



MWBE Pay Audit System: Frequently Asked Questions (FAQs)

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Introduction

1. *What is the Pay Audit System?*

The Indiana Department of Administration (IDOA) introduced the Pay Audit System in December 2011 to monitor vendor compliance to contractual MWBE subcontractor commitments. Prime Vendors and their Subcontractors independently report payments from the Prime Vendor to the Subcontractor on State contracts. The system allows the MWBE Division to monitor Prime Vendors' progress toward the contracted goals, identify where additional focus is needed and develop corrective action plans when needed.

2. *What kind of communication should I expect?*

When a Prime Vendor receives a new contract, they and their Subcontractors will receive an introduction email, explaining the system. This email will also include a link to the Pay Audit System log-in page where the vendor can log in to see which contract has been added to the compliance system. On the last day of each subsequent month, the Prime and Subcontractors will receive an email asking them to log into the system and enter the payments for the previous month.

System Access

3. *Where can I access the Pay Audit System? How do I log in?*

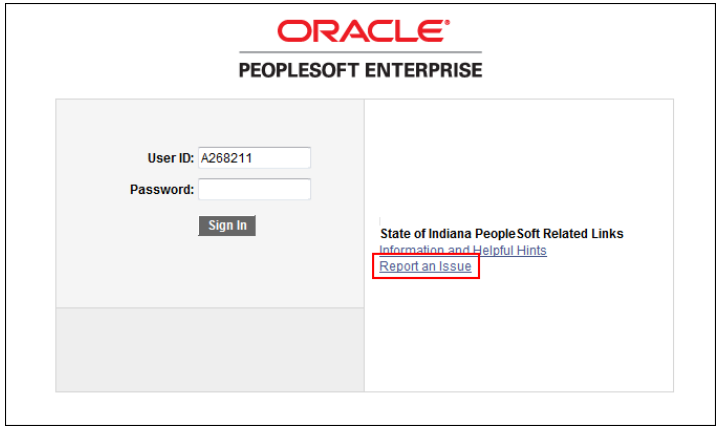
Sign in to the State of Indiana's Self-Service portal using your User ID and Password connected to your Bidder ID: <https://financial.gmis.in.gov/psp/fsprd/?cmd=login&languageCd=ENG>

Your Bidder ID is what you are assigned when you registered to do business with the State. If your company is not currently registered as a bidder please go to the Bidder Registration page (<http://www.in.gov/idoa/2464.htm>) for instructions on how to register your business.

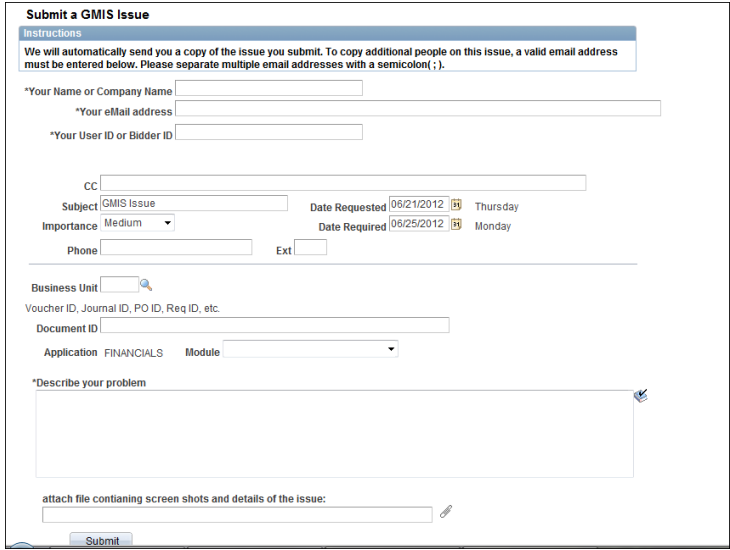
4. *I have registered as a bidder but forgot my username and/or password. What do I do next?*

If you do not know your password you will need Report an Issue with GMIS to get your password reset. Use the Report an Issue link on the PeopleSoft sign in page to report an issue and reset your password, following the steps shown below.

- Navigate to PeopleSoft sign in page:
<https://fs85.gmis.in.gov/psp/fs91prd/EMPLOYEE/ERP/?cmd=logout>



Click the "Report an Issue" link.



In the "Describe your problem" field, enter a description of password reset request, and then click "Submit."

5. I am not the right person to enter the requested payment information. How do I make sure the right person in my company is getting these monthly reminder emails?

The Subcontractors reminder emails will go to the email address that is on file with the MWBE Division. This email address should not be a general email box or relate to a position that has high turnover. The communication from the Division should go directly to the owner or similar position and forwarded accordingly as required for payment entry.

The Prime Vendor's reminder emails will go to the email address on file in the IDOA Procurement Bidder Database. This email address can be updated by signing in to the State of Indiana's Self- Service portal (<https://financial.gmis.in.gov/psp/fsprd/?cmd=login&languageCd=ENG>) and using the navigation menu on the left side to Sourcing>My Bidder Information. The tab for Bidder Registration contains a box for the Vendors Email ID. This email address should be updated/ reviewed on a regular basis to ensure communications are being sent to the Vendor.



Emails Regarding the Pay Audit System

6. *I received a monthly email. What should I do next?*

Before the 15th of each month, log into the system and report the payments from the previous month. Please refer to the Pay Audit System User Manuals at this website for instructions:

<http://www.in.gov/idoa/payaudit.htm>

The website also provides the instructions in shorter “Quick Guides.”

7. *I don't have an active contract with the State. Why am I getting emails telling me to report payments to the system?*

If you are receiving email notifications as a **Subcontractor** it means that a Prime Vendor listed you as a subcontractor and was awarded a contract with the State.

If you are receiving email notifications as a **Prime Vendor** and are confident you do not have an active contract with the State of Indiana contact the MWBE Division or support@entap.com.

Additionally, for up to a period of 60 days after the end of a Contract, you may continue to receive monthly reminder emails. The system will prohibit entry of payments by Prime Vendors and Subcontractors after 60 days.

8. *I received an introduction email that states I've been awarded a new contract but have not bid on any recent State of Indiana contracts. What should I do?*

The system automatically captures new contracts but contracts with a MWBE participation plan that started before the system rollout is complete may need to be added by the MWBE Division staff. During the spring and summer of 2012, the Division will be adding these contracts into the Pay Audit System. Please sign into the State of Indiana's Self-Service Portal (<https://financial.gmis.in.gov/psp/fsprd/?cmd=login&languageCd=ENG>) to log payments for this contract. It is **very important** that the first payment entry for this contract is a lump sum totaling all amounts paid or received from contract inception through the end of the current reporting period.

9. *I received an email congratulating me on a recently awarded State of Indiana contract. What contract is this email referring to?*

To view the referenced contract as well as all contracts for your company in the Pay Audit System, sign in to the State of Indiana's Self-Service portal using your User ID and Password connected to your Bidder ID: <https://financial.gmis.in.gov/psp/fsprd/?cmd=login&languageCd=ENG>

Using the navigation menu on the left side, Prime Vendors will click on the Prime Vendor Payments Page and Subcontractors will click on the Subcontractor Payments Page. Leave all search criteria blank and click the search button. The system will return all contracts in which your company is required to report payment information.



Entering Payments into the System

10. I am a Prime Vendor but have not made payments to my Subcontractors yet. Do I still need to log into the system monthly?

Prime Vendors will need to enter \$0 for the month. If you anticipate a delayed start in using a particular Subcontractor, on the Prime Vendor Payments page, please enter the estimated delayed start date in the "Est. Start Date" box and enter a description of why there is a delayed start in the adjacent "Explanation" box. You will not need to enter an amount into the system until the month after that estimated delayed start date.

11. I am an MWBE Subcontractor but have not received payments from my Prime Contractor yet. Do I still need to log into the system monthly?

Subcontractors do not need to enter payments into the system until they receive payment from their prime vendor.

12. This is my first time logging into the system for a specific contract. Do I report last month's payments or payments since the start of the contract? How far back do I need to enter payments for on a contract?

If this is the first time you are reporting for a contract, enter all the payments since the beginning of the contract. This may be entered as a lump sum on the payment entry page. In the following month, you will begin to record payments by each month. Please see question 8 for additional information on existing contracts that were added to the system.

13. Do I need to enter individual payment amount or can I enter total amounts?

You can enter a lump sum payment for multiple invoices. If you paid/received weekly invoices but are entering payments for a month you can sum all invoices into one payment line.

14. My contract is a Statewide Quantity Purchase Agreement (QPA). I am receiving notices for multiple contracts in the Pay Audit System for this QPA to report on. Do I report on all of them?

If your company has a QPA with the State of Indiana you will be required to report all payments on one (1) record. The Document ID for this record will begin with a Letter instead of a number. Please ignore all other contracts for this specific QPA. They will be made inactive and removed from the Pay Audit System.

15. I am a Prime Vendor and my contract's MWBE participation is based off of Administrative Cost. How do I report my contract spend with MWBE Subcontractors?

Contracts with spend based off of administrative cost will report administrative payments **ONLY**, not entire payments from the State of Indiana. Put this dollar amount monthly in the Self- Reported Payments Tab in the Pay Audit System.

16. Am I required to use this system? What happens if I do not comply?



After the 15th of the month, late vendors will receive a reminder email giving 5 additional days. After that “second chance” period has passed, the MWBE Division will reach out to the agency issuing the contract for assistance. In 5 additional days, if a vendor has not submitted their information into the system, the MWBE Division will begin sanction discussions with the contracting agency, and could result in the possibility of one (1) or more of the following sanctions as listed in 25 Indiana Administrative Code 5-7-8(b):

- Withholding payment
- Adjustment to payments due or the permanent withholding of retainages
- Suspension or termination of the contract
- Exclusion from future State procurements
- If applicable, suspension or revocation of MBE or WBE certification

If this is the second month in a row where a vendor does not enter their information into the system by the end of the “second chance” period, and they have not reached out to the MWBE Division with an explanation, the MWBE Division will contact the agency to begin sanction discussions immediately.

17. *My contract expired but I still have some payments to record. When is the deadline for reporting the payments?*

For up to a period of 60 days after the end of a contract, you may continue to receive monthly reminder emails. The system will prohibit entry of payments by Prime Vendors and Subcontractors after 60 days.

18. *What do I enter in the “Invoice Number” field? How do I correctly use this field?*

The “Invoice Number” field is a reference field for vendors. You can put in the invoice number associated with the payment or enter some reference that is meaningful to you related to the payment.

19. *On the Prime Vendor Payments page, I see contracts that show MBE/WBE Subcontractors with participation that I am not working with. Why is this happening?*

If you see subcontractors listed (with participation) on the Prime Vendor Payments page but you are no longer working with them, which means they were originally listed on your contract. You will need to contact the MWBE Division to have them adjust your contract and add/approve the subcontractors you are currently working with.

20. *On the Prime Vendor Payments Page, what do I enter in the “Expected Start Date” field?*

The “Expected Start Date” field is used to populate a date if you are not currently utilizing a subcontractor. For example, if this is a professional services contract and the subcontractor is a training firm that will not be utilized until later in the project life, then enter a projected date in the expected start date field and an appropriate explanation in the explanation field, i.e. “Training partner, will be used in Feb 2013.”

21. *A payment amount was entered incorrectly and needs to be deleted, how do I do this?*

Vendors are not authorized to edit/delete payments. If you entered a payment incorrectly,



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submit an issue to support@entap.com with "SOI Pay Audit" in the subject line, and include in the body of the email a brief description and correct payment information. We will correct the payment for you upon review and approval.

22. On the Prime Vendor Payments page, if I am missing a subcontractor for whom I need to enter payment information, how do I get them added?

You will need to contact the MWBE Division at mwbecompliance@idoa.in.gov to request that the new/additional subcontractor be approved and added to the Prime Vendor Payments page so that you can start entering payment information for that subcontractor.

Assistance

23. I still don't know how to use the Pay Audit System. Where can I get assistance?

Please refer to the Pay Audit System User Manuals at this website for instructions:
<http://www.in.gov/idoa/payaudit.htm>

The website also provides the instructions in shorter "Quick Guides."

Problems or questions concerning the Pay Audit system can be e-mailed to mwbecompliance@idoa.in.gov or reported by phone at (317) 232-3061.