B2GNOW

Progress Assessment Report (PAR) Feature

Digitize PAR submissions for an easier and accelerated reporting process

Reporting on compliance activities is an integral part of Historically Underutilized Business (HUB) programs in Texas. Compliance reports provide a view into program successes and help identify gaps for improvement. For many agencies, reporting is still a manual, paper-based process. The data needed may be stored among different documents or in disparate systems. Spreadsheets are still the predominant way all this data is collected. Providing inaccurate reports, or even no reports at all, can result in steep penalties for agencies.

The Prime Contractor PAR is the required format for Texas HUB to track subcontractor participation. The PAR is the "condition of payment" stated in TAC rule Title 34, Part 1, Chapter 20, Subchapter D, Division 1, Rule 20.085 and a PAR is required with the submittal on each invoice. Prime contractors enter their HUB-certified contractor dollars into the form and manually calculate the totals. This redundant data entry process is time-consuming and can result in human errors. Agency staff need to review and double-check the data, which is also time-consuming, and they may also miss calculation errors. If the form is inaccurate, it is rejected and kicked back to the prime contractor. Tracking version changes and communications between contractors and agencies can be complicated as they may be in the form of phone calls, emails, faxes, or hard copies. Once the form is

corrected, it needs to be routed for signatures, which could take days.

What agencies and prime contractors need is a digital and automated process that eases the pain of submitting PAR forms and improves the chances of submitting an accurate form successfully the first time. Digitizing all documentation and having a single solution for all PAR-related things is a game changer. A solution that reduces data duplication and human error will help accelerate the PAR form process. It should integrate with a broader compliance solution to share vendor data and maintain communications all in one place.

B2Gnow worked with the Texas Facilities Commission (TFC) to develop the HUB Subcontracting Plan (HSP) module which incorporates the PAR form. The HSP module provides public agencies in Texas with a streamlined way for Primes and Subcontractors to initiate, collaborate, validate HUB, and complete Utilization Plans compliant with the Texas Administrative Code (TAC). The PAR feature automates and accelerates the PAR form-fill process using step-by-step guidelines and real-time vendor data populated from the Contract Compliance module, ensuring compliance through consistent and accurate reporting.

B2GNOW DIFFERENCE

2M+
Vendors

$2.2 Trillion
in monitored contracts

200+
Certified Directories

Key Features

- **B2Gnow Integration -** Integrates with the Contract Compliance module to automatically populate vendor data into the PAR form and eliminate duplicate data entry.

- **Real-Time Data -** Maintains the most updated vendor information by connecting with real-time B2Gnow vendor profiles.

- **Digital Format -** The PAR form within HSP is an electronic duplicate of the Texas HUB form to help maintain compliance with the TFC.

- **Automated Calculations -** Column totals are automatically calculated, reducing math errors and saving time.

- **Notifications –** Staff users can set a monthly cadence to automate reporting.

- **eSignature -** Sign directly in the system, removing time-consuming physical routing for signatures.

The PAR feature streamlines and automates the Progress Assessment Report process, transforming a time-consuming, manual task into an efficient, accurate digital workflow.

- ☑ **Compliance:** Ensures confidence by adhering to Texas HUB compliance standards, including TAC rule Title 34, Part 1, Chapter 20, Subchapter D, Division 1, Rule 20.085.
- ☑ I**ntegration:** Integrates with the Contract Compliance module and automatically pulls data into the PAR form, saving time.
- ☑ **Automation:** Replaces manual processes with automated processes.
- ☑ **Acceleration:** Minimizes human touch points and accelerates the reporting process.
- ☑ **Improved User Experience:** Removes manual and duplicate data entry for the Prime.
- ☑ R**eporting:** Aggregates reporting into varying states based on current status and automatically loads certified HUB contractor participation into the TAC-formatted reporting.

For more information visit B2Gnow.com or call 602-325-9277.

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