



Bexar County Contract and Diversity Management System (CDMS)

Presented by
Small Business and Entrepreneurship Dept.

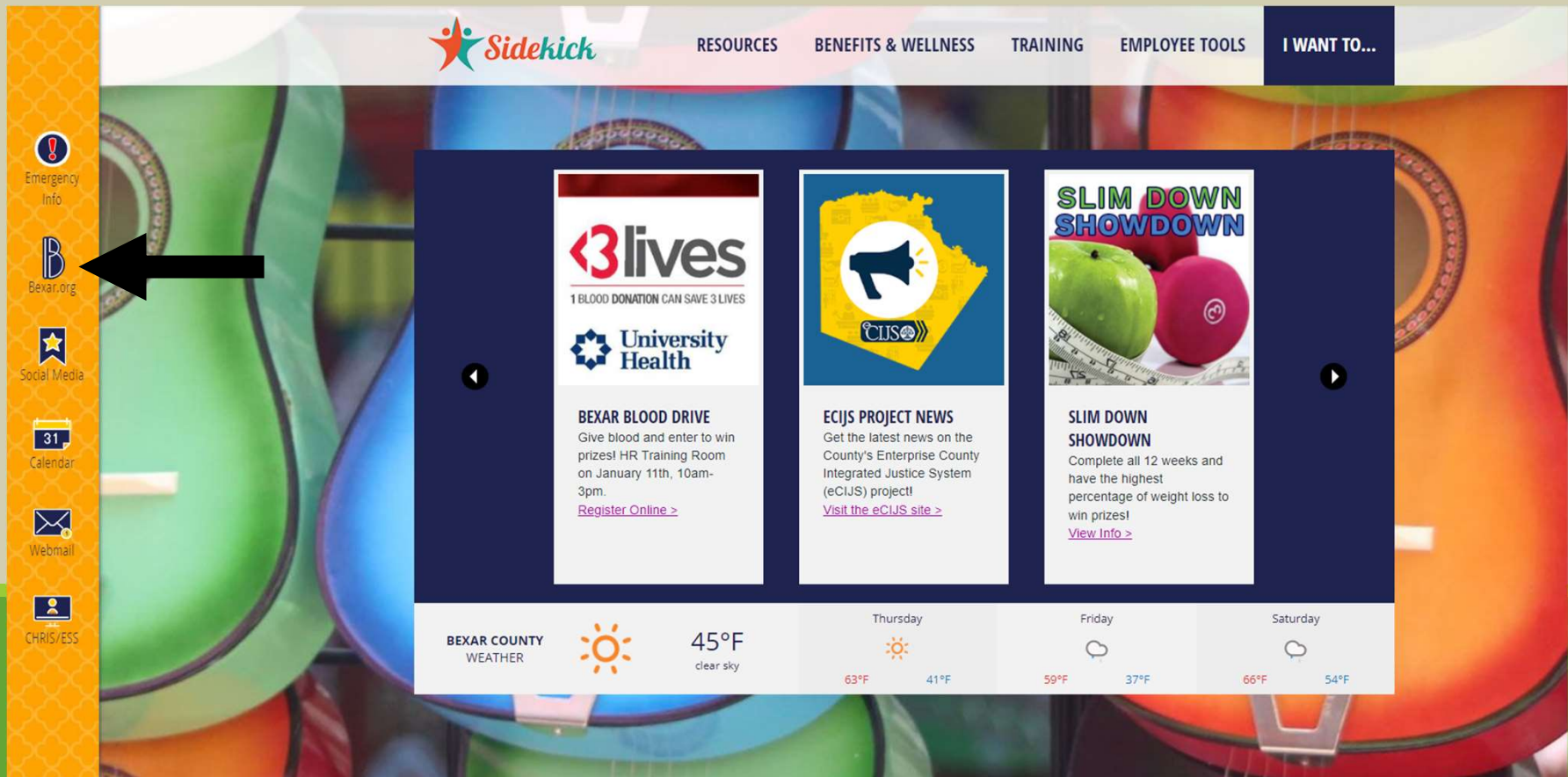
Contract and Diversity Management System (CDMS)

Why do we use this system?

- Establishes a common communications platform for county employees, other entities, and vendors
- Reduces time spent searching for vendors
- Ability to track numerous projects on one system
- Provides the capability to produce data in a variety of reporting formats
- Accessibility to attaching supporting documents from outside sources

Bexar County Home Page

Click on Bexar.org icon to find Home Page link to find the Small Business & Entrepreneurship link



The screenshot displays the Bexar County Home Page. On the left, a vertical orange sidebar contains several icons: Emergency Info, Bexar.org (highlighted with a black arrow), Social Media, Calendar, Webmail, and CHRIS/ESS. The main content area features a header with the Sidekick logo and navigation links: RESOURCES, BENEFITS & WELLNESS, TRAINING, EMPLOYEE TOOLS, and I WANT TO... Below the header, there are three featured sections: 1. BEXAR BLOOD DRIVE: Promoting a blood drive with the text '3 lives' and '1 BLOOD DONATION CAN SAVE 3 LIVES', featuring the University Health logo, and providing details about a prize drawing on January 11th. 2. ECJS PROJECT NEWS: Announcing news about the County's Enterprise County Integrated Justice System (eCIJS) project. 3. SLIM DOWN SHOWDOWN: Promoting a weight loss challenge where participants complete 12 weeks and compete for prizes based on weight loss percentage. The bottom of the page shows a weather forecast for Bexar County, indicating 45°F and clear sky, along with a 3-day outlook for Thursday, Friday, and Saturday.

BEXAR COUNTY WEATHER		45°F clear sky		
Thursday	63°F	41°F	Friday	59°F
			37°F	Saturday
				66°F
				54°F

- Scroll down to Government
 - Offices and Departments
 - Small Business and Entrepreneurship

The screenshot shows the Bexar County website's main navigation bar. The 'GOVERNMENT' tab is selected and highlighted. Below the navigation bar, there are four columns of links. A large black arrow points to the 'Small Business & Entrepreneurship Dept.' link in the 'Offices & Departments' column.

GOVERNMENT	JUSTICE	RESIDENTS	BUSINESSES	ONLINE SERVICES
Commissioners Court County Judge Nelson W. Wolff Precinct 1 Commissioner Rebeca Clay-Flores Precinct 2 Commissioner Justin Rodriguez Precinct 3 Commissioner Marialyn Barnard Precinct 4 Commissioner Tommy Calvert Commissioners Court Live Broadcast Boards & Commissions Governmental Affairs	Elected Officials Constables County Clerk County Courts District Attorney District Clerk District Courts Justice of the Peace Probate Courts Sheriff's Office Tax Assessor-Collector	Offices & Departments Adult Probation Department Auditor's Office Department of Behavioral Health Bexar Heritage & Parks Budget & Finance Department County Manager Criminal Investigation Lab Economic & Community Development Elections Department Emergency Management Environmental Services Facilities Management Fire Marshal Human Resources Information Technology Jury Services Juvenile Probation Medical Examiner's Office Office of Criminal Justice Public Defender's Office Public Works Department Purchasing & Procurement Risk Management & Compliance Small Business & Entrepreneurship Dept. Tax Assessor-Collector's Office	Programs & Services AIM Peer Mediation Program Animal Control Services Alamo Regional Mobility Authority Bail Bond Board Bexar County Flood Control BiblioTech Digital Library Child Support Probation Unit Community Venues Dispute Resolution Center Domestic Relations Office The Family Justice Center Historical Commission Mental Health First Response (S.M.A.R.T.) Military and Veterans Services Center Plumbing Assistance Pretrial Services Reentry Center Program Risk Management Technical Advisory Committee Texas A&M AgriLife Extension Service	

SBED Home Page

Click on 'Directory' to find 'Contract & Diversity Management System' (CDMS) link.



The screenshot displays the SBED Home Page. The top navigation bar includes links for HOW DO I..., ABOUT SBED, OPPORTUNITIES, COMPLIANCE, DIRECTORY (highlighted), and CONFERENCE. A large black arrow points to the 'Contract & Diversity Management System (CDMS)' link in the Directory section. Below the navigation bar, the main content area is divided into three columns. The left column features the SBED logo and a 'Back to SBE Home' link. The middle column contains a map of San Antonio showing the location of the SBED at 203 W Nueva, San Antonio, TX 78207, with a star indicating the location. The right column lists various services and links, including 'Request an Appointment', 'Ask a Question', 'View SBED Photos', 'Frequently Asked Questions', and 'Business with Bexar County'. The bottom of the page features a green banner with the text 'EFFECTIVE November 8, 2021' and 'Bexar County Small Business & Entrepreneurship Department has moved to 203 W Nueva San Antonio, TX 78207'.

HOW DO I... ABOUT SBED OPPORTUNITIES COMPLIANCE **DIRECTORY** CONFERENCE

SMWBE Directory
[Contract & Diversity Management System \(CDMS\)](#)
Bexar County Purchasing Supplier Portal
Bexar County Public Works
Texas Centralized Master Bidders List (CMBL)
Texas CMBL HUB Directory
South Central Texas Regional Certification Agency
Texas Unified Certification Program (TUCP)


[Back to SBE Home](#)

 SMWBE Program
 Disparity & Availability Study
 SMWVBO 2021 Conference
 Business with Bexar
 The Basics of Business

SMALL BUSINESS & ENTREPRENEURSHIP DEPARTMENT


EFFECTIVE November 8, 2021
Bexar County Small Business & Entrepreneurship Department has moved to
203 W Nueva
San Antonio, TX 78207



www.bexar.org/sbed | 210-335-2478

 [Request an Appointment](#)
 [Ask a Question](#)
 [View SBED Photos](#)
 [Frequently Asked Questions](#)


[Click Here to learn about Business with Bexar County](#)

Login

- User will type in e-mail address as Username
- Upon entering password, user will click “Login”



Login Information

1. Visit <http://bexar.smwbe.com>
2. Your username is your county e-mail address (ex. first.last@bexar.org)
3. Your initial password will be sent to you via e-mail
4. Change password from the dashboard after initial login
5. After changing, you will receive an e-mail confirmation of the change

Slide 7

TSJ1


Terrazas, Sarah J., 1/6/2022

CDMS Functions

- Contract search and Compliance Audits
- Audit Responses
- Vendor Search
- Prime / Subcontractor Progress Tracking
- Reporting
- Generating Letters, E-mail, and Faxes
- Track Confirmation of Letters, E-mails, and Faxes

Dashboard

Here you can access contracts assigned to you, alerts, contract audits, and more. To add modules, click 'Personalize' in the top right corner.



Small Business & Women-Owned
COUNTY OF BELL
BUSINESS ENTERPRISE PROGRAM

The System Dashboard

Refresh Personalize

[Contracts](#)

#	Value	Payments For Credit	% Goal	% Credit
No records assigned				

[Displaying User Data - Config](#)

[Contract Audits](#)

Total	< 90 days	> 90 days
No records assigned		

[Displaying User Data - Config](#)

[Contracts](#)

Total	< 7 days	> 7 days
No active records		

[Displaying User Data - Config](#)

[Reviews](#)

Total	Incomplete	In Process
No reviews		

[Displaying User Data - Config](#)

[Outreach](#)

Total	Incomplete	In Process
No active records		

[Displaying User Data - Config](#)

Awarded Contracts (Fiscal Year)

Time Period	#	Awarded & Paid	% Goal	% Credit
FY To Date	0	\$0	0.0%	All 0.0%
Previous Full FY	0	\$0	0.0%	Subs 0.0%

[Displaying User Data - Config](#)

Priority Flagged Contracts

No priority flagged contracts found. Flag a contract from its Main tab.

[View All](#)

Alerts

No Activated Alerts. [View Pending Alerts.](#)

System News

The B2Gnow User Training is back in-person for 2022!

May 9-12 in Scottsdale, Arizona. More details at [training.b2gnow.com](#) or click the button below:

[Details & Registration](#)

It's that time of year again --

It started as B2Gnow team chatter in **December 2018** when someone threw down the challenge of adding something interesting to the system every day at the end of the year. Eyes rolled, trash talk ensued, reputations were put on the line. We then knocked it out, delivering the last set of enhancements right on time. These seemingly small items when viewed in total represented a great deal of improvement of the system -- increased access to data, new reports, and system enhancements that made the system better and more intuitive. The features were used and reports viewed thousands of times in just the first month.

In **2019**, some cheeky team member raised the challenge again. Said it couldn't be done two years in a row. Not possible, too difficult. WRONG! 20 features and reports were added to the system in the last couple of weeks of the year, seeing even more views and report runs than the prior year. Said cheeky team member was proven wrong and learned their lesson!

In **2020**, at what many thought was the tail end of a global pandemic, there was doubt that it could be done yet again. But some users sick of COVID quarantine fondly remembered Decembers of yesteryear and enjoying a new item every morning. Kind of like a good cup of coffee to start the day. Such a call couldn't go unanswered! Sound the bugle! Call the troops! And they got it done with another set of great additions to the system.

It's now **2021**, and the streak continues. The B2Gnow team is stepping up for the fourth year and is excited to present

The Days of B2Gnow, 2021 Edition!

12

We have reached the finale! **Day 12** brings you TWO final item to wrap the Days of B2Gnow:

- The addition of social media links to the vendor profile. Vendors can now add Twitter, LinkedIn, Facebook, Youtube, and Instagram links for their business to their profile. These links are available across the system for staff and vendor view. Even better, certifying organizations can ask for this information on applications, transfer the links to the Data Input page, and include on a firm's certified profile. The vendor profile functionality is immediately available and requires no configuration; the certified profile functionality requires configuration.
- The ability for certifying organizations to publish a logo, brochures, qualification statement, and other documents to a vendor's certified profile. These documents could be received on an application, then transferred to the certified profile. The functionality provides full control to the organization as to what to include. This functionality requires configuration.

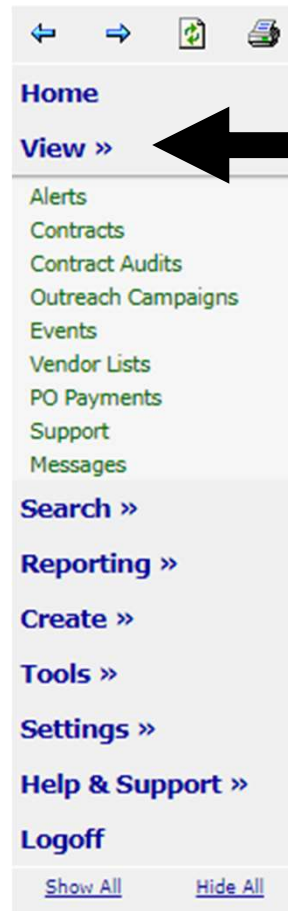
We hope you enjoyed the goodies and find value in them. We actually set out to publish 10 days, but our development team kept turning out great items we just had to share! All additions are permanent in the system and will continue to be available to users. We also continue to welcome new suggestions to the [Wish List](#) (a lot of these items came from there and were suggested by users).

Thank you for joining us, STAY SAFE, have a great holiday, and HAPPY NEW YEAR

View

Click View to access:

- Alerts
- Contracts
- Contract Audits
- Outreach Campaigns
- Events
- Vendor Lists
- PO Payments
- Support
- Messages



The System Dashboard

[Contracts](#)

No records assigned

[Contract Audits](#)

[Contracts](#)

No records assigned

[Support](#)

No active records

[Reviews](#)

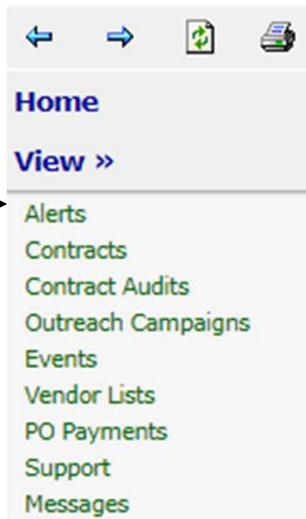
No reviews

[Outreach](#)

No active records

Alerts

This feature allows you to access active and pending alerts.



Alerts: Active Alerts List

Displays all active and pending alerts.

Activated Alerts

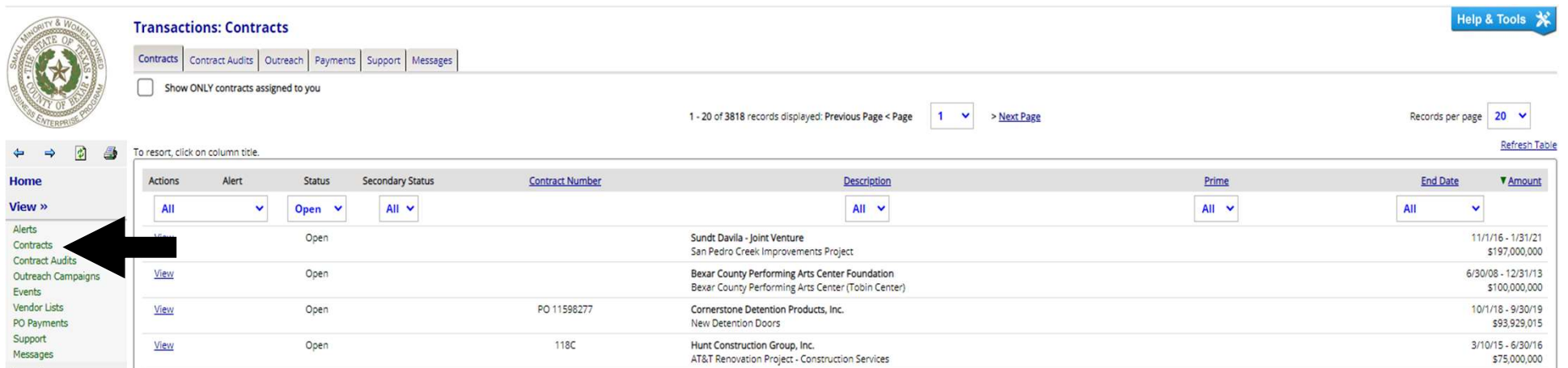
No Activated Alerts

Pending Alerts

No Pending Alerts

Viewing Contracts

This function shows all active contracts currently in the system. You can also select to show only contracts assigned to you.



Transactions: Contracts

Contracts | Contract Audits | Outreach | Payments | Support | Messages

☐ Show ONLY contracts assigned to you

1 - 20 of 3818 records displayed: Previous Page < Page 1 > Next Page

Records per page 20

Refresh Table

To resort, click on column title.

Actions	Alert	Status	Secondary Status	Contract Number	Description	Prime	End Date	Amount
View	All	Open	All		Sundt Davila - Joint Venture San Pedro Creek Improvements Project	All	11/1/16 - 1/31/21	\$197,000,000
View		Open			Bexar County Performing Arts Center Foundation Bexar County Performing Arts Center (Tobin Center)		6/30/08 - 12/31/13	\$100,000,000
View		Open		PO 11598277	Cornerstone Detention Products, Inc. New Detention Doors		10/1/18 - 9/30/19	\$93,929,015
View		Open		118C	Hunt Construction Group, Inc. AT&T Renovation Project - Construction Services		3/10/15 - 6/30/16	\$75,000,000

Contract Audits

Allows you to see audits that are complete and pending.

Transactions: Contract Audits

Contracts Contract Audits Outreach Payments Support Messages

☐ Show ONLY records assigned to you

1 - 20 of 76 records displayed: Previous Page < Page 1 > Next Page

Records per page 20

To resort click on column title. To filter click on the drop down menu.

Reporting Status	Audit Period	Contract	Prime	Contract Title	Paid to Prime	Audit Status
All	Last month		All	All		All
Pending prime (5)	December 2021	11578233		YANTIS COMPANY MR32 Medio Creek - Sunset Subdivision Drainage Improvements		Pending
Audit Complete	December 2021			WESTCARE TEXAS, INC. FY19 Payment		Pending
Audit Complete	December 2021	BC 1993-378		WASTE MANAGEMENT Waste Disposal Services		Pending
Audit Complete	December 2021	392		Vulcan Construction Materials, LLC Road Materials and Emulsion Materials		Pending
Audit Complete	December 2021	11591645		UNIVERSITY OF THE INCARNATE WORD Facility Sub-Lease		Pending
Audit Complete	December 2021	383		Tri-Starr Personnel, LLC Temporary Labor Services		Pending

Audit Summary

Click audit month/year to access audit summary. From here you can edit audit payment information on Prime and Subcontractors



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[Show All](#) [Hide All](#)

Compliance Audit Summary - December 2021 and Totals To December 2021

	December 2021		Totals to December 2021	
	Payments	Percent	Payments	Percent
Contract Award Value & Goal			\$2,707,236.43	Goal: 0.000%
Paid to Prime	Not Reported		\$2,671,940.70	
For Credit Payments	\$0.00	0.000%	\$0.00	0.000%
Goal Types				
For Credit to SMWBE Goal	\$0.00	0.000%	\$0.00	0.000%

[Mark 5 Remaining Prime Entries as Zero](#)

[Mark Unconfirmed Sub Entries as Confirmed](#)

[Submit ALL Incomplete Records](#)

[Extend Reporting Deadline By Two Weeks From Today](#)

Prime Contractor - December 2021

Prime Contractor	Cert	Inc. in Goal for Period	This Period	Prime's Share This Period	Total to December 2021	Prime's Share Total to December 2021	Contracted Percent	Actual Percent
YANTIS COMPANY [Info] Jaclyn Sanchez P 210-655-3780 jsanchez@yantiscompany.com	No	No	Not Reported (Submit)	\$0.00	\$2,671,940.70	\$2,671,940.70	40.389%	100.000%

Click prime name to view payment history for this contract. Click contact person's name to send them a message.

Subcontractors - December 2021

Subcontractor	Cert	Type	Inc. in Goal for Period	This Period	Confirmed By Sub	Total Payments to December 2021	Contracted Percent	Actual Percent
DE LA GARZA FENCE & SUPPLY CO. (Fence/Gate) [Info] Frank De La Garza frank@delagarzafence.com P 210-674-8302, F 210-674-8323		Sub 100%	SMWBE	Not Reported Edit	--	\$0.00	0.058%	0.000%
DROPTINE UTILITY CONSTRUCTION, LLC (Epoxy Coating) [Info] Ramon Davila Jr r.davila@droptineutility.com P 210-288-9991		Sub 100%	SMWBE	Not Reported Edit	--	\$0.00	0.166%	0.000%
Galo Materials (Hauling) [Info] Keri Minihan	No	Sub	No	Not Reported Edit	--	\$0.00	27.198%	0.000%

Slide 14

TSJ2

Original PP had 'Sub Requests' slide after this one. Slide was deleted because page no longer exists on CDMS.
Terrazas, Sarah J., 1/6/2022

Payments

Shows history of all payments made.



Transactions: Payments

Contracts Contract Audits Outreach **Payments** Support Messages

0 - 0 of 0 records displayed: Previous Page < Page > Next Page

Records per page 20

To resort, click on column title.

Actions	Vendor	Payment #	Payment Date	Amount	Data Source
	All	All	Last 3 mos	All	All

No records found. Select different filter criteria.

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Messages

Check messages from vendors and buyers.



Transactions: Messages

Contracts Contract Audits Outreach Payments Support **Messages**

All inbound and outbound messages specific to your user account are listed, including support requests. Sort, filter, and page through the list; click **View** to view a specific record.

To resort click column title. To filter click drop down menu.

View	Date & Time	Type	From/To	Subject
All	All	All	All	All

No messages found. Select different filter criteria.

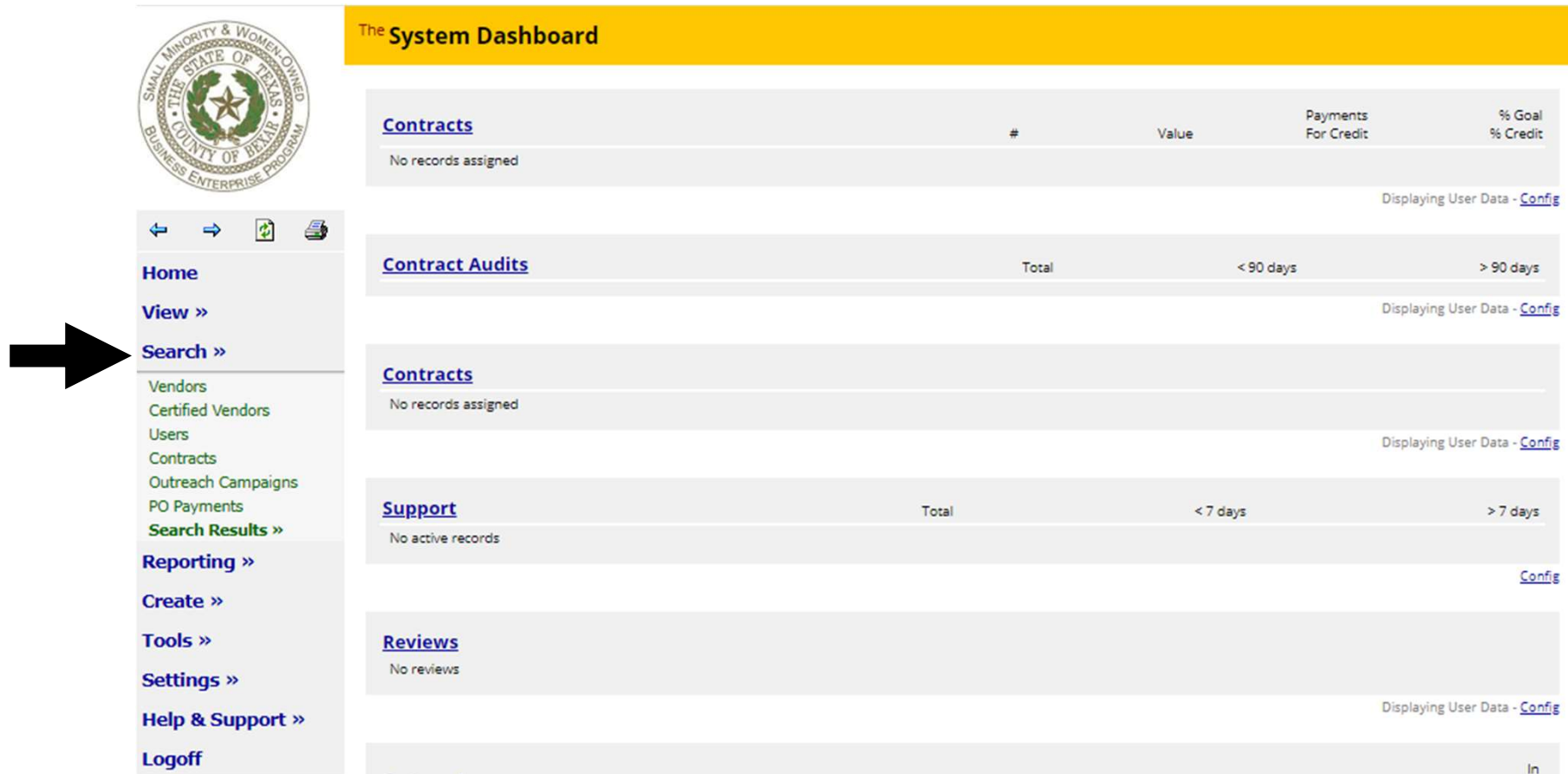
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Search

Allows you to search vendors, certified vendors, users, contracts, outreach campaigns, and PO payments.

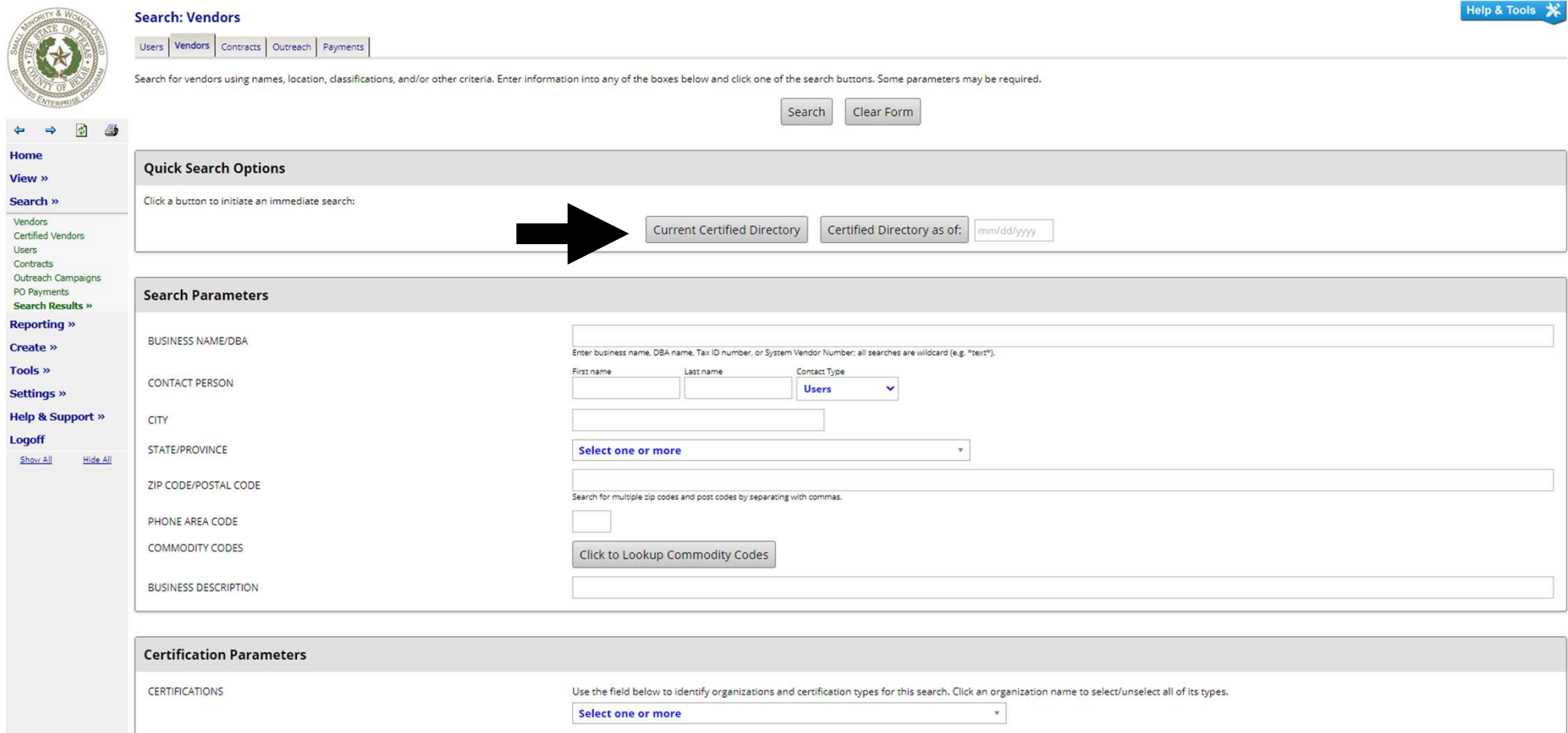


The screenshot displays the 'System Dashboard' interface. On the left, a vertical navigation menu is shown, with a large black arrow pointing to the 'Search »' option. The menu includes links for Home, View », Search », Vendors, Certified Vendors, Users, Contracts, Outreach Campaigns, PO Payments, Search Results », Reporting », Create », Tools », Settings », Help & Support », and Logoff. Above the menu is the official seal of the State of Texas, County of Bexar, Small Minority & Women-Owned Business Enterprise Program. The main dashboard area features a yellow header with the text 'The System Dashboard'. Below this, there are several data sections: 'Contracts' (No records assigned), 'Contract Audits' (Total, < 90 days, > 90 days), 'Contracts' (No records assigned), 'Support' (No active records), and 'Reviews' (No reviews). Each section includes a 'Displaying User Data - Config' link. The bottom right corner of the dashboard shows 'In'.

The System Dashboard				
<u>Contracts</u>	#	Value	Payments For Credit	% Goal % Credit
No records assigned				
Displaying User Data - Config				
<u>Contract Audits</u>	Total	< 90 days	> 90 days	
Displaying User Data - Config				
<u>Contracts</u>				
No records assigned				
Displaying User Data - Config				
<u>Support</u>	Total	< 7 days	> 7 days	
No active records				
Config				
<u>Reviews</u>				
No reviews				
Displaying User Data - Config				
				In

Vendors

Here you can search vendors via search parameters. **A current list of all certified vendors can be found by clicking 'Current Certified Directory'.** Data sources are Bexar county vendor lists and other sources.



Search: Vendors

Users Vendors Contracts Outreach Payments

Search for vendors using names, location, classifications, and/or other criteria. Enter information into any of the boxes below and click one of the search buttons. Some parameters may be required.

Search Clear Form

Quick Search Options

Click a button to initiate an immediate search:

Current Certified Directory Certified Directory as of: mm/dd/yyyy

Search Parameters

BUSINESS NAME/DBA
Enter business name, DBA name, Tax ID number, or System Vendor Number: all searches are wildcard (e.g. "text").

CONTACT PERSON
First name Last name Contact Type
Users

CITY

STATE/PROVINCE
Select one or more

ZIP CODE/POSTAL CODE
Search for multiple zip codes and post codes by separating with commas.

PHONE AREA CODE

COMMODITY CODES
Click to Lookup Commodity Codes


BUSINESS DESCRIPTION

Certification Parameters

CERTIFICATIONS
Use the field below to identify organizations and certification types for this search. Click an organization name to select/unselect all of its types.
Select one or more

Vendors (cont.)

Find specific vendors by typing in vendor name and clicking 'Search' at the bottom of the page.



Search: Vendors

Users Vendors Contracts Outreach Payments

Search for vendors using names, location, classifications, and/or other criteria. Enter information into any of the boxes below and click one of the search buttons. Some parameters may be required.

Search Clear Form

Quick Search Options

Click a button to initiate an immediate search:

Current Certified Directory Certified Directory as of: mm/dd/yyyy

Search Parameters

BUSINESS NAME/DBA
Texan Property Group
Enter business name, DBA name, Tax ID number, or System Vendor Number; all searches are wildcard (e.g. "text").

CONTACT PERSON
First name Last name Contact Type
Users

CITY

STATE/PROVINCE
Select one or more

ZIP CODE/POSTAL CODE
Search for multiple zip codes and post codes by separating with commas.

PHONE AREA CODE

COMMODITY CODES
Click to Lookup Commodity Codes

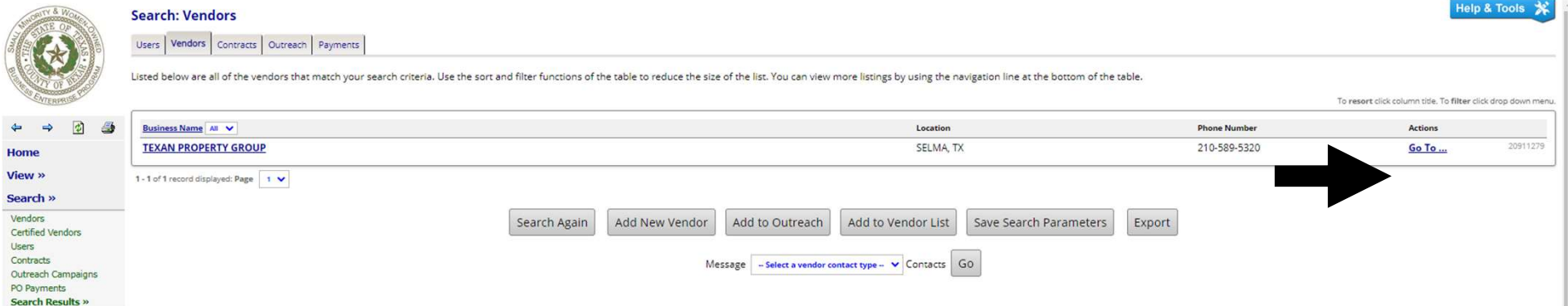
BUSINESS DESCRIPTION

Home
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Certified Vendors
Users
Contracts
Outreach Campaigns
PO Payments
Search Results »
Reporting »
Create »
Tools »
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Help & Support »
Logoff
Show All Hide All

Help & Tools

Vendors (cont.)

To access your vendor's certifications click 'Go To...' and select 'Certifications'.



Search: Vendors Help & Tools

Users Vendors Contracts Outreach Payments

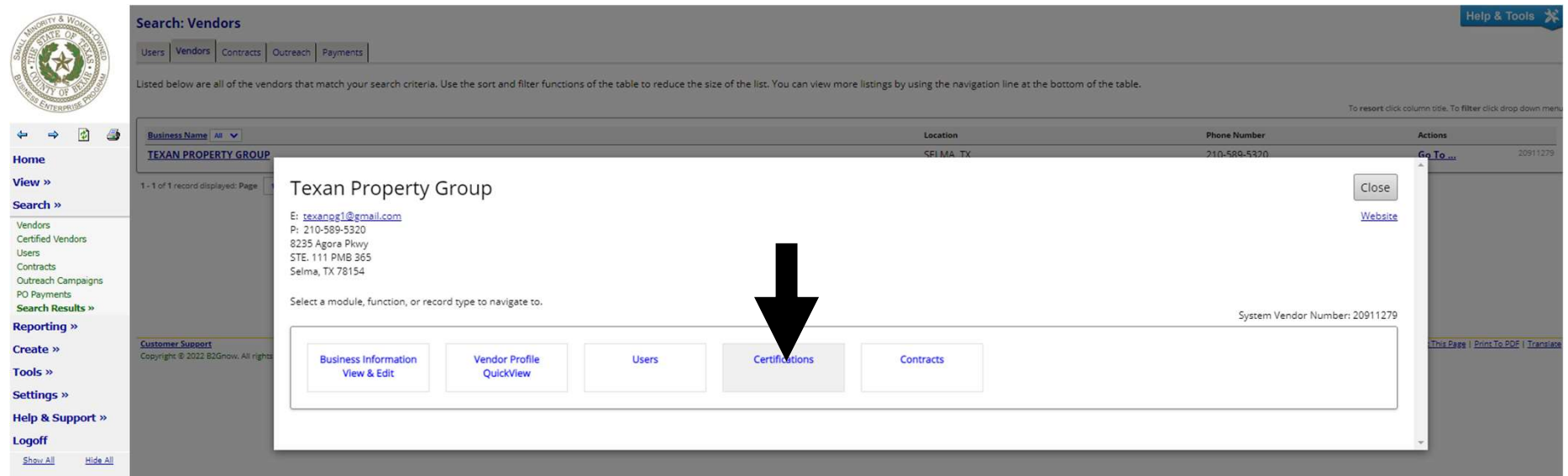
Listed below are all of the vendors that match your search criteria. Use the sort and filter functions of the table to reduce the size of the list. You can view more listings by using the navigation line at the bottom of the table.

Business Name	Location	Phone Number	Actions
TEXAN PROPERTY GROUP	SELMA, TX	210-589-5320	Go To... 20911279

1 - 1 of 1 record displayed: Page 1

Search Again Add New Vendor Add to Outreach Add to Vendor List Save Search Parameters Export

Message -- Select a vendor contact type -- Contacts GO



Search: Vendors Help & Tools

Users Vendors Contracts Outreach Payments

Listed below are all of the vendors that match your search criteria. Use the sort and filter functions of the table to reduce the size of the list. You can view more listings by using the navigation line at the bottom of the table.

Business Name	Location	Phone Number	Actions
TEXAN PROPERTY GROUP	SELMA, TX	210-589-5320	Go To... 20911279

1 - 1 of 1 record displayed: Page 1

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Texan Property Group

E: texang1@gmail.com
P: 210-589-5320
8235 Agora Pkwy
STE. 111 PMB 365
Selma, TX 78154

Select a module, function, or record type to navigate to.

System Vendor Number: 20911279

[Business Information View & Edit](#) [Vendor Profile QuickView](#) [Users](#) [Certifications](#) [Contracts](#)

Search Users

Type in name of vendor you want to find and select a user type.
User types are Staff, Buyers, and Vendors.

Search: Users

Users Vendors Contracts Outreach Payments

Enter search parameters and click **Search**. If unsure about the exact name of a person or an organization, enter part of the name.

Search Clear Form

Search Parameters

ORGANIZATION **Texan Property Group**

FIRST NAME

LAST NAME

USER TYPE

☐ Staff User

☐ Buyer/Project Manager User

☒ Vendor User

USER NUMBER

EMAIL

PHONE

FAX

ADDRESS

CITY

STATE/PROVINCE

Search Clear Form

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Search »

Vendors

Certified Vendors

Users

Contracts

Outreach Campaigns

PO Payments

Search Results »

Reporting »

Create »

Tools »

Settings »

Help & Support »


Logoff

Show All Hide All

Help & Tools

Search Users (cont.)

Search will prompt a comprehensive list of users that meet requested criteria



Search: Users

Users Vendors Contracts Outreach Payments

To resort click column title. To filter click drop down menu.

Name	Organization	Certified	Roles	Actions	System User #
Gonzalez, Carlos co founder	Texan Property Group Selma, TX - 210-589-5320			Email Edit	20911279-0001
Jones, Jeffrey Director of Operations	Texan Property Group Selma, TX - 832-244-7475		Certifications, Contracts, General Insurance, Invoicing, Owner, Prevailing Wage, Sales, Utilization Plans	Email Edit	20911279-0002

1 - 2 of 2 records displayed: Page 1

Search Again Save Search Parameters

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Create »

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Settings »

Help & Support »

Logoff

Show All

Hide All

Search Contracts

Search a specific name of a contract that includes a word or phrase

Search: Contracts

Users Vendors **Contracts** Outreach Payments

Search your organization's contract database. Enter information into any of the boxes below and click **Search**. Some parameters are required.

Search Clear Form

Search Parameters

CONTRACT/REFERENCE NUMBER **SH211**
(Contract number, financial system reference, project number)

CONTRACT TITLE

CONTAINING TEXT
(Contract description, summary, notes, comments)

CONTRACTOR
☒ Prime ☐ Subcontractor ☐ Either

BUYER/PROJECT MANAGER
(Organization name, contact name)

COMPLIANCE OFFICER
Select one or more

Additional Search Parameters

DIVERSITY GOAL From % to % (enter values into either or both field(s))

DEPARTMENT
Select one or more

CONTRACT TYPE
Select one or more

CONTRACT CATEGORY
Select one or more

CONTRACT STATUS
Select one or more

CONTRACT SECONDARY STATUS
Select one or more

COMMODITY CODE

Search Contracts (cont.)

If the contract title you are looking for does not appear, press 'Search Again' to expand search parameters

Search: Contracts

Users Vendors **Contracts** Outreach Payments

Below are the contracts that matched your search criteria. Use the sort and filter functions of the table to reduce the size of the list. You can view more listings by using the navigation line at the bottom of the table.

Click any link to view the record, prime contractor profile, or directly navigate to a specific function.

Contract Number	Contract Title	Prime Contractor	Contract Amount & End Date	Status	Actions
SH 211 - PO 11611194	SH 211 Pass-Through Project	Capital Excavation Company	\$19,317,417 11/10/2025	Open	Main View Audit List Sub Audit Summary

1 - 1 of 1 record displayed: Page 1

Search Again **Send Contract Letters** **Save Search Parameters** **Export**

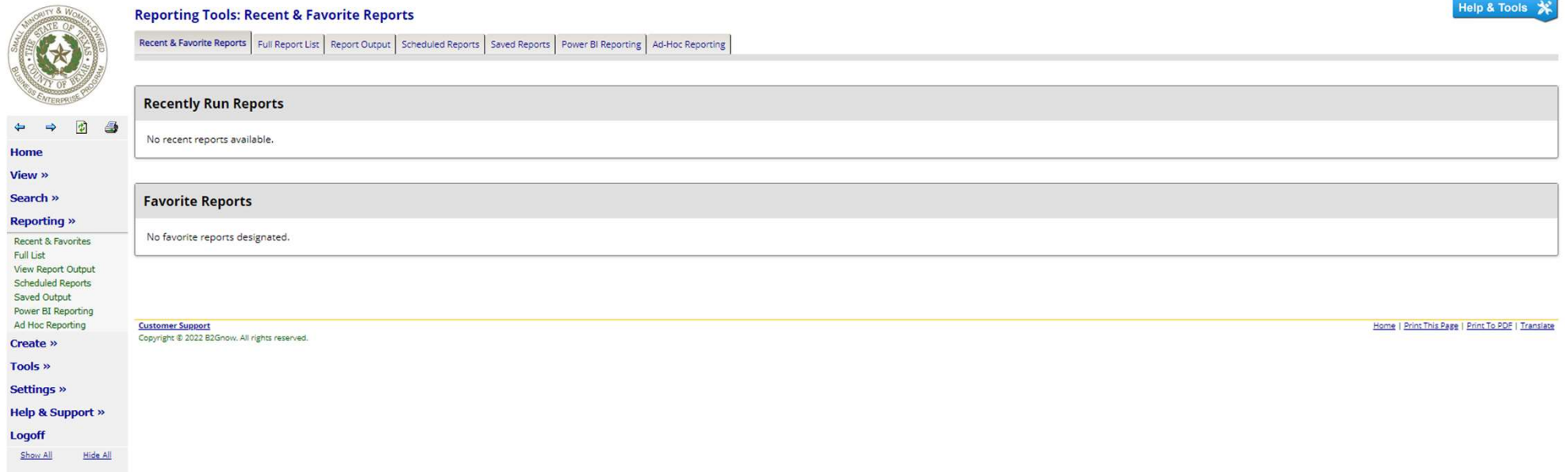
Message Contract Contacts **Add to Outreach Campaign**

[Customer Support](#)
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Reporting Tools

This function is used for running and viewing reports



The screenshot displays the 'Reporting Tools: Recent & Favorite Reports' web application. On the left is a vertical sidebar with a circular logo at the top containing the text 'SOUTH MINORITY & WOMEN DEVELOPMENT STATE OF TEXAS COUNTY OF BROWN BUSINESS ENTERPRISE PROGRAM'. Below the logo are navigation links: 'Home', 'View »', 'Search »', 'Reporting »' (highlighted), 'Recent & Favorites', 'Full List', 'View Report Output', 'Scheduled Reports', 'Saved Output', 'Power BI Reporting', 'Ad Hoc Reporting', 'Create »', 'Tools »', 'Settings »', 'Help & Support »', and 'Logout'. At the bottom of the sidebar are 'Show All' and 'Hide All' links. The main content area has a title 'Reporting Tools: Recent & Favorite Reports' and a 'Help & Tools' button. Below the title is a horizontal tab bar with 'Recent & Favorite Reports' (selected), 'Full Report List', 'Report Output', 'Scheduled Reports', 'Saved Reports', 'Power BI Reporting', and 'Ad-Hoc Reporting'. The 'Recently Run Reports' section shows 'No recent reports available.' The 'Favorite Reports' section shows 'No favorite reports designated.' The footer includes a 'Customer Support' link, a copyright notice 'Copyright © 2022 B2Gnow. All rights reserved.', and utility links: 'Home', 'Print This Page', 'Print To PDF', and 'Translate'.

Reporting Tools: Recent & Favorite Reports [Help & Tools](#)

[Recent & Favorite Reports](#) [Full Report List](#) [Report Output](#) [Scheduled Reports](#) [Saved Reports](#) [Power BI Reporting](#) [Ad-Hoc Reporting](#)

Recently Run Reports

No recent reports available.

Favorite Reports


No favorite reports designated.

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Reporting Tools (cont.)

Displays most recently run reports. Click on link to view the report parameters



Reporting Tools: Recent & Favorite Reports

Recent & Favorite Reports | Full Report List | Report Output | Scheduled Reports | Saved Reports | Power BI Reporting | Ad-Hoc Reporting

Help & Tools

Recently Run Reports

Category	Report	Date Run
Contracts	Active Contracts Marked Final	1/6/2022
B2Gnow Analytics	Contract Award Concentration	1/6/2022

Favorite Reports

No favorite reports designated.

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Logoff
[Show All](#) [Hide All](#)

Reporting Tools (cont.)

Input start and end date for report then click 'View Report'



View Report CLOSE WINDOW

Active Contracts Marked Final

[Show Description & Instructions](#)


Start Date End Date

[View Report](#)

Home
View »
Search »

Reporting Tools (cont.)

Report will populate for selected dates. Here you can see start and end dates, contract status, contract type and more.



View Report CLOSE WINDOW

Active Contracts Marked Final

Show Description & Instructions

Start Date

End Date

[View Report](#)

1 of 1
100%
Find | Next

Active Contracts Marked Final 10/1/2019 to 9/30/2020

Contract Number	Contract Description	Contract Type	Contract Category	Start Date	End Date	Dept.	Prime	Contract Value	Goal	Status
PO 11593405	595 Construction services for the Vista Verde Tax Office Modification Project, in Precinct 2, CC Agenda item #24 9/4/2018	Unassigned	Unassigned	7/1/2018	11/29/2019	Facilities Management	The Sabinal Group	\$989,000.00	0.0%	Final
PO 11578231	Borgfeld Drive Phase II Project, Pct. 3, Texas Sterling Construction Company	Term	Unassigned	2/7/2017	1/1/2022	Public Works	Sterling Delaware Holding Company, Inc.	\$10,196,935.52	20.0%	Final
	FY 19 Consolidated Installation	Requirements	Service	10/1/2018	9/30/2019	Bexar County	Consolidated Installation Support, LLC	\$1.00	20.0%	Final
PO 11600376	Construction services for the Rodriguez Park Playground Improvements, Precinct 2	One Time	Service	7/9/2019	7/9/2021	Facilities and Parks	ALP Contracting	\$370,689.98	20.0%	Final
PO 11601019	Roadway construction services for the Fischer Road Phase I Project in Precinct 1	One Time	Service	8/20/2019	8/20/2021	Public Works	J3 Company, LLC	\$2,034,774.38	40.0%	Final
PO 11607500	Flood control construction services for the North Talley Road Project in Precinct 1	One Time	Service	4/7/2020	4/7/2022	Public Works	Harper Brothers Construction LLC	\$618,660.90	0.0%	Final

Home

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Logoff

[Show All](#) [Hide All](#)

Reporting Tools (cont.)

You can export the report as a PDF, CSV, or Excel spreadsheet.



View Report CLOSE WINDOW X

Active Contracts Marked Final

Show Description & Instructions

Start Date: End Date: View Report

1 of 1

Active Contracts Marked Final 10/1/2021 to 9/30/2022

Contract Number	Contract Description	Contract Type	Contract Category	Start Date	End Date	Contract Value	Goal	Status
PO 11593405	595 Construction services for the Vista Verde Tax Office Modification Project, in Precinct 2, CC Agenda item #24 9/4/2018	Unassigned	Unassigned	7/1/2018	10/1/2021	\$9,000.00	0.0%	Final
PO 11578231	Borgfeld Drive Phase II Project, Pct. 3, Texas Sterling Construction Company	Term	Unassigned	2/7/2017	1/1/2022	\$10,196,935.52	20.0%	Final
	FY 19 Consolidated Installation	Requirements	Service	10/1/2018	9/30/2019	\$1.00	20.0%	Final
PO 11600376	Construction services for the Rodriguez Park Playground Improvements, Precinct 2	One Time	Service	7/9/2019	7/9/2021	\$370,689.98	20.0%	Final
PO 11601019	Roadway construction services for the Fischer Road Phase I Project in Precinct 1	One Time	Service	8/20/2019	8/20/2021	\$2,034,774.38	40.0%	Final
PO 11607500	Flood control construction services for the North Talley Road Project in Precinct 1	One Time	Service	4/7/2020	4/7/2022	\$618,660.90	0.0%	Final

PDF

CSV

Excel

Reporting Tools (cont.)

Example of contract that includes Prime payments and participation in Excel format

ActiveContractsWithPrimePayments [Protected View] - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do...

A1 Contracts: Active Contracts with Prime Payments

Report Run 1/7/2022 8:33 AM

Contracts: Active Contracts with Prime Payments

List of active contracts with payments to prime.

Contract Number	Contract Description	Contract Type	Contract Category	Start Date	End Date	Department	Prime	Contract Value	Payments to Prime	Payments to Subs	Goal	Participation	Difference
4	Vehicle Washing	Unassigned	Service	2/20/2010	9/30/2019	Bexar County	THE WASH TUB	\$1	\$21,000	\$0	0.0%	0.0%	0.0%
5	HVAC Maintenance Service	Unassigned	Service	12/15/2011	9/30/2019	Metro Planning Organization	SAN ANTONIO AIR CONDITIONING	\$1	\$4,568	\$0	20.0%	0.0%	-20.0%
6	Wheatley Heights Sports Complex	Unassigned	Unassigned	10/1/2009	12/31/2012	Small Minority Women-Owned Business Enterprise	EASTSIDE CHRISTIAN ACTION GROUP	\$7,500,000	\$6,500,001	\$2,239,186	20.0%	34.4%	14.4%
7	Northside Swim Center	Unassigned	Unassigned	8/24/2010	7/31/2013	Small Minority Women-Owned Business Enterprise	NORTHSIDE ISD	\$7,000,000	\$589,584	\$12,276	20.0%	2.1%	-17.9%
8	S.A. Missions Baseball Academy	Unassigned	Unassigned	11/16/2010	11/16/2012	Small Minority Women-Owned Business Enterprise	SA MISSIONS	\$4,000,000	\$2,246,122	\$887,109	0.0%	39.5%	39.5%
9	Bexar County Performing Arts Center (Tobin Center)	Unassigned	Unassigned	6/30/2008	12/31/2013	Small Minority Women-Owned Business Enterprise	Bexar County Performing Arts Center Foundation	\$100,000,000	\$18,404,369	\$1,451,693	20.0%	7.9%	-12.1%
10	Wheatley Heights Sports Complex	Unassigned	Unassigned	1/1/2011	10/1/2011	M J Boyle - Wheatley Heights	M. J. Boyle General Contractor, Inc.	\$6,568,448	\$6,522,972	\$1,792,807	20.0%	27.5%	7.5%
11	UTSA Athletics Complex	Unassigned	Unassigned	1/4/2011	12/31/2013	Small Minority Women-Owned Business Enterprise	The University of Texas at San Antonio	\$15,000,000	\$405,554	\$36,163	20.0%	8.9%	-11.1%
12	San Antonio Mission CARE Baseball Facility	One Time	Service	5/25/2011	4/30/2012	Small Minority Women-Owned Business Enterprise	Texstar Enterprises, Inc.	\$3,080,289	\$2,021,609	\$708,767	20.0%	35.1%	15.1%
13	Countywide Payment	Term	Commodity & Service	4/5/2012	9/30/2019	Bexar County	OPEX CORPORATION	\$1	\$7,775	\$0	20.0%	0.0%	-20.0%
14	Bexar County Veterans Portal	Unassigned	Unassigned	9/1/2011	12/31/2013	Small Minority Women-Owned Business Enterprise	SAN ANTONIO RIVER AUTHORITY	\$8,000,000	\$229,002	\$112,832	0.0%	49.3%	49.3%
15	Opera San Antonio Agreement	One Time	Service	10/1/2014	9/30/2019	Bexar County Performing Arts Center	OPERA San Antonio	\$75,000	\$200,725	\$0	0.0%	0.0%	0.0%
16	FY19 Payment	Term	Service	10/1/2018	9/30/2019	Facilities and Parks	Build San Antonio Green	\$1	\$152,500	\$0	0.0%	0.0%	0.0%
17	Renewal Young Women's Christian Association Management Agreement	One Time	Unassigned	10/1/2011	9/30/2019	Community Resources	YOUNG WOMEN'S CHRISTIAN ASSOC	\$1	\$52,877	\$0	0.0%	0.0%	0.0%

Reporting Tools (cont.)

Click 'All Categories' to access a listing of report categories. Reports used frequently can be saved using the 'Add to Favorites' link

Reporting Tools: Report List

Recent & Favorite Reports | **Full Report List** | Report Output | Scheduled Reports | Saved Reports | Power BI Reporting | Ad-Hoc Reporting

All available reports are listed below; click a report title to run.

Select a category: **All Categories** | All Categories | B2Gnow Analytics | Bexar | Bexar County | Certified Directory | Contracts | Contracts - Import | Contracts - Maintenance | Data | Disparity Study | Outreach & Event Management | Support/Help Desk | System

B2Gnow Analytics

- [Contract Award Concentration](#)
- [Diverse Spend](#)
- [Organization Statistics Trends](#)

Bexar

- [Requesting Department Summary](#)

Bexar County

- [Payment Analysis Report for Annual Data \(New\)](#)

Certified Directory

- [Certified Directory as of Selected Date](#)
- [Ethnicity & Gender Summary](#)

Help & Tools

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Summary of contract data by requesting department.

Analysis of annual payment data in the spend analysis module.

Generate directory of certified firms as of selected date.

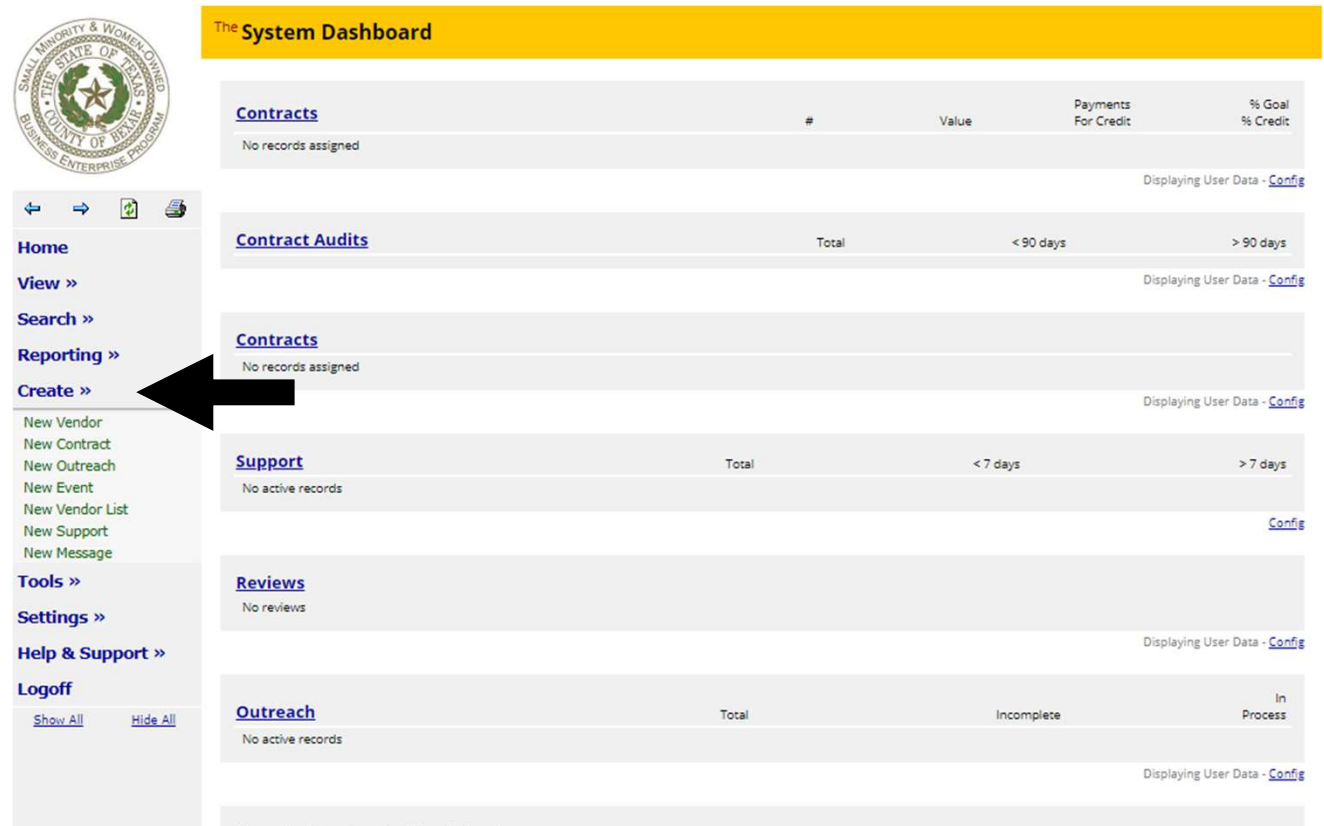
Summary of certified firms by ethnicity and gender on selected date.

[Add to Favorites](#) [Schedule Report](#)

Create

This feature is used for creating new:

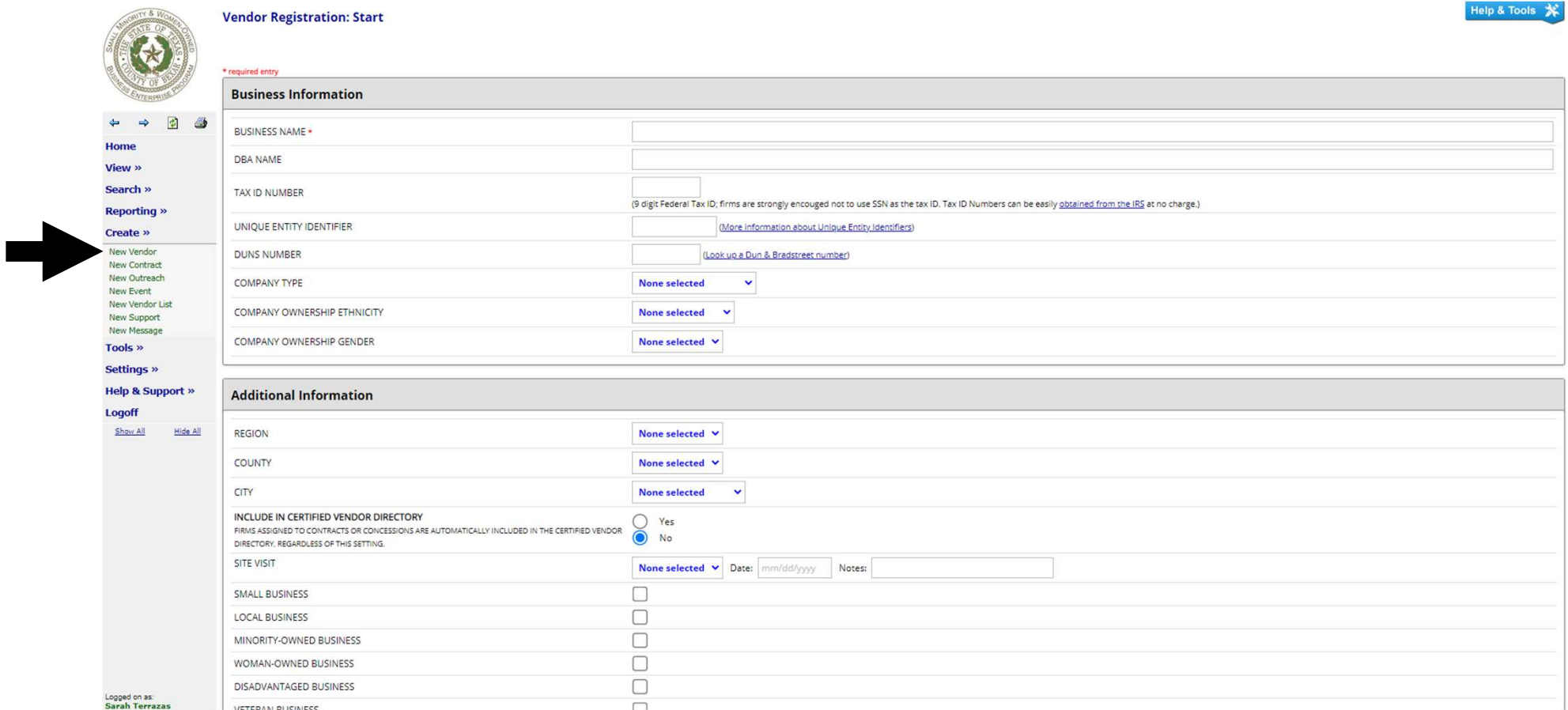
- Vendors
- Contracts
- Outreach
- Events
- Vendor Lists
- Support
- Messages



The screenshot shows a web application interface. On the left is a sidebar menu with the following items: Home, View », Search », Reporting », Create » (highlighted with a black arrow), New Vendor, New Contract, New Outreach, New Event, New Vendor List, New Support, New Message, Tools », Settings », Help & Support », and Logoff. Below the sidebar are links for Show All and Hide All. The main content area is titled 'The System Dashboard' and contains several sections: Contracts (No records assigned), Contract Audits (Total, < 90 days, > 90 days), Contracts (No records assigned), Support (Total, < 7 days, > 7 days), Reviews (No reviews), and Outreach (Total, Incomplete, In Process). Each section has a 'Displaying User Data - Config' link.

Creating a New Vendor

Here you can create a new vendor if your vendor isn't found in the database.



Vendor Registration: Start

[Help & Tools](#)

Business Information

* required entry

BUSINESS NAME *

DBA NAME

TAX ID NUMBER
(9 digit Federal Tax ID; firms are strongly encouraged not to use SSN as the tax ID. Tax ID Numbers can be easily [obtained from the IRS](#) at no charge.)

UNIQUE ENTITY IDENTIFIER
([More information about Unique Entity Identifiers](#))

DUNS NUMBER
([Look up a Dun & Bradstreet number](#))

COMPANY TYPE
None selected

COMPANY OWNERSHIP ETHNICITY
None selected

COMPANY OWNERSHIP GENDER
None selected

Additional Information

REGION
None selected

COUNTY
None selected

CITY
None selected

INCLUDE IN CERTIFIED VENDOR DIRECTORY
FIRMS ASSIGNED TO CONTRACTS OR CONCESSIONS ARE AUTOMATICALLY INCLUDED IN THE CERTIFIED VENDOR DIRECTORY, REGARDLESS OF THIS SETTING.
☐ Yes
☒ No

SITE VISIT
None selected Date: mm/dd/yyyy Notes:

SMALL BUSINESS
☐

LOCAL BUSINESS
☐

MINORITY-OWNED BUSINESS
☐

WOMAN-OWNED BUSINESS
☐


DISADVANTAGED BUSINESS
☐

VETERAN BUSINESS
☐

Logged on as:
Sarah Terrazas

Creating a New Contract

When creating a new contract – be sure to fill in ALL required sections.



Contract: Compose

On this page, you can compose your contract. There are two steps to this process: (1) Composing and (2) Reviewing your contract. When you're finished composing your contract on this page, click **Review** at the bottom of the page.

* required entry

Contract Information

You must enter a contract title and maximum value. The assigned department field is optional.

CONTRACT TITLE *			
CONTRACT NUMBER			
CONTRACT VALUE (\$) *			
CONTRACT SECONDARY STATUS	None selected		
CONTRACT HOLDER/OWNER *	Bexar County		
Name shown to contractors as the contract owner/paying organization when responding to compliance audits			
DEPARTMENT *	None selected		
SOLICITATION			

Contract Dates

Enter a contract start date and end date. These are the dates that you want the auditing (if selected) to begin and end.

AWARD/START DATE *	mm/dd/yyyy	(PROJECTED) END DATE *	<input type="radio"/> Date: mm/dd/yyyy
			<input type="radio"/> Duration: <input type="text"/> year(s)
NOTICE TO PROCEED DATE	mm/dd/yyyy	APPROVAL DATE	mm/dd/yyyy
INITIATION DATE	mm/dd/yyyy	WORK ORDER DATE	mm/dd/yyyy

Creating a New Contract (cont.)

Enter prime information (information for organization and contact person).



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[Search »](#)

[Reporting »](#)

[Create »](#)

[New Vendor](#)

[New Contract](#)

[New Outreach](#)

[New Event](#)

[New Vendor List](#)

[New Support](#)

[New Message](#)

[Tools »](#)

[Settings »](#)

[Help & Support »](#)

[Logoff](#)

[Show All](#)

[Hide All](#)

Logged on as:
Sarah Terrazas

Prime Contractor Information

The contract must be assigned to a prime contractor. Click [Get Vendor](#) to search and select a user.

PRIME CONTRACTOR * [Get Vendor](#) from vendor database

Organization Contacts

The contract must be assigned to a buyer/contract administrator; select a user from the list. Additional contacts can be designated.

BUYER/PROJECT MANAGER (IN-SYSTEM USER) * None selected

ADDITIONAL ORGANIZATION CONTACTS

Contact #1:	Name	Role/Title	Department	Email	Area	Phone	Ext	Area	Fax
Contact #2:	Name	Role/Title	Department	Email	Area	Phone	Ext	Area	Fax
Contact #3:	Name	Role/Title	Department	Email	Area	Phone	Ext	Area	Fax

Contract Settings

DIVERSITY GOAL(S) *

[» HELP WITH GOALS](#)

Goal Type	Committee Goal	Actual Goal
SMWBE:	<input type="text"/> %	<input type="text"/> %
DBE:	<input type="text"/> %	<input type="text"/> %

EXTERNAL FUNDING SOURCES

[» HELP WITH FUNDING SOURCES](#)

Funding source based on -- select one --			FHWA:	<input type="text"/> %
Category	\$ Value	% Proportion	FTA:	<input type="text"/> %
Federal: \$	<input type="text"/>	<input type="text"/> % Calculate	FAA:	<input type="text"/> %
State: \$	<input type="text"/>	<input type="text"/> %	FRA:	<input type="text"/> %
Local: \$	<input type="text"/>	<input type="text"/> %	HUD:	<input type="text"/> %
			Other:	<input type="text"/> %

CONTRACT TYPE

None selected

CONTRACT CATEGORY

None selected

CONTRACT VISIBLE TO CONTRACTORS *

- ☒ Yes - visible to prime and subcontractors
☐ Yes - visible to prime contractor only; may conflict with compliance audit settings
☐ No

Creating a New Contract (cont.)

Enter SMWBE/DBE goal. If there is no goal, enter "0" for goal. Attach files if required and enter compliance offer.



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[New Message](#)


[Tools »](#)
[Settings »](#)
[Help & Support »](#)
[Logout](#)

[Show All](#) [Hide All](#)

Contract Settings																			
DIVERSITY GOAL(S) *	Goal Type Committee Goal Actual Goal SMWBE: <input type="text"/> % <input type="text"/> % DBE: <input type="text"/> % <input type="text"/> %																		
EXTERNAL FUNDING SOURCES	Funding source based on -- select one -- <table border="1"> <thead> <tr> <th>Category</th> <th>\$ Value</th> <th>% Proportion</th> <th></th> </tr> </thead> <tbody> <tr> <td>Federal:</td> <td><input type="text"/></td> <td><input type="text"/></td> <td>% * Calculate</td> </tr> <tr> <td>State:</td> <td><input type="text"/></td> <td><input type="text"/></td> <td>%</td> </tr> <tr> <td>Local:</td> <td><input type="text"/></td> <td><input type="text"/></td> <td>%</td> </tr> </tbody> </table> <div style="margin-left: 20px;"> FHWA: <input type="text"/> % FTA: <input type="text"/> % FAA: <input type="text"/> % FRA: <input type="text"/> % HUD: <input type="text"/> % Other: <input type="text"/> % </div>			Category	\$ Value	% Proportion		Federal:	<input type="text"/>	<input type="text"/>	% * Calculate	State:	<input type="text"/>	<input type="text"/>	%	Local:	<input type="text"/>	<input type="text"/>	%
Category	\$ Value	% Proportion																	
Federal:	<input type="text"/>	<input type="text"/>	% * Calculate																
State:	<input type="text"/>	<input type="text"/>	%																
Local:	<input type="text"/>	<input type="text"/>	%																
CONTRACT TYPE	<div>None selected</div>																		
CONTRACT CATEGORY	<div>None selected</div>																		
CONTRACT VISIBLE TO CONTRACTORS *	<input checked="" type="radio"/> Yes - visible to prime and subcontractors <input type="radio"/> Yes - visible to prime contractor only; may conflict with compliance audit settings <input type="radio"/> No																		
CONTRACT PROCESS *	<input checked="" type="radio"/> Competitive <input type="radio"/> Sole Source » <input type="radio"/> Emergency <input type="radio"/> Negotiated																		
	Attach Sole Source File(s): <div>Attach File</div> Sole Source Justification: <div></div>																		
CONTRACT OPTIONS	<div>None selected</div>																		
CONTRACT KIND	<div>None selected</div>																		
REQUESTING AGENCY	<div>None selected</div>																		
TARGET GOAL	<div>None selected</div>																		
PRECINCT	<div>None selected</div>																		
GRANT FUNDED?	<div>None selected</div>																		

Creating a New Contract (cont.)

Audits can be created or set to default



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[Show All](#) [Hide All](#)

Compliance Audit Settings

COMPLIANCE AUDIT * ☒ Automatically [default] - create audits every month [default] starting from award/start date [default] and ending at contract end date [default].
☐ On Demand - create audits upon staff [default] request or financial system trigger for each month [default].
(Audit period interval cannot be changed once contract is created.)

COMPLIANCE OFFICER Sarah Terrazas

PAYMENTS TO PRIME CONTRACTORS * ☒ Entered by staff or from financial system [default]
☐ Self-reported online by prime contractor (until reported by staff or financial system)

PAYMENTS TO SUBCONTRACTORS * ☐ Entered only by staff
☒ Self-reported online by prime contractor [default]

Payments to Lower Tier Subcontractors
☒ Only prime can add subs and report subcontractor payments at all tiers [default]
☐ Prime can add subs and report all tiers, lower level subcontractor can add and report its own subs

CONFIRMATION BY SUBCONTRACTORS * ☒ Yes [default] - ALL subcontractors will be contacted to confirm payment amounts.
☐ Yes - For credit subcontractors will be contacted to confirm payment amounts; other subcontractors will not be required to confirm payment amounts.
☐ No

SUBCONTRACTOR ZERO PAYMENT AUTO-CONFIRMATION * ☐ Yes - zero value payments will be auto-confirmed.
☒ No [default] - zero value payments must be confirmed by subcontractors.

PROMPT PAYMENT TRACKING * ☒ Yes [default] - prime contractor and subcontractors will be required to submit prompt payment information. Prompt payment time period is 60 days.
☐ No

REQUIRE REPORTING OF SUB PAID DATE * ☒ Yes [default] - subcontractor paid date will be required.
☐ No

COLLECT RETAINAGE INFORMATION * ☒ Yes [default] - subcontractors will be able to report retainage information.
☐ No

Creating a New Contract (cont.)

Here you can add commodity codes and contract notes. Documents pertaining to the contract can be uploaded under 'Contract Files'.

Contract Summary

COMMODITY CODES [Add Commodity Codes](#)

No Codes Assigned

CONTRACT SUMMARY

SPECIAL NOTES

Contract Files

Attach any related contract files by clicking Attach File.

CONTRACT DOCUMENT	Attach File
MASTER AGREEMENT	Attach File
PRICING AGREEMENT	Attach File
TERMS & CONDITIONS	Attach File
GENERAL FILES	Attach File

[Spell Check](#) [Review](#) [Cancel](#)

Creating a New Contract (cont.)

View completed contract by clicking 'Review'.

The screenshot displays the B2Gnow web application in a Microsoft Internet Explorer browser window. The address bar shows the URL: <https://bexar.smbbe.com/FrontPage/DiversityMain.asp?XID=4899>. The page title is "B2Gnow - Microsoft Internet Explorer provided by BEXAR COUNTY".

The main content area is titled "This is the transaction management page for **Contract 00370804-001: 'Online Tracking Services'**. You can [check status](#), and [take action](#) when necessary." A "Refresh Page" link is located to the right.

Contract Information

Contract Title	Online Tracking Services
Contract Number	BC 07-040
Prime Contractor	GALLERYWATCH.COM
B2Gnow Transaction Number	00370804-001
Award/Start Date	11/1/2006
End Date	10/31/2008
Maximum Value	\$12,090.00

Contract Alerts

Alert 1	Goal is ZERO (edit , deactivate alert).
Alert 2	No SUBCONTRACTORS assigned to contract (assign , deactivate alert).

Contract Status & Actions

	Status	Actions	Previous Transactions
Contract	Open	View Contract , Edit Contract , Close Out	
Compliance Officer	Assigned	Change CCO to: <input type="text" value="Select a user"/>	Assigned to: Shaundrica Close*
Contract Monitoring	Automatically (Monthly)		
Subcontractors	No subs	Manage Subcontractors	
Task Orders		Create Task Order	
Contract Amendments		Amend Contract , Change Value	None
Contract Extensions/Shortenings		Extend/Shorten Contract	None
Other Functions		Reverse Close Out , Delete Contract , Vendor Archive , Full Archive	

The left sidebar contains navigation links: Home, View », Search », Reporting Tools », Create », Tools », Message », Edit Settings », Help & Support », System », and Logout. Below these are links for Show All and Hide All, and a login status: Logged on as: **Rodricus Harvey, Bexar County**.

The bottom status bar shows "The B2Gnow System, © 2000-2008." and the system clock displays "4:24 PM".

Creating in Full View

Scroll down to view entire contract and verify that all contract information is correct. If necessary edit contract information for errors.

The screenshot displays the B2Gnow web application in a Microsoft Internet Explorer browser window. The address bar shows the URL: <https://bexar.snmbe.com/FrontPage/DiversityMain.asp?XID=4699>. The page title is "Contract: View".

On the left side, there is a navigation menu with the following links: Home, View », Search », Reporting Tools », Create », Tools », Message », Edit Settings », Help & Support », System », and Logoff. Below the menu, it says "Logged on as: Rodricus Harvey, Bexar County".

The main content area is titled "Contract: View" and includes a sub-header "BC 07-040: Online Tracking Services" with the prime contractor "GALLERYWATCH.COM". The status is "Open" with a date range of "11/1/2006 - 10/31/2008" and a "Current Value: \$12,090".

Below the header, there is a section titled "Contract Information" with the following details:

Contract Title	Online Tracking Services
Contract Number	BC 07-040
B2Gnow Transaction Number	00370804-001
Assigned Department	Bexar County
Current Contract Value	\$12,090.00
Original Contract Value	\$12,090.00
Contract Value Change	\$0.00
Solicitation	

Next is the "Contract Dates" section:

Award/Start Date	11/1/2006	End Date	10/31/2008
Notice To Proceed Date		Approval Date	
Initiation Date		Work Order Date	

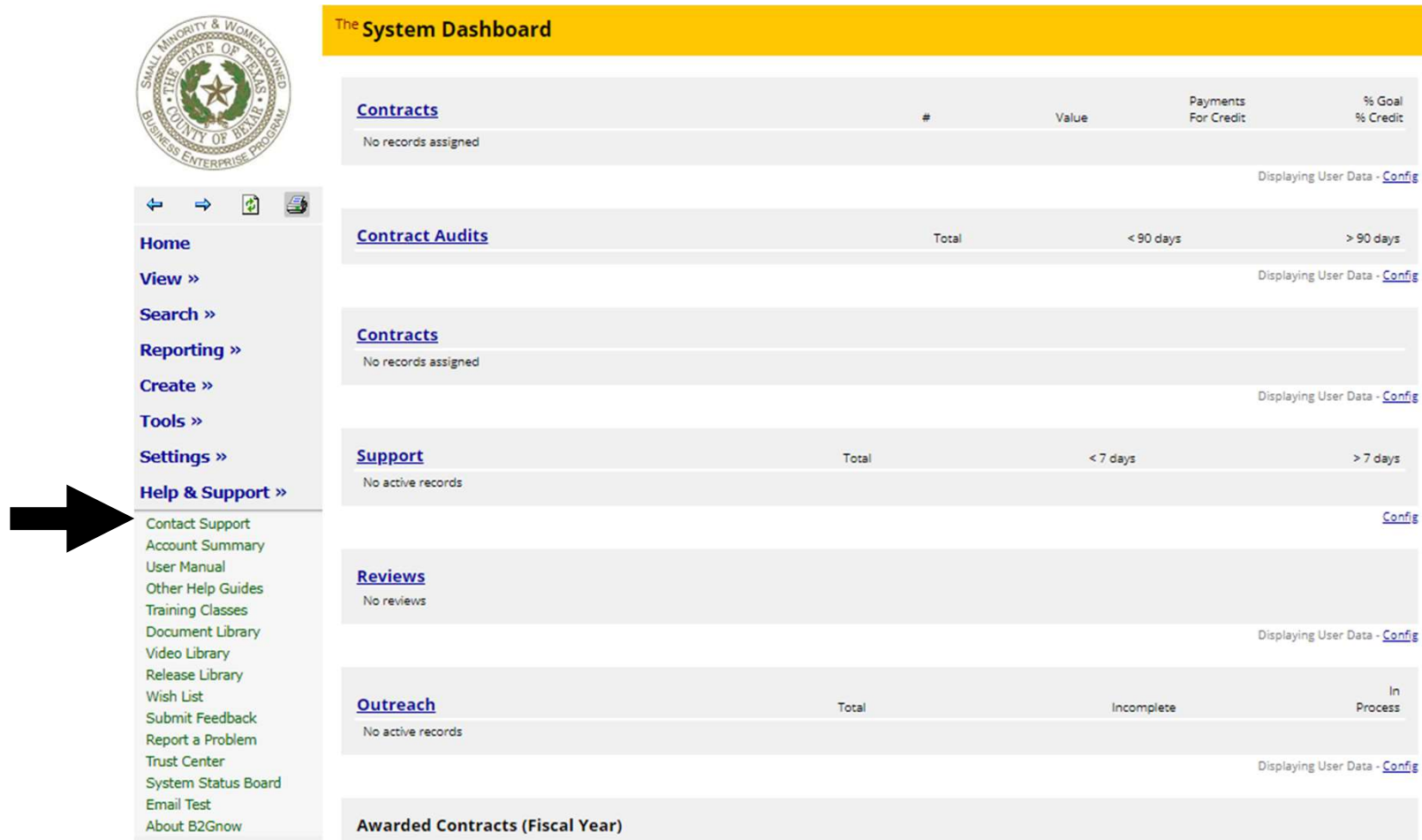
Finally, the "Prime Contractor Information" section provides details for GALLERYWATCH.COM:

Vendor Name	GALLERYWATCH.COM
Vendor Number	20032816
Vendor Contact Person	ANN V CASEY
Phone	512-320-1525
Fax	512-485-7555
Email	
Address	1011 SAN JACINTO BLVD.

The bottom of the screen shows the Windows taskbar with the Start button and several open applications: B2Gnow - Microsoft I..., Microsoft PowerPoint ..., and B2Gdiagram - Micros... The system clock indicates 4:30 PM.

Contact Support

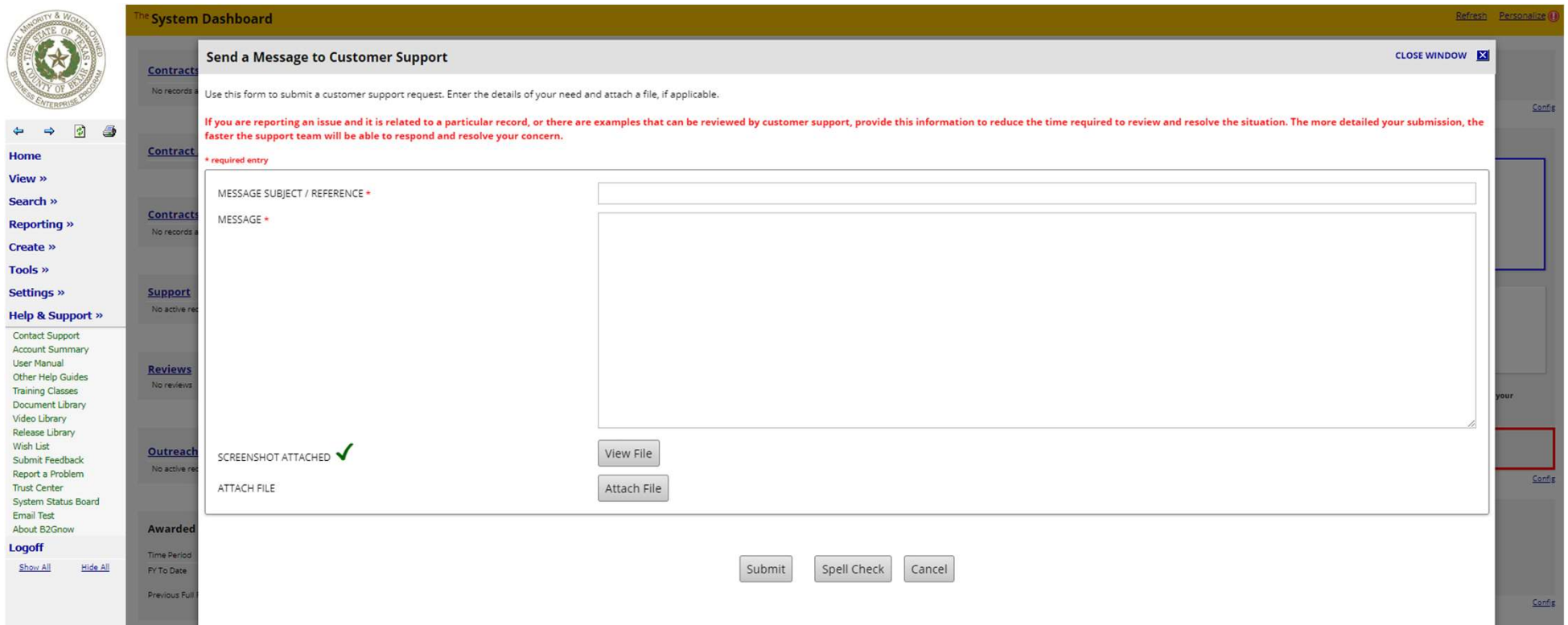
Send a message to support using the 'Help & Support' dropdown.



The screenshot displays the 'System Dashboard' interface. On the left is a sidebar menu with the following items: Home, View », Search », Reporting », Create », Tools », Settings », and Help & Support ». A large black arrow points to the 'Help & Support »' item. Below this item is a list of links: Contact Support, Account Summary, User Manual, Other Help Guides, Training Classes, Document Library, Video Library, Release Library, Wish List, Submit Feedback, Report a Problem, Trust Center, System Status Board, Email Test, and About B2Gnow. The main content area is titled 'The System Dashboard' and contains several sections: 'Contracts' (No records assigned), 'Contract Audits' (Total, < 90 days, > 90 days), 'Contracts' (No records assigned), 'Support' (No active records), 'Reviews' (No reviews), 'Outreach' (No active records), and 'Awarded Contracts (Fiscal Year)'. Each section includes a 'Config' link.

Contact Support (cont.)

After typing your message, click 'Submit'.



The screenshot shows a web application interface for sending a message to customer support. The page is titled "The System Dashboard" and includes a "CLOSE WINDOW" button in the top right corner. On the left, there is a sidebar with a navigation menu containing links for Home, View, Search, Reporting, Create, Tools, Settings, Help & Support, and Logoff. The main content area is titled "Send a Message to Customer Support" and contains instructions for submitting a request. A red message states: "If you are reporting an issue and it is related to a particular record, or there are examples that can be reviewed by customer support, provide this information to reduce the time required to review and resolve the situation. The more detailed your submission, the faster the support team will be able to respond and resolve your concern." Below this, there is a form with two input fields: "MESSAGE SUBJECT / REFERENCE" and "MESSAGE". A green checkmark indicates that a "SCREENSHOT ATTACHED" file has been successfully uploaded. At the bottom of the form, there are buttons for "View File" and "Attach File". At the very bottom of the page, there are buttons for "Submit", "Spell Check", and "Cancel".

The System Dashboard Refresh Personalize

Send a Message to Customer Support CLOSE WINDOW

Use this form to submit a customer support request. Enter the details of your need and attach a file, if applicable.

If you are reporting an issue and it is related to a particular record, or there are examples that can be reviewed by customer support, provide this information to reduce the time required to review and resolve the situation. The more detailed your submission, the faster the support team will be able to respond and resolve your concern.

* required entry

MESSAGE SUBJECT / REFERENCE

MESSAGE

SCREENSHOT ATTACHED ✓

ATTACH FILE

View File

Attach File

Submit Spell Check Cancel

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