B2GNOW

Utilization Plan (UP) Module

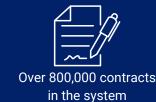## Easily and efficiently monitor and track subcontractor utilization

As the contract owner of public infrastructure projects, agencies are provided funding adding up to millions and billions of dollars. With that funding comes the responsibility of ensuring appropriate utilization of contractors and subcontractors who are certified as Disadvantaged, Small, Veteran, Woman-Owned Business Enterprises (DVSBE). This means the primes they hire to manage the project must accurately identify if their subcontractors are certified, the type of work they'll be performing, and the award amounts for each subcontract. Contract compliance comes down to three main things: 1) identifying vendors with applicable certifications for the contracted job, 2) ensuring those vendors are utilized as assigned, and 3) reporting on their actual payments/utilization versus goals. If an agency relies on spreadsheets and paper documents, the process can be time-consuming and error-prone.

An agency owning a contract needs to confirm that vendors who have bid on the contract have demonstrated an intent to meet contract goals by utilizing certified subcontractors holding the correct work codes for the project. Vendors typically submit their bids and proposals and then complete a PDF form provided by the agency, which includes the details related to each certified subcontractor they intend to have on their team. The agency must review these PDFs and confirm through certification directories that vendors are certified and have the right codes. It's also important for the agencies to check the math submitted by the prime contractor for calculation errors that must be corrected before a Utilization Plan (UP) is approved. Additionally, staff users must communicate with prime contractors that have pending UPs regarding reminders to submit, submission confirmations, returns for updates, or to request additional Good Faith Effort (GFE) documentation, as well as determinations, to keep the UP process moving forward.

An efficient solution for tracking vendor utilization would reduce staff efforts through automated, system-generated notifications to keep the prime bidder in the loop. If the solution could also automatically calculate the prime contractor's utilization numbers, it would ensure accuracy and save the staff time. When a sub-vendor is selected, the solution should auto-populate their data from a larger vendor management system. Staff should also be able to automate notifications to primes to substantiate GFEs if the plan is below goal before they submit. At-a-glance dashboards would provide a quick view of vendor certifications and approved work code details, as well as on-screen calculations to easily compare the plan to the goals. The solution should also keep GFE details and documentation electronically connected to the prime's UP. As the project moves forward, vendors being underutilized relative to their goals could be easily identified for corrections to be made.

Contract participation tracking, from pre-award to post-award, is a key part of the B2Gnow Vendor Management Solution. Within a contracted project, aligning prime and subcontractor roles, allocating dollar amounts, assigning goals, and monitoring progress can be complex. The Utilization Plan (UP) module is designed to help agencies and their primes manage this digitally. Once the UP is approved and the contract awarded, it can be transferred to the B2Gnow Contract Compliance module to monitor post-award performance and utilization. Leveraging B2Gnow's real-time certification directories and its modern, cloud-hosted architecture enables contract owners to better equip their teams and partners with tools to analyze solicitation and contract compliance processes within the system. A smoother and more integrated system will provide more opportunities for prime contractors and improve relationships between agencies and their prime contractors.

$5 Trillion in monitored contract value

Over 800,000 contracts in the system

5.5 million certification records

Key Features

Configuration - The Utilization Plan can be configured to require the prime bidder to include work descriptions, commodity codes, and proposed work dates. It supports all types of programs based on the plan goals (e.g., SBE vs DBE) and allows for proposal-specific options for subs to confirm inclusion and award amount.

Dashboards - At-a-glance dashboards provide a quick view of UP status, vendor participation, and pending actions.

Subcontractor Search - Prime contractors can search for qualified subcontractors by multiple criteria, such as real-time certification status, work codes, program type, and more. When a Prime selects sub-vendors, the system auto-populates all subcontractor information for each, including applicable active certification records, into the Utilization Plan. The subcontractors from an approved Utilization Plan can be transferred to the final contract record for compliance monitoring.

Set Parameters - Primes assign dollar amounts by subcontractor, project description, work codes, and date range (start and end) and can add any required documents. Configurable module instructions simplify the incorporation of the system into any workflow and/or process. Subcontractor details can be configured to require submission of documentation and/or answering specified questions based on the utilization type (subcontractor, supplier, manufacturer, broker, joint venture, etc.).

Automated Calculations - Reduce math calculation errors and know that percentages are calculated correctly and that the UP meets the requirements.

Approval / Return / Denial Settings - The "Award to Contract" button makes it simple to transfer subcontractors from the UP to an active contract streamlining the move from plan to action. To keep things moving, subcontractors can be required to electronically confirm their participation in the plan via an eAffidavit.

Reporting & Waivers – The Goal & Waiver Summary provides an overview of the proposed utilization relative to the goal(s) assigned, as well as any waiver details and/or attachments provided. Plans that fall short of the goal require the prime contractor to provide supporting details around their GFE/waiver request.

Electronic Signature - Subcontractors can accept and sign directly in the system, accelerating the routing time for approvals and signatures.

System Connectivity - When used in conjunction with the B2Gnow Contract Compliance module, the subcontractors from an approved Utilization Plan can be transferred to the contract record for compliance monitoring, eliminating double entry. When used in conjunction with one or more certified directories, active certification status, and approved work codes are displayed for each firm in real time.

Benefits:

1. Accelerates the entire process from Utilization Plan creation to subcontractor acceptance
2. Insures subcontractors hold active and relevant certifications and work codes for the project
3. Streamlines staff review with at-a-glance certification and approved work code details, as well as on-screen calculations, to easily compare the plan to the goals
4. Reduces staff time and effort through automated, system-generated notifications keeping the prime bidder in the loop
5. Holds Good Faith Effort information tied to the contractor for easy reporting
6. Eliminates prime contractor calculation errors by doing the math for them
7. Minimizes errors through automated calculations and the sharing vendor data through B2Gnow vendor management solution

Work Code Validation Symbol Legend: ✓ All assigned work codes are valid; ⚠ Some assigned codes are not valid; ❗ No assigned work codes are valid; ✗ No work codes are assigned.

Subcontractors

	Subcontractor Name	Sub Tier	Cert	Inc in Goal	Type	Valid Work Code	$ Commit	$ Self Perf	$ For Credit	Actions
1	A & B CAULKING COMPANY INC	1	✓	✓	Sub WBE 100%	✓	$14,900,000 10.00%	$14,900,000 10.00%	$14,900,000 10.00%	View
1	ABC INTERIORS UNLIMITED INC	1	✓	✓	Sub MBE 100%	✓	$14,900,000 10.00%	$14,900,000 10.00%	$14,900,000 10.00%	View

Goal & Waiver Summary

Goal Type	Goal	Plan	Status	$ to Reach Goal	Waiver Status
MBE	10.00%	10.00%	Met goal		
WBE	10.00%	10.00%	Met goal		
Total	20.00%	20.00%	Met goal		

Signature

Signature	Lee Molina
Title	CEO
Organization	B2Gnow Test Vendor 10
Signature Date	12/28/2014

Additional Instructions

Additional Instructions to Vendor	Additional Instructions
Special Instructions to Vendor	Special Instructions

For more information visit B2Gnow.com or call 602-325-9277.

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Contract participation tracking, from pre-award to post-award, is at the core of the B2Gnow Business Diversity Compliance platform. Within a contracted project, aligning prime and subcontractor roles, allocating dollar amounts, assigning goals, and monitoring progress can be complex. The Utilization Plan (UP) module is designed to help agencies and their primes manage this digitally. Once the UP is approved and the contract awarded, it can be transferred to the the B2Gnow Contract Compliance module to monitor post-award performance and utilization. Leveraging B2Gnow's real-time certification directories and its modern, cloud-hosted architecture enables contract owners to better equip their teams and partners with tools to analyze solicitation and contract compliance processes within the system. A smoother and more integrated system will provide more opportunities for prime contractors and improve relationships between agencies and their prime contractors.

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