

## Document Release Notice

<b>Document #:</b>	SP 0.20	<b>Title:</b>	NTTA Business Diversity Prism Contract Compliance Tracking Software	
<b>Current Revision #:</b>	12-Jan	<b>Type of Change:</b>	<input type="checkbox"/> ORIG RELEASE <input checked="" type="checkbox"/> REVISION <input type="checkbox"/> ARCHIVE <input type="checkbox"/> OBSOLETE	
<b>New Revision #:</b>	12-Jul	<b>DRN Number:</b>	10412	<input type="checkbox"/> MAJOR <input checked="" type="checkbox"/> MINOR <input type="checkbox"/> ADMIN
<b>Date Submitted:</b>	7/12/2012	<b>Document Type:</b>	NTTA Special Provision	Choose from Drop Down Menu - left

**Summary of Proposed Changes:**


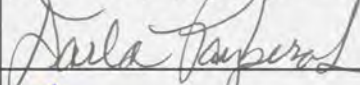
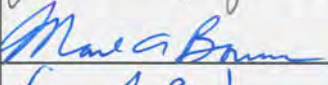
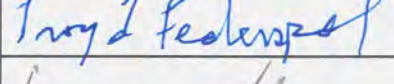
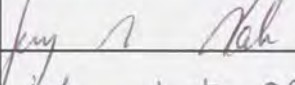
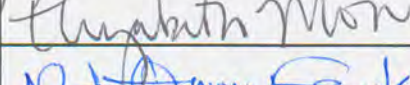
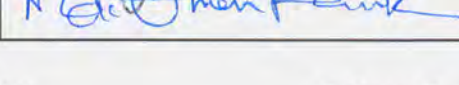
- Include paragraph numbers or other references & attach a copy of the new or revised documents
- For new documents, indicate "Original Release"

This document was modified to change the NTTA link where contractors can get additional information regarding the Diversity Policy.

**Reason for New Release / Revision / Obsolescence:**

NTTA website was revised and the links changed.

**Required Signatures:**

Title	Printed Name	Signature	Date
Originator	Anthony Coleman, BDD		7/31/12
Subject Matter Expert	Darla Payberah		7/31/2012
NTTA Manager	Mark Bouma		8/2/12
Quality Manager	Troy Federspiel		8/7/12
PD Contracts Manager	Ijay Nkele		8/8/12
Director of Project Delivery	Elizabeth Mow		8-24-12
Document Control	Md Omar Faruk		8/27/2012



## REQUEST FOR NEW OR PROPOSED REVISION TO A SPECIAL PROVISION OR SPECIAL SPECIFICATION

Construction: Project Delivery ☒ Maintenance ☒ ITS ☐ Specification Book Year 2004  
Non-review ☐ Reviewed ☒

Anticipated Use: System Wide Use ☒ Specific Tollway/Turnpike Use ☐ One Time Use ☐

County: \_\_\_\_\_ Project Number: \_\_\_\_\_  
City: \_\_\_\_\_ Letting Date: \_\_\_\_\_  
Highway: \_\_\_\_\_

Proposed Special Provision or Special Specification (Title):  
SP-0.20 NTTA Business Diversity Prism Contract Compliance Tracking Software

Conditions that created the need for the New Special Provision or Special Specification:  
Revised NTTA website link for additional information regarding the Diversity Policy.

Is the Proposed Special Provision or Special Specification identical or similar to a previously approved Specification or provision? Yes If yes, then list most recent number: SP-0.20.1

Give a brief summary of content (if similar to previously approved specification or provision, list changes and provide marked up copy):

Revised NTTA website link for additional information regarding the Diversity Policy.

Reference Items: \_\_\_\_\_

File Name: SP\*0 20 BDD Prism Software 072012

Justification for limited review:  
The Business Diversity Department modified this document which is included in project delivery contracts.

Created by: Voranique Simon Phone: 972-361-8192 Date: 07/12/12

Submitted by: Darla Payberah Phone: 972-682-3153 Date: 7/26/2012

Recommended By: MARK BOUMA Date: \_\_\_\_\_

New special provision/ special specification number SP 0.20.2

Bid Item Number (for new special specification only) n/a

Bid Item Code, Abbreviation, and Pay Item Unit <sup>(1)</sup> n/a

Note 1: Abbreviation and Pay Item Units to be provided with this form. The Item Code will be assigned at the approval of the specification.



**NORTH TEXAS TOLLWAY AUTHORITY  
SPECIAL PROVISION  
IMPORTANT NOTICE TO CONTRACTORS  
“NTTA BUSINESS DIVERSITY PRISM CONTRACT COMPLIANCE  
TRACKING SOFTWARE”**

**1. Introduction**

The NTTA PRISM contract compliance software (NTTA PRISM system) is the Authority's web-based computer system that tracks the monthly subcontractor payment reporting for NTTA contracts.

As outlined in the NTTA Business Diversity Department Contracting and Compliance Manual (CCM), if a contract includes a D/M/WBE subcontracting commitment, the prime contractor shall submit a Monthly Subcontractor Progress Report (Form 4907) to the Business Diversity Department (BDD). Form 4907 reflects actual payments made for the specific month indicated. Information provided on Form 4907 is utilized to monitor and track the percentage of work performed by all subcontractors and to confirm whether the contract-specific goal established is fulfilled.

When fully implemented, the NTTA PRISM system is intended to replace the current manual subcontractor payment reporting with a more efficient online reporting process.

**2. Contractor's Obligations**

The Contractor shall utilize the NTTA PRISM system for monthly subcontractor payment reporting and other reporting compliance as outlined in the CCM. Contractors will have a designated User ID and password to login to the NTTA PRISM system and may access the NTTA PRISM system over the internet 24 hours a day, seven days a week via the following link: <https://pro.prismcompliance.com>.

The NTTA PRISM system is an official record of communications between the Contractor and the NTTA Business Diversity Department. Information provided in the NTTA PRISM system is utilized to monitor and track the percentage of work performed by all subcontractors and to confirm whether the contract-specific goal established is fulfilled.

The Contractor shall understand the procedures listed in the Pre-Award and Post-Award Compliance sections of the CCM which can be found at the NTTA website at <http://www.ntta.org/procurement/busdiv/bestpractices/Pages/default.aspx>.

Within 14 days after the Contract is awarded, the Contractor shall submit a list containing the name, company, role/title, telephone number, and e-mail address of individuals who will attend the training sessions for the use of the NTTA PRISM system. Training will be provided by the Authority at no cost. All the NTTA PRISM system users shall complete the training prior to receiving access to the NTTA PRISM system; no exceptions will be granted. The Contractor shall agree to comply with all terms and conditions associated with its use of the NTTA PRISM system. At any time during the contract, the Contractor may request for additional NTTA PRISM system training as a refresher course for existing NTTA PRISM system users or to add new individuals who will require use of the NTTA PRISM system.

### **3. Equipment**

The Contractor shall obtain the necessary computer equipment, at its own expense, to access the NTTA PRISM system. Please refer to the General Notes in the plan set regarding the list of computer equipment and software required for this project to meet the requirements set forth in the Special Provision 0.19, "Important Notice to Contractors – NTTA Enterprise Project Delivery System", if applicable. This same list of computer equipment and software required will suffice for the NTTA PRISM system.

The Contractor will be able to access the NTTA PRISM system via the internet from any location 24 hours a day using their designated user id and password via the following link: <https://pro.prismcompliance.com>. In the event that the NTTA PRISM system becomes inoperable or unavailable to the Contractor, the Contractor shall contact the Business Diversity Department to have the software repaired and for directions of processing required documentation until the NTTA PRISM system is operational. Once the NTTA PRISM system is in operation again, the Contractor shall upload the required documentation through the NTTA PRISM system.

### **4. Documentation**

The Contractor shall understand the procedures listed in the Pre-Award and Post-Award Compliance sections of the CCM and submit all required documentation.

### **5. Noncompliance**

The Contractor shall understand and be required to comply with the procedures listed in the Pre-Award and Post-Award Compliance sections of the CCM which can be found at the NTTA website at <http://www.ntta.org/procurement/busdiv/bestpractices/Pages/default.aspx>.

### **6. Measurement and Payment**

The work performed, materials furnished, equipment, labor, tools, and incidentals required for compliance with this special provision will not be measured or paid for directly, but will be subsidiary to the various bid Items.



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May 2012 |

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Field Code Changed

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