

COMPLIANCE MONITORING REPORTS

The following notice is sent to the Prime Contractor on a monthly basis.

From: Arizona Department of Transportation <ADOT@DBESystem.com>

Date: 4/14/2009 11:48:27 AM

Subject: Arizona Department of Transportation: Prime Contractor Compliance Monitoring Report

Arizona Department of Transportation April 2009 Prime Contractor Contract Compliance Monitoring Report

Contract: {lblContractTitle}

Prime Contractor: {lblPrimeContractor}

Contract Number: {lblCustomReferenceNumber}

Audit Time Period: {lblTimePeriod}

Contract Compliance Officer: {lblDiversityUser}

Dear: {lblContactName}

The Civil Rights Office monitors DBE participation on all ADOT contracts with DBE goals. To assist our office in the monitoring process, please login to your account in the DBE & Labor Compliance System and provide the requested subcontractor payment information for April 2009.

If you have received this notice, then you are currently listed as a PRIME contractor on an active ADOT contract. You are required to respond to this notice with the payment information requested.

To view the audit notice and respond, visit: <https://adot.dbesystem.com/?GO=397>

To view all audit notices, visit: <https://adot.dbesystem.com/?GO=753>

PLEASE REFER TO THE BOTTOM OF THIS NOTICE FOR ADDITIONAL HELP

HELP:

System Access: If you have received this email then an account already exists for you. If you do not already have your account username and password, or have forgotten them, please visit <https://adot.dbesystem.com/FrontEnd/UserSearchPublic.asp>.

COMPLIANCE MONITORING REPORTS

Duplicate Notices: If you are receiving this notice by email AND fax, and would like to use only one delivery method, you must update your account settings at User info edit:
<https://adot.dbesystem.com/?GO=685>.

Submitting subcontractor payment information:

1. Log in at <https://adot.dbesystem.com/> or use the link provided above.
2. Front Page - In the Dashboard, look for the highlighted red text and numbers. Click any of the red numbers in the Incomplete Audits line.
3. Vendor Control Panel: Audits - Click on any of the red "incomplete" links.
4. Diversity Management: Audit Notice - Click the View/Submit Response button.
5. Diversity Audit: Vendor List - Your subcontractors will be displayed in the bottom table. Click any of the Submit Response links.
6. Diversity Audit: Prime Contractor Response - Enter the total amount paid to the subcontractor DURING the audit period. Click the Review button at the bottom, and click the Save button on the following page to save your response.
7. The audit response is complete when ALL lines have been submitted.

Notes:

- You are encouraged to respond within 14 days of the first audit notice for the April 2009 time period. After 60 days, you must contact your contract compliance officer.
- Even if you have not made any payments in the listed time period, you must still login and submit a \$0 value.
- To mark the any remaining subcontractors as \$0 for the audit period, click Mark Remaining Subcontractors as Zero.
- Edit a response by clicking the Edit link in the corresponding line. Once a subcontractor confirms a payment, you will not be able to change the data and must contact your contract compliance officer.
- If any of the paid to date totals are incorrect, or if a subcontractor is incorrectly listed, click Report Error.
- If you need to change subcontractors, please contact your contract compliance officer. To add subcontractors, follow the instructions displayed when you click Add a Subcontractor.
- If this is the last audit for the contract, click Mark Audit as Final.

COMPLIANCE MONITORING REPORTS

The following notice is sent to the Subcontractor after the prime contractor submits their Monthly Utilization report.

From: Arizona Department of Transportation <ADOT@DBESystem.com>

Date: 4/14/2009 11:48:27 AM

Subject: Arizona Department of Transportation: Subcontractor Compliance Monitoring Report

Arizona Department of Transportation April 2009 Subcontractor Contract Compliance Monitoring Report

Contract: [lblContractTitle]

Prime Contractor: [lblPrimeContractor]

Contract Number: [lblCustomReferenceNumber]

Audit Time Period: [lblTimePeriod]

Contract Compliance Officer: [lblDiversityUser]

Reference: [lblReferenceIdentifier]

Dear: [lblContactName]

The Civil Rights Office monitors DBE participation on all ADOT contracts with DBE goals. To assist our office in the monitoring process, please login to your account in the DBE & Labor Compliance System and provide the requested subcontractor payment information for April 2009.

If you have received this notice, then you are currently listed as a SUBCONTRACTOR on an active ADOT contract. You are required to respond to this notice with the payment information requested.

To view the audit notice and respond, visit: <https://adot.dbesystem.com/?GO=397>

To view all audit notices, visit: <https://adot.dbesystem.com/?GO=753>

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Submitting subcontractor payment information:

COMPLIANCE MONITORING REPORTS

1. Log in at <https://adot.dbesystem.com/> or use the link provided above.
2. Front Page - In the Dashboard, look for the highlighted red text and numbers. Click any of the red numbers in the Incomplete Audits line.
3. Vendor Control Panel: Audits - Click on any of the red "incomplete" links.
4. Diversity Management: Audit Notice - Click the View/Submit Response button. If you have more than one subcontract for this contract, a View/Submit Response button will be displayed for each subcontract.
5. Diversity Audit: Subcontractor Response - The prime contractor will have already submitted the amount they paid your business during the audit period. If this amount is correct, select the Confirm: Yes option. If it is incorrect, select the Confirm: No option and enter the actual amount your business received. You will also be required to enter a note in the Comments section below. Click Review at the bottom of the page, and click the Save button on the following page to save your response.

Notes:

- You are encouraged to respond within 7 days of the first audit notice for the April 2009 time period. After 60 days, you must contact your contract compliance officer.
- Even if you have not received any payments in the listed time period, you may still login and confirm a \$0 value.