



## CONTRACTOR RELEASE DOCUMENT – JULY 2021

### New HUD Section 3 Features

Please see **the separate release document** issued specifically for the new HUD Section 3 changes to meet the new Section 3 legislation that took effect July 1, 2021.

### B2Gnow/LCPtracker Interface Users

**ATTENTION: There are some significant system changes to the B2G/LCP Interface.**

To improve the overall success of the interface, LCPtracker is implementing changes to protect the integrity of the interface connections. The updates needed were determined by looking at commonalities between many different user accounts where error messages are commonly found.

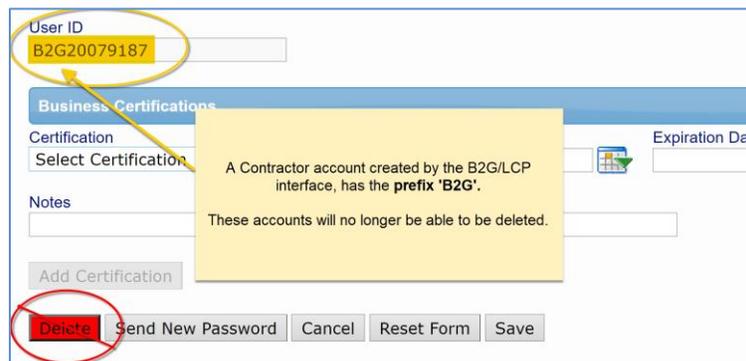
LCPtracker appreciates the support of our users during this transition and hopes the following can help explain the why these changes were deemed necessary.

#### Update No. 1: B2G Interface-Created Contractor Accounts Cannot Be Deleted

**Administrator Database Area Affected:** *Set Up Tab > Contractor Set Up > Add/Edit Contractors*

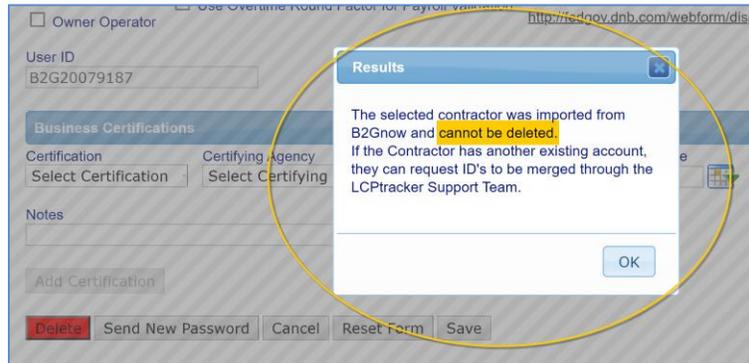
Any Contractor Accounts that have been created by using the B2G/LCP Interface **will no longer be able to be deleted.**

Simply put: When something in LCP that originated from B2Gnow gets deleted, the interface will not work properly. The connections between data necessary for an interface to work get broken when something is deleted.



#### What is that B2G Number?

It is the B2G Vendor Number that is assigned to the company in the B2Gnow software. Administrators are able to look companies up in B2G with the Vendor Number. Many companies only have one B2Gnow account and one Vendor Number, even across multiple agencies.



Two of the main reasons we have been hearing from users on why they delete Contractor accounts that come from B2G are these:

1. **There's Two - A Contractor account already existing in LCPtracker, and a duplicate account came over from B2Gnow, so the new account gets deleted.**

**The problem:** Many Administrator users have Contractor accounts that originally were manually created. They were not brought over the interface and so have no “backend connections.” By deleting the account originating from B2Gnow, all connectivity for that company is cut off, now and for any future projects.

**The solution:** If an account from B2G gets created it is **necessary** to have the **LCPtracker Support Team MERGE the User IDs** for the Contractor instead of deleting the account.

By merging, you are **getting the interface to recognize ALL of their data as one**—what they have in their account now and any future project assignments that originate from B2G.

2. **A Contractor has used LCPtracker before and has an existing User ID. They request that their Admin or Prime set up an account for them with their Current User ID instead.**

**The problem:** By manually setting up an account for a Contractor, there is no backend connectivity to B2G data.

To make matters worse, typically when a Contractor account is manually entered, a duplicate will almost always be created because it will come over from B2G.

**The solution:** If a Contractor has an existing User ID that they want to keep, the best practice is to go ahead and **use the B2G interface to create a new account for the Contractor** under the new database.

If the Contractor has a User ID they prefer, they **can submit a merge request** to the LCPtracker Support Team. **(\*Important Note\*)** However, we highly recommend that when a contractor puts in a merge request, **they KEEP the User ID with the 'B2G' prefix**



While it may seem like more trouble to remember a B2G User ID, there is a much higher payout in the long run to keep it.

If any future agencies or projects begin using LCPtracker with the B2G Interface, the Contractor will most likely not need a merge request to Support as **the accounts will automatically merge.**

It is when people change the User ID's away from the original B2G number is when the merging has to begin.

Many companies only have one B2Gnow account and one Vendor Number, even across multiple agencies.

## Update No. 2: B2G Interface Improved Error Handling

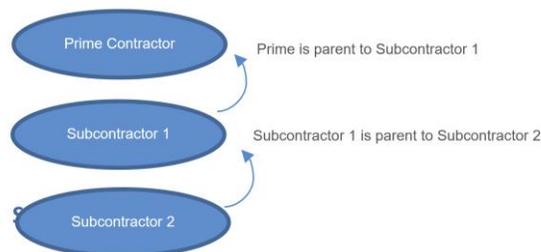
Historically, when the interface between B2G and LCP is processing data and runs into an issue, the interface is essentially disabled until that data issue is resolved. This oftentimes requires that the LCPtracker Development team step in to troubleshoot and aid in resolving the issue.

Updates have been made to allow the following:

- **Enhanced error messaging** to users to give specific details on what is causing the issue
- **Allow the other of the data to come over the interface**, even with the data issue, so that the interface is not completely disabled until the error is resolved.

In processing records over the B2G interface, when certain conditions are met related to not being able to locate the parent contractor, the system will display specific messaging to the user but allow any other records to process through appropriately.

Many of the data issues LCP finds is regarding a missing **“parent company”** in a contractor/project assignment.



### Scenario 1:

**The missing parent has never been imported (possibly not marked in B2G to be sent over).**

Without a parent company, LCPtracker will no longer process assignments through. The Administrator may need to verify that the parent company was marked to pull over to LCP from B2G.

**Message that will display to users:**



The import was successful except for the following: The parent contractor "B2G Vendor ID 123456" is not found for Subcontractor "Company Name" assigned to project "Project Name".

The Project Administrator may need to correct the assignment in B2Gnow.

Contractors: To find the Admin, navigate to Projects Tab > click Show Information next to project name.

### Troubleshooting Tips:

- The Project Administrator should look up the B2G Vendor ID listed in the error message in B2Gnow to see what company it belongs to.
- Has that company been marked to come over as the parent to the Subcontractor for that Project listed in the message? If not, then that assignment needs to be adjusted in B2Gnow.

### Scenario 2:

#### **The missing parent has been imported to LCP but was then deleted by a user.**

To be clear, the account for the parent that contains the B2G interface "connection" was deleted.

There may be an active account for the parent that was manually created, but that has no data connection to the interface.

*Why do you need to contact LCP Support?* LCPtracker needs to connect the manually created account back up to the interface. (Hint: Here is another reason why LCPtracker is no longer going to allow Contractor account deletions that originated from B2Gnow.)

#### **Message that will display to users:**

The import was successful except for the following:

The parent company "Parent Company Name with B2G Vendor ID 123456" has been deleted and is needed to process the assignment for "Subcontractor company name" assigned to "Project Name". Please contact LCPtracker Support Team for assistance.

### Scenario 3:

#### **There is some type of data discrepancy that is preventing the parent from processing.**

This error cannot be resolved from a front-end user and will require LCPtracker to assist in resolving the discrepancy.

#### **Message that will display to users:**

The import was successful except for the following:

There is a data discrepancy for the parent company "Parent Company Name" of "Company Name" assigned to "Project Name".

Please contact LCPtracker Support Team for assistance.



## Updates to the IDOL CSV Export File

**Contractor Database Area Affected:** *Certifications > IDOL Export File (on Projects where enabled)*

Once this funding source has been applied to a database, Administrators can assign the funding source to the project, which will in turn, display on the export to signify the project has State Capital Funds.

The following changes were made to the IDOL Export CSV file in both LCPtracker and LCPcertified.

Column	Header	Update
L	RebuildIllinois	Update 1 – Header changed to "StateCapitalFunds" Update 2 - If a project has the Funding Source "IL State Capital Funds (Whole or Part)" assigned by the Admin, then put '1' in export, if not enter '0'
P	ContactLastName	Previously defaulted to "unknown" but will now simply have a ".". LCPtracker does not have separate fields for the Contract First and Last Name. This character is in place simply to allow the file to upload, but users can adjust the names once inside the IDOL portal, or in the CSV file prior to upload.
O	ContactMiddleName	Previously defaulted to "unknown" but will now be blank. This is not a required field in the upload file.
BB	Race	The new Demographic Classification "Race-IDOL List" has now been added to all databases. These selections are mapped to this export file. <b>Users should select a new race option for every employee.</b>
AB	ContactFirstName	This will now show the Project Administrators name from the Add/Edit Project Page in the Admin database
AL	PrimaryPhone	This will now show the Phone Number from the Add/Edit Project Page in the Admin database
CJ	HourlyHealthInsurance Welfare	Any amounts listed in the "Other" Fringe Benefit field in LCPtracker will now be added on to the Health & Welfare amounts already being included in the export. IDOL does not provide a separate field for these Other Fringes, so to ensure all Fringe Benefit amounts are reported to IDOL, this amount is now being included.

## New Demographic Classification Type for 'IDOL-Race' in All Databases

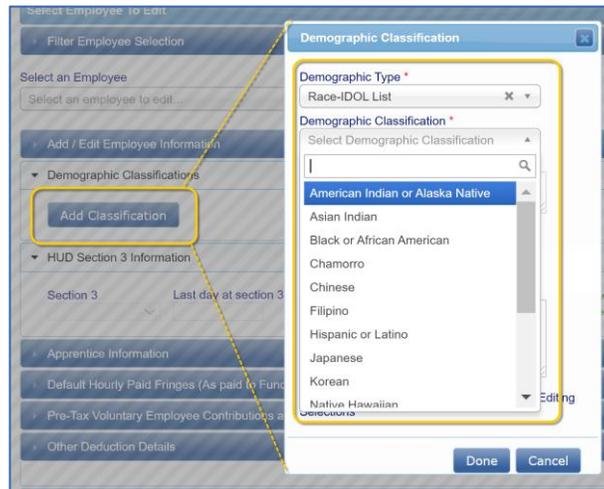
**Contractor Database Area Affected:** *Set Up Tab > Add/Edit Employees*

A new Demographic Type of '**Race-IDOL List**' has been added to all databases, including LCPcertified, for use on the Illinois Department of Labor export file.



Type	Classification	Description	Require Start / End Dates	Enabled
Race-IDOL List	American Indian or Alaska Native		NO	<input checked="" type="checkbox"/>
Race-IDOL List	Asian Indian		NO	<input checked="" type="checkbox"/>
Race-IDOL List	Black or African American		NO	<input checked="" type="checkbox"/>
Race-IDOL List	Chamorro		NO	<input checked="" type="checkbox"/>
Race-IDOL List	Chinese		NO	<input checked="" type="checkbox"/>
Race-IDOL List	Filipino		NO	<input checked="" type="checkbox"/>
Race-IDOL List	Hispanic or Latino		NO	<input checked="" type="checkbox"/>
Race-IDOL List	Japanese		NO	<input checked="" type="checkbox"/>
Race-IDOL List	Korean		NO	<input checked="" type="checkbox"/>
Race-IDOL List	Native Hawaiian		NO	<input checked="" type="checkbox"/>
Race-IDOL List	Other		NO	<input checked="" type="checkbox"/>
Race-IDOL List	Other Asian		NO	<input checked="" type="checkbox"/>
Race-IDOL List	Other Pacific Islander		NO	<input checked="" type="checkbox"/>
Race-IDOL List	Samoa		NO	<input checked="" type="checkbox"/>
Race-IDOL List	Vietnamese		NO	<input checked="" type="checkbox"/>
Race-IDOL List	White		NO	<input checked="" type="checkbox"/>

Under the Add/Edit Employee page, the Contractor or Admin can go to the Demographic Classification section to add a selection for each employee.



## Updates to the Elation Export File

**Contractor Database Area Affected:** *Certifications > Elation Export File (on Projects where enabled)*

The Elation export file has been updated to display the ethnicity selection for an employee exactly as it is listed in LCPtracker. The previous version displayed reference codes instead of the actual ethnicity name.

BD	BE	BF	BG	BH	BI	BJ	BK	BL	BM
first_name	last_name	address1	address2	city	state	ZIP	phone	gender	ethnicity
ASON	KEMPKA	193 Erans Pl.		Saddle Brook	NJ	07663		M	OTHER
ILTON	LOJA	9031 Whitney Ave		Elmhurst	NY	11373		M	HISPANIC
FRAIN	MORALES	189 Whitney Ave		Pompton Lakes	NJ	07442		M	HISPANIC
ICTOR	PACHECO	11066 Corona Ave		Corona	NY	11368		M	HISPANIC
IROSLAV	ZAHORSKY, JR	7241 Myrtle Ave		Glendale	NY	11385		M	CAUCASIAN



## Daily Reporter Subscription Updates for Prime Contractors

The Daily Reporter module has existing functionality that allows Prime Contractors to purchase a Daily Reporter subscription directly in their LCPTracker account. This release contains updates that will stop certain features in the system when a Daily Reporter subscription has expired or if the client has gone over their subscription tier allowances.

When a subscription expires, or needs to be upgraded based on usage, Daily Reporter does not completely stop functioning for all users, but instead, disables key functionalities that a Prime Contractor uses in the Daily Reporter workflow. The Prime is required to address the subscription issue to continue using the features from their side.

**Subcontractors will not be affected in continuing to be able to submit Daily Reports.** They will still be able to submit their dailies normally until the Prime Contractor updates the subscription appropriately.

Reasons why a subscription may be flagged:

- The annual limit has passed, and the client needs to renew their annual subscription.
- A user with bulk pricing at a specific tier has Daily Reporter enabled for enough active projects so that the Total Active Project Budget Amount is greater than their subscription limit.
- A user has a single, per-project pricing plan, for use of Daily Reporter for under 20 Subcontractors, but then assigns over 20 Subs to the project.

### Update No. 1 – Preventing Prime Contractor Access to eDocuments

**Contractor Database Area Affected:** *eDocument Tab > View Documents*

If a Subscription expires or hits a tier limit, then the following eDocuments will no longer be viewable for the Prime on the projects for which Daily Reporter is enabled. Note that this is not necessarily for all projects in a Contractor's account.

- Combined Daily Report
- Contractor Daily Log
- Daily Log Notice Resolution
- Subcontractor Daily Log

**Daily Log Subscription Status**

Subscription Overage

You currently over Daily Reporter subscription limit at this time.

To upgrade your subscription, please click the "Purchase Subscription" button below and follow these steps:

To purchase a subscription that covers all the projects on which you are the assigned prime, please select a Bulk subscription tier below that meets your total project budget value. (Tiers that are less than your total current value are already grayed out)

To purchase a subscription for a specific project, please select a Per-Project tier that meets your total subcontractor count for the respective project. (Projects that have more subcontractor assignments than the tier selected are grayed out)

Primes can convert ALL existing "Per-Project Subscriptions" to "Bulk Subscriptions". For any additional questions, please contact LCPTracker's Sales Team.

Your Total Active Project Budget is \$401415970.0000

Ok View Subscription Plans

Project	Document Type	Document Date	Contractor	Sub To   Contract ID	Submitted	Description	Status	Employee Name	Employee Linked	Notice Linked	View Document
100 Claremont Avenue	Subcontractor Daily Log	06/03/2021	Lendlease - DC	Prime   389798327	06/04/2021	6/3/2021, 100 Claremont Avenue, Day, v1			NO	NO	View



## Update No. 2 – Preventing Prime Contractors from Submitting Combined Daily Reports

**Contractor Database Area Affected:** *Daily Reporter Tab > Submit Combined Daily Report*

When a Prime Contractor attempts to submit a Combined Daily Report for all Contractors, they will receive a message stating that they need to upgrade their subscription accordingly.

The system will direct the user to a Subscription Plan page, where they can make any necessary updates to their plan and pay for the changes immediately within the site.

**Daily Log Subscription Status**

**Subscription Overage**

You currently over Daily Reporter subscription limit at this time.

To upgrade your subscription, please click the "Purchase Subscription" button below and follow these steps:

To purchase a subscription that covers all the projects on which you are the assigned prime, please select a Bulk subscription tier below that meets your total project budget value. (Tiers that are less than your total current value are already greyed out)

To purchase a subscription for a specific project, please select a Per-Project tier that meets your total subcontractor count for the respective project. (Projects that have more subcontractor assignments than the tier selected are grayed out)

Primes can convert ALL existing "Per-Project Subscriptions" to "Bulk Subscriptions". For any additional questions, please contact LCPTracker's Sales Team.

Your Total Active Project Budget is \$401415970.0000

**Subscriptions**

**Subscription Plans**

You do not have an active Daily Reporter subscription at this time.

To purchase a subscription, please click the "Purchase Subscription" button below and follow these steps:

To purchase a subscription that covers all the projects on which you are the assigned prime, please select a Bulk subscription tier below that meets your total project budget value. (Tiers that are less than your total current value are already greyed out)

To purchase a subscription for a specific project, please select a Per-Project tier that meets your total subcontractor count for the respective project. (Projects that have more subcontractor assignments than the tier selected are grayed out)

Primes can convert ALL existing "Per-Project Subscriptions" to "Bulk Subscriptions". For any additional questions, please contact LCPTracker's Sales Team.

Your Total Active Project Budget is \$203285000.0000

Daily Reporter Bulk Annual Pricing	Price
Up to \$0 Million Total Active Project Value - Annual Fee	\$1,700.00
Up to \$10 Million Total Active Project Value - Annual Fee	\$3,250.00
Up to \$25 Million Total Active Project Value - Annual Fee	\$4,950.00
Up to \$50 Million Total Active Project Value - Annual Fee	\$8,500.00
Up to \$100 Million Total Active Project Value - Annual Fee	\$11,200.00
Up to \$200 Million Total Active Project Value - Annual Fee	\$14,500.00
Up to \$300 Million Total Active Project Value - Annual Fee	\$18,250.00
Up to \$400 Million Total Active Project Value - Annual Fee	\$21,500.00
Up to \$500 Million Total Active Project Value - Annual Fee	\$25,250.00
Up to \$750 Million Total Active Project Value - Annual Fee	\$28,250.00
Up to \$1 Billion Total Active Project Value - Annual Fee	\$31,500.00
Up to \$2 Billion Total Active Project Value - Annual Fee	\$38,500.00
Up to \$4 Billion Total Active Project Value - Annual Fee	\$52,000.00
Up to \$6 Billion Total Active Project Value - Annual Fee	\$67,000.00
Up to \$8 Billion Total Active Project Value - Annual Fee	\$81,250.00
Up to \$10 Billion Total Active Project Value - Annual Fee	\$95,250.00
Daily Reporter Single Project Annual Pricing	Price
Project with <= 20 subcontractors - Annual Subscription	\$2,500.00
Project with > 20 subcontractors - Annual Subscription	\$5,000.00

Purchase Amount: \$0.00