

How to add subcontractors

1. Log into <https://universityofcalifornia.gob2g.com/>
2. Once logged in: Click **View >> My Contracts** and click on the Contract Title Name associated with UCM

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View Summary

To **resort** click on column title. To **filter** click on the drop down menu. [Refresh Table](#) [Reset Filters](#) [Download](#)

Assignment Type	Organization	Status	Contract Number & Title	Prime Contractor	Assigned Contacts	Dates	Current Value	Paid To Date
All	All	All	All	All	All			
Prime	UCM	Open	DB25-01: Classroom and Office Building 3		Kelly Harrison	7/24/2025 - 12/31/2027	\$61,000,000	\$0

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3. Click on the **Subcontractors** tab

Contract Management

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

University of California, Merced
DB25-01: Classroom and Office Building 3
Prime: John F. Otto, Inc.

Contract Information

CONTRACT TITLE	Classroom and Office Building 3
CONTRACT/PO NUMBER	DB25-01
SYSTEM TRANSACTION NUMBER	09413974-0001
START DATE	7/24/2025
(PROJECTED) END DATE	12/31/2027
CONTRACT VALUE	\$61,000,000.00
CONTRACT ADMINISTRATOR	Sara Anastos

4. Click **Add First Tier Subcontractor**

Contract Management: Subcontractor List

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University of California, Merced
DB25-01: Classroom and Office Building 3
Prime: John F. Otto, Inc.

Status: **Open**
7/24/2025 - 12/31/2027
Current Value: **\$61,000,000**

All subcontractors assigned to this contract are listed below.

[Refresh Page](#)

Subcontractor List

[Add First Tier Subcontractor](#)

No subcontractors assigned to this contract.

Subcontractor Addition Requests

No subcontractor additions requested.

5. Click **Get Vendor**

Contract Management: Add Subcontractor

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University of California, Merced
DB25-01: Classroom and Office Building 3
Prime: John F. Otto, Inc.

Status: **Open**
7/24/2025 - 12/31/2027
Current Value: **\$61,000,000**

* required entry

Vendor Information

VENDOR *

[Get Vendor](#)

from vendor database

Applicable Vendor Certifications

Assign a vendor and [click to refresh certification list](#).

6. Search for your Subcontractor by any of the parameters available, once you receive your results Click “**Select Vendor**” or if you are unable to find your subcontractor click “Add New Vendor”. If you are adding a new vendor, key in all required information and then click “**Review**” and then “**Save**”

Search: Vendors

[CLOSE WINDOW](#)

To **resort** click column title. To **filter** click drop down menu

Business Name	Location	Phone Number	Actions
B2GNOW TEST VENDOR 127 DBA MEL TESTING	PHOENIX, AZ	555-555-1234	Select Vendor
B2GNOW TEST VENDOR 127	NEW YORK, NY	212-830-2270	Select Vendor

1 - 2 of 2* records displayed: Page [1](#)

[Search Again](#)[Add New Vendor](#)[Cancel/Return](#)

7. Complete the required fields:

- Assign a Compliance Contact & Address
- Enter either the subcontract amount OR the percent

- c. Select Yes to include in Compliance Audits
 - d. If the subcontractor is certified, say YES to count towards the goal and select the correct goal type per their certification
 - e. Select the type of participation
 - f. Enter in the Work Description
 - g. Enter the Subcontract Award/Commit Date
 - h. Enter the Estimated Work State Date
 - i. For the Add Vendor to Existing Audits for this Contract double check with UCM if the subcontractor should be included in PAST audits, if yes, select yes and put in the right Month/Year for the past audits. If the subcontractor should be listed on the NEXT audit, select No
 - j. Add a comment since it is required
 - i. Could be as simple as “add tier 1 sub”
 - k. Click **Review and Save**
8. Continue the above steps for every subcontractor

Prime Reporting Payments

1. Log into <https://universityofcalifornia.gob2g.com/>
2. Click **View >> My Contract Audits** & Click **Incomplete** to the audit you need to report your payment on

Contract Audits

Messages | **Contract Audits** | Bid Solicitations | Outreach

Displays all audits. Click the transaction number or status to view. To view **older audits**, select a different time period in the **Audit Period** drop down menu. To display only **incomplete audits**, select a different status in the **Current Status** drop down menu. Results may be listed on multiple pages.

☐ Show ONLY records assigned to you Show ALL Incomplete Audits

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To **resort** click on column title. To **filter** click on the drop down menu.

Status	Audit Period	Contract Number & Title	Organization	Paid to Prime
All	< 90 days	All	All	
Incomplete	October 2025	DB25-01: Classroom and Office Building 3	University of California, Merced	\$20,000.00

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3. Click **Report Subcontractor Payment**

Compliance Audit: Audit Notice for October 2025

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University of California, Merced
DB25-01: Classroom and Office Building 3
Prime: John F. Otto, Inc.

Status: **Open**
7/24/2025 - 12/31/2027
Current Value: \$61,000,000

This is an audit notice for the contract listed below. Submit a response for each item listed below by clicking each link in the **Compliance Audit Actions** table. It is possible that some actions are not available at a specific time due to pending reports from other contractors.

Compliance Audit Information

COMPLIANCE AUDIT PERIOD	October 2025
DATE & TIME POSTED	Local: 11/13/2025 11:42:17 AM PST System: 11/13/2025 1:42:17 PM CST

Submit a response for each item listed below by clicking each link. It is possible that some actions are not available at a specific time. As the **prime contractor** your responsibility is to report payments made to subcontractors.

Compliance Audit Actions

Category	Action Required	Response Due Date
Prime Contractor	Report 1 subcontractor payment	due by 12/13/2025 audit lock on 2/11/2026

4. Click **Submit ALL Incomplete Records**

Compliance Audit Summary - Total Contract Through TODAY (11/13/2025)					
	Award	Award Percent	Payments	Payments Percent	Difference (Payments - Award)
Prime Contract	\$61,000,000.00		\$20,000.00		
For Credit	\$0.00	0.000%	\$0.00	0.000%	Goal matched
Contract Progress					
For Credit Progress					

Award values may not match due to differences between overall contract goal and subcontractor assignments.

Mark Remaining Subcontractors as Zero

Mark Audit as Final

Submit ALL Incomplete Records

Report Error

Subcontractor Payments for October 2025										
Subcontractor	Certified	Type	Inc. in Goal	Actions	Paid Amount in October 2025	Confirmed by Sub	Total To October 2025	Contract Goal	Actual Percent	
1 B2Gnow Test Vendor 127 DBA Mel Testing Taya Test jcareese22@gmail.com P 000-000-0000, F 000-000-0000	No	Sub	No	Submit Response	Not Reported	--	\$0.00	5.000%	0.000%	

Click subcontractor name to view payment history for this contract. Click contact person's name to send them a message.

- Enter payment, payment date, and payment details & comments for all incomplete subcontractor payment records & Click **Save** (use only numbers and decimal if needed, the comma will cause an error)

Compliance Audit: Bulk Payment Reporting for October 2025

Help & Tools

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University of California, Merced
DB25-01: Classroom and Office Building 3
Prime: John F. Otto, Inc.

Status: Open
7/24/2025 - 12/31/2027
Current Value: \$61,000,000

Enter payments and related details. All lines do not have to be submitted at the same time, but the full list must be completed to entirely respond to the compliance audit. Payment details are visible to the subcontract, comments and attached documents are not.

Subcontractor Payment Information				
Subcontractor	Total	Payment for October 2025	Payment Date	Payment Details & Comments
1 B2Gnow Test Vendor 127 DBA Mel Testing	\$0.00	\$ 10,000	10/14/2025	Payment Detail: test Docs Comments: test

Save

Return to Vendor List

Subcontractor Confirming Payments

1. Log into <https://universityofcalifornia.gob2g.com/>
2. Click **View >> My Contract Audits** and click **Incomplete** on the audit needed to confirm

Contract Audits

Messages Contract Audits Bid Solicitations Outreach

Displays all audits. Click the transaction number or status to view. To view **older audits**, select a different time period in the **Audit Period** drop down menu. To display only **incomplete audits**, select a different status in the **Current Status** drop down menu. Results may be listed on multiple pages.

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All	< 90 days	All	All	
Incomplete	October 2025	DB25-01: Classroom and Office Building 3	University of California, Merced	\$20,000.00

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3. Click **Confirm payment received**

University of California, Merced
DB25-01: Classroom and Office Building 3
Prime: John F. Otto, Inc.

Status: **Open**
7/24/2025 - 12/31/2027
Current Value: **\$61,000,000**

This is an audit notice for the contract listed below. Submit a response for each item listed below by clicking each link in the **Compliance Audit Actions** table. It is possible that some actions are not available at a specific time due to pending reports from other contractors.

Compliance Audit Information

COMPLIANCE AUDIT PERIOD	October 2025
DATE & TIME POSTED	Local: 11/13/2025 1:42:17 PM CST System: 11/13/2025 1:42:17 PM CST

Submit a response for each item listed below by clicking each link. It is possible that some actions are not available at a specific time. As a **subcontractor** your responsibility is to confirm payments made to you by the prime or higher level subcontractors.

Compliance Audit Actions

Category	Action Required	Response Due Date
Tier 1 Subcontractor to John F. Otto, Inc.	Sub: Confirm payment received	due by 12/13/2025 audit lock on 2/11/2026

4. Select whether the Amount Report is **Correct** or **Incorrect**. If **Incorrect** state whether you received no payments for that audit period OR if you were paid a different amount. If you were paid a different amount, provide the amount you were paid and identify if you were partially paid or paid in full.
5. Respond to the Final Payment question
6. Respond to the Prime Withholding Retaining Question
7. Fill out any details needed and then hit **Save**