**CONTRACT**

***SUBCONTRACTOR PAYMENTS REPORTING REQUIREMENTS:*** *This Contract is subject to compliance tracking using the State’s business diversity management system, Access Equity (B2Gnow). Access Equity is web-based and can be accessed at the Office of Minority and Women’s Business Enterprises at* [*https://omwbe.diversitycompliance.com/*](https://omwbe.diversitycompliance.com/)*. The Contractor and all Subcontractors shall report and confirm receipt of payments made to the Contractor and each Subcontractor through Access Equity. The Contractor may contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_ for technical assistance in using the Access Equity system.  User guides and documentation related to Contractor and Subcontractor access to and use of Access Equity are available online at* [*https://omwbe.wa.gov/access-equity-help-center*](https://omwbe.wa.gov/access-equity-help-center)*. The Public Owner reserves the right to withhold payments from the Contractor for non-compliance with this section. For purposes of this section, Subcontractor means any subcontractor working on the Contract, at any tier and regardless of status as certified WMBE or Non-WMBE.*

*The Contractor shall:*

* 1. *Register and enter all required Subcontractor information into Access Equity no later than 15 days after the Public Owner creates the Contract Record.*
	2. *Complete the required user training (two (2) one-hour online sessions) no later than 20 days after the Public Owner creates the Contract Record.*
	3. *Report the amount and date of all payments (i) received from the Public Owner, and (ii) paid to Subcontractors, no later than \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, issuance of each payment made by the Public Owner to the Contractor, unless otherwise specified in writing by the Public Owner, except that the Contractor shall mark as “Final” and report the final Subcontractor payments) into Access Equity no later than thirty (30) days after the final payment is due the Subcontractor(s) under the Contract, with all payment information entered no later than sixty (60) days after end of fiscal year.*
	4. *Monitor contract payments and respond promptly to any requests or instructions from the Public Owner or system-generated messages to check or provide information in Access Equity.*
	5. *Coordinate with Subcontractors, or Public Owner when necessary, to resolve promptly any discrepancies between reported and received payments.*
	6. *Require each Subcontractor to: (i) register in Access Equity and complete the required user training; (ii) verify the amount and date of receipt of each payment from the Contractor or a higher tier Subcontractor, if applicable, through Access Equity; (iii) report payments made to any lower tier Subcontractors, if any, in the same manner as specified herein; (iv) respond promptly to any requests or instructions from the Contractor or system-generated messages to check or provide information in Access Equity; and (v) coordinate with Contractor, or Public Owner when necessary, to resolve promptly any discrepancies between reported and received payments.*

**RFP**

***Subcontractor Participation Monitoring and Reporting***

*Once a contract is awarded through the solicitation or proposal process, the awarded Prime Contractor is obligated to complete the vendor registration in Access Equity. Access Equity is a secure online vendor management system (B2GNow). Confidential information (Tax ID, etc.) will not be published. Prime Contractors that have previously registered with B2Gnow for any public entity, must verify the system has updated information. Contractors can access the system at* [*https://omwbe.diversitycompliance.com/*](https://omwbe.diversitycompliance.com/) *or through a direct link on the Office of Minority and Women’s Business Enterprises (OMWBE)  website at:* [*https://omwbe.wa.gov/*](https://omwbe.wa.gov/)*.*

*Each month during the contract, the Prime Contractor will report payments to ALL Subcontractors through the Access Equity system. This monthly reporting information includes total payment in dollars made to the Subcontractor, payment dates, and any additional information required to verify payment to Subcontractors. The Prime Contractor will enter this payment information into the Access Equity system, and the Subcontractors will verify this payment information in the system. Online training is available through the Access Equity/B2Gnow system. This requirement applies to both Prime Contractors and Subcontractors.*