

DIVERISTY COMPLIANCE MANAGEMENT SYSTEM (DCMS) REPORTING REQUIREMENTS FOR COUNTY CONTRACTORS

A. Diversity Compliance Management System (DCMS) Reports

1. The Contractor shall report monthly on the DCMS website located at <https://kingcounty.diversitycompliance.com>. Email opportunity@kingcounty.gov for assistance. Such information shall be submitted before the County's processing and payment of any invoice. Reporting requirements include:
 - a. **Payment Reports for Subcontractors and Suppliers.** The Contractor shall submit Payment Reports for all subcontractors and suppliers using the DCMS.
 - (1) The Contractor shall submit a Payment Report detailing amounts paid to each subcontractor and supplier monthly. The Contractor shall submit the first Payment Report by the 15th day of the first month in which work commences.
 - (2) Subsequent monthly Payment Reports for all subcontractors and suppliers must be submitted by the 15th day of every month thereafter. Within the DCMS, the Contractor shall identify "zero" payments to subcontractors or suppliers for any report period in which no work has been performed.
 - (3) The Contractor shall notify and instruct all subcontractors and suppliers performing Work to date to sign into the DCMS and verify payments received for each reporting period, including the amount owed, and the amount paid less earned retainage, as their interests appeared in the preceding Application for Payment.
 - (4) Upon completion of all Work and as a condition precedent to final payment, the Contractor shall complete the last Payment Report and identify this document as "final" and submit this document into the DCMS. The final Payment Report must list the name of each subcontractor or supplier used by the Contractor and the dollar amount paid to each. Failure to submit the final Payment Report may result in withholding of payments or the final payment.
 - b. **Payroll Reports.** Payroll reports for the Contractor, every Subcontractor, and all other individuals for firms required to pay prevailing wages for Work performed must be submitted weekly via the online reporting portal at <https://prod-cdn.lcptracker.net/login/login>. The Contractor is responsible for electronically approving the payrolls submitted by all Subcontractors. Payroll reports must contain the following information:
 - (1) Name and residence address, including the ZIP code of each worker
 - (2) Classification of work performed by each worker. The classification must be specific and match the classification categories listed in the applicable wage schedule.
 - (3) Total number of hours employed each day
 - (4) Total number of hours employed during the payroll period.
 - (5) Straight time and overtime hourly rate of wages paid to each worker.
 - (6) Total or gross amount earned by each worker.

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- (7) Deductions for medical insurance, FICA, federal withholding tax, and any other deductions taken.
- (8) Net amount paid to each worker.
- (9) Contractor's or Subcontractor's name and address
- c. **Add Subcontractors and Suppliers.**
 - (1) The Contractor shall add all subcontractors and suppliers used on the Project in the DCMS.
 - (2) The Contractor shall upload all subcontractor agreements to DCMS at the time the Contractor sets up the subcontract in DCMS.
- d. **Apprenticeship Utilization Reports.** The Contractor and each Subcontractor must submit a profile for each worker, including, but not limited to, gender, ethnicity, and worker type status (Apprentice and Journey Level), in LCPtracker within the DCMS.
- 2. The Contractor must submit other information as requested by King County to verify subcontractors working on the project and compliance with requirements for the use of Certified Firms, Apprenticeship, and or Priority Hire Utilization Requirements of the Contract. The County may add, delete, or change the information required by the Contractor, as necessary. Failure to submit such reports may result in withholding payment or the final payment.