MAA Vendor Guide to PRISM Compliance Management

Primes

& Subs

prism
compliance management

PRISM
University
Vendors Contracts Compliance

Discipliners

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Please report any difference to PCM for review and remediation. Your cooperation is appreciated

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I. Introduction

II. Payment Compliance with PRiSM

- Sub Invoice Submission

- Prime Sub Payment

- Payment Acknowledgement/Dispute

III. Getting Help

IV. Wrap Up

PRISM University
Vendors Contracts Compliance

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PRISM University
Vendors Contracts Compliance

Better Reporting Enables More Funding leading to More Opportunities

- **FUNDING** - Federal/State/Local funds are often based on the achievement of diversity goals

- **PROJECTS** – Projects are awarded to the vendors best able to achieve those goals

- **REPORTING** - By submitting your reports, you establish traceability and substantiate goal achievement
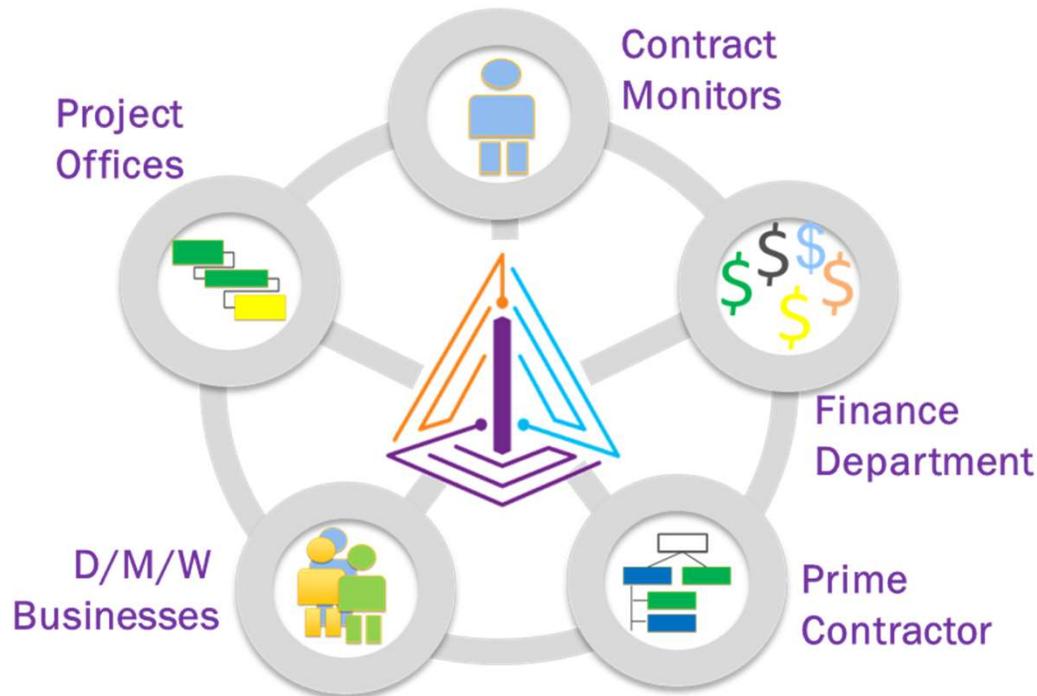
Compliance Virtuous Cycle

Projects

Reporting

Funding

Opportunity

PRISM Can Help

Closed-Loop Acknowledgement™

Closed-Loop Acknowledgement and reporting ensures highest quality participation and the achievement of results.

You are integrated into the PRISM online process

Each group can add information and see the big picture

Project Offices

Contract Monitors

Finance Department

Prime Contractor

D/M/W Businesses

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What is PRISM?

PRISM Compliance Suite
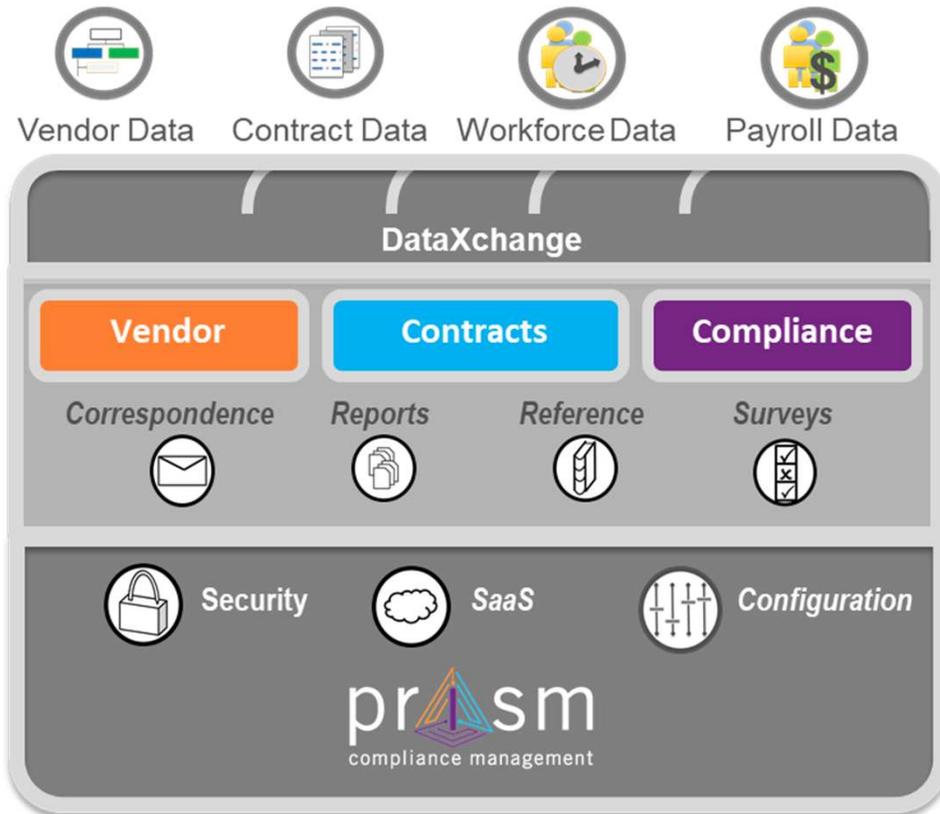
A modular solution with capabilities to solve your compliance management challenges.

PRISM is a full function SaaS application that increases the effectiveness and efficiency of compliance with robust information and industry best practice processes.

- PRISM facilitates diversity inclusion
  – Collection
  – Tracking
  – Reporting of and outreach efforts
- PRISM enables on-line vendor searches and target outreach

Resulting in increased MBE participation, more timely payments and improved goal attainment.

End-to-End Compliance

Award → **Setup** → **Compliance** ⇄ **Monitor** → **Complete**

Award	Setup	Compliance	Monitor	Complete
Contract and Sub Contract participation Plan is entered into the system by your Jurisdiction.	Prime and Subcontractor are notified of award and set up PRISM accounts.	Prime and Subcontractor perform work and submit compliance requirements using PRISM Closed-Loop-Acknowledge-ment process.	Jurisdiction monitors compliance.	Contract is completed.

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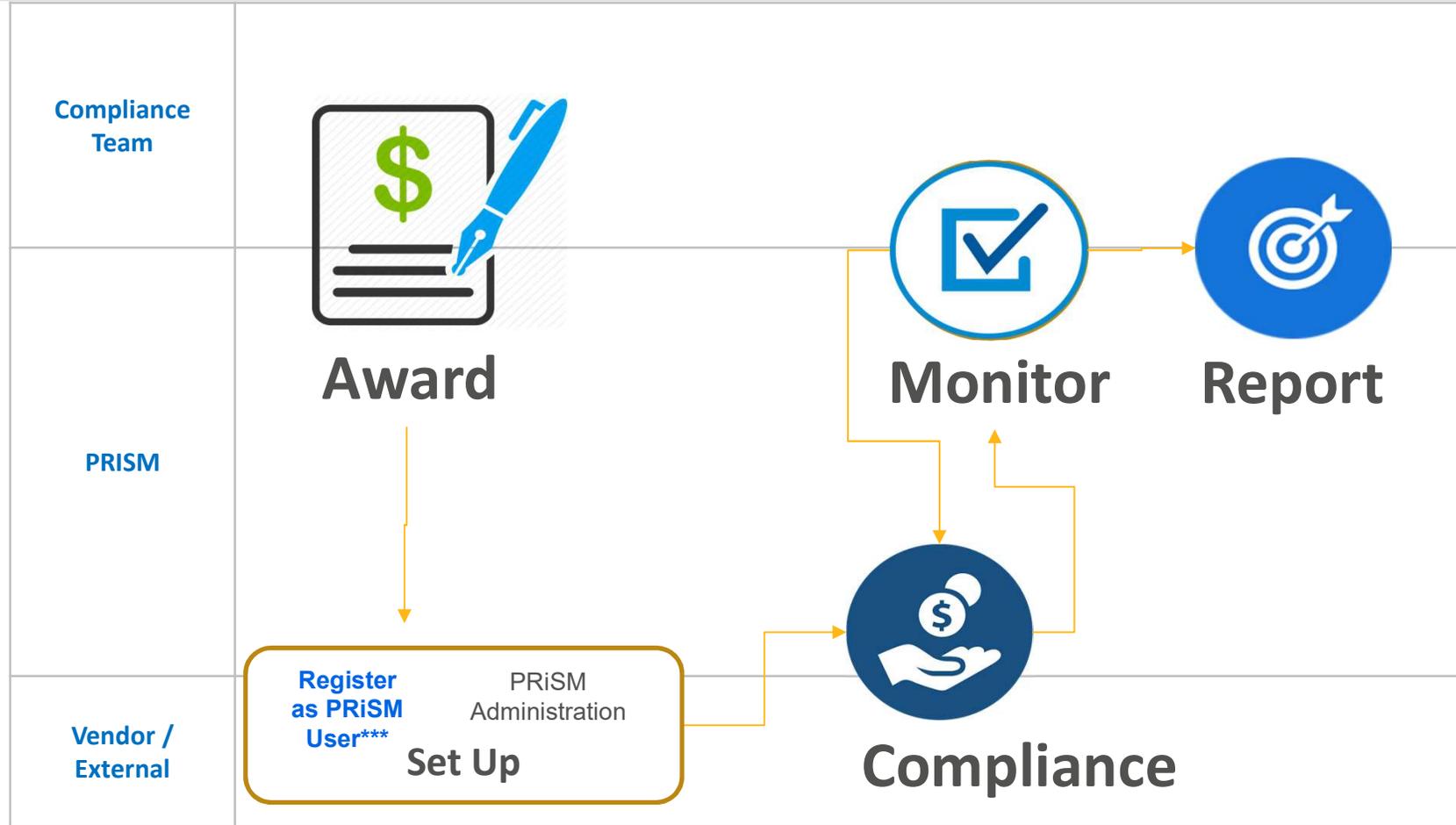
Process Overview

***All Vendors are required to set-up a PRISM vendor account via Vendor Registration Portal

PRiSM Main Page

- PRiSM Functions
- News & Events
- Workshops

Vendor Help Portal

Process Overview

PRISM University — Vendors · Contracts · Compliance

Compliance Team	Award
PRISM	Monitor → Report
Vendor / External	Set Up (Register as PRiSM User / PRiSM Administration) → Compliance

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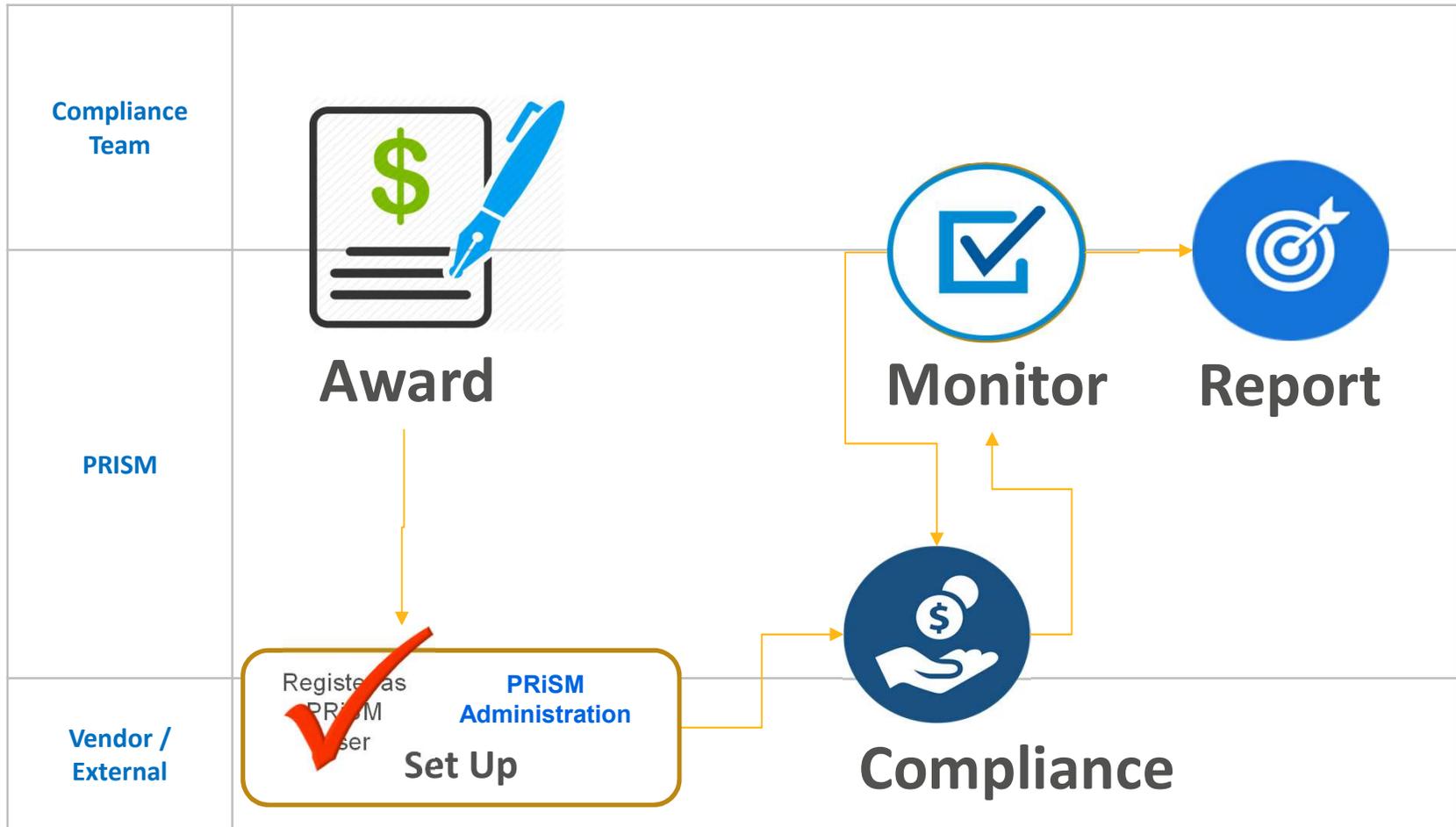
Administration of Vendor Profile and Users

Last login time: 01/29/2015 12:31 PM ET
Welcome, Moyo Fakeye! **Log-off**

Administration menu

Manage Users Profile   *View/Edit/Add User Profile*   Add up to four additional users for your company

Manage Vendor Records   *View/Edit Information about Vendor Company*

Update Company Profile

Company Search
Opportunities
Compliance
Administration

⊕ Maryland Aviation Administration
News & Events

⊕ Maryland Aviation Administration
Workshops

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Manage User Profiles

- **Shows users accounts**

- **Select Delete or Edit for existing users**

- **Add New User**

Manage Vendor Records

- Shows Vendor Profile Information

- Multiple Tabs of information

- If Information can not be updated, you will need to contact your Jurisdiction to change.

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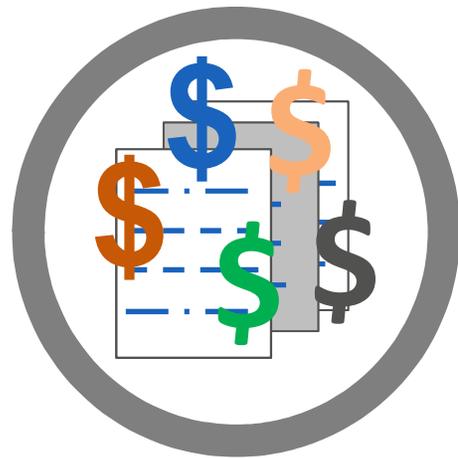
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Process Overview

Vendor View After Log In

Welcome

Select 'Compliance'

- Lists all Contracts that you (Vendor) are participating on

- Search/Filter all Contracts that you are participating on

- Select Filter icon
- Select Parameters
- Filter by:
  - Contract Name
  - Contract Number
  - Position (Prime or Sub)
  - Role (D/W/M/BE)
  - Invoices
  - Sub Spend
  - Prime Spend
  - Participation Complete

List of Contracts/Task Orders

Export   Save Grid layout

Drag a column header and drop it here to group by that column

Contract Name	Contract Number	Specialist	Master Agreement Name
Air Conditioning Repair	1908		
Defense Services	B613		
Baltimore City Soccer Stadium	BALT200		
Stadium Repair	K32843283284		
PW3897	Recreation Cente		
World Cup Stadium HVAC	WC4356		

Page size: 20

Filter dropdown options:
- NoFilter
- Contains
- DoesNotContain
- StartsWith
- EndsWith
- EqualTo
- NotEqualTo
- GreaterThan
- LessThan
- GreaterThanOrEqualTo
- LessThanOrEqualTo
- Between
- NotBetween
- IsEmpty
- NotIsEmpty
- IsNull
- NotIsNull

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Export Contracts Awarded to You

- ## Select Export icon

   Export

- ## Exports all contracts awarded to you to Microsoft Excel (default) or program of your choice

PRISM University — Vendors Contracts Compliance

- Select the Menu icon for the Contract that you are reporting activity on

- **Primes**
  - Report payments to the Subcontractors

- **Subcontractors**
  - Report invoices sent to Primes

Contract Name	Contract Number	Specialist
Air Conditioning Repair	1908	

Drag a column header and drop it here to group by that column

Invoices	Sub Spend	Prime Spend	Percentage Complete	Action
See All	$145,828.00	$78,128.00	0%	☰
$10,000.00	$55,552.00	$0.00	0%	☰
$0.00	$57,000.00	$200,000.00	8%	☰
See All	$32,000.00	$688,496.00	0%	☰
$0.00	$51,000.00	$0.00	0%	☰
See All	$78,756.00	$0.00	0%	☰

Total: $10,000.00

6 items in 1 pages

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- Report of an Invoice to a Prime contractor

- Select Menu on contract for which your Position = Sub

- Click 'Add Invoice'

Add a Subcontractor Invoice

- **Enter Details**
  - Payer
  - Payee
  - Invoice Amount
  - Invoice Number
  - Invoice Date
  - Due Date
  - Comment

- **Click 'Add Invoice'**

Add a Subcontractor Invoice

- You can add an attachment to your invoice after you have saved invoice

- Both the Prime and MAA can see this document

- File accepted includes JPEG, PNG,PDF, Word, Excel or Text files

List All Subcontractor Invoices

- List all Invoice Reports submitted to Primes
- Click amount under Invoices for Contract for which your position = Sub
- Page lists all invoices directed to Prime/Subcontractor

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Listing Subcontractor Invoices

- List all Invoice Reports submitted to Primes
- Select 'See All' under Invoices for Contract for which your position = Prime

Invoices	Sub Spend	Prime Spend	Percentage Complete	Action
See All	$15,750.00	$60,000.00	12.02%	☰
Total: $0.00				
				1 items in 1 pages

Export

Drag a column header and drop it here to group by that column

	Payer	Payee	Number	Amount	Invoice Date	Due Date	Reference	Amount Paid	Amount Received	Status	Action
										All ▼	
>	L & B Engineering	Cage Construction Company LLC	01125	$1,500.00	11/21/2018	11/30/2018	📎	$0.00	$0.00		
>	L & B Engineering	Cage Construction Company LLC	0187	$7,000.00	10/28/2018	11/28/2018	📎	$0.00	$0.00		
				Total: $8,500.00				Total: $0.00	Total: $0.00		

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Prime Payment to Subcontractor

- Prime Contractor Report of a Payment to a Subcontractor
- Select 'Payments to Subs'

Prime Payment to Subcontractor

- Displays Prime Contractor Payments to all Subcontractors on Contract
- Select 'Add Payment' icon

  ➕ Add Payment

List of Contracts/Task Orders >> Adding Payments

| Contract Number: | 1908 | Contract Name: | Air Conditioning Repair |
| Contract Value: | $78,128.00 | Percentage complete: | 0.00 % |

📋 Export ➕ Add Payment

Drag a column header and drop it here to group by that column

Payer	Payee	Amount Paid	Payment Date	Invoice #	Invoice Amount	Ack	Reference	Action
Ice Cold AC	AA Vendor	$10,000.00	12/29/2016	45	$10,000.00	No	📎	☰
Ice Cold AC	Accelerated Industries	$9,500.00	12/07/2016	24	$10,000.00	No	📎	☰
Ice Cold AC	AA Vendor	$10,000.00	10/12/2016	23	$10,000.00	No	📎	☰
Ice Cold AC	Accelerated Industries	$20,000.00	05/30/2015	41	$20,000.00	No	📎	☰
Ice Cold AC	AA Vendor	$0.00	05/25/2017	NAR05252017	$0.00	No	📎	☰
Ice Cold AC	AA Vendor	$0.00	05/25/2017	22	$0.00	No	📎	☰

Total: $49,500.00

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<< Back to Compliance

Prime Payment to Subcontractor

- **Payer defaults to User**
- **Enter Details**
  - Payer
  - Sub
  - Invoice number (or select from drop down list)
  - Invoice Amount
  - Amount Paid
  - Date Sent
- **Click 'Add Payment'**
- **If No Reporting Activity, make appropriate selection**

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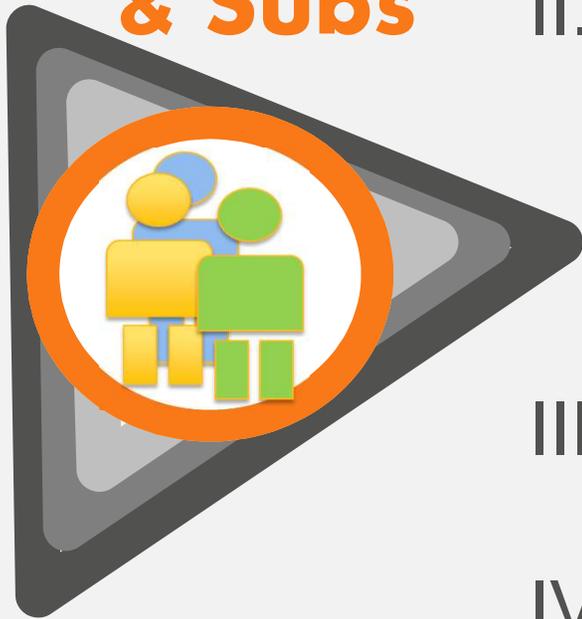
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Acknowledgements (Sample Email)

- Once a payment has been enter by a prime to a sub
- PRiSM emails to subs with to validate payment
- Subs can validate directly from email or log into to PRISM to validate

[Jurisdiction] - Payment Acknowledgement [1cmO]

Maryland_Aviation_Administration@PrismCompliance.com
Today, 11:10 AM
Moyo Fakeye

**Prism Compliance
Payment Acknowledgement**

Prime Name:	L & B Engineering
Contract Number:	12788
Contract Name:	Southside Campus Design
Invoice Number:	inv20187
Invoice Amount:	$7,000.00

Dear L & B Engineering

[Jurisdiction] would like to inform you that your prime contractor has submitted its monthly utilization report indicating payments they have made to their subcontractors.

They have reported on 11/20/2018 a payment of $7,000.00 for the contract Southside Campus Design.

Please verify the accuracy of payments to your company each month. If payment information is inaccurate, or you have further questions, you can contact your prime contractor, or you may contact the [Jurisdiction] [SupplierDiversityDept].

[Jurisdiction]

If you have received the amount of $7,000.00 you may click here to Acknowledge Receipt.
(Note the payment may take a few days to reach you.)

If you have received a payment for invoice inv20187 and it is not the amount of $7,000.00, please log into PRISM and report the amount you received.

If you have waited for the payment to invoice inv20187 and have not received any amount, then please click here to indicate you have not received the payment.

- Login PRiSM and click Menu of payment looking to validate

List Prime Payment Reports

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List all Payment Reports made by Prime

List of Contracts/Task Orders >> Payments to Subcontractor

Contract Number:	**B613**	Contract Name:	**Defense Services**
Contract Value:	**$0.00**	Percentage complete:	**0.00 %**

Payments to Subcontractor - Ice Cold AC

Export

Drag a column header and drop it here to group by that column

Payer	Payee	Amount Paid	Payment Date	Invoice #	Invoice Amount	Ack	Reference	Action
En Passant	Ice Cold AC	$24,328.00	04/04/2017	PO1	$24,328.00	No Confirm	📎	☰
En Passant	Ice Cold AC	$14,896.00	03/08/2017	PO2	$14,896.00	No Confirm	📎	☰
En Passant	Ice Cold AC	$16,328.00	02/14/2017	PO3	$16,328.00	No Confirm	📎	☰
		Total: $55,552.00						

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Acknowledgements

- Sub clicks 'Confirm' to acknowledge payments reported by the Prime
- Sub enters the amount received and provides any comments
- Check Acknowledge to confirm acceptance of Disclaimer
- If amount paid is correct, click 'Accept'
- If amount paid differs from amount received, click 'Decline'
- "Ack" would change to Yes
- If Sub disputes payment MAA would be notified of dispute

Invoice #	Invoice Amount	Ack	Reference
18 inv20187	$7,000.00	No Confirm	

This will verify payment status. You can change the value in the "Amount Received" field if it is different from what was paid to you. Selecting Accept confirms you have obtained the Amount Received, full or partial. Selecting Decline means you did not receive a payment for this invoice. You must check the "I Acknowledge" checkbox to be able to Accept or Decline the payment. Once the payment is accepted the operation cannot be undone.

Contract Number:	12788	Contract Name:	Southside Campus Design
Contract Value:	$499,000.00	Percentage complete:	12.02 %

Contract Payment Confirmation

Prime:	L & B Engineering
Sub:	Cage Construction Company LLC
Invoice Number:	inv20187
Invoice Amount:	$7,000.00
Amount Paid:	$7,000.00
Amount Received:*	7000
Comments:	

Dear [Vendor],

By submitting this form you accept conditions determined by [Jurisdiction] payment regulations document. You assure, at risk of perjury, that this information is correct to the best of your knowledge.

I Acknowledge: ☐
[Accept] [Decline]

Invoice #	Invoice Amount	Ack	Reference
3 inv20187	$7,000.00	Yes	

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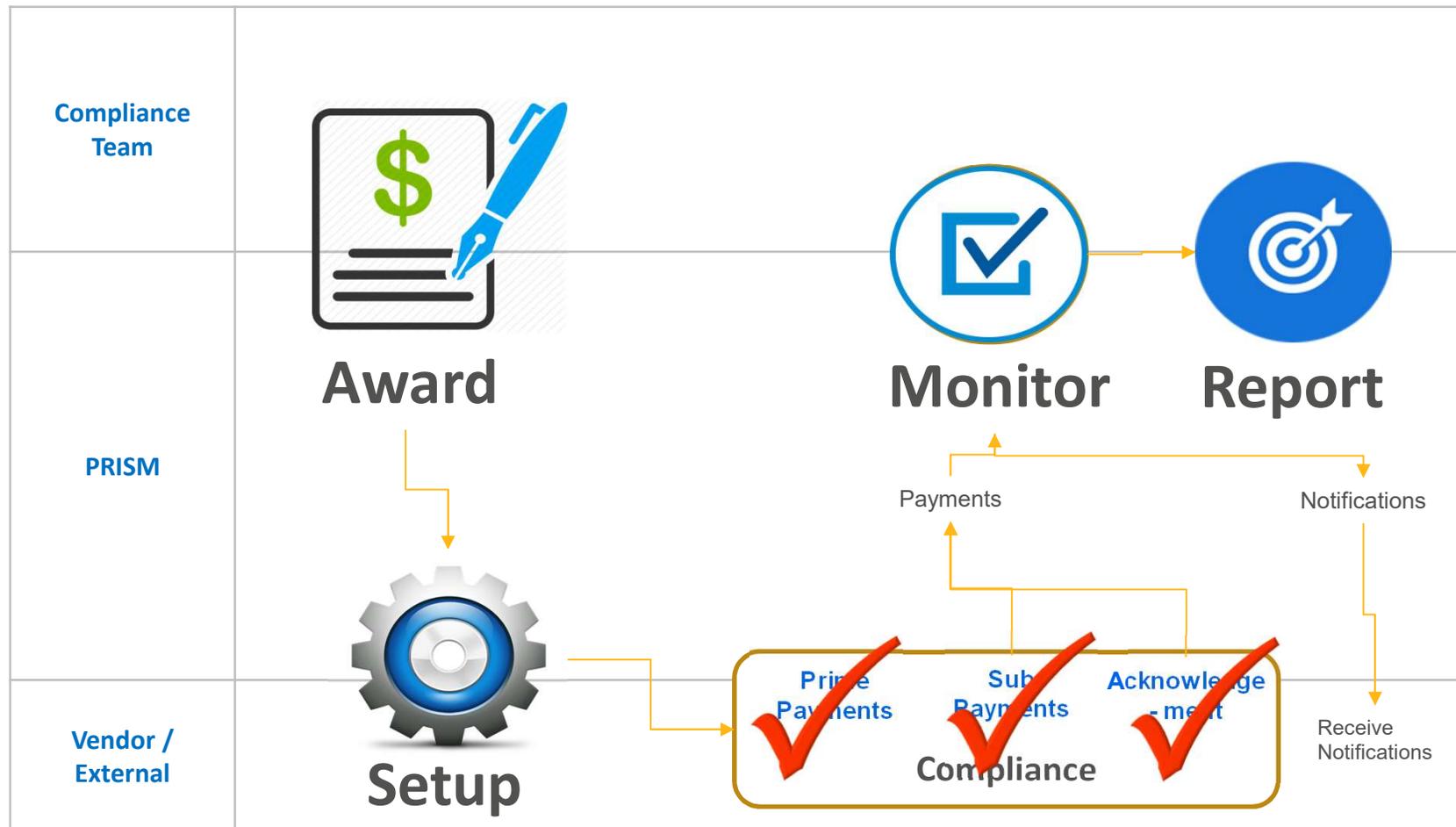
Acknowledgements (Dispute)

- If the Sub Declines payment "Ack" column would change to No

- MAA would be notified of dispute and contact vendors

Invoice #	Invoice Amount	Ack	Reference
inv20187	$7,000.00	Yes	📎
INV01125	$1,500.00	No	📎
7	$10,500.00	Yes	📎

3 items in 1 pages

Process Overview

PRISM University — Vendors · Contracts · Compliance

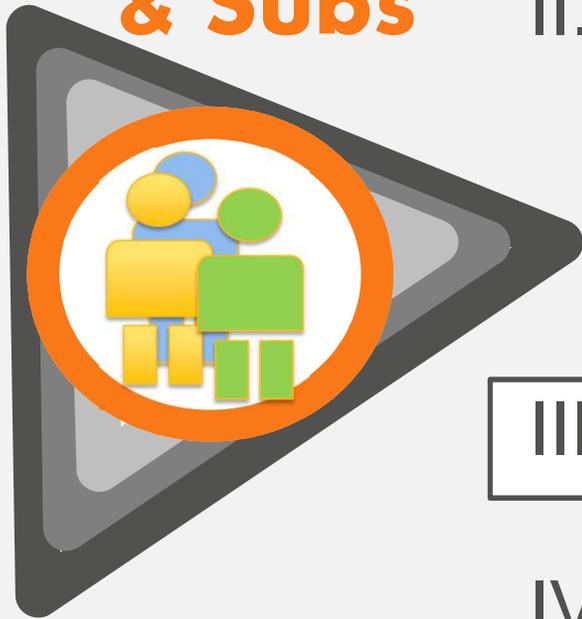|			
Compliance Team	**Award**	**Monitor**	**Report**
PRISM		Payments	Notifications
Vendor / External	**Setup**	Prime Payments · Sub Payments · Acknowledge-ment — **Compliance**	Receive Notifications

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Payments

Done

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How To Get Help

- **Self Help** – Use PRISM Help and Vendor Knowledge Base

- **Login Help** –Your Jurisdiction has resources to assist you with initial login information and help as needed.

- **User Help** –Your Jurisdiction has resources to provide help with user questions.

- **System Issues** - If your Jurisdiction is unable to assist, they will escalate the issue the PRISM Team for investigation and resolution.
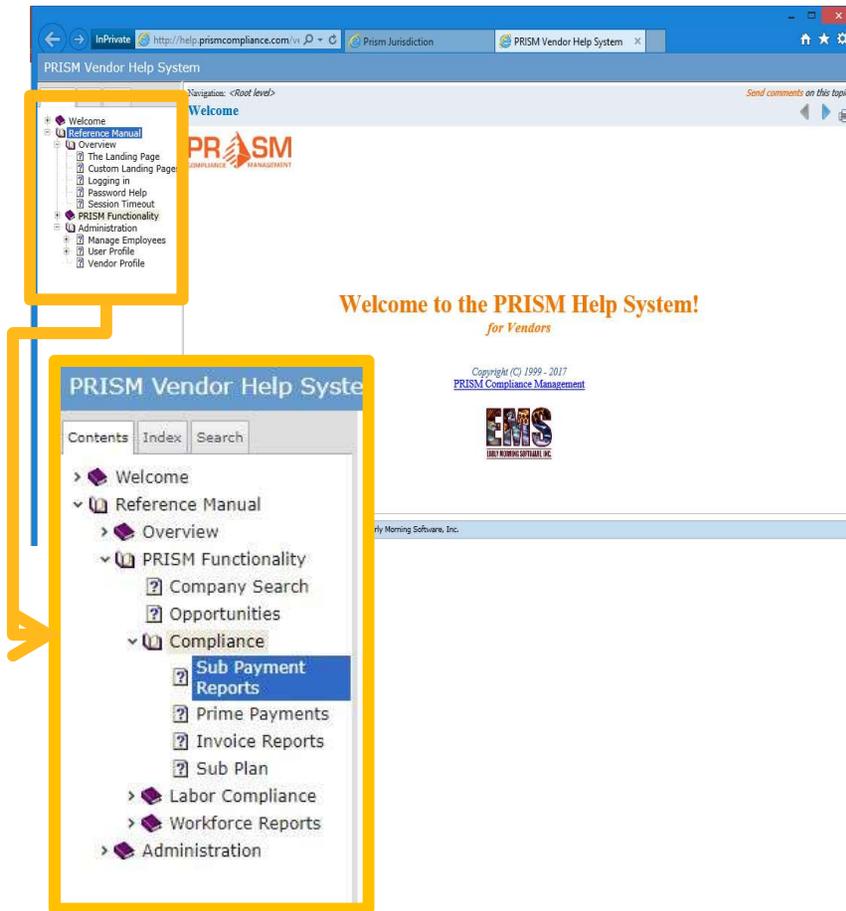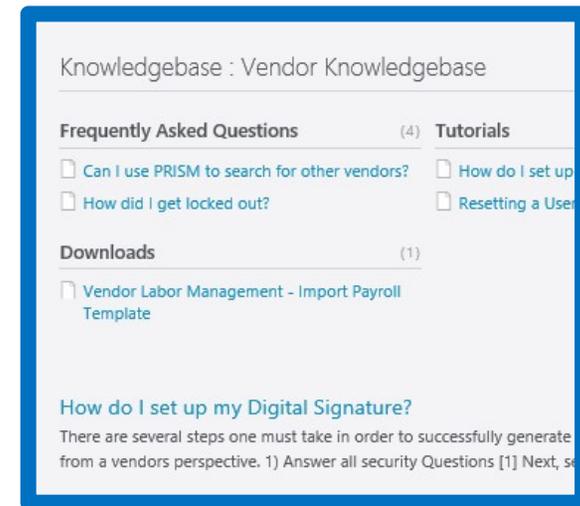
Contact Your Jurisdiction!

PRISM Self Help

PRISM offers complete set of self help tools.

PRISM Self Help

PRISM Knowledge Base

http://PRISMcompliance.kayako.com

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Q&A