



**Metropolitan St. Louis Sewer District**  
**MSD Diversity Reporting Electronic Reporting**  
**Construction Management View**  
**Involvement and Workforce Reporting**

**Revision Date: February 28, 2018**

(Revisions from previous version are marked in red.)

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## Introduction

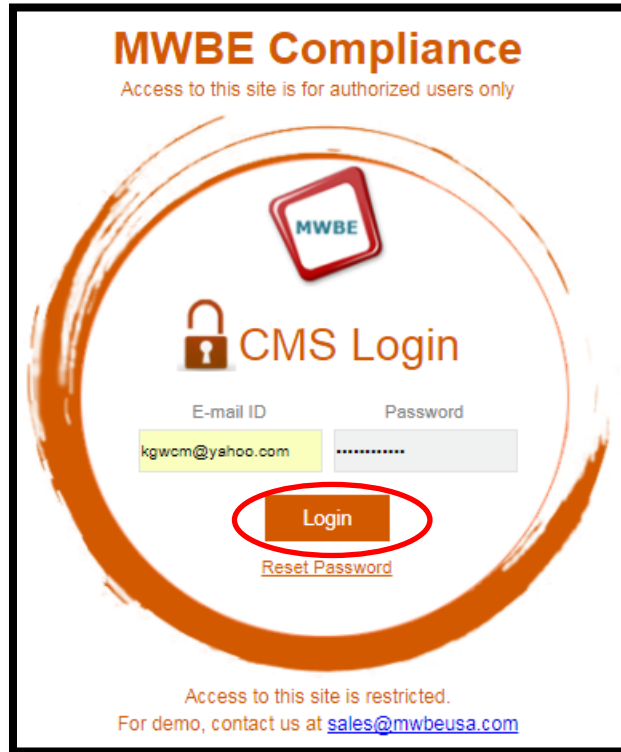
The MSD Construction Management View electronic system is a “view only” module of the MSD Diversity Reporting electronic system, which is the system MSD Prime Contractors utilize for their Diversity reporting needs. As a Construction Manager, the user is able to view the contract information, Involvement Reports, and Workforce Reports for all contracts that the Construction Manager is assigned.

- **Viewing Contract Information** – The Construction Manager will be able to view various contract information for the contracts for which they are assigned. This information includes, but is not limited to, the following:
  - Contract Number
  - Contract Start/End Date
  - Award Amount
  - M/WBE Vendor Goals
  - Workforce Utilization Goal
  - Prime and Subcontractors assigned to the Contract
  - Purchase Order Information
  - Change Order Information
  - Notes Added to Contract by MSD Diversity
- **Viewing Monthly Involvement Reports** – The Construction Manager will be able to view and print all Involvement Reports submitted for the contracts for which they are assigned.
  - Involvement Reports are to be submitted by the Prime Contractor by the 10<sup>th</sup> of each month for payments made to subcontractors during the previous month’s reporting period.
  - Involvement reports are to be submitted monthly regardless of whether the project was active or if no payments were made to subcontractors during the reporting period.
  - Involvement Reports provide payment data for the reporting period (month) and life of the contract. The MSD Form A Commitments are also included on this report.
  - Only a MSD Administrator can make changes/corrections to submitted Involvement Reports. Please contact MSD Diversity at [diversity@stlmsd.com](mailto:diversity@stlmsd.com) via e-mail with all report correction requests.
- **Viewing Workforce Utilization Reports** – The Construction Manager will be able to view and print draft workforce reports, submitted workforce reports, certified payrolls, as well as various cumulative workforce reports.
  - Prime Contractors are to submit a draft copy of their monthly Workforce Reports by the 10<sup>th</sup> of each month to the Construction Manager for review.
  - Certified payroll copies must be attached to each workforce report where hours are reported as supporting documentation.
  - Once the Construction Manager has reviewed and approved the draft Workforce Reports, the Prime Contractors are to submit the approved Monthly Workforce Utilization Reports on the MSD Diversity Reporting electronic system.
- Once a workforce report has been submitted, the Prime Contractor can no longer make any changes. Should any changes/corrections be needed, a MSD Diversity Administrator must unlock the report. Please contact MSD Diversity at [diversity@stlmsd.com](mailto:diversity@stlmsd.com) via e-mail to request that a workforce report be unlocked.

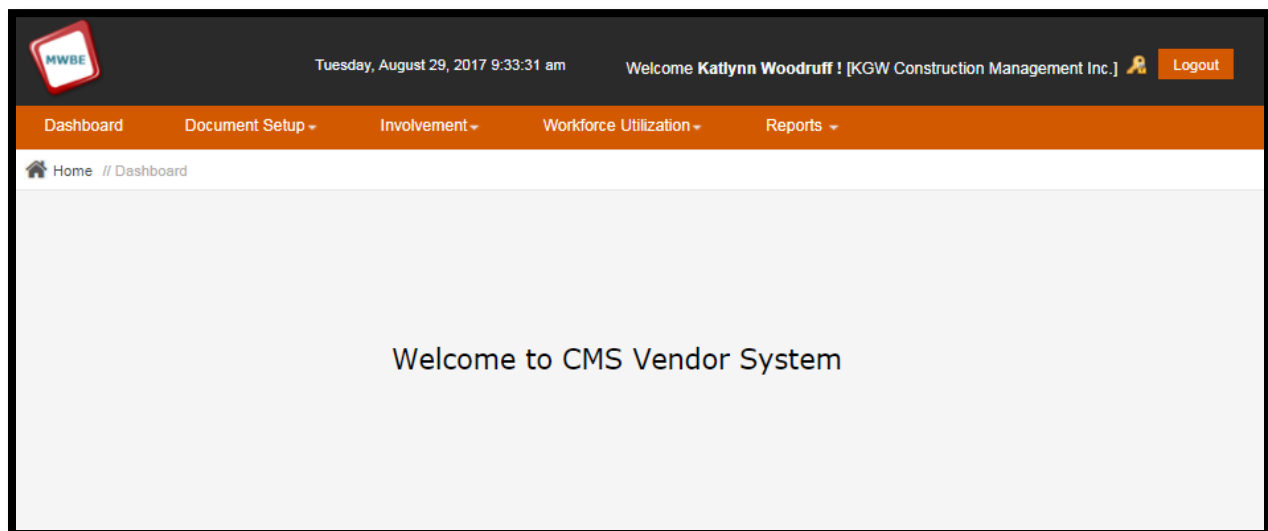
# Logging into MSD Diversity Reporting (Construction Management View)

Your Username and Password will be supplied to you by MSD Diversity. If you do not have a Username and Password, or to request an additional Username and Password, please contact MSD Diversity at [diversity@stlmsd.com](mailto:diversity@stlmsd.com).

- Go to <https://msddiversityreporting.com/cms/>.
- Enter your **E-mail ID** and **Password**, and then click the “Login” button.



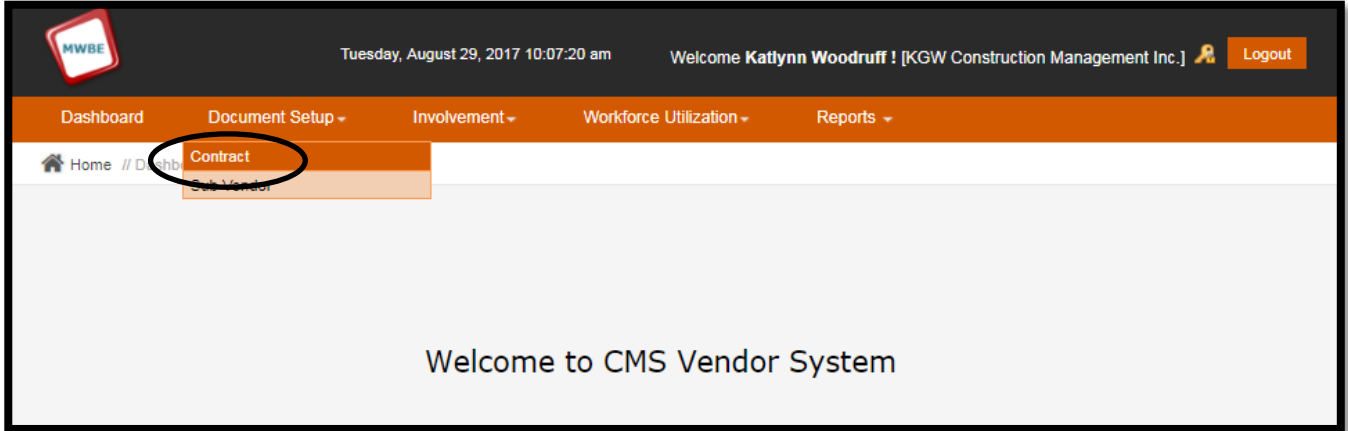
- You will then be directed to the CMS Vendor System welcome page.



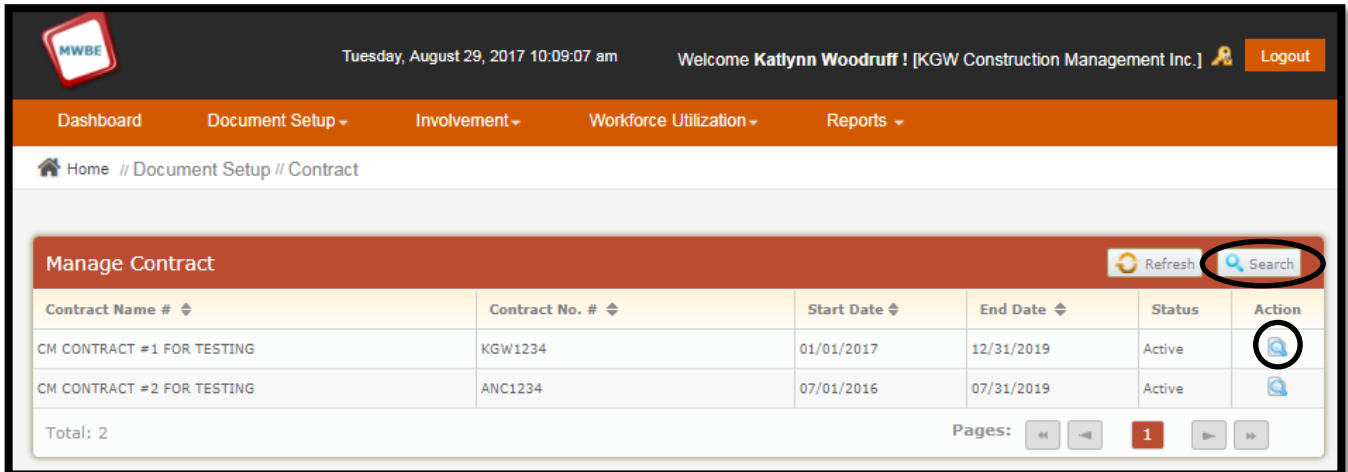
# Viewing Contract Information

The Construction Management View electronic system allows users to view contract information for the contracts which they are assigned as the Construction Manager.

- Login to the MSD Diversity Reporting Construction Manager View system.
- From the Dashboard, hover the mouse over the **Document Setup** tab and select **Contract**.



- The user will be directed to the **Manage Contract** module. Only contracts where the user is assigned as the Construction Manager will be included in the list of contracts. The user may search for contracts via the **Search** button. To view the contract information, click the **Magnifying Glass** icon for the desired contract.



- The user may then view the various contract information provided under each tab heading.

**Contract Details** [Close]

CONTRACT INFO. | INDUSTRY | FUND | GOAL | VENDOR INFO. | PO | CO | LABOR | PAYROLL | NOTES

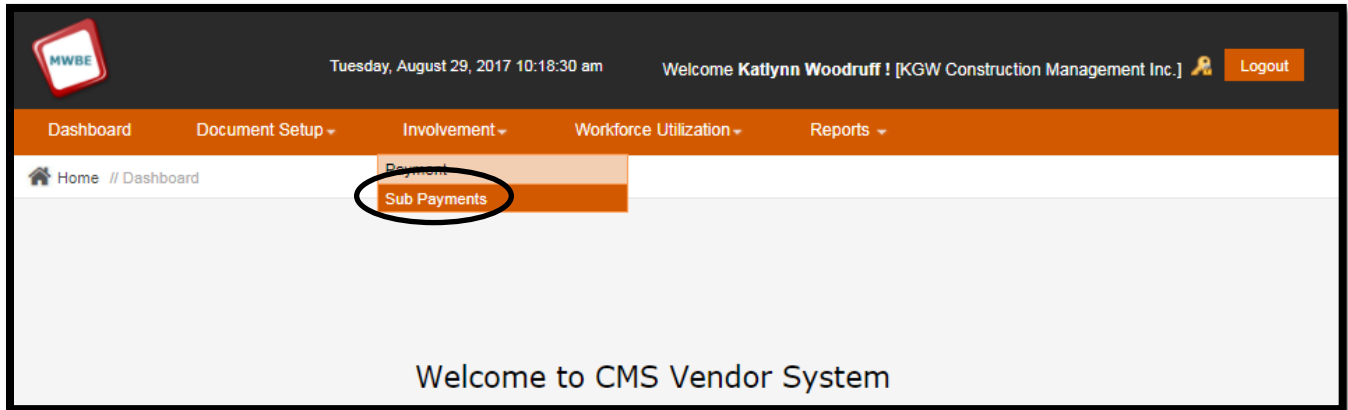
<b>Contract No. # :</b>	KGW1234	<b>Contract Name :</b>	CM CONTRACT #1 FOR TESTING
<b>Start Date :</b>	01/01/2017	<b>End Date :</b>	12/31/2019
<b>Award Date :</b>	01/01/2017	<b>Contract Amount :</b>	1000000.00
<b>Status :</b>	Active	<b>Compliance Amount :</b>	1000000.00
<b>Total Compliance Amount :</b>	1000000.00	<b>Contract Type :</b>	BUILDING CONSTRUCTION
<b>Project Number # :</b>		<b>Department :</b>	
<b>Division :</b>		<b>Buyer :</b>	
<b>Description :</b>	TEST FOR CM MONITORING		

[Close]

## Viewing Monthly Involvement Reports

By the tenth calendar day of each month, MSD requires all Prime Contractors/Consultants/Suppliers to report the payments made to their subcontractors in the previous month even if no payments were made. Construction Managers may view and print Involvement Reports submitted for the contracts they manage.

- From the Dashboard, hover the mouse over the **Involvement** tab and click the **Sub Payments** link.



- The user will be directed to the **Manage Sub Payment** module. All Involvement Reports submitted for contracts where the user is assigned as the Construction Manager will be included in this module.

The screenshot shows the 'Manage Sub Payment' module. At the top right, there are 'Refresh' and 'Search' buttons. The 'Search' button is circled in black. Below the buttons is a table with the following columns: Contract No., Month, Year, Payment Type, Date Submitted, Total Paid(\$), and Action. The table contains 10 rows of data. The 'Action' column for each row contains three icons: a paperclip, a magnifying glass, and a printer. The second row (Contract No. 11011, Month Feb, Year 2017) has a blue paperclip icon, while the others have grey paperclip icons. The table footer shows 'Total: 56' and 'Page: 1 of 6'. Below the table is a pagination control with 'Pages:' and buttons for 1, 2, 3, 4, 5.

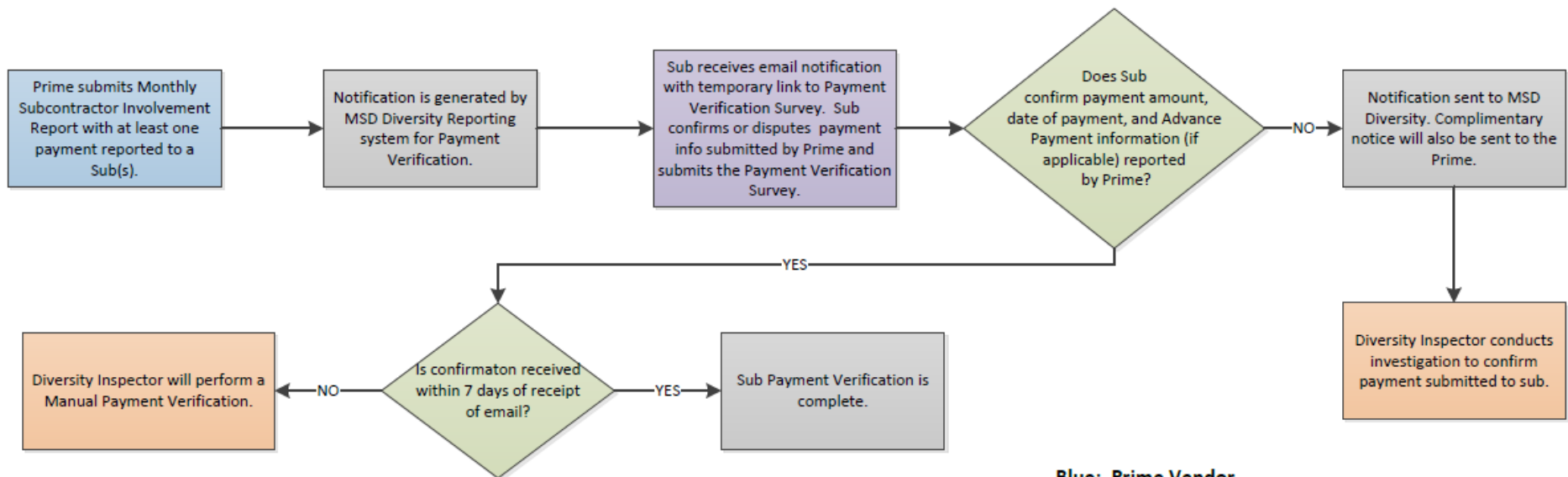
Contract No.	Month	Year	Payment Type	Date Submitted	Total Paid(\$)	Action
11011	Mar	2017	Monthly	01/19/2018	300.00	[Paperclip] [Magnifying Glass] [Printer]
11011	Feb	2017	Monthly	12/29/2017	900.00	[Paperclip] [Magnifying Glass] [Printer]
11011	Jan	2017	Monthly	12/22/2017	450.00	[Paperclip] [Magnifying Glass] [Printer]
ANC1234	Jul	2017	Monthly	07/19/2017	27,500.00	[Paperclip] [Magnifying Glass] [Printer]
ANC1234	Jun	2017	Monthly	07/19/2017	118,000.00	[Paperclip] [Magnifying Glass] [Printer]
ANC1234	May	2017	Monthly	07/19/2017	0.00	[Paperclip] [Magnifying Glass] [Printer]
KGW1234	Jul	2017	Monthly	07/19/2017	20,000.00	[Paperclip] [Magnifying Glass] [Printer]
KGW1234	Jun	2017	Monthly	07/19/2017	0.00	[Paperclip] [Magnifying Glass] [Printer]
KGW1234	May	2017	Monthly	07/19/2017	14,000.00	[Paperclip] [Magnifying Glass] [Printer]
11011	Feb	2016	Monthly	02/29/2016	46,730.15	[Paperclip] [Magnifying Glass] [Printer]

- The **Search** button allows the user to search for Involvement Reports by Contract Number, Contract Name, and/or Reporting Period.
- As of the March 2018 Involvement Reporting Period, Prime Contractors are now required to upload M/WBE subcontractor invoice copies as supporting documentation for all reported payments to M/WBE subcontractors. To view invoice copies, click the **Paperclip** icon. If the paperclip icon is **blue**, the Prime has attached invoice copies. If the paperclip icon is **grey**, there is no attachment.
- To view the Involvement Reporting Form that was submitted by the Prime, click the **Magnifying Glass** icon.
- To View and/or Print the Involvement Report, click the **Printer** icon.

## Automated M/WBE Subcontractor/Sub-Consultant Payment Verification Process

The MSD Diversity Reporting system will now send out automatic Payment Verification e-mails to M/WBE subcontractors/sub-consultants when a Prime Contractor/Prime Consultant reports a payment made to an MWBE. This process is detailed below for information purposes.

### Sub Payment Verification Audit Process



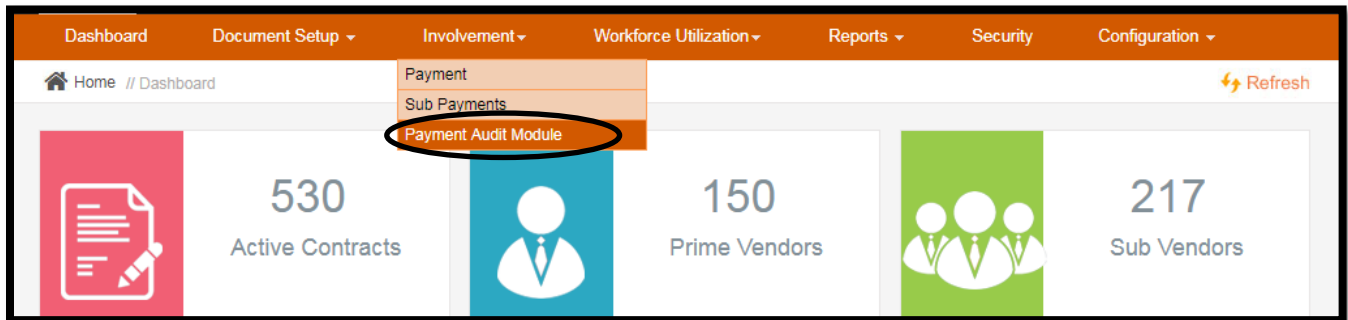
**Blue: Prime Vendor**  
**Grey: System**  
**Green: Decision**  
**Purple: Sub**  
**Orange: Diversity**



## PAYMENT AUDIT MODULE (READ ONLY)

Prime Contractors/Consultants as well as Construction Managers will have “read only” access to the Payment Audit Module. This module houses the results of all automated Payment Verifications sent to M/WBE subcontractor/sub-consultants with a reported payment. Below are step-by-step instructions for reviewing Payment Verification results in this module:

- From the Dashboard, hover the mouse over the **Involvement** tab and click on the **Payment Audit Module** link.



- The user may search for Payment Verification results by clicking the **Search** button.

The screenshot shows the 'Payment Audit Module' interface. At the top, there are 'Refresh', 'Search' (circled in red), and 'Download' buttons. Below is a table with the following data:

Contract No.	Contract Name	Prime Contractor	Subcontractor Name	MWBE Inspector	Month	Year	Status	Action
130560	Training Contract	KGW Construction	ABC Company	KGW (MSD)	Jan	2019	Pending	
130560	Training Contract	KGW Construction	ABC Company	Ranjul	Dec	2018	Disputed	
130560	Training Contract	KGW Construction	XYZ Company	KGW (MSD)	Nov	2018	Confirmed	
130560	Training Contract	KGW Construction	ABC Company	KGW (MSD)	Nov	2018	Disputed	
130560	Training Contract	KGW Construction	ABC Company	Katlynn Woodruff	Oct	2018	Confirmed	
130560	Training Contract	KGW Construction	ABC Company	KGW (MSD)	Sep	2018	Resolved	
130560	Training Contract	KGW Construction	ABC Company	KGW (MSD)	Aug	2018	Disputed	
130560	Training Contract	KGW Construction	XYZ Company	KGW (MSD)	Jul	2018	Auto	
130560	Training Contract	KGW Construction	ABC Company	KGW (MSD)	Jun	2018	Auto	
130560	Training Contract	KGW Construction	ABC Company	Katlynn Woodruff	May	2018	Resolved	

At the bottom, it shows 'Total: 18', 'Page: 1 of 2', and a pagination control with 'Pages: 1 2'.

- Each time an Involvement Report is submitted with payments reported to an M/WBE sub(s), the automated Payment Verification e-mail is sent to the sub(s) with a reported payment(s). At that time, the record for that Payment Verification will appear in the Payment Audit Module. The statuses for Payment Verification results are as follows:
  - Pending:** This status will appear once the automated Payment Verification e-mail is sent from the MDR system. The status will remain as **Pending** until the subcontractor/sub-consultant completes the Payment Verification Survey or until the Payment Verification Survey link expires seven (7) calendar days after being sent.
  - Confirmed:** This status will appear when the subcontractor/sub-consultant completes the Payment Verification Survey confirming all payment information reported by the Prime.
  - Disputed:** This status will appear when the subcontractor/sub-consultant completes the Payment Verification Survey, but disputes any payment information reported by the Prime. When a Payment Verification Survey results in a dispute, the MSD Diversity Reporting system will send an e-mail notification to MSD Diversity as well as the Prime Contractor/Consultant. All

disputes will require an investigation by the MWBE Compliance Inspector assigned to the contract.

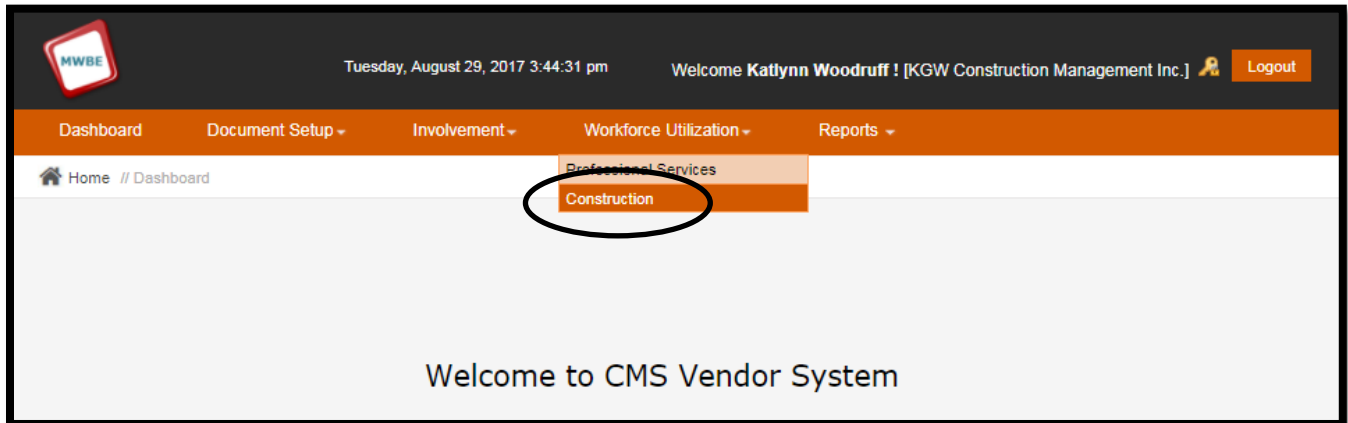
- **Under Investigation:** This status will appear when the MWBE Compliance Inspector has reviewed the disputed Payment Verification Survey submitted by the subcontractor/sub-consultant and begins working to resolve the dispute.
- **Resolved:** This status will appear when the MWBE Compliance Inspector has resolved the Payment Verification dispute. The MWBE Compliance Inspector may require that the Prime Contractor/Consultant provide further proof to verify a reported payment that has been disputed; for example, copies of cancelled checks. MSD Diversity will make corrections as necessary and change the status of the Payment Verification to **Resolved**.
- **Auto:** This status will appear when the subcontractor/sub-consultant has not completed the Payment Verification Survey within the allotted seven (7) calendar days. Any payment verifications with the status of **Auto** are subject to manual payment verification by MSD Diversity.
- By clicking the **Magnifying Glass** or **Printer** icon, the user may review the Payment Verification Survey information for that record.

**PLEASE NOTE:** If the Payment Verification record for a subcontractor/sub-consultant does not appear in the Payment Audit Module after the Prime submits an Involvement Report with a payment reported to that subcontractor/sub-consultant, the MSD Diversity Reporting System does not have an e-mail on file for that subcontractor/sub-consultant. Please contact MSD Diversity in this event so that MSD Diversity can ensure that the appropriate e-mail information is added to the MSD Diversity Reporting system.

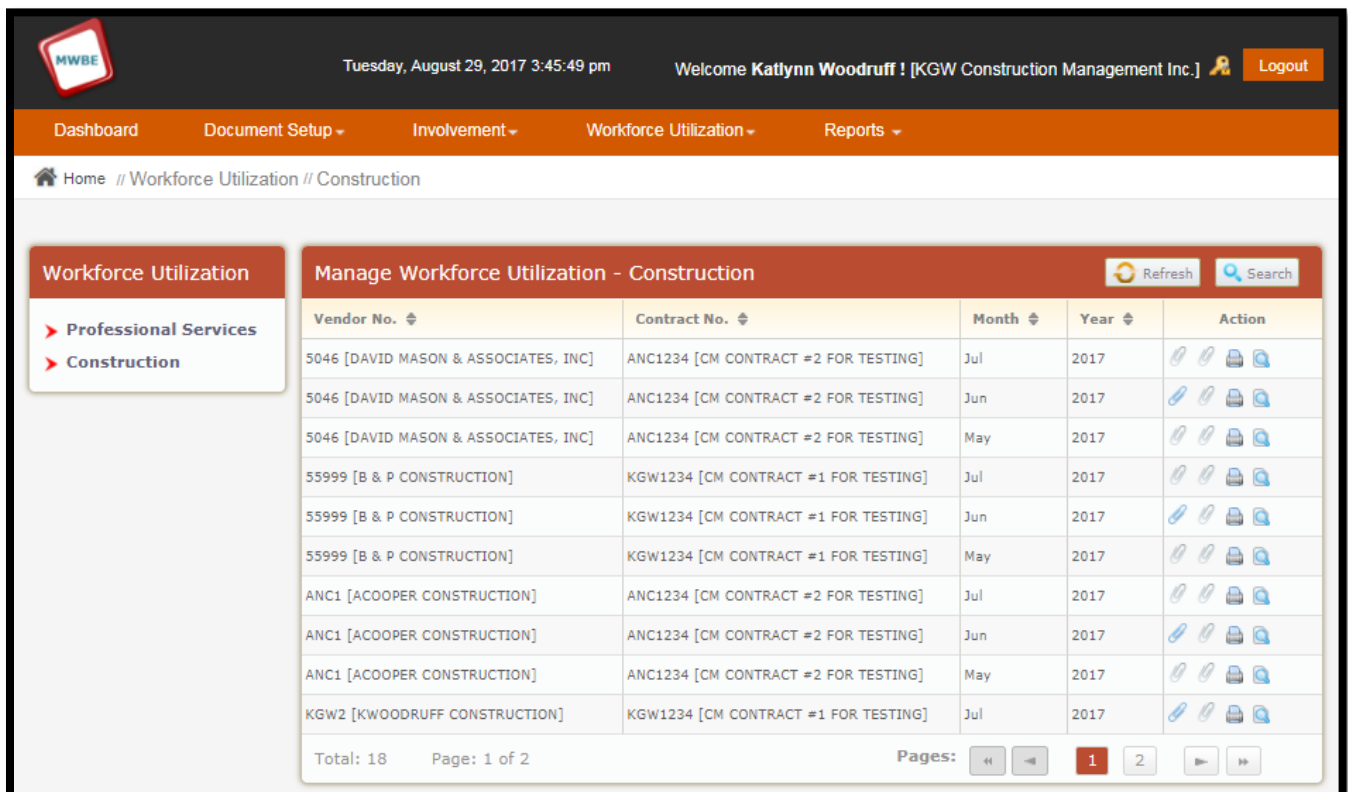
# Viewing Monthly Workforce Utilization Reports Including Certified Payroll Copies and Good Faith Effort Documentation

By the tenth calendar day of each month, the Prime Contractor shall submit draft Workforce Utilization Reports to the Construction Manager for Review. Once approved by the Construction Manager, the Prime Contractor shall submit the approved workforce reports in the MSD Diversity Reporting System. The Construction Manager may view and print various Workforce Reports through the Construction Manager View electronic system.

- To view individual Workforce Reports submitted for contracts for which the user is assigned as the Construction Manager, click the **Construction** link from the **Workforce Utilization** tab.



- The user will be directed to the **Manage Workforce Utilization – Construction** module. All workforce reports (including draft reports) for contracts where the user is assigned as the Construction Manager are present in this module to view and print.



Manage Workforce Utilization - Construction					Refresh	Search	
Vendor No. ⌵	Contract No. ⌵	Month ⌵	Year ⌵	Action			
5046 [DAVID MASON & ASSOCIATES, INC]	ANC1234 [CM CONTRACT #2 FOR TESTING]	Jul	2017				
5046 [DAVID MASON & ASSOCIATES, INC]	ANC1234 [CM CONTRACT #2 FOR TESTING]	Jun	2017				
5046 [DAVID MASON & ASSOCIATES, INC]	ANC1234 [CM CONTRACT #2 FOR TESTING]	May	2017				
55999 [B & P CONSTRUCTION]	KGW1234 [CM CONTRACT #1 FOR TESTING]	Jul	2017				
55999 [B & P CONSTRUCTION]	KGW1234 [CM CONTRACT #1 FOR TESTING]	Jun	2017				
55999 [B & P CONSTRUCTION]	KGW1234 [CM CONTRACT #1 FOR TESTING]	May	2017				
ANC1 [ACOOOPER CONSTRUCTION]	ANC1234 [CM CONTRACT #2 FOR TESTING]	Jul	2017				
ANC1 [ACOOOPER CONSTRUCTION]	ANC1234 [CM CONTRACT #2 FOR TESTING]	Jun	2017				
ANC1 [ACOOOPER CONSTRUCTION]	ANC1234 [CM CONTRACT #2 FOR TESTING]	May	2017				
KGW2 [KWOODRUFF CONSTRUCTION]	KGW1234 [CM CONTRACT #1 FOR TESTING]	Aug	2017				

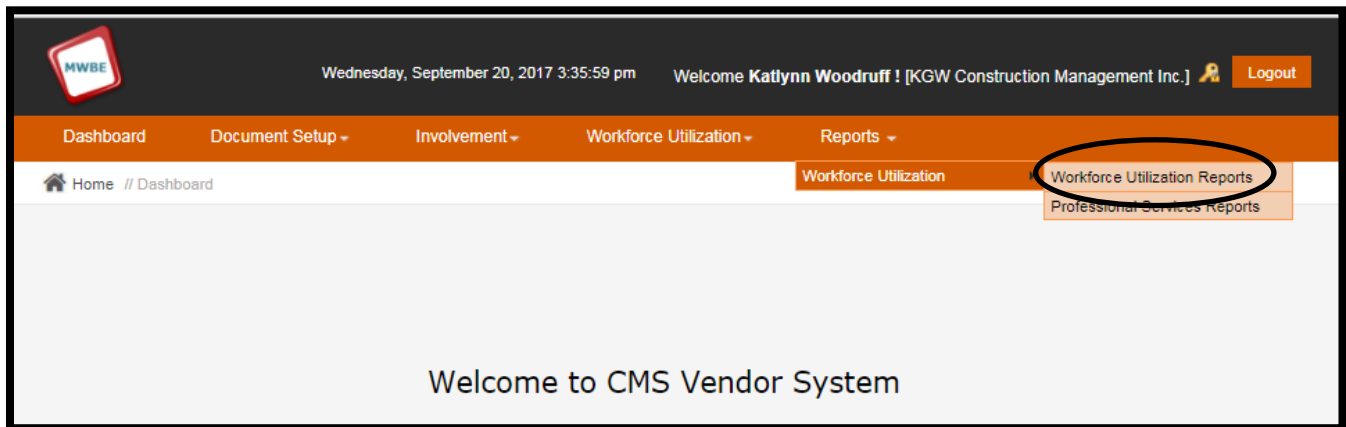
Total: 19    Page: 1 of 2    Pages: 1 2

- Clicking the **Search** button allows the user to search for workforce reports by Contract Number and/or Reporting Period.
- If the **print** button and **magnifying glass** button are **red**, this indicates that the workforce report is still in “draft” status.
- To view and/or print the Workforce Report, click the **Printer** icon. If the workforce report is still in “draft” status, the word “Draft” will appear at the top of the workforce report. If the workforce has been submitted, the word “Draft” will not appear at the top.
- To view and/or print the Certified Payrolls for the report, click the 1<sup>st</sup> **Paperclip** icon.
- To view and/or print the Good Faith Effort for the report, click the 2<sup>nd</sup> **Paperclip** icon.
  - Please Note: an attachment is available when the **Paperclip** icon is **blue**. If the **Paperclip** icon is gray, there is no attachment.

## Running Workforce Reports (Monthly, Date Range, and Cumulative)

Construction Managers may run various workforce reports to aid in the tracking and management of workforce participation on MSD Contracts for which they are assigned. Draft Workforce Report data will not be included in these reports. Only Submitted Workforce Report data is included.

- From the Dashboard, hover the mouse over the **Reports** tab and click the **Workforce Utilization Reports** link. This link will lead to the Workforce Utilization Reports Page.



- On the Workforce Utilization Reports page, the user will have various options to choose from. Details for each report are provided below.



- Workforce Utilization Submitted Report
  - This report lists the contracts that have Monthly Workforce Utilization Reports submitted within the specified reporting period (month). The criteria for this report are below.

- Workforce Utilization Not Submitted Report
  - This report lists the contracts that do not have Monthly Workforce Utilization Reports submitted within the specified reporting period. The criteria for this report are below

- Workforce Utilization Construction Report Monthly – Single Vendor
  - This report displays the monthly workforce participation for a specified contract, vendor (contractor), and reporting period (month). The criteria for this report are below.

- Workforce Utilization Construction Report Monthly – Prime and Subs
  - This report displays the monthly workforce participation for all vendors (contractors) with workforce reports submitted within a specified reporting period (month). The criteria for this report are below.

- Workforce Utilization Construction Report (by Date Range) – Single Vendor
  - This report displays the workforce participation for a specified contract and vendor (contractor) within a specified date range. The criteria for this report are below.

The screenshot shows a web form titled "Workforce Utilization Construction Report (by Date Range) - Single Vendor". It features a red header bar with the title. Below the header, there are four dropdown menus: "Contract#" (with "-- Select Contract--" as the selected option), "Vendor#" (with "Please choose Contract# first!" as the selected option), "From:" (with "-- Select Month--" and "-- Select Year--" as selected options), and "To:" (with "-- Select Month--" and "-- Select Year--" as selected options). At the bottom of the form, there are two yellow buttons: "Show Report" and "Back".

- Workforce Utilization Construction Report (by Date Range) – Prime and Subs
  - This report displays the workforce participation for a specified contract for all vendors (contractors) with workforce reports submitted within a specified date range. The criteria for this report are below.

The screenshot shows a web form titled "Workforce Utilization Construction Report (by Date Range) - Primes and Subs". It features a red header bar with the title. Below the header, there are four dropdown menus: "Contract#" (with "-- Select Contract--" as the selected option), "From:" (with "-- Select Month--" and "-- Select Year--" as selected options), and "To:" (with "-- Select Month--" and "-- Select Year--" as selected options). At the bottom of the form, there are two yellow buttons: "Show Report" and "Back".

- Workforce Utilization Construction Report (Cumulative) – Single Vendor
  - This report displays the cumulative workforce participation for a specified contract and vendor (contractor). The criteria for this report are below.

The screenshot shows a web form titled "Workforce Utilization Construction Report (Cumulative) - Single Vendor". It features a red header bar with the title. Below the header, there are two dropdown menus: "Contract#" (with "-- Select Contract--" as the selected option) and "Vendor#" (with "Please choose Contract# first!" as the selected option). At the bottom of the form, there are two yellow buttons: "Show Report" and "Back".

- Workforce Utilization Construction Report (Cumulative) – Prime and Subs
  - This report displays the cumulative workforce participation for a specified contract. The report will provide an individual cumulative workforce report for each contractor and then the cumulative workforce report for the contract as a whole on the last page. The criteria for this report are below.

The screenshot shows a web interface with a red header bar containing the text "Workforce Utilization Construction Report (Cumulative) - Primes and Subs". Below the header, the label "Contract#" is positioned to the left of a dropdown menu. The dropdown menu currently displays "-- Select Contract--" with a downward-pointing arrow. Below the dropdown menu, there are two yellow buttons: "Show Report" on the left and "Back" on the right.

- Workforce Utilization Construction Report (Cumulative) – Consolidated
  - This report displays the cumulative workforce participation consolidated into one report.

The screenshot shows a web interface with a red header bar containing the text "Workforce Utilization Construction Report (Cumulative) - Consolidated". Below the header, the label "Contract#" is positioned to the left of a dropdown menu. The dropdown menu currently displays "-- Select Contract--" with a downward-pointing arrow. Below the dropdown menu, there are two yellow buttons: "Show Report" on the left and "Back" on the right.



## Additional Notes

- The web address for the MSD Diversity Reporting – Construction Management View electronic system is <https://msddiversityreporting.com/cms/>.
- This reporting system can be accessed from any computer that has internet connection.
- This manual will be updated as necessary, and the new version will be posted directly to MSD Diversity’s web page. Please submit enhancement requests to MSD Diversity at [diversity@stlmsd.com](mailto:diversity@stlmsd.com).
- An M/WBE Involvement Report must be submitted by the 10<sup>th</sup> of each month to report payments made in the previous month. If an M/WBE Involvement Report is missing from the previous month, the Prime cannot submit an M/WBE Involvement Report for the current month. Failure to complete the monthly reporting may lead to delay in payment from the District.
- For every Monthly Workforce Utilization Report with hours reported, copies of Certified Payrolls must be uploaded as supporting documentation.
- In the event that workforce goals are not being met, Primes are to upload Good Faith Effort documentation to their workforce report. When uploading Good Faith Effort, the Prime must click the “GFE” checkbox before submitting the report.
- If any subcontractors listed on a project do not qualify for workforce participation (Suppliers, Haulers Hauling Off-Site, etc.), the Prime is to submit a “No Activity Report” each month for these subcontractors.
- MSD will audit M/WBE Involvement Report submission to ensure all reporting is up-to-date. Users will also begin receiving e-mail reminders for late reporting.
- Please direct all questions via email to MSD Diversity at [diversity@stlmsd.com](mailto:diversity@stlmsd.com).

## Revisions Made

- Information regarding the new automated M/WBE Payment Verification process has been added for information purposes only. Beginning with the March 2018 Involvement Reporting Period, when a Prime reports payments made to any M/WBE subcontractors, the system will automatically send out an e-mail to that subcontractor(s) requesting that they complete a Payment Verification survey. The results of these Payment Verifications are available via the **Payment Audit Module**. Please see pages 8-10 for further details.
- Prime Contractors are now required to attach subcontractor invoice copies as supporting documentation to each Involvement Report where payments to M/WBE subcontractors are reported.