

Adding, Removing, and Substituting a Subcontractor

Adding a Subcontractor:

***All requests whether submitted by a prime or subcontractor must have a B2GNow Subcontractor Form attached. Please be sure to include any certifications that apply.**

The **red squares** in the screenshots indicate where to click.

1. A. Start by accessing the desired contract. Select the “view” option on the left of the screen and then select “My Contracts” to display your current contracts.

The screenshot shows the Los Angeles World Airports dashboard. On the left sidebar, the 'View >>' button and 'My Contracts' link are highlighted with red squares. The main content area includes a 'Dashboard' section with a table for 'Contract' and 'Contract Audits'. The 'Contract' table shows 1 Total and 1 Open. The 'Contract Audits' table shows 0 Total, 1 < 90 days, and 0 > 90 days. Below this is the 'Certification Center' section. On the right, there are sections for 'Key Actions', 'Alerts', 'System News', and 'Configure'.

- B. Select “View” on the desired contract.

The screenshot shows the 'Vendor Profile: Contracts' page for 'LAWA Procurement Test'. It features a navigation menu with tabs for General, Public Profile, Users, Commodity Codes, Contracts, Employees, Certifications, Contracts, Workforce Comp/EEO, and Questionnaires. Below the navigation is a table of contracts. The 'View' button for the first contract is highlighted with a red square.

Contract Number & Title	Contracting Organization	Prime Contact	Status	Dates	Award Amount	Paid Amount
Sub Mod Form Test: Sub Mod Form Test	Los Angeles World Airports	Test Contract (change)	1 incomplete audit	11/14/2018 to 11/14/2020	\$1,000,000	\$850,000

- The "View" link will take you to the contract's main tab. To add a subcontractor select "view subcontractors" located in the middle of the screen or click on the "subcontractors" tab at the top.

Contract Management Help & Tools

Contract Main | View Contract | **Subcontractors** | Compliance Audit List | Compliance Audit Summary | Messages | Comments | Reports

Los Angeles World Airports
Sub Mod Form Test: Sub Mod Form Test
Prime: LAWA Procurement Test

Status: Open
11/14/2019 - 11/14/2020
Current Value: \$1,000,000

Contract Information Refresh Page

Contract Title	Sub Mod Form Test
Contract Number	Sub Mod Form Test
System Transaction Number	04658352-0001
Start Date	11/14/2019
(Projected) End Date	11/14/2020
Contract Value	\$1,000,000.00
Compliance Officer	Jason Flannigan

User Assignment

Contract Type	Subcontract Percent	Compliance Contact Person	Compliance Audit Required
Prime	-	Test Contract	<input checked="" type="checkbox"/>

View Subcontractors
Compliance Audit List

Contract Status & Actions

Contract	Status	Actions	Previous Transactions
Contract	Open	View Contract	
Contract/Change Orders			None
Contract Extensions/Shortenings			None

- Select "Add First Tier Subcontractor", or whichever tier applies. A first tier subcontractor works directly under the prime contractor and receives payments from the prime. A second tier subcontractor, or beyond second tier, is directly below another subcontractor and receives payment from that subcontractor and not the prime contractor.

Contract Management: Subcontractor List Help & Tools

Contract Main | View Contract | **Subcontractors** | Compliance Audit List | Compliance Audit Summary | Messages | Comments | Reports

Los Angeles World Airports
Sub Mod Form Test: Sub Mod Form Test
Prime: LAWA Procurement Test

Status: Open
11/14/2018 - 11/14/2020
Current Value: \$1,000,000

All subcontractors assigned to this contract are listed below.

Subcontractor List Refresh Page

Subcontractor Name	Certified	Current Award	Type	Inc. in Goal	Compliance Audit	Final Pmnt	Actions
JDJD Music Group, Inc. [Substitution request approved on 11/14/2019]	No	\$500,000	Sub	No	No	No	
JDJD Music Group, Inc.	No	\$5	Sub	No	No	No	Add Tier 2 Sub Substitute Remove
Queen Q's Design [Removal request approved on 11/20/2019]	<input checked="" type="checkbox"/>	\$500,000	Sub 100%	<input checked="" type="checkbox"/> DVBE	No	No	

Add First Tier Subcontractor

Subcontractor Addition Requests

Vendor Name	Submitted By	Certified	Requested Percent/ Amount	Inc. in Goal	Compliance Audit	Date Requested	Status	Actions
Queen Q's Design	Test Contract	<input checked="" type="checkbox"/>	\$275,000	<input checked="" type="checkbox"/> DVBE	No	12/5/2019	Pending	View Withdraw
JDJD Music Group, Inc.	Test Contract	No	\$5	No	No	11/14/2019	Approved	View
Queen Q's Design [Substitution of JDJD Music Group, Inc.]	Test Contract	<input checked="" type="checkbox"/>	\$500,000	<input checked="" type="checkbox"/> DVBE	No	11/14/2019	Approved	View
JDJD Music Group, Inc.	Test Contract	No	\$500,000	No	No	11/14/2019	Approved	View

4. A. Complete all required fields and attach a “B2GNow Subcontractor Form” and all applicable certification documentation to the request for approval.

B. The “Attach File(s)” Field is mandatory; the request will not be approved without the required documentation. Click on the review link to verify that all information is accurate. Once verified, submit the request.

Contract Management: Add Subcontractor Help & Tools

Contract Main | View Contract | Subcontractors | Compliance Audit List | Compliance Audit Summary | Messages | Comments | Reports

Los Angeles World Airports
Sub Mod Form Test: Sub Mod Form Test
Prime: LAWA Procurement Test Status: Open
11/14/2018 - 11/14/2020
Current Value: \$1,000,000

*** required entry**

Vendor Information

Vendor * [Get Vendor](#) from vendor database

Vendor Compliance Contact *

Vendor Address *

Applicable Vendor Certifications
Assign a vendor and click to refresh certification list

Subcontract Information

Subcontractor Tier * (Tier 1) Subcontractor to LAWA Procurement Test (Prime Contractor)

Current Prime Contract Amount \$1,000,000.00

Subcontract Percent/Amount *
 By Amount \$
 By Percent %

Include in Compliance Audits? *
 Yes - subcontractor is active and should be included in the periodic compliance audits of the contract.
 No - subcontractor is inactive.

Count Towards Certified Goal *
 Yes - Payments to this subcontractor count towards the Goal
 No

Type of Participation *
 Subcontractor/Subconsultant
 Supplier - Manufacturer
 Supplier - Regular Dealer
 Supplier - Package, Broker, Distrib., Wholesaler, Manuf. Rep.
 Joint Venture
 Fees & Commission Broker
 Trucking & Hauling
 Trucking & Hauling Brokerage
According to policy, goal participation will be counted at 100%

Work Description *

Work Codes
[Add Work Codes](#)
[Click here](#) to see if there are any available work codes assigned to recognized certifications for the assigned vendor.

Subcontract Award/Commit Date *

Estimated Work Start Date *

Estimated Work End Date

Add vendor to existing audits for this contract? *
 Yes - add this subcontractor to all audits going back to the period of 2019
 No. Subcontractor's first audit will be the next one.
Payments Already Made: \$

Reference Identifier
Use this field to uniquely identify this subcontractor if the firm is listed on the contract two or more times. This identifier will be displayed on the vendor list for quick identification of each instance of a firm's participation on the contract.

Attach File(s)

[Spell Check](#) [Review](#) [Cancel](#)

Removing or Substituting:

5. Definitions:

Substitution: replacing one subcontractor with another subcontractor

Removal: having a subcontractor discontinue all work on the contract

After a subcontractor has been added, the subcontractor's name will appear in the "Subcontractor List" (Follow steps 1&2 to view the subcontractors). Under the "Actions" column, you can either substitute or remove a subcontractor. The substitution and removal of a subcontractor requires proof showing that the subcontractor is aware of the request and has agreed.

*Please note: any subcontractor that has been listed cannot be removed; however, they will be marked as inactive.

Contract Management: Subcontractor List
Help & Tools

[Contract Main](#) |
 [View Contract](#) |
 [Subcontractors](#) |
 [Compliance Audit List](#) |
 [Compliance Audit Summary](#) |
 [Messages](#) |
 [Comments](#) |
 [Reports](#)

 Status: Open
 11/14/2018 - 11/14/2020
 Current Value: \$1,000,000

Los Angeles World Airports
 Sub Mod Form Test: Sub Mod Form Test
 Prime: LAWA Procurement Test

All subcontractors assigned to this contract are listed below. [Refresh Page](#)

Subcontractor List								
#	Subcontractor Name	Certified	Current Award	Type	Inc. in Goal	Compliance Audit	Final Pmnt	Actions
1	JDDJ Music Group, Inc. [Substitution request approved on 11/14/2019]	No	\$500,000	Sub	No	No	No	Add Tier 2 Sub Substitute Remove
1	JDDJ Music Group, Inc.	No	\$5	Sub	No	No	No	Add Tier 2 Sub Substitute Remove
1	Queen Q's Design [Removal request approved on 11/20/2019]	✔	\$500,000	Sub 100%	✔ DVBE	No	No	

Subcontractor Addition Requests									
Vendor Name	Submitted By	Certified	Requested Percent/Amount	Inc. in Goal	Compliance Audit	Date Requested	Status	Actions	
Queen Q's Design	Test Contract	✔	\$275,000 DVBE	✔	No	12/5/2019	Pending	View Withdraw	
JDDJ Music Group, Inc.	Test Contract	No	\$5	No	No	11/14/2019	Approved	View	
Queen Q's Design [Substitution of JDDJ Music Group, Inc.]	Test Contract	✔	\$500,000 DVBE	✔	No	11/14/2019	Approved	View	
JDDJ Music Group, Inc.	Test Contract	No	\$500,000	No	No	11/14/2019	Approved	View	

6. a. **Substitution:** Complete the fields in the red, shown below. The process is exactly the same as the sub addition process. Complete all required fields; include the B2GNow Subcontractor form and all applicable certifications.

Contract Man View Contract Subcontractors Compliance Audit List Compliance Audit Summary Messages Comments Reports

Los Angeles World Airports
Sub Mod Form Test: Sub Mod Form Test
Prime: LAWA Procurement Test

Status: Open
11/14/2018 - 11/14/2020
Current Value: \$1,000,000

* required entry

Substitution Information

Please provide the following mandatory documents: B2G Subcontractor form, Supporting document showing proof that the subcontractor has agreed to no longer perform work on the project Provide the following documents, if applicable: Business Enterprise Certifications (letter, certificate, screenshot, etc.), Scope of Work

Subcontractor to be Substituted JDJD Music Group, Inc.

Reason for Substitution * None selected

Substitution Detail *

Attach File(s) * Attach File

- b. **Removal:** Below is the screen for sub removal.

Contract Management: Request Subcontractor Removal CLOSE WINDOW X

Mandatory document to provide: Document from Subcontractor agreeing to removal/deactivation Optional document to provide: Original Subcontractor's Participation Plan

* required entry

Removal Information

Subcontractor to be Removed JDJD Music Group, Inc.

Reason for Removal * None selected

Removal Detail *

Attach File(s) * Attach File

Spell Check Submit Cancel

7. Upon submitting a request for addition, substitution, or removal, the designated contract administrator will review all of the fields and attachments to approve or deny the request.