

~~DBE/EDGE~~ SUBCONSULTANT PAYMENT REPORTING SYSTEM

Update 8/21/2020:

*In order to comply with the Federal Highway Administration's (FHWA) Conciliation Agreement with the Ohio Department of Transportation (ODOT), ODOT is enhancing our Subconsultant Payment System to collect payment information to ALL subconsultants, regardless of the prime consultant's DBE or EDGE status or the subconsultant's DBE or EDGE status. ODOT is also required to report to FHWA the prompt payment to all subconsultants. The enhancements made in the Subconsultant Payment System are now "live" and available for data entry. Note that **as of October 1, 2020**, all prime consultants will be **required** to report payments to **ALL** subconsultants on a **MONTHLY** basis. See updated instructions below.*

Introduction

The Code of Federal Regulations 49 - 26.37(b) requires the Ohio Department of Transportation (ODOT) to monitor and verify that work subcontracted to Disadvantaged Business Enterprise (DBE) firms is actually performed by the DBEs, and whether payments are made to DBE firms. The Department has elected to administer both the DBE and Ohio's Encouraging Diversity, Growth and Equity (EDGE) program under the same requirements (~~Exhibit 1~~).

Payments to ~~EDGE and DBE~~ ALL subconsultants will be reported through a Web based affidavit system that will require the prime consultant to record amounts actually paid to ~~DBE and EDGE~~ ALL subconsultants for each agreement. The firm receiving the payment will confirm payment. *The amounts paid and confirmations must be completed within 30 days of ODOT payment to the prime consultant.* Payment information is required to be reported in the Subconsultant Payment System on a *monthly* basis (**Exhibit 1**). ~~The amounts paid and confirmations must be completed within 30 days after the last day of each quarter. The quarterly reporting periods are the following:~~

Quarters

~~July – September,
October – December,
January – March,
April – June.~~

Accessing the Subconsultant Payment System

The web link to access the Subconsultant Payment System can be found on the Consultant Services page of ODOT's web site ~~under the <http://www.dot.state.oh.us/contract/consultant.htm>~~ ~~heading:~~ <http://www.dot.state.oh.us/divisions/Engineering/consultant/Pages/default.aspx> under DBE/EDGE Information, Subconsultant Payment Reporting Systems.

New User Sign Up / Login

Consultant names which appear in the drop down list of companies can log on to the system. All New Users to the system must sign up first and create a password up to 8 characters/numbers (**Exhibit 2**). Click on “New User: Sign Up” The user will sign up only once. By entering an email address the password will be confirmed to the user via email.

Once the one-time sign up is complete, the user will log in to the system using the password for future visits (**Exhibit 3**). Note: Only one password can be created and used by each firm.

Agreement List After Login

The subconsultant payment system will:

- 1) Identify all “active” agreements which pertain to the firm. ~~Only agreements which meet the following three conditions are included...1) The Prime consultant must be a Non-DBE or Non-EDGE firm 2) The subconsultant must be a DBE or EDGE firm 3) The agreement must be active meaning “the project has been authorized and no final invoice has been received within the last year of today’s current date”)~~
- 2) Notify the user there are no agreements to access payment.

Payment information Screen When a Prime Consultant Logged in

When the Prime Consultant logs in, the firm’s name appears in the left hand corner. A list of all the agreements in which the firm is a prime consultant ~~to a DBE or EDGE subconsultant~~ appears (**Exhibit 4**). Select an agreement and then select a ~~DBE or EDGE~~ subconsultant from the drop down list to access payment (**Exhibit 5**). For demonstration purposes we selected the subconsultant - Hardlines. Once in the payment information screen (**Exhibit 6**), ~~you will see three columns which identify the payment period, amount paid quarterly and the subconsultant-Confirmation. We entered 5000 for the amount paid for the period 07/01 – 09/30, 2003.~~ you will see four columns which identify the Prime Invoice Number, Date Paid to Prime, Amount Paid to Subconsultant, and Subconsultant Payment Date (all fields are required before the row can be saved). After entering an amount paid during the ~~quarter~~ month, hit the “SAVE” button down at the bottom of the screen. Next, the subconsultant must confirm the payment amount. The prime consultant can edit the payment amount as long as the subconsultant has not yet confirmed payment.

The Prime consultant ~~has 30 days from the end of the quarter to report the amount paid to the subconsultant.~~ must report payment to subconsultants within 30 days of payment from ODOT. The amounts paid and confirmations must be completed monthly along with Prime Invoices. If no payments are made to the subconsultant during the ~~quarter~~ month, the prime consultant may enter 0.00.

Payment Information Screen When a Subconsultant Logged in

When the Subconsultant logs in (**Exhibit 7**), the name of the firm appears in the left hand corner and a list of all the agreements in which the firm is a subconsultant ~~to a Non-DBE or Non-EDGE prime~~ appears (**Exhibit 8**). Select a payment for a specific agreement to view ~~quarterly~~ monthly payments by the prime consultant. Next, the subconsultant will come to the payment information screen (**Exhibit 9**). To confirm payment, click on the “check to confirm” box. Once the box is checked, today’s date will show up. Hit the “Save” button before exiting the screen.

COMMONLY ASKED QUESTIONS

What happens when the Prime or Subconsultant's DBE/EDGE status changes?

When a contract is authorized, both the Prime and the subconsultant's DBE and EDGE status are saved in the Subconsultant Payment System so the status stays consistent until the completion of the agreement. The agreement is not removed from the subconsultant payment system when the Prime or Sub's DBE/EDGE status changes during the course of the agreement. For instance, a non DBE/EDGE Prime Consultant with a DBE or EDGE subconsultant consultant is authorized on 07/01/2005 for work on a 2 year agreement. Six months later, on 12/31/2005 the subconsultant loses its DBE or EDGE status. The Prime Consultant will still be required to report ~~quarterly~~ monthly how much money is paid to the subconsultant for this particular agreement and the subconsultant will be required to confirm payment.

What if a Prime consultant enters a wrong ~~quarterly~~ payment amount and the subconsultant confirms the payment?

Consultant Services should be contacted. Consultant Services will delete the payment amount and the Prime consultant will need to re-enter the correct payment amount and the subconsultant will need to confirm the payment.

What if an agreement ~~that meets the conditions of a DBE/EDGE agreement should be on the list but it doesn't show up in the subconsultant Payment System?~~

Consultants Services should be contacted. An omission could have occurred when the agreement was set up in the Consultant Services System. Consultant Services should check to make sure an authorization date was entered, the subconsultants were added, and an incorrect final invoice date was not entered .

What agreements should show up for tracking payments?

~~Only agreements where the Prime consultant is a Non-DBE or Non-EDGE firm and the subconsultant is a DBE or EDGE firm should show up on the list. If agreements are identified on the list where this condition is not met, please contact Consultant Services.~~

~~As of 06/16/05 the Department has identified 206 active agreements requiring the prime consultant to record amounts actually paid to DBE and EDGE subconsultants ([Exhibit 11](#)).~~ The Department will notify both the prime and subconsultants for these agreements in a formal letter notifying them they will be required to record and confirm DBE/EDGE payments on a quarterly basis. [Exhibit 12](#) shows a listing of 56 consultants registered as a DBE or EDGE firm as of June 15, 2005. If any of these firms are subcontracted to a Non-DBE or Non-EDGE prime consultant, the agreement will become eligible for tracking DBE/EDGE payments.

All active agreements should show up in the system, regardless of Prime consultant or subconsultant DBE or EDGE status.

When is the start date for tracking payments?

~~The first quarter for recording payments for active jobs will be July 1—September 30, 2005. The start date for new agreements after July 1, 2005 will be the date the agreement is authorized. Again, the Prime consultant should wait till the quarter is over before entering a payment amount for the three month payment period. The prime consultant has 30 days to record the payment amount from the last day of the quarter. The agreement will be removed from the list one year after the final invoice date.~~

The start date for recording ALL subconsultant payments, regardless of Prime consultant or subconsultant DBE or EDGE status is **October 1, 2020** for active jobs. The agreement will be removed from the list ~~one year~~ 6 months after the final invoice date.

What if an agreement continues to show up on the list ~~one year~~ 6 months after the final invoice date?

Consultants Services should be contacted. The prime consultant can see if a final invoice date has been entered by Consultant Services when the prime consultant selects a subconsultant to review payments (**Exhibit 5**).

If Consultant Services is not copied on the final invoice date, the date will not get recorded in the payment system. The final invoice date is a critical date to make this system work properly.

Ohio Department of Transportation



Ohio Department of Transportation *Sub-Consultant Payment System*

Affidavit

Existing User:

Login

New User:

Sign Up

The following payment affidavit must be completed by both the prime consultant and subconsultants monthly. The system requires the recording of amounts actually paid to subconsultant firms, and confirmation by the firm receiving the payment. Do not enter amounts invoiced to the Department but not yet paid to the prime. The amounts paid and confirmations must be completed monthly along with Prime Invoices.

The Code of Federal Regulations 49 - 26.37(b) requires the Ohio Department of Transportation (ODOT) to monitor and verify that work of Disadvantaged Business Enterprise (DBE) firms is actually performed by the DBEs, this is being monitored thru Commercially Useful Function (CUF) and being promptly paid for work completed. The payments to subconsultants both DBE and non-DBE are being monitored thru this subconsultant payment system. The Department has elected to administer all subconsultant payment under the same requirements.

Office Of Consultant Services, Ohio Department of Transportation

1980 W. BROAD ST., COLUMBUS, OHIO, USA, 43223

Email: [Office of Consultant Services](#)

New User Sign Up

Gannett Fleming Engineers & Architects, P.C. 

Password: (up to 8 characters/numbers)

Retype Password:

Email: (optional)

(Password will be sent to you via email)

Login

Gannett Fleming Engineers & Architects, P.C.

Password:

Consultant Agreement Information

Consultant: **Gannett Fleming Engineers & Architects, P.C.**

Please click the "**Payment**" button to access payments for each agreement

You are a prime consultant for the following agreements:

Agreement Nbr	Agreement Designation	Role	Payment
10040	County: VAR Route: STW Section: Env Servs No. 2001-2	Prime Consultant	Payment
11753	County: LUC Route: 002 Section: 1862	Prime Consultant	Payment
8660	County: VAR Route: Section: 97 Orig/Destination	Prime Consultant	Payment
9065	County: ATH Route: 033 Section: 30.891	Prime Consultant	Payment
9671	County: MAH Route: 080 Section: 00.97	Prime Consultant	Payment

Close

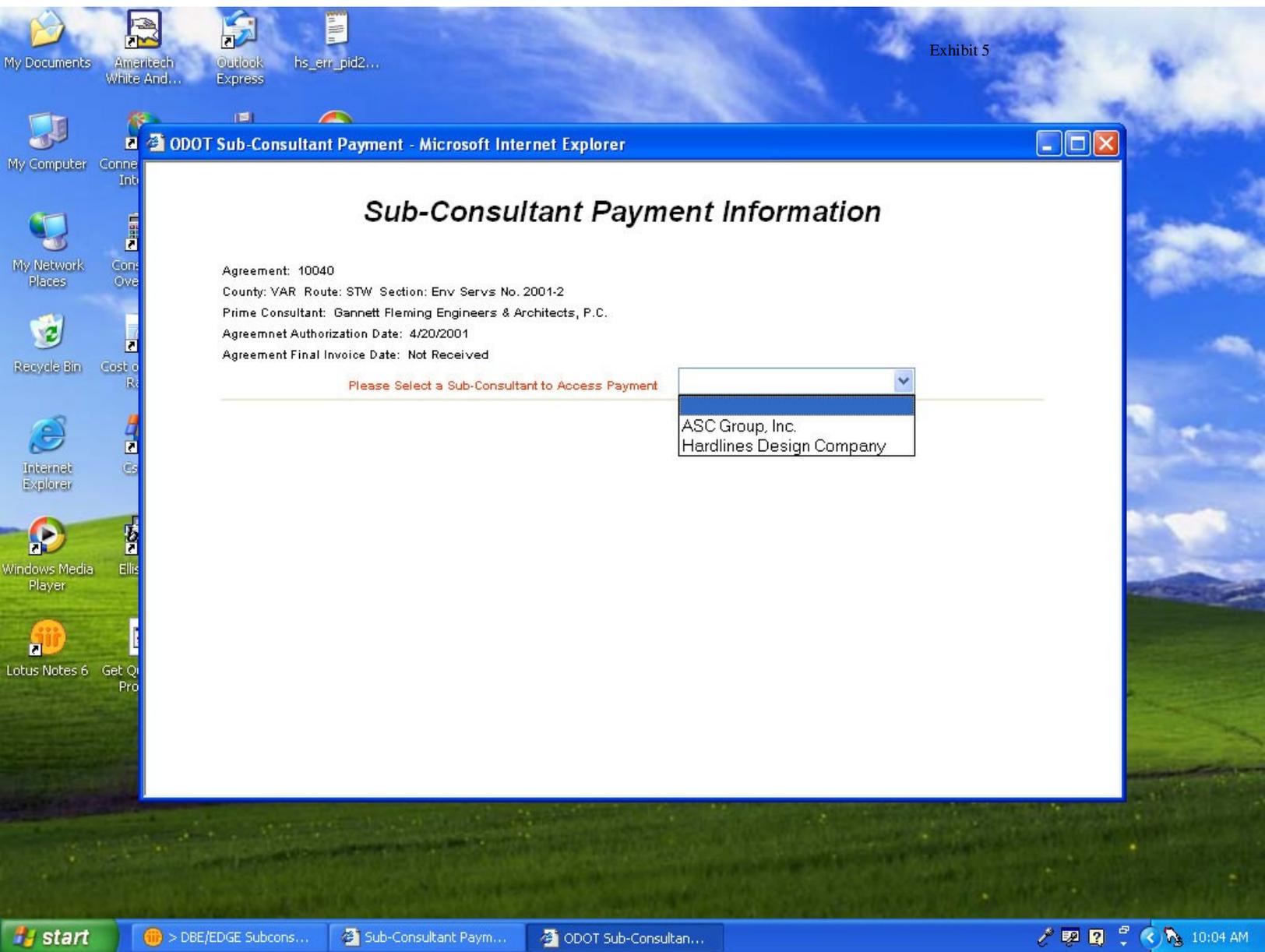


Exhibit 5

Sub-Consultant Payment Information

Agreement: 10040
County: VAR Route: STW Section: Env Servs No. 2001-2
Prime Consultant: Gannett Fleming Engineers & Architects, P.C.
Agreement Authorization Date: 4/20/2001
Agreement Final Invoice Date: Not Received

Please Select a Sub-Consultant to Access Payment

ASC Group, Inc.
Hardlines Design Company

Sub-Consultant: **Example Sub-Consultant**

If using Internet Explorer, date format must be YYYY-MM-DD. Please click the **Save** button if you make changes.

Amount Paid to Sub-Consultant

Prime Invoice Number	Date Paid to Prime	Amount Paid to Subconsultant	Subconsultant Payment Date	Sub-Consultant Confirmation

Grand Total: \$0.00

Save

Print

Close

Login

Hardlines Design Company 

Password:

Login

Close

Consultant Agreement Information

Consultant: **Hardlines Design Company**

Please click the "**Payment**" button to access payments for each agreement

You are a sub-consultant for the following agreements:

Agreement	Agreement Designation	Role	Payment
10040	County: VAR Route: STW Section: Env Servs No. 2001-2	Sub-Consultant	Payment
10146	County: BUT Route: 129 Section: 14.25	Sub-Consultant	Payment
11899	County: VAR Route: STW Section: Environmental Servs	Sub-Consultant	Payment
11942	County: POR Route: 059 Section: 05.86	Sub-Consultant	Payment
9745	County: CUY Route: 071 Section: 17.51	Sub-Consultant	Payment
TRU-DPR-1	County: TRU Route: 046 Section: 04.750	Sub-Consultant	Payment

[Close](#)

Sub-Consultant: **Example Sub-Consultant**

Please confirm receipt of payments under "Sub-Consultant Confirmation" below
Click the **Save** button if you make changes

Amount Paid to Sub-Consultant

Prime Invoice Number	Date Paid to Prime	Amount Paid to Subconsultant	Subconsultant Payment Date	Sub-Consultant Confirmation
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Grand Total: \$0.00

Save

Print

Close