City of Seattle
Technical Assistance Services (TAS)
What are the Backoffice Responsibilities you are Accountable for?
Topics of Discussion

- Back Office Responsibilities
- Invoicing Check List
- B2GNow
- Questions & Answers
“Back Office Responsibilities”
Overview

The responsibilities of the back office include but are not limited to administration, legal, federal and state compliance, assurance (insurance & bonding) accounting, Invoicing, reporting, state and federal tax compliance and payroll.

It is the function of the consultant/contractor/supplier to translate the contract into actionable back office responsibilities.
Actionable Items

- Term of agreement
- Time of beginning and completion
- Scope of work
- Payment
- Payment Procedures
- Reimbursables
- Prompt Pay
- Subconsultant payment reporting
- Taxes fees and licenses
- Addresses for notices and deliverables
- Social equity Requirements
- Insurance
## Back Office

<table>
<thead>
<tr>
<th>Term of agreement</th>
<th>The term of agreement provides a duration, during which the scope of work is to be completed.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time of beginning and completion</td>
<td>The time when the scope physically begins and ends, similar to term but not mutually exclusive.</td>
</tr>
<tr>
<td>Scope of work</td>
<td>Body of work which is clearly defined and expected to be performed within term. May be an attachment or exhibit.</td>
</tr>
<tr>
<td>Payment</td>
<td>Contractually agreed upon amount which may be payed as lump sum or require Invoicing.</td>
</tr>
<tr>
<td>Payment Procedures</td>
<td>Details invoicing frequency, to whom and where invoice and payment will be dispersed.</td>
</tr>
</tbody>
</table>
Back Office

Reimbursables  Items which may be used within the scope of work which the City will reimburse the consultant should the agreement specify.

Prompt Pay  Ensures consultant will be paid within 30 days upon receipt of invoice. Additionally, consultant is required to pay subconsultant within 30 days of completed service.

Sub Reporting  Subconsultant payment reporting is required through the B2GNow system.

Taxes, fees and licenses  The consultant is responsible for all taxes, fees and licenses necessary to perform scope.
### Back Office

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Addresses for notices/deliverables</td>
<td>Specifies location where all delivered items must be sent. May be in attachment or exhibit.</td>
</tr>
<tr>
<td>Social equity Requirements</td>
<td>Includes Non-discrimination, WMBE Inclusion plan submitted in proposal and Paid Sick Time and Safe Time Ordinance.</td>
</tr>
<tr>
<td>Insurance</td>
<td>Insurance certification and additional insured endorsement policy must be submitted to the city.</td>
</tr>
</tbody>
</table>
6. PAYMENT AND REIMBURSEMENT.
The Consultant shall be compensated an hourly rate of $150.00/hour not to exceed $322,000.00. The parties agree that the rate includes all direct, indirect, and overhead costs, including travel and living expenses, incurred by the Consultant in performance of the Services. Consultant agrees that there is no guarantee of a minimum amount of work or payment under this Agreement.

6.1 PAYMENT PROCEDURES.
Payment will be made within 30 days of acceptance of the deliverable(s) by the City’s Project Manager and receipt of a correct invoice and Invoice Cover Sheet (Exhibit A).

The Consultant shall include the Agreement Number and name of City’s Project Manager on Invoice. Furthermore, the Consultant must complete and attach the Invoice Coversheet for each Invoice. Submittals with incomplete Invoice and/or Coversheet will not be processed for payment.

Department of Information Technology
Accounts Payable Unit
PO Box 94709
Seattle, WA 98124-4709
Attn: AP Section
itd_ap@seattle.gov

1. TERM OF AGREEMENT.
The term of this Agreement begins when fully executed by all parties and ends on May 1, 2021 unless amended by written agreement or terminated earlier under termination provisions.

2. TIME OF BEGINNING AND COMPLETION.
The Consultant shall begin the work outlined in Attachment A - “Scope of Work” (“Work”) upon receipt of written notice to proceed from the City. The City will acknowledge in writing when the Work is complete. Time limits established under this Agreement shall not be extended because of delays for which the Consultant is responsible, but may be extended by the City, in writing, for the City’s convenience or conditions beyond the Consultant’s control.
Accounting

Pay Roll

Employees are paid weekly or every 2 weeks. Adhere to state and federal tax compliance, pay wage compliance. Minimum wage calculator. Prevailing wage: https://secure.lni.wa.gov/wagelookup/

Taxes/fees

10. TAXES, FEES AND LICENSES
Consultant shall obtain and pay all federal, state and local licenses required for the services rendered under this Agreement. Consultant shall pay all taxes arising out of or connected with the service described herein, and otherwise fulfill all statutory fiscal obligations required by law.
Legal

Federal Compliance
Fair Labor Standards Act (FLSA), IRS, COBRA, etc.
https://www.dol.gov/

State and Local Compliance

Paid Sick Time and Safe Time Ordinance: The Consultant shall be aware that the City has a Paid Sick Time and Safe Time ordinance that requires companies to provide employees who work more than 240 hours within a year inside Seattle, with accrued paid sick and paid safe time for use when an employee or a family member needs time off from work due to illness or a critical safety issue. The ordinance applies to employers, regardless of where they are located, with more than four full-time equivalent employees. This is in addition and additive to benefits a worker receives under prevailing wages per WAC 296-127-014(4). City contract specialists may audit payroll records or interview workers as needed to ensure compliance to the ordinance. Please see http://www.seattle.gov/laborstandards, or you may call the Office of Labor Standards at 206-684-4500.
Insurance

Insurance requirements vary greatly over City of Seattle contractual agreements, be sure to verify.

8. INSURANCE

Insurance certification is not required. However, the Consultant agrees that it will maintain premises operations and vehicle liability insurance in force with coverages and limits of liability typically maintained by consultants performing work of a scope and nature like that called for under this Agreement, but in no event, less than the coverages and/or limits required by Washington state law. Such insurance shall include “The City of Seattle” as an additional insured for primary and non-contributory limits of liability. Workers compensation insurance shall also be maintained if required by Washington state law.
Bonding

Surety may be required or optional. Ensure bid does not exceed per-job and total bond limitations.
"Invoicing Check List"
## Invoice Review Checklist

The City intends to pay you promptly. Below is a checklist to ensure your payment will be processed quickly. Provide this to the best person in your company for ensuring invoice quality control.

- [ ] Send the invoices to the correct address:
  
  **City Department Address/Invoice Recipient:**

  - [ ] Validate that the time period for services performed is within the Contract begin date and Contract End Date.
  - [ ] Ensure invoice items have not been previously billed or paid, given the time period for which services were performed.
  - [ ] Ensure enough money remains on the contract (including amendments), to pay the invoice.
  - [ ] Ensure the Labor Rates match the most current approved rate sheet.
  - [ ] Ensure the Overhead Rate and Fee used in calculating personnel costs match the most current approved rate sheet.
  - [ ] Ensure the Direct Charges on the invoice are allowable by contract.
  - [ ] Eliminate unallowable costs (e.g. Traveling Business or First Class, Alcoholic Beverages, etc)
  - [ ] Verify that personnel named are explicitly allowed for within the contract or most current approved rate sheet.
  - [ ] Ensure WMBE utilization is provided to the City and/or entered into the City on-line system.
  - [ ] Check the math.
  - [ ] Ensure back-up documentation is adequate and complete.
  - [ ] Verify invoice number and make sure it is not a duplicate or previously submitted. Duplicate invoices will confuse and delay your payment. Contact the City if you think a duplicate invoice is needed, before you send one.

### Definitions

- **Services:** Deliverables or work performed by the consultant including analysis, advice, recommendations, report preparation, design development, and other specialized services.
- **Direct Charges:** Non-Salary expenses that are necessary and directly applicable to the work required by the contract, for example, Travel & Per Diem, Reproduction Expenses, Office Supplies, and Sub-consultants, and other reimbursables.
- **Contract End Date:** The date the contract expires. Consultants may not work after this date.
Locating the Address

Finding the proper address to invoice may be difficult. This particular instruction and list was found in additional notes.

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>ACCOUNTS PAYABLE CONTACT</th>
<th>ACCOUNTS PAYABLE MAILING ADDRESS</th>
<th>EMAIL</th>
<th>PHONE/FAX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts &amp; Cultural Affairs, Office of</td>
<td>Sheila Moss</td>
<td>PO Box 94740</td>
<td><a href="mailto:Sheila.moss@seattle.gov">Sheila.moss@seattle.gov</a></td>
<td>206-233-7016 Phone 206-206-2012 Fax</td>
</tr>
<tr>
<td>City Auditor, Office of</td>
<td>Rhonda Lyons</td>
<td>PO Box 94729</td>
<td><a href="mailto:Rhonda.lyons@seattle.gov">Rhonda.lyons@seattle.gov</a></td>
<td>206-733-6230 Phone 206-733-6230 Fax</td>
</tr>
<tr>
<td>City Light</td>
<td>Lisa Shilton</td>
<td>PO Box 94768</td>
<td><a href="mailto:Lisa.shilton@seattle.gov">Lisa.shilton@seattle.gov</a></td>
<td>206-516-3361 Phone 206-516-3361 Fax</td>
</tr>
<tr>
<td>Civil Rights, Seattle Office for</td>
<td>Leticia Ybara</td>
<td>200 3rd Ave. Suite 800</td>
<td><a href="mailto:Leticia.Ybara@seattle.gov">Leticia.Ybara@seattle.gov</a></td>
<td>206-516-3361 Phone 206-516-3361 Fax</td>
</tr>
<tr>
<td>Economic Development, Office of</td>
<td>Suching Lue</td>
<td>PO Box 94708</td>
<td><a href="mailto:Suching.Lue@seattle.gov">Suching.Lue@seattle.gov</a></td>
<td>206-644-7289 Phone 206-644-7289 Fax</td>
</tr>
<tr>
<td>Ethics &amp; Elections Commission</td>
<td>Jiliea Jackson</td>
<td>PO Box 94729</td>
<td><a href="mailto:Jiliea.Jackson@seattle.gov">Jiliea.Jackson@seattle.gov</a></td>
<td>206-644-8787 Phone 206-644-8787 Fax</td>
</tr>
<tr>
<td>Finance &amp; Administrative Services,</td>
<td>Catherine Peng</td>
<td>PO Box 94609</td>
<td><a href="mailto:Catherine.Peng@seattle.gov">Catherine.Peng@seattle.gov</a></td>
<td>206-644-3039 Phone 206-644-3039 Fax</td>
</tr>
<tr>
<td>Fire Department</td>
<td>Shala Kelly</td>
<td>2001 2nd Ave. South</td>
<td><a href="mailto:Shala.kelly@seattle.gov">Shala.kelly@seattle.gov</a></td>
<td>206-368-1487 Phone 206-333-2753 Fax</td>
</tr>
</tbody>
</table>

II. CHANGE ORDER DESCRIPTION
n/a

III. CONTRACT HISTORY

<table>
<thead>
<tr>
<th>Contract Action</th>
<th>Description of Contract Action</th>
<th>Contract Term Dates/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Execution</td>
<td>Contract Execution</td>
<td>Initial Term 08/24/2018 — 08/24/2023 with two 2-year extensions allowed.</td>
</tr>
</tbody>
</table>

IV. ADDITIONAL NOTES
Orders must be placed by the authorized City of Seattle Department Representative. Invoices must be mailed in duplicate to the CITY OF SEATTLE Accounts Payable, per attached list. Each invoice must indicate Contract #000000000004566.
Billing Within Term and Fund

A year long contract for usage in the amount of $148,000 requires services to be rendered and invoicing up to $148,000 within the term of contract.

The City estimates annual usage of $148,000. Bidder shall publish all City of Seattle copy request from January 1, 2017 to December 31, 2017 per the specification for City’s official newspaper.

A bidder may submit a bid for one, two, or all three of the column widths below. In evaluating bids to determine the lowest and best bidder, the city will use the following formula for purposes of comparison:

A. The price per single column inch for a bid based on a 1-1/4 inch column width shall be increased 20%. This percentage represents the ratio of column inches in a 1-1/4 inch column compared to a 1-1/2 inch column.

B. The price per single column inch for a bid based on a 1-1/2 inch column width shall be evaluated as submitted without adjustment.

C. The price per single column inch for bid based on a 1-3/4 inch column width shall be decreased 20%. This percentage represents the ratio of column inches in a 1-3/4 inch column compared to a 1-1/2 inch column.

3. **Term:** Any term specified in the solicitation or specification shall prevail. Should this be a one-time purchase, the Contract shall commence on the date the City’s Buyer signs the same and shall expire sixty (60) days after delivery and acceptance of last item. If a Contract award, this contract shall be for the term specified in the solicitation, and if not specified shall be five years, with one two-year extension allowed at the option of the City. Such extensions shall be automatic, and shall go into effect without written confirmation, unless the City provides advance notice of the intention to not renew. The Contractor may provide also provide a notice to not extend, but must provide such notice at least 45 days prior to the otherwise automatic renewal date.
Approved Rate

Approved rates are attached to purchase order and blanket contracts. When bidding, approved bid acts as approved rate sheet.
“B2G Now”
B2GNow

• In 2016, B2GNow was implemented for consultant contracts, replacing the Contractor Information Database website.
• Since January 2016, all contracts executed over $289,000 had a WMBE inclusion plan.
• B2GNow provides more sophisticated tracking of subconsultant expenditures.
• The intent of B2GNow is to monitor WMBE utilization at the sub-consultant level.
Flow

Payment tracking from owner to prime on to multiple levels of subs.
Management

Tracks WMBE goals as payments are dispersed.
### Subcontractor List (Multi-tier)

<table>
<thead>
<tr>
<th>Subcontractor Name</th>
<th>Certified</th>
<th>Original Current</th>
<th>Type</th>
<th>Inc. in Goal</th>
<th>Compliance Audit</th>
<th>Final Point</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>A &amp; V Steel LLC</td>
<td>Yes</td>
<td>$21,000,000</td>
<td>Sub</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>View Edit More...</td>
</tr>
<tr>
<td>A.K.S. International Inc.</td>
<td>Yes</td>
<td>$8,000,000</td>
<td>Sub</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>View Edit More...</td>
</tr>
<tr>
<td>Matek Inc.</td>
<td>No</td>
<td>$170,000</td>
<td>Sub</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>View Edit More...</td>
</tr>
<tr>
<td>All Around Contracting Corp.</td>
<td>Yes</td>
<td>$1,393,470</td>
<td>Sub</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>View Edit More...</td>
</tr>
<tr>
<td>AMADEUS MARBLE &amp; GRANITE CORP.</td>
<td>Yes</td>
<td>$974,905</td>
<td>Sub</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>View Edit More...</td>
</tr>
<tr>
<td>Aspex Landscaping Contracting, Inc.</td>
<td>No</td>
<td>$134,000</td>
<td>Sub</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>View Edit More...</td>
</tr>
<tr>
<td>Corporate Electric Group, Inc.</td>
<td>No</td>
<td>$3,857,018</td>
<td>Sub</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>View Edit More...</td>
</tr>
<tr>
<td>IDL Communications and Electric, Inc.</td>
<td>No</td>
<td>$3,857,018</td>
<td>Sub</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>View Edit More...</td>
</tr>
<tr>
<td>Eastern Plumbing &amp; Mechanical Contractor</td>
<td>No</td>
<td>$70,000</td>
<td>Sub</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>View Edit More...</td>
</tr>
<tr>
<td>Francis Blinds and Shades Inc.</td>
<td>No</td>
<td>No</td>
<td>Sub</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>View Edit More...</td>
</tr>
<tr>
<td>J C Ryan EBCO HME LLC</td>
<td>No</td>
<td>No</td>
<td>Sub</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>View Edit More...</td>
</tr>
<tr>
<td>Holme Glass Contracting, Inc.</td>
<td>No</td>
<td>No</td>
<td>Sub</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>View Edit More...</td>
</tr>
<tr>
<td>Pendente Fence Enterprises Inc.</td>
<td>No</td>
<td>No</td>
<td>Sub</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>View Edit More...</td>
</tr>
<tr>
<td>Seagull Service Corp.</td>
<td>No</td>
<td>No</td>
<td>Sub</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>View Edit More...</td>
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<tr>
<td>Seagull Service Corp.</td>
<td>No</td>
<td>No</td>
<td>Sub</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>View Edit More...</td>
</tr>
<tr>
<td>SIGNS &amp; DECAL CORP</td>
<td>No</td>
<td>No</td>
<td>Sub</td>
<td>No</td>
<td>No</td>
<td>No</td>
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</tr>
<tr>
<td>Slope Electric Inc.</td>
<td>No</td>
<td>No</td>
<td>Sub</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>View Edit More...</td>
</tr>
<tr>
<td>Structural Stone, LLC</td>
<td>No</td>
<td>No</td>
<td>Sub</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>View Edit More...</td>
</tr>
</tbody>
</table>

10 tier sub list tracks certification
Documents

All documents can be managed within system
Audit

Tracks WMBE goals in comparison to payment dispersal
Questions and Answers
For More Information About the TAS Program Please Contact
Zavere Weeks
zweeks@nwmmsdc.org
(253)243-6964
City of Seattle Technical Assistance Services (TAS)
What are the Backoffice Responsibilities I am Accountable for?