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Civil Rights Certification & Compliance System (CRCCS) Frequently Asked Questions (FAQ)

1. What is the Civil Rights Certification & Compliance System?

The Civil Rights Certification & Compliance System (CRCCS) combines online tools for contract compliance reporting, payment tracking, applying for DBE Certification, and submitting electronic certified payrolls. Contractors will submit documents and information supporting their Good Faith Efforts after bid openings and will submit all required certified payroll through the system. Contractors/vendors and the Department will be able to communicate with each other easily through the system.

The system is based on a partnership between B2Gnow Certification & Compliance System and LCPtracker, a certified payroll tracking firm. Both are national firms that supply business to government online data services.

2. Who needs to use the CRCCS system?

All contractors working on federal-aid highway construction jobs need to be in the system. When the prime contractor is paid through the NDDOT payment system, the prime will enter their payments to subcontractors and suppliers into the system. DBEs will electronically confirm receiving payments through the system.

3. Are prime contractors required to use the CRCCS system?

No, not at this time. But, all prime contractors awarded federal-aid highway contracts are STRONGLY ENCOURAGED to use the system in reporting payments to subcontractors and DBEs.

When fully implements, contractors will upload all required post-bid/pre-award documentation through the system prior to award. All subcontractors and DBEs on the job will be stored in the project record. When NDDOT makes payments, primes will enter payments made to all subcontractors and any DBEs on a project. Entering payments through the system eliminates monthly paper reporting requirements.

4. My business is not in the system, how do I create a new account?

If you are not already in the system and do not work in a state that uses the B2Gnow Certification & Compliance System.

- Navigate to: https://dotnd.diversitycompliance.com/ to search the system's user.
- Enter search parameters in the Search box and click the Search button. Search results are then displayed at the bottom of the page.
- If you do not see your business listed in the search results, or the contact information is incorrect, send an email to the customer service contact listed on the Contact Us & Support page. Include your business and personal contact information for verification.
- Additional information may be requested for security purposes.

5. Is there a cost to use the CRCCS system?

No. CRCCS is accessed online at no additional cost to the user.

6. Are there training classes on how to use the new system?

From the main Civil Rights Certification and Compliance System homepage:
https://dotnd.diversitycompliance.com/

- Click Training & Events to learn select free classes.
  - Hour-long web-based courses with live instructors and other users just like you.

7. I currently use B2Gnow and/or LCPtracker in another state; do I have to create a new account?

If you are a contractor in a state that uses the B2Gnow Certification & Compliance System, you are already in the system.

- Navigate to the main Civil Rights Certification and Compliance System portal page.
- Locate "Account Lookup" in the center of the page under the blue Renew Your Certification bar.
- Enter your Federal Tax ID (or social security number in the case of a sole proprietorship) to locate your account.
- If your account is found, you can add new users, reset your password, and change your information.
- If there is no account already set up, you can email Customer Support directly from the Account Lookup page.
- Your email address will be your User ID.

8. What should I do if I have issues with the software?

From the main Civil Rights Certification and Compliance System homepage:
https://dotnd.diversitycompliance.com/

- Click Help/First Time Visitors to learn how to:
  - Log in to the system
  - Retrieve your username
  - Change your password
  - Get help from customer/technical support
- Click Contact Us & Support to request support

9. What if my firm's address has changed or we have a new telephone number?

For any simple change of contact information that needs to be made in the system, email customer support at: crsshelp@nd.gov

10. I'm a prime contractor, how can I find DBE firms to work on the projects I'm bidding?

All certified firms are listed in the DBE Directory-
https://dotnd.diversitycompliance.com/FrontEnd/VendorSearchPublic.asp?TN=dotnd&XID=274
To access the database and find DBE firms, click "**Search**" at the bottom of the page to view all DBEs in the ND DBE Directory.

11. How can I find contracting opportunities on transportation related projects in North Dakota?

- If you intend to locate work or generate sales in North Dakota, sign up for the Department's ListServ. NDDOT circulates notices of project changes, wage rates, requests for bids, and other important DBE Program and construction project information through the Civil Rights Division's ListServ. Sign up for the ListServ: http://web.apps.state.nd.us/itd/listserv/maint.htm?reqid=DOT-CRO&request=AgencyListServEnterEmail
- Prime contractors and large subcontractors sign in to the Bid Opening Sign In System to indicate their interest in bidding on work. Navigate to http://www.dot.nd.gov/business/bidinfo.htm to access the Report for Prime Contractor & Sub over $500K Sign-In. Then call, email, or fax bidders with your quote using the contact information provided there.