Prince Georges county | **Office of Central Services** | **CCS** *Certification & Compliance System*

FAQ's

What is CCS?

CCS is the Certification & Compliance System for the Office of Central Services. It's web-based portal that serves as a certification database for the Supplier Development and Diversity Division (SDDD), and a utilization reporting tool for the Contract Compliance Unit (CCU).

SDDD:

CCS allows vendors to apply for online certification as County Based Businesses, County-Based Small Businesses, or County-Located Businesses. Additionally, your firm may gain a reciprocal Minority Business Enterprise certification if you currently hold a certification with one of the seven certifying agencies listed:

- Maryland Department of Transportation **(MDOT)**
- Washington Metropolitan Area Transit Authority **(WMATA)**
- Capital Region Minority Supplier Development Council **(CRMSDC)**
- National Minority Supplier Diversity Council **(NMSDC)**
- Department of Veterans Affairs **(VA)**
- Women Presidents' Educational Organization **(WPEO)**
- US Pan Asian Chamber of Commerce **(USPAACC)**

CCU:

CCS allows the Prime vendors to submit monthly supplier utilization reports. It also allows subcontractors to corroborate those payments directly in the system via email confirmation. Prime vendors can submit supplier utilization modification requests and utilize the SDDD directory in the system to search for vendors to perform the mandated goal requirements.

I registered in SAP, do I register with CCS?

Yes, SAP will continue to be the County's financial system of record for payment. It is vital for your firm to be registered in SAP for procurement opportunities and payment. CCS registration is required for applying and maintaining certification with the County as well as contract utilization and compliance reporting for Prime's and Subcontractors.

![Prince George's County Office of Central Services logo]

CCS
Certification & Compliance System

This web-based system will maintain the directory of certified diverse suppliers, and track prime and subcontractor utilization participation on Prince George's County Government contracts. Our system is designed to streamline certification applications and compliance reporting requirements. This self-serve management system empowers vendors to maintain accurate contact information and monthly reporting.

Online Submissions Begin 9/1/19

STOP

Paper Submission End: 9.15.19

How do I register as a Vendor?

First see if you are already a registered vendor: Click on Search for Registered Vendors and search the CCSVendor Registry

If you are not registered, click on Apply for Registration

How do I apply for Certification?

Follow instructions: Link to Guide

How do I add a user to my company?

From the log in screen.

- Select Information for Vendors
- Select the Account Lookup link *(located at the bottom of the pop-up window)*
- Enter your company's information
- When the search results appear, Select Request New User for This Entity
- If you are already logged in:
- Select Edit Settings from the left hand navigation
- Select Business Settings
- Select Add a User and complete the form

How do I add a subcontractor?

Follow Instructions: Link to Guide

What are "Compliance Audits"?

Compliance audits are monthly reporting periods.

Who needs to complete:

- Consultant
- Ideally, someone in your company that is aware of invoicing within your company and comfortable using technology
- What do I do? Audit notifications are being sent to the wrong person in my company
- All Consultants and contractors who have active contracts and/or agreements (including energy projects) are required to complete compliance audits in the CCS system

All subcontractors, regardless of tier, and suppliers are required to confirm payments that have reported as paid to them by the contractor or

Log into the system,

- Please be sure the person that you want to email notifications to e sent to is a user in your company before you request the change. View instructions on how to add a user to your company
- Click on Contracts (in dashboard or from the left hand navigation menu
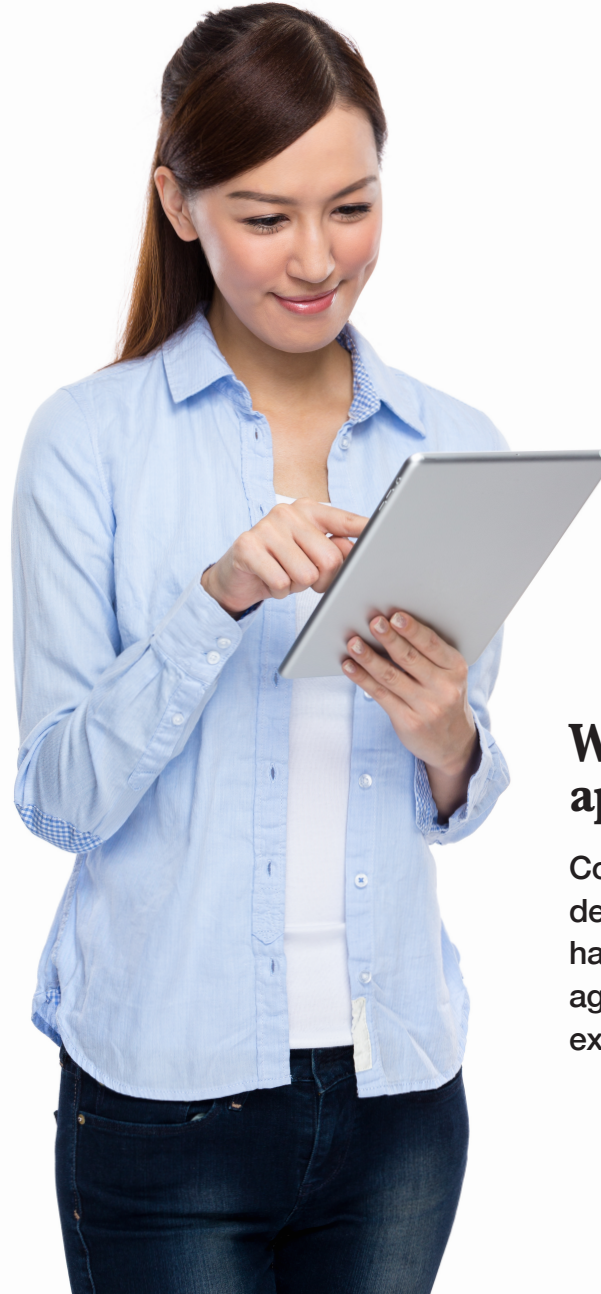
- Click on (change) in the 'Contract' field
- Select the name from the drop down list
- Click Save
- You can also send a message through the CCS system to the Compliance Officer (the CCU Contract Officer) and ask them to change the contact person
- Or you can send a message to the CCS Diversity Compliance Support Specialist and they will change the contact person on the contract.

When will my contract /agreement appear in CCS?

Contracts/agreements are uploaded into CCS by your designated CCU analyst once a Notice to Proceed document has been processed by CAP. If you do not see your contract/agreement in the CCS within two weeks after your firm has executed the agreement, please contact:

Ocscontractcompliance@co.pg.md.us

When do I complete the compliance audits?

CCS sends an automated email on the first day of each month notifying the contact person that the audit period is open for reporting.

Compliance audits should be reported before the next audit period opens.

Subcontractors and suppliers will receive notifications to confirm payments as soon as payment is reported. They can complete the compliance audit as soon as they receive notification.

What do I need to report?

Please report total payment amount received by your company in the month it was received. If your payments do not include retainage, do not include retainage in the reported payment until it is actually received by your company.

I didn't receive a payment this month, do I still need to complete the compliance audit?

Yes, you will still need to complete the compliance audit. You will simply report $0.00 as the amount.

I missed the audit deadline and now the system says it's locked, what do I do?

Send a message in CCS by selecting "Message" then "Send a Message" from the left hand navigation menu when you are logged in.

Please include the contract number and audit period (month/year) that is locked in the message.

Do I have to add all my subcontractors or just the ones that have a certification that is counted?

All subcontractors and suppliers are required to be added to your contract/agreement. This includes those that do not have a certification.

I reported the incorrect amount and need to edit the payment amount, what should I do?

Simply send a message through CCS either from the left hand navigation menu or by choosing Messages from the top tabs. Please include the contract number and audit period (month/year) that needs to be edited.

Strategic Sourcing

By registering in CCS, your firm will be notified of all procurement opportunities through SDDD. SDDD will use this system to recruit quality vendors to provide products and perform services necessary for the successful operations of the County.

Online Training

Available first come, first serve via RSVP: **Online Training.** Please note you must be logged into CCS in order to attend training. The online training is facilitated by the software host agency B2G NOW. You will receive a comprehensive system training. However, if you require agency specific training,

For Certification | SDDD : Sddd@co.pg.md.us
(Supplier Diversity Development Division)

For Contracts | CCU: Ocscontractcompliance@co.pg.md.us
(Contract Compliance Unit)