

# Adding, Removing, and Substituting a Subcontractor

## Adding a Subcontractor:

**\*All requests whether submitted by a prime or subcontractor must have a B2GNow Subcontractor Form attached. Please be sure to include any certifications that apply.**

The **red squares** in the screenshots indicate where to click.

1. A. Start by accessing the desired contract. Select the “view” option on the left of the screen and then select “My Contracts” to display your current contracts.

The screenshot shows the Los Angeles World Airports dashboard. On the left sidebar, the 'View' button is highlighted with a red square, and 'My Contracts' is highlighted with another red square. The main content area includes a 'Dashboard' section with a table for 'Contract' and 'Contract Audits'. The 'Contract' table shows 1 Total and 1 Open. The 'Contract Audits' table shows 0 Total, 1 < 90 days, and 0 > 90 days. Below this is the 'Certification Center' section. On the right, there are sections for 'Key Actions', 'Alerts', 'System News', and 'Configure'.

- B. Select “View” on the desired contract.

The screenshot shows the 'Vendor Profile: Contracts' page for 'LAWA Procurement Test'. It features a navigation menu with tabs for General, Public Profile, Users, Commodity Codes, Contracts, Employees, Certifications, Contracts, Workforce Comp/EEO, and Questionnaires. Below the navigation is a table titled 'Contracts as Prime Contractor' with columns for Contract Number & Title, Contracting Organization, Prime Contact, Status, Dates, Award Amount, and Paid Amount. A 'View' button is highlighted with a red square in the first row of the table. Below this is a section for 'Contracts as Subcontractor' which shows 'No contracts assigned as a subcontractor'.

- The "View" link will take you to the contract's main tab. To add a subcontractor select "view subcontractors" located in the middle of the screen or click on the "subcontractors" tab at the top.

**Contract Management** Help & Tools

Contract Main | View Contract | **Subcontractors** | Compliance Audit List | Compliance Audit Summary | Messages | Comments | Reports

Los Angeles World Airports  
 Sub Mod Form Test: Sub Mod Form Test  
 Prime: LAWA Procurement Test

Status: Open  
 11/14/2019 - 11/14/2020  
 Current Value: \$1,000,000

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**Contract Information** Refresh Page

Contract Title	Sub Mod Form Test
Contract Number	Sub Mod Form Test
System Transaction Number	04658352-0001
Start Date	11/14/2019
(Projected) End Date	11/14/2020
Contract Value	\$1,000,000.00
Compliance Officer	Jason Flannigan

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**User Assignment**

Contract Type	Subcontract Percent	Compliance Contact Person	Compliance Audit Required
Prime	-	Test Contract	<input checked="" type="checkbox"/>

View Subcontractors
Compliance Audit List

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**Contract Status & Actions**

Contract	Status	Actions	Previous Transactions
Contract	Open	<a href="#">View Contract</a>	
Contract/Change Orders			None
Contract Extensions/Shortenings			None

- Select "Add First Tier Subcontractor", or whichever tier applies. A first tier subcontractor works directly under the prime contractor and receives payments from the prime. A second tier subcontractor, or beyond second tier, is directly below another subcontractor and receives payment from that subcontractor and not the prime contractor.

**Contract Management: Subcontractor List** Help & Tools

Contract Main | View Contract | **Subcontractors** | Compliance Audit List | Compliance Audit Summary | Messages | Comments | Reports

Los Angeles World Airports  
 Sub Mod Form Test: Sub Mod Form Test  
 Prime: LAWA Procurement Test

Status: Open  
 11/14/2018 - 11/14/2020  
 Current Value: \$1,000,000

All subcontractors assigned to this contract are listed below. Refresh Page

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**Subcontractor List**

Subcontractor Name	Certified	Current Award	Type	Inc. in Goal	Compliance Audit	Final Pmnt	Actions
1 JDJD Music Group, Inc. [Substitution request approved on 11/14/2019]	No	\$500,000	Sub	No	No	No	
1 JDJD Music Group, Inc.	No	\$5	Sub	No	No	No	<span style="border: 1px solid red; padding: 2px;">Add Tier 2 Sub Substitute Remove</span>
1 Queen Q's Design [Removal request approved on 11/20/2019]	<input checked="" type="checkbox"/>	\$500,000	Sub 100%	<input checked="" type="checkbox"/> DVBE	No	No	

Add First Tier Subcontractor

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**Subcontractor Addition Requests**

Vendor Name	Submitted By	Certified	Requested Percent/ Amount	Inc. in Goal	Compliance Audit	Date Requested	Status	Actions
Queen Q's Design	Test Contract	<input checked="" type="checkbox"/>	\$275,000	<input checked="" type="checkbox"/> DVBE	No	12/5/2019	Pending	<a href="#">View Withdraw</a>
JDJD Music Group, Inc.	Test Contract	No	\$5	No	No	11/14/2019	Approved	<a href="#">View</a>
Queen Q's Design [Substitution of JDJD Music Group, Inc.]	Test Contract	<input checked="" type="checkbox"/>	\$500,000	<input checked="" type="checkbox"/> DVBE	No	11/14/2019	Approved	<a href="#">View</a>
JDJD Music Group, Inc.	Test Contract	No	\$500,000	No	No	11/14/2019	Approved	<a href="#">View</a>



## Removing or Substituting:

### 5. Definitions:

**Substitution:** replacing one subcontractor with another subcontractor

**Removal:** having a subcontractor discontinue all work on the contract

After a subcontractor has been added, the subcontractor's name will appear in the "Subcontractor List" (Follow steps 1&2 to view the subcontractors). Under the "Actions" column, you can either substitute or remove a subcontractor. The substitution and removal of a subcontractor requires proof showing that the subcontractor is aware of the request and has agreed.

\*Please note: any subcontractor that has been listed are not officially removed; however, they will be marked as inactive.

**Contract Management: Subcontractor List**
Help & Tools

[Contract Main](#) | 
 [View Contract](#) | 
 [Subcontractors](#) | 
 [Compliance Audit List](#) | 
 [Compliance Audit Summary](#) | 
 [Messages](#) | 
 [Comments](#) | 
 [Reports](#)

 Status: **Open**  
 11/14/2018 - 11/14/2020  
 Current Value: **\$1,000,000**

Los Angeles World Airports  
 Sub Mod Form Test: Sub Mod Form Test  
 Prime: LAWA Procurement Test

All subcontractors assigned to this contract are listed below. [Refresh Page](#)

Subcontractor List								
Subcontractor Name	Certified	Current Award	Type	Inc. in Goal	Compliance Audit	Final Pmnt	Actions	
1 JDJD Music Group, Inc. <span style="color: red; font-size: x-small;">[Substitution request approved on 11/14/2019]</span>	No	\$500,000	Sub	No	No	No		
1 JDJD Music Group, Inc.	No	\$5	Sub	No	No	No	<span style="border: 1px solid #0070c0; padding: 2px;">Add Tier 2 Sub Substitute Remove</span>	
1 Queen Q's Design <span style="color: red; font-size: x-small;">[Removal request approved on 11/20/2019]</span>	✔	\$500,000	Sub 100%	✔ DVBE	No	No		

Add First Tier Subcontractor

Subcontractor Addition Requests								
Vendor Name	Submitted By	Certified	Requested Percent/ Amount	Inc. in Goal	Compliance Audit	Date Requested	Status	Actions
Queen Q's Design	Test Contract	✔	\$275,000 DVBE	✔	No	12/5/2019	Pending	View Withdraw
JDJD Music Group, Inc.	Test Contract	No	\$5	No	No	11/14/2019	Approved	View
Queen Q's Design <span style="color: red; font-size: x-small;">[Substitution of JDJD Music Group, Inc.]</span>	Test Contract	✔	\$500,000 DVBE	✔	No	11/14/2019	Approved	View
JDJD Music Group, Inc.	Test Contract	No	\$500,000	No	No	11/14/2019	Approved	View

6. a. **Substitution:** Complete the fields in the red, shown below. The process is exactly the same as the sub addition process. Complete all required fields; include the B2GNow Subcontractor form and all applicable certifications.

Contract Man View Contract Subcontractors Compliance Audit List Compliance Audit Summary Messages Comments Reports

Los Angeles World Airports  
Sub Mod Form Test: Sub Mod Form Test  
Prime: LAWA Procurement Test

Status: Open  
11/14/2018 - 11/14/2020  
Current Value: \$1,000,000

\* required entry

**Substitution Information**

Please provide the following mandatory documents: B2G Subcontractor form, Supporting document showing proof that the subcontractor has agreed to no longer perform work on the project Provide the following documents, if applicable: Business Enterprise Certifications (letter, certificate, screenshot, etc.), Scope of Work

Subcontractor to be Substituted JDJD Music Group, Inc.

Reason for Substitution \* None selected

Substitution Detail \*

Attach File(s) \* Attach File

- b. **Removal:** Below is the screen for sub removal.

Contract Management: Request Subcontractor Removal CLOSE WINDOW X

Mandatory document to provide: Document from Subcontractor agreeing to removal/deactivation Optional document to provide: Original Subcontractor's Participation Plan

\* required entry

**Removal Information**

Subcontractor to be Removed JDJD Music Group, Inc.

Reason for Removal \* None selected

Removal Detail \*

Attach File(s) \* Attach File

Spell Check Submit Cancel

7. Upon submitting a request for addition, substitution, or removal, the designated contract administrator will review all of the fields and attachments to approve or deny the request.