

NOTICE TO DEPT. OF STREETS CONTRACT AWARDEES

The City of Philadelphia's Office of Economic Opportunity (OEO) has implemented a contract compliance reporting system. This web-based system will enable direct on-line payment verification. The primary purpose of this system is to monitor payments made by prime contractors to Minority, Women and Disabled Owned Business Enterprise (M/W/DSBE) subcontractors on City contracts. This notice applies only to firms that have M/W/DSBE subcontractors on a City contract.

This secured system, called "the OEO Compliance Reporting System (CRS)" is accessible by both prime and subcontractors on City contracts. The key features of the system include the ability to communicate with businesses electronically, verify payments to prime contractors and sub-contractors, and process monthly compliance reports for user departments online.

ACTION REQUIRED:

- Once a payment has been processed by the City, the CRS system will forward an Audit Notice to the prime contractor requesting action.
- The prime contractor will input payment information for its subcontractors in compliance with the City contract terms and conditions.
- The system will alert the M/W/DSBE subcontractors once the prime contractor has indicated a payment has been made.
- M/W/DSBEs must confirm received payments from the prime contractor for work performed on City contracts.

OEO WILL:

- communicate with contractors, subcontractors and departments via email regarding contract compliance matters;
- track online contractor's progress towards meeting M/W/DSBE participation goals; and
- distribute contract opportunities to the M/W/DSBE community via email blasts.

Once you receive your audit notification, please log into your account, update your password and review the contact information. Keep your company contact information (i.e. name, email address, telephone number, etc.) up to date to ensure that OEO can communicate with you in a timely manner regarding your contract activity. To access the system, visit www.Phila.MWDSBE.com. If you have never logged on or do not know your username and password, click the Account Lookup link on the left side of the page.

Webinar training sessions are available for your convenience as well as an electronic training manual and online system support.

Your participation in the training sessions is strongly advised. Future payments may be hindered by non-compliance.

Questions may be directed to:

Julie Simmons, 215-683-2083, Julie.Simmons@Phila.gov or B2GNow Technical Support by email at www.Phila.MWDSBE.com or click Contact Us & Support and select one of the 'Contact Us' links under System Support to submit your question online.