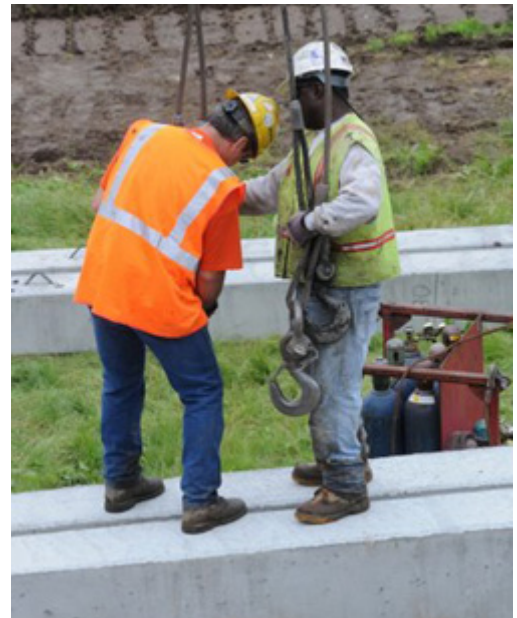




DCMS

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 (LCPTTracker) 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 LCPTTracker) 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.

Please add dcamm@diversitycompliance.com and noreply@lcptracker.com to your address book or safe list to ensure delivery of DCMS emails.



DCAMM Payment Reporting System (via B2GNow)

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

**If you have not received your login and/or DCAMM project assignment email(s) from DCMS please check your spam folder.*

2. Log in to DCMS (via 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 DCMS (via 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.

Contract Management: Subcontractor List Help & Tools

Main | View | Settings | **Subs** | Docs | Change Orders & Task Orders | Alerts | Comments | Messages | Closeout

[Compliance Audit List](#) | [Compliance Audit Summary](#) | [Compliance Audit FY](#) | [Reviews](#) | [Site Visits](#) | [Reports](#)

100010001: Service contract Status: **Open**
 Prime: B2Gnow Test Vendor 4 Current Award: **\$50,000**
 10/1/2012 - 12/31/2012 Goal: **0.00%** Total Paid: **\$0**
% Credit: **0.00%** For Credit: **\$0**

Add Subcontractor Listed are the prime and subcontractors for this contract. Click **Add Vendor** to assigned more vendors, or click one of the **action** links to view, modify, delete, or deactivate a vendor.

Prime Contractor						
Vendor Name	Certified	Inc. in Goal	Diversity Audit	Final Pmnt	Actions	
B2Gnow Test Vendor 4	No	No	✔	No	Select Action	

Subcontractor Award Totals					
	Current Contract Goal	All Subs	Original Subs Towards Goal With Deductions	Current Subs Towards Goal With Deductions	Subs Towards Goal
Amounts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Percentages	0.000%	0.000%	0.000%	0.000%	0.000%

Subcontractors
No subcontractors assigned to this contract.

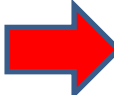
Print All Sub Letters | Print All Letters | Message All Subs | Message All | Outreach All

View Printable Vendor Checklist

Create Cert Tracking Log Records For All Contractors



- 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.



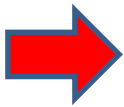
Settings	
Include in Compliance Audits? *	<input checked="" type="radio"/> Yes - subcontractor is active and should be <input type="radio"/> No - subcontractor is inactive.
Count Towards Certified Goal *	This setting is used only to set the default status of all or specific existing payments, acceptance <input type="radio"/> Yes - Payments to this contractor count towards <input type="radio"/> No
Goal Type	None selected ▼

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



Settings	
Include in Compliance Audits? *	<input type="radio"/> Yes - subcontractor is active and should be <input checked="" type="radio"/> No - subcontractor is inactive.
Count Towards Certified Goal *	This setting is used only to set the default status of all or specific existing payments, acceptance <input type="radio"/> Yes - Payments to this contractor count towards <input type="radio"/> No
Goal Type	None selected ▼

- In order to synchronize with the LCPTracker system for certified payroll submission 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**



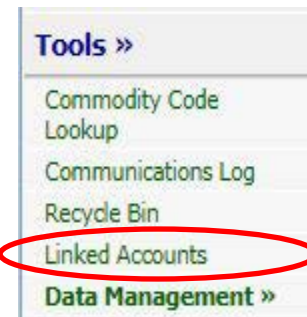
Settings	
Include in Compliance Audits? *	<input checked="" type="radio"/> Yes - subcontractor is active and should be included in the periodic compliance audits of the contract. <input type="radio"/> No - subcontractor is inactive.
Count Towards Certified Goal *	This setting is used only to set the default status on future compliance audits and the starting/final amount fields below. To change the status of all or specific existing payments, access the payment history for the contractor. <input type="radio"/> Yes - Payments to this contractor count towards the selected goal (field below). <input type="radio"/> No
Goal Type	None selected ▾
Add vendor to existing compliance audits for this contract? *	<input type="radio"/> Yes - add this subcontractor to all audits going back to the period of August 2017 ▾ <input checked="" type="radio"/> No - subcontractor's first compliance audit will be the next one.
Final Payment Made? *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Synchronize With Prevailing Wage System	<input checked="" type="radio"/> Yes - export this record to Prevailing Wage System and update as needed <input type="radio"/> No - maintain independent records
Subcontract Award Date	<input type="text"/> (mm/dd/yyyy)
Work Start Date	<input type="text"/> (mm/dd/yyyy)
Work End Date	<input type="text"/> (mm/dd/yyyy)
Work Description	<input type="text"/>
Work Codes	Currently assigned work codes: No Codes Assigned <input type="button" value="Add Work Codes"/> Click here to see if there are any available work codes assigned to recognized certifications for the assigned vendor.

***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. The Prime Contractor is to assign ALL subcontractors (*performing work on site*) to the project in LCPtracker for Certified Payroll submittal.

**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.

**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!

