

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 subcontractors 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

Reporting Requirement

- ✓ 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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Vendor Usage Scenarios

- ✓ 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 Agency Approval or Rejection
- ✓ After approval, the Prime Vendors record the payments in PIP (there is no approval required for payments)

Vendor Usage Scenarios

Subcontract Information Tab in PIP

The screenshot displays the NYC Prime Vendor Portal interface. At the top, the navigation bar includes links for Home, Help, Accessible Help, Site Map, Privacy Report, and Logout. The main navigation area features three tabs: Account Information, Financial Transactions, and Subcontract Information. The Subcontract Information tab is highlighted with a red circle. Below this, there are two sub-tabs: Subcontract Summary and Maintain Subcontracts. The main content area is titled "Subcontract Reporting - Items Pending My Review" and contains a summary of pending contracts and subcontracts. It includes a link to "Show Page Instructions" and a section for "Hide Pending Subcontract Status Updates". A summary bar indicates "Total Number of Pending Subcontract Status Updates: 2" with a link to "View Contracts". Below this, there is a section for "Hide Missing Subcontract Entries" which contains a table of pending subcontracts.

Contract ID	PIN	Contract Purpose
CT1-856-20135402914	8561300001001	Citywide Management System

Navigation buttons: First, Prev, Next, Last

Additional links: Show Subcontracts Rejected by the City, Show Overdue Payments (90 Days) for Subcontracts


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Vendor Usage Scenarios

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”



**Payee
Information
Portal**

Welcome, NYC
Prime Vendor 2
[View Frequently](#)

[Home](#) | [Help](#) | [Accessible Help](#) | [Site Map](#) | [Privacy Report](#) | [Log Out](#)

**Account
Information**

**Financial
Transactions**

**Subcontract
Information**

Subcontract Summary

Maintain Subcontracts

Update Status

Identify whether the contract will have subcontract(s), then click the **Save** button.

Subcontract Status - Select **Yes** if your contract will have subcontract(s), and **No** if you have no plans to subcontract work. If a contract has subcontracts, you will be required to provide a list of all proposed subcontract vendor(s) to the City for approval. After receiving City approval, you will be required to disclose payments to the subcontractor.

Back - Click the **Back** button to return to the previous page.

<u>Subcontract Status</u>	<u>Contract Type</u>	<u>Department</u>	<u>Contract ID</u>	<u>PIN</u>	<u>Contract Purpose</u>	<u>Registration Date</u>	<u>Start Date</u>	<u>End Date</u>	<u>Not to Exceed Amount</u>	<u>MWBE Goals?</u>
<input type="button" value="No"/>	Contract	D.O.I.T.T.	20131415816	85812P0002	IT SERVICES	01/05/2013	07/01/2012	06/30/2013	314,170.00	No



Reporting Requirement

- ✓ An Updated Bidder's notice:
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Vendor Usage Scenarios

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



**Payee
Information
Portal**

Welcome, NYC
Prime Vendor 2
[View Frequently](#)

[Home](#) | [Help](#) | [Accessib](#)

Account Information

Financial Transactions

Subcontract Information

Subcontract Summary

Maintain Subcontracts

Update Status

Identify whether the contract will have subcontract(s), then click the **Save** button.

Subcontract Status - Select **Yes** if your contract will have subcontract(s), and **No** if you have no plans to subcontract work. If a contract has subcontracts, you will be required to provide a list of all proposed subcontract vendor(s) to the City for approval. After receiving City approval, you will be required to disclose payments to the subcontractor.

Back - Click the **Back** button to return to the previous page.

<u>Subcontract Status</u>	<u>Contract Type</u>	<u>Department</u>	<u>Contract ID</u>	<u>PIN</u>	<u>Contract Purpose</u>	<u>Registration Date</u>	<u>Start Date</u>	<u>End Date</u>	<u>Not to Exceed Amount</u>	<u>MWBE Goals?</u>
Yes ▾	Contract	D.O.I.T.T.	20131415817	85812P0002	IT SERVICES	01/23/2013	07/01/2012	06/30/2013	250,000.00	No

Save **Back**

Vendor Usage Scenarios

New Contract with Subcontractors

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

The screenshot shows the 'Add Subcontract' page in the NYC Payee Information Portal. The page has a left sidebar with the NYC logo and user information, and a main content area with tabs for Account Information, Financial Transactions, and Subcontract Information. The Subcontract Information tab is active, showing a 'Subcontract Summary' and a 'Maintain Subcontracts' section. The 'Add Subcontract' form includes instructions, a list of actions (Find, Subcontract Information, Save Draft, Submit, Back, Status, Comments), and two main sections: 'Contract Information' and 'Subcontract Information'. The 'Contract Information' section displays details like Contract Type, Department, Contract ID, PIN, Contract Purpose, Registration Date, Start Date, End Date, Not to Exceed Amount, Subcontract Status, and MWBE Goals. The 'Subcontract Information' section includes fields for Vendor, Subcontract Maximum Amount, Industry Classification, Is This Subcontract Complete?, Status, and Comments, along with a 'Find' button and a list of subcontract details like Subcontract MWBE Certified, Subcontract Tracking Id, Subcontract Start Date, Subcontract End Date, and Subcontract Description.

Payee Information Portal
Welcome, NYC Prime Vendor 2
View Frequently

Account Information **Financial Transactions** **Subcontract Information**
Home | Help

Subcontract Summary **Maintain Subcontracts**

Add Subcontract

To add a subcontract, the subcontractor must first have an account in PIP. If your subcontractor does not have an account, please direct the subcontractor to nyc.gov/PIP to create an account.

Find - To add a subcontract, click the **Find** button to fill in the **Vendor** field.

Subcontract Information - Once you select your subcontractor, add the subcontract's: **Start Date**; **End Date**; **Maximum Amount**; **Industry Classification**; and a **Description** of the work the subcontractor will perform.

Save Draft - Click the **Save Draft** button to save this subcontract and submit it for approval at a later date.

Submit - Click the **Submit** button to submit this subcontract for review and approval.

Back - Click the **Back** button to cancel your edits and navigate back to the previous page.

Status - This field displays the **Status** of your submission. Your information will remain in **Draft** status until you click submit. Once submitted, the status will appear as **Pending Approval** until the City decides if the submission is **Approved** or **Rejected**. If you cancel an approved contract, the status will change to **Cancelled**.

Comments - Any **comments** added by the City will appear here.

Contract Information

Contract Type : Contract	Registration Date : 01/23/2013	Subcontract Status : Yes
Department : 858 Department of Information Technology and Telecommunications	Start Date : 07/01/2012	MWBE Goals? : No
Contract ID : 20131415817	End Date : 06/30/2013	Summary of Subcontract Maximum Amount : 75000.00
PIN : 85812P0002	Not to Exceed Amount : 250,000.00	Summary of Subcontract Payment Amount : 0.00
Contract Purpose : IT SERVICES		


Subcontract Information

Vendor : NY SUB VENDOR	Subcontract Maximum Amount : 100000
Find	Industry Classification : Professional Services
Subcontract MWBE Certified : No	Is This Subcontract Complete? : No
Subcontract Tracking Id : TRACKSUB12345	Status :
Subcontract Start Date : 10/1/2012	Comments :
Subcontract End Date : 12/31/2012	
Subcontract Description : SUBCONTRACT	

Vendor Usage Scenarios

New Contract with Subcontractors

Prime Vendors record subcontractor payments on the Add Payment page

**Payee Information Portal**
Welcome, NYC
Prime Vendor 2
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Account Information | **Financial Transactions** | **Subcontract Information**

Subcontract Summary | **Maintain Subcontracts**

Add Payment

Add a new payment for this subcontract.

Date of Payment - Enter the date the payment was made in the **Date of Payment** field.

Payment Amount - Enter the dollar amount paid on this subcontract in the **Payment Amount** field.

Payment Description - Include a description of the work performed by the subcontractor in the **Payment Description** field.

Proof of Payment - Provide a record of the payment, such as a check or EFT number, in the **Proof of Payment** field.

Final Payment? - Select **Yes**, if this is Your **Final Payment** for this subcontract and you have no further payments to report. If you select **Yes**, you will not be able to add or change payment information for this subcontract.

Save & Add New Payment - To save this information and enter an additional payment for this subcontract, click the Save & Add New Payment button.

Save - Click the **Save** button to save this payment information.

Back - Click the **Back** button to cancel your edits and navigate back to the previous page.

Contract Information

Contract Type : Contract	Registration Date : 01/05/2013	Subcontract Status : Yes
Department Code : 858 Department of Information Technology and Telecommunications	Start Date : 07/01/2012	MWBE Goals? : No
Contract ID : 20131415816	End Date : 06/30/2013	
PIN : 85812P0002	Not to Exceed Amount : 314,170.00	
Contract Purpose : IT SERVICES		

Subcontract Information

Subcontract ID : 001	Subcontract Start Date : 07/01/2012	Industry Classification : Professional Services
Subcontract Vendor : NY SUB VENDOR 2	Subcontract End Date : 09/30/2012	Is This Subcontract Complete? : No
Subcontract MWBE Certified : No	Subcontract Description : SUBCONTRACT WITH SUB 2	Status : Approved
Subcontract Tracking Id : SAMPLESUBCON2	Subcontract Maximum Amount : 150,000.00	Summary of Subcontract Payment Amount : 100,004.00

Subcontract Payment Information

Subcontract Date of Payment : 11/01/2012	Proof of Payment : CHECK#12345
Subcontract Payment Amount : 35000	
Subcontract Payment Description : SUBCONTRACT PAYMENT	
Is this your Final Payment? : No	



FMS Usage Scenarios

- ✓ 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 submitted subcontracts, the Agency users update the Approval or Rejection in FMS
- ✓ For contracts with approved 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

FMS Usage Scenarios

Other Subcontract Scenarios

Query reportable contracts by status on the Subcontract Status Detail page

Subcontract Status Detail

[Browse](#) [Clear](#)

Vendor/Customer :	<input type="text"/>	Contract Purpose :	<input type="text"/>	Registration Date :	<input type="text" value="=>1/1/2011"/>
Doc Code :	<input type="text"/>			Revised Start Date :	<input type="text"/>
Dept Code :	<input type="text" value="015"/>			Revised End Date :	<input type="text"/>
Doc ID :	<input type="text"/>	Subcontract Status :	<input type="text" value="Pending"/>		
		Revised Contract Amount :	<input type="text"/>		

<u>Subcontract Status</u>	<u>Vendor/Customer</u>	<u>Vendor/Customer Name</u>	<u>Contract ID</u>	<u>PIN</u>	<u>Contract Purpose</u>	<u>Registration Date</u>	<u>Revised Start Date</u>	<u>Revised End Date</u>
✓ Pending	0000043965	STATE STREET BANK & TRUST	CT1_015_20121432102	0150387206IE	INVESTMENT ADVISORY SERVICES FOR POLICE, FIRE FUNDS & BERS	02/16/2012	04/01/2011	03/31/2014
Pending	0000043965	STATE STREET BANK & TRUST	CT1_015_20121440157	01509812600GI	FOR NYCERS & RELATED FUNDS SHARED VW RCT1 015 0128203346	05/16/2012	12/15/2010	09/30/2013
Pending	0000126410	OCE NORTH AMERICA INC	CT1_015_20131403873	01513BIS6387	MAINTENANCE OF 2 OCE PRINTERS	08/14/2012	08/25/2012	08/24/2013
Pending	0000228710	DANIEL L SCHNEIDER ESQ	CT1_015_20121408479	01509BLA0010	PERSONAL INJURY AND PROPERTY DAMAGE AGAINST THE CITY OF NY	09/19/2011	07/01/2011	06/30/2013
Pending	0000504610	VANGUARD DIRECT INC	CT1_015_20121443157	01512BISWEB	WEB HOSTING SERVICES	06/26/2012	06/04/2012	12/31/2013
Pending	0000525224	ERGONOMIC GROUP INC.	CT1_015_20121435237	015BIS124844	LENOVO LAPTOPS	04/24/2012	04/25/2012	06/30/2012
Pending	0000747786	INTERNATIONAL BUSINESS MACHINES CORP	CT1_015_20121404279	015120000232	IBM SERVER MAINTENANCE	08/30/2011	07/01/2011	06/30/2017
Pending	0000777225	PUBLIC INVESTIGATION SERVICE INC	CT1_015_20121413457	01512BLAA001	FIELD INVESTION SERVICES	10/13/2011	04/01/2011	03/31/2012
Pending	0000777225	PUBLIC INVESTIGATION SERVICE INC	CT1_015_20121436543	01512BLAA001	FIELD INVESTION SERVICES	03/28/2012	04/01/2012	03/31/2014
Pending	0000805609	GORDON & SILBER PC	CT1_015_20121408087	01509BLA0006	PERSONAL INJURY AND PROPERTY DAMAGE AGAINST THE CITY OF NY	09/08/2011	07/01/2011	06/30/2013

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[Subcontract Status Summary](#) [Subcontract Status History](#)

FMS Usage Scenarios

New Contract with Subcontractors

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

Welcome, CT APP 1 858 My Workspace

Subcontract Reporting Detail Menu

Status	Vendor/Customer	Vendor/Customer Name	Contract ID	Subcontract ID	Subcontract Vendor/Customer	Subcontract Vendor/Customer Name	Subcontract Amount
✓ Pending Approval	VC00158308	NY PRIME VENDOR 2	CT1.858.20131415817	001	VC00158306	NY SUB VENDOR	\$75,000.00

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Contract

Vendor/Customer: VC00158308 Contract Title: IT SERVICES
Vendor/Customer Name: NY PRIME VENDOR 2
Doc Code: CT1 Contract Purpose: IT SERVICES
Doc Dept: 858
Doc ID: 20131415817
PIN #: 85812P0002
Registration Date: 01/23/2013
Revised Start Date: 07/01/2012
Revised End Date: 06/30/2013
Revised Contract Amount: 250,000.00

Subcontract

Subcontract ID: 001 Subcontract Amount: \$75,000.00
Subcontract Vendor/Customer: VC00158306 Industry Classification: Professional Services
Subcontract Vendor/Customer Name: NY SUB VENDOR Is this Subcontract Complete?: No
Subcontract MWBE Certified: No Subcontract Version #: 1
Subcontract Tracking ID: Subcontract Mode: Original
Subcontract Start Date: 07/01/2012 Status: Pending Approval
Subcontract End Date: 09/30/2012 Reason ID:
Subcontract Description: Subcontract for Q1 FY2013 Comments:

Change Management

Last PIP User ID: NYCPRIMEVENDOR2 Last FMS User ID: Last Approver ID:
Last PIP User Name: NYC Prime Vendor 2 Last FMS User Name: Last Approver User Name:
Last Date Submitted to FMS: 01/25/2013 Last FMS Modified Date: Last Approval Date:

FMS Usage Scenarios

New Contract with Subcontractors

View summarized subcontract information on the Subcontract Status Summary page

Financial Management System

Welcome, SUBC MOCS

Subcontract Status Summary

Browse Clear

Vendor/Customer: Registration Date:

Doc Dept: Subcontracts Status:

Doc Dept	Vendor/Customer	Vendor/Customer Name	Subcontracts Status	Total Contracts	Summary of Subcontract Amount	Summary of Subcontract Payment Amount
✓ 858	VC00141978	Accenture Federal Services, LLC	Yes	1	500,000.00	0.00
827	0000531560	ADM LANDSCAPE CORP	Yes	1	1.00	0.00
819	0000377594	ANIXTER INC	Yes	1	0.00	0.00
826	0002634661	ATLAS RESTORATION CORP	Yes	1	0.00	0.00
827	0002634661	ATLAS RESTORATION CORP	Yes	1	0.00	0.00
850	0002634661	ATLAS RESTORATION CORP	Yes	3	2,110.00	0.00
846	0001474170	BASEBALL EXPRESS INC	Yes	1	0.25	0.00
017	0000463061	BAY CRANE SERVICES INC	Yes	1	0.00	0.00
002	0000519522	CALL-A-HEAD PORTABLE TOILETS INC	Yes	1	100.00	1.00
056	0000519522	CALL-A-HEAD PORTABLE TOILETS INC	Yes	1	1.00	0.00

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Subcontract Status Detail

FMS Usage Scenarios

Other Subcontract Scenarios

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

NYC Financial Management System

Welcome, SUBC MOCS

Jump to: Go [Home](#) [Personalize](#) [Accessibility](#) [App Help](#) [About](#)

My Workspace

Vendor/Customer	Vendor/Customer Name	Contract ID	Subcontract ID	Subcontract Vendor/Customer	Subcontract Vendor/Customer Name	Subcontract Date of Payment	Subcontract Payment Amount
✓ 0000044878	CONTINENTAL RESOURCES INC	CT1,068,20111434939	001	0001534129	BEE KAY PARADE EQ CO INC	07/14/2010	500.00
0000044878	CONTINENTAL RESOURCES INC	CT1,068,20111434939	001	0001534129	BEE KAY PARADE EQ CO INC	07/15/2010	1,000.00
0000044878	CONTINENTAL RESOURCES INC	CT1,068,20111434939	001	0001534129	BEE KAY PARADE EQ CO INC	07/15/2010	0.00
0000044878	CONTINENTAL RESOURCES INC	CT1,068,20111434939	001	0001534129	BEE KAY PARADE EQ CO INC	07/16/2010	0.00
0000044878	CONTINENTAL RESOURCES INC	CT1,068,20111434939	001	0001534129	BEE KAY PARADE EQ CO INC	07/18/2010	1.00
0000044878	CONTINENTAL RESOURCES INC	CT1,068,20111434939	001	0001534129	BEE KAY PARADE EQ CO INC	07/25/2010	1.00
0000044878	CONTINENTAL RESOURCES INC	CT1,068,20111434939	001	0001534129	BEE KAY PARADE EQ CO INC	07/26/2010	1.00
0000044878	CONTINENTAL RESOURCES INC	CT1,068,20111434939	001	0001534129	BEE KAY PARADE EQ CO INC	07/27/2010	1.00
0000044878	CONTINENTAL RESOURCES INC	CT1,068,20111434939	001	0001534129	BEE KAY PARADE EQ CO INC	07/27/2010	0.00
0000044878	CONTINENTAL RESOURCES INC	CT1,068,20111434939	001	0001534129	BEE KAY PARADE EQ CO INC	07/29/2010	1.00

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▼ Contract

Vendor/Customer : 0000044878
Vendor/Customer Name : CONTINENTAL RESOURCE
Doc Code : CT1
Dept Code : 068
Doc ID : 20111434939
PIN # : 11ACS653

Contract Title : SYMANTEC ANNUAL SUPPORT
Contract Purpose : ENCUMBER FOR ANNUAL SUPPORT
Registration Date : 03/28/2011
Revised Start Date : 07/01/2010
Revised End Date : 06/30/2011
Revised Contract Amount : 95,372.00

▼ Subcontract

Subcontract ID : 001
Subcontract Vendor/Customer : 0001534129
Subcontract Vendor/Customer Name : BEE KAY PARADE EQ CO
Subcontract MWBE Certified : No
Subcontract Tracking ID : CT-124051
Subcontract Start Date : 07/01/2010
Subcontract End Date : 07/31/2010
Subcontract Description : This is a subcontract with bee key

Subcontract Amount : \$2,000.00
Industry Classification : Construction
Is this Subcontract Complete ? : Yes
Subcontract Version # : 1
Subcontract Mode : Original
Status : Approved
Reason ID : 02
Comments : This code designates that the subcontract passed all City requirements and is approved.

FMS Usage Scenarios




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)

Subcontract Status Detail [Menu](#) [Back](#)

[Browse](#) [Clear](#)

Vendor/Customer :  Contract Purpose :  Registration Date : 

Doc Code :  Revised Start Date : 

Dept Code :  Revised End Date : 

Doc ID : Subcontract Status : Revised Contract Amount :

<u>Subcontract Status</u>	<u>Vendor/Customer</u>	<u>Vendor/Customer Name</u>	<u>Contract ID</u>	<u>PIN</u>	<u>Contract Purpose</u>	<u>Registration Date</u>	<u>Revised Start Date</u>	<u>Revised End Date</u>	<u>Revised Contract Amount</u>	<u>Summary of Subcontract Amount</u>	<u>Summary of Subcontract Payment Amount</u>
✓ Pending	VC00158305	NY PRIME VENDOR	CT1,858,20131415812	85812P0002	IT SERVICES	01/05/2013	07/01/2012	06/30/2013	684,170.00	0.00	0.00

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[Subcontract Status Summary](#) [Subcontract Status History](#)

FMS Usage Scenarios








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)

Subcontract Status Detail [Menu](#) [Back](#)

[Browse](#) [Clear](#)

Vendor/Customer : VC00158305  Contract Purpose : Registration Date : >=1/1/2013 
Doc Code :  Revised Start Date : 
Dept Code :  Revised End Date : 
Doc ID : Subcontract Status : Pending 
Revised Contract Amount : >=250000

<u>Subcontract Status</u>	<u>Vendor/Customer</u>	<u>Vendor/Customer Name</u>	<u>Contract ID</u>	<u>PIN</u>	<u>Contract Purpose</u>	<u>Registration Date</u>	<u>Revised Start Date</u>	<u>Revised End Date</u>	<u>Revised Contract Amount</u>	<u>Summary of Subcontract Amount</u>	<u>Summary of Subcontract Payment Amount</u>
✓ Pending	VC00158305	NY PRIME VENDOR	CT1,858,20131415812	85812P0002	IT SERVICES	01/05/2013	07/01/2012	06/30/2013	684,170.00	0.00	0.00

First Prev Next Last [Download](#)

[Subcontract Status Summary](#) [Subcontract Status History](#)

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) (718) 391-1505

rodrigur@ddc.nyc.gov

Appendix A - Exclusions

CONTRACT TYPES

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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	08
Rental Subsidy Negotiation	09
WTC Emergency Contract (Do Not Use)	0W1
Small Purchase WTC (Not Valid)	0W2
Sm. Purchase-Subscription, etc.	100
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Sm. Purchase-Grants	102
Condemnations Exempt OCA	105
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Petition Private Use/Franchise	13
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Force Account Negotiation	68
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Watershed Land Negotiations	79

Appendix B - Reports

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

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

CWA-SUBCON-003: 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.

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

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

CWA-SUBCON-006: 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.

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

Frequently Asked Questions

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.

Frequently Asked Questions

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.

Frequently Asked Questions

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.

Frequently Asked Questions

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.

Frequently Asked Questions

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.

Frequently Asked Questions

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.

Frequently Asked Questions

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.

Frequently Asked Questions

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.

Frequently Asked Questions

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.