



Online Compliance Reporting Requirements

The Port of Portland has implemented two online reporting systems provided by B2Gnow and LCPtracker to track and monitor small business participation and compliance with prompt payment requirements, prevailing wage requirements, and workforce utilization requirements on Port contracts. These systems are required to be used by all contractors performing Port work regardless if a small business goal has been established for the contract or not.

Prime contractors will be required to use the online reporting systems to submit monthly reports of progress payments to all subcontractors, submit weekly certified payroll reports for their own workers, and review and approve certified payroll information for subcontractors on the project. Subcontractors will be required to verify progress payments, and submit weekly certified payroll reports. The certified payroll information will be used to verify compliance with workforce utilization requirements.

The Prime contractor and any subcontractors shall provide the data electronically and will be responsible for any request or due date for required reports, and to check the online reporting systems monthly to ensure required reports are current. The Prime contractor is responsible for ensuring all subcontractors have completed all requested items and their contact information and their subcontractors contact information is up-to-date.

Online access to these systems will be provided to a designated point of contact with each contractor and upon award of a contract or subcontract. **Both online compliance systems can be found at <https://portofportland.dbesystem.com>**

The following reports are required as part of your request for payments. Failure to submit any of the following reports within the time-frame noted for each report type will result in a delay of payment.

Compliance Audit Summary Report:

The Compliance Audit Summary report is generated in the B2G Diversity Management System and provides a monthly overview of subcontractor utilization, contract awards, progress payments, and SBE and DBE utilization with respect to contractual goals and commitments.

The Prime contractor will receive monthly notification indicating a "compliance audit" has opened for the previous month. The Prime is responsible for completing the monthly compliance audits in the online compliance system and ensuring all lower tier subcontractors complete audits as well. Monthly compliance audits require all subcontractors and suppliers are reported in the system on a timely basis and all progress payments are reported for the previous month. The Prime is also responsible to ensure all subcontractors are adding lower tier subcontractors and reporting progress payments to those lower tier subcontractors on a monthly basis; this requirement is for all subs at all tiers. If a lower tier subcontractors fail to complete compliance audits, the prime contractor will be required to complete the audits on their behalf.

Additional guidance documents can be found at <https://www.portofportland.com/business/smallbusiness>

Certified Payroll Reports:

All contractors will be required to submit their Certified Payroll Reports (CPR) online through the LCPtracker system. LCPtracker is a paperless system that collects weekly CPR's, ensures compliance with BOLI prevailing wage requirements, and tracks workforce apprentice utilization and diversity goal requirements. All contractors will receive a unique USER ID Login associated with their account on LCPtracker that is separate from their B2G login.

LCPtracker synchronizes subcontractor information with the B2G system, therefore all contractors subject to prevailing wage requirements MUST be entered in the B2G system first and the box marked "synchronize with prevailing wage system" must be checked when they are setup in B2G. Contractors will then be assigned to the project in LCPtracker and a system generated email will be sent notifying them of next steps.

The Port is using the "Prime Approver" feature in LCPtracker, which requires Prime contractors to review all CPR's submitted for the project and either reject or approve as necessary. All Prime contractors will receive a separate "Prime Approver" account, login and password for this feature.

Additional guidance can be found at www.portofportland.com/Business/Workforce

Port of Portland EEO Summary Report:

The Port of Portland EEO Summary Report can be found in the LCPtracker system and is generated using the information provided by weekly certified payroll reports. This reports provides a summary of apprentice and diversity utilization, and progress toward any workforce program goals that are required as part of the contract.



Assignment of Roles

Project: _____ Prime: _____
EAN: _____ Contract# _____ Solicitation #: _____

Complete the following section indicating the point of contact for each role indicated. Professional service contractors fill in section one only.

1. Subcontractor Payment Utilization in B2G System

You must indicate a person within your company who will be the compliance contact responsible for monthly subcontract payment utilization reporting. This person will receive an email from the Port with log-in instructions and will be the point person for Port staff throughout the duration of the project.

Name			
Job Title			
Email Address			
Phone		Fax	

2. Prime Approver – Must have an Email **DIFFERENT** than LCPtracker Main Contractor Account

You must indicate a person within your company who will be the Prime Approver - responsible for approving all certified payroll reports from both the Prime and all subcontractors at all tiers. This person will be the point of contact for the Port regarding workforce reporting requirements.

Name			
Job Title			
Email Address			
Phone		Fax	

3. Main Contractor Account in LCPtracker – Entering Certified Payroll Reports

You must indicate a person within your company who will be the main contact for LCPtracker (main) contractor account for your company, this person will be responsible for entering certified payrolls for work performed by the prime contractor in the LCPtracker system. This can be the same person as the **Prime** Approver, but due to system limitations, must have an email address that is different than the prime approver email.

Name			
Job Title			
Email Address			
Phone		Fax	

Email completed form to popcs@portofportland.com and SmallBiz@portofportland.com

