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# **HUB Office Project Manual for Architects/Engineers Managing OCP Projects**

Last updated on 5/17/2022



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**Section IV** – B2G Contractor Training

## Section I

# HUB Office/ Good Faith Effort Requirements

*The following information is required by the HUB Department to effectively track HUB participation on this project.*

1. Upon execution of the contract with UT System, all sub-consultants that were included in the submitted HSP must be entered into the B2G\* system.
2. HUB plan must also be revised if:
  - a. There are changes in contract amount for existing subconsultants, or
  - b. There is/are addition(s) of subconsultant/scope through an ASP\*\*.
3. Notify HUB Coordinator of any changes in architect team/staff or B2G coordinator.
4. Monthly data entry of sub-consultant payments into the Contract Compliance system (B2G). **(Subconsultant payments not entered in a timely manner will be subject to payment hold)\*\*\***
5. Monthly update of subconsultant contract amounts if any changes (Hint: Contract amounts on the Contract Compliance system (B2G) should always match the contract amounts on the HSP)

*\*B2G is the Supplier Diversity Management System utilized by UT System to track Prime and Subconsultant project expenditures.*

*\*\*For ASPs-Good Faith Effort where additional scope is required:*

1. Perform CMBL search to include additional HUBs to propose on the project (See CMBL search instructions of this manual or on-line at [www.utsystem.edu/hub](http://www.utsystem.edu/hub), Quick Links).
2. Use the list of Small Minority and Woman Business Trade Organizations and Development centers provided on the state comptroller's website. See link below.  
<https://comptroller.texas.gov/purchasing/vendor/hub/resources.php>

*\*\*\*Per TAC 20.285, Subcontracts, Compliance report submission is a condition of payment; therefore, general contractors whose subcontractor payments are not entered into the UT System Contract Compliance database by the end of each month are subject to a payment hold.*

## Section II

### **HUB Subcontracting Plan (HSP)** **For Professional Services**

**Please follow the link below for the most current HSP form:**

**[AE/Professional Services - HSP](#)**

## Section III

# Centralized Master Bidders List (CMBL) & HUB Directory Search



The CMBL is a master database used by the state of Texas purchasing entities to search for vendors/contractors based on the products or services they can provide to the state of Texas.

Please follow the link below for CMBL Search Instructions:

**[How to Search the CMBL](#)**

## Section IV

# B2G Contractor Training

1. Provide list of individuals who will need access to this project. Need Name, title, phone and e-mail information. Designate one person who will receive notifications from the system.  
*NOTE: If this person changes, please notify your HUB representative so it can be changed.*
2. Dashboard
  - a. Shows incomplete audits-click on red number to view the list of contracts
  - b. Past due audits-click on the red number to view the list of contracts
  - c. Show left tool bar- Click **"Help & Support"** for training classes, user manual or click **"Other Help guides"** for more training guides.
3. To find a contract-
  - a. Go to **"View and click Contracts"** and scroll until you find the project name and number  
-OR-
  - b. Go to **"Search"** and type the number in the 1<sup>st</sup> line in the search parameters
  - c. Click on the contract
4. Tabs
  - a. **Main Page** – basic information about the contract
  - b. **View** – Summary of information that was added
  - c. **Subcontractors** – shows the list of contractors, contract amount, HUB status, ability to add a 1<sup>st</sup> tier or 2<sup>nd</sup> tier sub to the list.
  - d. **Compliance Audit List**- shows all payment made to the general contractor to date
  - e. **Compliance Audit Summary**- Shows current contract value, Current Award for prime and HUB subs, progress toward HUB goal
5. To get to the payment screen – Click the **"Compliance Audit List"** tab, then select the month to add payments (**View Audit**). Then click **"Report \_\_\_subcontractor payments"** Then select **"Submit all Incomplete Records"**. Goes to a list of all subcontractors that need payments recorded for the month. Add all payments and click **"Save"**. Or to enter a payment to one sub, from the **"Subcontractor Detail"** click **"Submit Response"** (usually in red) and add the payment information. **Note: Enter payments in the month you paid the sub.**
6. To print the sub payments entered to attach to the PAR form, go to **"Compliance Audit List"**, click on the month you just entered, then **"View Audit"**, and at the bottom of the page it says in small blue type **"Print this page"**.

**Note:** Please update on a subcontractor payments monthly basis as well as the contract amounts for all your subs. The audit will lock when payments are not entered before the deadline. For example, the reporting deadline for December is 01/31/2020 and the audit will lock on 03/01/2020. When the audit locks on 03/01/2020, we will request payment hold until the information is entered into the computer.


**B2G**Now

# Dashboard



- [Home](#)
- [View »](#)
- [Search »](#)
- [Message »](#)
- [Settings »](#)
- [Help & Support »](#)
- [Logoff](#)
- [Show All](#) [Hide All](#)

Logged on as:  
**Kathleen Jones,**  
**Prime Contracting,**  
**Inc.**

## Dashboard

Displaying records assigned to your company

### Contract

Total	36
Open	34
Soon to end (3 mo)	1
Closed	2

### Contract Audits

	Total	< 90 days	> 90 days
Total Audits	270	29	241
Incomplete Audits »	146	21	125
Audit Discrepancies »	3	0	3

### Workforce Audits

	Last 30 days	Last 3 months	Last 12 months
Total	1	3	7
Incomplete »	1	2	3
Pending Cert »	0	0	1
Accepted by Org	0	1	3

### Certification Applications

	Pending Submission	Pending Receipt	Pending Processing
Status	1	2	2
Certifications	Active	Pending	Renewing
Status	0	1	0

### Questionnaires

Incomplete, Pending Submission »	3
Active/Accepted	2
Expired/Deactivated	4

## Key Actions

[Take a Training Class](#)

## Alert

[View All Alerts](#) [Deactivate Displayed Alerts](#)

**Contract MKE123: provide required info** 6/26/14  
[View](#)  
[Deactivate](#)

## System News

### Special Features for Vendors

If your firm is certified (SBE, DBE, MBE, WBE, etc.), active records will appear in the "Certification Center" on the left side of this Dashboard. You can take two important actions:

1. **Add a date alert** to an active certification to remind you of an upcoming renewal. You can add multiple alerts to any active certification -- for example 90 days, 60 days, and 30 days before the renewal is due.
2. If your firm holds a certification that is not listed, **submit a missing certification request**. Our customer support team will review the supporting documentation and take action to add the record to ensure your profile is complete and up-to-date.

### Training Classes & Events

Learn more about the system with our regular training classes and

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





# Prime Contractor Report

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

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

**Contract Audit: February 2010**

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

**88787878: Lobby Repairs**  
Prime: Prime Contracting, Inc.

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

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

### Audit Information

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

### Audit Summary - Total Contract Through TODAY (9/22/2010)

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

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

[Mark 2 Remaining Subcontractors as Zero](#) | [Mark Audit as Final](#)

[Submit ALL Incomplete Records](#) | [Add Subcontractor](#) | [Report Error](#)

### Subcontractor Payments for February 2010

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





# Subcontractor Details

Mark 2 Remaining Subcontractors as Zero

Mark Audit as Final

Submit ALL Incomplete Records

Add Subcontractor

Report Error

Subcontractor Payments for February 2010

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

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

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

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

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



# Submit One Payment Report

Audit Information	
Enter the audit amount for the designated time period. You can attach files or add comments, if necessary.	
<b>Amount PAID For February 2010 *</b>	<div>1</div> <div>\$ <input type="text"/></div> <div>&gt;&gt; Do NOT enter invoice amount.</div>
<b>Payment Detail</b>	<div>2</div> <div>(Optional) Enter details of PAID check numbers and amounts for February 2010. This optional detail will speed up the subcontractors confirmation of your payment information. This information will be displayed to Sub Flooring, LLC.</div> <div><input type="text"/></div>
<b>Attach File(s)</b>	<div>Attach File</div>
<b>Comments</b>	<div>3</div> <div>(Optional) These comments are visible only to the UT System.</div> <div><input type="text"/></div>

1. Simply enter the total amount paid to the subcontractor during the reporting period. If the prime pays more than once during the period, enter the total of all payments.

2. A note to the sub may be entered under 'Payment Detail'. Prime contractors should enter reference information such as invoice numbers and amounts to aid the subcontractor.

3. Optional comments visible only to UT System.

Spell Check

Review

Cancel



# Submit Payments for All

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

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

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

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



# Print Subcontractor Report

B2G**Now**



- Home
- View »
- Alerts
- Contracts
- Contract Audits
- Sub Requests
- Projects
- PO Payments
- Support
- Messages
- Search »
- Reporting »
- Create »
- Tools »
- Settings »
- Help & Support »
- Logout
- Show All Hide All
- Logged on as:  
Christi Johnson  
University of Texas  
System

Subcontractor	Cert	Type	Inc. in Goal for Period	This Period	Total Retained Payments to January 2015	Contracted Percent	Actual Percent
1 <b>ABC EROSION CONTROL, INC.</b> [Info] 881THOA@ATNCH2 abcerosion@msn.com P 512-259-3894, F 512-259-4467	✓	Sub 100%	✓ HUB	\$0.00 <a href="#">View</a> <a href="#">Edit</a>	\$3,241.87	0.017%	0.147%
1 <b>B WISE ENVIRONMENTAL CONSULTING, INC.</b> [Info] President - Brandi R Stark bstarb@bwiseenvironmental.com P 512-971-5443, F 512-341-2641	✓	Sub 100%	✓ HUB	\$380.00 <a href="#">View</a> <a href="#">Edit</a> Prompt: N/A	\$2,355.00	0.003%	0.107%
1 <b>Berkel &amp; Company</b> [Info] Terry Butler tbutler@berkelago.com P 502-225-8053	No	Sub	No	\$0.00 <a href="#">View</a> <a href="#">Edit</a>	\$87,782.85	0.623%	3.974%
1 <b>EAGLE EYE CONSTRUCTION, INC.</b> [Info] Contact Person P 505-327-2347, F 505-325-8212	No	Sub	No	\$4,374.75 <a href="#">View</a> <a href="#">Edit</a> Prompt: N/A	\$92,157.60	0.007%	4.172%
1 <b>GARZABURY, LLC</b> [Info] Rudy Garza rgarza@garzabury.com P 713-491-6039, F 713-491-6090	✓	Sub 100%	✓ HUB	\$0.00 <a href="#">View</a> <a href="#">Edit</a>	\$4,000.00	0.004%	0.181%
1 <b>N-LINE TRAFFIC MAINTENANCE, L.P.</b> [Info] Eric Anderson eric@n-linetraffic.com P 512-836-0808, F 512-836-2575	✓	Sub 100%	✓ HUB	\$36,950.35 <a href="#">View</a> <a href="#">Edit</a> Prompt: N/A	\$136,944.39	0.138%	6.200%
1 <b>Peabody General Contractors, Inc.</b> [Info] Shelley Peabody shelley@peabodygeneral.com P 512-858-7457, F 512-858-4132	✓	Sub 100%	✓ HUB	\$0.00 <a href="#">View</a> <a href="#">Edit</a>	\$34,390.00	0.127%	1.557%
1 <b>PRECISION DEMOLITION LLC</b> [Info] Kelli Mock kelli.mock@precisiondemolition.com P 210-273-0881	No	Sub	No HUB	\$168,202.25 <a href="#">View</a> <a href="#">Edit</a> Prompt: N/A	\$964,503.24	1.151%	43.666%
2 <b>CYNTHIA CUEVA-LUNA</b> [Info] CYNTHIA CUEVA-LUNA cynthia_cueva@hotmail.com P 512-769-0752, F 888-355-4419	✓	Sub 100%	✓ HUB	\$0.00 <a href="#">View</a> <a href="#">Edit</a>	\$0.00	0.145%	0.000%
2 <b>SB Fleet-Lube, LLC</b> [Info] Lita Budden lita@fleet-lube.com P 972-491-5600, F 214-975-1414	✓	Sub 100%	✓ HUB	\$0.00 <a href="#">View</a> <a href="#">Edit</a>	\$0.00	0.025%	0.000%
1 <b>Schmidt Electric Company, Inc.</b> [Info] Doug Ross dross@schmidt-electric.com P 512-369-5521, F 512-243-0601	No	Sub	No HUB	\$2,211.30 <a href="#">View</a> <a href="#">Edit</a> Prompt: N/A	\$22,113.12	0.022%	1.001%
1 <b>Young and Pratt, Inc.</b> [Info] Glen Randal P 512-272-8160, F 512-272-8164	No	Sub	No HUB	\$0.00 <a href="#">View</a> <a href="#">Edit</a>	\$9,975.00	0.010%	0.452%

Click su

Print completed subcontractor payments to PDF and attach to the State of Texas Progress Assessment Report (PAR), page 17, and include with all requests for payment.

[Transaction View/entry](#) | [Transaction History](#) | [Communications Log](#)

[Customer Support](#)

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# Instructions for Architect- B2G Subcontractor Payment Confirmation

These instructions begin after the architect has entered the subconsultant payment into the B2G system and the subconsultant has responded regarding the payment amount entered. If the subconsultant agrees with the payment amount entered, the audit will reflect complete on the contract audit list. If the subconsultant disagrees with the payment amount, the architect will notice on the dashboard in red “audit discrepancy” and a number also in red. See below.

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

[Contract](#)

Total	2
Open	2

[Contract Audits](#)

	Total	< 90 days	> 90 days
Total Audits	12	4	8
Incomplete Audits »	1	0	1
Audit Discrepancies »	3	0	3

**Certification Center**

⚠ If your firm holds active certifications (SBE/MBE/WBE/DBE/HUB/etc) from any organization, [submit a request](#) to add them to your account.

**Key Actions**

[Take a Training Class](#)

**Alerts**

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

**System News**

📢 **Special Features for Vendors**

Do you have success story to share related to our program? [Share your testimonial](#) so we can recognize your accomplishment!

[Check out the system Wish List](#) to submit ideas for system enhancements, vote on others' suggestions, and join the discussion by adding comments. We welcome your feedback to build a better system.

If your firm is certified (SBE, DBE, MBE, WBE, etc.), active records will appear in the "Certification Center" on the left side of this Dashboard. You can take two important actions:

Click on the number and it will take you to Contract Audits screen. See below.

**Contract Audits** Help & Tools

Messages | **Contract Audits** | Bid Solicitations | 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 ONLY records assigned to you Show ALL Incomplete Audits

1 - 3 of 3 records displayed: [Previous Page](#) < Page 1 > [Next Page](#) Records per page: 20

To **resort** click on column title. To **filter** click on the drop down menu. [Refresh Table](#)

Status	Audit Period	Contract Number & Title	Organization	Paid to Prime
Discrepancy	All	All	All	
1 Discrepancy	February 2020	123-4567: Test Contract	University of Texas System	Pending
1 Discrepancy	December 2019	234-5678: Test Contract 23	University of Texas System	Pending
1 Discrepancy	November 2019	234-5678: Test Contract 23	University of Texas System	Pending

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Under status, Click on Discrepancy. The next screen will be the “Audit Notice” screen. See below.



## Compliance Audit: Audit Notice for November 2019

Help &amp; Tools

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

University of Texas System  
234-5678: Test Contract 23  
Prime: Test Prime Vendor

Status: Open  
11/1/2019 - 12/31/2019  
Current Value: \$1,000,000

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.

## Compliance Audit Information

Compliance Audit Period	November 2019
Date & Time Posted	Local: 6/15/2020 2:21:38 PM CDT System: 6/15/2020 2:21:38 PM 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.

## Compliance Audit Actions

Category	Action Required & Response Due Date
Prime Contractor	<a href="#">Resolve 1 discrepancy.</a>

## Compliance Officer Information

Contact Person	<a href="#">Stephanie Park</a>
Organization	University of Texas System
User Number	30000063-0016

## Buyer/Project Manager Information

Contact Person	<a href="#">Contact Person</a>
Department	102 UT Aus
User Number	10004336-0001

## Customer Support

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Click on resolve discrepancy to go to the next screen. See below.

## Compliance Audit Information

Compliance Audit Status	Data entry complete <b>1 discrepancy reported by subcontractor.</b>
Compliance Audit Period	November 2019
Payment to Prime	<b>Payment to prime not reported yet</b>
Marked As Final Audit?	No ( <a href="#">mark audit as final</a> )

## Compliance Audit Summary - Total Contract Through TODAY (6/15/2020)

	Award	Award Percent	Payments	Payments Percent	Difference (Payments - Award)
Prime Contract	\$1,000,000.00		\$0.00		
For Credit	\$211,000.00	21.100%	\$9,800.00	0.000%	
<b>Goal Types</b>					
For Credit to HUB Goal	\$211,000.00	21.100%	\$9,800.00	0.000%	
Contract Progress	<div><div></div></div>				
For Credit Progress	<div><div>5%</div></div>				

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

[Mark 0 Remaining Subcontractors as Zero](#)
[Mark Audit as Final](#)
[Submit ALL Incomplete Records](#)
[Report Error](#)

## Subcontractor Payments for November 2019

Subcontractor	Certified	Type	Inc. in Goal	Actions	Paid Amount in November 2019	Confirmed by Sub	Total To November 2019	Contract Goal	Actual Percent
1 <a href="#">Test Sub vendor</a> <a href="#">Stephanie Sub</a> <a href="#">Stephanie@TestSub.com</a> P 234-456-7891	No	Sub 100%	HUB	<a href="#">View</a> <a href="#">Edit</a>	\$1,400.00	<b>Rejected</b> <b>Resolve</b> <b>Discrepancy</b>	\$1,400.00	1,000%	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](#)

At the top of this screen, it shows that there is one discrepancy reported by the subconsultant. At the bottom, find the subconsultant name and click on "Resolve Discrepancy" in the "Confirmed by Sub" column. The next screen will be the Discrepancy Resolution page. See next page.

## Compliance Audit: Discrepancy Resolution

Help &amp; Tools

[Contract Main](#) | [View Contract](#) | [Subcontractors](#) | [Compliance Audit List](#) | [Compliance Audit Summary](#) | [Messages](#) | [Comments](#) | [Reports](#)University of Texas System  
234-5678: Test Contract 23  
Prime: Test Prime VendorStatus: Open  
11/1/2019 - 12/31/2099  
Current Value: \$1,000,000A 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.

## Compliance Audit Information

Compliance Audit Period November 2019  
Compliance Audit Number 04957642-0002

## Original Compliance Audit Data Reported

Amount Reported by Prime \$1,400.00  
Amount Reported by Subcontractor \$0.00  
Payment Date (Prime Reported) 11/5/2019  
Subcontractor Public Comments add comment

## Discrepancy Resolution Data Reported

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

## Compliance Officer Information

Compliance Officer [Stephanie Park](#)  
Organization University of Texas System  
User Number 30000063-0016  
Email [spark@utsystem.edu](mailto:spark@utsystem.edu)  
Phone 512-499-4378  
Fax 512-499-4311

## Prime Information

Business Name Test Prime Vendor  
Vendor Number 20946424  
Contact [Stephanie Prime](#)  
Email [Stephanie@TestPrime.com](mailto:Stephanie@TestPrime.com)  
Phone 123-456-7891  
Fax

## Subcontractor Information

Business Name Test Sub vendor  
Vendor Number 20946425  
Contact [Stephanie Sub](#)  
Email [Stephanie@TestSub.com](mailto:Stephanie@TestSub.com)  
Phone 234-456-7891  
Fax

## Prime Audit

Responder  
Name Same as assigned Prime contact.  
Response Date Local: 6/15/2020 3:00:06 PM CDT  
System: 6/15/2020 3:00:06 PM CDT

## Subcontractor Audit

Responder  
Name Same as assigned subcontractor contact.  
Response Date Local: 6/15/2020 3:09:58 PM CDT  
System: 6/15/2020 3:09:58 PM CDT

## Prime Discrepancy Response

Responder  
Name No response yet.

## Subcontractor Discrepancy Response

get  
Responder  
Name No response yet.

Resolve Discrepancy

Audit Notice

Notice at the top and bottom of the page there is a "Resolve Discrepancy" button. Also notice that in the "Original Compliance Audit Data Reported" section, it shows the amount the subconsultant is saying they were paid. Below that is a comment regarding the amount paid. Whether the architect agrees or disagrees, click on "Resolve Discrepancy" at the top or bottom of the page.

Contract Main	View Contract	Subcontractors	Compliance Audit List	Compliance Audit Summary	Messages	Comments	Reports
---------------	---------------	----------------	-----------------------	--------------------------	----------	----------	---------

University of Texas System  
234-5678: Test Contract 23  
Prime: Test Prime Vendor

Status: Open  
11/1/2019 - 12/31/2099  
Current Value: \$1,000,000

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

**\* required entry**

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

Discrepancy Resolved? \*

☒ YES - the \$1,400.00 originally reported by the prime is correct.  
☐ YES - the \$0.00 originally reported by the subcontractor is correct.  
☐ NO - none of the amounts are correct.

Public Comments

These comments are visible to the compliance officer and the prime contractor.  
Please see check # 1234 dated 11/05/2019. Cleared on 12/01

Private Comments

These comments are visible ONLY to the compliance officer.  
add comment

Attach File(s)

Attach File

Confirmation

☒ Send me confirmation of my response.

Save Response
Cancel

Complete the form:

Confirm Payment reported as correct or incorrect;

Add: Public comments-UT System and architect can see these comments, or:

**Note: Enter comments so the subconsultant knows why you agree or disagree with this amount.**

Add: Private Comments-**Only** UT system will be able to see these comments.

Save Response.

If the architect agrees with the amount reported by subconsultant , click agree on the form. The subconsultant will be asked to confirm the new payment amount. After the subconsultant has confirmed the new payment amount, the new amount will automatically be changed on the sub payments screen.

If the architect disagrees with new payment amount, there is still a discrepancy, and a notice will go back to the subconsultant to resolve. After the architect's response is saved, the overview screen showing the architect's response is reflected. See next page.

Discrepancy Resolution	
Status	Prime has responded to discrepancy. Awaiting subcontractor response.

  

Compliance Audit Information	
Compliance Audit Period	November 2019
Compliance Audit Number	04957642-0002

  

Original Compliance Audit Data Reported	
Amount Reported by Prime	\$1,400.00
Amount Reported by Subcontractor	\$0.00
Payment Date (Prime Reported)	11/5/2019
Subcontractor Public Comments	add comment

  

Discrepancy Resolution Data Reported	
New Amount Reported by Prime	\$1,400.00
New Amount Reported by Subcontractor	No response yet. Included in Goal
New Prime Public Comments	Please see check # 1234 dated 11/05/2019. Cleared on 12/01
New Prime Private Comments	add comment

  

Compliance Officer Information	
Compliance Officer	<a href="#">Stephanie Park</a>
Organization	University of Texas System
User Number	<a href="#">30000063-0016</a>
Email	<a href="mailto:spark@utsystem.edu">spark@utsystem.edu</a>
Phone	512-499-4378
Fax	512-499-4311

  

Compliance Officer	<a href="#">Stephanie Park</a>
Organization	University of Texas System
User Number	<a href="#">30000063-0016</a>
Email	<a href="mailto:spark@utsystem.edu">spark@utsystem.edu</a>
Phone	512-499-4378
Fax	512-499-4311

  

Prime Information	
Business Name	Test Prime Vendor
Vendor Number	20946424
Contact	<a href="#">Stephanie Prime</a>
Email	<a href="mailto:Stephanie@TestPrime.com">Stephanie@TestPrime.com</a>
Phone	123-456-7891
Fax	

  

Subcontractor Information	
Business Name	Test Sub vendor
Vendor Number	20946425
Contact	<a href="#">Stephanie Sub</a>
Email	<a href="mailto:Stephanie@TestSub.com">Stephanie@TestSub.com</a>
Phone	234-456-7891
Fax	

  

Prime Audit	
	Responder
Name	Same as assigned Prime contact.
Response Date	Local: 6/15/2020 3:00:06 PM CDT System: 6/15/2020 3:00:06 PM CDT

  

Subcontractor Audit	
	Responder
Name	Same as assigned subcontractor contact.
Response Date	Local: 6/15/2020 3:09:58 PM CDT System: 6/15/2020 3:09:58 PM CDT

  

Prime Discrepancy Response	
	Responder
Name	Same as assigned Prime contact.
Response Date	Local: 6/15/2020 3:38:31 PM CDT System: 6/15/2020 3:38:31 PM CDT

  

Subcontractor Discrepancy Response	
get	
	Responder
Name	No response yet.

  

A Discrepancy will continue until the architect and the subconsultant agree on the amount paid. If the discrepancy is unable to be resolved by the architect and subconsultant, the UT System Contract Compliance officer will assist with resolution of the discrepancy.