

# MWRD Vendor Guide to PRISM Compliance Management

Primes  
& Subs





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Please report any difference to PCM for review and remediation. Your cooperation is appreciated



# AGENDA

## Primes & Subs



I. Introduction

II. User Registration

III. Compliance with PRiSM

- Sub Invoice Submission
- Prime Sub Payment
- Payment Acknowledgement/Dispute
- Monthly Reporting Requirements

IV. Getting Help

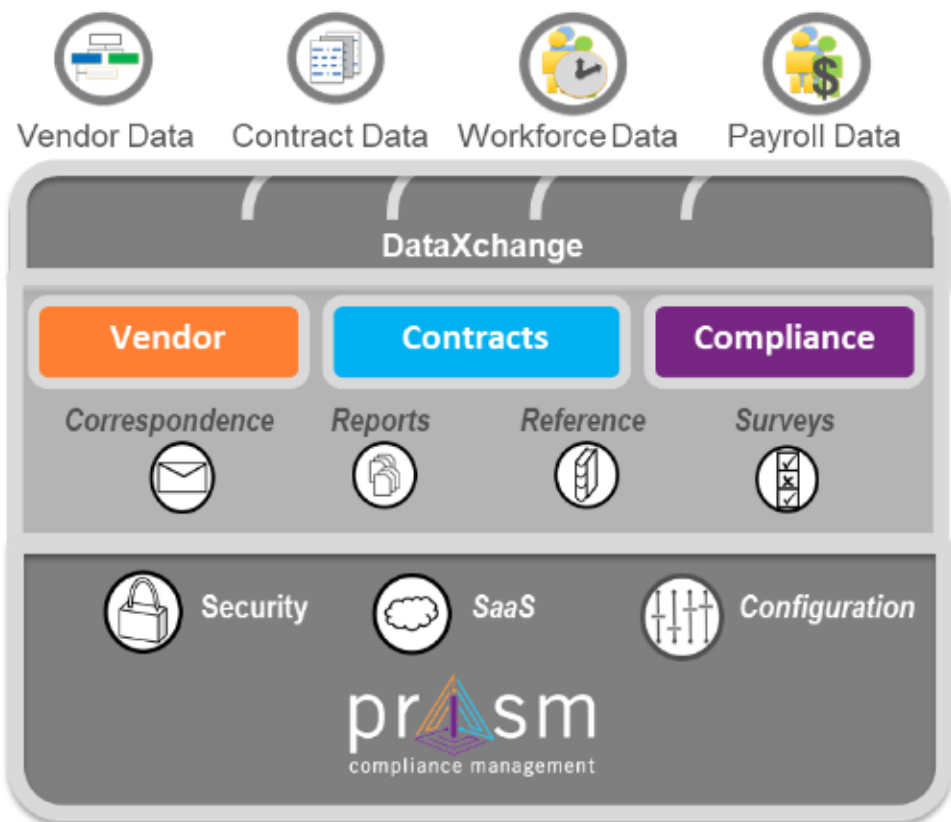
V. Wrap Up





# What is PRISM?

## PRISM Compliance Suite



A modular solution with capabilities to solve your compliance management challenges.

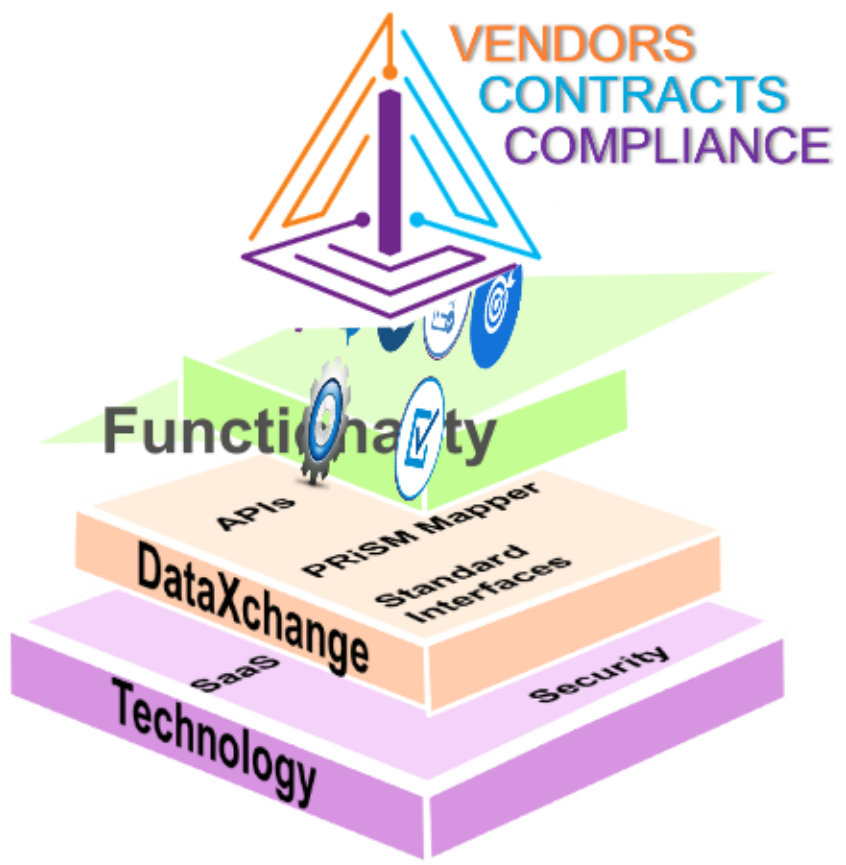
*PRISM is a full function SaaS application that increases the effectiveness and efficiency of compliance with robust information and industry best practice processes.*







# Full Compliance Suite

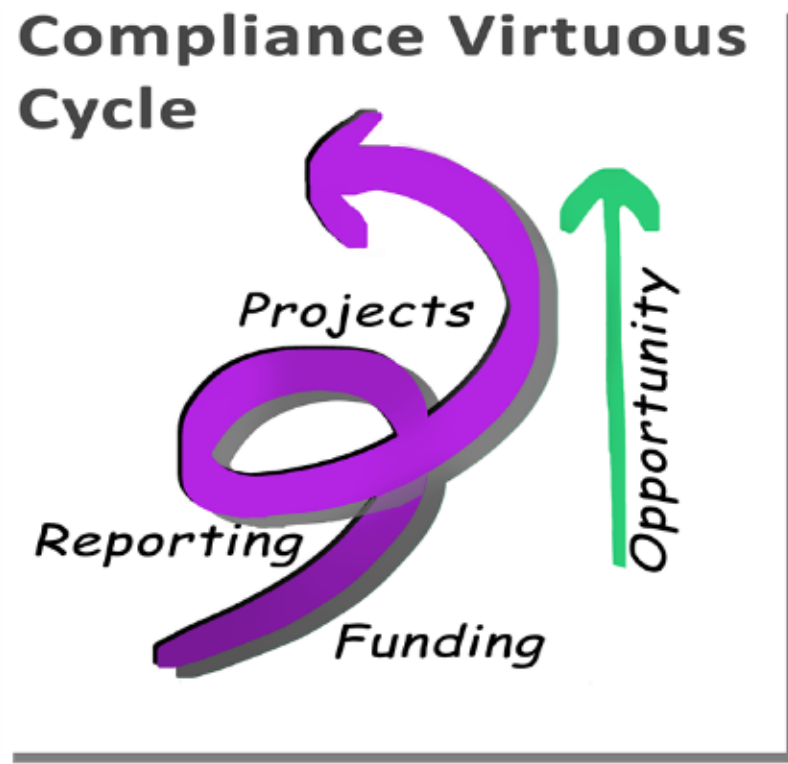


-  ***Superior User Interface***
-  ***End-to-End Compliance***
-  ***Robust Data Management***
-  ***Modern Architecture***



# Better Reporting Enables More Funding leading to More Opportunities

- **FUNDING** - Federal/State/Local funds are often based on the achievement of diversity goals
- **PROJECTS** – Projects are awarded to the vendors best able to achieve those goals
- **REPORTING** - By submitting your reports, you establish traceability and substantiate goal achievement



*PRISM Can Help*



## Why PRISM

- PRISM facilitates diversity inclusion
  - Collection
  - Tracking
  - Reporting of and outreach efforts
- PRISM enables on-line vendor searches and target outreach

Resulting in increased Small Business participation, more timely payments and improved goal attainment.

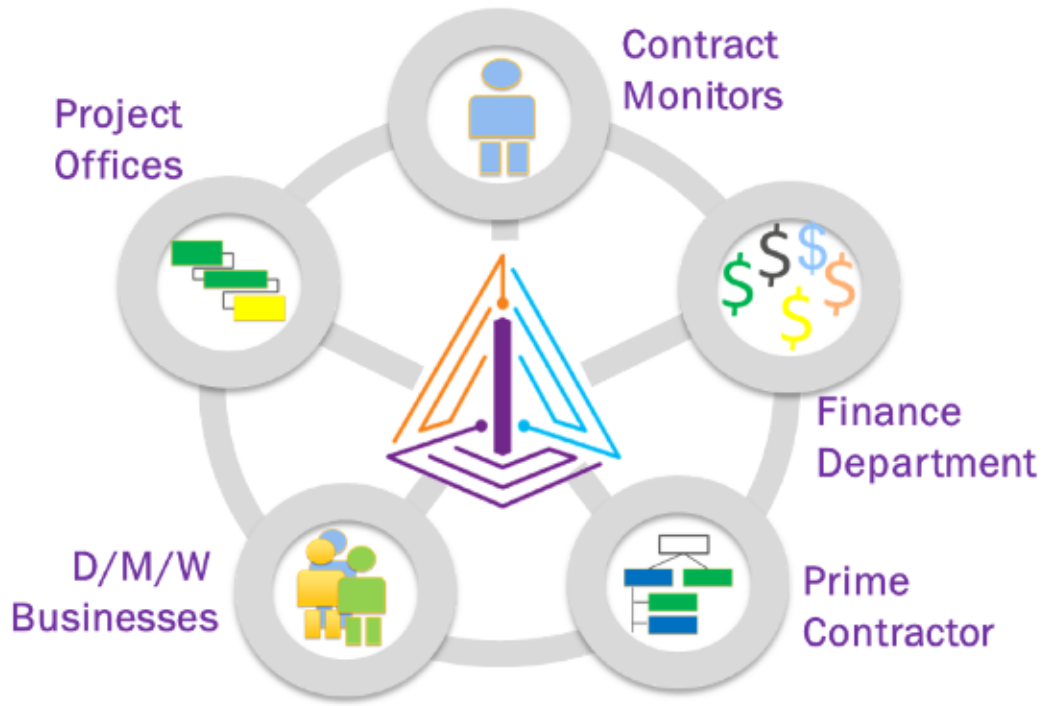


# Closed-Loop Acknowledgement™

Closed-Loop Acknowledgement and reporting ensures highest quality participation and the achievement of results.

*You are integrated into the PRISM online process*

*Each group can add information and see the big picture*





# End-to-End Compliance



**Award**

**Setup**

**Compliance**

**Monitor**

**Complete**

Contract and Sub Contract participation Plan is entered into the system by your Jurisdiction.

Prime and Subcontractor are notified of award and set up PRISM accounts.

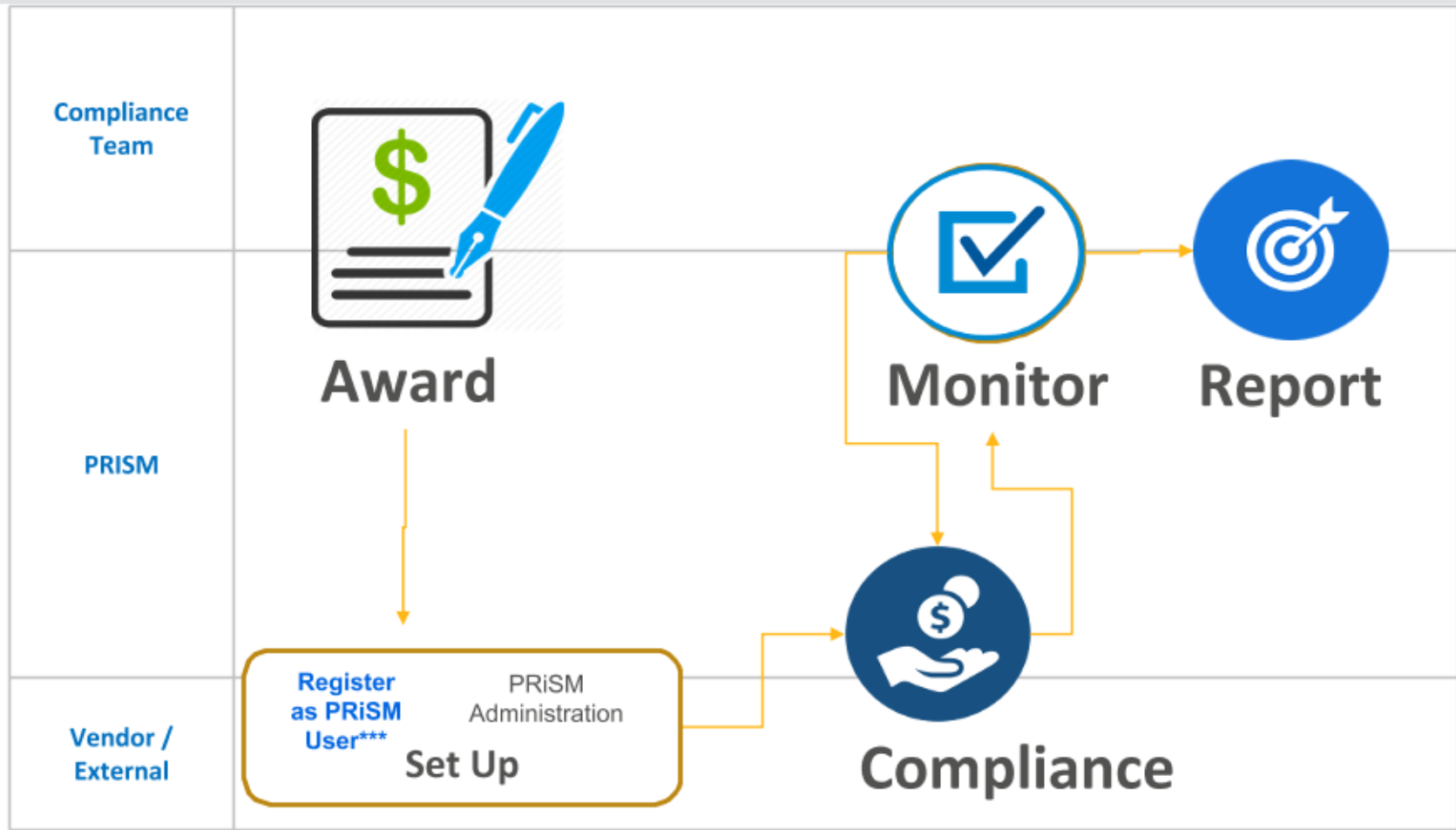
Prime and Subcontractor perform work and submit compliance requirements using PRISM Closed-Loop-Acknowledgement process.

Jurisdiction monitors compliance.

Contract is completed.



# Process Overview



\*\*\*All Vendors are required to set-up a PRISM vendor account to login to do compliance



# User Registration



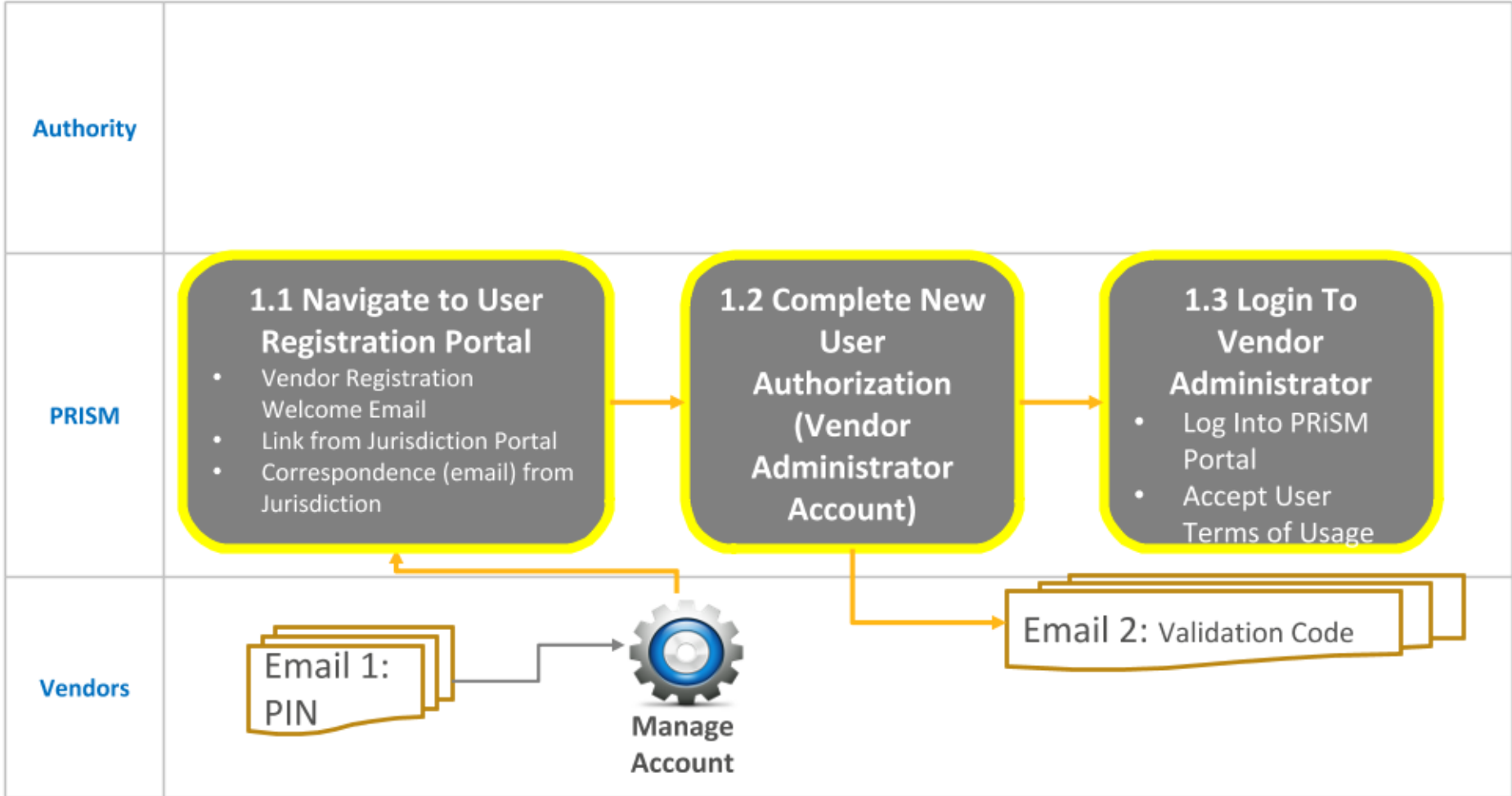


## User Registration

- PRISM will create a Master Default Vendor account when a Vendor is entered into the PRISM database from MWRD Supplier portal
- The Default Vendor User must know their EIN and **PIN** to Claim the Default Account



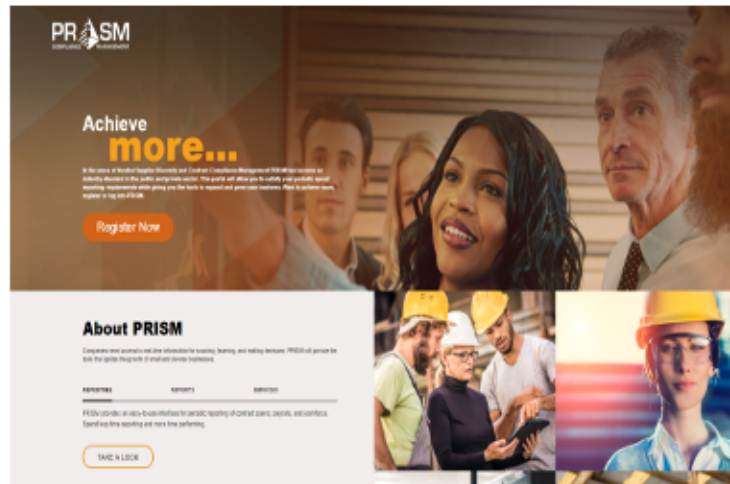
# 1) Claim Vendor Administrator Account





# 1.1 Navigate to User Registration Portal

Your Jurisdiction will send you a link to the PRiSM User Registration Page.





# 1.2 Complete New User Authorization (Vendor Administrator Account)

1) Identify yourself with EIN and PIN

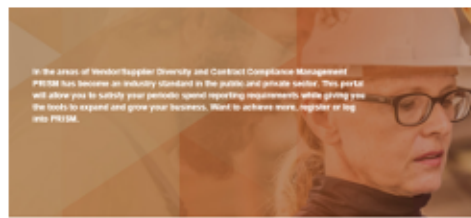
2) Confirm Identity

3) User Information and Email Validation

4) Set User Name, Password and Hints

5) Accept Terms of Usage

6) Complete Process

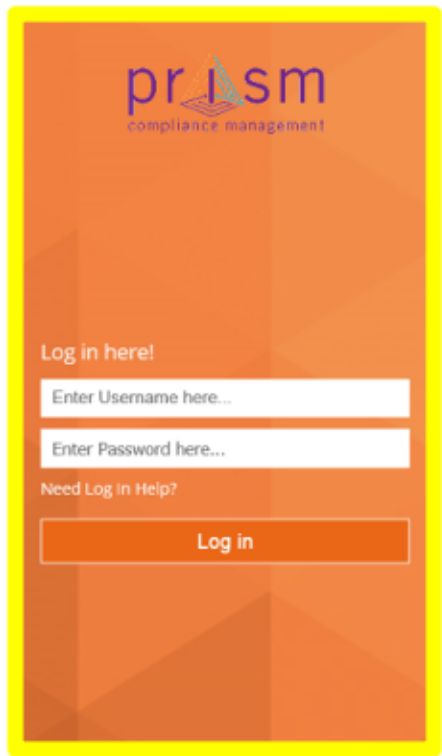


Welcome to Prism  
Registration Completed Successfully

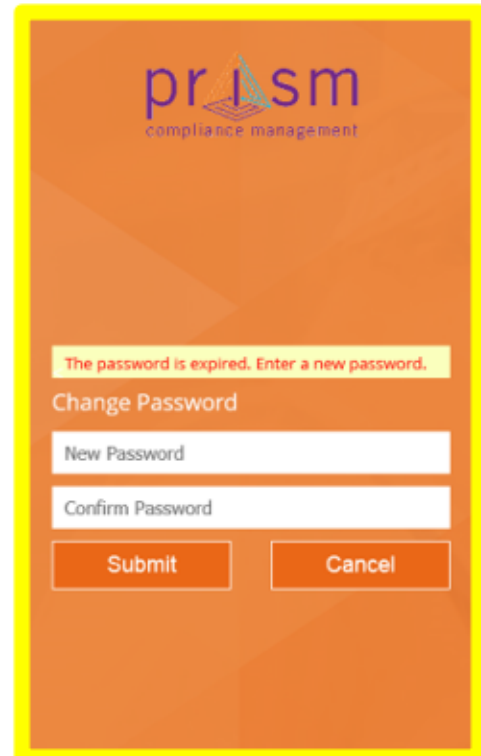


# 1.3 Login To Vendor Administrator

## a) Login



## b) Reset Password on first login



## c) Accept Terms of Usage



<https://pro.prismcompliance.com/>





<https://pro.prismcompliance.com/>



[Support](#) [Legal](#) [About](#)

**Your data is secure**

**Login to do your compliance reporting**


**Need Help?**

Log in here!

Need Log In Help?

**Forgot your Password?  
Click here and have it emailed to you.**

**#Stay #Informed @PRISM**



**Spring 18 Web-based Release Parties Notification (Government Customers Only)**  
 Dates: User Accounts and Registration, April 9, 2018 Noon EST | Contracts, April 17, 2018 2PM EST | Payrolls, April 24, 2018 2PM EST  
 PRISM Spring Release count down has started. There will be three release demonstrations and an introduction to the Spring beta. To see a video describing the release, [click here](#).



# PRiSM Main Page

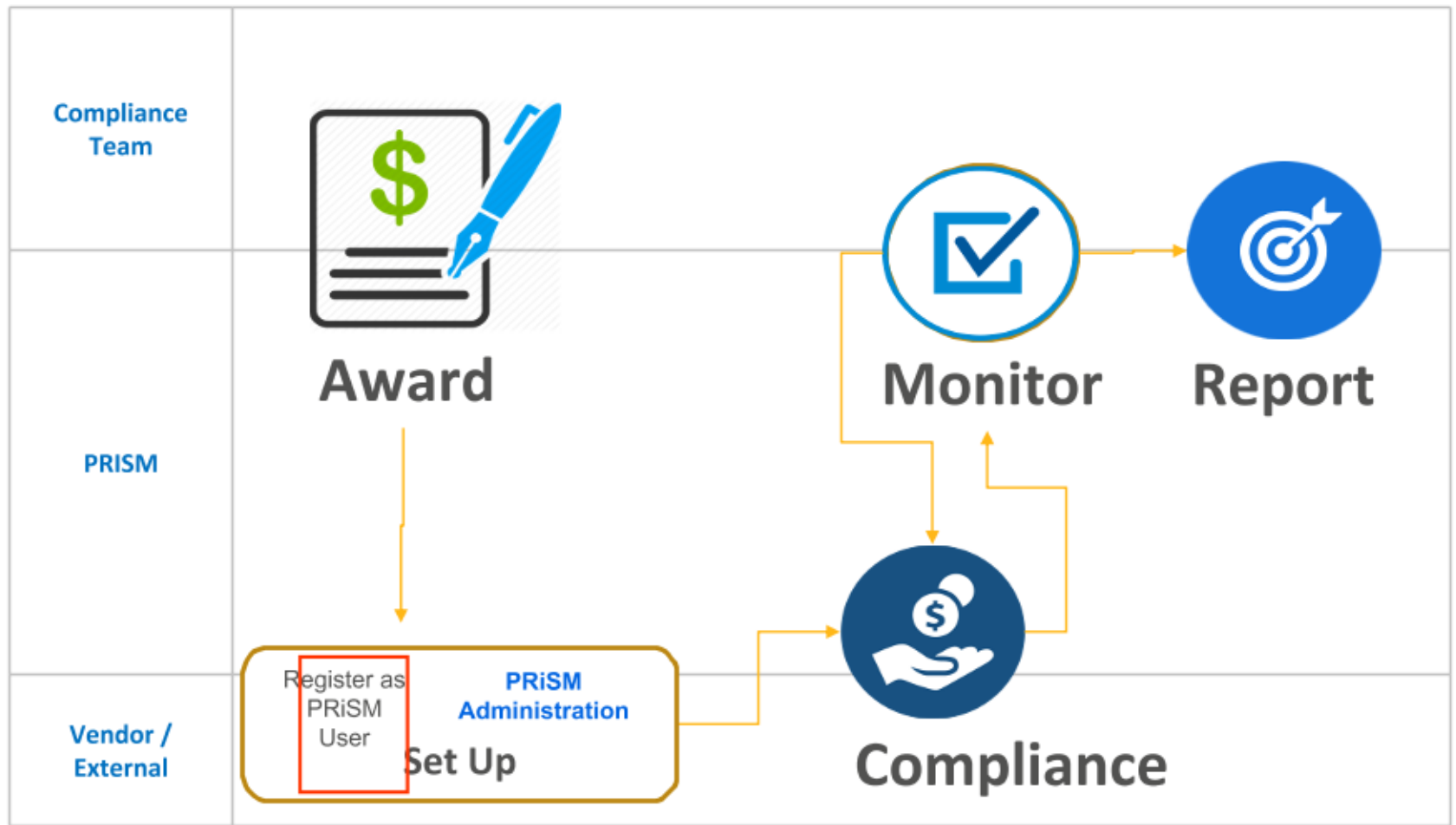
- PRiSM Functions
- News & Events
- Workshops

Vendor Help Portal





# Process Overview





# Administration of Vendor Profile and Users

Last login time: 12/10/2019 02:06 PM ET

Welcome, Pagoda Electric! [Log-off](#)

**Administration menu**


- Company Search
- Compliance
- Administration**
- MWRD News & Events
- MWRD Workshops

**Management Options:**

- Manage Users Profile** *View/Edit/Add User Profile*
- Manage Vendor Records** *View/Edit Information about Vendor Company*

[Add up to four additional users for your company](#) ←

↑ [Update Company Profile](#)





# Manage User Profiles

- Shows users accounts
- Select Delete or Edit for existing users
- Add New User

Administration menu >> User Administration

Contractor Users

Username	Name	Role	Unlock	Reset Password	Edit	Delete
manusa02	Hanna Stevenson	Contractor	Lock	Reset Password	Edit User	Delete
102720140	Moya Fakeye	Contractor	Default Vendor User	Reset Password	Edit User	Delete

Back to Administration Menu

Add New User

Add Contractor User

User ID \*: mwrds512020

Select Jurisdictions \*: MWRD

First Name \*:

Last Name \*:

Password \*:

Check Password \*:

Email: \*

Phone: \*

Title:

Cancel Save



# Manage Vendor Records

- Shows Vendor Profile Information
- Multiple Tabs of information
- If Information cannot be updated, you will need to contact your Jurisdiction to change or update.

Administration menu >> Manage Vendor Records

Profile Address Certifications Industry Advanced Print Vendor Profile

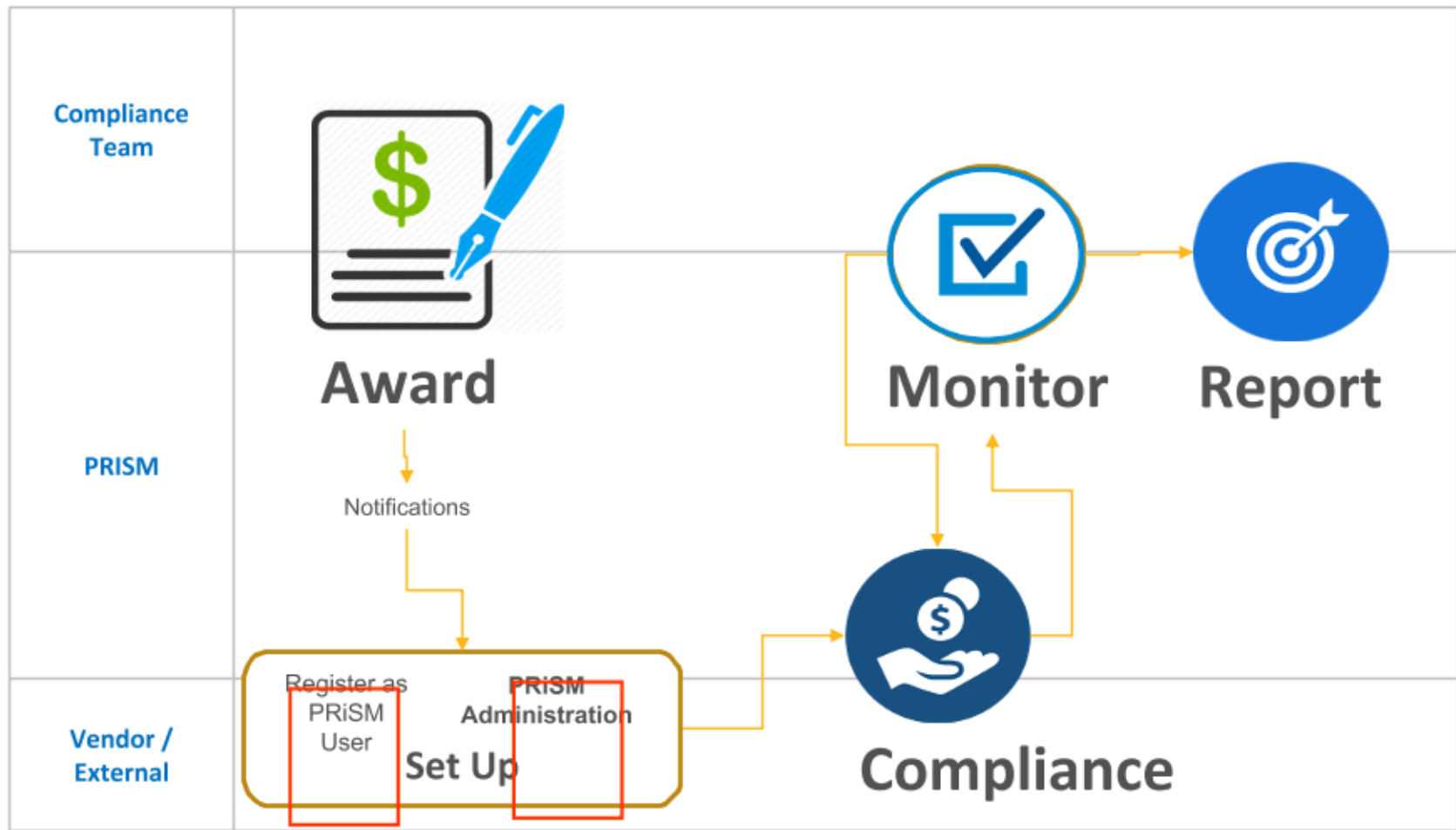
Fill out the Profile details below then press the "Update Profile" button before moving on. The fields with the "\*" are required fields. Be sure to complete these fields.

**Profile**

VIN:	0005010763	Date Established:	01/01/2001
Company Name *:	PAGODA ELECTRIC INC	Total Employees:	
Doing Business as:		Minority Employees:	
Business Structure:	-- Select One --	Website:	
Market Area:	-- Select One --	Gender:	Male
Race/Ethnicity:	African American	Fax:	
Phone:		Major Customers:	
Business Activity:	-- Select One --		
Product Service:			
Account Email:	moyo@emslab.com	Account Phone:	



# Process Overview





# Company Search

- PRISM also vendors to search for other vendors in the database for networking purposes
- Only basic company information is shown no contract related data



Company Filtered Search

Filtered Search | Keyword Search

This search allows you to find companies using specific criteria. Start by typing industry code or industry description. Narrow your search by adjusting certification and other filters.

Industry:

With these Certifications:

<input checked="" type="checkbox"/> 8a	<input checked="" type="checkbox"/> SBE
<input checked="" type="checkbox"/> DBE	<input checked="" type="checkbox"/> VBE
<input checked="" type="checkbox"/> MBE	<input checked="" type="checkbox"/> WBE
<input checked="" type="checkbox"/> MVE	<input checked="" type="checkbox"/> WVE
<input checked="" type="checkbox"/> MWV	

Show Non-Certified Companies  
(include non-certified in addition to companies with certifications selected above)

Company Name:   
\*You may enter a partial name.

Market Area:

Gender:

Race/Ethnicity:

[Show More Filters...](#)

Export | Save Grid Layout | Print

Vendor Name	Account Email	Contact	Contact Email	Contact Phone	Ethnicity	Gender	Industries	Active Certifications	Revenue
ZIM GROUP LLC		MWRD	gj.spencer@mwrdd.org		Hispanic American		Industries	MBE	
321 CO.	martinez@mwrdd.org	Richard L. Martinez, Jr.	martinez@mwrdd.org		Caucasian	Female	Industries	WBE	
A & O PROPERTY SERVICES							Industries		



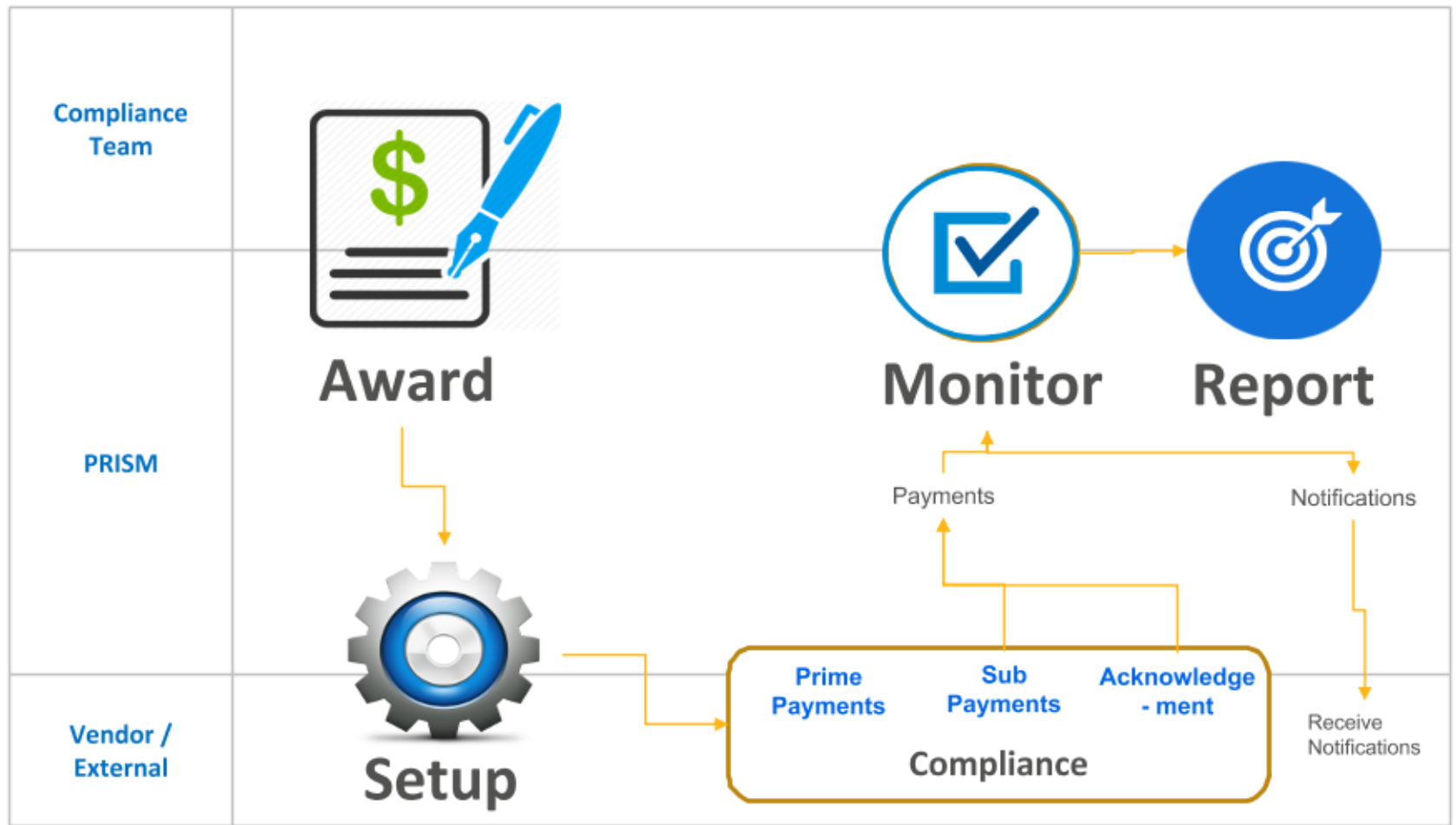


# Compliance





# Process Overview





# Landing Page



# Contract Compliance View

**List of Contracts/Task Orders**

Use this page to view and report contract-related spend and/or invoices (if required). Contracts shown are contracts that you are either a prime or subcontractor. If you do not see a contract that you are actively engaged, contact your jurisdiction so you may be added. This list is sort-able, group-able, and export-able. Click 'Save Grid Layout' to remember your grid layout. For more information click the help link below

Company Search  
**Compliance**  
Administration

MWRD News & Events  
MWRD Workshops

Export Save Grid layout

Drag a column header and drop it here to group by that column

Contract Name	Contract Number	Specialist	Position	Role	Invoices	Sub Spend	Prime Spend	Percentage Complete	Action
ELECTRICAL EQUIPMENT REPLACEMENT, EGAN WATER RECLAMATION PLAN	0004000022	Amin-Rasul, Eddie <a href="mailto:eddie.amin-rasul@mwrdd.org">eddie.amin-rasul@mwrdd.org</a>	Sub	MBE.SBE	\$0.00	\$0.00	\$2,205,942.12	117.34%	
ELECTRICAL EQUIPMENT REPLACEMENT, EGAN WATER RECLAMATION PLAN	0004000022	Amin-Rasul, Eddie <a href="mailto:eddie.amin-rasul@mwrdd.org">eddie.amin-rasul@mwrdd.org</a>	Sub	MBE.SBE	\$0.00	\$0.00	\$2,205,942.12	117.34%	
MCCOOK RESERVOIR, DES PLAINES INFLOW TUNNEL, SSA	0004000037	Amin-Rasul, Eddie <a href="mailto:eddie.amin-rasul@mwrdd.org">eddie.amin-rasul@mwrdd.org</a>	Sub	MBE.SBE	\$0.00	\$0.00	\$99,080,313.13	91.94%	
MCCOOK RESERVOIR, DES PLAINES INFLOW TUNNEL, SSA	0004000037	Amin-Rasul, Eddie <a href="mailto:eddie.amin-rasul@mwrdd.org">eddie.amin-rasul@mwrdd.org</a>	Sub	MBE.SBE	\$0.00	\$0.00	\$99,080,313.13	91.94%	
CONVERSION OF 2 NEW GCTS TO PRIMARY SLUDGE FERMETERS AND INSTALLATION OF A GAS DETECTION SYSTEM IN THE NEW GCT BUILDING, STICKNEY WATER RECLAMATION PLANT	0004000051	Torres, Malisa <a href="mailto:torresm1@mwrdd.org">torresm1@mwrdd.org</a>	Sub	MBE-S	\$444,802.20	\$444,802.20	\$4,283,366.30	104.67%	



# Display Contracts Awarded

- Select Columns to display (Right-click on top of the grid)
- Filter by:
  - Contract Name
  - Contract Number
  - Position (Prime or Sub)
  - Role (D/W/M/BE)
  - Invoices
  - Sub Spend
  - Prime Spend
  - Participation Complete

Export Save Grid layout

Drag column header and drop it here to group by that column

Contract Name	Contract	Specialist	Position	Role
ELECTRICAL EQUIPMENT REPLACEMENT, EGAN WATER RECLAMATION PLAN		nin-Rasul, Eddie die.amin-rasul@mwr.org	Sub	MBE,S
ELECTRICAL EQUIPMENT REPLACEMENT, EGAN WATER RECLAMATION PLAN		nin-Rasul, Eddie die.amin-rasul@mwr.org	Sub	MBE,S
MCCOOK RESERVOIR, DES PLAINES INFLOW TUNNEL, SSA				BE,S
MCCOOK RESERVOIR, DES PLAINES INFLOW TUNNEL, SSA	0004000037			BE,S
CONVERSION OF 2 NEW GCTS TO PRIMARY SLUDGE FERMENTERS AND INSTALLATION OF A GAS DETECTION SYSTEM IN THE NEW GCT BUILDING, STICKNEY WATER RECLAMATION PLANT	0004000051			BE-S
SWITCHGEAR AND MOTOR CONTROL CENTER REPLACEMENT, O'BRIEN WATER RECLAMATION PLANT	0004000064			BE-S
FURNISH, DELIVER AND INSTALL FIRE DETECTION SYSTEMS AT VARIOUS LOCATIONS	0005001669			BE-S

Columns

- Contract Name
- Contract Number
- Specialist
- Master Agreement Name
- Master Agreement Number
- Position
- Role
- Invoices
- Industry
- Buyer
- Department
- Sub Spend
- Prime Spend

Page size: 20

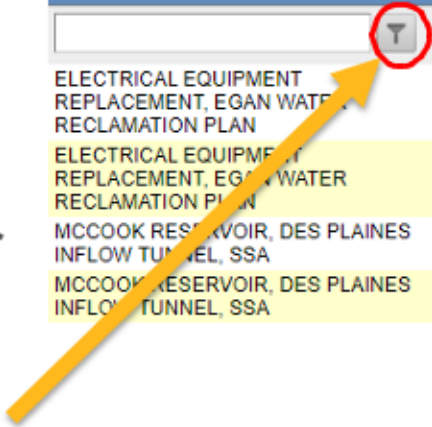


# Filtering

- Lists all Contracts that you (Vendor) are participating on
- Search/Filter all Contracts that you are participating on

Drag a column header and drop it here to group by that column

Contract Name	Contract Number	Specialist	Position
ELECTRICAL EQUIPMENT REPLACEMENT, EGAN WATER RECLAMATION PLAN	0004000022	Amin-Rasul, Eddie <a href="mailto:eddie.amin-rasul@mwr.org">eddie.amin-rasul@mwr.org</a>	Sub
ELECTRICAL EQUIPMENT REPLACEMENT, EGAN WATER RECLAMATION PLAN	0004000022	Amin-Rasul, Eddie <a href="mailto:eddie.amin-rasul@mwr.org">eddie.amin-rasul@mwr.org</a>	Sub
MCCOOK RESERVOIR, DES PLAINES INFLOW TUNNEL, SSA	0004000037	Amin-Rasul, Eddie <a href="mailto:eddie.amin-rasul@mwr.org">eddie.amin-rasul@mwr.org</a>	Sub
MCCOOK RESERVOIR, DES PLAINES INFLOW TUNNEL, SSA	0004000037	Amin-Rasul, Eddie <a href="mailto:eddie.amin-rasul@mwr.org">eddie.amin-rasul@mwr.org</a>	Sub



Filter dropdown menu:

- NoFilter
- Contains
- DoesNotContain
- StartsWith
- EndsWith
- EqualTo
- NotEqualTo
- GreaterThan
- LessThan



# Export Contracts Awarded to You

- Select Export icon

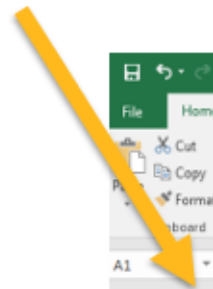


Export Save Grid layout

Drag a column header and drop it here to group by that column

Contract Name	Contract Number	Specialist	Position
ELECTRICAL EQUIPMENT REPLACEMENT, EGAN WATER RECLAMATION PLAN	0004000022	Amin-Rasul, Eddie <a href="mailto:eddie.amin-rasul@mwr.org">eddie.amin-rasul@mwr.org</a>	Sub
ELECTRICAL EQUIPMENT REPLACEMENT, EGAN WATER	0004000022	Amin-Rasul, Eddie <a href="mailto:eddie.amin-rasul@mwr.org">eddie.amin-rasul@mwr.org</a>	Sub

- Exports all contracts awarded to you to Microsoft Excel



ContractList-1 (Read-Only) (Compatibility Mode) - Excel

Contract Name	Contract Number	Specialist	Master Agreement	Master Agreement	Position	Role	Invoices	Sub Spend	Prime Spend	Percentage Complete	
Air Conditioning	11908				Prime	MBE	\$0.00	\$145,828.00	\$78,128.00	0%	
Defense Services	B613				Sub	DBE	\$10,000.00	\$55,552.00	\$0.00	0%	
Baltimore City Stadium	BAL200				Sub	WBE	\$0.00	\$57,000.00	\$200,000.00	8%	
Stadium Repair	K32843283284				Prime	MBE	\$0.00	\$32,000.00	\$688,496.00	0%	
PW3897	Recreation Cents Total, Bruce				Sub	MBE	\$0.00	\$51,000.00	\$0.00	0%	
World Cup Stadium	WC4356	Robinson, Cecil			Prime	MBE	\$0.00	\$78,756.00	\$0.00	0%	
							Total:	\$10,000.00			



# Reporting Activity to a Contract

- Select the Menu icon for the Contract that you are reporting activity on

Based on your position on the contract the options would be different

- Primes**
  - Report payments to the Subcontractors
- Subcontractors**
  - Report invoices sent to Primes



Invoices	Sub Spend	Prime Spend	Percentage Complete	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<a href="#">See All</a>	<a href="#">\$145,828.00</a>	<a href="#">\$78,128.00</a>	0%	
<a href="#">\$10,000.00</a>	<a href="#">\$55,552.00</a>	\$0.00	0%	
<a href="#">\$0.00</a>	<a href="#">\$57,000.00</a>	\$200,000.00	8%	
<a href="#">See All</a>	<a href="#">\$32,000.00</a>	<a href="#">\$688,496.00</a>	0%	
<a href="#">\$0.00</a>	<a href="#">\$51,000.00</a>	\$0.00	0%	
<a href="#">See All</a>	<a href="#">\$78,756.00</a>	<a href="#">\$0.00</a>	0%	
Total: \$10,000.00				



6 items in 1 pages





# Sub Invoices



# PRiSM Sub Invoices

- PRiSM Compliance allows subcontractors to put in Invoices owed to them by Primes\*\*
- Primes are allowed to enter payments against sub invoices in Compliance Module
- Jurisdiction is able to see paid and unpaid invoices in the system to monitor compliance
- Sub Vendors are advised to not enter Estimated Amount for invoice submitted in PRiSM but Actual Amounts owed for work performed

***\*\*Prism also allows Primes to enter invoice details on behalf of the sub***



# Add a Subcontractor Invoice

- Report of an Invoice to a Prime contractor
- Select Menu on contract for which your Position = Sub
- Click 'Add Invoice'

Invoices	Sub Spend	Prime Spend	Percentage Complete	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
\$0.00	\$0.00	\$2,205,942.12	117.34%	
\$0.00	\$0.00	\$2,205,942.12	117.34%	Payments to Subs Invoices

MA Number: 15-124-3P    MA Name: CONVERSION OF 2 NEW GCTS TO F IN THE NEW GCT BUILDING, STICKY  
Task Order Number: 0004000051    Task Order Name: CONVERSION OF 2 NEW GCTS TO F IN THE NEW GCT BUILDING, STICKY  
Task Order Value: \$4,092,360.00    Percentage complete: 104.67 %

+ Add Invoice

+ Add Invoice

Payer	Payee	Number	Amount	Invc
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
> INDEPENDENT MECHANICAL INDUSTRIES INC	PAGODA ELECTRIC INC	778009	\$426,835.90	
> INDEPENDENT MECHANICAL INDUSTRIES INC	PAGODA ELECTRIC INC	778010	\$17,966.30	
			Total: \$444,802.20	

Page size: 30

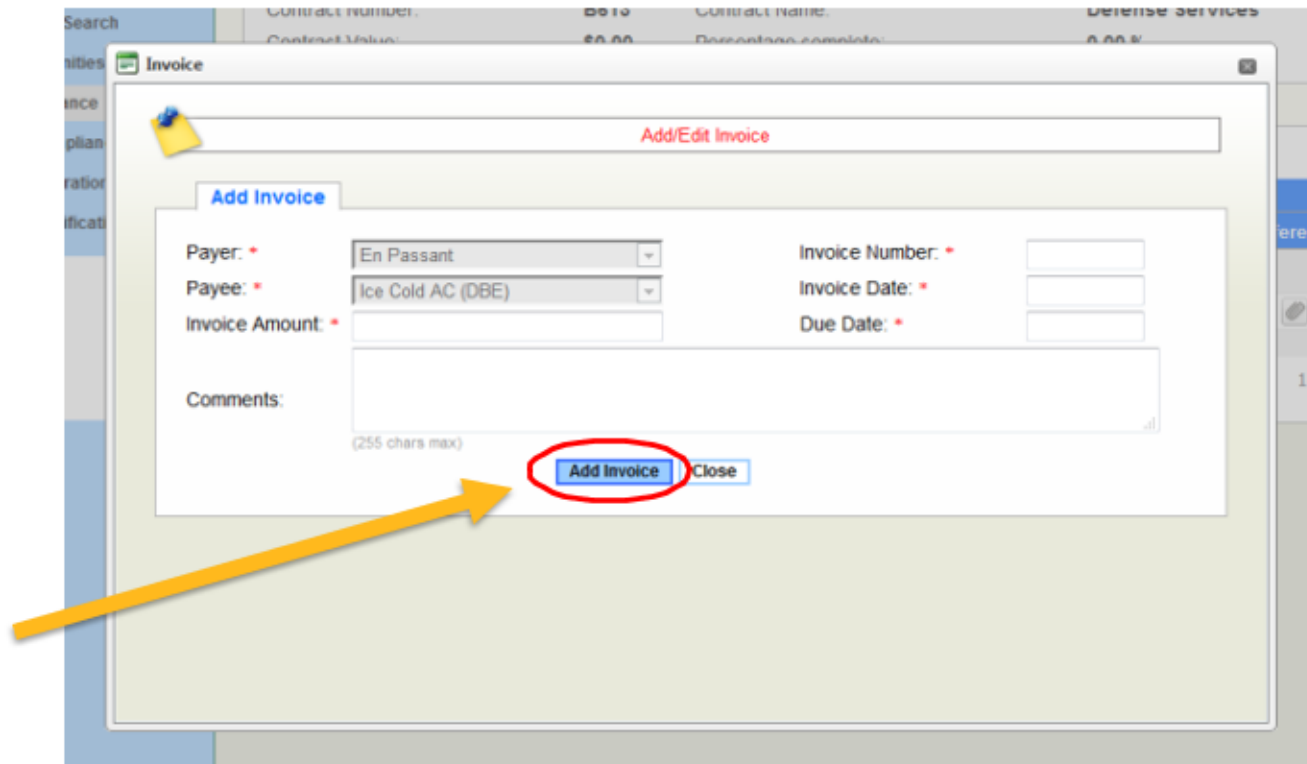


# Add a Subcontractor Invoice

- Enter Details

- Payer
- Payee
- Invoice Amount
- Invoice Number
- Invoice Date
- Due Date
- Comment

- Click 'Add Invoice'






# Add an Invoice Document

- You can add an attachment to your invoice after you have saved invoice
- Both the Prime and Jurisdiction can see this document
- File accepted includes JPEG, PNG, PDF, Word, Excel or Text files

Export + Add Invoice

Drag a column header and drop it here to group by that column

Payer	Payee	Number	Amount	Invoice Date	Due Date	Reference	Amount Paid	Amount Received	Status	Action
L & B Engineering	Cage Construction Company LLC	1125	\$1,500.00	11/21/2018	11/30/2018		\$0.00	\$0.00	All	
Total: \$1,500.00							Total: \$0.00	Total: \$0.00		

Page size: 30

1 Items in 1 pages



**Add Reference**

Reference Name: \*

Description:

File: \*  No file chosen  
You are currently using 0 MB (0%) of your 300 MB.  
*File should not be more than/exceed 300 Kbytes.*

Comment:



# List of Invoices

- List all Invoice Reports submitted to Primes
- Click amount under Invoices column for the Contract
- Page lists all invoices directed to Prime/Subcontractor
- You view amount paid, received and if subcontractor "accepted or rejected" payment\*\*\*
- Prime is able to see all Invoices put in by all subs on the contract

Invoices	Sub Spend	Prime Spend	Percentage Complete	Action
\$8,500.00	\$10,500.00	\$60,000.00	12.02%	[Menu]
\$0.00	\$1,425,000.00	\$8,250,000.00	55%	[Menu]
Total: \$8,500.00				

2 items in 1 pages

Export + Add Invoice

Drag a column header here to group by that column

Payer	Payee	Invoice Number	Amount	Invoice Date	Due Date	Reference	Amount Paid	Amount Received	Status	Action
L & B Engineering	Cage Construction Company LLC	01126	\$1,500.00	11/21/2018	11/30/2018	[Icon]	\$0.00	\$0.00	All	[Menu]
L & B Engineering	Cage Construction Company LLC	0107	\$7,000.00	10/28/2018	11/28/2018	[Icon]	\$0.00	\$0.00		[Menu]
Total: \$8,500.00							Total: \$0.00	Total: \$0.00		

Page size: 30

2 items in 1 pages

\*\*\*Jurisdiction has this same exact view



# Retention Invoices

- For Invoices that contain a retention, please enter Invoice Amount minus retention percentage
  - Example a \$100,000 Invoice with a 10% retention should be entered in PRiSM as a \$90,000 amount
- At contract end, an invoice with all retention funds owed should be entered in PRiSM to allow Prime to make payment against.



# Prime Payment





# Prime Payment to Subcontractor


- Prime Contractor Report of a Payment to a Subcontractor
- Select 'Payments to Subs'

Invoices	Sub Spend	Prime Spend	Percentage Complete	Action
	\$10,500.00	\$60,000.00	12.02%	
\$0.00	\$1,425,000.00			<b>Payments to Subs</b> Invoices
Total: \$0.00				

2 items in 1 pages




# Prime Payment to Subcontractor

- Displays Prime Contractor Payments to all Subcontractors on Contract
- Select 'Add Payment' icon  


List of Contracts/Task Orders >> Adding Payments

Contract Number: **1908**      Contract Name: **Air Conditioning Repair**  
Contract Value: **\$78,128.00**      Percentage complete: **0.00 %**

[Export](#)  Add Payment

Drag a column header and drop it here to group by that column

Payer	Payee	Amount Paid	Payment Date	Invoice #	Invoice Amount	Ack	Reference	Action
Ice Cold AC	AA Vendor	\$10,000.00	12/29/2016	45	\$10,000.00	No		
Ice Cold AC	Accelerated Industries	\$9,500.00	12/07/2016	24	\$10,000.00	No		
Ice Cold AC	AA Vendor	\$10,000.00	10/12/2016	23	\$10,000.00	No		
Ice Cold AC	Accelerated Industries	\$20,000.00	05/30/2015	41	\$20,000.00	No		
Ice Cold AC	AA Vendor	\$0.00	05/25/2017	NAR05252017	\$0.00	No		
Ice Cold AC	AA Vendor	\$0.00	05/25/2017	22	\$0.00	No		
		<b>Total: \$49,500.00</b>						

Page size: 30      6 items in 1 pages

[<< Back to Compliance](#)



# Prime Payment to Subcontractor

- Payer defaults to User
- Enter Details
  - Payer
  - Sub
  - Invoice number (or select from drop down list)
  - Invoice Amount
  - Amount Paid
  - Date Sent
- Click 'Add Payment'
- If No Reporting Activity, make appropriate selection

http://www.prismcompliance.com List of Contracts/Task Orders >> Adding Payments

Contract Number:	1908	Contract Name:	Air Conditioning Repair
Contract Value:	\$78,128.00	Percentage complete:	0.00 %

**Sub Payments**

[Add/Update](#)

**Payment Info** **Custom Fields**

Payer \*:  Sub \*:

Invoice Number \*:

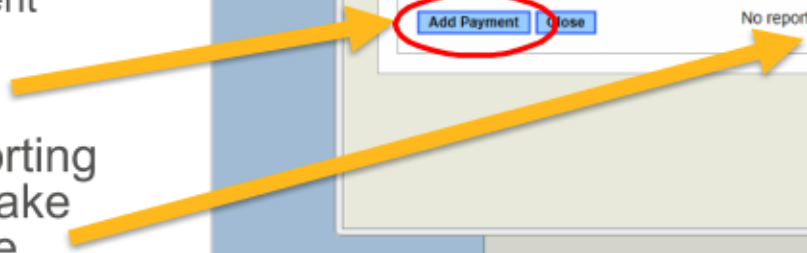
Invoice Amount \*:  Amount Paid \*:

Reference #:  Date Sent \*:

Comments:

[Add Payment](#) [Close](#)

No reporting activity  This sub  All my subs





# Acknowledgements



# Acknowledgements (Sample Email)

- Once a payment has been entered by a prime to a sub
- PRISM emails subs with to validate payment
- Subs can validate directly from email or log into to PRISM to validate

[Jurisdiction] - Payment Acknowledgement [1cmO]

**M** Maryland\_Aviation\_Administration@PrismCompliance.com  
 Today, 11:12 AM  
 Maye Rakye

Prism Compliance Payment Acknowledgement	
Prime Name:	L & B Engineering
Contract Number:	12785
Contract Name:	Southside Campus Design
Invoice Number:	inv20187
Invoice Amount:	\$7,000.00

**Dear L & B Engineering**

[Jurisdiction] would like to inform you that your prime contractor has submitted its monthly utilization report indicating payments they have made to their subcontractors.

They have reported on 11/20/2018 a payment of \$7,000.00 for the contract Southside Campus Design.

Please verify the accuracy of payments to your company each month. If payment information is inaccurate, or you have further questions, you can contact your prime contractor, or you may contact the [Jurisdiction] Supplier Diversity Dept.

[Jurisdiction]

If you have received the amount of \$7,000.00 you may click here to [Acknowledge Receipt](#). (Note the payment may take a few days to reach you.)

If you have received a payment for invoice inv20187 and it is not the amount of \$7,000.00, please [log into PRISM](#) and report the amount you received.

If you have waited for the payment to invoice inv20187 and have not received any amount, then please [click here to indicate you have not received the payment](#).



# Acknowledgements

- Login PRISM and click Menu of payment looking to validate

Invoices	Sub Spend	Prime Spend	Percentage Complete	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>\$0.00</u>	<u>\$10,500.00</u>	\$60,000.00	12.02%	
<u>\$0.00</u>	<u>\$1,425,000.00</u>	\$8,200,000.00		
Total: \$0.00				<b>Payments to Subs</b> Invoices
				2 items in 1 pages



# List Prime Payment Reports

List all Payment Reports made by Prime

List of Contracts/Task Orders >> Payments to Subcontractor

Contract Number: **B613** Contract Name: **Defense Services**  
 Contract Value: **\$0.00** Percentage complete: **0.00 %**

[Payments to Subcontractor - Ice Cold AC](#)

Export

Drag a column header and drop it here to group by that column

Payer	Payee	Amount Paid	Payment Date	Invoice #	Invoice Amount	Ack	Reference	Action	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
En Passant	Ice Cold AC	\$24,328.00	04/04/2017	PO1	\$24,328.00	No <a href="#">Confirm</a>			
En Passant	Ice Cold AC	\$14,896.00	03/08/2017	PO2	\$14,896.00	No <a href="#">Confirm</a>			
En Passant	Ice Cold AC	\$16,328.00	02/14/2017	PO3	\$16,328.00	No <a href="#">Confirm</a>			
		<b>Total: \$55,552.00</b>							

Page size: 30 3 items in 1 pages

[<< Back to Compliance Management](#)



# Acknowledgements

- Sub clicks 'Confirm' to acknowledge payments reported by the Prime
- Sub enters the amount received and provides any comments
- Check Acknowledge to confirm acceptance of Disclaimer
- If amount paid is correct, click 'Accept'
- If amount paid no payment received click "Decline"
- If a different amount is received put amount in Amount Received field and click "Accept"
- "Ack" would change to Yes, if accepted

Invoice #	Invoice Amount	Ack	Reference
18 Inv20187	\$7,000.00	No Confirm	

If Sub disputes or declines payment, Jurisdiction would be notified

This will verify payment status. You can change the value in the "Amount Received" field if it is different from what was paid to you. Selecting Accept confirms you have obtained the Amount Received, full or partial. Selecting Decline means you did not receive a payment for this invoice. You must check the "I Acknowledge" checkbox to be able to Accept or Decline the payment. Once the payment is accepted the operation cannot be undone.

Contract Number: 12788      Contract Name: Southside Campus Design  
 Contract Value: \$499,000.00      Percentage complete: 12.02 %

**Contract Payment Confirmation**

Prime: L & B Engineering  
 Sub: Sage Construction Company LLC  
 Invoice Number: inv20187  
 Invoice Amount: \$7,000.00  
 Amount Paid: \$7,000.00  
 Amount Received: 7000

Comments:

Dear [Vendor],

By submitting this form you accept conditions determined by [Jurisdiction] payment regulations document. You assure, at risk of perjury, that this information is correct to the best of your knowledge.

I Acknowledge:

Accept Decline

Invoice #	Invoice Amount	Ack	Reference
3 Inv20187	\$7,000.00	Yes	





# Acknowledgements (Dispute)

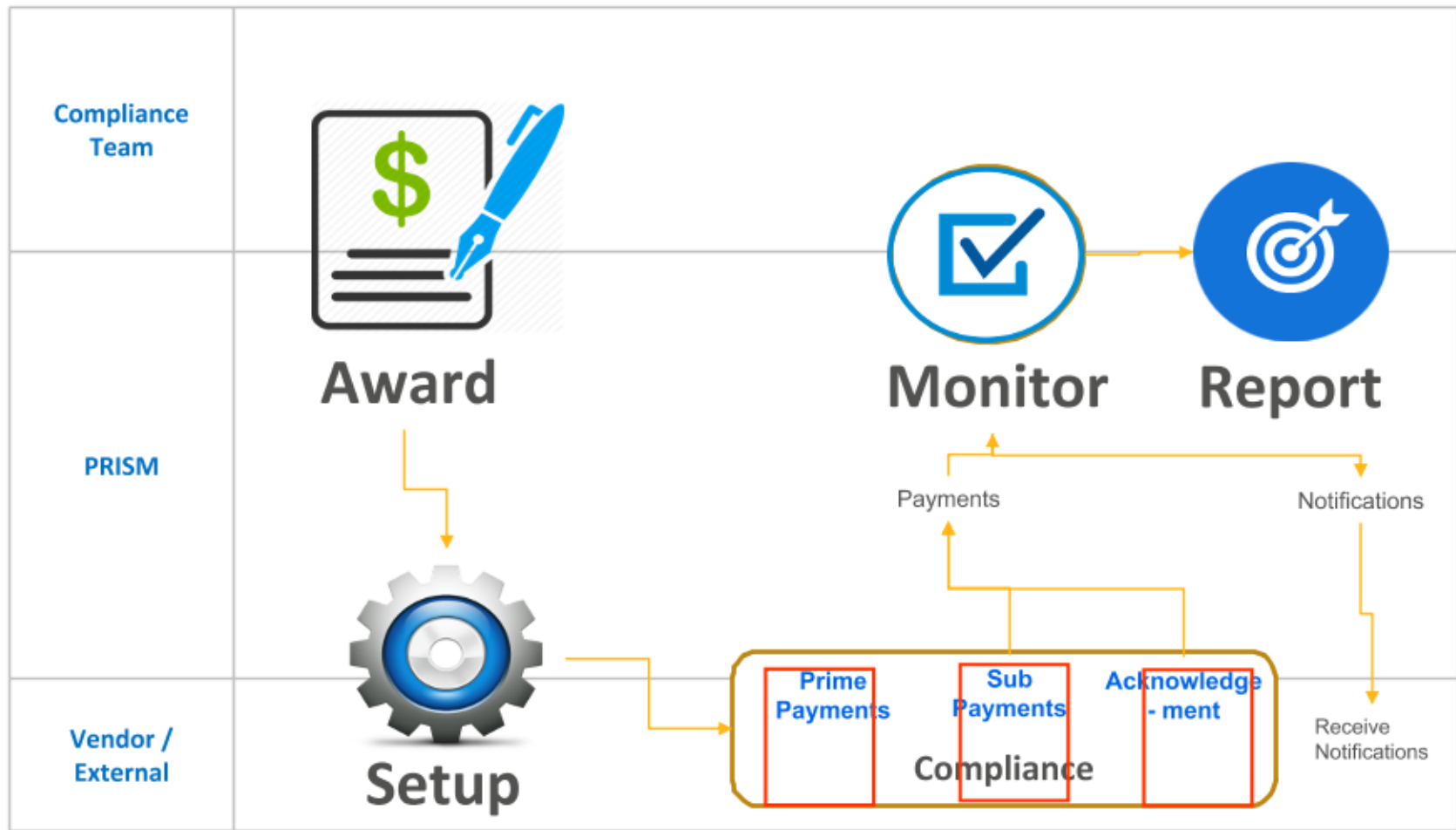
- If the Sub Declines payment “Ack” column would change to No
- **Jurisdiction** would be notified of dispute and contact vendors

Invoice #	Invoice Amount	Ack	Reference
<input type="text"/>	<input type="text"/>	<input type="text"/>	
inv20187	\$7,000.00	Yes	
INV01125	\$1,500.00	No	
7	\$10,500.00	Yes	

3 items in 1 pages



# Process Overview





# Monthly Reporting



# Monthly Reporting Requirements

- All Prime contracts are required to perform compliance reporting in PRISM Monthly
- If no payment activity was performed on a contract or with a sub-vendor, Prime is still required to enter a monthly report of “No-Reporting Activity”

The screenshot shows a software interface for entering payment information. The form is titled "Payment Info" and has a "Custom Fields" tab selected. The fields include:

- Payer\*: Ice Cold AC (dropdown)
- Sub\*: -- Select One (dropdown)
- Invoice Number\*: (empty text field)
- Invoice Amount\*: (empty text field)
- Amount Paid\*: (empty text field)
- Reference #: NEWT6909 (text field)
- Date Sent\*: 05/31/2017 (text field)
- Comments: (empty text area)

At the bottom of the form, there are two buttons: "Add Payment" and "Close". Below the form, there is a checkbox labeled "No reporting activity" with two sub-options: "This sub" and "All my subs". A yellow arrow points from the top right towards the "No reporting activity" checkbox.



# Late Monthly Reporting

- Jurisdictions will send out Notifications via PRISM to alert vendors on late monthly reporting actions per **contract**
- Jurisdictions can send up to three alerts per month for late monthly reporting

**Notification Message:**

Your contract **[ContractNumber]** with **[JurisdictionName]** requires monthly reporting by day **[DayOfMonthDue]** of the month. Your report is now **[DaysPastDue]** days past due. Failure to submit compliance reports is a reason for termination of the contract.



# AGENDA

## Primes & Subs



I. Introduction

II. Payment Compliance with PRISM

- Sub Invoice Submission
- Prime Sub Payment
- Payment Acknowledgement/Dispute

III. Getting Help

IV. Wrap Up





# How To Get Help

- **Self Help** – Use PRISM Help and Vendor Knowledge Base
- **Login Help** –Your Jurisdiction has resources to assist you with initial login information and help as needed.
- **User Help** –Your Jurisdiction has resources to provide help with user questions.
- **System Issues** - If your Jurisdiction is unable to assist, they will escalate the issue the PRISM Team for investigation and resolution.

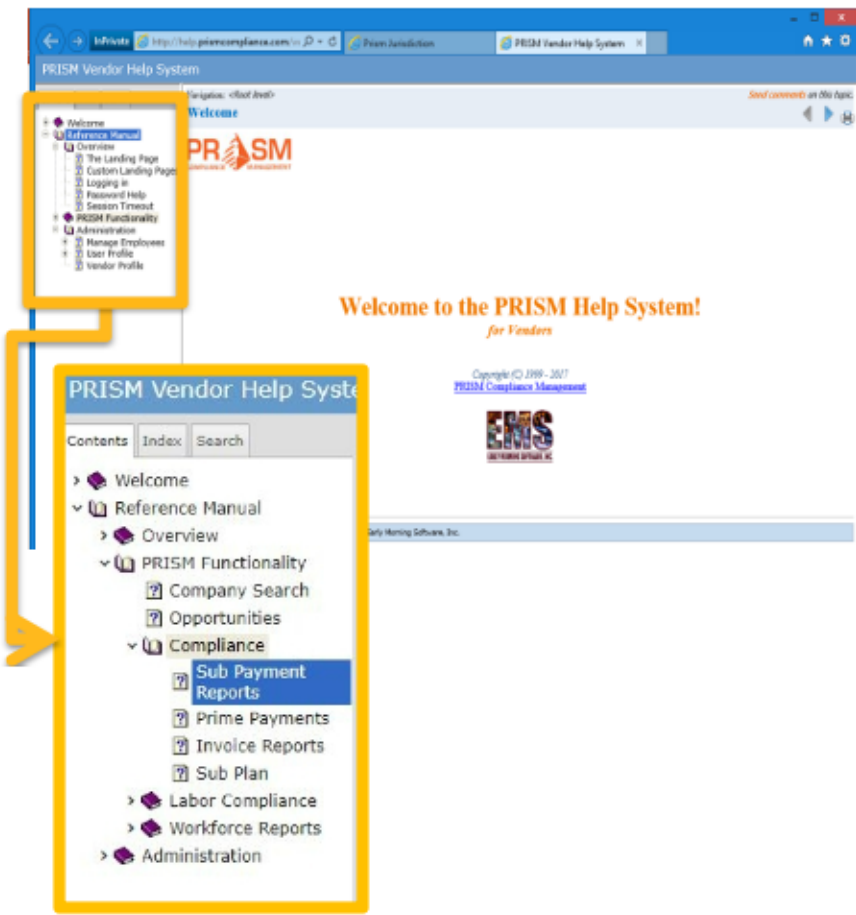
Contact  
Your  
Jurisdiction!



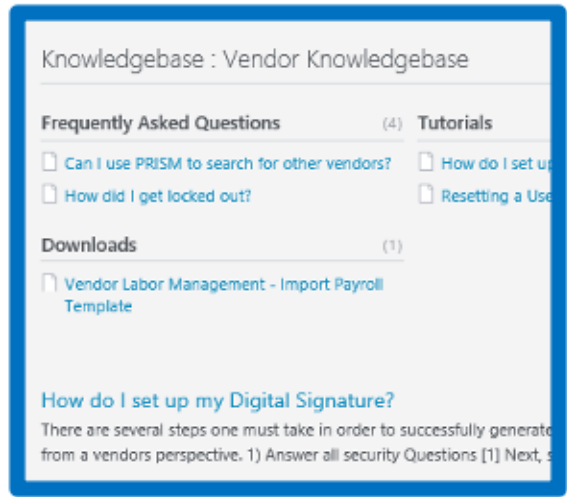
# PRISM Self Help

PRISM offers complete set of self help tools.

## PRISM Self Help



## PRISM Knowledge Base



<http://PRISMcompliance.kayako.com>





# Q&A

Please go to

<https://stageregistration.prismcompliance.com/>



# Achieve more...

In the areas of Vendor/Supplier Diversity and Contract Compliance Management PRISM has become an industry standard in the public and private sector. This portal will allow you to satisfy your periodic spend reporting requirements while giving you the tools to expand and grow your business. Want to achieve more, register or log into PRISM.

[Register Now](#)

## About PRISM

Companies need access to real-time information for sourcing, learning, and making decisions. PRISM will provide the tools that ignites the growth of small and diverse businesses.

- REPORTING
- REPORTS
- SERVICES

PRISM provides an easy-to-use interface for periodic reporting of contract spend, payrolls, and workforce. Spend less time reporting and more time performing.

[TAKE A LOOK](#)





**DISCLAIMER:** You are registering to gain access to a government controlled and monitored portal. Information you provide will be evaluated for such access.

EIN \*

The EIN field is required.

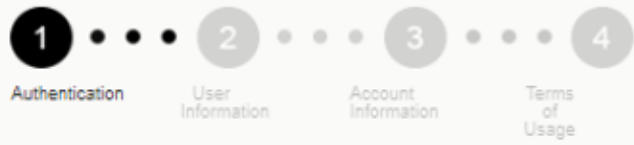
PIN \*



Refresh

Input symbols





**DISCLAIMER:** You are registering to gain access to a government controlled and monitored portal. Information you provide will be evaluated for such access.

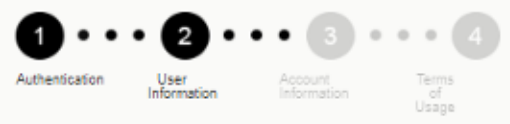
We found you. I am authorized to register this account for Corporate Construction Inc.. \*

Cancel      Next





prism  
compliance management



First Name \*

Last Name \*

Cell Number \*

Office Number

Email \*

**Validate**

Validation Code \*

Cancel

**Next**





## PRISM verification code [1jHu]



DoNotReply@prismcompliance.com

Tue 1/21/2020 3:38 PM

Moyo Fakeye ✉

Your email verification code is : 2140

Was this you?

Did you do this?

What is this?

Are the suggestions above helpful? Yes No



- 1 Authentication
- 2 User Information
- 3 Account Information
- 4 Terms of Usage

Choose Username \*

Choose Password \*

Confirm Password \*

Password Hint \*

Password Hint Answer \*

◀ Back

Next



# PRISM

COMPLIANCE MANAGEMENT



Print

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Now please go to

<https://stage.prismcompliance.com/>

Use previously created  
Username and Password



After this training

<https://pro.prismcompliance.com/>

And perform is process all over again to get access to REAL DATA



accomplish  
more

Thank You!