Key Points for Vendors on Current / Active Contracts:

1. URL site for City of Minneapolis: https://mpls.diversitycompliance.com/
2. Username is your email address on file with City of Minneapolis
   - If you don't know the email address, please use the account lookup to see if you are in the City of Minneapolis system.
   - If you forgot your password, please click on the forgot password link to reset your password.
3. Once logged into the system, please verify that your information is correct.
   - If information is not valid, please update your information in the system
4. Contracts in the system
   - Please verify that all your contracts are in the system
     - If you notice a missing contract, please contact your representative from City of Minneapolis.
5. Adding Subcontractors:
   - Please add all subcontractors to your contracts in the system:
     - Locate contract in system and click view
     - On the top, please click on the Subcontractors tab
     - Click on Add First Tier Subcontractor and enter the required information
6. Payments to Prime Contractor
   - City of Minneapolis has imported rolled up paid to date payments from the start of the contract to Dec. 31st, 2019.
   - Some contracts will have payment data in prior months if you were part of the pilot contracts during implementation.
7. Payments to Subcontractor
   - Prime contractors will be responsible for entering their subcontractor payment information.   Subcontractor payments will be placed in the Dec. 2019 audit. Payments will be from the start of their contract to Dec. 31st, 2019.
8. Going forward:
   - All primes will be required to enter the ongoing monthly audits/reporting for all subcontractors on their projects.

Why do I need to use CCIMS?

CCIMS system will track payments made to prime contractors and their subcontractors and/or suppliers on City of Minneapolis contracts. These payments are then monitored by the Contract Compliance Division (CCD) to ensure compliance with the City's Small and Underutilized Business Program (SUBP). The utilization of the CCIMS system is a requirement of your contract.

Why does my password have to be so long?

The City of Minneapolis implemented an IT Security requirement for all passwords to be at least 16 characters in length. This is due to more hacking via brute-force attack on websites in order to steal someone's password. The recent breaches and ransoms in city governments like Baltimore has made this an urgent issue for municipal governments to address.

A simple, yet long, password is much harder to crack than a complex, but short password. Computers are getting more powerful each year, and a home desktop computer can crack many people's 8-character passwords in a matter of minutes. A 16-character password takes centuries to be able to hack through brute-force.

What should I do if my contract doesn't appear in CCIMS/B2Gnow?

If your current contract does not appear in B2Gnow, then it was not migrated over, and you are not required to report payments into CCIMCS for that specific contract. You should continue to report M/WBE subcontractor payments monthly to your contract compliance officer. If you were recently awarded a contract, you will get an email notification as soon as that contract is added to the system.

How does a contract flow through the different City systems? What timeline should I expect?

For City contracts that are publicly bid, once bidders submit a bid to City Procurement via e-Supplier there are several review steps that occur before a contract can be awarded. Procurement, City Departments, and Civil Rights all review pieces of bid requirements before a recommendation for award is made to City Council. City Council approves all contracts prior to a contract agreement being sent out to the awarded contractor. A contract will be generated with-in 14 days in CCIMS after all parties have agreed to and signed the contract.

Once my contract is listed in CCIMS, what do I need to do?

You should first check over your account and make sure everything is up to-date. You can create additional users who will be responsible for entering subcontractor payment information. Next you will want to make sure to add all your subcontractors and suppliers that are working on the project. You will be emailed monthly to enter subcontractor payments on the previous month (ex: April 1 you will receive an email to report on March payments to subs).

Who do I contact with questions?

If you have questions while using the system, it is recommended to first utilize one of the user manuals. Under the help & support there are a number of user manuals and training classes. If you are not familiar with the system you can also sign up for one of the many online training classes to familiarize yourself with using the system. Should you have questions about passwords or account issues you should reach out to B2Gnow support. If you have any ordinance or policy related questions you should reach out to your contract compliance officer.

How do I link my CCIMS and LCPtracker accounts?

Under Tools you can add a linked account to take you over to LCPtracker so you can do both payment reporting and switch over to LCPtracker for payroll reporting.

On new contracts approved after December 2019, when setting up your subcontractors in CCIMS there will be a question **"Synchronize with Prevailing Wage System"**. Indicate **YES** for all subcontractors performing construction labor work. CCD staff will then approve the project in LCPtracker and you'll be able to start submitting your certified payroll reports.

How will my monthly reporting process change?

The Contract Compliance Division (CCD) is currently working on new processes that may modify how we ask for monthly compliance participation and if we will continue to generate the monthly compliance reports. Please continue to submit your certified payroll reports into LCPtracker and submit all payments made to your subcontractors and suppliers in CCIMS.

Why do I have two different logins to LCPtracker? How do I fix that?

You may have two different logins for LCPtracker because you may have more than one LCPtracker account, with other agencies. We now have two (2) LCPtracker databases, one called "City of Minneapolis" and the other called "City of Minneapolis_B2G". To prevent from having multiple login accounts, you will need to complete the USER ID MERGE REQUEST FORM. You'll be able to login into both City of Minneapolis LCPtracker databases after the merge request is complete. This will not remove any payrolls submitted or any employee information, this request simply merges your accounts so only one ID is needed to login.

When reporting in LCPtracker, which database for Minneapolis should I use?

The City of Minneapolis currently has two (2) LCPtracker databases, as mentioned above. Any contracts that started **before** January 1, 2020 will remain in the "City of Minneapolis" account and those starting **after** January 1, 2020 will be entered into the City of Minneapolis_B2G account. If you do not see your contract listed in either LCPtracker system, please reach out to your contract compliance officer.

What will change with my payrolls for any new contracts going forward? Nothing with the payroll submissions will change in the new system. The main change is for Prime contractors who may need to designate a prime approver to approve all subcontractors' payrolls. If a Prime contractor is not familiar with the prime approver role, please access the training resources located at the top of the LCPtracker account. There are multiple resources in LCPtracker on prime approver roles and responsibilities.

USER ID MERGE REQUEST FORM

This request form is for LCPtracker Users who have more than one User ID and would prefer a single User ID when logging into the system. User must fill out form completely and email back to the Support department. *Please note that incorrect information or multiple contacts in a User ID could delay your request.* Complete this form and email to support@lcptracker.com.

REQUESTOR INFORMATION

The Contact Name & Email in each account under Set Up > Company Information must:

1. Match the requestor information below **OR**

2. The user listed in the Contact Name field within the "Company Information" section must send an email to the support technician assigned to your case approving the merge. Please include:

- **Company Name**: _____

- **Requestor Name**: _____

- **Requestor Email**: _____

Enter information for each User ID you have and would like merged (Do NOT include password)		Move all accounts/databases in this User ID? *Yes/No*
Example	7146690052134	Yes
1		
2		
3		
USER ID YOU WANT TO KEEP >>>		

User will be notified when the merge is completed and may continue working under all User IDs individually prior to the merge. Once merge is completed, all information will be under one User ID. *Please note, there are scenarios where User IDs may not be eligible to be merged and LCPtracker will notify you if one of your user IDs falls under one of these scenarios.*

If a user ID has multiple accounts associated with it, LCPtracker will review the contacts on file for those accounts. If they differ from the requestor on this form, LCPtracker will communicate your request to those other contacts to confirm their approval of the merge. **It is the responsibility of the requestor to inform any other contacts of the upcoming change to the User IDs you are requesting to merge.**

By submitting this form to LCPtracker and checking the box below, you hereby authorize the merge of your ID as described above.

☐ I, _____, hereby authorize merging the above-referenced User IDs.