

Reviews Module

Streamline Your Workflow: Digitize Forms and Automate the Reviews Process to Enhance Efficiency

Each month, public agencies manage hundreds or even thousands of active contracts across various stages of the project life cycle. Part of each contract includes the documentation - either paper-based or digital - required to prove each supplier's ability to perform the project. Time spent handling these documents, including printing, copying, filing, and searching for lost pages, can account for a significant amount of a worker's day. Additionally, companies spend \$20 in labor to file a document, \$120 in labor to find a misfiled document, and \$220 in labor to reproduce a lost document.¹ These costs can add up over days, weeks, months, and years, impacting productivity and financial resources. Once documentation is gathered, the ability to communicate with suppliers (primes and sub-contractors or certified firms or bidders) can be difficult to track through all the back-and-forth emails, phone calls, and faxes.

Manual and paper-based processes can hinder a supplier's ability to qualify and participate in certification programs, bid opportunities, or projects. One supplier diversity study found that one third of agencies feel it's a big challenge finding diverse supply partners that also meet procurement criteria. Another 17% replied that they are unable to verify supplier diversity claims.² When suppliers aren't able to successfully apply and certify for

projects, the agency's pool of suppliers becomes more limited and can affect their ability to meet regulatory goals.

A more efficient way to manage supplier diversity contracts and all the required documentation involves using software to automate workflows and configuration. A software platform can guide Compliance Officers through checklists and standardize data collection to help organize, track, and report on the status of contracts. Converting paper documents to digital improves organization, encourages data integrity, and facilitates quick document retrievals. Being able to configure and customize forms, automate alerts and notifications, and have full visibility into the entire document cycle reduces risk of non-compliance.

The B2Gnow solution streamlines the supplier diversity selection and management processes, helping organizations find and partner with diverse suppliers and maintain DBE compliance. Now, organizations can add the Reviews module to simplify the Commercially Useful Function (CUF) review process by automating workflows and providing access to documentation. Organizations can now gather, review, and provide feedback to diversity suppliers in a streamlined, organized environment improving efficiencies and maintaining compliance.

Over 21,300 forms have been created using the Reviews module including:

- Commercially Useful Function (CUF)
- Status Report of Subcontractor Payments
- Small Business Development Division Violations
- DBE/SBE CUF Review Form
- Project Site Review
- Section 3 Review
- Milestone Desk Audit Review
- Utilization Report Review
- Final Compliance Review
- PAR Collection Form

¹ <https://www.armstrongarchives.com/records-management-statistics/>

² <https://www.jaggaer.com/blog/supplier-diversity-challenges/>

Key Features

Digital Upload - Eliminate paper and digitize online forms and checklists to improve efficiency and scalability of the compliance team.

Data Tracking - Increase visibility and efficiency by enhancing data across multiple B2Gnow modules, including Contract Compliance, Certification Management, and Vendor Management.

Configurable Forms - Maximize flexibility by configuring forms for exclusive staff-only use or broadening access to both staff and vendors based on specific needs.

Automatic Form Creation - Enable staff users to customize forms with the flexibility to create them manually or schedule their creation to accommodate a diverse range of use cases.

Notifications - Elevate workflow efficiency with response due dates in new forms, effortlessly creating and sending reminder notifications to ensure nothing slips through the cracks.

Automatic Responses - Quickly implement reviews into your existing processes with configurable options available for manual approval, auto-approval, or no approval needed.

Integration - Save valuable time by accessing the Reviews functionality throughout the B2Gnow system, enhancing existing processes and putting relevant data just a few clicks away.

About B2Gnow:

B2Gnow is a leader in providing business diversity, prevailing wage labor compliance, and grant management solutions. With a focus on compliance and equity, B2Gnow's innovative software streamlines vendor certification, project data collection, compliance, and reporting processes, ensuring transparency and fairness in contracting practices. B2Gnow maintains North America's largest database of over 500,000 certified, disadvantaged business entities, helping the federal government, more than half of state governments, hundreds of counties, cities, airports, general contractors, and Fortune 500 companies manage their supplier diversity and compliance programs through technology solutions for 25 years.

Key Benefits:

- ✓ Increase efficiency and validation with project documentation review
- ✓ Reduce clerical errors including typos, omissions, and misfiles to help mitigate non-compliance risk
- ✓ Improve processes to identify and examine non-compliance issues to more quickly resolve problems and keep suppliers engaged
- ✓ Optimize employee resource allocation time by eliminating unnecessary manual efforts
- ✓ Save costs through faster and more aligned processes