



Reviews Module

Streamline Your Workflow: Digitize Forms and Automate the Reviews Process to Enhance Efficiency

Each month, public agencies typically manage hundreds or even thousands of active contracts across various stages of the project life cycle. Part of each contract includes the documentation - either paper-based or digital - required to prove each supplier's ability to perform the project. Time spent handling these documents, including printing, copying, filing, and searching for lost pages, can account for a significant amount of a worker's day. Additionally, companies spend \$20 in labor to file a document, \$120 in labor to find a misfiled document, and \$220 in labor to reproduce a lost document. These costs can add up significantly over time, impacting productivity and financial resources. Once documentation is gathered, the ability to communicate with vendors (primes and subcontractors or certified firms or bidders) can be difficult to track through all the back-and-forth emails, phone calls, and faxes.

Manual and paper-based processes can severely hinder a vendor's ability to qualify and participate in certification programs, bid opportunities, and/or projects. One vendor diversity study found that one third of agencies feel it's a big challenge finding Disadvantaged, Minority, Veteran, Woman-Owned or Small Business (DMVWSBE) supplier partners that also meet procurement criteria. Another 17% replied that they are unable to verify suppliers' disadvantaged business claims. When vendors aren't able

to successfully apply and certify for projects, the agency's pool of vendors becomes more limited and can affect their ability to meet requirements.

A more efficient way to manage a variety of small, local, and diverse vendor program procedures and all the required documentation involves using software to automate workflows and configurations. A software solution can guide staff and/or vendors through checklists, automated workflows and standardized data collection to help organize, track, and report. Converting paper documents to digital improves organization, encourages data integrity, and facilitates quick document retrievals. Being able to configure and customize forms, automate alerts and notifications, and have full visibility into the entire document cycle reduces cost and risk.

The B2Gnow Vendor Management solution streamlines vendor sourcing, program oversight and management processes while maximizing DMVWSBE utilization and compliance. Now, organizations can add the Reviews module to simplify the Commercially Useful Function (CUF) review process by providing guided checklists and access to documentation. Organizations can gather, review, and provide feedback to small and diverse vendors in a streamlined, organized environment, improving efficiencies and maintaining compliance.

Over 21,300 forms have been created using the Reviews module including:

- Commercially Useful Function (CUF)
- Status Report of Subcontractor Payments
- Small Business Development Division Violations
- DBE/SBE CUF Review Form
- Project Site Review
- Section 3 Review
- Milestone Desk Audit Review
- Utilization Report Review
- Final Compliance Review
- PAR Collection Form

1 <https://www.armstrongarchives.com/records-management-statistics/>

2 <https://www.jaggaer.com/blog/supplier-diversity-challenges/>

Key Features

Digital Upload - Eliminate paper and digitize online forms and checklists to improve efficiency and scalability of the compliance team.

Data Tracking - Increase visibility and efficiency by enhancing data across multiple B2Gnow modules, including Contract Compliance, Certification Management, and Vendor Management.

Configurable Forms - Maximize flexibility by configuring forms for exclusive staff-only use or broadening access to both staff and vendors based on specific needs.

Automatic Form Creation - Enable staff users to customize forms with the flexibility to create them manually or schedule their creation to accommodate a diverse range of use cases.

Notifications - Elevate workflow efficiency with response due dates in new forms, effortlessly creating and sending reminder notifications to ensure nothing slips through the cracks.

Automatic Responses - Quickly implement reviews into your existing processes with configurable options available for manual approval, auto-approval, or no approval needed.

Integration - Save valuable time by accessing the Reviews functionality throughout the B2Gnow system, enhancing existing processes and putting relevant data just a few clicks away.

About B2Gnow:

B2Gnow delivers leading software solutions that promote accountability, transparency, and compliance in public and private contracting. For over 25 years, agencies across North America, including federal, state, local, education, and Fortune 500 organizations have relied on B2Gnow to manage complex compliance programs. Its integrated platform includes B2Gnow for vendor management, certification, goal tracking, and DBE/MBE/WBE/SBE compliance reporting, eComply for prevailing wage and workforce reporting, and BlackCat for grant management and project oversight. Purpose-built for infrastructure projects, B2Gnow's technology enhances transparency, reduces risk, and strengthens communities. Learn more at www.b2gnow.com.

Key Benefits:

- ✓ Increase efficiency and validation with project documentation review
- ✓ Reduce clerical errors including typos, omissions, and misfiles to help mitigate non-compliance risk
- ✓ Improve processes to identify and examine non-compliance issues to more quickly resolve problems and keep suppliers engaged
- ✓ Optimize employee resource allocation time by eliminating unnecessary manual efforts
- ✓ Save costs through faster and more aligned processes