

Compliance Audits

Subcontractors and Subconsultants

Completing Your Compliance Audit

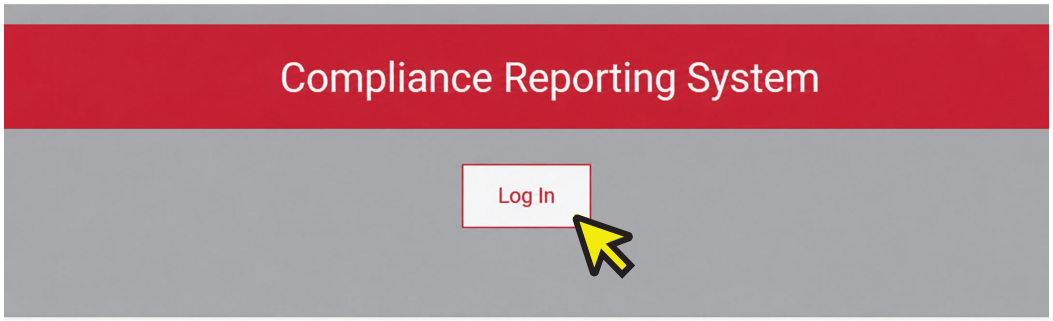
VIA's Compliance Reporting System (CRS) is used to monitor contract compliance. Prime and Subcontractors must confirm their payments in CRS. Each monthly audit will open once the month ends. For example, March's audit will be open on April 1st. An email will be sent to the Prime Contractor's contact person for the contract when an audit becomes available. Subcontractors will be notified when a payment is posted for their company. It is the Prime Contractor's responsibility to ensure their Subcontractors confirm their payments. The Prime Contractor is required to send copies of the Subcontractor's invoices when submitting payments to VIA.

QUESTIONS?

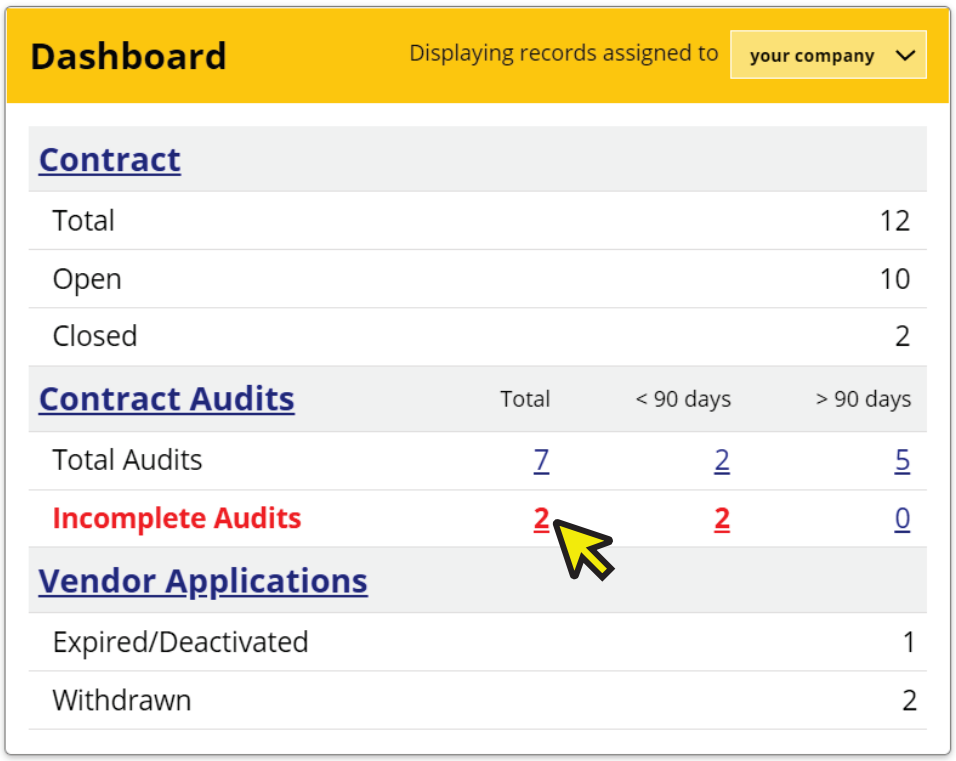
For assistance with contract audits please contact the following:

Office of Small Business Enterprise (OSBE)
(OSBE) OSBE@viainfo.net

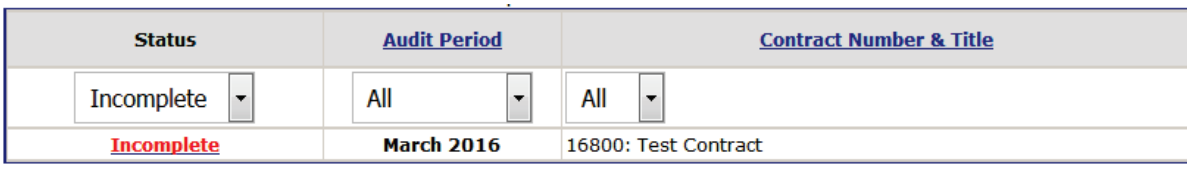
1. Log into your account at: https://via.sbecompliance.com
   Note: VIA staff cannot reset passwords, use the Forgot Password link to reset your password if needed.



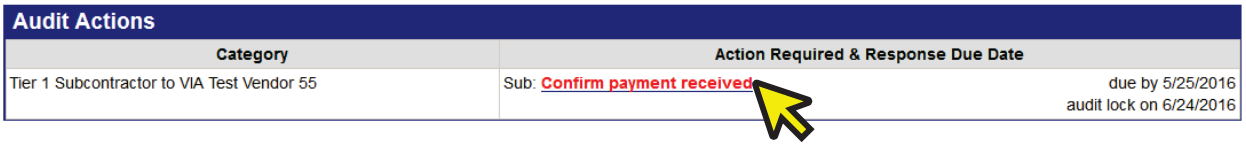
2. Under the Dashboard select the link for **Incomplete Audits** or on the left-hand side select **View** and then **My Contract Audits.**



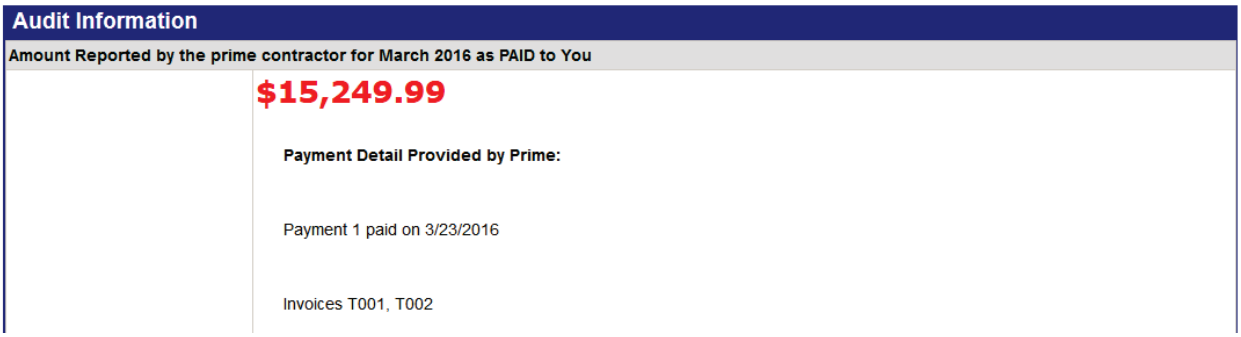
3. Select **Incomplete** for the contract that requires attention.
   Note: If nothing is displayed, uncheck the box that says ☑ Show ONLY records assigned to you.



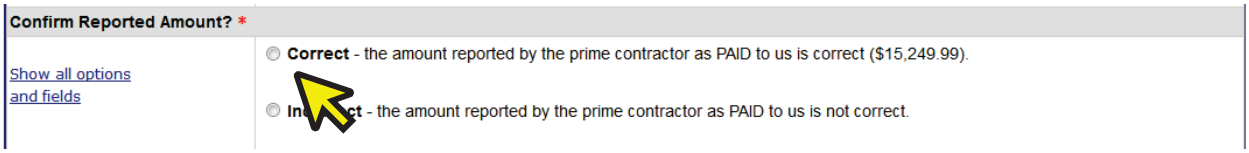
4. Under **Audit Actions** select the link **Confirm payment received.**



5. Review the information submitted by the Prime Contractor under **Audit Information**.



6. Under **Confirm Reported Amount** check either the **Correct** or **Incorrect** option.



   a. If you selected **Correct**, you must input the following information:
      i. **Payment Date**: If multiple payments were made, enter the date of the first payment
      ii. **Prompt Payment**: Respond to the question regarding the 10-day prompt payment period
   b. If you selected **Incorrect**, you must input the following information:
      i. **Payment Information:** Was a payment made? Or was there a discrepancy in the payment reported by the Prime Contractor?
      ii. **Payment Amount:** Enter the amount you actually received from the Prime Contractor in the audit period.
      iii. **Payment Date:** If multiple payments were made, enter the date of the first payment
      iv. **Prompt Payment:** Respond to the question regarding the 10-day prompt payment period

   Note: A discrepancy will be generated and submitted to the Prime Contractor and the VIA Compliance Officer.

7. Respond to the question in the **Final Payment?** section.

8. Respond to the question in the **Is Prime Withholding Retainage?** section. Select Yes or No.
    a. If **No** is selected, you will proceed to the next section.
    b. If **Yes** is selected, respond to the following information:
        i. How much retainage is being withheld?
        ii. When do you expect to receive it? Enter mm/dd/yyyy.

9. Attach any files if necessary.

10. Enter any comments you may have in the **Public** and **Private** comment fields.
    a. **Public Comments:** The Compliance Officer and the Prime Contractor can view this section.
    b. **Private Comments:** Only the Compliance Officer can view this section.

11. Select the box in the **Confirmation** section if you wish to receive a confirmation of your response. Then confirm that the information you are submitting is understood to be correct and accurate. Then hit **Save**.

12. The **Status** will change for each audit depending on completeness.


To **resort** click on column title. To **filter** click on the drop down menu.

Refresh Table

Status	Audit Period	Contract Number & Title	Organization	Paid to Prime
All	< 90 days	All	All	
1 Discrepancy	**March 2016**	16801: Test Contract for Stone Oak Park & Ride	VIA Metropolitan Transit	$128,250.89
Audit complete	**March 2016**	16800: Test Contract	VIA Metropolitan Transit	$14,489.87
Audit complete	**February 2016**	16801: Test Contract for Stone Oak Park & Ride	VIA Metropolitan Transit	$68,723.32

Note: If a discrepancy exists for an audit, the Compliance Officer will reach out to you for resolution.

[INTENTIONALLY LEFT BLANK]



For Upcoming Contracting and Networking Opportunities visit https://via.sbecompliance.com

The scope of contracting opportunities encompasses a wide variety of projects and services, including, but not limited to:

- Architecture
- Engineering
- Construction
- Facilities & Maintenance
- Goods & Services

Procurement Division
800 West Myrtle
San Antonio, Texas 78212
(210) 362-2400

Office of Small Business Enterprise
800 West Myrtle
San Antonio, Texas 78212
OSBE@viainfo.net