



## Port Online Reporting Requirements

The Port is utilizing an electronic reporting system to collect Subcontractor Payment Utilization Reports, Workforce Utilization Reports, and Certified Payroll Reports. As the prime contractor you will be responsible to ensure timely reports for you and your subcontractors at all levels are reported in the system on the frequency required per report type.

The following reports are required as part of your request for payments. Failure to submit any of the following reports within the timeframe noted for each report type will result in a delay of payment.

### **Subcontractor Payment Utilization report:**

The primary purpose of the Subcontractor Utilization Report is to monitor and track Subcontractor and Supplier Participation and monitor small business utilization goals and commitments. The Prime contractor is responsible for completing the report on a monthly basis and ensuring subcontractors are confirming payments reported to them in the system. The Prime is also responsible to ensure subprime firms are reporting monthly participation of lower tier subs. This requirement is for all subs at all tiers.

### **Workforce Utilization Report:**

The Port requires contractors to provide on-the-job training opportunities for approved and registered apprentices on construction projects over \$500,000. The Workforce Utilization report is to be completed by each subject contractor (both Prime and Subcontracts over \$100k) on a monthly basis. The primary purpose of the Workforce Utilization Report is to track utilization of apprentices on Port construction projects and attainment toward the Port apprentice utilization goals.

### **Certified Payroll Reports:**

Certified Payrolls are the payroll reports you will submit on a weekly basis. The reports must be submitted through the LCPTracker system which is an online system for entering certified payroll reports. Contractors will enter all certified payrolls and related information online. All project-specific wage rates & classifications will be online, and the contractor will choose specific rates and jobs from a menu.

The Port will use the "Prime Approver" feature from LCP Tracker, which offers additional resources and control to Prime Contractors, who will have the ability to check CPRs from their Subcontractors to the highest degree before the CPRs are passed on to the Construction Manager for final review. All Prime contractors will be required to set up a Prime Approver account to monitor submittal of subcontractor payroll reports as well as a contractor account in order to file their own payrolls electronically.

### **Training and Support**

The Subcontractor Payment Utilization and Workforce Utilization reporting system can be accessed online at [www.portofportland.dbesystem.com](http://www.portofportland.dbesystem.com), webinars and training materials are available at this website by going to the "Help & Support" link located on the bottom of the left hand side of the webpage after you log in.

The Certified Payroll Reporting system can be accessed at [www.lcptracker.net](http://www.lcptracker.net), webinars and training materials are available at this website by going to the "Training Manuals" link located on the top middle of the webpage after you log in.

For questions regarding the reporting requirements please call the Ports Office of Small Business Development at 503-415-6587 or email at [smallbiz@portofportland.com](mailto:smallbiz@portofportland.com)

## Assignment of Roles

Project Name: \_\_\_\_\_

Prime: \_\_\_\_\_ Solicitation #: \_\_\_\_\_

Complete the following section indicating the point of contact for each role indicated. Professional service contractors fill in section one only.

### 1. Subcontractor Utilization Report

You must indicate a person within your company who will be the compliance contact responsible for monthly subcontract payment utilization reporting. This person will receive an email from the Port with log-in instructions and will be the point person for port staff throughout the duration of the project.

<b>Name</b>			
<b>Job Title</b>			
<b>Email Address</b>			
<b>Phone</b>		<b>Fax</b>	

### 2. Workforce Utilization Report

You must indicate a person within your company who will be the workforce compliance contact responsible for workforce reporting and monitoring workforce reporting of subcontractors at all tiers. This person will be the point of contact for the Port regarding workforce reporting requirements.

<b>Name</b>			
<b>Job Title</b>			
<b>Email Address</b>			
<b>Phone</b>		<b>Fax</b>	

### 3. Certified Payroll Reports

You must indicate a person within your company who will be the Prime Approver for your company, this person will be responsible for setting up subcontractors in the reporting system and monitoring and approving the submittal of subcontractor certified payroll reports. This person will be the point of contact for the Port certified payroll reporting requirements.

<b>Name</b>			
<b>Job Title</b>			
<b>Email Address</b>			
<b>Phone</b>		<b>Fax</b>	

**Completed forms should be returned with signed contract**

