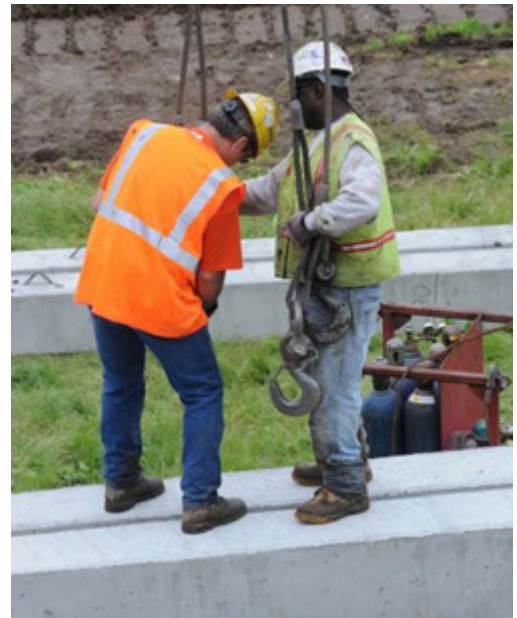# DCMS

Getting Started

DCAMM's Contractor Management System (DCMS) is the agency's platform for MBE/WBE Contract and Certified Payroll and Workforce Compliance as of July 1, 2017. The agency transitioned to this system for compliance reporting on DCAMM and DCAMM assisted construction and design contracts. Prime Contractors, Consultants and Subcontractors are responsible to learn and self-report participation in the system.

Introduction

The Prime Contractor or Consultant must complete contract set up in the contract management portion of DCMS (B2GNow). Once the contract is synced to the payroll reporting portion (LCPTracker) and subcontractors are assigned then labor and workforce reporting setup can take place on that side of the system. Training and support are offered by the system vendors directly accessible upon login.

The process to setting up the awarded DCAMM project to begin Compliance Reporting consists of two important steps:

1. Adding subcontractors to our Payment Reporting System (via B2GNOW) to track participation goal progression and performance.

2. Syncing/adding performing subcontractors to our Payroll/Workforce Reporting System (via LCPTracker) to collect certified payrolls and workforce data.

Prime Contractors and Consultants will need to repeat these steps as new subcontractors are added to their DCAMM project for complete and accurate Compliance Reporting across DCMS.

DCAMM Payment Reporting System (via B2GNow)

1. Prime contractor/consultant will receive a notification email from B2GNow of Prime Login ID (if there is no company profile in the system) and DCAMM project assignment. This login ID will be an email address associated with the company profile.

2. Log in to B2GNow - https://dcamm.diversitycompliance.com
   - Add additional users, if necessary
     - B2Gnow Vendor Quick Guide (PDF)
     - B2Gnow Vendor Training Manual (PDF)

3. Add ALL subcontractors to B2GNow for DCAMM approval
   Consultants add MBE and WBE subcontractors only

Managing subcontractors

On the **Contract Management: Subcontractor List** page, you can add and manage subcontractors for the contract.
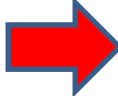
- Only payments for **MBE and WBE** subcontractors will be tracked, and should be marked "**Yes- Subcontractor is active**" so that they are included in monthly compliance audits.
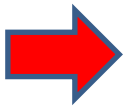

- **Non-MBE and WBE** subcontractors should be marked "**No-subcontractor is inactive**" so that they will not be included in monthly compliance audits.

4. In order to synchronize with the LCPTracker system for certified payroll for contractors, the "Synchronize with Prevailing Wage System" must be checked "Yes". This option can be found under "Settings" in the "Add Subcontractor" section. ***Construction Projects Only***
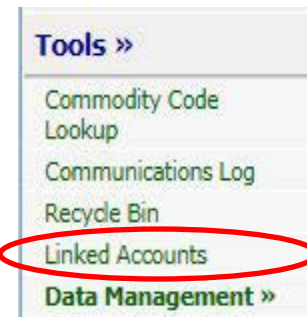

Subcontractors can also be added directly to LCPTracker without being synced from B2GNow, the sync feature is an added convenience so contractors do not have to enter subcontractor information twice, if the sub does not already have a profile in LCPTracker. An example of when a prime contractor would add their subcontractors directly to LCPTracker is if the project has waived MBE/WBE goals.

DCAMM Payroll/Workforce Reporting System (via LCPTracker)

1. Log-in to LCPTracker

   - For convenience and ease of access, contractors can securely link their LCPTracker account to B2GNow. After logging in, the contractor can connect to any other linked account by clicking "Linked Accounts" on the B2GNow Dashboard.

The labor reporting platform can also be accessed directly via www.lcptracker.net.

2. Prime Contractor is to assign ALL subcontractors to the project in LCPtracker for Certified Payroll Reporting.
   Contractors please ensure a Prime Approver (name and email address) has been designated for your company and communicated to your DCAMM Project Manager.

   - [SUBCONTRACTOR SETUP (PDF)](#)

Many of the subcontractors are already set-up in LCPtracker under DCAMM, so creating a new profile for each may not be necessary. To check this:

- Set-up > Subcontractor Set Up > Subcontractor Assignment
- Select "Add New Assignment" and check to see if the subcontractor that needs to be assigned to the project is on the list

3. Consultants please refer to the Consultant User Guide for workforce reporting instructions [insert link]
   Design Projects Only

Once these steps have been completed by the Prime Contractor or Consultant, you will be ready to start reporting payments and payroll/workforce in DCMS!