



THE UNIVERSITY of TEXAS SYSTEM
FOURTEEN INSTITUTIONS. UNLIMITED POSSIBILITIES.

General Contractor PROJECT ON-BOARD MANUAL

Last updated on 08/24/2020

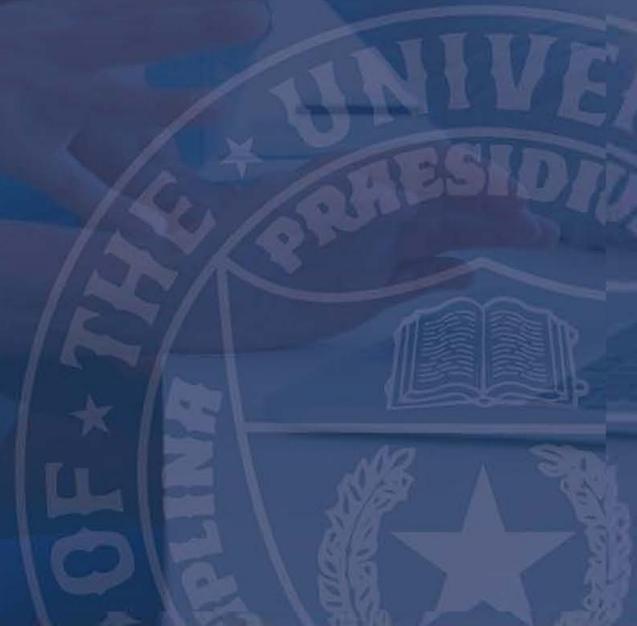


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Section I

HUB Office Requirements

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

1. Meetings/Correspondence with PCI

- a. Copy the HUB Coordinator on the following:
 - (1) OAC Meeting Notices-Standing meeting deliverables to HUB Coordinator
 - (2) Calendar invitations including location and time for Pre-Bid Meetings for each Bid Package
 - (3) Calendar invitations to bid openings
 - (4) Subcontractor Recommendation Letters for PCI approval
 - (5) Subcontractor Notification of contract award within 10 days of approval.
 - (6) Notification of any changes in contractor project team, particularly the ones that affect entry of subcontractor payments and HUB subcontracting Plan.
 - (7) Change Order - If additional scope is added, a GFE must be performed for that scope. An additional HSP Attachment B will be added to the change order including GFE.
 - (8) Add Hub Coordinator to distribution list on Bid Invitations through software such as Building Connected or iSqFt.

2. Documents

- a. Please provide the following documents:
 - (1) Package Release Schedule or Pre-Construction Schedule (within 2 weeks of On-Board meeting)
 - (2) List of Trades for each Bid Package
 - (3) GC Bid Package Outreach flyer (required for each Bid Package) – Send to HUB Subcontractors, minority trade organizations, TAAACC and TAMACC; copy HUB Coordinator
 - (4) Monthly update on progress of HUB participation on the project. (See example Section VI)
 - (5) HUB subcontracting Plans per bid package and a final HSP at Substantial completion (Section II)

3. UTS Contract

- a. Monthly data entry of subcontractor payments (**Enter payments in the month they are paid, not billing month.)
- b. Monthly update of sub-contractor contract amounts
- c. 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.

***Note: the contract amounts on the HUB subcontracting Plan should match the contract amounts entered into the UTS Contract Compliance System(B2G).*

Section II

HUB Subcontracting Plans (HSP) by Delivery Method

Please follow the links below for the most current HSP form:

[Construction Manager at Risk \(CMR\) - HSP](#)

[Competitive Sealed Proposal \(CSP\) - HSP](#)

[Design Build \(DB\) - HSP](#)

Section III

Best Practices for Good-Faith Effort (GFE)

1. Keep in contact with HUB Coordinator for any questions regarding the GFE process.
2. Review internal software database (i.e. iSqFt or Building Connected) to ensure active HUBs for each scope of work and contact information for the HUB firm is updated.
3. Provide HUB Coordinator with a list of trades for the project to distribute at other outreach events not associated GC outreach events. A general flyer is appropriate..
4. Add Hub Coordinator to all bid invitation distribution lists in bid software such as iSqFt and Building Connected.
5. Perform CMBL search to include additional HUBs to propose on the project ([See CMBL search instructions link in Section IV of this guide](#)).
6. Use the list of Small, Minority & Woman Business Trade Organizations and Development Centers provided on the state comptroller's website (<https://comptroller.texas.gov/purchasing/vendor/hub/resources.php>) to request that they notify their members of the bid opportunity.
7. CMR and DB delivery methods only, GC will host outreach event(s) for HUB Subcontractors and coordinate event with regional HUB coordinator.
8. Advertise general contractor-sponsored outreach events to the HUB community and keep flyer or notification about the event.
9. Sign-in sheets for project outreach events must include attendee HUB designation (e.g. HI M, BL F). ([See Sample Sign-in Sheet in Section VI](#)).
10. Keep a phone log if calling HUBs to inquire about bid status.
11. Contact more than three HUBs in each scope of work and more than two minority organizations. See the link in #5. Keep documentation of the notifications.
12. Bid Notifications must include the following information:
 - a. Name of the person to whom the bid invitation was sent;
 - b. E-mail address of the person to whom the bid invitations was sent
 - c. Company Name
 - d. Date the notification was sent
 - e. Subcontractor Bid Due date
 - f. Description of Subcontracting Opportunity Scope
 - g. Required qualification to work on the project, if any;
 - h. Bonding/Insurance requirements
 - i. Location to review plans and specs

Section IV

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 V

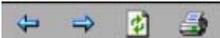
B2G Contractor Training

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 1st 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 1st tier or 2nd 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.



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 ▼

<u>Contract</u>			
Total			36
Open			34
Soon to end (3 mo)			1
Closed			2

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

<u>Workforce Audits</u>			
	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

<u>Certification Applications</u>			
	Pending Submission	Pending Receipt	Pending Processing
Status	1	2	2

<u>Certifications</u>			
	Active	Pending	Renewing
Status	0	1	0

<u>Questionnaires</u>	
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:

- 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.
- 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

Contract Audit: February 2010 ? HELP VIDEO HELP

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

88787878: Lobby Repairs
 Prime: **Prime Contracting, Inc.** Status: **Open**
 1/1/2010 - 1/1/2012
 Current Value: **\$980,000**

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

Audit Information ?

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

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

	Award	Award Percent	Payments	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% <div style="width: 18.9%; background-color: black; height: 10px;"></div>				
For Credit Progress	9.4% <div style="width: 9.4%; background-color: red; height: 10px;"></div>				

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

Subcontractor Payments for February 2010 ?

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

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.



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
Sub Flooring, LLC Veronica Lara kathy2@b2gnow.com P 602-325-9277, F 602-325-9277	Yes	Sub 100%	Yes	WBE	Submit Response	Not Reported	--	\$9,000.00	10.000%	4.865%
Sub System Construction Marlin Kaplan vendor2@b2gnow.com P 602-325-9277, F 602-866-7788	Yes	Sub 100%	Yes	MBE	Submit Response	Not Reported	--	\$14,000.00	15.000%	7.568%

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

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

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

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



Submit One Payment Report

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

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.



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



- 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 ABC EROSION CONTROL INC. [Info] 881THOA@abcchtx.com abcerosion@msn.com P 512-259-3894, F 512-259-4467	✓	Sub 100%	✓ HUB	\$0.00 View Edit	\$3,241.87	0.017%	0.147%
1 B WISE ENVIRONMENTAL CONSULTING, INC. [Info] President - Brandi R Stark bstar@bwiseenvironmental.com P 512-971-5443, F 512-341-2641	✓	Sub 100%	✓ HUB	\$380.00 View Edit Prompt: N/A	\$2,355.00	0.003%	0.107%
1 Berkel & Company [Info] Terry Butler tbutler@berkelago.com P 502-225-8053	Na	Sub	No	\$0.00 View Edit	\$87,782.85	0.623%	3.974%
1 EAGLE EYE CONSTRUCTION, INC. [Info] Contact Person P 505-327-2347, F 505-325-8212	Na	Sub	No	\$4,374.75 View Edit Prompt: N/A	\$92,157.60	0.007%	4.172%
1 GARZABURY, LLC [Info] Rudy Garza rgarza@garzabury.com P 713-491-6039, F 713-491-6090	✓	Sub 100%	✓ HUB	\$0.00 View Edit	\$4,000.00	0.004%	0.181%
1 N-LINE TRAFFIC MAINTENANCE, L.P. [Info] Eric Anderson eric@n-linetraffic.com P 512-836-0808, F 512-836-2575	✓	Sub 100%	✓ HUB	\$36,950.35 View Edit Prompt: N/A	\$136,944.39	0.138%	6.200%
1 Peabody General Contractors, Inc. [Info] Shelley Peabody shelley@peabodygeneral.com P 512-858-7457, F 512-858-4132	✓	Sub 100%	✓ HUB	\$0.00 View Edit	\$34,390.00	0.127%	1.557%
1 PRECISION DEMOLITION LLC [Info] Kelli Mock kelli.mock@precisiondemolition.com P 210-273-0881	Na	Sub	No HUB	\$168,202.25 View Edit Prompt: N/A	\$964,503.24	1.151%	43.666%
2 CYNTHIA CUEVA-LUNA [Info] CYNTHIA CUEVA-LUNA cynthia_cueva@hotmail.com P 512-769-0752, F 888-355-4419	✓	Sub 100%	✓ HUB	\$0.00 View Edit	\$0.00	0.145%	0.000%
2 RB Fleet-Lube, LLC [Info] Lisa Budden lisab@fleet-lube.com P 972-491-5600, F 214-975-1414	✓	Sub 100%	✓ HUB	\$0.00 View Edit	\$0.00	0.025%	0.000%
1 Schmidt Electric Company, Inc. [Info] Dora Ross dross@schmidt-electric.com P 512-369-5521, F 512-243-0601	Na	Sub	No HUB	\$2,211.30 View Edit Prompt: N/A	\$22,113.12	0.022%	1.001%
1 Young and Pratt, Inc. [Info] Glen Randal P 512-272-8160, F 512-272-8164	Na	Sub	No HUB	\$0.00 View Edit	\$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](#) | [Transaction History](#) | [Communications Log](#)

Customer Support

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



Attach State of Texas Progress Assessment Report (PAR)

The PAR is the form prime contractors have been using to report subcontracting expenditures. This is a required report by the State of Texas and will continue to be included. Please complete the top section of the PAR, sign the bottom portion and attach the PDF subcontractor report (page 16). **Submit both forms to OFPC with all requests for payment. This is a condition of payment by OFPC.**

HUB Subcontracting Plan (HSP) Rev. 10/14						
Prime Contractor Progress Assessment Report						
<i>This form must be completed and submitted to the contracting agency each month to document compliance with your HSP.</i>						
Contract/Requisition Number: _____		Date of Award: _____		Object Code: _____		
Contracting Agency/University Name: _____						
Contractor (Company) Name: _____				State of Texas VID: _____		
Point of Contact: _____				Phone #: _____		
Reporting (Month) Period: _____			Total Amount Paid this Reporting Period to Contractor: \$ _____			
Report HUB and Non-HUB subcontractor information						
<small>*Note: Texas certified HUB status can be verified on-line at: https://mycpa.cpa.state.tx.us/tpas/scmb/search/index.jsp</small>						
Subcontractor's Name	*Texas certified HUB? (Yes or No)	Subcontractor's VID or HUB Certificate Number (Required if Texas certified HUB)	Total Contract \$ Amount from HSP with Subcontractor	Total \$ Amount Paid this Reporting Period to Subcontractor	Total Contract \$ Amount Paid to Date to Subcontractor	Object Code (Agency Use Only)
<div style="border: 1px solid black; padding: 5px;"> Complete top and bottom portions of the PAR form and attach a copy of The University of Texas Contract Management System (UTCMS) Compliance Report (page 20). The UTCMS Compliance Report is applicable only to UT System OFPC managed construction projects. Only prime general contractors and prime architects/engineers will utilize the UTCMS system. </div>			\$ -	\$ -	\$ -	
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Instructions for General Contractor- B2G Subcontractor Payment Confirmation

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

The dashboard is divided into several sections:

- Dashboard:** Displays records assigned to 'your company'. It includes a 'Contract' summary (Total: 2, Open: 2) and a 'Contract Audits' table:

	Total	< 90 days	> 90 days
Total Audits	12	4	8
Incomplete Audits »	1	0	1
Audit Discrepancies »	3	0	3
- Key Actions:** Includes a link for 'Take a Training Class'.
- Alerts:** Shows 'No Activated Alerts. View Pending Alerts.'
- System News:** Contains a 'Special Features for Vendors' section with links to share testimonials, a 'Wish List' for system enhancements, and information about certification requirements.

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

The 'Contract Audits' screen includes the following elements:

- Navigation:** Messages | **Contract Audits** | Bid Solicitations | Outreach
- Help & Tools:** Available in the top right corner.
- Instructions:** 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.
- Filters:**
 - Show ONLY records assigned to you
 -
- Page Info:** 1 - 3 of 3 records displayed: Previous Page < Page 1 > Next Page. Records per page: 20.
- 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
- Footer:** Customer Support | Copyright © 2020 B2Gnow. All rights reserved. | Home | Print This Page | Print To PDF | Translate

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

[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	Resolve 1 discrepancy

Compliance Officer Information	
Contact Person	Stephanie Park
Organization	University of Texas System
User Number	30000063-0016

Buyer/Project Manager Information	
Contact Person	Contact Person
Department	102 UT Aus
User Number	10004336-0001

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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 1 discrepancy reported by subcontractor.
Compliance Audit Period	November 2019
Payment to Prime	Payment to prime not reported yet
Marked As Final Audit?	No (mark audit as final)

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%	
Goal Types					
For Credit to HUB Goal	\$211,000.00	21.100%	\$9,800.00	0.000%	
Contract Progress					
For Credit Progress	5%				

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 Test Sub vendor Stephanie.Sub Stephanie@TestSub.com P 234-456-7891	No	Sub	100% HUB	View Edit	\$1,400.00	Rejected Resolve Discrepancy	\$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 subcontractor. At the bottom, find the subcontractor name and click on "Resolve Discrepancy" in the "Confirmed by Sub" column. The next screen will be the Discrepancy Resolution page. See below.

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.

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
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
Phone	123-456-7891
Fax	

Subcontractor Information

Business Name	Test Sub vendor
Vendor Number	20946425
Contact	Stephanie Sub
Email	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

Responder	
Name	No response yet.

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 subcontractor is saying he was paid. Below that is a comment regarding the amount paid. Whether the general contractor agrees or disagrees, click on "Resolve Discrepancy" at the top or bottom of the page.

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 general contractor can see these comments, or:

Note: Enter comments so the subcontractor 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 general contractor agrees with the amount reported by the subcontractor, click agree on the form. The subcontractor will be asked to confirm the new payment amount. After the subcontractor has confirmed the new payment amount, the new amount will automatically be changed on the sub payments screen.

If the general contractor disagrees with new payment amount there is still a discrepancy and a notice will go back to the subcontractor to resolve. After the general contractor response is saved, the overview screen showing the general contractors response is reflected. See below.

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	Included in Goal
New Amount Reported by Subcontractor	No response yet.	
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	Stephanie Park
Organization	University of Texas System
User Number	3000063-0016
Email	spark@utsystem.edu
Phone	512-499-4378
Fax	512-499-4311

Compliance Officer	Stephanie Park
Organization	University of Texas System
User Number	3000063-0016
Email	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
Phone	123-456-7891
Fax	

Subcontractor Information	
Business Name	Test Sub vendor
Vendor Number	20946425
Contact	Stephanie Sub
Email	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	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.

Resolve Discrepancy

Audit Notice

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

Section VI

Report Form Templates/ Samples

- **Sample Sign-in Sheet for GC HUB Events**
- **Sample template - Monthly Update on HUB Participation**

General Contractor HUB Subcontractor Outreach Event Sign-in sheet

Project Number: _____

Date: _____

Project Name: _____

Time: _____

General Contractor: _____

Location: _____

Title of Function: _____

Meeting Attendees:

	Name	Company/ Institution	E-mail	Phone	HUB Designation*
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

*Ethnicity Codes: BL-Black, AS-Asian, HI-Hispanic, AI-Native American, WO-Women Owned, SDV-Service Disabled Veteran

Gender Codes: F-Female, M-Male

Project Number and Name

Buy-Out Submission - HUB Participation Road Map

Date

Current Guaranteed Maximum Price (GMP) Value:	\$ 87,356,504
UT System HUB Building Construction Goals per HUB Coordinator:	21.1%
Total HUB Goal Value of (CMAR, DB, CSP) GMP Value:	\$ 18,432,222
SELECTED SUBCONTRACTORS TO DATE	
08.40 - Exterior Glass (Kovach) - 20% HUB percentage:	---
2nd Tier Subcontractor (Houston Chem Safe, Inc.)	\$ 1,341,095
2nd Tier Subcontractor	\$
23.00 - Mechanical / Plumbing (DSI) - 40% HUB percentage:	---
2nd Tier Subcontractor (Barbosa A. Construction, Inc.)	\$ 428,680
2nd Tier Subcontractor (C & K WATER SPECIALISTS, LLC)	\$ 143,000
2nd Tier Subcontractor (Pioneer Fasteners & Tools Inc.)	\$ 180,000
2nd Tier Subcontractor (Romar Supply, Inc.)	\$ 512,874
2nd Tier Subcontractor (Stratus Systems, LLC)	\$ 2,643,042
2nd Tier Subcontractor (Triton Supply, Inc.)	\$ 620,300
2nd Tier Subcontractor (Winston Water Cooler LTD.)	\$ 980,230
2nd Tier Subcontractor (WRIGHT WAY INSULATION, LLC)	\$ 1,374,000
26.00 - Electrical - (Cummings) - 40% HUB percentage:	---
2nd Tier Subcontractor (Alcatex, Inc.)	\$ 77,377
2nd Tier Subcontractor (Pioneer Fasteners & Tools Inc.)	\$ 75,000
2nd Tier Subcontractor (Triton Supply, Inc.)	\$ 2,903,287
2nd Tier Subcontractor (DMI Technologies)	\$ 75,088
	\$
Subtotal HUB Value Established to Date:	\$ 11,755,458
Percentage of Total (CMAR, DB or CSP)HUB Goal:	63.78%
PENDING HUB Participation from Remaining Subcontractors NOT ON SITE:	
First Tier Subcontractors & Suppliers (Subtotal from Below):	\$ 3,510,961
01.00 - GC's Cost for Weekly Trailer Cleaning (NOT IN WEBSITE)	\$ 4,059
01.74 - Final Cleaning (Make Ready Plus IN WEBSITE)	\$ 108,909
06.20 - Millwork (Woodwright IN WEBSITE)	\$ 339,347
07.10 & 07.81 - Waterproofing (Alpha Insulation IN WEBSITE)	\$ 1,282,229
09.60 - Flooring (Corporate Floors IN WEBSITE)	\$ 684,688
09.60 - Epoxy Flooring (Johnson and Sons IN WEBSITE)	\$ 28,543
10.99 - Specialties (Texas Specialties & Installation IN WEBSITE)	\$ 82,314
32.13 - Site Concrete (Miller Sierra Contractors IN WEBSITE)	\$ 980,872
Second Tier Subcontractors & Suppliers (Subtotal from Below):	\$ 5,572,941
01.71 - GC Field Engineering (LTRA - IN WEBSITE)	\$ 13,284
03.00 - GC Concrete [Foundation] (Metric Concrete Services IN WEBSITE)	\$ 2,085,350
03.00 - GC Concrete [Place & Finish + Concrete Materials] (Miller Sierra - IN WEBSITE)	\$ 1,418,664
07.50 - Roofing (Supreme Roofing) - 35% HUB percentage:	
2nd Tier Subcontractor (SR Roofing Solutions IN WEBSITE)	\$ 287,000
12.35 - Lab Casework (Hallmark to achieve 30% HUB Participation)	
2nd Tier Subcontractor (SYNERGY SPACE SOLUTIONS, INC. - IN WEBSITE)	\$ 643,750
2nd Tier Subcontractor (Mobile Casework Not Billed will make up the remaining HUB Participation)	\$ 442,923
21.00 - Fire Protection (American Automatic) - 25% HUB percentage:	
2nd Tier Subcontractor (Industry Junction, Inc. IN WEBSITE)	\$ 190,119
25.00 - Building Management System (Siemens missed 22.79% HUB Participation commitment)	
2nd Tier Subcontractor (DIVERSIFIED WIRING SOLUTIONS, LLC - IN WEBSITE)	\$ 176,800
27.00 - Communications - (FSG) - 40% HUB Participation	
2nd Tier Subcontractor (I2I, INC. - IN WEBSITE)	\$ 315,051
Subtotal HUB Value Established to Date:	\$ 9,083,902
Percentage of Total CMAR HUB Goal:	49.28%
Total HUB Participation from HPD and Remaining Subcontractors:	
Total HUB Value Established to Date:	\$20,839,361
Total HUB Participation Percentage to Date:	23.9%
Percentage of Total CMAR HUB amounts above NOT entered on HUB WEBSITE:	2.6%
Percentage of Total HUB Participation is ALL above pending HUB amounts are in-valid:	21.2%