Vendor Instructions: MWVBE Monthly Reporting on
Diversity Compliance Management System

The prime contractor must report payments made to each of its subcontractors on or before the 15th of the following month. The subcontractors, in turn, have an additional month to confirm payments received. This is done through the **Diversity Compliance Management System** powered by B2G NOW at: **https://jacksongov.diversitycompliance.com/**

If you are currently using a B2GNow system with another agency, your same username and password can be used to login. Please verify your vendor profile information to make sure it is accurate.

If you are new to B2G NOW and/or need training on how to get set up and perform monthly reporting requirements, click on the "Training" link on the home page. From there, you are able to sign up for training sessions. The training session that applies to monthly reporting is **"Contract Compliance Reporting – Vendor Training"**.

Next Steps (After training is completed, if needed):

1. **Prime Contractors** are required to add <u>all</u> Subcontractors working on their contracts, both certified and non-certified.

2. For the **1st reporting period,** it is required to enter all *paid-to-date* amounts for each subcontractor. Payments will be reported <u>monthly</u> moving forward. **Required completion date is the 15th of the month following Award Notification from the Compliance Review Office**.

3. **Sub-Contractors** will be required to confirm those payments for the reporting period within 30 days of the prime contractor's deadline**.**

4. This is an ongoing process, and you will be required to comply with the system audits. Each month, a notification to log in and enter the payments made to their subcontractors will be sent. Subcontractors will then be notified to log in and confirm their payment for that audit period.

For questions, the Compliance Review Office can be reached by:

Email: CRO@jacksongov.org
Phone: (816)881-3302