Payment Information Portal (PIP)

Minority and Women Owned Business Enterprise Workshop
DDC Office of Diversity and Industry Relations

Dr. Feniosky Peña-Mora
Commissioner

Ray Rodriguez
Director, Build it Back Program

Magalie D. Austin, Esq.
Chief Diversity and Industry Relations Officer
Agenda

- Project Overview
- What Contracts are Reportable
- Penalties
- Vendor Usage Scenarios
- FMS Usage Scenarios
- Agency Responsibilities
- Resources for Vendors and Agency Users
- Appendices
Previously, the process for Prime Vendors* to use approved subcontractors on their City contracts was paper-based and opaque.
The PIP pages, and the corresponding FMS pages, were developed to make the process less manual and more transparent.
Now, when Prime vendors are awarded certain City contracts, they are required to do three things:
  * State whether or not they think they will use subcontractors
  * Add the subcontract info to the contract info in PIP
  * Record the payments that they issue to the Subs
Consequently, Prime vendors have had to make sure their sub-vendors have an FMS number or registered in PIP.

* A Prime vendor is any vendor paid directly by the City.
What Contracts Are Reportable?

- Only contracts registered after 1/1/2013
- Document Codes CT1 and CTA1 only
- All eligible contracts $250,000 or greater *
- Agencies will advise their vendors of the requirements on contract renewals

See Appendix A for entire list of excluded award methods and contract types

*Vendors will see all reportable contracts, regardless of amount, in the inquiry screens in PIP
Reporting Requirement

- An Updated Bidder’s notice:
  - Includes subcontractor reporting requirements
  - Informs prime vendors of the new Payee Information Portal (PIP) subcontract reporting feature
  - Identifies information that the vendor must share through new system
- The new language has been added to all new bids and any bid on the street via an addendum
- RFP language has been updated similar to Bidder’s Notice
- Updated Standard Language is included in the Model RFP
Penalties

Agency may declare the prime vendor in default of the contract
Agency may subject the vendor to liquidated damages of $100 per day for each day the prime vendor fails to:
  * Identify a subcontractor
  * Submit required information
  * Report on payments to a subcontractor within 30 days of making the payment
For construction contracts, Article 15 provisions of the Standard Construction Contract will govern the issue of liquidated damages
If a Vendor asks about Penalties, they should be directed to the Agency representative immediately
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* Identifies information that the vendor must share through new system

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RFP language has been updated similar to Bidder’s Notice

Updated Standard Language is included in the Model RFP
Vendor Usage Scenarios

- A Prime Vendor is awarded a City Contract
- Contract Information is sent from FMS to PIP in the overnight batch cycle
- Vendor logs into PIP and updates contracts with a “Yes” or a “No” regarding whether or not they plan on subcontracting out part of the work (known as the Subcontract Status)
- For the contracts that they’ve updated with a “Yes”, the Prime can immediately add and submit subcontract information
- The submitted subcontract is sent back to FMS, in the overnight cycle, for Agency Approval or Rejection
- After approval, the Prime Vendors record the payments in PIP (there is no approval required for payments)
Vendor Usage Scenarios

Subcontract Information Tab in PIP

Subcontract Reporting - Items Pending My Review

A summary of contracts and subcontracts awaiting action is below.

- Show Page Instructions

- Hide Pending Subcontract Status Updates

  Total Number of Pending Subcontract Status Updates: 2
  View Contracts

- Hide Missing Subcontract Entries

<table>
<thead>
<tr>
<th>Contract ID</th>
<th>PIN</th>
<th>Contract Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>CT1-856-20135402914</td>
<td>8561300001001</td>
<td>Citywide Management System</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Manage Subcontracts</td>
</tr>
</tbody>
</table>

  First  Prev  Next  Last

- Show Subcontracts Rejected by the City

- Show Overdue Payments (90 Days) for Subcontracts
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RFP language has been updated similar to Bidder’s Notice

Updated Standard Language is included in the Model RFP
Vendor Usage Scenarios

New Contract without Subcontractors

Prime Vendors search for their contract and verify that they are not using subcontractors on the Update Status page by selecting “No.”

Update Status

Identify whether the contract will have subcontract(s), then click the Save button.

- Subcontract Status: Select Yes if your contract will have subcontract(s), and No if you have no plans to subcontract work. If a contract subcontracts, you will be required to provide a list of all proposed subcontract vendor(s) to the City for approval. Receiving City approval, you will be required to disclose payments to the subcontractor.

Back: Click the Back button to return to the previous page.
An Updated Bidder’s notice:
* Includes subcontractor reporting requirements
* Informs prime vendors of the new Payee Information Portal (PIP) subcontract reporting feature
* Identifies information that the vendor must share through new system

The new language has been added to all new bids and any bid on the street via an addendum

RFP language has been updated similar to Bidder’s Notice

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An Updated Bidder’s notice:

- Includes subcontractor reporting requirements
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✓ The new language has been added to all new bids and any bid on the street via an addendum

✓ RFP language has been updated similar to Bidder’s Notice

✓ Updated Standard Language is included in the Model RFP
Vendor Usage Scenarios

New Contract with Subcontractors

Prime Vendors search for their contract and verify that they are using subcontractors by selecting “Yes” on the Update Status page.

Update Status

Identify whether the contract will have subcontract(s), then click the Save button.

Subcontract Status - Select Yes if your contract will have subcontract(s), and No if you have no plans to subcontract work. If a contract has subcontract(s), you will be required to provide a list of all proposed subcontract vendor(s) to the City for approval. After receiving City approval, you will be required to disclose payments to the subcontractor.

Back - Click the Back button to return to the previous page.

<table>
<thead>
<tr>
<th>Subcontract Status</th>
<th>Contract Type</th>
<th>Department</th>
<th>Contract ID</th>
<th>PIN</th>
<th>Contract Purpose</th>
<th>Registration Date</th>
<th>Start Date</th>
<th>End Date</th>
<th>Not to Exceed Amount</th>
<th>MWBE Goals?</th>
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</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Contract</td>
<td>D.O.I.T.</td>
<td>2013/1415617</td>
<td>85612P0002</td>
<td>IT SERVICES</td>
<td>01/23/2013</td>
<td>07/01/2012</td>
<td>06/30/2013</td>
<td>250,000.00</td>
<td>No</td>
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</table>
Vendor Usage Scenarios

New Contract with Subcontractors

Prime Vendors enter basic subcontractor information and submit it to the City for approval, on the Add Subcontract page.
Vendor Usage Scenarios

New Contract with Subcontractors

Prime Vendors record subcontractor payments on the Add Payment page
FMS Usage Scenarios

- Agency users can review the status of all eligible contracts to see who is and is not updating the Subcontract Status ("Yes" or "No" - or still "Pending")
- Agency users can search for all subcontracts requiring approval
- For the contracts with submitted subcontracts, the Agency users update the Approval or Rejection in FMS
- For contracts with approved subcontracts, the users can review the payment history of the contract or the vendor(s)
- When necessary, the users can review the change history of the contracts, subcontract and payments
- Agency users can run infoAdvantage reports to track Subcontract Status, history and overall performance of vendors
FMS Usage Scenarios

Other Subcontract Scenarios

Query reportable contracts by status on the Subcontract Status Detail page

<table>
<thead>
<tr>
<th>Subcontract Status</th>
<th>Vendor/Customer</th>
<th>Vendor/Customer Name</th>
<th>Contract ID</th>
<th>PIN</th>
<th>Contract Purpose</th>
<th>Registration Date</th>
<th>Revised Start Date</th>
<th>Revised End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending</td>
<td>0000543905</td>
<td>STATE STREET BANK &amp; TRUST</td>
<td>CTI.015.2011435212</td>
<td>015028792098</td>
<td>INVESTMENT ADVISORY SERVICES FOR POLICE, FIRE FUNDS &amp; BERS</td>
<td>02/06/2012</td>
<td>04/06/2011</td>
<td>03/01/2014</td>
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<tr>
<td>Pending</td>
<td>0000543905</td>
<td>STATE STREET BANK &amp; TRUST</td>
<td>CTI.015.20114450157</td>
<td>015028792094</td>
<td>FOR INVESTORS &amp; RELATED FUNDS SHARED WITH CTI.015.201203346</td>
<td>05/06/2012</td>
<td>12/15/2012</td>
<td>09/05/2013</td>
</tr>
<tr>
<td>Pending</td>
<td>0000324410</td>
<td>OCE NORTH AMERICA INC</td>
<td>CTI.015.20114450157</td>
<td>015028792094</td>
<td>MAINTENANCE OF 2 OCE PRINTERS</td>
<td>09/04/2012</td>
<td>12/02/2012</td>
<td>06/24/2013</td>
</tr>
<tr>
<td>Pending</td>
<td>0000287710</td>
<td>DANIEL L SCHNEIDER ESQ</td>
<td>CTI.015.20114350470</td>
<td>015028792094</td>
<td>PERSONAL INJURY AND PROPERTY DAMAGE AGAINST THE CITY OF NV</td>
<td>03/01/2011</td>
<td>07/01/2011</td>
<td>08/30/2013</td>
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<tr>
<td>Pending</td>
<td>0000300470</td>
<td>YANGUARD DIRECT INC</td>
<td>CTI.015.20114450157</td>
<td>015028792094</td>
<td>WEB HOSTING SERVICES</td>
<td>09/28/2012</td>
<td>12/10/2012</td>
<td>12/27/2013</td>
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<tr>
<td>Pending</td>
<td>0000529320</td>
<td>EROGONOMIC GROUP INC</td>
<td>CTI.015.20114450157</td>
<td>015028792094</td>
<td>IBM SERVER MAINTENANCE</td>
<td>04/24/2012</td>
<td>04/25/2012</td>
<td>06/05/2012</td>
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<tr>
<td>Pending</td>
<td>0000744706</td>
<td>INTERNATIONAL BUSINESS MACHINES CORP</td>
<td>CTI.015.20114450470</td>
<td>015028792094</td>
<td>IBM SERVER MAINTENANCE</td>
<td>03/03/2011</td>
<td>07/01/2011</td>
<td>06/30/2017</td>
</tr>
<tr>
<td>Pending</td>
<td>0000777225</td>
<td>PUBLIC INVESTIGATION SERVICE INC</td>
<td>CTI.015.2011413457</td>
<td>015028792094</td>
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<td>10/31/2012</td>
<td>04/01/2012</td>
<td>03/31/2012</td>
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<tr>
<td>Pending</td>
<td>0000777225</td>
<td>PUBLIC INVESTIGATION SERVICE INC</td>
<td>CTI.015.20114350470</td>
<td>015028792094</td>
<td>FIELD INVESTMENT SERVICES</td>
<td>03/28/2012</td>
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<td>03/31/2012</td>
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<tr>
<td>Pending</td>
<td>0000309550</td>
<td>GORDON &amp; SILBER PC</td>
<td>CTI.015.20114450157</td>
<td>015028792094</td>
<td>PERSONAL INJURY AND PROPERTY DAMAGE AGAINST THE CITY OF NY</td>
<td>09/08/2011</td>
<td>07/01/2011</td>
<td>08/30/2013</td>
</tr>
</tbody>
</table>

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Subcontract Status Summary | Subcontract Status History
FMS Usage Scenarios

New Contract with Subcontractors

Agency reviews and approves the Subcontract submission on the Subcontract Reporting Detail page
### FMS Usage Scenarios

**New Contract with Subcontractors**

View summarized subcontract information on the Subcontract Status Summary page.

#### Subcontract Status Summary

<table>
<thead>
<tr>
<th>Doc Dept</th>
<th>Vendor/Customer</th>
<th>Vendor/Customer Name</th>
<th>Subcontracts Status</th>
<th>Total Contracts</th>
<th>Summary of Subcontract Amount</th>
<th>Summary of Subcontract Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>958</td>
<td>VC00141978</td>
<td>Accenture Federal Services, LLC</td>
<td>Yes</td>
<td>1</td>
<td>500,000.00</td>
<td>0.00</td>
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<tr>
<td>827</td>
<td>0000051580</td>
<td>ADM LANDSCAPE CORP</td>
<td>Yes</td>
<td>1</td>
<td>1.00</td>
<td>0.00</td>
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<tr>
<td>819</td>
<td>0000377594</td>
<td>ANIXTER INC</td>
<td>Yes</td>
<td>1</td>
<td>0.00</td>
<td>0.00</td>
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<tr>
<td>826</td>
<td>0002634661</td>
<td>ATLAS RESTORATION CORP</td>
<td>Yes</td>
<td>1</td>
<td>0.00</td>
<td>0.00</td>
</tr>
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<td>827</td>
<td>0002634661</td>
<td>ATLAS RESTORATION CORP</td>
<td>Yes</td>
<td>1</td>
<td>0.00</td>
<td>0.00</td>
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<td>850</td>
<td>0002634661</td>
<td>ATLAS RESTORATION CORP</td>
<td>Yes</td>
<td>3</td>
<td>2,110.00</td>
<td>0.00</td>
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<tr>
<td>846</td>
<td>0001474170</td>
<td>BASEBALL EXPRESS INC</td>
<td>Yes</td>
<td>1</td>
<td>0.25</td>
<td>0.00</td>
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<tr>
<td>017</td>
<td>0000483081</td>
<td>BAY CRANE SERVICES INC</td>
<td>Yes</td>
<td>1</td>
<td>0.00</td>
<td>0.00</td>
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<tr>
<td>002</td>
<td>0000519522</td>
<td>CALL-A-HEAD PORTABLE TOILETS INC</td>
<td>Yes</td>
<td>1</td>
<td>100.00</td>
<td>1.00</td>
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<tr>
<td>050</td>
<td>0000519522</td>
<td>CALL-A-HEAD PORTABLE TOILETS INC</td>
<td>Yes</td>
<td>1</td>
<td>1.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>
FMS Usage Scenarios

Other Subcontract Scenarios

Review all subcontract-related information (status, subcontracts, payments) for a vendor on the Subcontract Payment Detail page.
How do I search for my agency’s reportable contracts?

- In FMS/3, Navigate to Subcontract Status Detail (CNTRC)
- Enter the appropriate search criteria and click ‘Browse’
  - Enter FMS agency number in ‘Dept Code’ field (e.g. “002”)
  - Select “Pending” under ‘Subcontract Status’
  - If needed, put in an amount in the ‘Revised Contract Amount’ field (e.g. “>=250000” for greater than or equal to $250,000)
FMS Usage Scenarios

Key Activity

How do I search for a vendor’s reportable contracts?

- In FMS/3, Navigate to Subcontract Status Detail (CNTRC)
- Enter the appropriate search criteria and click ‘Browse’
  - Enter FMS vendor number in ‘Vendor/Customer’ field
  - Select “Pending” under ‘Subcontract Status’
  - If needed, put in an amount in the ‘Revised Contract Amount’ field (e.g. “>=250000” for greater than or equal to $250,000)
Agency Responsibilities

- Work with vendors to get subcontracts entered into PIP
- Make sure vendors know they have to identify whether subcontracting applies to the contract
- Check subcontract details for each contract and approve/reject subcontracts
- Hold vendors accountable for subcontract payment details
Subcontract Pages in FMS

- Subcontract Status Detail (CNTRC)
- Subcontract Status History (CNTRCHST)
- Subcontract Status Summary (CNTRCSUM)
- Subcontract Reporting Detail (SCNTRDET)
- Subcontract Reporting History (SCNTRHST)
- Subcontract Payment Detail (SCPYMT)
- Subcontract Payment History (SCPYMTHS)

To see what contracts are eligible
To approve and/or reject a subcontract
To review payments
Info Advantage Reports

- CWA-SUBCON-001: Vendor Workflow - Summary
- CWA-SUBCON-002: Vendor Workflow - Pending Subcontracts
- CWA-SUBCON-003: Vendor Workflow - No Subcontracts
- CWA-SUBCON-004: Vendor Workflow - Draft/Rejected Subcontracts
- CWA-SUBCON-005: Vendor Workflow - Aged Payments
- CWA-SUBCON-006: Detail Listing of Subcontract Information
- CWA-SUBCON-007: Subcontract Performance - Pending Approval, Rejected & Draft Status

See Appendix B for short descriptions of each report
Vendor Resources

- Resources on the PIP Homepage
  - Department Contact Listing
  - PIP Activation Quick Start Guide
  - PIP Activation eLearning tutorials
    1.) New Vendor Activation
    2.) Returning Vendor Activation
  - Commodity Code Enrollment Guide
  - Subcontractor eLearning video tutorials
    1.) Contracts
    2.) Subcontracts
    3.) Payments

- Some of these documents are in a pop-up window on the PIP Homepage, accessed by clicking the View All Documents link.
Agency Resources

✓ MOCS Buywise Site
  * Documents available include: Updated Subcontract Form, Updated Model RFP, others
    [http://cityshare.nycnet/portal/site/buywise/](http://cityshare.nycnet/portal/site/buywise/)

✓ FMS Project Portal Resources
  * Agency-focused eLearning
  * PIP and FMS/3 QuikGuides
  * FACT & Call Center Bulletins
  * FAQ’s
Contact

Questions?

MOCS Vendor Enrollment Center
(T) 212-857-1680
(F) 212-788-0046
vecreturns@cityhall.nyc.gov

FISA
(T) (212) 857-1700
pip@fisa.nyc.gov
Ray Rodriguez
(T) (7180 391-1505
rodrigur@ddc.nyc.gov
## Appendix A - Exclusions

### CONTRACT TYPES

<table>
<thead>
<tr>
<th>Contract Type</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Franchises</td>
<td>15</td>
</tr>
<tr>
<td>Revocable Consents</td>
<td>17</td>
</tr>
<tr>
<td>Permits</td>
<td>18</td>
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<tr>
<td>Concessions</td>
<td>20</td>
</tr>
<tr>
<td>Corpus Funded</td>
<td>25</td>
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<tr>
<td>Other Expense (Contr or Revenue Related)</td>
<td>29</td>
</tr>
<tr>
<td>Misc. Revenue - No Expense</td>
<td>30</td>
</tr>
<tr>
<td>Lessee</td>
<td>35</td>
</tr>
<tr>
<td>Misc. Property Rental</td>
<td>36</td>
</tr>
<tr>
<td>Lessor - Acctg Lines Exist</td>
<td>40</td>
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<tr>
<td>Cable Service</td>
<td>41</td>
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<tr>
<td>Professional Membership</td>
<td>42</td>
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<tr>
<td>Subscriptions</td>
<td>43</td>
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<td>Public Utility</td>
<td>44</td>
</tr>
<tr>
<td>Loans</td>
<td>65</td>
</tr>
<tr>
<td>Force Account Agreement</td>
<td>68</td>
</tr>
<tr>
<td>Watershed Land Acquisition</td>
<td>79</td>
</tr>
<tr>
<td>Intra-Agency Fund Agreements</td>
<td>85</td>
</tr>
<tr>
<td>Dept. of Education Requirements</td>
<td>86</td>
</tr>
<tr>
<td>New York City Bond Financing</td>
<td>88</td>
</tr>
<tr>
<td>Others</td>
<td>99</td>
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</table>
## Appendix A - Exclusions

### Award Methods

<table>
<thead>
<tr>
<th>Method</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rotating List (Obsolete)</td>
<td>04</td>
</tr>
<tr>
<td>Dept. of Ed Listing Application</td>
<td>040</td>
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<tr>
<td>Lessee Negotiation</td>
<td>07</td>
</tr>
<tr>
<td>Loan Negotiation</td>
<td>08</td>
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<tr>
<td>Rental Subsidy Negotiation</td>
<td>09</td>
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<tr>
<td>WTC Emergency Contract (Do Not Use)</td>
<td>OW1</td>
</tr>
<tr>
<td>Small Purchase WTC (Not Valid)</td>
<td>OW2</td>
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<td>Sm. Purchase-Subscription, etc.</td>
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<td>Sm. Purchase-Prof. Membership</td>
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<tr>
<td>Sm. Purchase-Grants</td>
<td>102</td>
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<tr>
<td>Condemnations Exempt OCA</td>
<td>105</td>
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<tr>
<td>Sm. Purchase Watershed Land Acq</td>
<td>107</td>
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<tr>
<td>Federal/NY State Negotiation</td>
<td>88</td>
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<tr>
<td>Miscellaneous</td>
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<tr>
<td>Petition Private Use/Franchise</td>
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<tr>
<td>Concessionaire by Procedure</td>
<td>14</td>
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<tr>
<td>Renewal Franchise/Concession</td>
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<tr>
<td>Exempt Concession - Public Bid</td>
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<td>Non Procurement Transaction</td>
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<tr>
<td>Contract Conversion</td>
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<td>Do Not Use (Use 106)</td>
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<td>Cable Service Negotiation</td>
<td>41</td>
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<td>Prof. Membership Negotiation</td>
<td>42</td>
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<tr>
<td>Subscription Etc. Per PPB</td>
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<tr>
<td>Public Utility</td>
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<tr>
<td>Sm. Purchase Public Utility</td>
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<td>Grant Renewal</td>
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<td>No Longer Valid - CNV</td>
<td>55</td>
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<tr>
<td>Force Account Negotiation</td>
<td>68</td>
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<tr>
<td>Real Estate Sales and Purchases</td>
<td>78</td>
</tr>
<tr>
<td>Watershed Land Negotiations</td>
<td>79</td>
</tr>
</tbody>
</table>
Appendix B - Reports

**CWA-SUBCON-001**: This report selects contracts and subcontracts that are eligible for Subcontractor Reporting and that require action by the Vendor.

**CWA-SUBCON-002**: This report selects contracts that are eligible for Subcontractor Reporting and where the Vendor has not updated the “Pending” Subcontract Status flag.

**CWA-SUBCON-003**: This report selects contracts that are eligible for Subcontractor Reporting where the Vendor has stated the will have subcontracts but no Subcontracts have been submitted to the City for approval.

**CWA-SUBCON-004**: This report selects contracts that are eligible for Subcontractor Reporting with subcontracts that are in either a draft or rejected workflow status.

**CWA-SUBCON-005**: This report selects subcontracts where the Vendor has not recorded payments in a certain number of days.

**CWA-SUBCON-006**: This report selects contracts, subcontracts and subcontract payments that are eligible for Subcontractor Reporting. The report displays detailed information about each contract, the associated subcontracts, and for the subcontracts the associated subcontract payment information.

**CWA-SUBCON-007**: This report selects contracts and associated subcontracts that are eligible for Subcontractor Reporting where the Vendor has defined the Subcontract Status as “Yes”.
Agency Questions:

What contracts require the notice to bidders/contract language requiring PIP?

Answer: Contracts for construction or services over $250,000 should all include the language. On any other contract where you anticipate subcontracting you are strongly encouraged to use it.

What if I can’t get the vendor to agree to use PIP?

Answer: If you have made use of PIP a term of the contract, you should pursue remedies as discussed. If you cannot get a vendor to agree to use PIP as a term of the contract, you can choose not to contract with that vendor or you can collect subcontract information manually, as the situation warrants. We have had mostly positive feedback from the vendors who have used PIP, so this should not be a significant concern.
**Agency Questions:**

What if I need subcontract information but the contract isn’t registered yet?

Answer: In this situation, collect the subcontract information on paper and have the prime enter it into PIP once the contract is registered. When you approve the sub in FMS, check the record against the paper.

What about subs of subs?

Answer: The system is not currently set up to collect information on subs of subs. Please continue to collect information on them as you always have.

Do I still need to get VENDEX for subs?

Answer: Yes. Subcontractors doing more than $100K worth of business with the City are still required to submit VENDEX forms.
Frequently Asked Questions

Vendor Questions:

What if my contract information is incorrect?
Answer: Contact your agency to discuss the matter.

What do I do if my subcontract is rejected?
Answer: Contact your agency for help resolving any subcontract issues. Additional paperwork or changes to the existing form may be required.

Why don’t I see the Action Links next to my subcontract information?
Answer: You may just need to scroll to see another region of the screen. But, in PIP, action links are only visible when you can use them. For instance, you will not see the Add Payments link next to a subcontract that has been Rejected, because you can only add payments to Approved subcontracts.
Vendor Questions:

If I make a mistake selecting the subcontract status, can I correct it?

Answer: Yes. You can change the status to “Yes” at any time. Once you add subcontracts to a contract, however, you may not change the status back to “No”.

What resources are available if I or my subcontractor does not have access to a computer?

Answer: Any vendor or subcontractor who wishes to complete their subcontractor reporting but does not have access to an internet-ready computer will be able to go to the Public Access Center at the Mayor’s Office of Contract Services (MOCS), Monday through Friday from 9:30 am to 5 pm. The office will have computers that will allow anyone to activate in PIP, to register for commodities or to complete any subcontract reporting.
Frequently Asked Questions

Vendor Questions:

What is the Subcontract Tracking ID?

Answer: The Subcontract Tracking ID is an optional field. You can use any ID number to track your subcontractors.

What if I need to change a vendor once a subcontract is submitted (but not approved or rejected)?

Answer: After a subcontract is submitted and is “Pending Approval”, you may contact the agency and ask them to reject it. You may then make the changes and re-submit, or delete the subcontract. You may only delete subcontracts that are in “Draft” or “Rejected” status. If you change a subcontract after it is approved, it may require re-approval.
Vendor Questions:

What if I need to change a vendor once a subcontract is submitted?

Answer: Before approval, to change the vendor, you will need to have the subcontract rejected and then delete it. Once the subcontract is approved, you may not change the subvendor. You can edit the subcontract amount to zero and re-submit it. Once approved, you can create a new subcontract with the correct vendor.

I recently submitted a subcontract to an agency for approval - how can I check to see if it has been approved?

Answer: Check the Status field on the Manage Subcontracts page for the contract in question. If the subcontract is still in “Pending Approval” status, you may want to contact your agency representative.
Frequently Asked Questions

**Vendor Questions:**

**How do I cancel a subcontract?**

Answer: After a subcontract is approved, it may not be deleted. If no payments have been made, change the subcontract amount to zero. If payments have already been recorded on this subcontract, mark the contract as complete. The total amount will automatically adjust to the amount already paid out.

**How do I cancel a payment?**

Answer: Locate the payment you wish to edit, on the Manage Subcontracts page in PIP. Click the Update link and revise the payment amount to zero. Save the changes and a red confirmation message will appear at the top of the screen.
Vendor Questions:

What information do I need prior to adding a subcontract to a contract?

Answer: You will need the subcontractor’s name, the description of the work they will perform, the start and end dates of the subcontract and the subcontract maximum dollar amount. To add them to a subcontract, your subvendor also needs an FMS Vendor Number, which can be obtained by having your subcontractor complete the PIP Activation process.

What information do I need to enter a payment on a subcontract?

Answer: You will need the payment date, amount, description and a proof of payment. Proof of Payment is a free-form text field and can hold any payment documentation information, such as a check number, EFT number, transfer number, payment or invoice number etc. This process replaces the Prime Contractor Payment Voucher Form that you may have used previously to document your payments to subcontractors.
Vendor Questions:

What if I do not have any proof of payment?
Answer: You can use anything that documents your payment to the vendor. This may include, but is not limited to, a check or EFT number, a payment number or invoice number, etc.

When do I record a payment, while it is being processed, or when it is issued?
Answer: Enter the payment when you send the payment to the vendor.

What amount should I record for a payment, the total amount or the net amount, after taxes, to the vendor?
Answer: Record the total or gross amount you paid the subcontractor.