



Intra-Departmental Correspondence

Date: April 17, 2015

TO: All Operations District Construction Staff and Local Public Agency (LPA) Staff

From: Deputy Secretary Anthony Lujan *AL*

Subject: Operations Division Directive 2015-03

Purpose:

The purpose of this Operations Division Directive (ODD) is to describe the internal process and procedure for the New Mexico Department of Transportation (NMDOT)/LPA Project Staff to electronically file the Labor and Equal Employment Opportunity (EEO) Compliance documents in LCPtracker and B2GNow in a uniform and consistent manner throughout each District or LPA. This will make compliance reviews more timely and efficient.

Background:

The NMDOT has established a Civil Rights (CR)/EEO Program that includes an EEO Program, a Contractor Compliance (CC) Program, a Labor Compliance (LC), and a Disadvantaged Business Enterprise (DBE) Program in accordance with requirements and regulations of the United States Department of Transportation (USDOT), Federal Highway Administration (FHWA), US Dept of Labor (USDOL), and the State of New Mexico. These Programs are now administered under the Construction and Civil Rights Bureau (CCRB).

There are several documents that are used prior to and during construction to verify compliance with the requirements and regulations of the USDOT, FHWA, USDOL, and the State of New Mexico. Many of these forms need to be reviewed by the Compliance Support Staff of the CCRB. It has been determined that the most efficient way to review these documents is through the use of the LCPtracker and B2GNow software that is currently used for certified payroll and prompt payment verification and DBE goal utilization. Therefore, this ODD will define the Documents that will be uploaded into LCPtracker and B2GNow and will also detail the steps to upload the Documents into each software program.

New Process:

The District Audit Section shall activate the project in B2GNow by the first day of the Notice to Proceed and then notify, via email, the appropriate CCRB Compliance Support Staff so that the data export from B2GNow to LCPtracker can be completed and LCPtracker can be activated. This will ensure that B2GNow and LCPtracker are ready for use prior to the Pre-Con.

The following Documents shall be uploaded into **B2GNow prior to the Pre-Con:**

- The EEO Policy Statement for the Contractor signed by an appointing official of the company.
- Letter designating the company and/or project EEO officer on company letterhead.
- Recruitment letters and/or any advertisement(s) (Ads shall include "An Equal Opportunity Employer").
- Superintendent's indoctrination letter.
- On-the-Job training letter, if applicable.
- Completed Civil Rights/EEO Pre-Construction Report (Form A-1237).

The following Documents shall be uploaded into **B2GNow during construction:**

- EEO Policy Indoctrination Meeting minutes and sign-in lists – as they happen.
- EEO Policy Indoctrination Meeting for supervisory and personnel office employees – as they happen.
- NMDOT Form A-1086, A-1086a, Permission to Subcontract Request, completed.
- NMDOT Form A-1087, and A-1087a, Permission to Second Tier Subcontract Request, completed.
- NMDOT Form A-1108, Subcontract Checklist, must accompany each Form A-1086/1087.
- Completed Form A-1245, Bulletin Board Checklist.
- Completed Form A-1239, DBE Commercially Useful Function (CUF) Interview and Assessment for each DBE subcontractor working on the project, regardless of whether or not there is a DBE goal.

The following Documents shall be uploaded into **LCPtracker during construction:**

- Completed Form A-1236, Labor and EEO Compliance Interview Monthly Summary Report, for each month that Work is being performed.
- Completed Form A-1102, Contractors and Subcontractors Payroll Checklist, for the Prime Contractor and each Subcontractor for each week submitted.

Uploading documents into B2GNow:

- Save a PDF version of the document to be uploaded.
- Upload the document in the PDF version using the following steps:
- Select the Contract for the specific project in B2GNow.
- Select the 'Docs' tab.
- Click 'Add Document' button.
- Select 'Record' to attach document to.
- Click the 'Browse' button to select the document to upload.
- Enter a Document Title and Document Description as needed.

- Click the 'Add Document' button at the bottom of the screen to complete upload.
- The Office Manager shall then notify, via email, the appropriate CCRB Compliance Support staff that the completed form has been uploaded into B2GNow and is now ready for review.

Uploading documents into LCPtracker:

- Save a PDF version of the Form A-1236 document(s) to be uploaded.
- Select the eDocuments tab in LCPtracker.
- Select the Upload Documents button.
- Select the Control Number for the specific project.
 - Enter the required Document Date field.
 - Select the Document Type "LABOR AND EEO COMPLIANCE INTERVIEW MONTHLY SUMMARY REPORT".
 - Click "Browse" to select the file to upload.
- Click "Save".
 - This form should not be associated with the Prime Contractor or a specific Subcontractor because interviews can be from the Prime and several Subcontractors.
 - The Office Manager shall then notify, via email, the appropriate CCRB Compliance Support staff that the completed Form A-1236 has been uploaded into LCPtracker and is now ready for review.
- Select the Contractor or Subcontractor.
 - Upload Form A-1102 for the Prime Contractor and each Subcontractor individually for each weekly payroll submitted.
 - When a document is uploaded, the Office Manager shall then notify, via email, the appropriate CCRB Compliance Support staff that the completed form has been uploaded into LCPtracker and is now ready for review.