

# Contractor Compliance Checklist



Use this checklist to ensure that your contract with the City of Minneapolis is in compliance with all applicable Civil Rights rules and regulations. This information is for those contractors who have an approved contract with the City and are preparing for work to start. Be sure to check in with your Contract Compliance Officer (CCO) regarding which tasks may be applicable to your contract.

Small and Underutilized Business Program:	
Tasks:	Completed:
1. Log in to City's Contract Compliance Information Management System (CCIMS)	
a. <a href="https://mpls.diversitycompliance.com/?TN=mpls">https://mpls.diversitycompliance.com/?TN=mpls</a>	
• If you cannot remember your account or password use the "Forgot Username/Account Lookup" and "Forgot Password" options.	
b. Make sure to verify company information, users, etc., and update as needed.	
c. Take online trainings (Help & Support > Training Classes) and have other employees take online trainings to learn the system.	
• Introduction to the System – Vendor Training	
• Contract Compliance Reporting – Vendor Training	
d. Once your contract is visible in the system, add <u>ALL</u> subcontractors and <u>ALL</u> suppliers who will be used on the contract.	
Requirements:	
1. Prime contractors are required to report monthly payments (even \$0) to subcontractors and suppliers in CCIMS. Contractors will be notified on the first of the month to go in to CCIMS and report payments.	
2. All MBE and WBE subcontractors and suppliers who need to have their participation reduced, removed or substituted must notify the Division prior to the change occurring.	
a. Substitution process is found on our website. <sup>1</sup>	
b. Substitution and removal requests need to be made in CCIMS.	
3. <u>Change orders</u> : Contract goals and commitments apply to all change orders or contract amendments. Prime contractors should keep track to make sure they continue to meet their contract goal(s)/commitment(s).	

Prevailing Wages:	
Tasks:	Completed:
1. Payrolls are submitted electronically in LCPTracker by any contractor performing onsite labor hours.	
a. <a href="https://prod.lcptracker.net/WebForms/Login.aspx">https://prod.lcptracker.net/WebForms/Login.aspx</a>	
• If you cannot remember your account or password use the "Forgot Password" option.	

<sup>1</sup> <https://www2.minneapolismn.gov/media/content-assets/www2-documents/government/SUBP-Deviation-Request-Process.pdf>

<ul style="list-style-type: none"> <li>If you are unfamiliar with the system, use the “Training Materials” link at the top of your account page. They have user guides and training videos available.</li> </ul>	
<ul style="list-style-type: none"> <li>If you have technical issues or questions reach out to LCPtracker support via the support tab or live chat.</li> </ul>	
<p>b. <b>Prime Approver:</b> Prime contractors must designate someone in their office as Prime Approver. Reach out to your CCO to make sure that is set up.</p>	
<ul style="list-style-type: none"> <li>Prime Approvers are responsible for monitoring and approving subcontractor payrolls, as well as helping subs with any LCPtracker related questions.</li> </ul>	
<p>c. Subcontractors will sync over from CCIMS to LCPtracker, so make sure subcontractors are first added to CCIMS.</p>	
<p>d. Complete the <u>Merge Request Form</u> and submit to LCPtracker if you have multiple accounts with LCPtracker and do not want more than one login. This form is found under “Training Materials”.</p>	
<p>e. Once logged into CCIMS, you will have the option to “Link Accounts” which will allow you to toggle between CCIMS and LCPtracker.</p>	
<p>f. Additional classification requests and apprentice approvals are managed by the Contract Compliance Officer. Please submit all of those to your CCO.</p>	
<ul style="list-style-type: none"> <li>Apprentice Agreements should be uploaded in LCPtracker under edocuments.</li> </ul>	
<p>2. Wage Decision, additional wage classifications, the City’s non-discrimination poster, and the Employee Rights Davis-Bacon Poster<sup>2</sup> need to be posted on the job site in a visible location.</p>	
<p><b>Requirements:</b></p>	
<p>1. Payrolls should be submitted bi-weekly<sup>3</sup> in LCPtracker.</p>	
<p>2. Prime contractors need to work with the City to resolve all non-compliance issues.</p>	

<sup>2</sup> Only required on Davis-Bacon projects.

<sup>3</sup> Davis-Bacon projects require WEEKLY certified payroll submittals.