DMWBE Reporting System

Tracking DMWBE Payments
With Minimum Effort
Overview

The DMWBE System is a web-based tool that provides:

• Web based PPAR and subcontractor payment reporting for Primes
• Subcontractor payment confirmation
• Single vendor account across participating agencies
• Real-time exception monitoring for Staff

B2Gnow is the software vendor providing and maintaining the system for DFW Airport
Benefits

• **No cost** to vendors
• Online reporting of subcontractor utilization
• Vendors can manage their own accounts
• Multiple user accounts for each vendor
• Substantial time savings for staff
• Data is collected in a standard format
DFW Airport System Portal

https://dfw.diversitycompliance.com
Account Lookup

Enter search parameters below and click the Search button. You can then send yourself a username/password reminder by email. If you do not see your business listed in the search results, you can select Change Parameters & Search Again.

If you are unable to find your business, or the contact information is incorrect, please view this quick video or email Customer Support. Please note that when contacting Customer Support, we may need to request additional information for security purposes.

Need help?

Some questions may be answered by watching a tutorial video:

- Change User Information
- New User Request
- Request Username and Password

Search by Business Name or DBA
Tip: Try a few letters of the firm's name.

Search by Tax Identification Number
Tip: Must be 9 numbers, do not enter spaces or dashes.

Search by Contact Person
- First Name
- Last Name
Tip: Use the first letter.

Search by Contact Information
- Email
- Phone Number
- Fax Number
Tip: Try part of the email.

Search by Location
- Address
- City
- State/Province
Based on user's location/address

Search
Username/Password Reset

Account Lookup

Enter search parameters below and click the Search button. You can then send yourself a username/password reminder by email. If you do not see your business listed in the search results, you can select Change Parameters & Search Again.

If you are unable to find your business, or the contact information is incorrect, please view this quick video or email Customer Support. Please note that when contacting Customer Support, we may need to request additional information for security purposes.

Need help?

Some questions may be answered by watching a tutorial video:

- Change User Information
- New User Request
- Request Username and Password

Change Parameters & Search Again

MEDINA TRUCKING COMPANY
  » ROBERT MEDINA

P & P MEDINA TRUCKING
  » PORFIRIO MEDINA

RAUL MEDINA, DBA: RAUL MEDINA TRUCKING
  » RAUL EDINA

Request New User For This Entity
Username/Password Reset

Account Lookup

Enter search parameters below and click the Search button. You can then send yourself a username/password reminder by email or send a request for customer service. If you are unable to find the information you need, contact Customer Service for security information.

Need help?

Some questions to ask:

- Change your password
- New User
- User exists

ROBERT MEDINA

<table>
<thead>
<tr>
<th>EMAIL</th>
<th>Missing</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHONE</td>
<td>505-483-3859</td>
</tr>
<tr>
<td>FAX</td>
<td>505-483-3859</td>
</tr>
<tr>
<td>LOCATION</td>
<td>SPRINGER, NM</td>
</tr>
</tbody>
</table>

Reset Password  Request Contact Information Change

MEDINA TRUCKING COMPANY

ROBERT MEDINA

Request New User For This Entity

P & P MEDINA TRUCKING

PORFIRIO MEDINA

Request New User For This Entity

RAUL MEDINA. DBA: RAUL MEDINA TRUCKING

RAUL EDINA

Request New User For This Entity
Subcontractor Payment Reporting
Contract Compliance Process

1. **Subcontractor notified by email and/or fax**
2. **Subcontractor logs into secure account**
3. **Subcontractor confirms or rejects payment data**

**A.** Prime notified by email and/or fax

**B.** Prime logs into secure account

**C.** Prime enters payment data for subs
Email Alert to Prime

From: Dallas-Fort Worth International Airport
Date: 7/27/2010 4:36:15 PM
Subject: DFW Airport: Prime Contractor Compliance Monitoring Report

Dallas-Fort Worth International Airport [lblTimePeriod] Prime Contractor Contract Compliance Monitoring Report

Contract: [lblContractTitle]
Prime Contractor: [lblPrimeContractor]
Contract Number: [lblContractNumber]
Audit Time Period: [lblTimePeriod]
Contract Compliance Officer: [lblDiversityUser]

Dear [lblContactName],

The Business Diversity & Development Department monitors participation on all Dallas-Fort Worth International Airport contracts with goals. To assist our office in the monitoring process, please login to your account in the DMWBE Reporting System and provide the requested subcontractor payment information for [lblTimePeriod].

If you have received this notice, then you are currently listed as a PRIME contractor on an active Dallas-Fort Worth International Airport contract. You are required to respond to this notice with the payment information requested.

To view the audit notice and respond, visit: https://dfw.diversitysoftware.com/?GO=397
To view all audit notices, visit: https://dfw.diversitysoftware.com/?GO=753

PLEASE REFER TO THE BOTTOM OF THIS NOTICE FOR ADDITIONAL HELP

Dallas/Fort Worth International Airport
Business Diversity & Development Department
http://www.dfwairport.com/
Dashboard

Contract Audits:
- Total Audits: 17
- < 90 days: 2
- > 90 days: 15
- Incomplete Audits: 1

System News:

Special Features for Vendors
Do you have a success story to share related to our program? Share your testimonial so we can recognize your accomplishment.

Check out the system Wish List to submit ideas for system enhancements, vote on others' suggestions, and join the discussion by adding comments. We welcome your feedback to build a better system.

If your firm is certified (SBE, DBE, NBE, WBE, etc.), active records will appear in the "Certification Center" on the left side of this Dashboard. You can take two important actions:

1. Add a date alert to an active certification to remind you of an upcoming renewal. You can add multiple alerts to any active certification -- for example, 90 days, 60 days, and 30 days before the renewal is due.

2. If your firm holds a certification that is not listed, submit a missing certification request. Our customer support team will review the supporting documentation and take action to add the record to ensure your profile is complete and up-to-date.

Training Classes & Events
Learn more about the system with our regular training classes and see upcoming events relevant to your business. View details.
- View events & RSVP today

View all System News
Audit List

### Contract Audits

Displays all audits. Click the transaction number or status to view. To view older audits, select a different time period in the Audit Period drop down menu. To display only incomplete audits, select a different status in the Current Status drop down menu. Results may be listed on multiple pages.

- Show ONLY records assigned to you

1 - 1 of 1 records displayed: Previous Page < Page 1 ▼ > Next Page

Records per page ▼ 20

To resort click on column title. To filter click on the drop down menu.

<table>
<thead>
<tr>
<th>Status</th>
<th>Audit Period</th>
<th>Contract Number &amp; Title</th>
<th>Organization</th>
<th>Paid to Prime</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incomplete</td>
<td>All</td>
<td>8503530001: DESIGN AND DESIGN MANAGEMENT - (WITH FEDERAL PROVISIONS)</td>
<td>Dallas-Fort Worth International Airport</td>
<td>$2,433,866.56</td>
</tr>
</tbody>
</table>

Customer Support

Copyright © 2019 B2Gnow. All rights reserved.
**Compliance Audit: Audit Notice for September 2019**

Dallas-Fort Worth International Airport  
8503530000: DESIGN AND DESIGN MANAGEMENT - (WITH FEDERAL PROVISIONS)  
Prime: AL Test Vendor  
Status: Open  
6/29/2017 - 6/28/2022  
Current Value: $22,500,000

This is an audit notice for the contract listed below. Submit a response for each item listed below by clicking each link in the **Audit Actions** table. It is possible that some actions are not available at a specific time due to pending reports from other contractors.

### Compliance Audit Information

<table>
<thead>
<tr>
<th>Compliance Audit Period</th>
<th>September 2019</th>
</tr>
</thead>
</table>
| Date & Time Posted      | Local: 10/11/2019 3:02:45 AM CDT  
System: 10/11/2019 3:02:45 AM CDT |

Submit a response for each item listed below by clicking each link. It is possible that some actions are not available at a specific time. As the **prime contractor** your responsibility is to report payments made to subcontractors.

### Compliance Audit Actions

<table>
<thead>
<tr>
<th>Category</th>
<th>Action Required &amp; Response Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prime Contractor</td>
<td>Report 15 subcontractor payments</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Danielle Thompson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization</td>
<td>Dallas-Fort Worth International Airport</td>
</tr>
<tr>
<td>User Number</td>
<td>300000005-0045</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Contract Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Dallas-Fort Worth International Airport</td>
</tr>
<tr>
<td>User Number</td>
<td>10000439-0001</td>
</tr>
</tbody>
</table>

**Customer Support**

Copyright © 2019 B2Gnow. All rights reserved.
Prime Contractor Response

Compliance Audit: September 2019

Compliance Audit Information

<table>
<thead>
<tr>
<th>Compliance Audit Status</th>
<th>Not complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 sub responses to be submitted</td>
<td></td>
</tr>
<tr>
<td>Reporting deadline is 11/10/2019</td>
<td></td>
</tr>
<tr>
<td>Audit will be locked 12/10/2019</td>
<td></td>
</tr>
</tbody>
</table>

Compliance Audit Period: September 2019
Payment to Prime: $2,433,868.56 - View Details
Marked As Final Audit?: No (mark audit as final)

Compliance Audit Summary - Total Contract Through TODAY (10/25/2019)

<table>
<thead>
<tr>
<th></th>
<th>Award</th>
<th>Award Percent</th>
<th>Payments</th>
<th>Payments Percent</th>
<th>Difference (Payments - Award)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prime Contract</td>
<td>$22,500,000.00</td>
<td></td>
<td>$8,623,995.94</td>
<td></td>
<td></td>
</tr>
<tr>
<td>For Credit</td>
<td>$7,425,000.00</td>
<td>33.00%</td>
<td>$1,749,331.26</td>
<td>20.284%</td>
<td>12.716% below goal</td>
</tr>
<tr>
<td>For Credit to DBE Goal</td>
<td>$7,425,000.00</td>
<td>33.00%</td>
<td>$1,749,331.26</td>
<td>20.284%</td>
<td>12.716% below goal</td>
</tr>
<tr>
<td>For Credit to MBE Goal</td>
<td>$0.00</td>
<td>0.00%</td>
<td>$0.00</td>
<td>0.00%</td>
<td>Goal matched</td>
</tr>
<tr>
<td>For Credit to MWBE Goal</td>
<td>$0.00</td>
<td>0.00%</td>
<td>$0.00</td>
<td>0.00%</td>
<td>Goal matched</td>
</tr>
<tr>
<td>For Credit to SBE Goal</td>
<td>$0.00</td>
<td>0.00%</td>
<td>$0.00</td>
<td>0.00%</td>
<td>Goal matched</td>
</tr>
<tr>
<td>Contract Progress</td>
<td>30%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>For Credit Progress</td>
<td>24%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Award values may not match due to differences between overall contract goal and subcontractor assignments.
## Viewing Subcontractor Details

### Subcontractor Payments for September 2019

<table>
<thead>
<tr>
<th>Subcontractor</th>
<th>Certified</th>
<th>Type</th>
<th>Inc. in Goal</th>
<th>Actions</th>
<th>Paid Amount in September 2019</th>
<th>Confirmed by Sub</th>
<th>Total To September 2019</th>
<th>Contract Goal</th>
<th>Actual Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ZH Associates, LLC (Invoice 4001-1) Revised Ck 1563102</td>
<td>✓</td>
<td>Sub 100%</td>
<td>DBE</td>
<td>Submit Response</td>
<td>Not Reported</td>
<td>--</td>
<td>$1,046,742.28</td>
<td>4.500%</td>
<td>12.138%</td>
</tr>
<tr>
<td>2. A P Engineering Consultant, Inc</td>
<td>✓</td>
<td>Sub 100%</td>
<td>DBE</td>
<td>Submit Response</td>
<td>Not Reported</td>
<td>--</td>
<td>$295,721.24</td>
<td>7.500%</td>
<td>3.429%</td>
</tr>
<tr>
<td>3. Argus Consulting, Inc</td>
<td>✓</td>
<td>NO</td>
<td>No</td>
<td>Submit Response</td>
<td>Not Reported</td>
<td>--</td>
<td>$0.00</td>
<td>1.000%</td>
<td>0.000%</td>
</tr>
<tr>
<td>4. ARS Engineers, Inc, Ayub R. Sandhu</td>
<td>✓</td>
<td>Sub 100%</td>
<td>No</td>
<td>Submit Response</td>
<td>Not Reported</td>
<td>--</td>
<td>$172,052.99</td>
<td>3.000%</td>
<td>1.995%</td>
</tr>
<tr>
<td>5. Campos Engineering, Inc, Tony Casagrande</td>
<td>✓</td>
<td>Sub 100%</td>
<td>DBE</td>
<td>Submit Response</td>
<td>Not Reported</td>
<td>--</td>
<td>$40,463.20</td>
<td>1.000%</td>
<td>0.469%</td>
</tr>
<tr>
<td>6. Civil Associates, Inc, Naser Abugad</td>
<td>✓</td>
<td>Sub 100%</td>
<td>DBE</td>
<td>Submit Response</td>
<td>Not Reported</td>
<td>--</td>
<td>$0.00</td>
<td>4.500%</td>
<td>0.000%</td>
</tr>
</tbody>
</table>
Submitting a Single Sub Payment

Audit Information

Enter the audit amount for the designated time period. You can attached files or add comments, if necessary.

Amount PAID for September 2019

$20000

» Do NOT enter invoice amount.

Payment Date

9/1/2019

» Enter payment date if you made a payment for September 2019.
» If multiple payments were made, enter the date of the first payment.

Payment Detail

Enter details of PAID check numbers (or ACH references) and amounts for September 2019. This information is optional but will speed up the confirmation process. Payment details are displayed to AP Engineering Consultant, Inc.

Chk #400: $20,000.00

Supporting Documents

Attach File

Attached documents are not visible to AP Engineering Consultant, Inc.

Comments

(Optional) These comments are visible ONLY to your compliance officer. They are not visible to AP Engineering Consultant, Inc.

Sample comments entered here...

Bulk Submission of Sub Payments

Compliance Audit: Bulk Payment Reporting for September 2019

<table>
<thead>
<tr>
<th>Subcontractor</th>
<th>Total Through August 2019</th>
<th>Payment for September 2019</th>
<th>Payment Date</th>
<th>Payment Details &amp; Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>2M Associates, LLC (Invoice 4001-1 Revised Ck 1563102)</td>
<td>$1,046,742.28</td>
<td>$</td>
<td>$</td>
<td>Payment Detail:</td>
</tr>
<tr>
<td>A P Engineering Consultant, Inc</td>
<td>$315,721.24</td>
<td>$20,000.00</td>
<td>9/1/2019</td>
<td>Data has already been submitted for this line</td>
</tr>
<tr>
<td>Argus Consulting, Inc</td>
<td>$0.00</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>ARS Engineers, Inc.</td>
<td>$172,052.99</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campos Engineering, Inc.</td>
<td>$40,463.20</td>
<td>$</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Enter payments and related details. All lines do not have to be submitted at the same time, but the full list must be completed to entirely respond to the compliance audit. Payment details are visible to the subcontract, comments and attached documents are not.
Click Compliance Officer’s name to send electronic message

### Compliance Audit: Audit Notice for September 2019

<table>
<thead>
<tr>
<th>Contract Main</th>
<th>View Contract</th>
<th>Subcontractors</th>
<th>Compliance Audit List</th>
<th>Compliance Audit Summary</th>
<th>PPARs</th>
<th>Messages</th>
<th>Comments</th>
<th>Reports</th>
</tr>
</thead>
</table>

**Dallas-Fort Worth International Airport**

850353000: DESIGN AND DESIGN MANAGEMENT - (WITH FEDERAL PROVISIONS)

**Prime:** AL Test Vendor

- **Status:** Open
- **6/29/2017 - 6/28/2022**
- **Current Value:** $22,500,000

This is an audit notice for the contract listed below. Submit a response for each item listed below by clicking each link in the Audit Actions table. It is possible that some actions are not available at a specific time due to pending reports from other contractors.

#### Compliance Audit Information

<table>
<thead>
<tr>
<th>Compliance Audit Period</th>
<th>September 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date &amp; Time Posted</td>
<td>Local: 10/11/2019 3:02:45 AM CDT System: 10/11/2019 3:02:45 AM CDT</td>
</tr>
</tbody>
</table>

Submit a response for each item listed below by clicking each link. It is possible that some actions are not available at a specific time. As the prime contractor your responsibility is to report payments made to subcontractors.

#### Compliance Audit Actions

<table>
<thead>
<tr>
<th>Category</th>
<th>Action Required &amp; Response Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prime Contractor</td>
<td>Report 14 subcontractor payments  due by 11/10/2019 audit lock on 12/10/2019</td>
</tr>
</tbody>
</table>

#### Compliance Officer Information

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Danielle Thompson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization</td>
<td>Dallas-Fort Worth International Airport</td>
</tr>
<tr>
<td>User Number</td>
<td>30000005-0045</td>
</tr>
</tbody>
</table>

#### Buyer/Project Manager Information

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Contract Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Dallas-Fort Worth International Airport</td>
</tr>
<tr>
<td>User Number</td>
<td>10000439-0001</td>
</tr>
</tbody>
</table>
Email Alert to Subcontractor

From: Dallas-Fort Worth International Airport
Date: 7/27/2010 4:36:19 PM
Subject: DFW Airport: Subcontractor Contract Compliance Monitoring Report

Dallas-Fort Worth International Airport [lblTimePeriod] Subcontractor Contract Compliance Monitoring Report

Contract: [lblContractTitle]
Prime Contractor: [lblPrimeContractor]
Contract Number: [lblContractNumber]
Audit Time Period: [lblTimePeriod]
Contract Compliance Officer: [lblDiversityUser]
Reference: [lblReferenceIdentifier]

Dear [lblContactName],

The Business Diversity & Development Department monitors participation on all Dallas-Fort Worth International Airport contracts with goals. To assist our office in the monitoring process, please login to your account in the DMWBE Reporting System and provide the requested subcontractor payment information for [lblTimePeriod].

If you have received this notice, then you are currently listed as a SUBCONTRACTOR on an active Dallas-Fort Worth International Airport contract. You are required to respond to this notice with the payment information requested.

To view the audit notice and respond, visit: https://dfw.diversitysoftware.com/?GO=397
To view all audit notices, visit: https://dfw.diversitysoftware.com/?GO=753

PLEASE REFER TO THE BOTTOM OF THIS NOTICE FOR ADDITIONAL HELP

Dallas/Fort Worth International Airport
Business Diversity & Development Department
http://www.dfwairport.com/
Sub Contractor Response

Compliance Audit: Audit Notice for September 2019

Dallas-Fort Worth International Airport
850353000: DESIGN AND DESIGN MANAGEMENT - (WITH FEDERAL PROVISIONS)
Prime: AL Test Vendor
Status: Open
6/29/2017 - 6/28/2022
Current Value: $22,500,000

This is an audit notice for the contract listed below. Submit a response for each item listed below by clicking each link in the Audit Actions table. It is possible that some actions are not available at a specific time due to pending reports from other contractors.

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<th>September 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date &amp; Time Posted</td>
<td>Local: 10/11/2019 3:02:45 AM CDT</td>
</tr>
<tr>
<td></td>
<td>System: 10/11/2019 3:02:45 AM CDT</td>
</tr>
</tbody>
</table>

Submit a response for each item listed below by clicking each link. It is possible that some actions are not available at a specific time. As a subcontractor your responsibility is to confirm payments made to you by the prime or higher level subcontractors.

**Compliance Audit Actions**

<table>
<thead>
<tr>
<th>Category</th>
<th>Action Required &amp; Response Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tier 1 Subcontractor to AL Test Vendor</td>
<td>Sub: <strong>Confirm payment received</strong> due by 11/24/2019 audit lock on 12/24/2019</td>
</tr>
</tbody>
</table>

**Compliance Officer Information**

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Danielle Thompson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization</td>
<td>Dallas-Fort Worth International Airport</td>
</tr>
<tr>
<td>User Number</td>
<td>30000005-0045</td>
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</tbody>
</table>

**Buyer/Project Manager Information**

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<tr>
<th>Contact Person</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Dallas-Fort Worth International Airport</td>
</tr>
<tr>
<td>User Number</td>
<td>10000439-0001</td>
</tr>
</tbody>
</table>
## Confirming the Prime’s Payment

### Compliance Audit Information

**Amount Reported by the prime contractor for September 2019 as PAID to You**

$20,000.00

**Payment Detail Provided by Prime:**

Chk #400: $20,000.00

**Confirm Reported Amount?** *

- Correct - the amount reported by the prime contractor as PAID to us is correct ($20,000.00).
  - 1. Payment Date: *(mm/dd/yyyy)*
    - If multiple payments were received, enter the date of the first payment.

- Incorrect - the amount reported by the prime contractor as PAID to us is not correct.
  - We received no payment in September 2019.
  - We were paid a different amount in September 2019 than reported ($20,000.00).
    - 1. Enter the amount you actually received from the prime contractor in September 2019: *
      - $ 
    - 2. Payment Date: *(mm/dd/yyyy)*
      - If multiple payments were received, enter the date of the first payment.
Primary Activities

Monthly Reporting Process
1. Prime reporting of subcontractor payments
2. Subcontractor confirmation of received payments

Application Highlights
1. Change your password
2. Adding a user
3. View a list of your contracts

Web Page Feature Highlights
1. Password reminder
2. Account lookup
Access & Support

Web Site:  https://dfw.diversitycompliance.com

Technical Support:  dfw@diversitycompliance.com

- Account access
- Password resets
- New users
- User deactivations