1**

**Resolve Discrepancy** **Audit Notice**

Logged on as: **Shuchi Nagpal, Shuchi's Architectural Firm**

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# Resolving Disputes Audit Month

The screenshot shows a web application interface for resolving a contract audit discrepancy. The page title is "Contract Audit: Discrepancy Resolution". The breadcrumb trail includes "Contract Main", "View Contract", "Subcontractors", "Compliance Audit List", "Messages", "Comments", and "Reports". The contract details are "4600000001: CCMS Training for Vendors-I" with a prime contractor of "Shuchi's Architectural Firm". The status is "Open" with dates "8/5/2011 - 8/5/2014" and a current value of "\$800,000".

A message states: "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."

Buttons for "Resolve Discrepancy" and "Audit Notice" are visible. Below them, instructions read: "Select a resolution option, enter comments if needed, and click **Save Response**. You can respond to this discrepancy notice once. Further changes must be processed by the contract compliance officer."

The "Discrepancy Resolved?" section contains three radio button options:

- The \$0.00 originally reported by the prime is correct.
- The \$500.00 originally reported by the subcontractor is correct.
- None of the amounts are correct. The amount should be \$

Red annotations include:

- A red box labeled "1" around the radio button options.
- A red box labeled "2" with an arrow pointing to the "None of the amounts are correct" option.
- A red box labeled "3" around the "Attach File(s)" section, which includes an "Attach File" button.
- A red box labeled "4" around the "Save Response" button.

The "Public Comments" section is titled "Public Comments" and includes the text "These comments are visible to the contract compliance officer and the prime contractor." Below it is a large text input area.

The "Private Comments" section is titled "Private Comments" and includes the text "These comments are visible ONLY to the contract compliance officer." Below it is another large text input area.

The "Confirmation" section has a checked checkbox labeled "Send me confirmation of my response."

The left sidebar contains navigation links: Home, View, My Alerts, My Contracts, My Certifications, My Concessions, My Contract Audits, My Workforce Audits, My Concession Audits, My Outreach, My Events, My Questionnaires, My Messages, My Prevailing Wage, Search, Message, Settings, Help & Support, Contact Support, Help System, Quick Guide, Training Manual, Training Classes, and Video Tutorials.

# Completed Dispute

**Training System** Help & Tools

**B2GNOW**

**Contract Audit: Discrepancy Resolution**

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

4600000001: CCMS Training for Vendors-1  
Prime: Shuchi's Architectural Firm

Status: Open  
8/5/2011 - 8/5/2014  
Current Value: \$800,000

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	Discrepancy resolved. No further action required.
--------	---

### Audit Information

Audit Time Period	March 2012
Audit Number	00682109-002

### Original Audit Data Reported

Amount Reported by Prime	\$0.00
Amount Reported by Subcontractor	\$500.00
Payment Date (Prime Reported)	9/21/2012
Payment Date (Sub Reported)	9/21/2012
Retainage Withheld?	Yes
Amount of Retainage	\$50.00
Date of Retainage Release	1/1/2013
Subcontractor Private Comments	I was paid \$500.00 for this month and have a check from the Prime to prove this amount. Please call Michael at 210-207-3957 if you have any questions.

### Discrepancy Resolution Data Reported

New Amount Reported by Prime	\$0.00	NOT included in Goal
New Amount Reported by Subcontractor	\$0.00	
Final Amount Agreed to by Both Parties	\$0.00	

### Contract Compliance Officer Information

Contract Compliance Officer	<a href="#">Michael Sindon</a>
Organization	City of San Antonio
User Number	30000068-178
Email	<a href="mailto:Michael.Sindon@sanantonio.gov">Michael.Sindon@sanantonio.gov</a>
Phone	210-207-3957
Fax	210-207-3909

### Prime Information

Business Name	Shuchi's Architectural Firm
Vendor Number	20158811

### Subcontractor Information

Business Name	Michael Stephen Sindon,LLC
Vendor Number	20158804

Logged on as: Michael Sindon, Michael Stephen Sindon,LLC

1

# Subcontractor Resolving Disputes

# User Homepage / System Dashboard

**Training System**  
**B2Gnow**

Home  
View »  
My Alerts  
My Contracts  
My Certifications  
My Concessions  
My Contract Audits  
My Workforce Audits  
My Concession Audits  
My Outreach  
My Events  
My Questionnaires  
My Messages  
My Prevailing Wage  
Search »  
Message »  
Settings »  
Help & Support »  
Contact Support  
Help System  
Quick Guide  
Training Manual  
Training Classes  
Video Tutorials  
Forums  
Submit Feedback  
Report a Problem  
System Status Board  
Email Test  
About B2Gnow  
Logout  
Show All Hide All

**Your Dashboard** Displaying records assigned to your company

**My Contracts**

Total				2
Open				2

**My Contract Audits**

	Last 3 months	Last 6 months	Last 12 months
Total Audits	3	6	6
Incomplete Audits »	3	5	5
Audit Discrepancies »	0	1	1

**My Certification Applications**

	Pending Submission	Pending Receipt	In Processing
Status	0	0	0

**My Certifications**

	Active	Pending	Expiring
Status	0	0	0

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

**System News**  
**New: Training Classes & Events**  
Learn more about the system with our regular training classes and see upcoming events relevant to your business.

- From the left menu, select **View > My Events** or **Help & Support > Training Classes**
- Training classes are posted weekly
- Learn about the various system modules
- Dive deep into specific functions
- Classes are regularly repeated
- Training is live, no precanned videos
- Connect online while at your desk
- Class are available for vendors

[» View events & RSVP today](#)

**Technical Alert**  
An issue has been reported with the new Internet Explorer 9 Beta. This browser sometimes does not display drop down menus due to a bug, Microsoft has not yet issued a fix, so we recommend that users access B2Gnow with IE7 or IE8 instead. A good online resource for removing IE9 can be found [here](#).

**Configure**  
[Change Your Password](#)  
[Edit Your User Settings](#)  
[Business Info](#)  
[Profile Setup](#)  
[List/Add Users](#)  
[Main Contacts](#)  
[Commodity Codes](#)  
[EEO/Workforce Comp.](#)

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# Disputes per Contract per Month

**Training System** Vendor Control Panel: Contract Audits Help & Tools

Messages | Contract Audits | Outreach

Displays all audits. Click the transaction number or status to view. To view **older audits**, select a different period in the **Audit Period** drop down menu. To display only **incomplete audits**, select a different status in the **Current Status** drop down menu. Results may be listed on [Show ALL Incomplete Audits](#)

Show ONLY records assigned to you 1

1 - 1 of 1 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. [Refresh Table](#)

Status	Audit Period	Contract Number & Title	Organization	Paid to Prime
Discrepancy <span style="float: right;">1 Discrepancy</span>	Last 12 mos	4600000001: CCMS Training for Vendors-1	City of San Antonio	\$50,000.00

2

3

B2Gnow

Logged on as: Shuchi Nagpal, Shuchi's Architectural Firm

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# Resolving Disputes Audit Month

**Training System** Help & Tools

**Contract Audit: Audit Notice for March 2012**

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

**4600000001: CCMS Training for Vendors-1**  
Prime: **Shuchi's Architectural Firm** Status: **Open**  
8/5/2011 - 8/5/2014  
Current Value: **\$800,000**

This is an audit notice for the contract listed below. Submit a response for each item listed below by clicking each link in the **Audit Actions** table. It is possible that some actions are not available at a specific time due to pending reports from other contractors.

Audit Information	
Time Period	March 2012
Audit Number	00682109-002
Date & Time Posted	Local: 9/7/2012 11:24:50 AM CDT System: 9/7/2012 11:24:50 AM CDT

Submit a response for each item listed below by clicking each link. It is possible that some actions are not available at a specific time. As the **prime contractor** your responsibility is to report payments made to subcontractors.

Audit Actions	
Category	Action Required & Response Due Date
Prime Contractor	<a href="#">Resolve 1 discrepancy</a> <span style="float: right;">due by 11/6/2012</span>

Contract Compliance Officer Information	
Contact Person	<a href="#">Michael Sindon</a>
Organization	City of San Antonio
User Number	<a href="#">30000068-178</a>

Buyer/Project Manager Information	
Contact Person	<a href="#">Contract Administrator</a>
Department	San Antonio Economic Development
User Number	<a href="#">10000464-001</a>

**1** **2**

Logged on as: **Shuchi Nagpal, Shuchi's Architectural Firm**

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# Resolving Disputes Audit Month

**Training System** | **B2G NOW** | **Contract Audit: Discrepancy Resolution** | [Contract Main](#) | [View Contract](#) | [Subcontractors](#) | [Compliance Audit List](#) | [Messages](#) | [Comments](#) | [Reports](#) | [Help & Tools](#)

4600000001: CCMS Training for Vendors-I  
Prime: Shuchi's Architectural Firm | Status: Open | 8/5/2011 - 9/5/2014 | Current Value: \$800,000

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** | **Audit Notice**

### Discrepancy Resolution

Status: **Prime has responded to discrepancy. Awaiting subcontractor response.**

### Audit Information

Audit Time Period	March 2012
Audit Number	00682109-002

### Original Audit Data Reported

Amount Reported by Prime	\$0.00
Amount Reported by Subcontractor	\$500.00
Payment Date (Prime Reported)	9/21/2012
Payment Date (Sub Reported)	9/21/2012
Retainage Withheld?	Yes
Amount of Retainage	\$50.00
Date of Retainage Release	1/1/2013
Subcontractor Private Comments	I was paid \$500.00 for this month and have a check from the Prime to prove this amount. Please call Michael at 210-207-3957 if you have any questions.

### Discrepancy Resolution Data Reported

New Amount Reported by Prime	\$0.00	NOT included in Goal
New Amount Reported by Subcontractor	<b>No response yet.</b>	

### Contract Compliance Officer Information

Contract Compliance Officer	<a href="#">Michael Sindon</a>
Organization	City of San Antonio
User Number	<a href="#">3000068-178</a>
Email	<a href="mailto:Michael.Sindon@sanantonio.gov">Michael.Sindon@sanantonio.gov</a>
Phone	210-207-3957
Fax	210-207-3909

### Prime Information

Business Name	Shuchi's Architectural Firm
Vendor Number	20158811
Contact	<a href="#">Shuchi Naqpal</a>
Email	<a href="mailto:335BE-DASUR1@yahoo.com">335BE-DASUR1@yahoo.com</a>
Phone	210-222-5633
Fax	210-222-5633

### Subcontractor Information

Business Name	Michael Stephen Sindon, LLC
Vendor Number	20158804
Contact	<a href="#">Michael Sindon</a>
Email	<a href="mailto:michaelsindon1@hotmail.com">michaelsindon1@hotmail.com</a>
Phone	210-207-3957
Fax	210-207-8154

### Prime Audit

Responder	
Name	<a href="#">Shuchi Naqpal</a>
Response Date	Local: 9/21/2012 11:48:29 AM CDT System: 9/21/2012 11:48:29 AM CDT

### Subcontractor Audit

Responder	
Name	<a href="#">Michael Sindon</a>
Response Date	Local: 9/21/2012 2:12:42 PM CDT System: 9/21/2012 2:12:42 PM CDT

### Prime Discrepancy Response

Responder	
Name	Same as Prime audit responder.
Response Date	Local: 9/21/2012 3:05:04 PM CDT System: 9/21/2012 3:05:04 PM CDT

### Subcontractor Discrepancy Response

Responder	
Name	<b>No response yet.</b>

**1**

**Resolve Discrepancy** | **Audit Notice**

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# Resolving Disputes Audit Month

**Training System**  
**B2G NOW**

**Contract Audit: Discrepancy Resolution** Help & Tools

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

4600000001: CCMS Training for Vendors-I  
Prime: Shuchi's Architectural Firm

Status: Open  
8/5/2011 - 8/5/2014  
Current Value: \$800,000

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** **Audit Notice**

Select a resolution option, enter comments if needed, and click **Save Response**. You can respond to this discrepancy notice once. Further changes must be processed by the contract compliance officer.

**Discrepancy Resolved? \***

- The \$0.00 originally reported by the prime is correct.
- The \$500.00 originally reported by the subcontractor is correct.
- None of the amounts are correct. The amount should be \$

**Public Comments**  
These comments are visible to the contract compliance officer and the prime contractor.

**Private Comments**  
These comments are visible ONLY to the contract compliance officer.

**Attach File(s)**  
**Attach File**

**Confirmation**  
 Send me confirmation of my response.

**Save Response**

**1** **2** **3** **4**

# Completed Dispute

**Training System** **B2GNOW** Help & Tools

**Contract Audit: Discrepancy Resolution**

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

4600000001: CCMS Training for Vendors-1  
Prime: Shuchi's Architectural Firm

Status: Open  
8/5/2011 - 8/5/2014  
Current Value: \$800,000

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.

[Audit Notice](#)

### Discrepancy Resolution

Status	Discrepancy resolved. No further action required.
--------	---

### Audit Information

Audit Time Period	March 2012
Audit Number	00682109-002

### Original Audit Data Reported

Amount Reported by Prime	\$0.00
Amount Reported by Subcontractor	\$500.00
Payment Date (Prime Reported)	9/21/2012
Payment Date (Sub Reported)	9/21/2012
Retainage Withheld?	Yes
Amount of Retainage	\$50.00
Date of Retainage Release	1/1/2013
Subcontractor Private Comments	I was paid \$500.00 for this month and have a check from the Prime to prove this amount. Please call Michael at 210-207-3957 if you have any questions.

### Discrepancy Resolution Data Reported

New Amount Reported by Prime	\$0.00	NOT included in Goal
New Amount Reported by Subcontractor	\$0.00	
Final Amount Agreed to by Both Parties	\$0.00	

### Contract Compliance Officer Information

Contract Compliance Officer	<a href="#">Michael Sindon</a>
Organization	City of San Antonio
User Number	30000068-178
Email	<a href="mailto:Michael.Sindon@sanantonio.gov">Michael.Sindon@sanantonio.gov</a>
Phone	210-207-3957
Fax	210-207-3909

### Prime Information

Business Name	Shuchi's Architectural Firm
Vendor Number	20158811

### Subcontractor Information

Business Name	Michael Stephen Sindon,LLC
Vendor Number	20158804

Logged on as: Michael Sindon, Michael Stephen Sindon,LLC

1

# **Prime Contractor: Change or Modification of Subcontractors**

# Reasons for Change or Modification of Subcontractors

- Change in scope to contract on behalf of the City
- Prime removes/adds/modifies Subcontractors
- Contract is cancelled
- Change orders
  - If project goes back to Council, SBO must be included in Workflow to approve RFCA
- Other reason not otherwise stated

## How to Complete Process and Make Change Official:

1. With OD's help, Prime must Complete a Change to Utilization Plan
2. OD & SBO work together to complete a change to utilization worksheet
3. Obtain acknowledgement/agreement emails from any Subcontractors that were removed from contract or had a reduction in utilization
4. Assistant Director for SBO approves change
5. Finally, appropriate changes made in CCMS



## CHANGE TO UTILIZATION PLAN

List all changes in the use of certified or non-certified Subcontractors/Suppliers in relation to the Prime Contractor's Original Utilization Plan or latest Change to Utilization Plan approved by the Economic Development Department for the contract listed below.

Name of Prime Contractor: \_\_\_\_\_

Name of Contract: \_\_\_\_\_

### CHANGES:

All sections of the following table must be completed. Additional Subcontractor rows provided on back page if needed.

ROLE	NAME OF FIRM	CERTIFICATIONS (SELECT ALL)	NEW*/REMOVE**/ CHANGE VALUE	\$ ESTIMATED TOTAL CONTRACT VALUE	NIGP CODE (5 DIGIT)	START DATE (NEW SUB ONLY)
PRIME		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>			
SUB		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>			
SUB		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>			
SUB		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>			
SUB		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>			

**\*IF A NEW FIRM IS ADDED TO THE CONTRACT, ENSURE THEY ARE REGISTERED IN THE CITY'S CENTRAL VENDOR REGISTRY (SAePS).**

**\*\*IF REMOVING/REDUCING THE DOLLAR VALUE FOR A FIRM, ATTACH DOCUMENTATION ESTABLISHING THE FIRM WAS NOTIFIED.**

Note: If the Subcontractor changes listed on this document result in not meeting the subcontracting goal for this contract, you will be contacted by the City for further action.

### JUSTIFICATION FOR ALL CHANGES TO UTILIZATION:

I hereby affirm that the above information is true and complete to the best of my knowledge and belief. I possess internal documentation from all proposed new Subcontractors/Suppliers confirming their intent to perform the scope of work for the price indicated above. All Subcontractors/Suppliers removed or reduced in dollar value have been notified of the change in writing. In addition, all new firms have been notified of their addition to the contract as a Subcontractor and have registered in SAePS. I understand and agree that, if this change to utilization is approved, this document shall be attached thereto and become a binding part of the contract.

Prime Contractor's Authorized Agent:	Sign & Date _____	Print Name _____
Director or Designee of Originating Department:	Sign & Date _____	<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED
Director or Designee of Economic Development:	Sign & Date _____	<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED



## CHANGE TO UTILIZATION PLAN

List all changes in the use of certified or non-certified Subcontractors/Suppliers in relation to the Prime Contractor's Original Utilization Plan or latest Change to Utilization Plan approved by the Economic Development Department for the contract listed below:

Name of Prime Contractor: The Road Doctor

Name of Contract: Annual Contract for Pothole Paving

### CHANGES:

All sections of the following table must be completed. Additional Subcontractors provided on back page if needed.

ROLE	NAME OF FIRM	CERTIFICATIONS (SELECT ALL)	NEW*/REMOVE**/CHANGE VALUE	\$ ESTIMATED TOTAL CONTRACT VALUE	NIGP CODE (5 DIGIT)	START DATE (NEW SUB ONLY)
PRIME	The Road Doctor	SBE NONE NONE	CHANGE VALUE	\$2,500,000.00	91396	
SUB	Quality Trucking & Dumping	NONE NONE NONE	CHANGE VALUE	\$500,000.00	96239	
SUB	Durable Asphalt & Rock	SBE & ESBE MBE AABE	REMOVE	\$1,000,000.00	74521	
SUB	Potholes-R-US	SBE & ESBE MBE AABE	NEW	\$1,000,000.00	74521	04/01/13
SUB						

\*IF A NEW FIRM IS ADDED TO THE CONTRACT, ENSURE THEY ARE REGISTERED IN THE CITY'S CENTRAL VENDOR REGISTRY (SAePS).

\*\*IF REMOVING/REDUCING THE DOLLAR VALUE FOR A FIRM, ATTACH DOCUMENTATION ESTABLISHING THE FIRM WAS NOTIFIED.

Note: If the Subcontractor changes listed on this document result in not meeting the subcontracting goal for this contract, you will be contacted by the City for further action.

### JUSTIFICATION FOR ALL CHANGES TO UTILIZATION:

Durable Asphalt & Rock can no longer provide the asphalt required by the City to fill the potholes. We found a new Subcontractor, Potholes-R-US, to supply us with the required asphalt, as they possess similar certifications.

I hereby affirm that the above information is true and complete to the best of my knowledge and belief. I possess internal documentation from all proposed new Subcontractors/Suppliers confirming their intent to perform the scope of work for the price indicated above. All Subcontractors/Suppliers removed or reduced in dollar value have been notified of the change in writing. In addition, all new firms have been notified of their addition to the contract as a Subcontractor and have registered in SAePS. I understand and agree that, if this change to utilization is approved, this document shall be attached thereto and become a binding part of the contract.

Prime Contractor's Authorized Agent:

Sign & Date

*[Signature]* 7-1-13

Print Name

Michael Sindon

Director or Designee of Originating Department:

Sign & Date

*[Signature]*

APPROVED

DENIED

Director or Designee of Economic Development:

Sign & Date

APPROVED

DENIED

**Michael Sindon (EDD)**

---

**From:** Michael Sindon (EDD)  
**Sent:** Monday, July 22, 2013 5:03 PM  
**To:** Michael Sindon (EDD)  
**Subject:** Removal as a Subcontractor from Contract: Annual Contract for Pothole Paving

Mr. Davis,

This email serves as notification that we are removing you as a subcontractor for the Annual Contract for Pothole Paving, as you informed me you can no longer provide the asphalt required by the City to fill the potholes. I hope we can do business again in the future and I appreciate all your assistance on this contract.

Thanks,

The Road Doctor,  
Michael Sindon - President



## CITY OF SAN ANTONIO SUBCONTRACTOR/SUPPLIER UTILIZATION PLAN

SOLICITATION NAME: *Annual Contract for Pothole Paving*

RESPONDENT NAME: The Road Doctor

SOLICITATION API: *Small Business Enterprise (SBE) Subcontracting AND Minority/Woman Business Enterprise (M/WBE) Subcontracting Programs*

**API REQUIREMENTS:** Respondents must demonstrate commitment to satisfy a fifteen percent (15%) SBE subcontracting goal **AND** a five percent (5%) M/WBE subcontracting goal. Self-performance by S/M/WBE prime respondents does not count toward these subcontracting goals. In the absence of a waiver granted by the Small Business Office, failure of a Respondent to commit to satisfying the SBE and M/WBE subcontracting goals shall render its response NON-RESPONSIVE. To qualify as an M/WBE pursuant to the SBEDA Ordinance, a vendor must also be an SBE; thus, participation of a qualifying M/WBE subcontractor will also count toward meeting an SBE subcontracting goal.

S/M/WBEs must be certified with the South Central Texas Regional Certification Agency and be headquartered or have Significant Business Presence in the San Antonio Metropolitan Statistical Area to satisfy the above-stated goals. For further clarification, please contact Michael Sindon at (210) 207-3957.

Section 1. Enter Respondent's (Prime) proposed contract participation level. Leave blank for revenue generating contracts.

Section 2. List ALL subcontractors / suppliers that will be utilized for the entire contract period, excluding possible extensions, renewals and/or alternates. Use additional sheets if necessary.

	PARTICIPATION DOLLAR AMOUNT	% LEVEL OF PARTICIPATION	CERTIFICATION TYPE AND NUMBER	TYPE OF WORK TO BE PERFORMED (BY NIGP CODE)
<b>SECTION 1. PRIME</b>				
Name: The Road Doctor	\$2,250,000	64.29%	SBE 1005395	91396
<b>SECTION 2. SUBCONTRACTOR(S):</b>				
Name: Quality Trucking & Dumping	\$250,000	7.14%		96239
Name: Durable Asphalt & Rock	\$1,000,000	28.57%	SBE, ESBE, MBE, AABE 1002447	74521
3. Name:	\$	%	#:	
4. Name:	\$	%	#:	
5. Name:	\$	%	#:	
Total Prime Participation:	\$2,250,000	64.29%		
Total Sub Participation:	\$1,250,000	35.71%		
Total Prime & Sub Participation*:	\$3,500,000	100%		
Total Certified Sub Participation:	\$1,000,000	28.57%		

\*Total Prime & Sub participation must equal your base bid amount.

If a business is not certified, please call the Small Business Program Office at (210) 207-3900 for information and details on how subcontractors and suppliers may obtain certification.

I HEREBY AFFIRM THAT I POSSESS DOCUMENTATION FROM ALL PROPOSED SUBCONTRACTORS/SUPPLIERS CONFIRMING THEIR INTENT TO PERFORM THE SCOPE OF WORK FOR THE PRICE INDICATED ABOVE. I FURTHER AFFIRM THAT THE ABOVE INFORMATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND AND AGREE THAT, IF AWARDED THE CONTRACT, THIS DOCUMENT SHALL BE ATTACHED THERETO AND BECOME A BINDING PART OF THE CONTRACT.



SIGNATURE OF AUTHORIZED AGENT

President

TITLE

2-20-13

DATE

210-207-3957

PHONE

\*\*\*\*\*  
FOR CITY USE

Action Taken:

Approved

Denied

  
DIRECTOR  
ECONOMIC DEVELOPMENT DEPARTMENT

**Prime Contractor and**  
**Subcontractor:**  
**General CCMS Navigation**

# User Homepage / System Dashboard

The screenshot displays the B2Gnow Training System user homepage. A red box highlights the 'Your Dashboard' section, which contains a table of records assigned to 'your company'. A red arrow labeled '1' points to the 'My Contracts' link in the left sidebar, and another red arrow labeled '2' points to the 'My Contracts' link in the top navigation bar. The dashboard table includes sections for 'My Contract Audits' and 'My Certification Applications'.

Your Dashboard				
Displaying records assigned to <span>your company</span>				
<b>My Contracts</b>				
Open				2
<b>My Contract Audits</b>				
Total Audits	Last 3 months	Last 6 months	Last 12 months	
	3	6	6	
<b>Incomplete Audits »</b>				
	3	6	6	
<b>My Certification Applications</b>				
Status	Pending Submission	Pending Receipt	Pending Processing	
	0	0	0	
<b>My Certifications</b>				
Status	Active	Pending	Expiring	
	0	0	0	

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

**System News**  
**New: Training Classes & Events**  
Learn more about the system with our regular training classes and see upcoming events relevant to your business.

- From the left menu, select **View > My Events** or **Help & Support > Training Classes**
- Training classes are posted weekly
- Learn about the various system modules
- Dive deep into specific functions
- Classes are regularly repeated
- Training is live, no precanned videos
- Connect online while at your desk
- Class are available for vendors

[» View events & RSVP today](#)

**Technical Alert**  
An issue has been reported with the new Internet Explorer 9 Beta. This browser sometimes does not display drop down menus due to a bug. Microsoft has not yet issued a fix, so we recommend that users access B2Gnow with IE7 or IE8 instead. A good online resource for removing IE9 can be found [here](#).

**Configure**  
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[Profile Setup](#)  
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[EEO/Workforce Comp.](#)

Logged on as: Charki M...  
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# Vendor Contracts: Prime & Sub

**Training System** **B2Gnow** **Vendor Profile: Contracts** [Help & Tools](#)

Business Name: **Shuchi's Architectural Firm**

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[Certifications](#) | [Contracts](#) | [Workforce Composition/EEO](#) | [Questionnaires](#)

Listed below are the contracts to which this vendor is assigned.

### Contracts as Prime Contractor

Actions	Contract Number & Title	Contracting Organization	Prime Contact	Status	Dates	Award Amount	Paid Amount
<a href="#">View</a>	4600000001: CCMS Training for Vendors-I	City of San Antonio	Shuchi Nagpal ( <a href="#">change</a> )	5 Incomplete audits	8/5/2011 to 8/5/2014	\$800,000	\$550,000
Number of contracts as prime: 1						\$800,000	\$550,000

### Contracts as Subcontractor

Actions	Contract Number & Title	Contracting Organization	Sub Contact	Status	Prime	Current Subcontract	Paid Amount
<a href="#">View</a>	4600056789: Alamodome Roofing	City of San Antonio	Shuchi Nagpal ( <a href="#">change</a> )		E-Z Bel Construction, LLC	\$250,000 25.00%	\$0
Number of contracts as subcontractor: 1						\$250,000	\$0

Logged on as: **Shuchi Nagpal, Shuchi's Architectural Firm**

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# Contract Main Tab

**Training System** **B2Gnow** **Contract Management** [Contract Main](#) [View Contract](#) [Subcontractors](#) [Compliance Audit List](#) [Messages](#) [Comments](#) [Reports](#) [Help & Tools](#)

460000001: CCMS Training for Vendors-I Status: Open  
8/5/2011 - 8/5/2014  
Current Value: \$800,000

**Contract Information**

Contract Title	CCMS Training for Vendors-I
Contract Number	460000001
System Transaction Number	00682109-001
Start Date	8/5/2011
End Date	8/5/2014
Maximum Value	\$800,000.00
Contract Compliance Officer	Michael Sindon

**User Assignment**

Contract Type	(Sub) Contract Percent	Compliance Contact Person	Compliance Audit Required
Prime	100.000%	Shuchi Nagpal	<input checked="" type="checkbox"/>

[View Subcontractors](#) [Compliance Audit List](#)

**Contract Status & Actions**

Contract	Status	Actions	Previous Transactions
Contract	Open	<a href="#">View Contract</a>	
Contract Amendments			None
Contract Extensions/Shortenings			None

Logged on as: Shuchi Nagpal, Shuchi's Architectural Firm

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# View Tab



**Training System**  
**B2Gnow**

## Contract: View

[Contract Main](#)
[View Contract](#)
[Subcontractors](#)
[Compliance Audit List](#)
[Messages](#)
[Comments](#)
[Reports](#)

Status: **Open**  
8/5/2011 - 8/5/2014  
Current Value: **\$800,000**

**4600000001: CCMS Training for Vendors-I**  
Prime: Shuchi's Architectural Firm

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My Contract Audits

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[Show All](#) [Hide All](#)

Logged on as:  
**Shuchi Nagpal,**  
**Shuchi's Architectural Firm**

Help & Tools



### Contract Information

Contract Title	CCMS Training for Vendors-I
Contract Number	4600000001
System Transaction Number	00682109-001
Assigned Department	San Antonio Economic Development
Current Contract Value	\$800,000.00

### Contract Dates

Start Date	8/5/2011
End Date	8/5/2014

### Prime Contractor Information

Vendor Name	Shuchi Nagpal, LLC
System Vendor Number	20158811
Address	B2Gnow   5 Irvington dr San Antonio, TX 78209

### Buyer/Project Manager Information

Organization/Department	San Antonio Economic Development
System User Number	10000464-001
Division	
Contact Person	Contract Administrator
System User Number	
Phone	602-325-9277
Fax	602-325-9277
Email	COSAhcd@b2gnow.com
Address	1400 S. Flores San Antonio, TX 78204

### Contract Summary

Commodity Codes	NIGP-90607: Architect Services, Professional
-----------------	--

### Contract Settings

Diversity Goal(s)	Goal Type	Required Goal	Actual Goal
		MAVBE:	0.00%
	SBE:	20.00%	0.00%
	DBE:	0.00%	0.00%
<b>Total Goal:</b>		<b>20.00%</b>	<b>0.00%</b>

[Customer Support](#)

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# Subs Tab



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## Contract Management: Subcontractor List

Help & Tools

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

460000001: CCMS Training for Vendors-I  
Prime: Shuchi's Architectural Firm

Status: Open  
8/5/2011 - 8/5/2014  
Current Value: \$800,000

Refresh Page

Subcontractor List									
Subcontractor Name	Sub Tier	Certified	Current Award	Type	Inc. in Goal	Diversity Audit	Final Pmnt	Actions	
4U Services, Inc.	1		\$10,000	Sub	No		No	<a href="#">Add Sub</a>	
E-Z Bel Construction, LLC	1		\$40,000	Sub 100%	 SBE		No	<a href="#">Add Sub</a>	
Kimley Horn and Associates	1	No	\$20,000	Sub	No		No	<a href="#">Add Sub</a>	
Michael Sindon LLC	1	No	\$15,000	Sub	No		No	<a href="#">Add Sub</a>	
Michael Stephen Sindon, LLC	1	No	\$15,000	Sub	No		No	<a href="#">Add Sub</a>	
SNaggy Incorporated	1	No	\$50,000	Sub	No		No	<a href="#">Add Sub</a>	
ZACHRY CONSTRUCTION CORP	1	No	\$10,000	Sub 100%	 SBE		No	<a href="#">Add Sub</a>	

Add First Tier Subcontractor

# Compliance Audit List Tab

**Training System** **B2Gnow** **Contract Management: Compliance Audit List** [Help & Tools](#)

[Contract Main](#) | [View Contract](#) | [Subcontractors](#) | **Compliance Audit List** | [Messages](#) | [Comments](#) | [Reports](#)

4600000001: CCMS Training for Vendors-1 Status: **Open**  
Prime: Shuchi's Architectural Firm 8/5/2011 - 8/5/2014  
Current Value: \$800,000

### Compliance Audit List

Audit Period	Status	Paid to Prime	Audit Reference	Date Posted	Actions
August 2012	Incomplete	\$100,000.00		9/7/2012	<a href="#">View Audit</a>
July 2012	Incomplete	\$50,000.00		9/7/2012	<a href="#">View Audit</a>
June 2012	Incomplete	\$50,000.00		9/7/2012	<a href="#">View Audit</a>
May 2012	Incomplete	\$100,000.00		9/7/2012	<a href="#">View Audit</a>
April 2012	Incomplete	\$200,000.00		9/7/2012	<a href="#">View Audit</a>
March 2012	Completed	\$50,000.00		9/7/2012	<a href="#">View Audit</a>

**1** (points to the Status column)

**2** (points to the View Audit link)

Logged on as: Shuchi Nagpal, Shuchi's Architectural Firm

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**Prime Contractor and**  
**Subcontractor:**  
**Add a User to Your**  
**Vendor Profile**

**Dashboard** Displaying records assigned to **your company**

**Contracts**

Total				9
Open				9
Soon to end (3 mo)				1

**Contract Audits**

	Total	< 90 days	> 90 days
Total Audits	26	0	26

**Certification Applications**

	Pending Submission	Pending Receipt	Pending Processing
Status	0	0	0

**Certifications**

	Active	Pending	Expiring
Status	0	0	0

**Alerts**

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

**System News**

**Training Classes & Events**

Learn more about the system with our regular training classes and see upcoming events relevant to your business.

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- Dive deep into specific functions
- Classes are regularly repeated
- Training is live, no precanned videos
- Connect online while at your desk
- Classes are available for vendors

[» View events & RSVP today](#)

**Configure**

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- Settings »** (Annotated with '1')
- Change Password
- Your Settings
- General Biz Info
- Vendor Profile
- User List (Annotated with '2')
- Add a User
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Logged on as:  
 SBEDA SBEDA,  
 SBEDA Place Holder

## Vendor Profile: Users

Help & Tools 

Business Name: Arias & Associates, Inc.

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[Comments](#) | [Reviews](#) | [Certifications](#) | [Contracts](#) | [Concessions](#) | [Insurance](#) | [Site Visits](#)

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

1

Add User

2

User Number	Name	Title	Contact Role(s)	Actions
<a href="#">20001761-006</a>	<a href="#">Archev, Mary</a>	CoMET Administrative Assistant		<a href="#">Copy</a> <a href="#">Deactivate</a>
<a href="#">20001761-002</a>	<a href="#">Arias, Robert</a>	CEO	General, Owner	<a href="#">Copy</a> <a href="#">Deactivate</a>
<a href="#">20001761-008</a>	<a href="#">Arias, Roy</a>	Business Development	Sales	<a href="#">Copy</a> <a href="#">Deactivate</a>
<a href="#">20001761-010</a>	<a href="#">Correa, Jesse</a>			<a href="#">Copy</a> <a href="#">Deactivate</a>
<a href="#">20001761-007</a>	<a href="#">Hawkins, Amber</a>	HR Manager	Certifications, Prevailing Wage	<a href="#">Copy</a> <a href="#">Deactivate</a>
<a href="#">20001761-009</a>	<a href="#">Ramirez, Erin</a>	Marketing Assistant		<a href="#">Copy</a> <a href="#">Deactivate</a>
<a href="#">20001761-005</a>	<a href="#">Romero, Brenda</a>	Staff Accountant	Contracts	<a href="#">Copy</a> <a href="#">Deactivate</a>
<a href="#">20001761-004</a>	<a href="#">Thompson, Holly</a>	Accounting Assistant	Insurance, Invoicing	<a href="#">Copy</a> <a href="#">Deactivate</a>

\* 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
Email/Username *	<input type="text"/>			
Title	<input type="text"/>			
Phone Number *	<input type="text"/>	<input type="text"/>	Ext.	<input type="text"/>
Fax Number *	<input type="text"/>	<input type="text"/>		
Password requirements	<ul style="list-style-type: none"><li>• Password must be at least 8 characters long.</li><li>• Password must have at least one lower case letter: abcdefghijklmnopqrstuvwxyz</li><li>• Password must have at least one upper case letter: ABCDEFGHIJKLMNOPQRSTUVWXYZ</li><li>• Password must have at least one number: 0123456789</li><li>• Password must have at least one special character: !@#%&amp;*()+=_00?~.</li></ul>			
Choose password *	<input type="password"/>			
Retype password *	<input type="password"/>			

1

2

3

### Addresses

Select the addresses for this user. To edit or add addresses, click the Contact Info tab at the top of this page.

Physical *	Select a physical address
Mailing *	Select a mailing address
Billing *	Select a billing address
Shipping *	Select a shipping address

4

### Account Preferences

Select the timezone, language, and notification settings for this user.

Time Zone *	US/Central
Preferred Notification Method *	<input type="radio"/> Email AND Fax <input type="radio"/> Email <input type="radio"/> Fax
	<input type="text" value="Send me plain-text email"/> <input type="text" value="Send me plain-text email"/>
Notification Options	<input checked="" type="checkbox"/> Notify this user of new system features and services. Uncheck the box to not receive these notices. <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 City of San Antonio. This selection affects only official correspondence sent as part of any applicable agreement, contract, certification, or policy.

5

6

Save User List



## Vendor Profile: Contracts

Help & Tools

Business Name: SBEDA Place Holder

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[Certifications](#) | [Contracts](#) | [Workforce Composition/EEO](#) | [Questionnaires](#)

Listed below are the contracts to which this vendor is assigned.

1

### Contracts as Prime Contractor

Actions	Contract Number & Title	Contracting Organization	Prime Contact	Status	Dates	Award Amount	Paid Amount
<a href="#">View</a>	4600011260: A1475-10, PC Reservation and Print Manag	City of San Antonio	SBEDA SBEDA ( <a href="#">change</a> )		12/9/2010 to 12/31/2011	\$94,000	\$0
<a href="#">View</a>	4600007671: A763-09 Automotive Shop Supplies	City of San Antonio	SBEDA SBEDA ( <a href="#">change</a> )		10/9/2008 to 9/30/2011	\$12,000	\$0
<a href="#">View</a>	4400001151: AC EXTENDED VIEW LED TRAFFIC SIGNAL LAMP	City of San Antonio	SBEDA SBEDA ( <a href="#">change</a> )		4/13/2011 to 3/31/2014	\$1,232,000	\$0
<a href="#">View</a>	4500329932: According to ordinance 2011-09-15-0749, attached is the executed	City of San Antonio	SBEDA SBEDA ( <a href="#">change</a> )		10/1/2011 to 9/30/2012	\$100,000	\$0
<a href="#">View</a>	4600011417: Council District 6 Lease	City of San Antonio	SBEDA SBEDA ( <a href="#">change</a> )		4/25/2011 to 4/30/2016	\$99,451	\$0
<a href="#">View</a>	70511: Developer Agreement - Bulverde Road	City of San Antonio	SBEDA SBEDA ( <a href="#">change</a> )		2/2/2012 to 7/26/2012	\$1,200,000	\$0
<a href="#">View</a>	4400000871: FIREFIGHTING GLOVES	City of San Antonio	SBEDA SBEDA ( <a href="#">change</a> )		3/10/2011 to 9/30/2013	\$240,958	\$0
<a href="#">View</a>	4400000773: LANDSCAPING SAPD FACILITIES CEMETRY LIBR	City of San Antonio	SBEDA SBEDA ( <a href="#">change</a> )		3/10/2011 to 6/30/2012	\$81,360	\$0
<a href="#">View</a>	4600013109: Ordinance 2013-06-20-0438 AUTHORIZING AN INTERLOCAL AGREEMENT W/BEXAR	City of San Antonio	SBEDA SBEDA ( <a href="#">change</a> )		7/20/2013 to 12/31/2015	\$1,669,025	\$0
Number of contracts as prime: 9						\$4,728,795	\$0

### Contracts as Subcontractor

No contracts assigned as a subcontractor.

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Logged on as:  
SBEDA SBEDA,  
SBEDA Place Holder

**Prime Contractor &  
Subcontractor:  
Search for Contracts**

The NEW System Dashboard (beta)
Refresh Personalize ⓘ



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- Outreach Campaigns
- Insurance
- Insurance Audits
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- Reporting »
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Logged on as:  
Michael Sindon,  
City of San Antonio

### Contract Audits

	Total	< 90 days	> 90 days
Total Audits	7279	141	7138
Incomplete Audits »	723	64	659
Discrepancies »	56	0	56
Closeouts/Final	17	2	15
Past Due Audits »	159	22	137
Checked Audits »	114	0	114

Displaying Organization Data - [Config](#)

### Contracts and Concessions

	Contracts	Concessions
Total active	2442	51
Admitted	2442	0
Soon to end (3 mo)	1716	23
Changed	33	0

Displaying Organization Data - [Config](#)

### Support

	Total	< 7 days	> 7 days
No active records			

Displaying User Data - [Config](#)

### Alerts

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

[Config](#)

### System News

**Lots of new features and information. Please review all items below.**

- ⓘ **New Dashboard Available**  
 To offer more flexibility and control over the information displayed to you, we've created a new dashboard design. [Try the new format](#) and personalize layout, colors, and data blocks to suit your use of the system.
- ⓘ **New Module: Program Management**  
 The beta-version of another new module has been deployed. The **Program Management** is essentially a share drive in the system for storage and rapid access to program documents such as rules, policies, procedures, and program goals. Access your program information from anywhere you have internet access.
- As with the recent Projects module, we're looking for agencies that would like to beta test the module and provide constructive feedback. [Please contact us](#) to get on the list!
- ⓘ **Fourth of July Enhancements!**
  - Added secondary contract compliance officer on contract record
  - Sub utilization less than 100% highlighted in bold, red text
  - Number of years for gross receipt increased to 20
  - Various help desk system enhancements
- ⓘ **User Training Conference Presentations**  
 We are offering two additional webinar sessions of each presentation from the recent B2Gnow conference. [View sessions](#) to RSVP.

**June Enhancements**  
[View Details](#)

**May Enhancements**  
[View Details](#)

[Config](#)

### Tools

[Change Your Password](#)
[Take a Training Class](#)

[Return to classic dashboard](#)

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## Search: Contracts

Help & Tools 

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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	4600012507 <small>(Contract number, financial system reference, project number)</small>
Contract Title	Henry B. Gonzalez Convention Center Expansion
Containing Text	 <small>(Contract description, summary, notes, comments)</small>
Contractor	Hunt Zachary A Joint Venture <input checked="" type="radio"/> Prime <input type="radio"/> Subcontractor <input type="radio"/> Either
Buyer/Project Manager	 <small>(Organization name, contact name)</small>
Contract Compliance Officer	Ruben Flores 

Search First 20 Matches

Search All Matches

Clear Form

### Additional Search Parameters

Diversity Goal	From <input type="text"/> % to <input type="text"/> % <small>(enter values into either/both field(s))</small>
Assigned Department	San Antonio Capital Improvements Management Services 
Contract Type	None selected 
Contract Category	None selected 
Contract Status	All 
Contract Secondary Status	None selected 
Commodity Code	<input type="text"/> 
Contract Value Range	From \$ <input type="text"/> to \$ <input type="text"/> <small>(enter values into either/both field(s))</small>
Time Frame (mm/dd/yyyy)	Between <input type="text"/>  and <input type="text"/>  <small>(enter values into either/both field(s))</small>
System Transaction Number	<input type="text"/> - <input type="text"/>

Search First 20 Matches

Search All Matches

Clear Form

# Questions?