MWRD Vendor Guide to PRISM Compliance Management

Primes & Subs

prism compliance management

PRISM University
Copyright
The information contained herein constitutes proprietary and confidential information of Early Morning Software, Inc. (EMS). It must not be copied, transmitted or distributed in any form or by any means, electronic, mechanical, or other, including photocopy or recording, or through any information storage or retrieval system, without the express written permission of EMS.

Printed Material
Occasionally you may witness slight variations between what is printed or online with what is on PRISM screens. PRISM Compliance Management (PCM) reserves the right to alter PRISM screens in order to enhance the user experience.

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

Primes & Subs

I. Introduction

II. User Registration

III. Compliance with PRiSM
   - Sub Invoice Submission
   - Prime Sub Payment
   - Payment Acknowledgement/Dispute
   - Monthly Reporting Requirements

IV. Getting Help

V. Wrap Up
What is PRISM?

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

- Superior User Interface
- End-to-End Compliance
- Robust Data Management
- Modern Architecture
Why PRISM

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

Resulting in increased Small Business participation, more timely payments and improved goal attainment.
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.
End-to-End Compliance

**Award**

Contract and Sub Contract participation Plan is entered into the system by your Jurisdiction.

**Setup**

Prime and Subcontractor are notified of award and set up PRISM accounts.

**Compliance**

Prime and Subcontractor perform work and submit compliance requirements using PRISM Closed-Loop-Acknowledge-ment process.

**Monitor**

Jurisdiction monitors compliance.

**Complete**

Contract is completed.
All Vendors are required to set-up a PRISM vendor account to login to do compliance.
User Registration
User Registration

• PRISM will create a Master Default Vendor account when a Vendor is entered into the PRiSM database from MWRD Supplier portal

• The Default Vendor User must know their EIN and PIN to Claim the Default Account

• Jurisdiction would provide you a Cheat Sheet for this process
1) Claim Vendor Administrator Account

<table>
<thead>
<tr>
<th>Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td><strong>PRISM</strong></td>
</tr>
<tr>
<td>1.1 Navigate to User Registration Portal</td>
</tr>
<tr>
<td>- Vendor Registration Welcome Email</td>
</tr>
<tr>
<td>- Link from Jurisdiction Portal</td>
</tr>
<tr>
<td>- Correspondence (email) from Jurisdiction</td>
</tr>
<tr>
<td>1.2 Complete New User Authorization (Vendor Administrator Account)</td>
</tr>
<tr>
<td>1.3 Login To Vendor Administrator</td>
</tr>
<tr>
<td>- Log Into PRiSM Portal</td>
</tr>
<tr>
<td>- Accept User Terms of Usage</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vendors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email 1: PIN</td>
</tr>
<tr>
<td>Manage Account</td>
</tr>
<tr>
<td>Email 2: Validation Code</td>
</tr>
</tbody>
</table>
Your Jurisdiction will send you a link to the PRiSM User Registration Page.

**userregistration.prismcompliance.com/**
1.2 Complete New User Authorization (Vendor Administrator Account)

1) Identify yourself with EIN and PIN

2) Confirm Identity

3) User Information and Email Validation

4) Set User Name, Password and Hints

5) Accept Terms of Usage

6) Complete Process

Welcome to Prism
Registration Complete Successfully
1.3 Login To Vendor Administrator

a) Login

- Login here
- Enter Username here...
- Enter Password here...
- Need log in help?

b) Reset Password on first login

- The password is expired. Enter a new password.
- Change Password
  - New Password
  - Confirm Password
- Submit
- Cancel

**pro.prismcompliance.com/**

View Terms of Usage

a) View Terms of Usage

- Accept Terms of Usage

b) Accept Terms of Usage

- Accept
- Decline
Your data is secure

Login to do your compliance reporting

Forgot your Password? Click here and have it emailed to you.

Need Help?
- PRiSM Functions
- News & Events
- Workshops

Vendor Help Portal
Administration of Vendor Profile and Users

Add up to four additional users for your company.

Update Company Profile
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 cannot be updated, you will need to contact your Jurisdiction to change or update.
- PRiSM also vendors to search for other vendors in the database for networking purposes.
- Only basic company information is shown no contract related data.
Process Overview

Compliance Team

PRISM

Award

Vendor / External

Set Up

Register as PRISM User

Administration

Notifications

Monitor

Report

Compliance
Process Overview

Compliance Team

PRISM

Vendor / External

Set up

Awards

Monitor

Report

Payments

Notifications

Prime Payments

Sub Payments

 Acknowledge

Receipt

Notifications
Landing Page
Use this page to view and report contract-related spend and/or invoices (if required). Contracts shown are contracts that you are either a prime or subcontractor. If you do not see a contract that you are actively engaged, contact your jurisdiction so you may be added. This list is sort-able, group-able, and export-able. Click 'Save Grid Layout' to remember your grid layout. For more information click the help link below.

<table>
<thead>
<tr>
<th>Contract Name</th>
<th>Contract Number</th>
<th>Specialist</th>
<th>Position</th>
<th>Role</th>
<th>Invoices</th>
<th>Sub Spend</th>
<th>Prime Spend</th>
<th>Percentage Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELECTRICAL EQUIPMENT REPLACEMENT, EGAN WATER RECLAMATION PLAN</td>
<td>00040000022</td>
<td>Amin-Rasul, Eddie</td>
<td>Sub</td>
<td>MBE, SBE</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>117.34%</td>
</tr>
<tr>
<td>ELECTRICAL EQUIPMENT REPLACEMENT, EGAN WATER RECLAMATION PLAN</td>
<td>00040000022</td>
<td>Amin-Rasul, Eddie</td>
<td>Sub</td>
<td>MBE, SBE</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>117.34%</td>
</tr>
<tr>
<td>MCCOOK RESERVOIR, DES PLAINES INFLOW TUNNEL, SSI</td>
<td>00040000037</td>
<td>Amin-Rasul, Eddie</td>
<td>Sub</td>
<td>MBE, SBE</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>91.94%</td>
</tr>
<tr>
<td>MCCOOK RESERVOIR, DES PLAINES INFLOW TUNNEL, SSI</td>
<td>00040000037</td>
<td>Amin-Rasul, Eddie</td>
<td>Sub</td>
<td>MBE, SBE</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>91.94%</td>
</tr>
<tr>
<td>CONVERSION OF 2 NEW GCTS TO PRIMARY SLUDGE FERMENTERS AND INSTALLATION OF A GAS DETECTION SYSTEM IN THE NEW GCT BUILDING, STICKNEY WATER RECLAMATION PLANT</td>
<td>00040000051</td>
<td>Torres, Melissa</td>
<td>Sub</td>
<td>MBE</td>
<td>Y</td>
<td>$444,802.20</td>
<td>$4,283,366.30</td>
<td>104.67%</td>
</tr>
</tbody>
</table>

**Contract Compliance View**
Display Contracts Awarded

- Select Columns to display (Right-click on top of the grid)
- Filter by:
  - Contract Name
  - Contract Number
  - Position (Prime or Sub)
  - Role (D/W/M/BE)
  - Invoices
  - Sub Spend
  - Prime Spend
  - Participation Complete
Filtering

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

<table>
<thead>
<tr>
<th>Contract Name</th>
<th>Contract Number</th>
<th>Specialist</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELECTRICAL EQUIPMENT REPLACEMENT, EGAN WATER RECLAMATION PLAN</td>
<td>0004000022</td>
<td>Amin-Rasul, Eddie <a href="mailto:eddie.amin-rasul@mwrdd.org">eddie.amin-rasul@mwrdd.org</a></td>
<td>Sub</td>
</tr>
<tr>
<td>ELECTRICAL EQUIPMENT REPLACEMENT, EGAN WATER RECLAMATION PLAN</td>
<td>0004000022</td>
<td>Amin-Rasul, Eddie <a href="mailto:eddie.amin-rasul@mwrdd.org">eddie.amin-rasul@mwrdd.org</a></td>
<td>Sub</td>
</tr>
<tr>
<td>MCCOOK RESERVOIR, DES PLAINES INFLOW TUNNEL, SSA</td>
<td>0004000037</td>
<td>Amin-Rasul, Eddie <a href="mailto:eddie.amin-rasul@mwrdd.org">eddie.amin-rasul@mwrdd.org</a></td>
<td>Sub</td>
</tr>
<tr>
<td>MCCOOK RESERVOIR, DES PLAINES INFLOW TUNNEL, SSA</td>
<td>0004000037</td>
<td>Amin-Rasul, Eddie <a href="mailto:eddie.amin-rasul@mwrdd.org">eddie.amin-rasul@mwrdd.org</a></td>
<td>Sub</td>
</tr>
</tbody>
</table>
Export Contracts Awarded to You

- Select Export icon
- Exports all contracts awarded to you to Microsoft Excel
Reporting Activity to a Contract

- 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.

Based on your position on the contract the options would be different.
Sub Invoices
• PRiSM Compliance allows subcontractors to put in Invoices owed to them by Primes**
• Primes are allowed to enter payments against sub invoices in Compliance Module
• Jurisdiction is able to see paid and unpaid invoices in the system to monitor compliance
• Sub Vendors are advised to not enter Estimated Amount for invoice submitted in PRiSM but Actual Amounts owed for work performed

• Subs would get an email when a prime has received payment from MWRD, email would not include amount paid to PRIME

**Prism also allows Primes to enter invoice details on behalf of the sub
Add a Subcontractor Invoice

- 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’
When a sub enters an Invoice into PRiSM, the PRIME would be alerted that a sub has entered an invoice. Email notification would include invoice details.

Sample Email Notification

L & B Engineering recently submitted an invoice report for contract number MWRD1254. The following information is associated with the invoice.

Subcontractor Name: L & B Engineering
Invoice Report Date: 05/09/2021
Contract Name: CONSTRUCTION SUPPORT
Contract Number: MWRD1254
Invoice Amount: $12,500.00
Invoice Date: 05/09/2021
Invoice Due Date: 05/26/2021
Invoice Note/Comment: Invoice for painting
Add an Invoice Document

- You can add an attachment to your invoice after you have saved the invoice.
- Both the Prime and Jurisdiction can see this document.
- File accepted includes JPEG, PNG, PDF, Word, Excel or Text files.
List of Invoices

- List all Invoice Reports submitted to Primes
- Click amount under Invoices column for the Contract
- Page lists all invoices directed to Prime/Subcontractor
- You view amount paid, received and if subcontractor “accepted or rejected” payment***
- Prime is able to see all Invoices put in by all subs on the contract

***Jurisdiction has this same exact view
For Invoices that contain a retention, please enter Invoice Amount minus retention percentage
  - Example a $100,000 Invoice with a 10% retention should be entered in PRiSM as a $90,000 amount

At contract end, an invoice with all retention funds owed should be entered in PRiSM to allow Prime to make payment against.
Prime Payment
Prime Payment to Subcontractor

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

![Diagram showing payment information with fields for Invoices, Sub Spend, Prime Spend, Percentage Complete, and Action. A highlighted cell for Payments to Subs is visible.]

[PRISM University logo]
Prime Payment to Subcontractor

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

<table>
<thead>
<tr>
<th>Payer</th>
<th>Payee</th>
<th>Amount Paid</th>
<th>Payment Date</th>
<th>Invoice #</th>
<th>Invoice Amount</th>
<th>Ack</th>
<th>Reference</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ice Cold AC</td>
<td>AA Vendor</td>
<td>$10,000.00</td>
<td>12/29/2016</td>
<td>45</td>
<td>$10,000.00</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ice Cold AC</td>
<td>Accelerated Industries</td>
<td>$8,500.00</td>
<td>12/07/2016</td>
<td>24</td>
<td>$10,000.00</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ice Cold AC</td>
<td>AA Vendor</td>
<td>$10,000.00</td>
<td>10/12/2016</td>
<td>23</td>
<td>$10,000.00</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ice Cold AC</td>
<td>Accelerated Industries</td>
<td>$20,000.00</td>
<td>05/30/2016</td>
<td>41</td>
<td>$20,000.00</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ice Cold AC</td>
<td>AA Vendor</td>
<td>$30.00</td>
<td>05/25/2017</td>
<td>N/A</td>
<td>$0.00</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ice Cold AC</td>
<td>AA Vendor</td>
<td>$50.00</td>
<td>05/25/2017</td>
<td>22</td>
<td>$50.00</td>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total: $40,560.00
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
Acknowledgements
• Once a payment has been entered by a prime to a sub
• PRiSM emails subs with to validate payment
• Subs can validate directly from email or log into PRiSM to validate
• Login PRiSM and click Menu of payment looking to validate
List Prime Payment Reports

List all Payment Reports made by Prime

<table>
<thead>
<tr>
<th>Payer</th>
<th>Payee</th>
<th>Amount Paid</th>
<th>Payment Date</th>
<th>Invoice #</th>
<th>Invoice Amount</th>
<th>Ack</th>
<th>Reference</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>En Passant</td>
<td>Ice Cold AC</td>
<td>$24,328.00</td>
<td>04/04/2017</td>
<td>P01</td>
<td>$24,328.00</td>
<td>No</td>
<td>Confirm</td>
<td></td>
</tr>
<tr>
<td>En Passant</td>
<td>Ice Cold AC</td>
<td>$14,080.00</td>
<td>03/03/2017</td>
<td>P02</td>
<td>$14,080.00</td>
<td>No</td>
<td>Confirm</td>
<td></td>
</tr>
<tr>
<td>En Passant</td>
<td>Ice Cold AC</td>
<td>$16,328.00</td>
<td>02/14/2017</td>
<td>P03</td>
<td>$16,328.00</td>
<td>No</td>
<td>Confirm</td>
<td></td>
</tr>
</tbody>
</table>

Total: $55,552.00

<< Back to Compliance Management

prism compliance management
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 no payment received click “Decline”
• If a different amount is received put amount in Amount Received field and click “Accept”
• “Ack” would change to Yes, if accepted

If Sub disputes or declines payment, Jurisdiction would be notified
Acknowledgements (Dispute)

- If the Sub Declines payment "Ack" column would change to No
- Jurisdiction would be notified of dispute and contact vendors
Acknowledgements Policy

• Subs are required to acknowledge, decline or dispute a sub-payment within 15 days of receiving Payment Acknowledgement email.

• Please make sure the right email is your Vendor profile

• Once a payment has been acknowledged by a Sub, the invoice or corresponding sub-payment cannot be edited by any Vendors on the contract

• Contractor Monitors have an internal PRiSM report to view unacknowledged sub-payments
Process Overview

<table>
<thead>
<tr>
<th>Compliance Team</th>
<th>PRISM</th>
<th>Vendor / External</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award</td>
<td>Monitor</td>
<td>Report</td>
</tr>
<tr>
<td>Setup</td>
<td>Payments</td>
<td>Acknowledgement</td>
</tr>
<tr>
<td></td>
<td>Members</td>
<td>Compliance</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PRISM University

Compliance Management
Monthly Reporting
Monthly Reporting Requirements

- All Prime contracts are required to perform compliance reporting in PRiSM Monthly.
- If no payment activity was performed on a contract or with a sub-vendor, Prime is still required to enter a monthly report of “No-Reporting Activity”.
Late Monthly Reporting

- Jurisdictions will send out Notifications via PRiSM to alert vendors on late monthly reporting actions per **contract**
- Jurisdictions can send up to three alerts per month for late monthly reporting
AGENDA

I. Introduction

II. Payment Compliance with PRiSM
   - Sub Invoice Submission
   - Prime Sub Payment
   - Payment Acknowledgement/Dispute

III. Getting Help

IV. Wrap Up
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.

For more info please go to ********mwrda.org/prism-compliance-management-vendor-assistance
PRISM Self Help

PRISM offers complete set of self help tools.

PRISM Self Help

PRISM Knowledge Base

Knowledgebase : Vendor Knowledgebase

- Can I use PRISM to search for other vendors?
- How did I get locked out?
- How do I set up my Digital Signature?

Downloads
- Vendor Labor Management - Import Payroll Template

There are several steps one must take in order to successfully generate a vendors perspective: 1) Answer all security Questions [1] Next.

*****PRISMcompliance.kayako.com
PRISM offers Quarterly Training to Vendors

You access the trainings on the pro.priscompliance.com homepage
Q&A

Please go to

**********userregistration.prismcompliance.com/
Achieve more...

In the area of Vendor Supplier Diversity and Contract Compliance Management PRISM has become an industry standard in the public and private sector. This portal will allow you to satisfy your periodic spend reporting requirements while giving you the tools to expand and grow your business. Want to achieve more, register or log into PRISM.

Register Now

About PRISM

Companies need access to real-time information for sourcing, learning, and making decisions. PRISM will provide the tools that ignite the growth of small and diverse businesses.

PRISM provides an easy-to-use interface for periodic reporting of contract spend, payroll, and workforce. Spend less time reporting and more time performing.

TAKE A LOOK
DISCLAIMER: You are registering to gain access to a government controlled and monitored portal. Information you provide will be evaluated for such access.

EIN *

The EIN field is required.

FIN *

Refresh
Input symbols

[Cancel] [Next]
DISCLAIMER: You are registering to gain access to a government controlled and monitored portal. Information you provide will be evaluated for such access.

☐ We found you. I am authorized to register this account for Corporate Construction Inc.*

[Cancel] [Next]
First Name *
JOHANNN

Last Name *
GOMES

Cell Number *

Office Number

Email *
mayo@emsllab.com

Validation Code *

Validate

Cancel Next
PRISM verification code [1jHu]

DoNotReply@prismcompliance.com
Tue 1/21/2020 3:38 PM
Moyo Fakeye

Your email verification code is : 2140

Was this you?  Did you do this?  What is this?

Are the suggestions above helpful?  Yes  No
Accept the terms of usage.

By accessing or using the site, information, materials and data contained in the City of Emerald's web pages, you hereby agree to accept the following terms and conditions set forth below. The City of Emerald shall not be held liable for improper or incorrect use of the information, data, materials, processes, products or apparatus, described and/or contained herein. These data, information, materials, processes, products, apparatus and related graphics are not legal documents and are not intended to be used as such. The user recognizes and acknowledges that the information contained in the City of Emerald's web pages was developed by the City of Emerald for a specific purpose or is used by the City of Emerald in a specific manner, and this information may be

- I agree with the Terms of Usage.

[Privacy Policy]
Now please go to

**********pro.prismcompliance.com/

Use previously created Username and Password