

## New Account Users

1. Go to <https://tucsonaz.diversitycompliance.com>
2. Click on *Apply for / Renew Certification*

Note: You are not applying for certification.

### VENDOR CERTIFICATION

Search and/or [join](#) our database of certified vendors

Search Registered Directory

Apply for / Renew Certification

3. Click on *Create Account*

### ONLINE CERTIFICATION

You are about to complete the online certification application for City of Tucson.

If you have any questions or need help while completing the application please contact technical support [here](#).

Need Help?  
• Download the Manual  
• Contact Us by a Question  
• Contact Us by a Question  
• Contact Us by a Question

#### New Certification

Your firm is not currently certified.

[Create Account](#)

I Forgot My Username & Password

[Lookup Account](#)

4. Complete the application.
5. In order to utilize the project compliance module, you must register.
6. For issues, contact B2Gnow through the "Contact Support" links throughout the system.

## Existing Account Users

### Forgot your password?

1. Go to <https://tucsonaz.diversitycompliance.com>
2. Click on *Forgot Password*
3. Enter email address and click *Submit*.

Your username and password will be sent to you shortly. If you do not have an account, a pop-up message will state *User*



### If you need System training

1. Go to <https://tucsonaz.diversitycompliance.com>
2. Click on *Training*

#### UPCOMING TRAINING

Listed below are the upcoming training opportunities available to you. Click **view** to display additional information and **RT** the training class. Most training events require that you RSVP to attend.

Training Classes (Click the view link to display additional information)	Class Date	Status
<b>Class</b> Introduction to the System - Vendor training	3/21/2019	<b>Open</b> 55 space(s) left
Contract Compliance Reporting - Vendor Training	3/21/2019	<b>Open</b> 113 space(s) left
Contract Compliance Reporting - Vendor Training	3/25/2019	<b>Open</b> 129 space(s) left

Revised March 22, 2019



## Business Services Department

### Business Enterprise and Compliance Program (BECP)

### Small Business Enterprise (SBE) & Disadvantaged Business Enterprise (DBE) Programs

Contact:

255 W. Alameda, 6th Floor West  
Tucson, Arizona 85701  
Phone: (520) 837-4000

Email:

[ContractorCompliance@tucsonaz.gov](mailto:ContractorCompliance@tucsonaz.gov)

<https://tucsonaz.diversitycompliance.com>

## Contract Compliance Reporting System

The City of Tucson's Business Enterprise and Compliance Program (BECP) is excited to announce the implementation of the B2Gnow Online Contract Compliance system (System) to be used on all professional services and construction projects!

The System is designed to streamline project oversight, data collection, analysis and reporting of local and federal funded projects.

All Contractors and Consultants are required to access the System for project reporting purposes. You will be required to:

- Upload all subcontract agreements for review and approval
- Complete monthly payment audits ensuring compliance with prompt payment regulations
- Upload all other project related communication and documentation



## Monthly Payment Audits

Each month the prime contractor (Prime) is required to report all payments made to their subcontractors/subconsultants (Subs) in the previous month. For example, a payment audit will open in January for payments made in December (called the December audit). Each month the Prime must report all subcontractor payments and zero payments.

### Reporting Phase

When a payment audit is opened by the City, an email notification is sent to the contractor/consultant asking them to report payment made in the previous month. The prime contractor is required to report all payments and zero payments made to all Subs and vendors by the 15<sup>th</sup> day of the audit month.

### Verification Phase

Once the Prime reports all payments, the System will send an email notification to all subcontractors. All subcontractors are required to verify payment information by the end of the audit month. It is the Prime's responsibility to ensure the subcontractors payments are confirmed.

## Completing Payment Audits is Your Contractual Obligation!

## How to Complete Payment Audits

### Prime Contractors/Consultants

For payment reporting, the Prime will receive a system generated email and must:

1. Click on the link in the email notification and log into the System.
2. Select the subcontractor paid and enter the following information:
  - Payment amount
  - Payment date
  - No or Yes regarding payment made on time
  - Attach files / backup documentation (optional)
  - Comments - Add any comments to describe or explain an unusual situation.
3. When all sub payments have been reported, click *Mark Remaining Prime Entries as Zero*, for the subs that had not received a payment for the month.

### Subcontractors/Subconsultants/Vendors

1. Click on link in email notification and log into the System.
2. Indicate if payment is correct or not.
3. Enter payment date.
4. Indicate if payment was received on time.
5. Is payment final? Yes or No
6. Is Prime Withholding Retainage? Yes or No
7. Add comments (if necessary)
8. Attached file(s) (optional)