# Payment Information Portal (PIP)

Minority and Women Owned Business Enterprise Workshop DDC Office of Diversity and Industry Relations

Dr. Feniosky Peña-Mora Commissioner

Ray Rodriguez Director, Build it Back Program Magalie D. Austin, Esq. Chief Diversity and Industry Relations Officer

#### Agenda

- **Project Overview**
- ✓ What Contracts are Reportable
- ✓ Penalties
- ✓ Vendor Usage Scenarios
- ✓ FMS Usage Scenarios
- ✓ Agency Responsibilities
- ✓ Resources for Vendors and Agency Users
- **Appendices**

#### Project Overview

- ✓ Previously, the process for Prime Vendors\* to use approved subcontrators on their City contracts was paper-based and opaque
- The PIP pages, and the corresponding FMS pages, were developed to make the process less manual and more transparent
- ✓ Now, when Prime vendors are awarded certain City contracts, they are required to do three things:
  - State whether or not they think they will use subcontractors
  - Add the subcontract info to the contract info in PIP
  - Record the payments that they issue to the Subs
- Consequently, Prime vendors have had to make sure their sub-vendors have an FMS number or registered in PIP
- \* A Prime vendor is any vendor paid directly by the City

### What Contracts Are Reportable?

- ✓ Only contracts registered after 1/1/2013
- ✓ Document Codes CT1 and CTA1 only
- ✓ All eligible contracts \$250,000 or greater \*
- ✓ Agencies will advise their vendors of the requirements on contract renewals

See Appendix A for entire list of excluded award methods and contract types

\*Vendors will see all reportable contracts, regardless of amount, in the inquiry screens in PIP

- ✓ An Updated Bidder's notice:
  - \* Includes subcontractor reporting requirements
  - \* Informs prime vendors of the new Payee Information Portal (PIP) subcontract reporting feature
  - \* Identifies information that the vendor must share through new system
- ✓ The new language has been added to all new bids and any bid on the street via an addendum
- ✓ RFP language has been updated similar to Bidder's Notice.
- ✓ Updated Standard Language is included in the Model RFP



#### Penalties

- ✓ Agency may declare the prime vendor in default of the contract
- ✓ Agency may subject the vendor to liquidated damages of \$100 per day for each day the prime vendor fails to:
  - Identify a subcontractor
  - Submit required information
  - Report on payments to a subcontractor within 30 days of making the payment
- ✓ For construction contracts, Article 15 provisions of the Standard Construction Contract will govern the issue of liquidated damages
- ✓ If a Vendor asks about Penalties, they should be directed to the Agency representative immediately

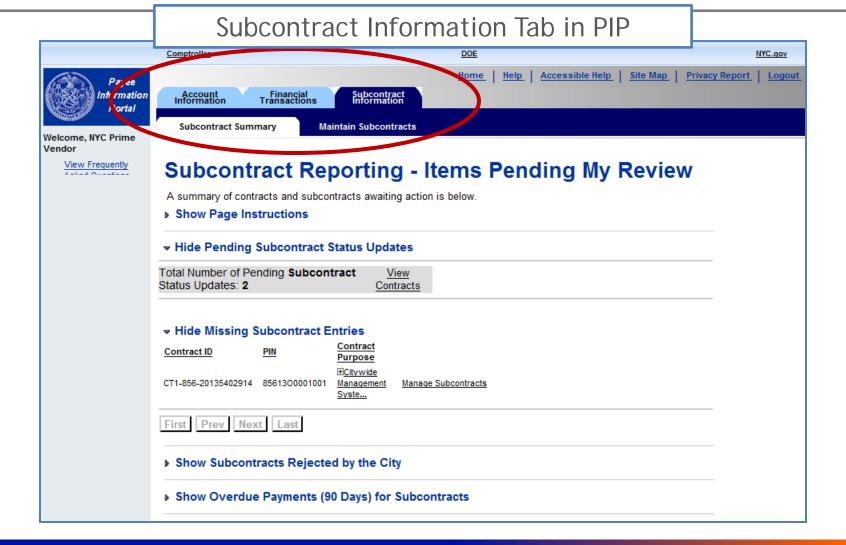


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- ✓ A Prime Vendor is awarded a City Contract
- ✓ Contract Information is sent from FMS to PIP in the overnight batch cycle
- ✓ Vendor logs into PIP and updates contracts with a "Yes" or a "No" regarding whether or not they plan on subcontracting out part of the work (known as the Subcontract Status)
- ✓ For the contracts that they've updated with a "Yes", the Prime can immediately add and submit subcontract information
- ✓ The submitted subcontract is sent back to FMS, in the overnight cycle, for <u>Agency Approval or Rejection</u>
- ✓ After approval, the Prime Vendors record the payments in PIP (there is no approval required for payments)



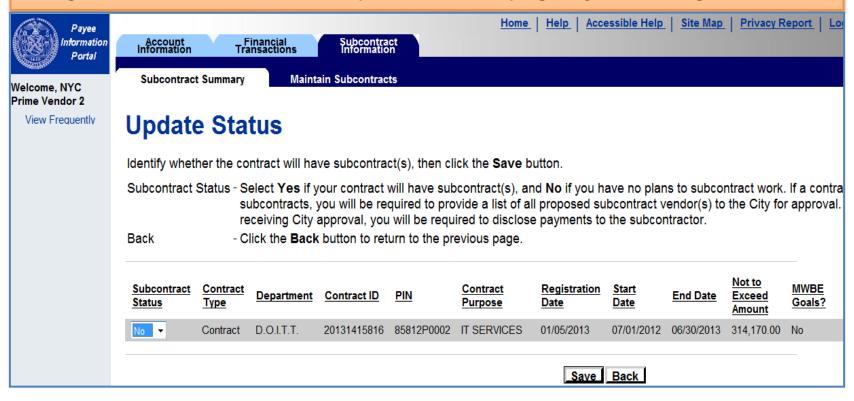




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New Contract without Subcontractors

Prime Vendors search for their contract and verify that they are not using subcontractors on the Update Status page by selecting "No"





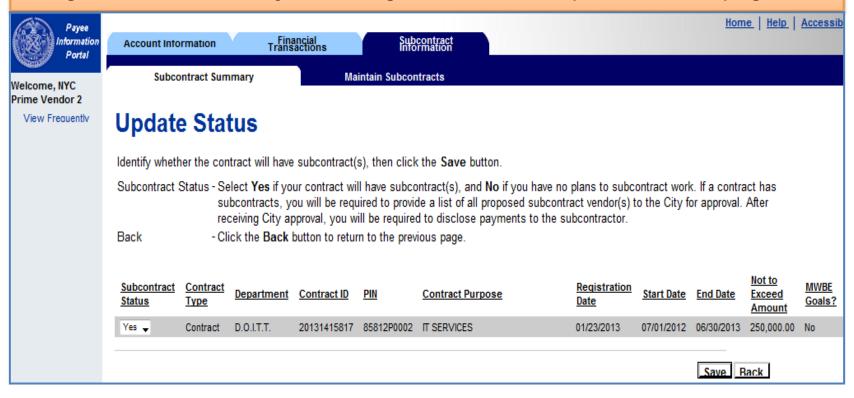
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#### New Contract with Subcontractors

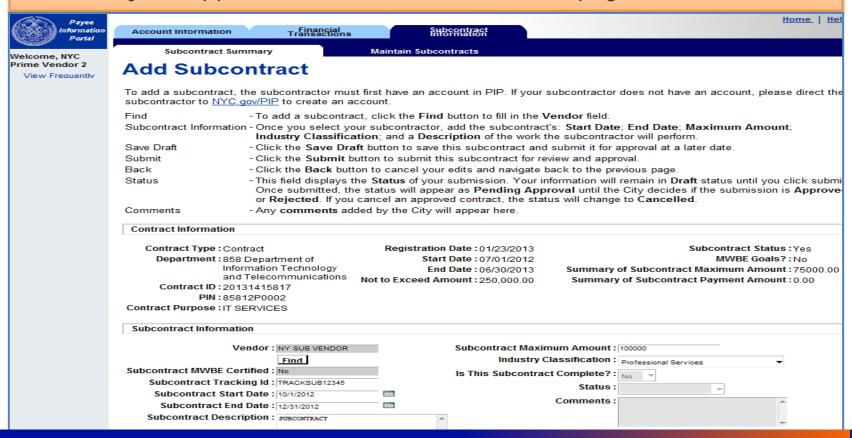
Prime Vendors search for their contract and verify that they are using subcontractors by selecting "Yes" on the Update Status page





#### New Contract with Subcontractors

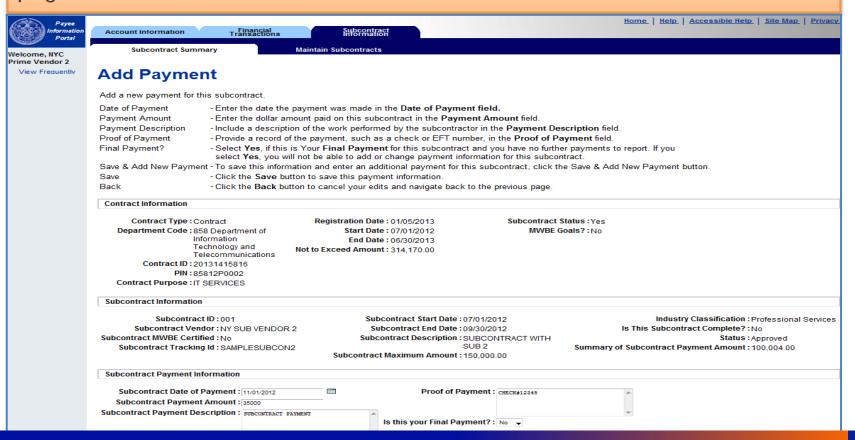
Prime Vendors enter basic subcontractor information and submit it to the City for approval, on the Add Subcontract page





New Contract with Subcontractors

Prime Vendors record subcontractor payments on the Add Payment page



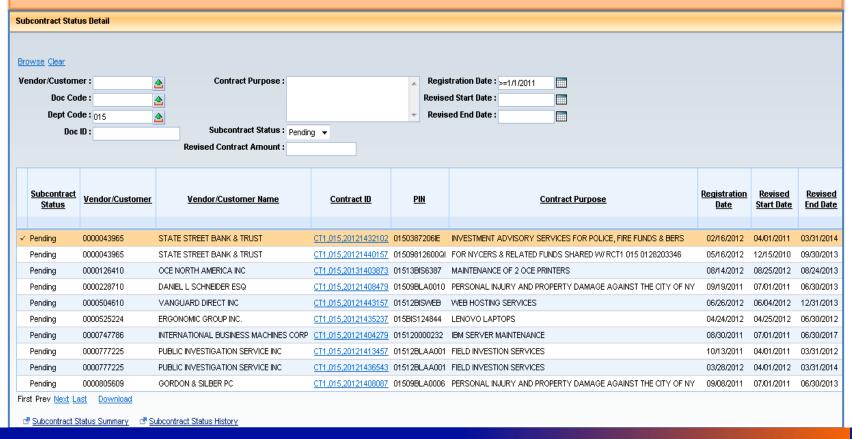


- ✓ Agency users can review the status of all eligible contracts to see who is and is not updating the Subcontract Status ("Yes" or "No" - or still "Pending")
- ✓ Agency users can search for all subcontracts requiring approval
- ✓ For the contracts with <u>submitted</u> subcontracts, the Agency users update the Approval or Rejection in FMS
- ✓ For contracts with <u>approved</u> subcontracts, the users can review the payment history of the contract or the vendor(s)
- ✓ When necessary, the users can review the change history of the contracts, subcontract and payments
- ✓ Agency users can run infoAdvantage reports to track Subcontract Status, history and overall performance of vendors



#### Other Subcontract Scenarios

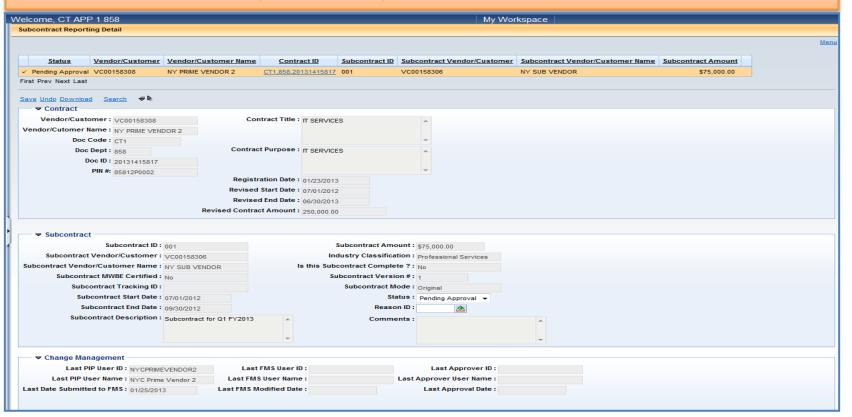
Query reportable contracts by status on the Subcontract Status Detail page





New Contract with Subcontractors

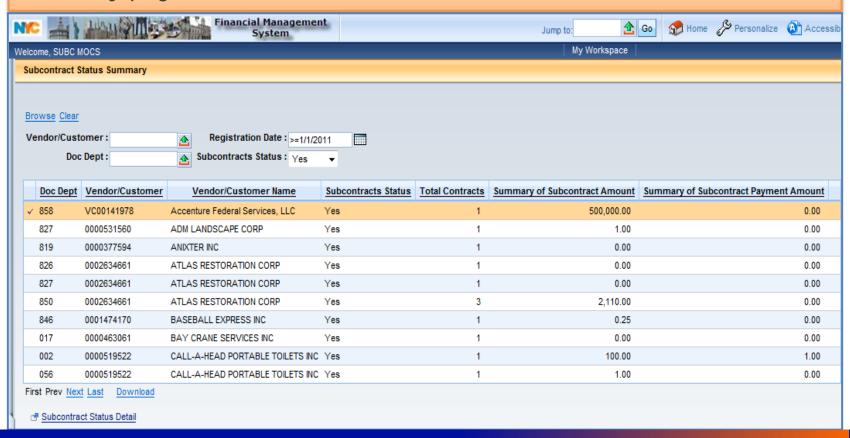
Agency reviews and approves the Subcontract submission on the Subcontract Reporting Detail page





New Contract with Subcontractors

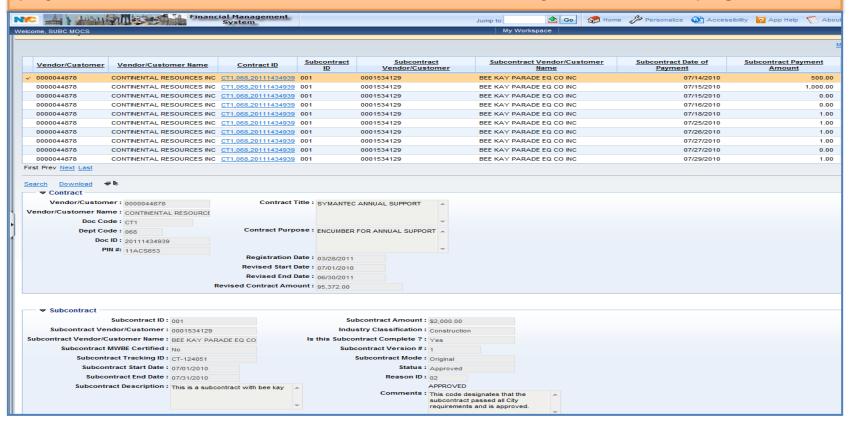
View summarized subcontract information on the Subcontract Status Summary page





#### Other Subcontract Scenarios

Review all subcontract-related information (status, subcontracts, payments) for a vendor on the Subcontract Payment Detail page

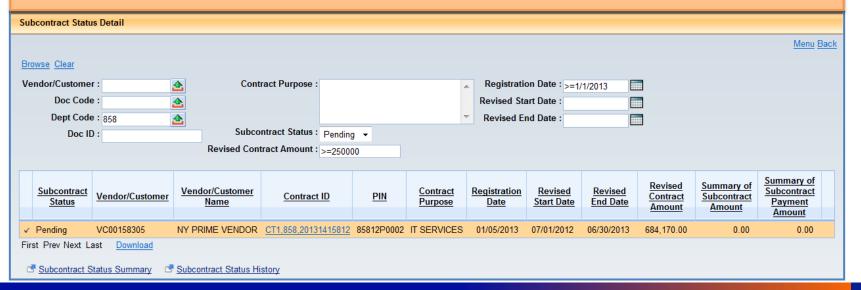




#### **Key Activity**

How do I search for my agency's reportable contracts?

- ✓ In FMS/3, Navigate to Subcontract Status Detail (CNTRC)
- ✓ Enter the appropriate search criteria and click 'Browse'
  - \* Enter FMS agency number in 'Dept Code' field (e.g. "002")
  - \* Select "Pending" under 'Subcontract Status'
  - \* If needed, put in an amount in the 'Revised Contract Amount' field (e.g. ">=250000" for greater than or equal to \$250,000)

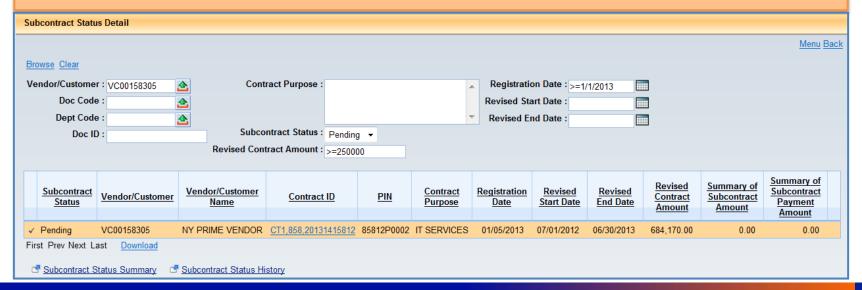




#### **Key Activity**

How do I search for a vendor's reportable contracts?

- ✓ In FMS/3, Navigate to Subcontract Status Detail (CNTRC)
- ✓ Enter the appropriate search criteria and click 'Browse'
  - \* Enter FMS vendor number in 'Vendor/Customer' field
  - \* Select "Pending" under 'Subcontract Status'
  - \* If needed, put in an amount in the 'Revised Contract Amount' field (e.g. ">=250000" for greater than or equal to \$250,000)





### Agency Responsibilities

- ✓ Work with vendors to get subcontracts entered into PIP
- ✓ Make sure vendors know they have to identify whether subcontracting applies to the contract
- ✓ Check subcontract details for each contract and approve/reject subcontracts
- ✓ Hold vendors accountable for subcontract payment details



## Subcontract Pages in FMS

- ✓ Subcontract Status Detail (CNTRC)
- ✓ Subcontract Status History (CNTRCHST)
- ✓ Subcontract Status Summary (CNTRCSUM)
- ✓ Subcontract Reporting Detail (SCNTRDET)
- ✓ Subcontract Reporting History (SCNTRHST)
- ✓ Subcontract Payment Detail (SCPYMT)
- ✓ Subcontract Payment History (SCPYMTHS)

To see what contracts are eligible

To approve and/or reject a subcontract

To review payments



### Info Advantage Reports

- ✓ CWA-SUBCON-001: Vendor Workflow Summary
- ✓ CWA-SUBCON-002: Vendor Workflow Pending Subcontracts
- ✓ CWA-SUBCON-003: Vendor Workflow No Subcontracts
- ✓ CWA-SUBCON-004: Vendor Workflow Draft/Rejected Subcontracts
- ✓ CWA-SUBCON-005: Vendor Workflow Aged Payments
- ✓ CWA-SUBCON-006: Detail Listing of Subcontract Information
- ✓ CWA-SUBCON-007: Subcontract Performance Pending Approval, Rejected & Draft Status

See Appendix B for short descriptions of each report



#### Vendor Resources

- ✓ Resources on the PIP Homepage
  - Department Contact Listing
  - \* PIP Activation Quick Start Guide
  - PIP Activation eLearning tutorials
    - 1.) New Vendor Activation
    - 2.) Returning Vendor Activation
  - Commodity Code Enrollment Guide
  - Subcontractor eLearning video tutorials
    - 1.) Contracts
    - 2.) Subcontracts
    - 3.) Payments
- ✓ Some of these documents are in a pop-up window on the PIP Homepage, accessed by clicking the View All Documents link



### Agency Resources

- ✓ MOCS Buywise Site
  - \* Documents available include: Updated Subcontract Form, Updated Model RFP, others

http://cityshare.nycnet/portal/site/buywise/

- ✓ FMS Project Portal Resources
  - \* Agency-focused eLearning
  - PIP and FMS/3 QuikGuides
  - \* FACT & Call Center Bulletins
  - \* FAQ's



#### Contact

#### **Questions?**

**MOCS Vendor Enrollment Center** 

(T) 212-857-1680

(F) 212-788-0046

vecreturns@cityhall.nyc.gov

FISA

(T) (212) 857-1700

PIP@fisa-opa.nyc.gov

Ray Rodriguez

(T) (7180 391-1505

rodrigur@ddc.nyc.gov



# Appendix A - Exclusions

#### **CONTRACT TYPES**

Franchises	15
Revocable Consents	17
Permits	18
Concessions	20
Corpus Funded	25
Other Expense (Contr or	
Revenue Related)	29
Misc. Revenue - No Expense	30
Lessee	35
Misc. Property Rental	36
Lessor - Acctg Lines Exist	40

Cable Service	41
Professional Membership	42
Subscriptions	43
Public Utility	44
Loans	65
Force Account Agreement	68
Watershed Land Acquisition	79
Intra-Agency Fund Agreements	85
Dept. of Education Requirements	86
New York City Bond Financing	88
Others	99



# Appendix A - Exclusions

AWARD METHODS	
Rotating List (Obsolete)	04
Dept. of Ed Listing Application	040
Lessee Negotiation	07
Loan Negotiation	80
Rental Subsidy Negotiation	09
WTC Emergency Contract (Do	
Not Use)	OW1
Small Purchase WTC (Not Valid)	0W2
Sm. Purchase-Subscription, etc.	100
Sm. Purchase-Prof. Membership	101
Sm. Purchase-Grants	102
Condemnations Exempt OCA	105
Sm. Purchase Watershed Land Acq	107
Federal/NY State Negotiation	88
Miscellaneous	99

Petition Private Use/Franchise	13
Concessionaire by Procedure	14
Renewal Franchise/Concession	15
Exempt Concession - Public Bid	16
Non Procurement Transaction	18
Contract Conversion	24
Do Not Use (Use 106)	40
Cable Service Negotiation	41
Prof. Membership Negotiation	42
Subscription Etc. Per PPB	43
Public Utility	44
Sm. Purchase Public Utility	45
Grants	51
Grant Renewal	511
No Longer Valid - CNV	55
Force Account Negotiation	68
Real Estate Sales and Purchases	78
Watershed Land Negotiations	79



### Appendix B - Reports

<u>CWA-SUBCON-001</u>: This report selects contracts and subcontracts that are eligible for Subcontractor Reporting and that require action by the Vendor.

<u>CWA-SUBCON-002</u>: This report selects contracts that are eligible for Subcontractor Reporting and where the Vendor has not updated the "Pending" Subcontract Status flag.

<u>CWA-SUBCON-003</u>: This report selects contracts that are eligible for Subcontractor Reporting where the Vendor has stated the will have subcontracts but no Subcontracts have been submitted to the City for approval.

<u>CWA-SUBCON-004</u>: This report selects contracts that are eligible for Subcontractor Reporting with subcontracts that are in either a draft or rejected workflow status.

<u>CWA-SUBCON-005</u>: This report selects subcontracts where the Vendor has not recorded payments in a certain number of days.

<u>CWA-SUBCON-006</u>: This report selects contracts, subcontracts and subcontract payments that are eligible for Subcontractor Reporting. The report displays detailed information about each contract, the associated subcontracts, and for the subcontracts the associated subcontract payment information.

<u>CWA-SUBCON-007</u>: This report selects contracts and associated subcontracts that are eligible for Subcontractor Reporting where the Vendor has defined the Subcontract Status as "Yes".



#### **Agency Questions:**

What contracts require the notice to bidders/contract language requiring PIP?

Answer: Contracts for construction or services over \$250,000 should all include the language. On any other contract where you anticipate subcontracting you are strongly encouraged to use it.

What if I can't get the vendor to agree to use PIP?

Answer: If you have made use of PIP a term of the contract, you should pursue remedies as discussed. If you cannot get a vendor to agree to use PIP as a term of the contract, you can choose not to contract with that vendor or you can collect subcontract information manually, as the situation warrants. We have had mostly positive feedback from the vendors who have used PIP, so this should not be a significant concern.



#### **Agency Questions:**

What if I need subcontract information but the contract isn't registered yet?

Answer: In this situation, collect the subcontract information on paper and have the prime enter it into PIP once the contract is registered. When you approve the sub in FMS, check the record against the paper.

#### What about subs of subs?

Answer: The system is not currently set up to collect information on subs of subs. Please continue to collect information on them as you always have.

#### Do I still need to get VENDEX for subs?

Answer: Yes. Subcontractors doing more than \$100K worth of business with the City are still required to submit VENDEX forms.



#### **Vendor Questions:**

What if my contract information is incorrect?

Answer: Contact your agency to discuss the matter.

What do I do if my subcontract is rejected?

Answer: Contact your agency for help resolving any subcontract issues. Additional paperwork or changes to the existing form may be required.

Why don't I see the Action Links next to my subcontract information?

Answer: You may just need to scroll to see another region of the screen. But, in PIP, action links are only visible when you can use them. For instance, you will not see the Add Payments link next to a subcontract that has been Rejected, because you can only add payments to Approved subcontracts.



#### **Vendor Questions:**

If I make a mistake selecting the subcontract status, can I correct it?

Answer: Yes. You can change the status to "Yes" at any time.

Once you add subcontracts to a contract, however, you may not change the status back to "No".

What resources are available if I or my subcontractor does not have access to a computer?

Answer: Any vendor or subcontractor who wishes to complete their subcontractor reporting but does not have access to an internet-ready computer will be able to go to the Public Access Center at the Mayor's Office of Contract Services (MOCS), Monday through Friday from 9:30 am to 5 pm. The office will have computers that will allow anyone to activate in PIP, to register for commodities or to complete any subcontract reporting.



#### **Vendor Questions:**

What is the Subcontract Tracking ID?

Answer: The Subcontract Tracking ID is an optional field. You can use any ID number to track your subcontractors.

What if I need to change a vendor once a subcontract is submitted (but not approved or rejected?)?

Answer: After a subcontract is submitted and is "Pending Approval", you may contact the agency and ask them to reject it. You may then make the changes and re-submit, or delete the subcontract. You may only delete subcontracts that are in "Draft" or "Rejected" status. If you change a subcontract after it is approved, it may require re-approval.



#### **Vendor Questions:**

What if I need to change a vendor once a subcontract is submitted?

Answer: Before approval, to change the vendor, you will need to have the subcontract rejected and then delete it. Once the subcontract is approved, you may not change the subvendor. You can edit the subcontract amount to zero and re-submit it. Once approved, you can create a new subcontract with the correct vendor.

I recently submitted a subcontract to an agency for approval - how can I check to see if it has been approved?

Answer: Check the Status field on the Manage Subcontracts page for the contract in question. If the subcontract is still in "Pending Approval" status, you may want to contact your agency representative.



#### **Vendor Questions:**

#### How do I cancel a subcontract?

Answer: After a subcontract is approved, it may not be deleted. If no payments have been made, change the subcontract amount to zero. If payments have already been recorded on this subcontract, mark the contract as complete. The total amount will automatically adjust to the amount already paid out.

#### How do I cancel a payment?

Answer: Locate the payment you wish to edit, on the Manage Subcontracts page in PIP. Click the Update link and revise the payment amount to zero. Save the changes and a red confirmation message will appear at the top of the screen.



#### **Vendor Questions:**

What information do I need prior to adding a subcontract to a contract?

Answer: You will need the subcontractor's name, the description of the work they will perform, the start and end dates of the subcontract and the subcontract maximum dollar amount. To add them to a subcontract, your subvendor also needs an FMS Vendor Number, which can be obtained by having your subcontractor complete the PIP Activation process.

What information do I need to enter a payment on a subcontract?

Answer: You will need the payment date, amount, description and a proof of payment. Proof of Payment is a free-form text field and can hold any payment documentation information, such as a check number, EFT number, transfer number, payment or invoice number etc. This process replaces the Prime Contractor Payment Voucher Form that you may have used previously to document your payments to subcontractors.



#### **Vendor Questions:**

What if I do not have any proof of payment?

Answer: You can use anything that documents your payment to the vendor.

This may include, but is not limited to, a check or EFT number, a payment number or invoice number, etc.

When do I record a payment, while it is being process, or when it is issued?

Answer: Enter the payment when you send the payment to the vendor.

What amount should I record for a payment, the total amount or the net amount, after taxes, to the vendor?

Answer: Record the total or gross amount you paid the subcontractor.

