

City of Tampa Diversity Management System



Online Contract Compliance Reporting

The City has upgraded its software tools that manage contract compliance for **all** contractors and subcontractors, including WMBE and SLBE companies. This upgrade is part of an automated compliance audit process to verify payments by contractors to subcontractors. The software program is a component of the Diversity Management Business System administered by Minority and Small Business Development providing critical information for inclusion in City procurement.

This real-time auditing system mandates direct verification of subcontractor payments from your company. City Policy mandates this online system be utilized by prime contractors to report actual payments to **all** subcontractors; to audit compliance, and to monitor utilization of Small Local Business Enterprises (SLBE), Women/Minority Business Enterprises (WMBE), and **all** subcontractors/suppliers used on the project. The system is accessible to any company doing business with the City through any internet connected device. This includes the following key features:

- Communication regarding project status and contract compliance issues
- Direct submission of subcontract utilization per executed LOIs providing automated tracking of attaining vendor participation goals
- Online verification of prime subcontractor payments
- Online confirmation from subcontractors of payments made by primes

City contracts are subject to contract compliance tracking, and the prime contractor and any subcontractors shall provide any noted and/or requested contract compliance-related data electronically in the Diversity Management System. The prime contractor and **all** subcontractors are responsible for responding by any noted response date or due date to any instructions or request for information, and to check the Diversity Management System on a regular basis to manage contract information and contract records. The prime contractor is responsible for ensuring all subcontractors have completed all requested items and that their contact information is up-to-date.

In this regard, access information related to contractor access of the system will be provided to a designated point of contact with each contractor upon notice to proceed. The Diversity Management System is web-based and can be accessed at the following internet address: <https://tampa.diversitysoftware.com>.

The prime contractor must create a vendor account in City of Tampa Diversity Management Business System, which will allow you to access the required project information for entering subcontractors and payments.

Additionally, the City of Tampa Diversity Management Business System provides a training webinar (a one-hour session), which will assist you in fully understanding and the use of the Contract Compliance System. The use of the System is a contract requirement. The title is Contract Compliance Reporting – Vendor Training. Completion of this process must be performed prior to start of project. Instructions are on the following page.

Appendix

- MBD Form-30 (Payment)
- Automated Compliance Flow Chart
- Subcontract Prompt Payment Guidelines
 - According to CA contract, Prime must pay subcontractors within five (5) days upon receipt of payment from the City of Tampa
- Account Set-Up Screen Shots

- Policy Guidelines for Subcontract Changes:

The City's Equal Business Opportunity Program policy regarding WMBE/SLBE project goals, amendments, change orders, and substituting WMBE/SLBE subcontractors (DMI Form 20) is that contractors must comply with the following stipulations:

 - **Goal(s):**
Established WMBE/SLBE contract goals shall remain the same and apply to extended work for the duration of the project.
 - **Amendment/Change Orders:**
New scopes of work require supplemental DMI Forms (10 & 20) and LOIs.
 - **Renewals & Extensions:**
Agreements with the original WMBE/SLBE subcontractors and their percentage of participation shall continue to apply.
 - **Changes/Substitutions:**
Changes to any of the above conditions require prior review and approval from the MBD Office.

• Instructions & Training For Access to Tampa Diversity Management Business System

STEP 1 Go to <https://tampa.diversitysoftware.com>.

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Home > Minority Business Development

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Minority Business Development Home

- About Us
- Contact Us
- How Do I
- Information Resources
- News and Events
- Programs and Services

Quick Links

- Customer Service Center
- Women and Minority Business Enterprise Program
- Diversity Management Initiative
- Small Local Business Enterprise Program
- Publications
- FY 2013 New Initiatives

Diversity Management Business System

[*WMBE & SLBE Certified Companies Directory](#)

[*Apply for Certification Online](#)

[*System Training](#)

[*Contact Us & Support](#)

[*Forgot Password](#)

[*Account Lookup](#)

[*Help/First Time Visitors](#)

System Access Login

Username:

Password:

Login

The City of Tampa is pleased to provide its Diversity Management Business System. This web-based software system is designed to streamline and automate certification applications and reporting requirements for Subcontractors, Prime Contractors, Consultants, Suppliers, City Departments and Private Sector Partners. The system is accessible to all firms doing business with the City of Tampa and includes the following key features:

- Enhanced online WMBE & SLBE Directory with key-word search capabilities
- Communication with Contractors and Consultants via email through your computer or mobile devices regarding compliance status and issues
- Submission of Contractors' utilization reports online with automated tracking of Subcontract goals and participation
- Online verification of Subcontractor/Prime payments
- Enhanced reporting capabilities and contract monitoring

STEP 2

Select: “Help/First Time Visitors” located just right of the “Systems Access Login” box – Here you will be able to set up your company’s account information and create your password to access your new account. Once your account has been set up, you will be able to enter all required information.

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Diversity Management Business System

System Access Login

Username:

Password:

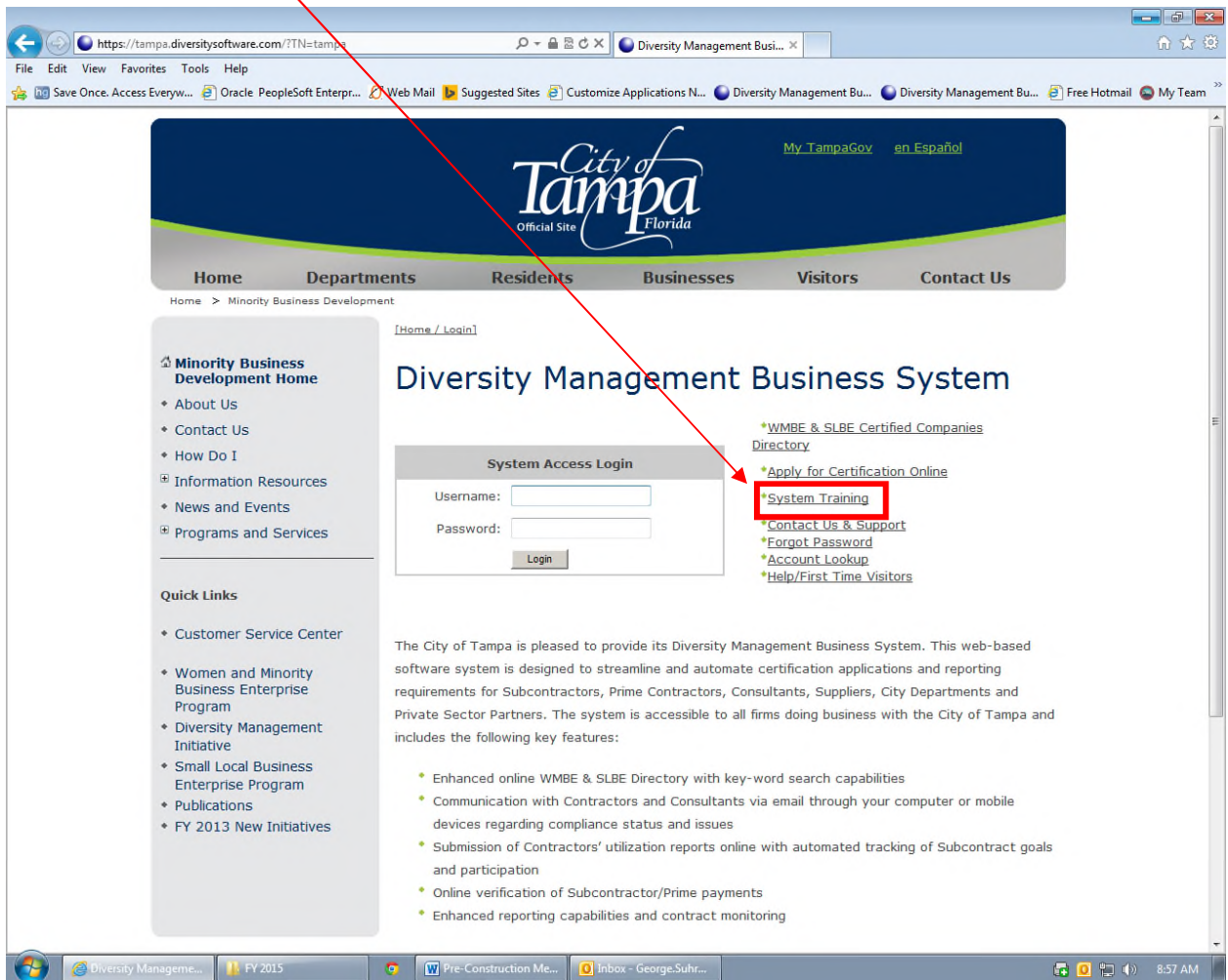
Login

- *WMBE & SLBE Certified Companies Directory
- *Apply for Certification Online
- *System Training
- *Contact Us & Support
- *Forgot Password
- *Account Lookup
- *Help/First Time Visitors

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- STEP 3 To schedule and review available Compliance Training classes, go to <https://tampa.diversitysoftware.com>.
- STEP 4 Select "System Training".



STEP 5

Review list of available list for training. Only classes named: “Contract Compliance Reporting - Vendor Training” applies to the required training.

STEP 6

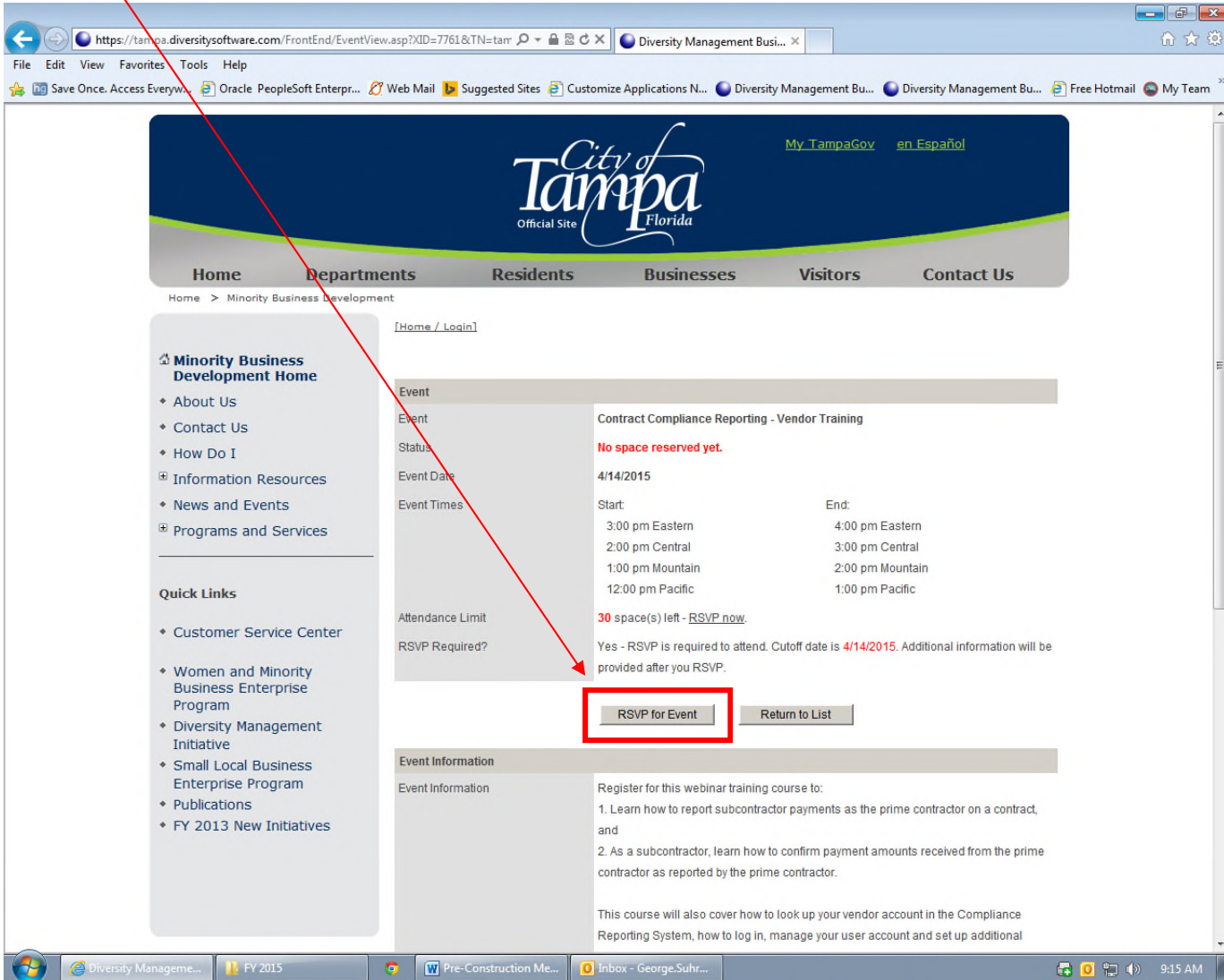
Click on “View” for the training class schedule you wish to attend.

The screenshot shows the City of Tampa website's 'System Training' page. The page header includes the City of Tampa logo and navigation links: Home, Departments, Residents, Businesses, Visitors, and Contact Us. The main content area is titled 'System Training' and contains a list of upcoming training opportunities. A table lists these events with columns for Event, Event Date, Status, and View. A red arrow points from the instruction 'Click on “View” for the training class schedule you wish to attend.' to the 'View' link of the 'Contract Compliance Reporting - Vendor Training' event on 4/8/2015, which is highlighted with a red box.

Event	Event Date	Status	View
Contract Compliance Reporting - Vendor Training	3/25/2015	Open 20 space(s) left	View
Online Certification Application - Vendor Training	3/27/2015	Full	View
Introduction to the System - Vendor training	3/31/2015	Open 4 space(s) left	View
Vendor Registration & Questionnaire - Vendor Training	3/31/2015	Open 23 space(s) left	View
Online Certification Application - Vendor Training	4/1/2015	Open 32 space(s) left	View
Contract Compliance Reporting - Vendor Training	4/2/2015	Open 25 space(s) left	View
Contract Compliance Reporting - Vendor Training	4/8/2015	Open 35 space(s) left	View
Online Certification Application - Vendor Training	4/9/2015	Open 33 space(s) left	View
Introduction to the System - Vendor training	4/9/2015	Open	View

STEP 7

If this is a class you wish to attend, simply click on the “RSVP for Event”, and the System will assign you a place in the class. B2Gnow will send an e-mail confirming your attendance and provide detail information to access the class.



In the event you are unable to utilize your equipment for accomplishing the above, please contact our Office at 813-274-5512, and we will assist in providing access for the Webinar Training.