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### GOSR Pre-Bid Meeting Talking Points

#### **Elation Systems.**

1. This CDBG-DR, HUD-funded project is subject to compliance reporting via Elation Systems.
2. Elation Systems is a web-based system which users can access via web browser. All vendors are required to register in Elation to complete compliance reporting as well as certified payroll reports. Required quarterly reporting captures vendors' payment, EEO and Section 3 activity, as well as M/WBE participation.
  - a. All vendors, including all construction and professional services subcontractors, must register, with the exception of suppliers.
    - i. All vendors will need a DUNS # to register
    - ii. If a supplier is an M/WBE, the vendor must only register to complete reporting if there is more than one purchase order for the project. If the M/WBE supplier was utilized for one purchase order, no registration is required, but a one-time paper ADM-146 report must be completed and uploaded to Elation by the prime contractor.
3. Reports are due quarterly for the length of each vendor contract. There are between two and seven compliance reports required of all participants, depending on the type of vendor and level of participation.
  - a. There are 5 reports required of prime contractors, and an additional two if the prime contract exceeds the Section 3 threshold of \$100k.
  - b. Depending on the amount of the contract and MWBE status, there are between 2 and 4 reports required of subcontractors.
  - c. There is one report required of MWBE suppliers utilized via a single purchase order
  - d. There are three reports required of MWBE suppliers utilized via multiple purchase orders.
4. All vendors will need to complete Certified Payroll Reporting as well.
5. Please note that Certified Payroll's and compliance reporting must be current for vendor invoices to be paid.
6. The team at GOSR offers training on the use of Elation to all vendors via phone call, webinar, or in-person scheduled sessions as preferred, and is also available to troubleshoot Elation issues as they arise, whether those issues concern compliance reporting or general use of the system.
  - a. GOSR staff will set up the project in Elation and push 'live' once the prime contractor is registered. OM will from there assist with further project setup, including ensuring all subcontractors are assigned to the project.
  - b. Manuals are available for vendor use
  - c. Troubleshooting assistance available business hours Monday through Friday



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## Labor Standards and Payroll Reporting.

1. Project subject to both federal and state prevailing wages, contractors must pick the higher of the two rates.
2. As mentioned in previous category, certified payrolls are submitted in Elations.
3. Contractor is to trickle down all the provisions in subcontracts.
4. All apprentices must be in approved DOL programs.

## Diversity Compliance Resource Guide

### 1. Minority and Women Owned Business Enterprise (M/WBE)

Contractors must comply with Federal and State requirements pertaining to M/WBE utilization. Contractors must make a commitment and demonstrate an acceptable "Good Faith Effort" toward achievement of GOSR's M/WBE utilization goal of 15% MBE and 15% WBE.

- a. Search the NYS MWBE Directory. Directly solicit quotations for work available.
- b. Create an account on GOSR's Opportunity Portal and post a listing of the work required.
- c. Create an account on the NYS Contract Reporter system and list opportunities.
- a. Ensure that you record all responses received along with your evaluation.

### 2. Section 3

Contractors must comply with Federal and State requirements pertaining to Section 3 utilization. Compliance with Section 3 utilization requires Contractors to the greatest extent feasible, meet the following goals:

- a. At least 30% of new employees hired are Section 3 residents which applies to both construction and non-construction projects;
- b. At least 10% of the total dollar amount of all Section 3 covered contracts for housing rehabilitation, housing construction and public construction should be granted to eligible Section 3 businesses; and
- c. At least 3% of the total dollar amount of non-construction contracts should be granted to eligible Section 3 businesses.

Resources to assist with Section 3 compliance:

- a. Utilize the Section 3 search portal: to reach out to Section 3 firms with potential subcontracting opportunities.
- b. Maintain a log of all contacts with Section 3 firms in case opportunities develop over the life of the contract.
- c. Advertise opportunities for Section 3 participation on the GOSR Opportunities Portal and through the NYS Contract Reporter.

After all M/WBEs have been identified for utilization on the project, determine if these M/WBE firms also qualify as Section 3. Request that the subs fill out the Certification for Businesses Seeking Identification as Section 3 and that their employees fill out the Certification for Individuals Seeking Identification as Section 3.