



**Metropolitan St. Louis Sewer District
Electronic M/WBE Involvement Reporting
Construction & Professional Services Contracts**

Revision Date: **March 12, 2018**

(Revisions from previous version are marked in **red**.)

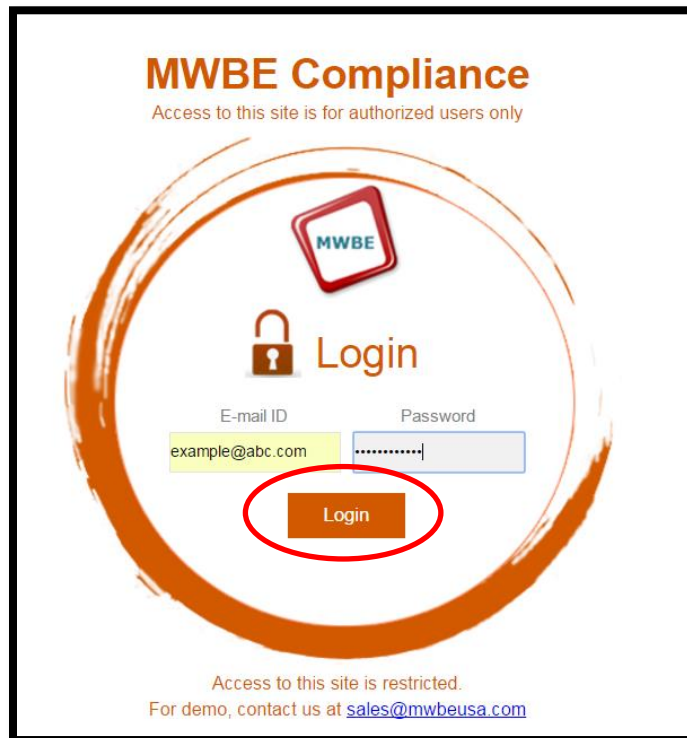
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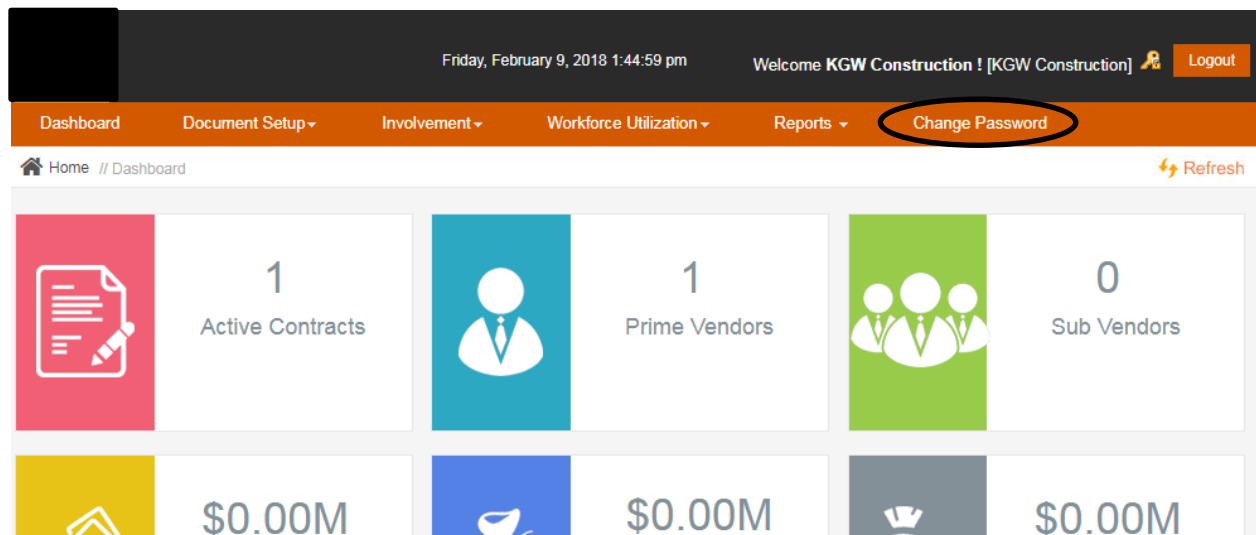
Logging into MSD Diversity Reporting (MDR) for the First Time

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.

- Go to www.msddiversityreporting.com.
- Enter your **E-mail ID** and **Password**, and then click the “Login” button.



- You will then be directed to the Dashboard for your company. The Dashboard will provide a “quick view” of your contract information. MSD will update the Dashboard view to best fit contractor/consultant needs.

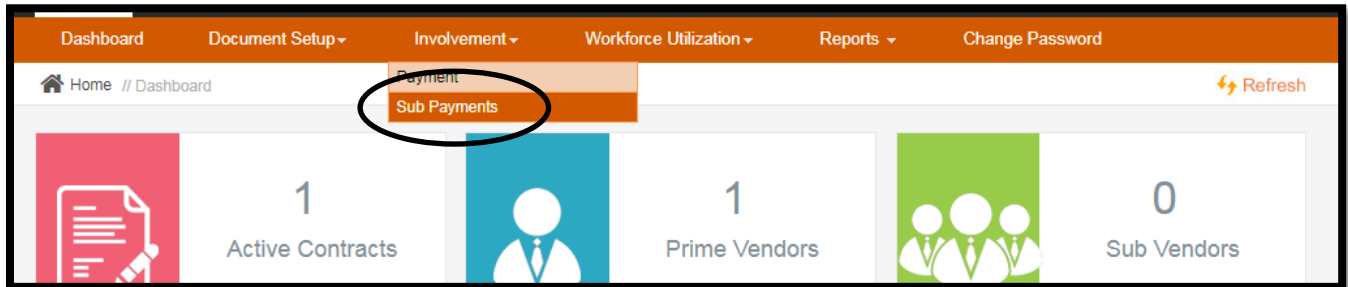


- Please note the **Change Password** tab above. Please click this tab to update your user password. To request additional User IDs, please contact MSD Diversity at diversity@stlmsd.com.

Review of the Manage Sub Payment Module

The Manage Sub Payment module houses all subcontractor/sub-consultant payment information. Through this module, the user may submit, view, and print monthly M/WBE Involvement Reports.

- Login to the MSD Diversity Reporting (MDR) system.
- 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. If any M/WBE Involvement Reports have been submitted previously, those reports will be listed on this page.

The screenshot shows the 'Manage Sub Payment' module interface. At the top, there are buttons for 'Refresh', 'Search', 'Download', and 'Add'. Below is a table with the following data:

Contract No.	Month	Year	Payment Type	Date Submitted	Total Paid(\$)	Action
130560	Feb	2018	Monthly	03/13/2018	0.00	[Edit] [View] [Print]
130560	Jan	2018	Monthly	02/09/2018	400.00	[View] [Print]

At the bottom of the table, it says 'Total: 2' and 'Pages: 1' with navigation arrows.

- The user may sort those reports using the column headings using the arrow icon to the right of the column heading – Contract #, Month, Year, Payment Type, Date Submitted.

This screenshot is identical to the previous one, but with the top navigation buttons ('Refresh', 'Search', 'Download', 'Add') and the 'Action' column headers circled.

Contract No.	Month	Year	Payment Type	Date Submitted	Total Paid(\$)	Action
130560	Feb	2018	Monthly	03/13/2018	0.00	[Edit] [View] [Print]
130560	Jan	2018	Monthly	02/09/2018	400.00	[View] [Print]

Total: 2 Pages: 1

- **Refresh:** Clicking this button will **refresh** the M/WBE Involvement Reports to their pre-configured sorting method.
- **Search:** Clicking this button will allow the user to **search** for M/WBE Involvement Reports based on desired criteria.
 - The user may enter the Project Number, which is different from the Contract Number, in the **Contract Name** box below to search for a contract by Project Number.

The image shows a 'Search' dialog box with a white background and a black border. At the top, there is a red header bar with the word 'Search' in white and a close button (an 'x' in a square) on the right. Below the header, there are four input fields:

- 'Contract No.:' followed by a text input field.
- 'Contract Name:' followed by a text input field.
- 'From Payment Date:' followed by a date picker field with a calendar icon on the right.
- 'To Payment Date:' followed by a date picker field with a calendar icon on the right.

 At the bottom of the dialog box, there are two buttons: 'Start Searching' and 'Cancel', both with a light gray background and black text.

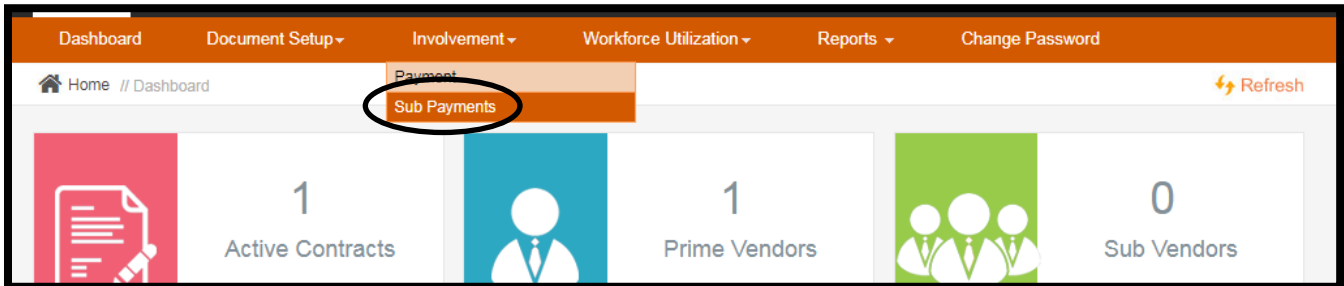
- **Download:** Clicking this button will download the information from the user's search results in an Excel Spreadsheet.
- **Add:** Clicking this button will lead the user to the Monthly M/WBE Involvement Reporting form where the user may enter actual payments made to all subcontractors/sub-consultants for the specified reporting period.
- **Magnifying Glass Icon:** By clicking this icon, the user may view the submitted M/WBE Involvement Report.
- **Pencil Icon:** By clicking this icon, the user may access and submit a "draft" M/WBE Involvement Report.
- **Printer Button:** By clicking this icon, the user may print the Monthly M/WBE Involvement Report.

Submitting Monthly M/WBE Involvement Reports (Prime Payment to Sub)

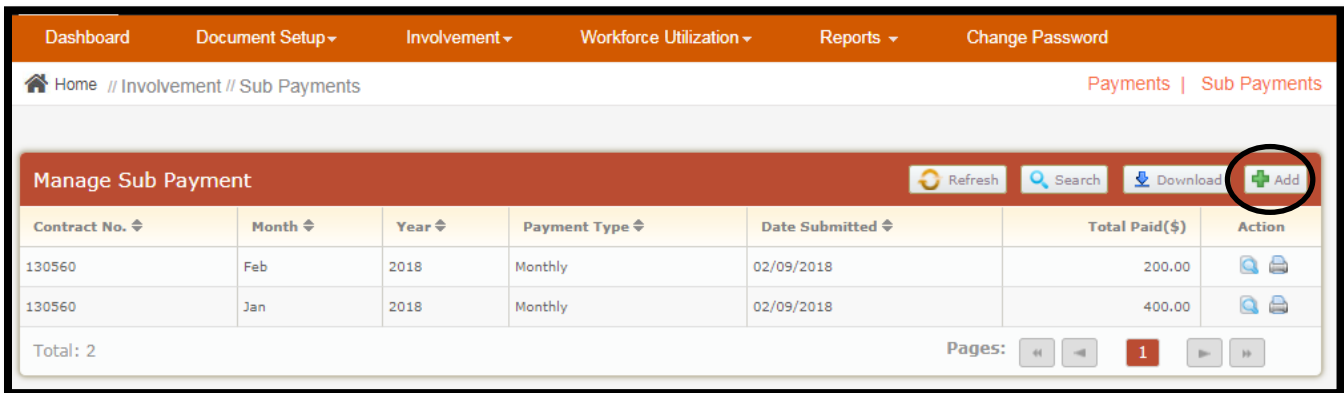
By the tenth calendar day of each month, MSD requires all Prime Contractors/Consultants/Suppliers to report the payments made to their subcontractors in the previous month even if no payments were made.

Below are step-by-step instructions for completing the monthly M/WBE Involvement Reporting:

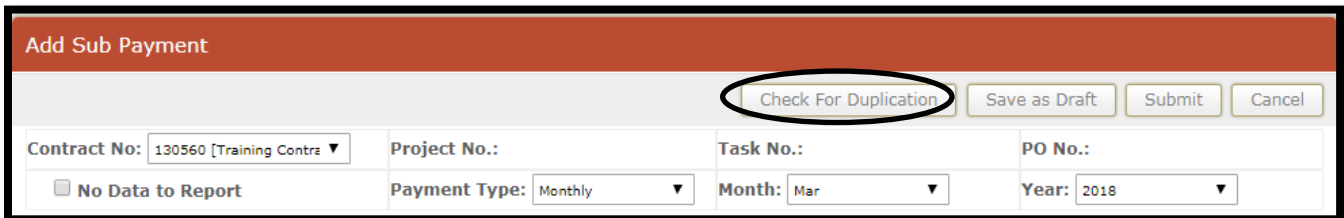
- Login to the MSD Diversity Reporting (MWBE USA) system.
- From the Dashboard, hover the mouse over the **Involvement** tab and click the **Sub Payments** link.



- Click the **Add** button.



- **Contract #:** Select the Contract Number from the dropdown list.
- **Payment Type:** Select either “Monthly” or “Final.” Only select “Final” if the report is the last M/WBE Involvement Report that will be submitted.
- **Month:** Select the reporting period Month from the dropdown list.
- **Year:** Select the reporting period Year from the dropdown list.
- Click the **Check for Duplication** button.



- If the system determines that the Involvement Report for this Contract & Period is not a duplicate, the form will expand so that the user may enter the **actual payments made** to the subcontractors listed within the reporting period.

- When the Involvement Reporting form first expands, the Subcontractor/Sub-consultant Payment section will display as seen below.
- If no payments were made during the reporting period, the user must check the “No Data to Report” checkbox, check the “I hereby certify...” checkbox, enter the User’s name in the **Submitted By** field, and click the **Submit** button.
- To add payments, the User must click the **Invoice Details** button for the appropriate sub(s). This will expand the section for that sub(s) and allow the User to enter invoice and payment details. Please see the next page for further details.

The screenshot shows the 'Add Sub Payment' form with the following elements:

- Notification:** A yellow banner at the top states "Payment saved as draft successfully." with a green checkmark icon.
- Form Fields:**
 - Contract No.: 130560 (Training Contr.)
 - Project No.:
 - Task No.:
 - PO No.:
 - No Data to Report**
 - Payment Type: Monthly
 - Month: Mar
 - Year: 2018
- Payment Details:**

Any changes of Original Form A information must be reported to and approved by Diversity and requires submission of Good Faith Effort documentation.

Sub-Contractor Name	M/WBE Type	Payment Made	Payment Invoice(s) Details
130560ABC - ABC Company	MBE	0.00	Invoice Details
130560XYZ - XYZ Company	WBE	0.00	Invoice Details
NONMWBESUB - NON MWBE SUB	NON-CERTIFIED	0.00	Invoice Details
Total Amount Paid to Vendors:		0.00	
- Attachment:** Attachment (if any): Choose File No file chosen
- Comments:** New Comments: [Text Field]
- I hereby certify that the above is a true statement of services provided under the above contract.
- Submitted by:** [Text Field]
- Buttons:** Save as Draft, Submit, Cancel

Session expires in 17 Mins 42 Secs. 'Save as Draft' is recommended.

- **PLEASE NOTE:** At the bottom left hand corner of the Involvement Reporting screen, a box appears to notify the user of the time left for data entry before the session expires. The user will have 20 minutes for data entry before the system will prompt the user to save their work to prevent data loss. Clicking the **Save as Draft** button will allow the user to save their work and continue with data entry. The user will receive confirmation that their work was saved as seen above.
- Once the user clicks the **Save as Draft** button, they can either continue with data entry or they can cancel out of the form to return at a later time to complete their entries and submit the Involvement Report.
- Sub-Payment Verification e-mails will only be sent once an Involvement Report is submitted. Any changes needed after Involvement Report submission must be performed by an MSD Administrator.

Add Sub Payment

Save as Draft Submit Cancel

Contract No.: 130560 Project No.: Task No.: PO No.:

No Data to Report Payment Type: Monthly Month: Mar Year: 2018

Payment Details

Any changes of Original Form A information must be reported to and approved by Diversity and requires submission of Good Faith Effort documentation.

Sub-Contractor Name	M/WBE Type	Payment Made	Payment Invoice(s) Details					
130560ABC - ABC Company	MBE	200.00	Invoice Details					
<input type="checkbox"/> Sub Invoice#	<input type="checkbox"/> Sub Invoice Date	<input type="checkbox"/> Amount Paid	<input type="checkbox"/> Multiplier	<input type="checkbox"/> Amount Towards Goal	<input type="checkbox"/> Date of Payment	<input type="checkbox"/> Eligible for Advance Payment	<input type="checkbox"/> Advanced Payment?	
<input type="checkbox"/> ABC1	02/01/2018	100.00	100.00	100.00	03/30/2018	<input checked="" type="checkbox"/>	Yes	
<input type="checkbox"/> ABC2	02/01/2018	100	100	100.00	03/30/2018	<input checked="" type="checkbox"/>	No	
130560XYZ - XYZ Company	WBE	100.00	Invoice Details					
<input type="checkbox"/> Sub Invoice#	<input type="checkbox"/> Sub Invoice Date	<input type="checkbox"/> Amount Paid	<input type="checkbox"/> Multiplier	<input type="checkbox"/> Amount Towards Goal	<input type="checkbox"/> Date of Payment	<input type="checkbox"/> Eligible for Advance Payment	<input type="checkbox"/> Advanced Payment?	
<input type="checkbox"/> XYZ1	02/01/2018	100	20	20.00	03/30/2018	<input type="checkbox"/>	No	
NONMWBESUB - NON MWBE SUB	NON-CERTIFIED	100.00	Invoice Details					
<input type="checkbox"/> Sub Invoice#	<input type="checkbox"/> Sub Invoice Date	<input type="checkbox"/> Amount Paid	<input type="checkbox"/> Multiplier	<input type="checkbox"/> Amount Towards Goal	<input type="checkbox"/> Date of Payment	<input type="checkbox"/> Eligible for Advance Payment	<input type="checkbox"/> Advanced Payment?	
<input type="checkbox"/> Total Non-MWBE	02/01/2018	100	100	100.00	03/30/2018	<input type="checkbox"/>	No	
Total Amount Paid to Vendors:		400.00						

Attachment (if any): Choose File No file chosen

Comments: 2018-02-13 08:28:15 - Test

New Comments: For Testing Purposes Only

I hereby certify that the above is a true statement of services provided under the above contract.

Submitted by: Katlynn Woodruff

Save as Draft Submit Cancel

- **Payment Made:** This field will automatically populate once all payment information is entered for each subcontractor/sub-consultant.
- **Payment Invoice(s) Details:** Clicking this button allows the user to enter the payment information for each subcontractor/sub-consultant.
 - **Sub Invoice #:** Enter the subcontractor's/sub-consultant's Invoice Number.
 - **Sub Invoice Date:** Enter the date listed on the subcontractor's/sub-consultant's Invoice.
 - **Amount Paid:** Enter the amount paid to the subcontractor/sub-consultant for that Invoice.
 - **Multiplier:** This field is automatically populated based on the participation percentage listed on the MSD Form A.
 - **Amount Towards Goal:** This amount is automatically calculated based on the Amount Paid and Multiplier percentage.
 - **Date of Payment:** Select the date payment was made for the listed Invoice (date listed on the check).
 - **Eligible for Advance Payment:** This checkbox will be automatically checked if the Prime Contractor listed Advance Payment amounts for subcontractors via the Subcontractor Verification form. This field is only for Construction contracts.
 - **Advance Payment?:** If applicable, select yes if the payment reported is for Advance Payment to a subcontractor. If a subcontractor is not eligible for Advanced Payment, this field cannot be changed from "no."
- **PLEASE NOTE:** When entering Non-Certified payment data under the "Non-MWBE" dummy sub, you may enter fictitious data under the Sub Invoice #, Sub Invoice Date, and Date of Payment fields so that you can report the total spend to Non-Certified subs for the reporting period.

Further instructions follow on the next page.

Add Sub Payment

Save as Draft Submit Cancel

Contract No.: 130560 Project No.: Task No.: PO No.:

No Data to Report Payment Type: Monthly Month: Mar Year: 2018

Payment Details

Any changes of Original Form A information must be reported to and approved by Diversity and requires submission of Good Faith Effort documentation.

Sub-Contractor Name	M/WBE Type	Payment Made	Payment Invoice(s) Details
130560ABC - ABC Company	MBE	200.00	Invoice Details
<input type="checkbox"/> Sub Invoice#	<input type="checkbox"/> Sub Invoice Date	<input type="checkbox"/> Amount Paid	<input type="checkbox"/> Multiplier
<input type="checkbox"/> ABC1	02/01/2018	100.00	100.00
<input type="checkbox"/> ABC2	02/01/2018	100	100
130560XYZ - XYZ Company	WBE	100.00	Invoice Details
<input type="checkbox"/> Sub Invoice#	<input type="checkbox"/> Sub Invoice Date	<input type="checkbox"/> Amount Paid	<input type="checkbox"/> Multiplier
<input type="checkbox"/> XYZ1	02/01/2018	100	20
NONMWBESUB - NON MWBE SUB	NON-CERTIFIED	100.00	Invoice Details
<input type="checkbox"/> Sub Invoice#	<input type="checkbox"/> Sub Invoice Date	<input type="checkbox"/> Amount Paid	<input type="checkbox"/> Multiplier
<input type="checkbox"/> Total Non-MWBE	02/01/2018	100	100
Total Amount Paid to Vendors:		400.00	

Attachment (if any): No file chosen

Comments: 2018-02-13 08:28:15 - Test

New Comments:

I hereby certify that the above is a true statement of services provided under the above contract.

Submitted by:

Save as Draft Submit Cancel

- **Attachment (Choose File):** This button allows the user to upload copies of the subcontractor/sub-consultant invoices for the payments reported for that period. Uploading this supporting documentation is mandatory.
- **New Comments:** Add any necessary comments.
- Click the checkbox after reading the prompt.
- **Submitted By:** Enter the user's name.
- By clicking the **Save as Draft** button, the user may save their work and continue with data entry. The user may also save their work, cancel out of the form, and return at a later time to complete and submit the form by clicking the **Pencil** icon for that report (see below screenshot).
- Click the **Submit** button. Clicking this button submits and locks the M/WBE Involvement Report. The user will be directed back to the **Manage Sub Payment** page.
- To print a copy of the Monthly M/WBE Involvement Report, click the **Print** button as shown below.

Manage Sub Payment

Refresh Search Download Add

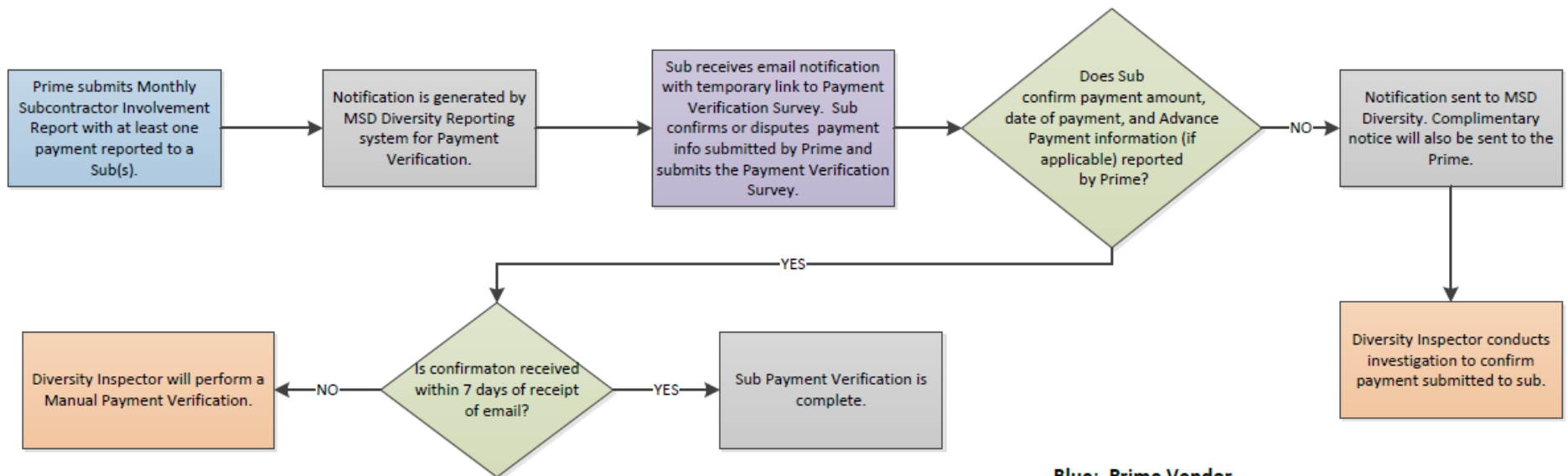
Contract No. ⇅	Month ⇅	Year ⇅	Payment Type ⇅	Date Submitted ⇅	Total Paid(\$)	Action
130560	Mar	2018	Monthly	03/09/2018	0.00	<input type="button" value="Pencil"/> <input type="button" value="Print"/>
130560	Feb	2018	Monthly	02/09/2018	200.00	<input type="button" value="Pencil"/> <input type="button" value="Print"/>
130560	Jan	2018	Monthly	02/09/2018	400.00	<input type="button" value="Pencil"/> <input type="button" value="Print"/>

Total: 3 Pages: 1

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

The MSD Diversity Reporting system will 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.

Sub Payment Verification Audit Process

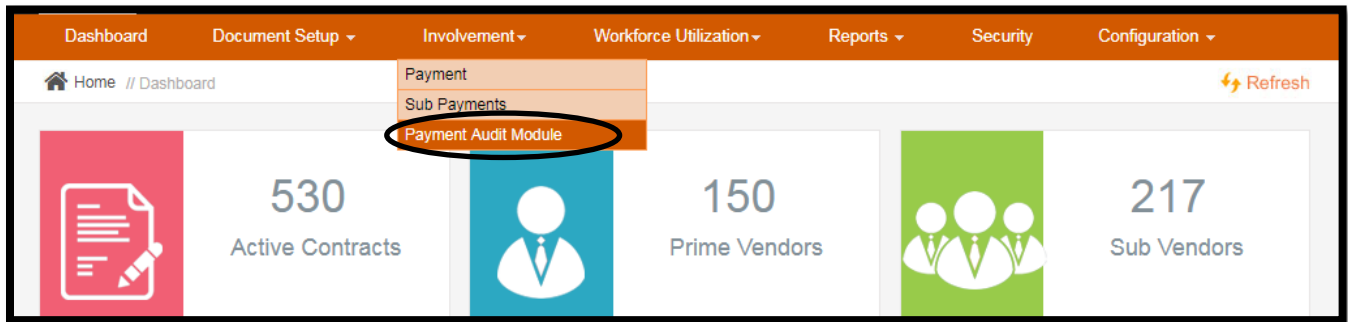


Blue: Prime Vendor
Grey: System
Green: Decision
Purple: Sub
Orange: Diversity

PAYMENT AUDIT MODULE (READ ONLY)

Prime Contractors/Consultants 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 'Pages:' section with navigation buttons for page 1 and 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.

Additional Notes

- The web address for the MSD Diversity Reporting (MWBE USA) system is www.msddiversityreporting.com.
- 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.
- An M/WBE Involvement Report must be submitted by the 10th of each month to report payments made in the previous month. If an M/WBE Involvement Report is missing from the previous month, the user cannot submit a M/WBE Involvement Report for the current month. Failure to complete the monthly reporting may lead to delay in payment from the District.
- 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 to MSD Diversity at diversity@stlmsd.com.

Revisions Made

- The M/WBE Involvement Report form was revised to gather more detailed information in order to send out automated Payment Verification request e-mails to M/WBE subcontractors/sub-consultants when a payment is reported.
- The **Add/Update** button on the Involvement Reporting form has been changed to **Submit**. Once an Involvement Report is submitted, only MSD administrators may make changes to the report.
- The **Save as Draft** button has been added to the Involvement Reporting form to allow users to save their work to prevent data loss as well as to be able to return to the report at a later time to complete and submit the report.
- Prime Contractors/Prime Consultants now have the capability to attach the invoice copies for all reported payments to M/WBE subcontractors/sub-consultants. Attaching this supporting documentation is mandatory.
- The MSD Diversity Reporting system will now send out Payment Verification emails to subcontractors/sub-consultants with a reported payment. Any disputed payment information submitted by the subcontractor/sub-consultant will be investigated by MSD Diversity.
- Prime Contractors/Consultants have "read only" access to the Payment Audit Module as a tool for monitoring the results of subcontractor/sub-consultant Payment Verification Requests.