

# DBE 101

## External Training for Contractors *Diversity Management and Compliance System (DMCS) & Project Closeout*

OFFICE OF EQUITY AND CIVIL RIGHTS  
Andrew Olson, DBE Compliance Lead

April 10, 2025



# Diversity Management and Compliance System

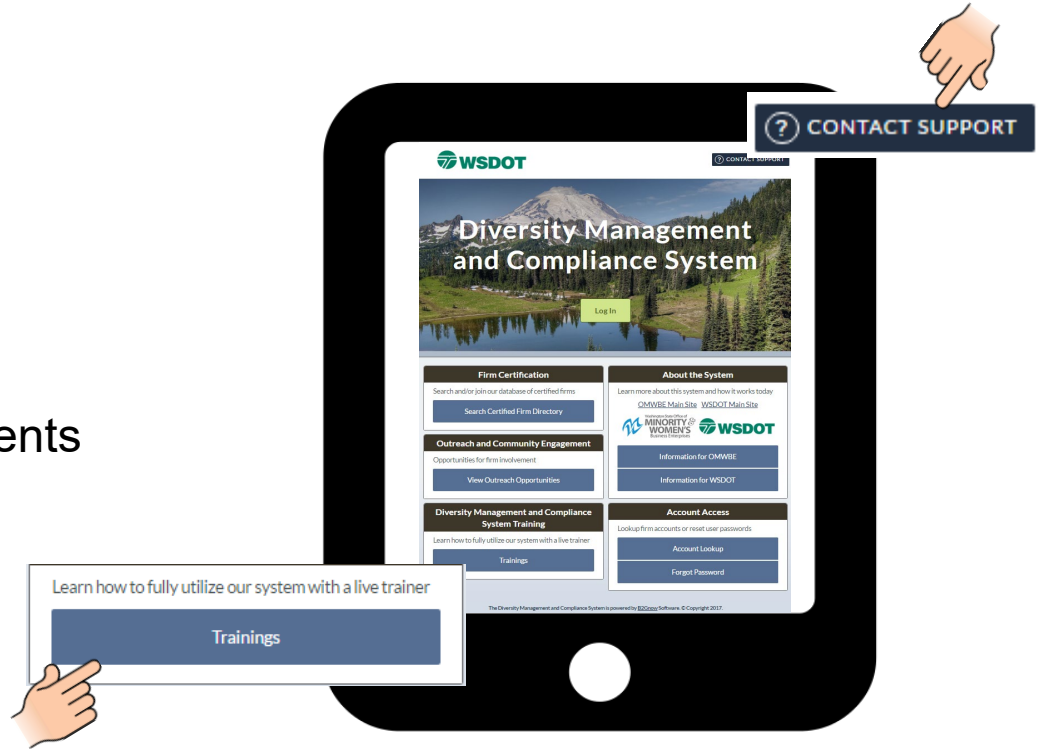
WSDOT Staff Log In

Vendor Log In

# DMCS

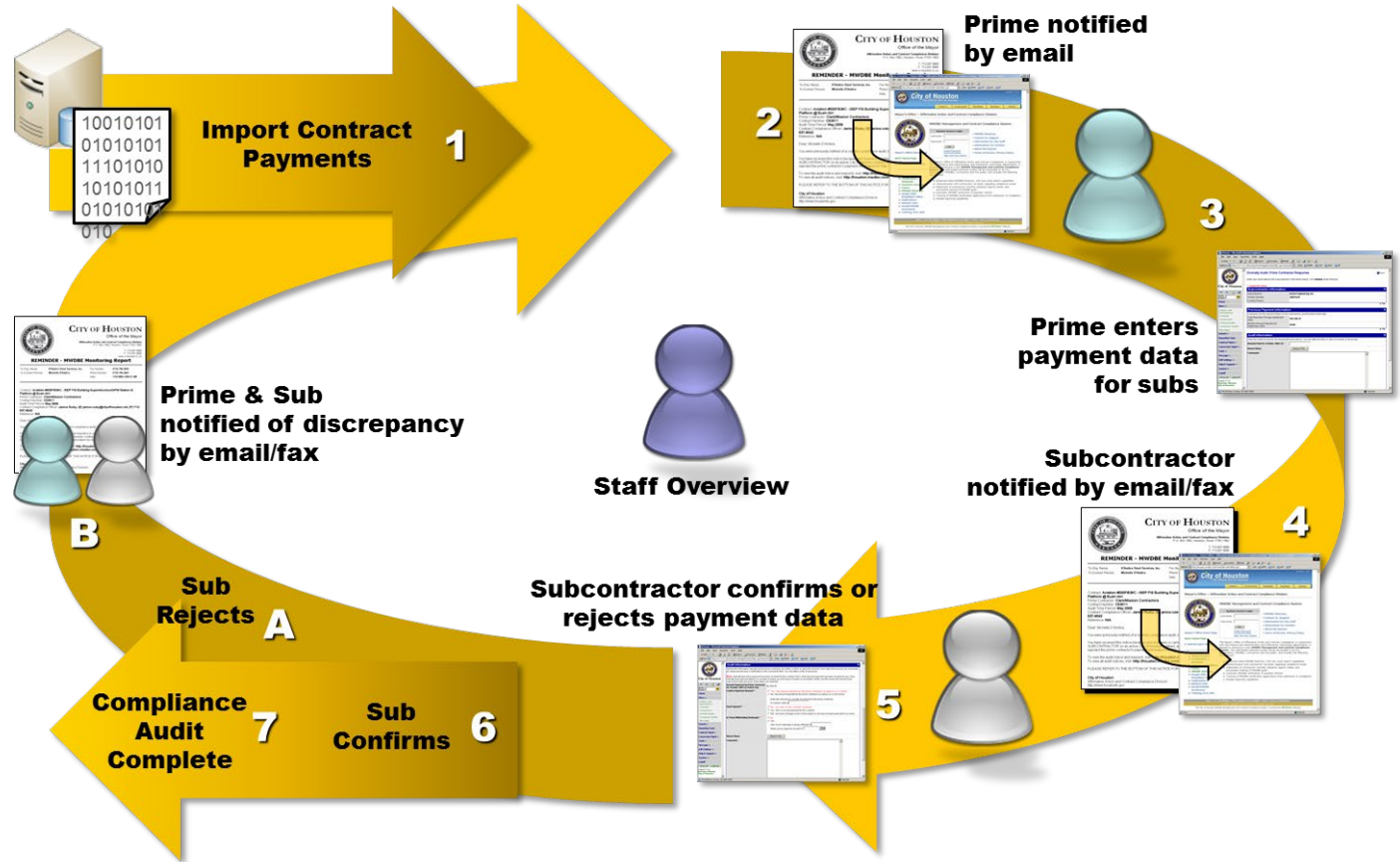
[wsdot.diversitycompliance.com](http://wsdot.diversitycompliance.com)  
[diversityreporting@wsdot.wa.gov](mailto:diversityreporting@wsdot.wa.gov)

1. Tracks payments to all firms on the contract
2. Enables subs to verify payments
3. Shows participation of diverse firms
4. Assists with prompt pay compliance



# DMCS

## Audit Process



# DMCS

## Prime Duties

1. **Add ALL Firms** involved with the contract, including non-diverse firms
2. **Enter amounts** received from Agency and amounts paid to **ALL** firms monthly:
  - amount paid\*
  - payment date\*
  - prompt payment?\*
  - payment detail, supporting documents, comments
3. Respond to **Discrepancies**

\* - required fields

**Contract Management: Subcontractor List** [Help & Tools](#)

[Contract Main](#) [View Contract](#) [Subcontractors](#) [Compliance Audit List](#)

[Compliance Audit Summary](#) [Messages](#) [Comments](#) [Reports](#)

**Washington State Department of Transportation**  
**WSDOT\_Test\_Contr: PAVING DOWN THE HIGHWAY**  
**Prime: AAA Good Prime**

All subcontractors assigned to this contract are listed below. [Refresh Page](#)

**Subcontractor List** [Add First Tier Subcontractor](#)

Subcontractor Name	Certified	Current Award	Type	Inc. in Goal	Compliance Audit	Final Pmnt	Actions
<a href="#">1</a> BBB Good Sub	<a href="#">No</a>	\$25,000	Sub	No			<a href="#">Add Tier 2 Sub</a> <a href="#">Substitute</a> <a href="#">Remove</a>

# DMCS

## Subcontractor Duties

### 1. Verify amounts received from Prime monthly (even if \$0)

- Confirm reported amount\*
  - Correct:
    - payment date\*
    - prompt?\*
    - detail of work\*
    - paid in full?\*
  - Retainage withheld?\*
  - Final payment made?

### 2. Add ALL lower-tier Firms involved with the contract & report payments to them as a Sub-Prime.

\* - required fields

Confirm Reported Amount? \*

[Show all options and fields](#)

☒ **Correct** - the amount reported by the prime contractor as PAID to us is correct (\$20,474.00)

1. Payment Date: \*   
» If multiple payments were received, enter the date of the first payment.

2. Were you paid in accordance with the organization's prompt payment policy? \*  
» According to our records, the prime contractor was paid on 12/26/2023.  
» "Prompt Pay" means payment within 10 days.

☒ Yes - we were paid on or before 1/5/2024.  
☐ No - we were not paid on or before 1/5/2024.  
☐ N/A - we cannot determine if we were paid promptly.

3. Detail the work you performed for this payment: \*

4. Is the amount above a partial payment relative to your invoiced amount? \*  
☐ Yes - we were partially paid.  
Enter the amount you invoiced: \$   
☒ No - we were paid in full.

☐ **Incorrect** - the amount reported by the prime contractor as PAID to us is not correct.

# DMCS

Staff Duties (Project Engineer Office, Local Agency, & Office of Equity and Civil Rights)

1. **Monitor reporting** in DMCS – ensure all firms added & payments received/reported monthly
2. **Approve new diverse Subs:** e.g., DBE's
3. **Address reporting issues** – “follow the **red numbers**”
4. **Discuss prompt pay** issues with Prime
5. **Resolve Discrepancies**
6. **Attach OSR's** & diverse participation documents



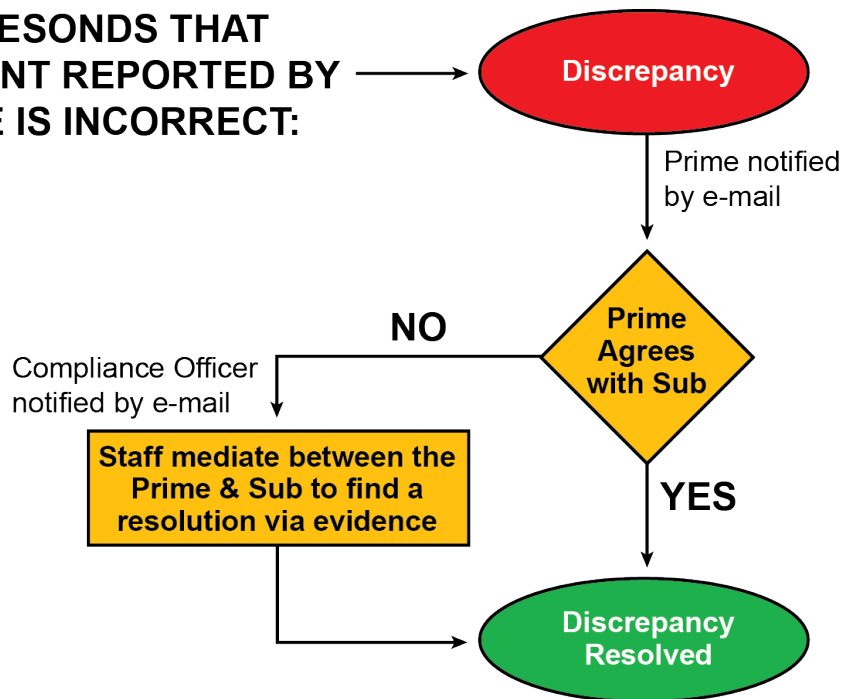
Staff Overview

Compliance Audit List														
Audit Period	Status	Paid To Prime	Total Lines		Reported By Prime		Not Reported By Prime		Confirmed By Sub		Not Confirmed By Sub		Disputed By Sub	
			Lines	Amount	Lines	Amount	Lines	Amount	Lines	Amount	Lines	Amount		
TOTALS		\$10,842,626	757	752	\$5,576,625	5		749	\$5,549,364	2	\$24,195	1	\$3,065	
<a href="#">Jan 2024</a>		\$0	32	27	\$244,733	5		25	\$220,538	2	\$24,195	0	\$0	
<a href="#">Dec 2023</a>		\$62,509	32	32	\$101,759	0		31	\$98,695	0	\$0	1	\$3,065	

# DMCS

## Discrepancies

IF A SUB RESONDS THAT  
THE AMOUNT REPORTED BY  
THE PRIME IS INCORRECT:



Reporting Status ▼ [Audit Period](#)

Discrepancy ▼

All ▼

1 Discrepancy

[January 2024](#)

### Original Compliance Audit Data Reported

AMOUNT REPORTED BY PRIME \$1,275.00

AMOUNT REPORTED BY SUBCONTRACTOR \$1,425.00

### Discrepancy Resolution Data Reported

NEW AMOUNT REPORTED BY PRIME \$1,275.00 NOT included in Goal ([change](#))

NEW AMOUNT REPORTED BY SUBCONTRACTOR \$1,425.00

NEW ATTACHED FILE(S) FROM PRIME

[View Attachments](#)

NEW PRIME PRIVATE COMMENTS Payment reported of \$1,425 was paid in December, \$1,275 is January payment

# DMCS


## Prompt Payment and Final Retainage

Staff shall monitor for any **red** prompt pay issues reported by Subs.  
We will work with Primes to correct.

- It is suggested to present the Prime with a Compliance Audit List specific to a particular month*

The contract cannot be closed in DMCS until all **Retainage Release** is reported. The Prime is required to submit a Monthly Retainage Report (Form 272-065) until every Subs' retainage is released.

Compliance Audit List	
Subcontractors -	
This Period	Confirmed By Sub
\$19,152.00	Confirmed
<a href="#">View Edit</a>	<a href="#">View Edit</a>
Prompt: No	Prompt: No

 Washington State Department of Transportation						Monthly Retainage Report	
Agency Name:						Federal Aid Number:	
Prime Contractor Name:						Contract Number:	
Contract Name:						Month/Year or Report:	
Subcontractor Name	Start Date	Percent Complete	Monthly Amount of Retainage Withheld	Total Amount of Retainage Withheld	Retainage Released Date	Date Subcontractor's Work (physical and paper) Completed	Remarks

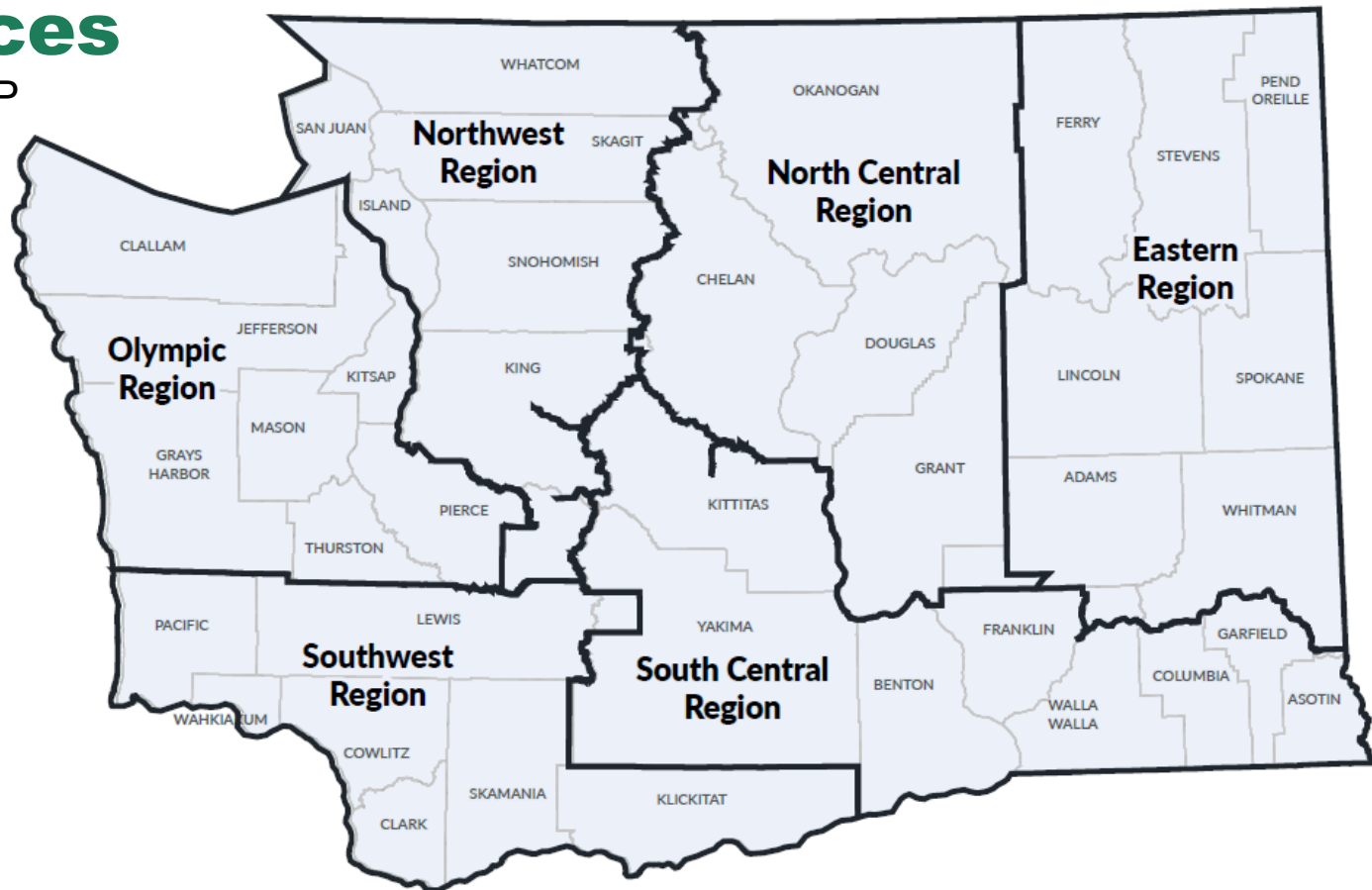
# DMCS

## Project Closeout

DMCS TAB	REVIEW
Compliance Audit Summary	All Subcontractors and lower-tier subs added in DMCS, and payments to them reported?
	Retainage Release reported?
	Commitments to Condition of Award subcontractors met?
Compliance Audit List	Payments to Prime reported?
	Payments confirmed by Subs and Disputes resolved?
Docs	On-Site Reviews attached?
	Required Closeout documents attached?

# Resources

## REGIONAL MAP



# Resources

## DBE TEAM



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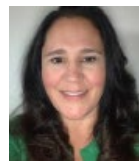
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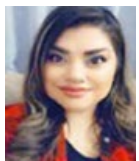
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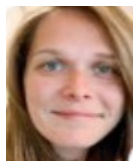


**Breanne Higginbotham**  
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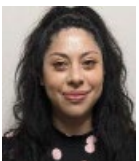


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# Resources

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