

THE ILLINOIS STATE TOLL HIGHWAY AUTHORITY

June 19, 2019

CONSTRUCTION BULLETIN No. 19-02

SUBJECT: Diversity Payment Reporting Instructions

Construction Managers are hereby directed to immediately utilize these Diversity Payment Reporting Instructions, including the elimination of the Illinois Tollway's requirements for submittal of DBE/Veteran Form 2114 Utilization by Period on all Illinois Tollway Construction and JOC contracts. Form 2114 will be replaced with the utilization of the Illinois Tollway's Diversity compliance software, B2GNow, found at:

<https://iltollway.diversitysoftware.com/>

- DBE/Veteran Form 2114 Utilization by Period: eliminate the hard copy requirement of the form and eliminate the submittal requirement in Capture. Replaced with "Construction Contract Payment Reporting Instructions" for use of the Illinois Tollway's Diversity compliance software, B2GNow

<https://www.illinoistollway.com/doing-business/construction-engineering/forms>

- CM Pay Estimate Checklist Form: updated to reflect the elimination of Form 2114

<https://www.illinoistollway.com/doing-business/construction-engineering/forms>

- Special Provision for Disadvantaged Business Enterprise (DBE) Participation: updated to reflect the elimination of Form 2114

<https://www.illinoistollway.com/documents/20184/92471/FINAL+DBE+Special+Provisions+042018.pdf/2ce07cfc-b5b3-4a95-a770-87472a6a14b5>

- Special Provision – Veteran Small Business Participation and Utilization Plan – Construction: updated to reflect the elimination of Form 2114

<https://www.illinoistollway.com/documents/20184/57826/VOSB+CONSTRUCTION+Program+Participation+Utilization+Plan-GFE+based+on+CMS+v+14-1.pdf/13f27d50-3809-4a85-8436-8aeb7d9787d6>

B2GNow is a cloud-based software system that allows for real-time payment data collection and improves the tracking and analysis of compliance data. The system is accessible from any computer or operating system, and may be used anywhere there is an internet connection.

FOR PRIME CONTRACTORS:

- Each prime with an Illinois Tollway contract has their own company profile and login to the system
- Payment by the Illinois Tollway to the prime is automatically entered into B2GNow from the Illinois Tollway's internal contract tracking system
 - The total of all payments submitted to the Comptroller in the audit month for that contract/prime contractor flows into B2GNow within a day or so of the end of the audit month
 - An audit for the prime opens every month once the first payment on the contract is reported in B2GNow
- The prime then reports payments made to **ALL subcontractors, not just DBE or Veteran subcontractors**, in the month of the audit within 30 days following the notification that the audit opened
- **The DBE/Veteran Form 2115 Final Payment Report process is unchanged** – a hard copy with signatures is required, and can be submitted via uploading Forms 2115 in E-builder Diversity Folder 18
- **EEO Form 0003 Workforce Analysis Reporting must still be submitted using the Illinois Tollway's Capture program**

FOR SUBCONTRACTORS:

- **ALL** subcontractors working on an Illinois Tollway contract have their own company profile and login to the system
- **ALL** subcontractors can see payments made to the prime by the Illinois Tollway each month via their company login
- **ALL** subcontractors can see payments to their firm by the prime each month
- **DIVERSE** subcontractors included on a utilization plan (DBE and Veteran) need to confirm the payments reported by the prime

FOR CONSTRUCTION MANAGERS

- Illinois Tollway Construction Managers will have a monthly Diversity report posted in eBuilder Folder 18 by Diversity staff at the end of each month
- This report will show the status of diverse firm participation on the contract.
- Construction Managers can also contact Diversity via telephone or email with questions or issues. We have a dedicated B2GNow staff person ready to help.
- Construction Managers must continue to access and use Capture for review of the EEO 0003 Workforce Analysis reports for a contract



Paul D. Kovacs, P.E.
Chief Engineering Officer

06/19/19

Date