

MAA 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. Payment Compliance with PRiSM

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

III. Getting Help

IV. Wrap Up



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

Compliance Virtuous Cycle

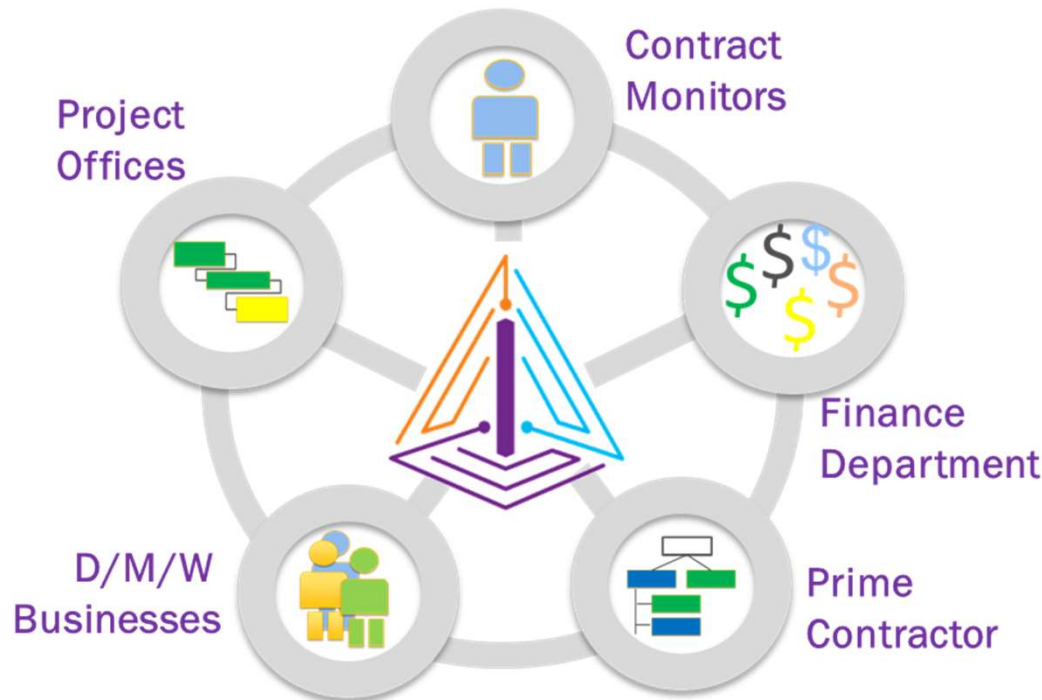


PRISM Can Help



Closed-Loop Acknowledgement™

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



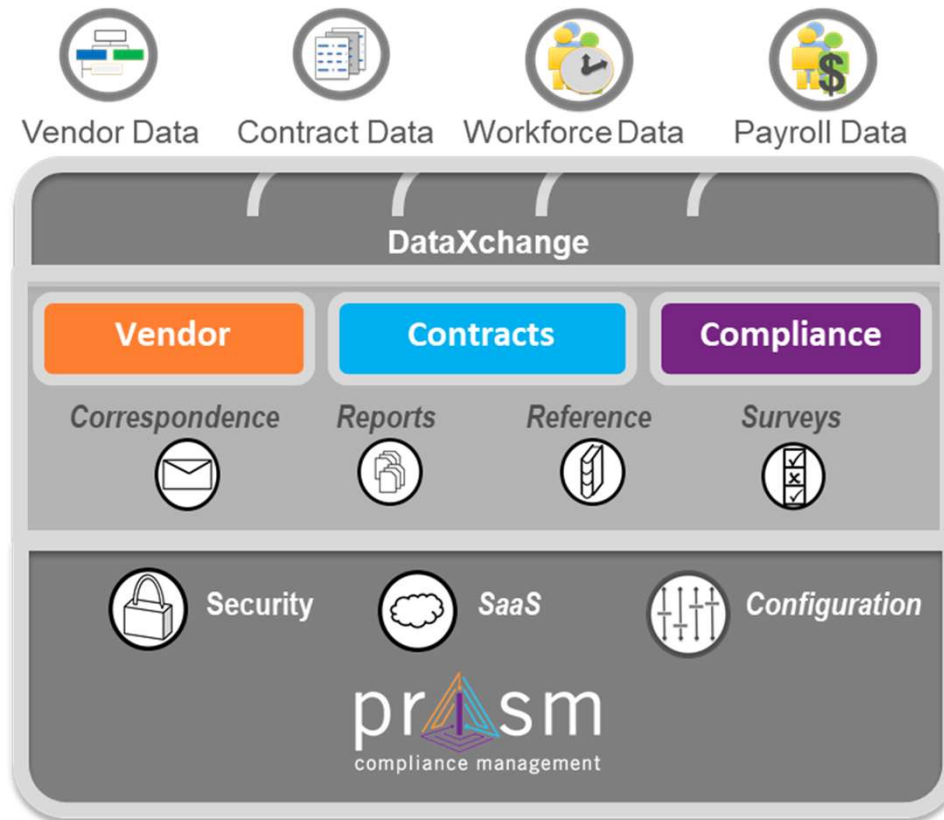
***You are
integrated into
the PRISM
online process***

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



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.



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 MBE participation, more timely payments and improved goal attainment.



End-to-End Compliance



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.

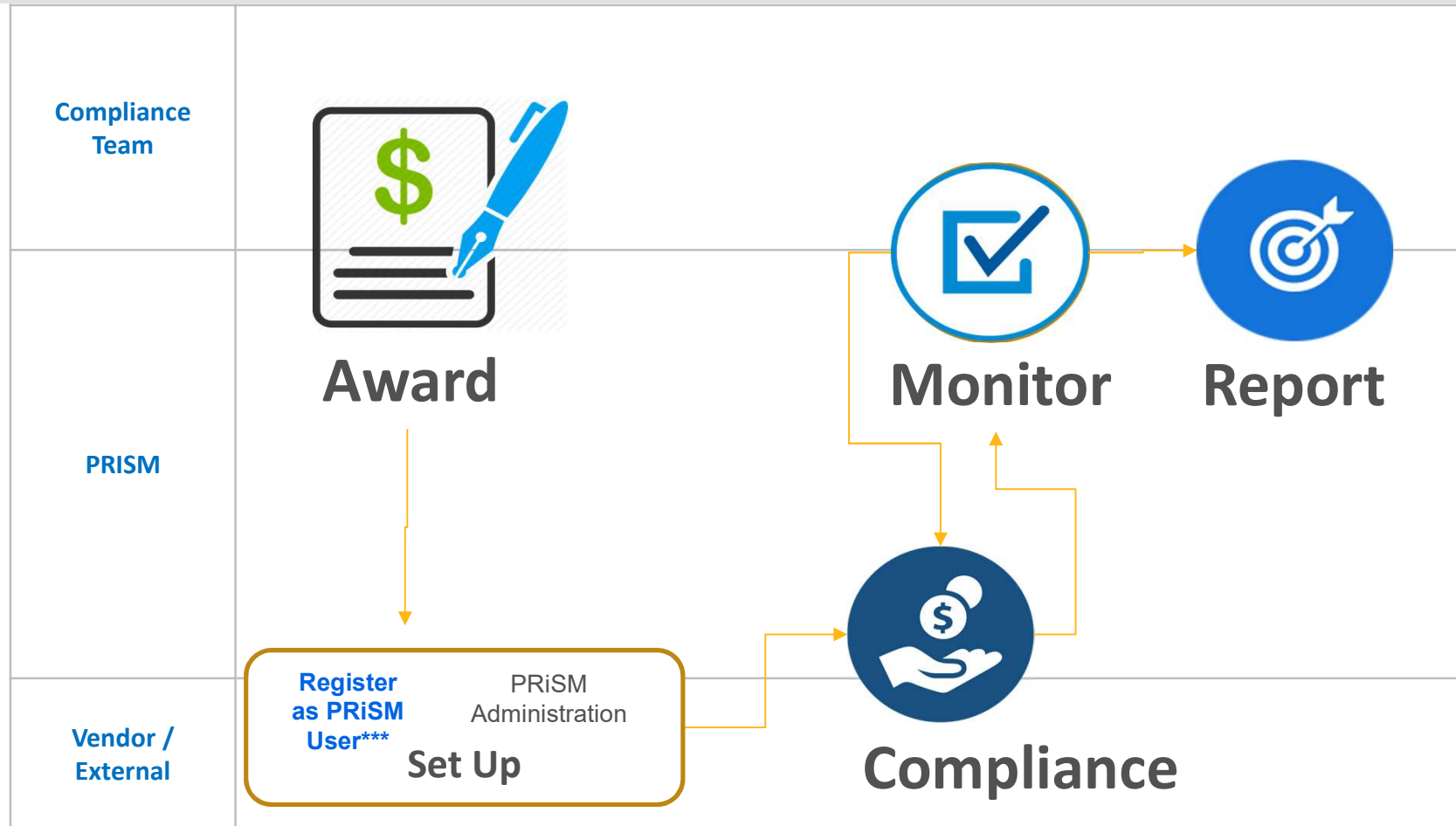
Prime and Subcontractor perform work and submit compliance requirements using PRISM Closed-Loop-Acknowledgement process.

Jurisdiction monitors compliance.

Contract is completed.



Process Overview





PRiSM Main Page

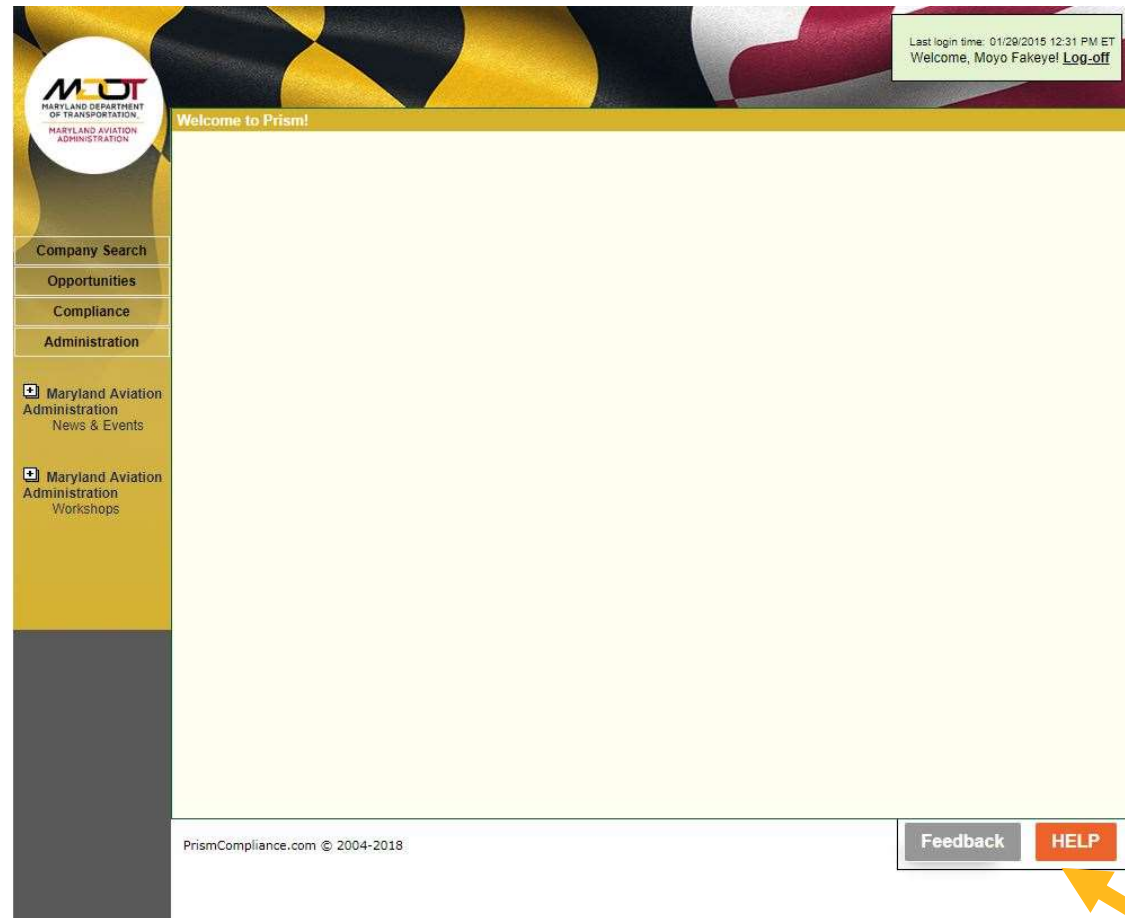
- PRiSM Functions



- News & Events



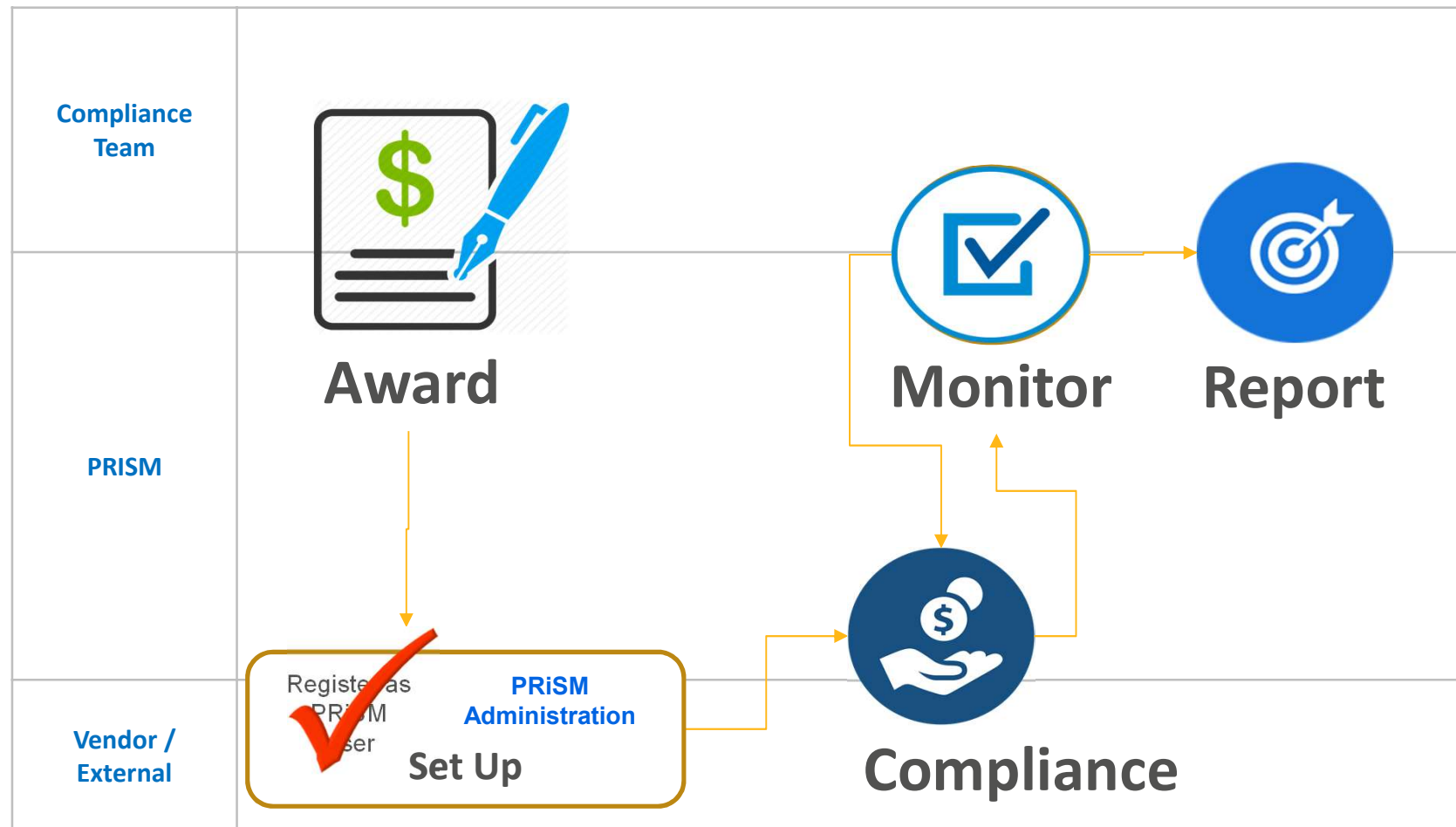
- Workshops



Vendor Help Portal



Process Overview





Administration of Vendor Profile and Users

MDT
MARYLAND DEPARTMENT
OF TRANSPORTATION
MARYLAND AVIATION
ADMINISTRATION

Company Search
Opportunities
Compliance
Administration

✚ Maryland Aviation
Administration
News & Events

✚ Maryland Aviation
Administration
Workshops

Administration menu

Manage Users Profile View/Edit/Add User Profile

Manage Vendor Records View/Edit Information about Vendor Company

Update Company Profile

Add up to four additional users for your company

Last login time: 01/29/2015 12:31 PM ET
Welcome, Moyo Fakeye! **Log-off**



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
maouser2	Donna Steveson	Contractor	Lock	Reset Password	Edit User	Delete
102720140	Moyo Fakeye	Contractor	Default Vendor User	Reset Password	Edit User	Delete

Add New User

Back to Administration Menu

Company Search
Opportunities
Compliance
Administration

Maryland Aviation Administration News & Events
Maryland Aviation Administration Workshops

Last login time: 01/29/2015 12:31 PM ET
Welcome, Moyo Fakeye! Log-off

Administration menu >> User Administration

Edit Contractor User

User ID *: maouser2

Select Jurisdictions *: Maryland Aviation Ad...

First Name *: Donna

Last Name *: Steveson

Password *: *****

Check Password *: *****

Email: *: fakeyem@yahoo.com

Title: Accountant

Cancel Save



Manage Vendor Records

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

MDOT MARYLAND DEPARTMENT OF TRANSPORTATION MARYLAND AVIATION ADMINISTRATION

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: 1263

Company Name *: Cage Construction Company LLC

Doing Business as: CCC

Business Structure: -- Select One --

Business Unit: -- Select One --

Market Area: -- Select One --

Race/Ethnicity: African American

Phone: 555-418-1241

Business Activity: Construction

Product Service: Heavy Construction

Date Established:

Total Employees: 31

Minority Employees: 19

Website:

Gender: -- Select One --

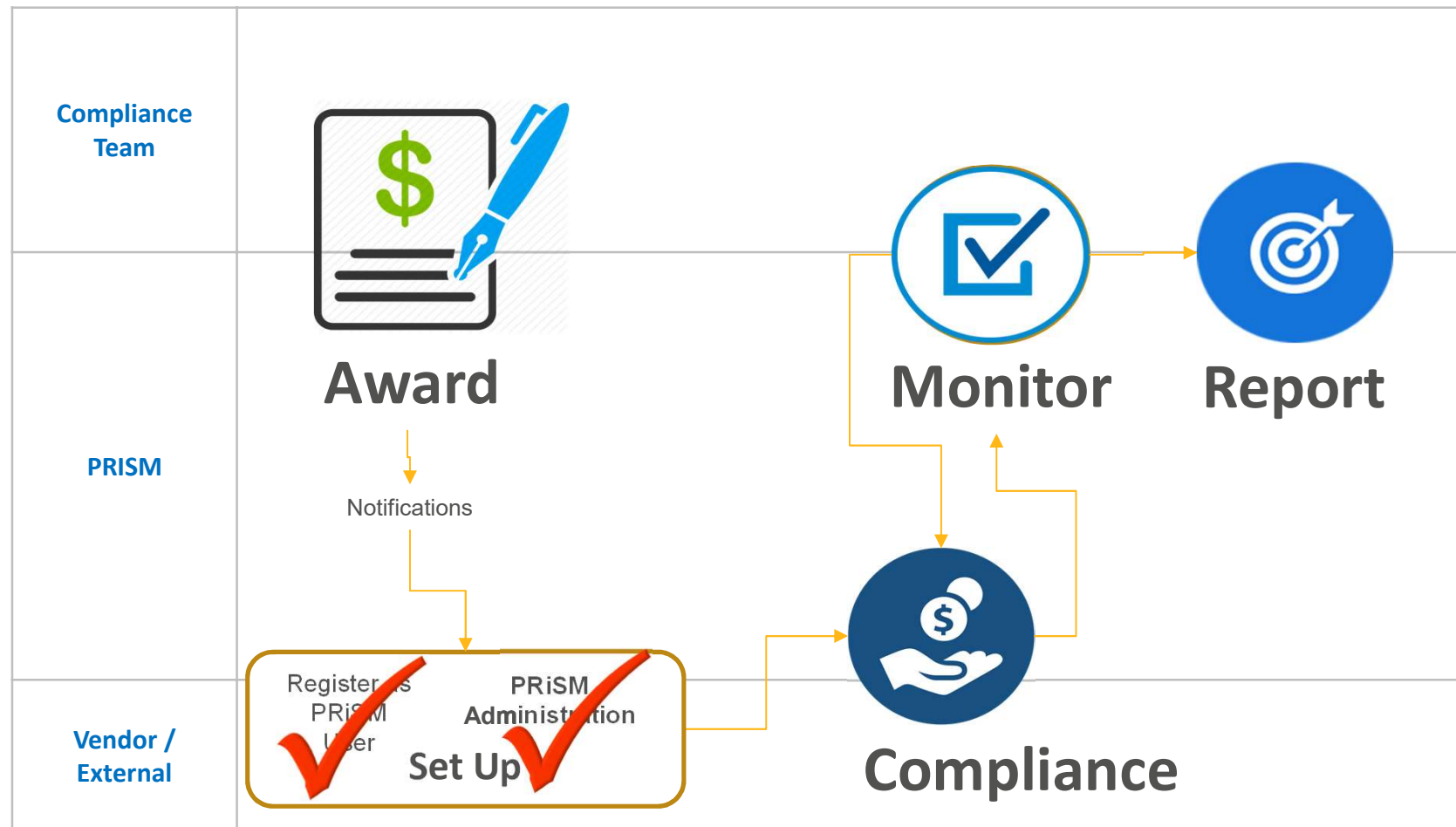
Fax: 555-481-1219

Major Customers:

Account Email: moyo@emslab.com



Process Overview





AGENDA

Primes & Subs



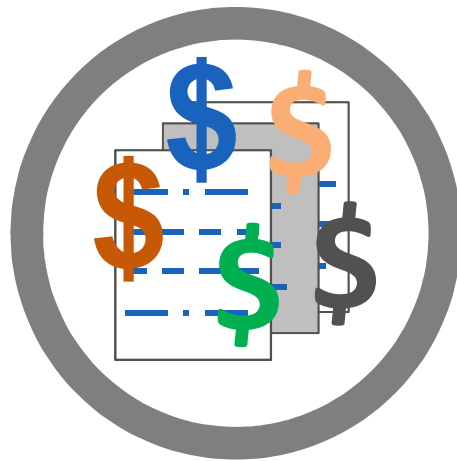
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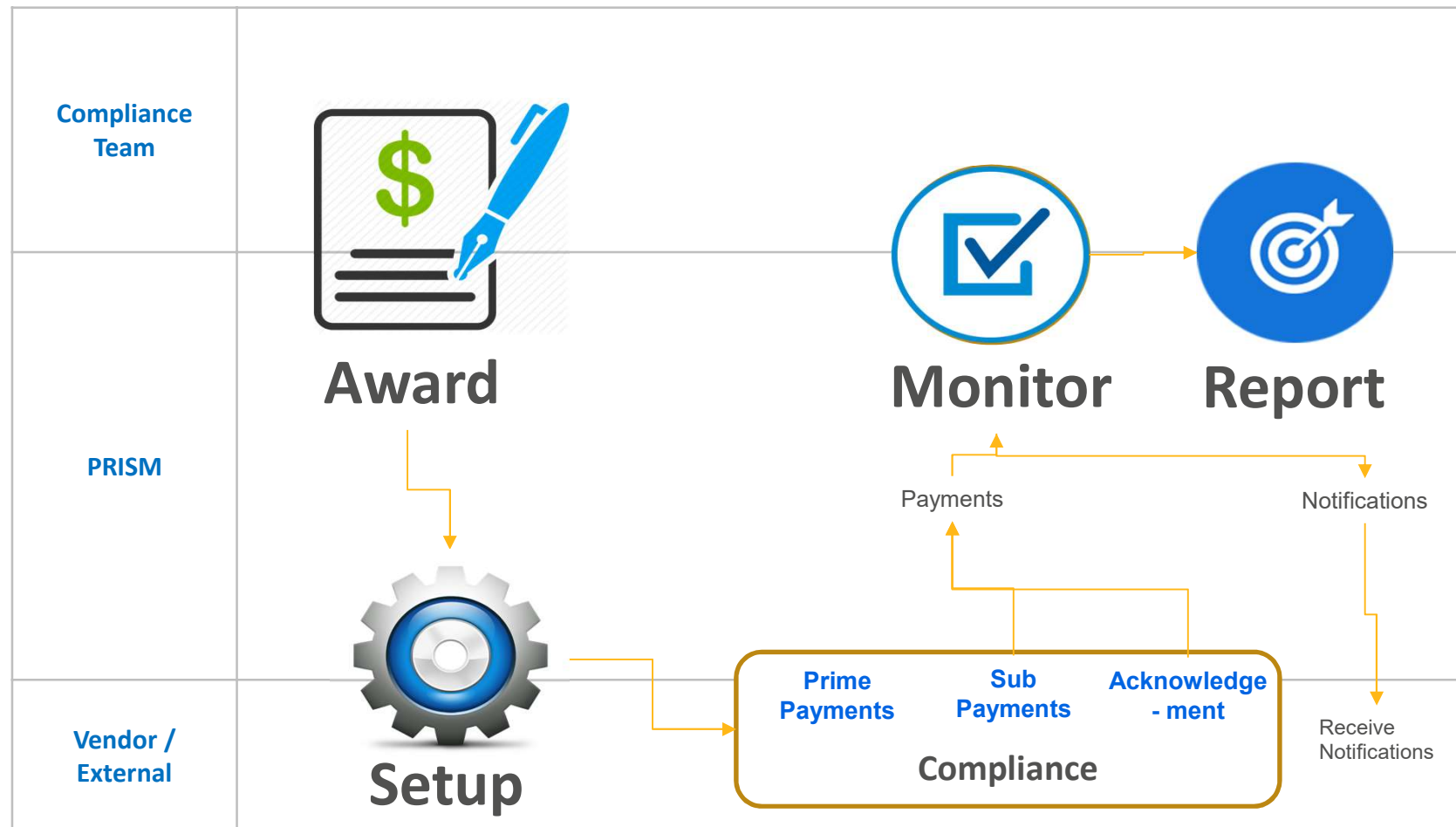
IV. Wrap Up



Payments



Process Overview





Vendor View After Log In

Welcome

Select
'Compliance'

MDOT
MARYLAND DEPARTMENT
OF TRANSPORTATION
MARYLAND AVIATION
ADMINISTRATION

Last login time: 01/29/2015 12:31 PM ET
Welcome, Moyo Fakeye! [Log-off](#)

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:

☒ ACDBE	☒ SBE
☒ DBE	☒ SBR
☒ MBE	☒ VSBE

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

Company Name:
*You may enter a partial name.

Business Unit:

Market Area:

Gender:

Race/Ethnicity:

[Show More Filters...](#)



Compliance Management Module

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

List of Contracts/Task Orders

Export Save Grid layout

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

Contract Name	Contract Number	Specialist	Master Agreement Name
Air Conditioning Repair	1908		
Defense Services	B613		
Baltimore City Soccer Stadium	BALT200		
Stadium Renovation	K32843283284		
PW32000	Recreation Center	Toval, Bruce Bruce@emslab.com	
World Cup Stadium HVAC	WC4356	Robinson, Cecil cecil@emslab.com	

Page size: 20



Filtering Contracts Awarded

- Select Filter icon
- Select Parameters
- Filter by:
 - Contract Name
 - Contract Number
 - Position (Prime or Sub)
 - Role (D/W/M/BE)
 - Invoices
 - Sub Spend
 - Prime Spend
 - Participation Complete



List of Contracts/Task Orders

Export Save Grid layout

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

Contract Name	Contract Number	Specialist	Master Agreement Name
Air Conditioning Repair	1908		
Defense Services	B613		
Baltimore City Soccer Stadium	BALT200		
Stadium Repair	K32843283284		
PW3897	Recreation Cente		
World Cup Stadium HVAC	WC4356		

Page size: 20

Filter dropdown menu:

- NoFilter
- Contains
- DoesNotContain
- StartsWith
- EndsWith
- EqualTo
- NotEqualTo
- GreaterThan
- LessThan
- GreaterThanOrEqualTo
- LessThanOrEqualTo
- Between
- NotBetween
- IsEmpty
- NotIsEmpty
- IsNull
- NotNull



Export Contracts Awarded to You

- Select Export icon
- Exports all contracts awarded to you to Microsoft Excel (default) or program of your choice

List of Contracts/Task Orders

Export Save Grid layout

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

Contract Name	Contract Number	Specialist	Master Agreement Name
Air Conditioning Repair	1908		
Defense Services	B613		
Baltimore City Soccer Stadium	BALT200		
Stadium Repair	K32843283284		
PW3897	Recreation Center	Toval, Bruce Bruce@emslab.com	
World Cup Stadium HVAC	WC4356	Robinson, Cecil cecil@emslab.com	

Page size: 20

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	1908				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 Soccer Stadium	BALT200				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 Center	Toval, Bruce			Sub	MBE	\$0.00	\$51,000.00	\$0.00	0%
World Cup Stadium HVAC	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

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

Contract Name	Contract Number	Specialist
Air Conditioning Repair	1908	

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

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

6 items in 1 pages



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Primes & Subs



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Add a Subcontractor Invoice

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

 Add Invoice

Invoices	Sub Spend	Prime Spend	Percentage Complete	Action
\$0.00	\$10,500.00	\$60,000.00	12.02%	
\$0.00	\$1,425,000.00	\$8,200,000.00	55%	
Total: \$0.00				

Payments to Subs

Invoices

2 items in 1 pages

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

 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
									All	

No records to display.

Total: Total: Total:

Page size: 30

0 items in 1 pages



Add a Subcontractor Invoice

- Enter Details
 - Payer
 - Payee
 - Invoice Amount
 - Invoice Number
 - Invoice Date
 - Due Date
 - Comment
- Click 'Add Invoice'

Search Contract Number: 0010 Contract Name: Defense Services
Contract Value: \$0.00 Percentage complete: 0.00%

Invoice

Add/Edit Invoice

Add Invoice

Payer: * En Passant Invoice Number: *

Payee: * Ice Cold AC (DBE) Invoice Date: *

Invoice Amount: * Due Date: *

Comments: (255 chars max)

Add Invoice Close



Add a Subcontractor Invoice

- You can add an attachment to your invoice after you have saved invoice
- Both the Prime and MAA 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	01125	\$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 All Subcontractor Invoices

- List all Invoice Reports submitted to Primes
- Click amount under Invoices for Contract for which your position = Sub
- Page lists all invoices directed to Prime/Subcontractor

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

2 items in 1 pages

Export

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
									All	
> L & B Engineering	Cage Construction Company LLC	01125	\$1,500.00	11/21/2018	11/30/2018		\$0.00	\$0.00		
> L & B Engineering	Cage Construction Company LLC	0187	\$7,000.00	10/28/2018	11/28/2018		\$0.00	\$0.00		
Total: \$8,500.00						Total: \$0.00		Total: \$0.00		

Page size: 30

2 items in 1 pages



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Listing Subcontractor Invoices

- List all Invoice Reports submitted to Primes
- Select 'See All' under Invoices for Contract for which your position = Prime

Invoices	Sub Spend	Prime Spend	Percentage Complete	Action
See All	\$15,750.00	\$60,000.00	12.02%	
Total: \$0.00				
1 items in 1 pages				

Export

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
									All	
> L & B Engineering	Cage Construction Company LLC	01125	\$1,500.00	11/21/2018	11/30/2018		\$0.00	\$0.00		
> L & B Engineering	Cage Construction Company LLC	0187	\$7,000.00	10/28/2018	11/28/2018		\$0.00	\$0.00		
Total: \$8,500.00			Total: \$0.00		Total: \$0.00					

Page size: 30

2 items in 1 pages



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			
Total: \$0.00				

Payments to Subs

Invoices

2 items in 1 pages



Prime Payment to Subcontractor

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

 Add Payment

List of Contracts/Task Orders >> Adding Payments

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

  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		
		Total: \$49,500.00						

 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 *: Ice Cold AC Sub *: -- Select One --

Invoice Number *:

Invoice Amount *: Amount Paid *:

Reference #: NEWT6909 Date Sent *: 05/31/2017

Comments:

Add Payment Close

No reporting activity ☐ This sub ☐ All my subs



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Primes & Subs



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Acknowledgements (Sample Email)

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

[Jurisdiction] - Payment Acknowledgement [1cm0]



Maryland_Aviation_Administration@PrismCompliance.com

Today, 11:10 AM
Moyo Fakeye

Prism Compliance
Payment Acknowledgement

Prime Name:	L & B Engineering
Contract Number:	12788
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
\$0.00	\$10,500.00	\$60,000.00	12.02%	
\$0.00	\$1,425,000.00	\$8,200,000.00		
Total: \$0.00				

Payments to Subs
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
En Passant	Ice Cold AC	\$24,328.00	04/04/2017	PO1	\$24,328.00	No Confirm		
En Passant	Ice Cold AC	\$14,896.00	03/08/2017	PO2	\$14,896.00	No Confirm		
En Passant	Ice Cold AC	\$16,328.00	02/14/2017	PO3	\$16,328.00	No Confirm		
		Total: \$55,552.00						

1 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 differs from amount received, click 'Decline'
- "Ack" would change to Yes
- If Sub disputes payment MAA would be notified of dispute

Invoice #	Invoice Amount	Ack	Reference
18 inv20187	\$7,000.00	No Confirm	

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: Cage 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)

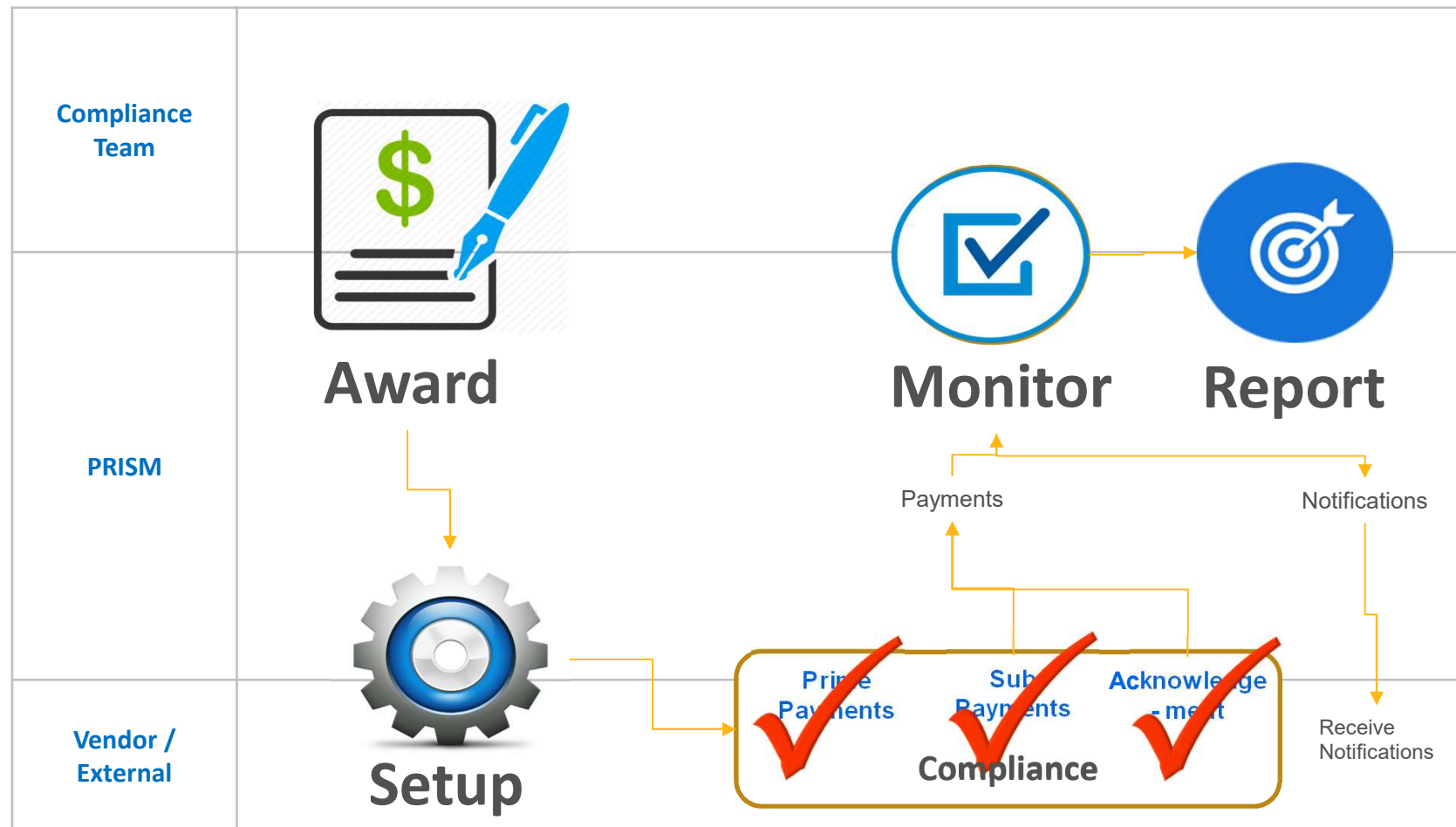
- If the Sub Declines payment “Ack” column would change to No
- MAA would be notified of dispute and contact vendors

Invoice #	Invoice Amount	Ack	Reference
inv20187	\$7,000.00	Yes	
INV01125	\$1,500.00	No	
7	\$10,500.00	Yes	

3 items in 1 pages

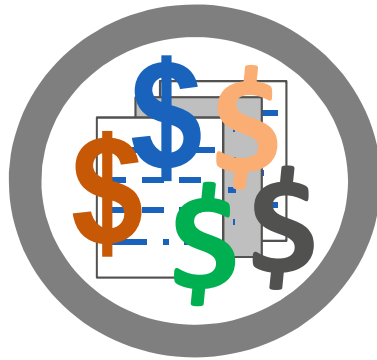


Process Overview





Payments



Done



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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.

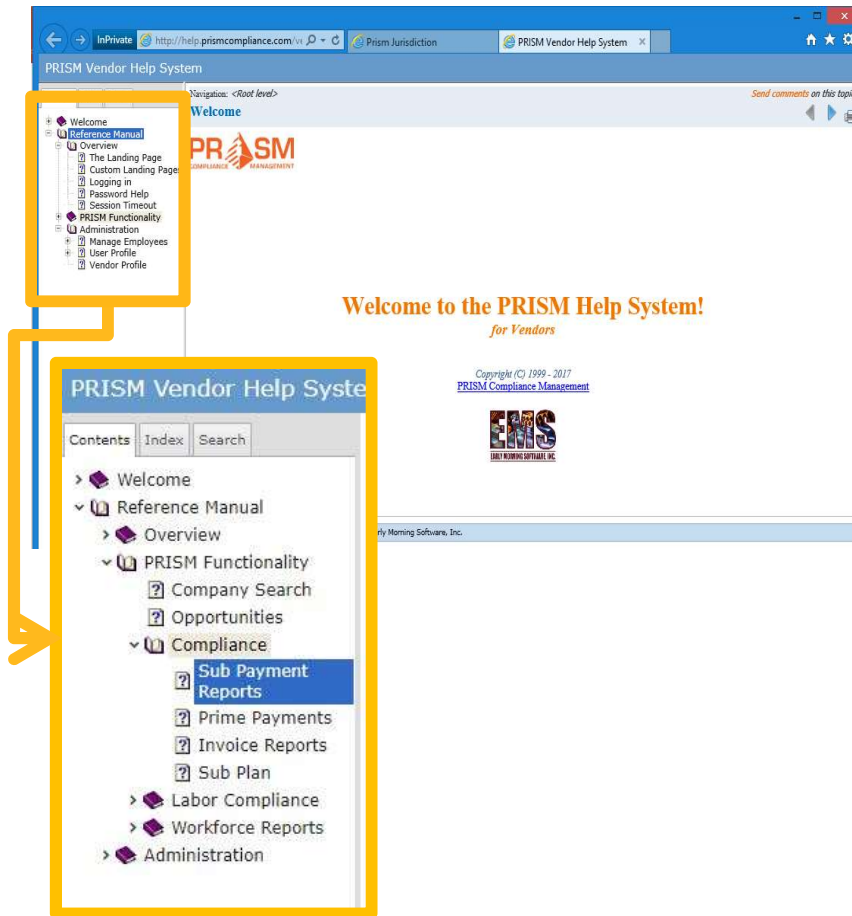
Contact
Your
Jurisdiction!



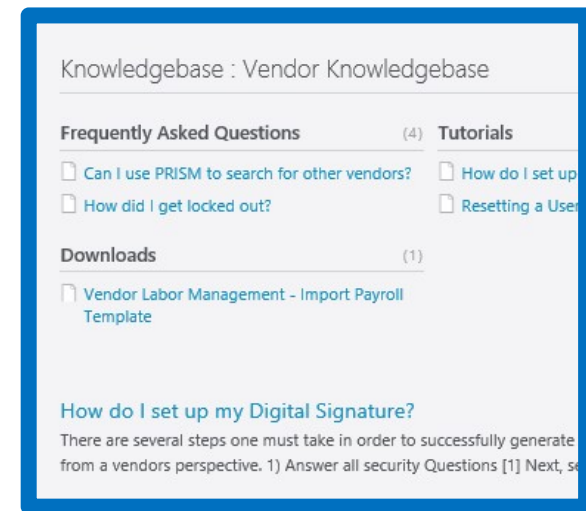
PRISM Self Help

PRISM offers complete set of self help tools.

PRISM Self Help



PRISM Knowledge Base



<http://PRISMcompliance.kayako.com>



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Q&A



accomplish
more

Thank You!