

Re: Small Business Compliance using B2G Now Frequently Asked Questions

Effective September 1, 2023, Authority Prime Contractors and Consultants (herein referred to as “Primes”) will be required to report Small Business Compliance (SBC) payments using the B2G Now Online system.

Below are several frequently asked questions that may assist in your use of this new system. If the questions below do not answer a question or concern you have, please reach out to the HSR Small Business Compliance Team at [SBCCompliance@hsr.ca.gov](mailto:SBCCompliance@hsr.ca.gov).

## B2G Now FAQs

- 1. Since we are using B2G Now, do Primes still have to submit Form 103s and Prompt Payment documents to the SBCU?** *(8/20/2023)*
  - a. As the use of B2G Now is new for not only Primes but HSR as well, Primes will be required to continue submitting Form 103s and Prompt payment documentation. However, *this will be temporary*. Once the SBCU determines B2G Now properly reflects, calculates, and reports per our specific and complex needs, we will phase out these documents. The SBCU will inform all Primes once this determination has been made.
  
- 2. My company has multiple contracts with other clients on B2G. When I log in, I can see contracts with other clients, but not my HSR contract. What should I do?** *(8/20/2023)*
  - a. There might be multiple vendor profiles created for your company in the B2G system. And your HSR contract and contracts with other clients might be associated with different vendor profiles. Please provide the vendor profile number to your HSR SB Compliance Analyst and they'll be happy to assist.
  
- 3. Why doesn't the percent credit (% credit) add up to what the Small Business Compliance Unit (SBCU) says my small business utilization (SBU) is?** *(8/20/2023)*
  - a. B2G Now (B2G) is a 3<sup>rd</sup> party system which is utilized by other government agencies and businesses outside of the Authority. As such, they've created formulas that calculate based on more general needs, rather than the Authority's very specific needs, which must balance both State and Federal regulations and programs. As it is displayed by B2G, the percent credit is a percentage of Total Paid. This is not a percentage of Total Contract Value. Your SBU is always based on Total Contract

Value. Contact your HSR SB Compliance Analyst if you need assistance with calculating your current SBU.

**4. If B2G shows one of my SB Sub as not being certified, what should I do?** (8/20/2023)

- a. To begin, ensure that your sub is certified by a recognized certifying body. Small Business (SB), Small Business for Public Works (SB-PW), Micro Business (MB), and Disabled Veteran Business Enterprise (DVBE) certifications are all recognized by the Authority as State certifications, issued exclusively by the Department of General Services. Disadvantaged Business Enterprise (DBE) certification is recognized by the Authority as a Federal certification, issued by the California Unified Certification Program. No other issuing bodies are recognized, nor counted toward SB utilization, for State and Federal Issued Certifications. Once you have determined that your SB has a certification recognized by the Authority:
  - If the SB is currently certified, please inform your HSR SB Compliance Analyst. Provide the SB certification number. We'll update the certification information in the system.
  - If the SB's certification expired, please remind the SB sub to renew the certification ASAP. Inform your SB Compliance Analyst as soon as it is approved.
  - If the SB's certification expired and it is currently in the process of renewing its certification, please inform the SB compliance Analyst.
  - If the SB has grown out of the criteria of a small business, please inform your SB compliance Analyst who will make an adjustment.

**5. My SB subcontractor recently obtained a new certification type. Moving forward, we would like to have this new certification counted toward our SBU. How can we have this reflected in B2G?** (8/20/2023)

- a. Please contact your HSR SB Compliance Analyst about the change and plan for the update. A copy/proof of the new-approved certificate with its effective date is mandatory to be submitted for verification. The SBCU will review and add the newly approved category under the subcontract on B2G based on the sub's eligibility to claim corresponding SB/DBE credit according to SB Program.

**6. We recently had a SB Sub approved through Request To Add (RTA) or Request For Substitution/Termination (RFS/RFT). How will the approved subcontractor be reflected to their corresponding Prime Contract on B2G?** (8/20/2023)

- a. After a subcontractor is RTA or RFS/RFT approved by the Authority, it will be added or updated to its Prime Contract by the designated SB Compliance Analyst according to the information in the Approval Letter issued by the Authority. The related approval documents will also be attached under the subcontract for record. Any

disparities identified should be promptly addressed with your HSR SB Compliance Analyst.

**7. What is the process for managing change orders? Will they be submitted and processed by the prime contractor through B2G system?** (8/20/2023)

- a. The process for change orders remains consistent. Please submit your COs to your HSR SB Compliance Analyst as soon as possible since COs affect your SBU. COs will be entered and updated within B2G by your HSR SB Compliance Analyst. CO documents will be uploaded and attached to the corresponding entry. Any disparities identified should be promptly addressed with your HSR SB Compliance Analyst to ensure accuracy and consistency.

**8. How will adjustments of the current award value be maintained?** (8/20/2023)

- a. The modification of the current award value is overseen by your HSR SB Compliance Analyst. Prime contractors are required to periodically validate the entered value against their internal records on monthly basis. Any disparities identified should be promptly addressed with your HSR SB Compliance Analyst to ensure accuracy and consistency.

**9. Why does the monthly payment from HSR to my Prime reflect differently from my records?** (8/20/2023)

- a. HSR accounting provides all payments made in the month the payment was sent. However, payments made toward the end of the month may not arrive to your Prime until the next month. While your payments will typically be keyed long after you have received them and paid your subs, please feel free to update the payment comments with the date the payment was received. Should a SB sub flag a payment as being received after the required 7-day prompt payment regulations, your HSR SB Compliance Analyst will take your payment received date into account when clearing up this audit.