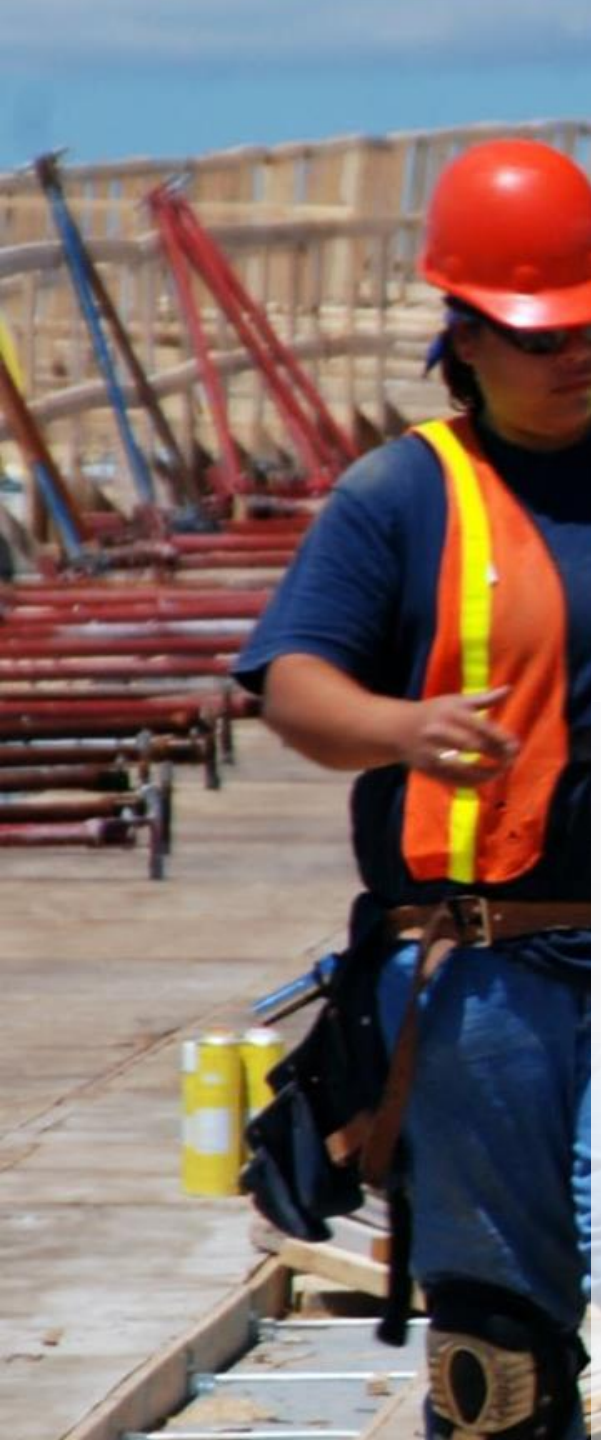


Illinois Tollway
DIVERSITY

Driving Economic Opportunities

BUILDING FOR SUCCESS

B2GNow Training

November 15, 2021

Housekeeping Rules

WELCOME & INTRODUCTIONS

B2GNow Training

SEANNICA SPENCER
Senior Contract Compliance Analyst

ILLINOIS TOLLWAY

Doing Business with the Illinois Tollway

B2Gnow

Seannica Spencer, Sr. Contract Compliance Analyst

November 15, 2021

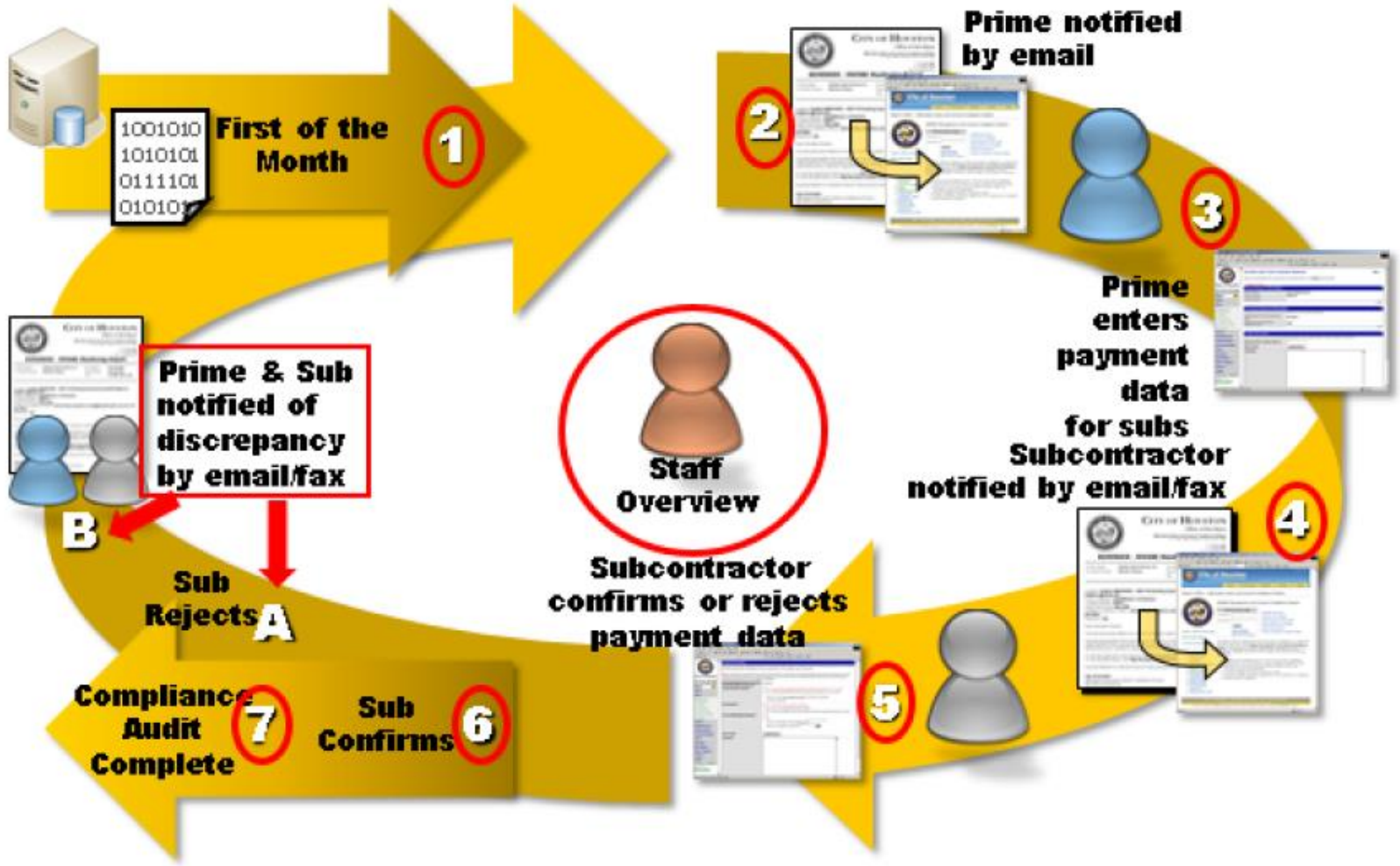
Illinois Tollway

INTRODUCTION TO B2GNOW

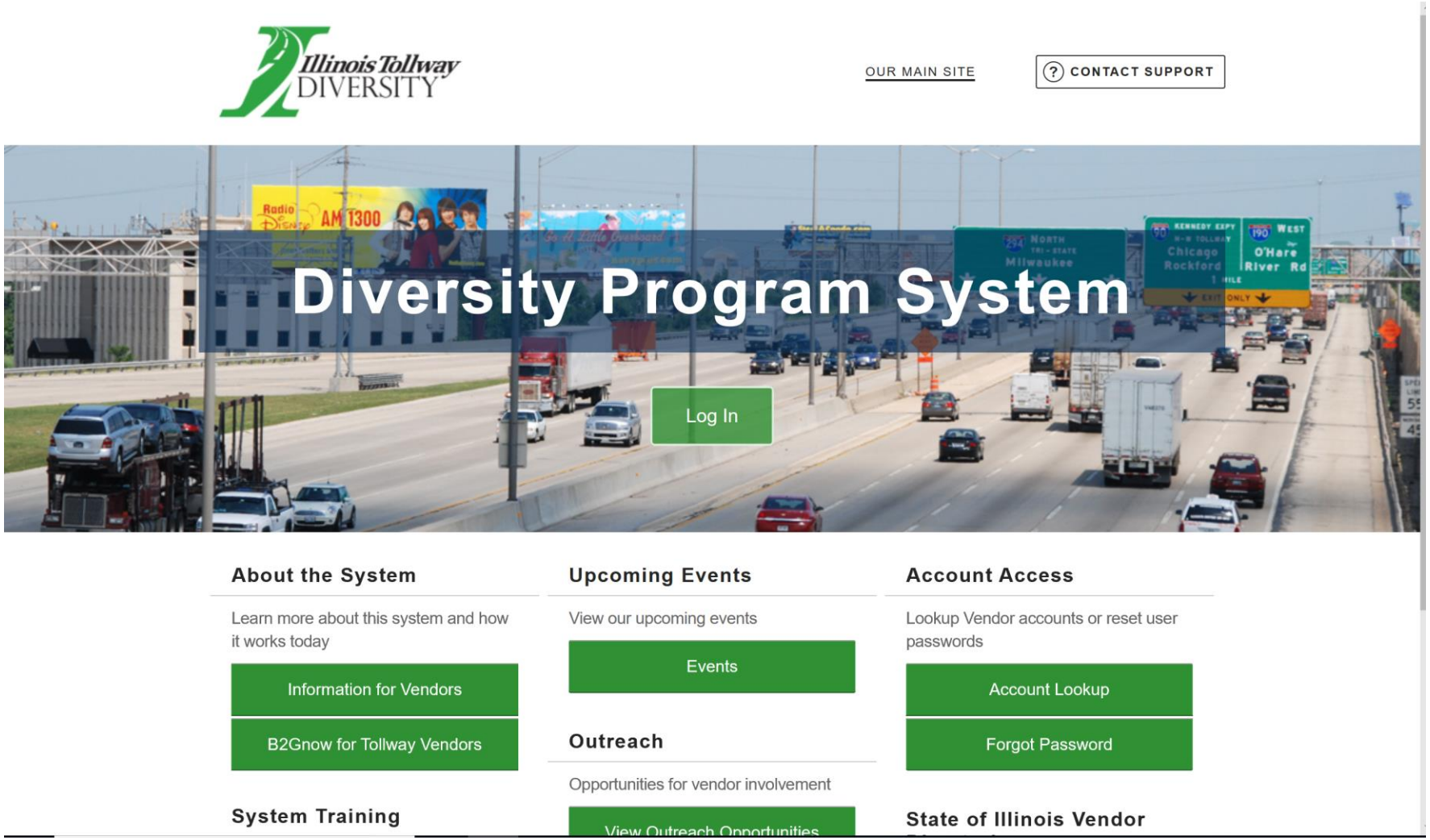
The B2GNow is a web-based system that allows vendors to self-manage their contracts through simple web-based forms, which integrate seamlessly with the Tollway's database and reports. The system is accessible to all governments and their contractors; and includes the following key features:

- Track contracts
- Communicate with contractors by email and fax
- Contractors respond to information requests online by submitting data in standardized, electronic format
- Real-time assessment of contractor performance
- Automatic audit and verification notices
- Track certification applications from submission to completion
- Contact firms quickly using sophisticated outreach tools
- Search the online business directory with keyword and commodity code (NIGP, NAICS) search capabilities

The Automated Compliance Audit Process:

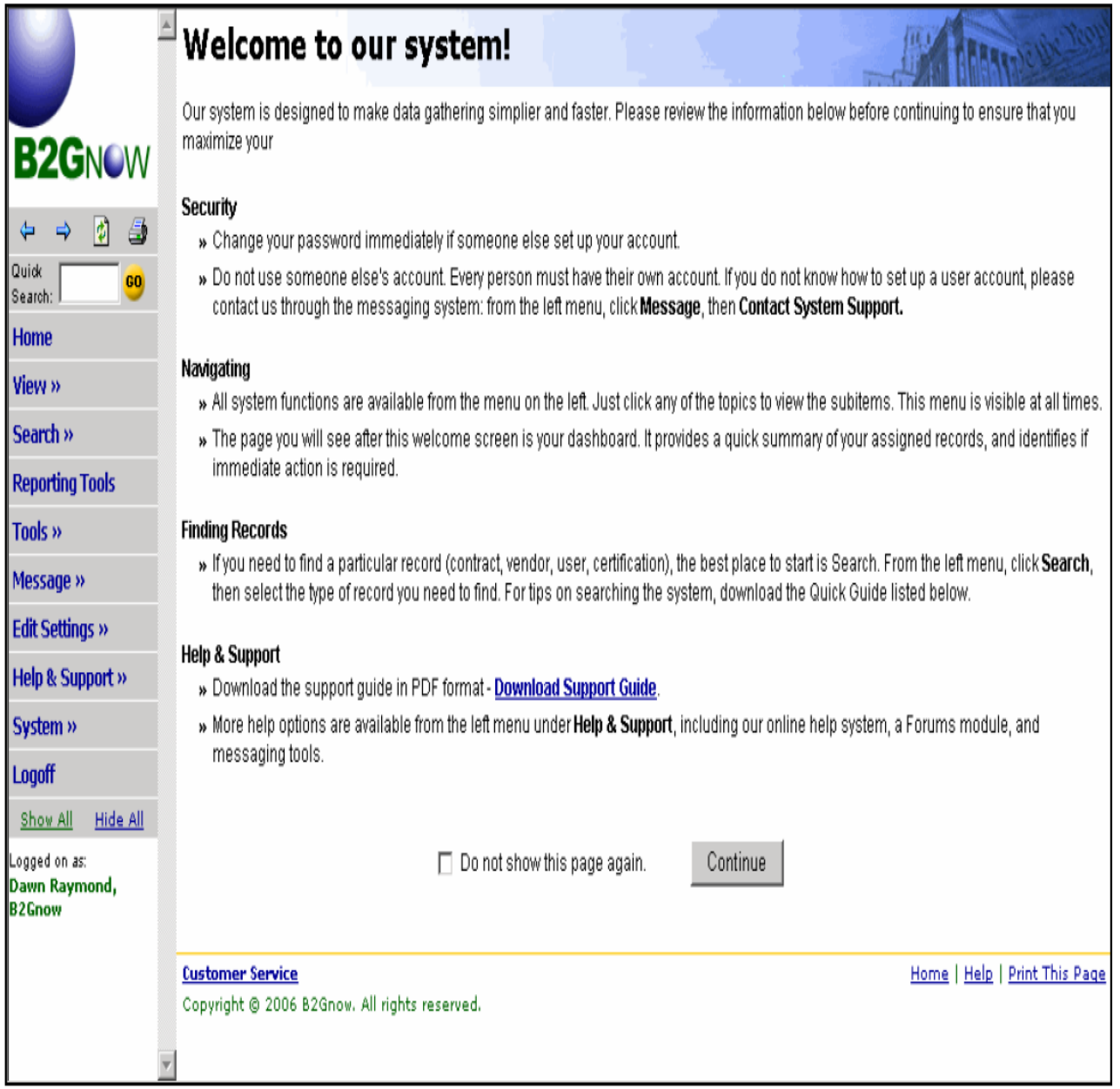


https://iltollway.diversitysoftware.com/



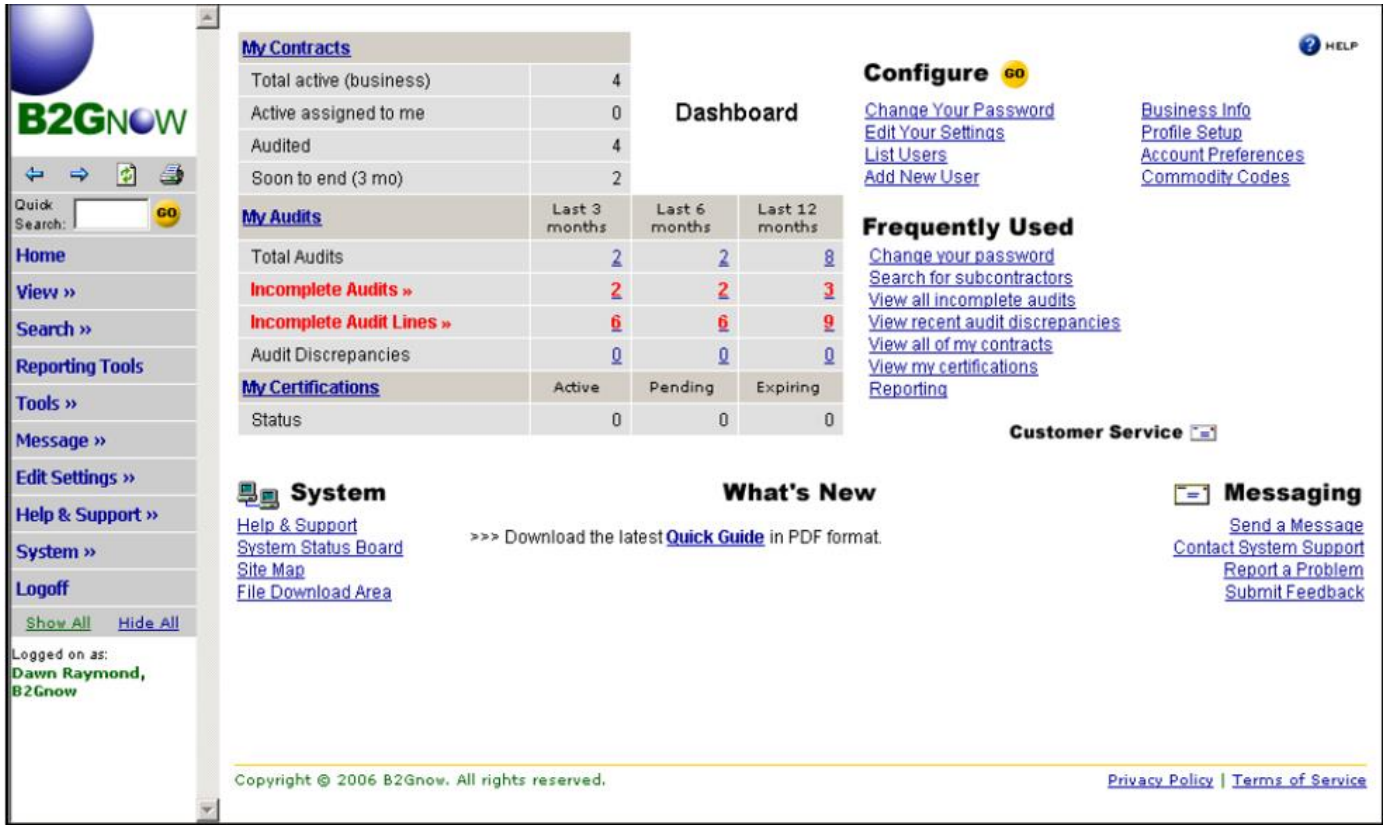
What The Vendor Sees

The very first screen you will see is our Welcome Page.



B2Gnow - Dashboard

After clicking Continue on the Welcome Page you will automatically be taken to your Dashboard. From this page, you can pretty much link to anywhere in the system. The Stat chart in the middle shows you a quick highlight of what is going on with your contracts. The items in RED are issues that need your immediate attention. To immediately address the issues in RED, simply click on the link and it will take you directly to the page where you need to go to resolve the issue.



Incomplete Audits

Prime Contractor Clicks Incomplete Audits

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	Apr-2015	All	All	
Incomplete	April 2015	Test Contract: Test Contract	Milwaukee Public Schools	Pending
Incomplete	April 2015	Pay Or Play Test Contract	City of Houston	Pending
Incomplete	April 2015	MKE 123: MKE Test	City of Milwaukee	Pending
Incomplete	April 2015	KP3333: Kaiser Training	Kaiser Permanente National Facilities Services	Pending
Incomplete	April 2015	JTA333: JTA Training Contract	Jacksonville Transportation Authority	Not reported
Incomplete	April 2015	123456789: JC- Test1000	Los Angeles County Metropolitan Transportation Authority	Not reported
Incomplete	April 2015	123-Training: Bridge Construction Project	City of Cleveland	Not reported

Reporting Subcontractor Payments

Prime Contractor Reports Subcontractor Payments

Audit Information	
Time Period	**April 2015**
Date & Time Posted	**Local: 5/1/2015 6:01:37 AM CDT** **System: 5/1/2015 6:01:37 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	Report 3 subcontractor payments due by 5/31/2015 audit lock on 6/30/2015

Compliance Officer Information	
Contact Person	Milwaukee Conversion User
Organization	**City of Milwaukee**
User Number	30000038-003

Buyer/Project Manager Information	
Contact Person	Contract Administrator
Department	**Milwaukee Default Buyer Department**
User	10000996-001

Reporting Subcontractor Payments

Prime Contractor Submit All Sub Payments

Mark 3 Remaining Subcontractors as Zero | Mark Audit as Final

Submit ALL Incomplete Records | Report Error

Subcontractor Payments for April 2015

Subcontractor	Certified	Type	Inc. in Goal	Actions	Paid Amount in April 2015	Confirmed by Sub	Total To April 2015	Contract Goal	Actual Percent
1 Sub Flooring, LLC Veronica Lopez sub@b2gnow.com P 602-325-9277 Ext. 250, F 602-325-9277	No	Sub 100%	MBE	Submit Response	Not Reported	--	$2,200.00	5.792%	0.211%
1 Sub Trucking Company Jesse James jj@b2gnowuser.com P 602-325-9277, F 602-325-9277	No	Sub 100%	WBE	Submit Response	Not Reported	--	-$1,300.00	5.525%	-0.125%
2 Sprinkles Car Wash Jane Sprinkles b2gnowtestvendor12@b2gnow.com P 602-325-9288, F 602-325-9288	No	Sub 100%	WBE	Submit Response	Not Reported	--	$3,500.00	0.762%	0.336%

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

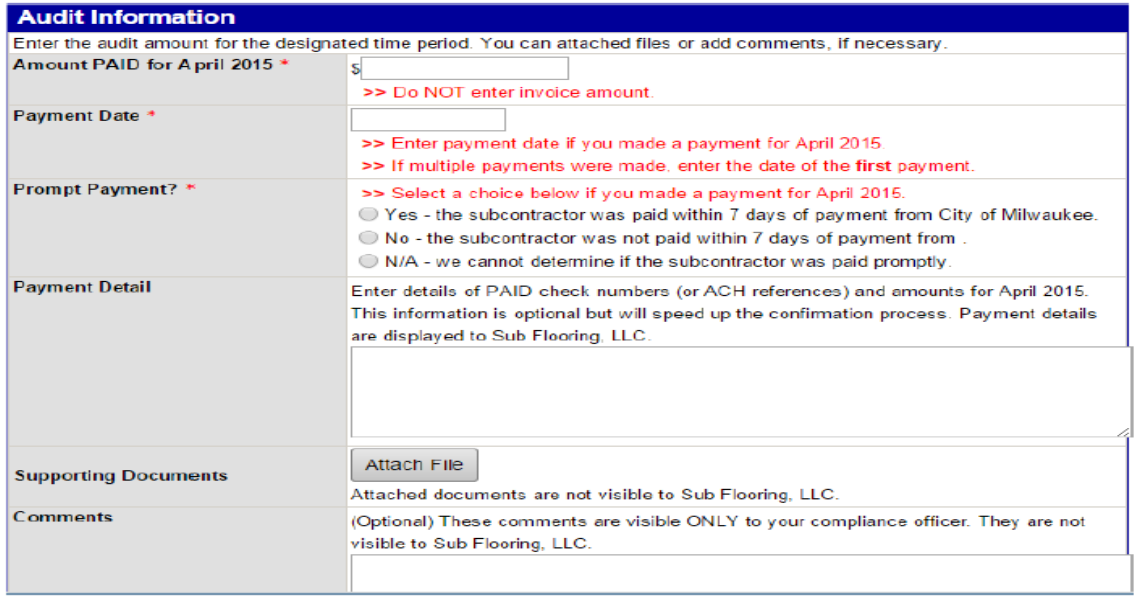
Return to Audit Notice

Subcontractor Payment Information

Subcontractor	Total Through January 2015	Payment for February 2015	Payment Date & Prompt Payment (within 7 days)	Payment Details & Comments
1 Sub Flooring, LLC	$2,200.00	$	Y N N/A	Payment Detail: Comments: Docs
1 Sub Trucking Company	$2,200.00	$	Y N N/A	Payment Detail: Comments: Docs
2 Sprinkles Car Wash	$3,500.00	$	Y N N/A	Payment Detail: Comments: Docs

Reporting Subcontractor Payments

Prime Contractor Submit Payments Individually



Subcontractor Responds to Prime's Payment Amounts

* required entry

Audit Information

Audit Time Period	April 2015

Previous Payment Information

Total Through April 2015	$10,600.00

Prime Information

Prime Contractor	Prime Contracting, Inc.
Prime Vendor Number	20000279

Prime Payment Information

Amount Paid TO Prime for April 2015	$685,000.00 by City of Milwaukee to Prime Contracting, Inc.
Date Paid TO Prime	5/1/2015

Audit Information

Amount Reported by the prime contractor for April 2015 as PAID to You

$5,000.00

Payment Detail Provided by Prime:

Ck # 1256

Inv # 789

Date: April 2, 2015

Confirm Reported Amount? *

Show all options and fields

- Correct - the amount reported by the prime contractor as PAID to us is correct ($5,000.00).
- Incorrect - the amount reported by the prime contractor as PAID to us is not correct.

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 Prime Withholding Retainage? *

- No
- Yes

Attach File(s)

Attach File

Public Comments

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

Vendor Payment Compliance

Action Items

- **By the 15th of the month, all payment information from the Prime must be entered for all subcontractors (diverse and non-diverse) on the jobsite in B2GNOW (including zero values)**

- **By the 25th of the month, all payment information for subcontractors/sub-tiers (diverse and non-diverse) must be confirmed in B2GNOW (including zero values)**

- **If the contract value of a BEP/DBE/VSB Subcontractor is amended you will be required to submit revised utilization plan/form reflecting the change(s)**

- **Please note, if a Prime Contractor wishes to terminate a contract or decrease the contract value of a BEP/DBE/VSB Subcontractor, a request MUST be submitted on company letterhead detailing the reason for the change(s)**

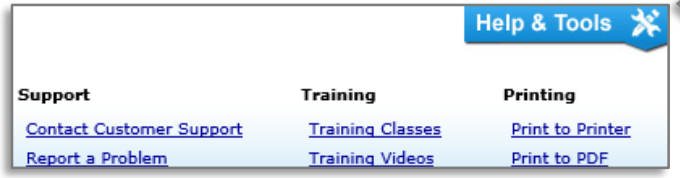
Vendor Payment Compliance

- Failure to enter and/or confirm payments monthly
- Missing Subcontractor profiles
- Discrepancies created as a result of incorrect payment entries
- Contract compliance schedule/form revisions not reported/reflected in the system
- Company profile/user contact information not updated

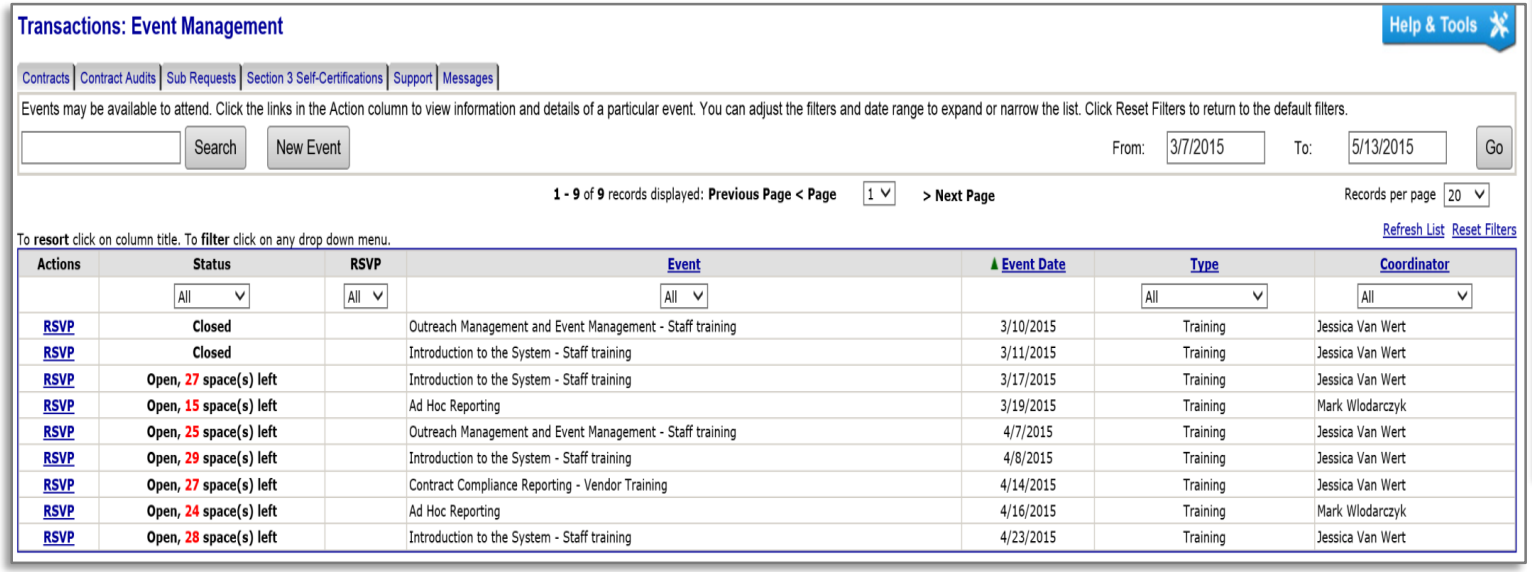
B2Gnow Training Classes & Videos

The system can be accessed at: https://iltollway.diversitysoftware.com. For assistance with using the B2Gnow system:

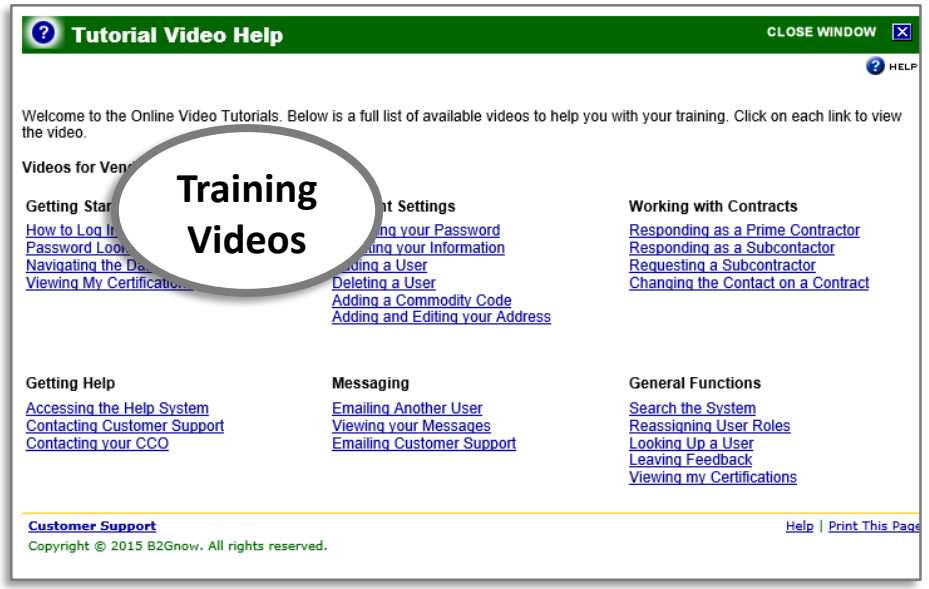
Locate the "Help & Tools" icon and an expanded list will appear. Select either "Training Classes" or "Training Videos"



Training Classes



Training Videos



Illinois Tollway
THANK YOU

QUESTIONS AND ANSWERS

DIVERSITY AND STRATEGIC DEVELOPMENT

Programs

- ConstructionWorks
- Diversity Webinar Series
- Earned Credit Program
- Partnering for Growth Program
- ROCIP
- Small Business Initiative
- Technical Assistance Program

Initiatives

- Virtual outreach sessions
- Training webinars
- Contracting opportunity emails

Register for Tollway Diversity alerts!

- lponce@getipass.com

Visit illinoistollway.com to get started

THANK YOU