



Information on Services

Contractor Compliance, LLC (CCS) is California's premier resource for training and compliance management for State and Federal public works projects. Launched in 2016, CCS has helped numerous companies understand, manage and comply with the strict regulations that is public works compliance.

Review of Services and Cost:

Compliance is set by State and Federal regulations, but the management of compliance is established per project, per awarding body, and/or per prime contractor. As such, compliance requirements can vary depending on the circumstances. With this in mind, we are unable to provide a flat quote for services.

Our services have 4-billing levels:

General Consulting (includes scope analysis, fringe benefit analysis, basic compliance documentation questions, certified payroll questions, DAS 140/142 questions.)

- \$95 per hour. We bill to the next 15-minute interval of time on most taskers. Smaller items such as certifying reports or quick emails we bill to the next 5-minute interval.

Advanced Consulting/Pre-Legal Support (includes audit support, in-depth investigation/research on company specific labor compliance issues, process improvement, pre-legal support.)

- \$185 per hour. We bill to the next 15-minute interval of time on most taskers. Smaller items such as quick emails we bill to the next 5-minute interval.
- \$245 per hour if the client wishes for us to work the weekends to expediate our process.

Compliance Management (include compliance management of Public Works projects)

- \$95 per hour. We bill to the next 15-minute interval of time on most tasks. Smaller items such as certifying reports or quick emails we bill to the next 5-minute interval.

Subcontractor Management (includes reviewing and reporting on subcontractor documents to help ensure compliance on a Public Works project)

- \$95 per hour. We bill to the next 15-minute interval of time on most taskers. Smaller items such as certifying reports or quick emails we bill to the next 5-minute interval. We typically spend 2-5 hours per active subcontractor and about 15-30 mins for inactive subcontractors during the month to complete a review and report. (Active – worked that month, Inactive – did not work that month)
- There is a flat 3-hours billed to setup each subcontractor and provide them access to our online training platform. We will bill you this amount, you choose whether or not to pass this cost to them.
 - Previously used subcontractors will be billed at 1-hour.
 - Subcontractor time is tracked per subcontractor, allowing you to see the cost of compliance for them.
 - Subcontractors are given access to our online training program. We highly suggest you encourage them to go through the training provided. This saves you money in the long run as we will not have to provide much supportive guidance.
 - Subcontractors are provided our excel templated workbooks whenever possible to streamline the reporting process. We highly suggest you encourage them to use these workbooks as it decreases our review time.

Compliance Management Cost Estimation:

While it is hard to tell what a project may require, we can provide some information that will allow for an estimation of time. You may also use your project time estimation workbook that has been provided.

There are 3-parts to a project: the beginning, the middle and the end.

The Beginning: *plan on 3 to 8 hours per project.*

- During this part our team is setting up your project, researching the compliance requirements, reviewing contracts, reaching out to the applicable personnel within the awarding body or prime contract to ensure that all the information is correct and to setup any third party reporting systems (LAUSD, LCPTracker, e-Mars, Elations, etc..)
- Work with you to determine proper scopes and project schedule.
- Also, during this time is when we create and provide you a Project Determination Report (PDR) – this report outlines the compliance for the project, along with applicable wages rates, holiday and travel provisions, any shift requirements, and any important notices issued.
- We also complete any initial documents that are required prior to the start of the project. (Documents can vary per project)

The Middle:

During this part is when we will complete your certified payroll reporting. We also review timecards and other items to ensure proper pay. We may create additional reports as required by the project to complete the reporting requirement.

- **Apprenticeship Documents:** *Plan on 30 mins to 2 hours per scope of work. There is a minimum of 30 mins per scope of work. Not all scopes/projects have apprentices requirements, but we must confirm this, so each project with have a minimum 30-mins for the apprentice documents.*
- **Certified Payroll Reporting:** *plan on 7.5 mins per employee per report type** per week of the project. There is a minimum 15 mins for each report.*
 - ****Report types:** *project mandated form (A-1-131 or WHD-347), DIR eCPR, 3rd-party reporting (LCPTracker, Elations, Prism, etc)*
- **Training Fund Contributions/Fringe Benefits:** *plan on 30 mins to 2 hours per month of the project.*
- **Project Tracking/Misc.:** *plan on 15 mins to 45 mins on average per week of the project.*

****Items that effect the estimated time include crew size, number of scopes, additional reporting requirements as outlined by the project, errors in payroll, etc.****

The End: *plan on 3 to 6 hours per project.*

- Here is where we finalize your project and complete any close-out documents.

Additional Items:

Awarding Body Additional: Depending on the awarding body, there might be several additional reporting tasks which can increase our work load. Estimate 15 mins to 1 hour per week of the project.

Consulting as Required or Requested

- During the project, if there is an issue that is concerning, we may suggest a consultation to ensure corrective actions are taken. We may provide for you a report of our concerns, at which point you can decide whether to proceed with our suggested actions.
- You may also ask us to review your documents and fringe payouts to ensure they are correct.

Templates:

CCS has developed many templates that can be used internally to help with the administrative toll of Public Works projects. Templates that are provided are billed at a flat 3-hours per template at the general consulting rate. We have both excel templates and word templates for your use. Each template as a video user guide.

For all templates it would be billed at 17-hours (saving 3-hours).

Available templates:

- **Certified Payroll Reporting Workbook:** excel templated, this workbook allows you to create the California mandated A-1-131 with ease. Includes a fringe payout tracker so you can easily tracker payments that need to be made to a plan (example: the CAC or your own fringe plan).
- **Compliance Forms Workbook:** excel templated, this workbook has the basic compliance forms for California Public Works project. Includes the Fringe Benefits Report, Checklist of Labor Law Requirements, Authorization Forms, DAS 140 and 142, Final Affidavit.
- **Labor Compliance Tracking Workbook:** excel templated, this workbook allows you to track your employees and whether you are in compliance with project specific labor ratios (apprentice ratios, skilled and training workforce ratios, section 3 ration, minority business ratios)
- **Fringe Benefits/Wage Workbook:** excel templated, this workbook allows you to determine your fringe benefit credit and find the remaining prevailing wage amount owed.
- **Administrative Documents:** word templated, these documents can be great additions to your contracts and correspondence with an awarding body, prime contractor and/or subcontractor. They outline the Public Works requirements and asks for signature confirmation of understanding. Great for those who are uncertain if a project is Public Works, what scope to use for prevailing wage, etc.
- ****Subcontractor Management Workbook/Documents:** excel and word templated, the workbook provides you with a tracker that you can use to manage your subcontractors, provided them with the correct information to manage compliance successfully and give them access to our online training program at no cost to them.
***This template is billed at a flat 6-hours.*

Final Thoughts

Compliance is never fun and often the importance of it is overlooked. We are here to ensure that you do not have to stress about compliance or worry leaving yourself open to potentially high penalties.

Let me know if you have any questions.

Thank you,

Sarah Rolin

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