Subcontractor Payment Assistance User Guide

This document is provided to assist Subcontractors in evaluating if the Department has made a payment to a Contractor associated with work performed by the Subcontractor. This User Guide will explain how to access the information needed and explain what steps to take when non-payment has been documented, how to submit a research query, and how to submit a complaint.

Searching for Payments

I. Searching via Oculus

OCULUS is the Electronic Document Management System (EDMS) used by the Florida Department of Environmental Protection (FDEP) to store documents. This can be used to determine if FDEP has approved an invoice for payment.

To access OCULUS, go to http://depedms.dep.state.fl.us/Oculus/servlet/login

Before searching, please make certain you have the facility ID number. This is a 7 or 9-digit number. When searching in Oculus, you will not need the first two digits of the 9-digit number.

On the OCULUS log-in screen, click “PUBLIC OCULUS LOGIN”

(If you have the Facility ID number, go to page 3)

If you only have the address:

- On the OCULUS log-screen, click “PUBLIC OCULUS LOGIN”
- Select “Storage Tanks” in Catalog
- Verify that Search By is set to “Profile”
- Select “Fiscal” in Profile
- Next to the “Facility-Site ID” field, there is a button with three periods
Click the button and enter the following information:

- Program: Storage Tanks
- County: Enter County Name
- Address: Use broad search terms
  - e.g. “Jefferson” instead of “1130 West Jefferson street”

Search Criteria

- Click Search
- Review the list to see if the project name or address looks familiar

Search Results

If you can’t find the information:
- Enter the facility name (whole or partial) into the “Facility Name” field and search again
If you have the Facility ID Number:

- Select “Storage Tanks” in Catalog
- Verify that Search By is set to “Profile”
- Select “Fiscal” in Profile
- Enter facility ID in the “Facility-Site ID” field
  - Press tab to ensure it’s the correct site

- For invoice searches, set the Document Type to “Invoice Related”

  - Click “Search”
  - Review invoices/change orders/etc. to:
    - Gain information on when/if an invoice was submitted
    - Gain the PO Number or Invoice Number
      - The PO Number can be used in the Florida Accountability Tracking System (FACTS)
      - The invoice number can be used in the Chief Financial Officer (CFO) Vendor Payment Search
  - Helpful Tips:
    - If the Document Subject includes “RTC” then the invoice was “Returned to Contractor” (RTC) for corrections
      - If an invoice for the work the subcontractor completed includes a received date, the invoice has been submitted for further processing and was issued soon after (or will be).
Another search method:

- Catalog: Storage Tanks
- Search By: Profile
- Profile: Cleanup Remediation
  - Note that this will not return invoices, just deliverables and other technical documents

II. Searching via the CFO Vendor Payment Search

To access the CFO Vendor Payment Search, go to https://fs.fldfs.com/dispub2/cvnphst.htm. This website will allow you to determine if the State of Florida has made payment to the Contractor and when.

Before searching, please make certain that you have the following:

- **The FEIN/FEID**
  - You can retrieve the FEIN from the Query for Qualified Contractors Report on the PRP Webpage for Qualified Contractor Information
    - [https://floridadep.gov/waste/petroleum-restoration/content/qualified-contractor-information](https://floridadep.gov/waste/petroleum-restoration/content/qualified-contractor-information)
  - **The Contractor’s invoice number to FDEP**
    - This can be found using Oculus
      - [https://depedms.dep.state.fl.us/Oculus/servlet/login](https://depedms.dep.state.fl.us/Oculus/servlet/login)
  - **Enter the FEIN/FEID**
    - Note that the FEIN cannot have a dash (—)
      - 99-0000000 will create an error; 990000000 is correct
• Select the month/year of payment you wish to view
  o The search results will display from the month selected to the end of the year selected
• Select the Department of Environmental Protection (DEP)

  This site will provide vendors with a resource to make inquiries into payments made to them by the State of Florida. The payment information is updated each morning for current day payments.
  For more detailed information regarding any payment, please contact the agency at the telephone number shown.
  To inquire on Vendor Payments received, please fill in the following and click on the "Submit" button.

  Request for Social Security Number (SSN). The request for your SSN or other Taxpayer Identification Number is authorized by 26 U.S.C. 6109 and related IRS regulations. Your SSN or other Taxpayer Identification Number will be used to fulfill an agency duty to maintain your SSN in confidence based on 26 U.S.C. 6103 and Fla. Secs. 210.053, Florida Statutes. It will be used to ensure that only the vendors whose payment histories are being accessed may access the information for that vendor. Your SSN may also be used for any other purpose specifically required or authorized by state or federal law.
  Please fill out the following:
  - FEID of SSN: 
  - Department: [DEPARTMENT OF ENVIRONMENTAL PROTECTION]
  - Department Code: [07000]
  - Month: [Month]
  - Year: [Year]
  Note: Search results will begin with the month selected and continue through December of the desired year selected.

  The following fields are optional. You may choose an active or inactive department.

    Department: [DEPARTMENT OF ENVIRONMENTAL PROTECTION]

  Click "Submit"

  The screen will then update to show a list of payments
  o This list is the confirmed list of payments made from the state to the contractor for the chosen month to the end of the year
    ▪ This information is updated significantly quicker than FACTS, but it is harder to pinpoint information

Click here for Pending Payments.

<table>
<thead>
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<th>PAGE: 1 VENDOR PAYMENT HISTORY RECORDS FOR FEID/SSN: 650922629</th>
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FOR ADDITIONAL INFORMATION PLEASE CONTACT: DEPARTMENT OF ENVIRONMENTAL PROTECTION AT (850) 245-2465

▪ If the payment type is not “Regular EFT”
  o Click on the Payment Number or Invoice Amount for more information. If the status is listed as outstanding the payment has not cleared yet.
Click "Click Here for Pending Payments" to access any payments that have not yet cleared.

Select the Payment Number or Invoice Amount for more information.

Click here for payments that have not yet cleared.
III. Searching via FACTS

FACTS (Florida Accountability Contract Tracking System) is the website that allows for searching of the relevant contract. It can also be used to acquire documentation of proof of contractor payment.

To access FACTS, go to https://facts.fldfs.com/Search/ContractSearch.aspx

Before searching, please make certain that you have the Purchase Order (PO) Number. This is a six-digit number starting with “A” or “B”, e.g. “B10F20”.

If the work was for LSSI, you will instead need to enter the Work Order (WO) Number in the “Agency Assigned Contact ID” field. This is a multi-digit number, e.g. “2018-96-W0000B”.

Enter the WO Number in the “Agency Assigned Contract ID” field & then Click "Search"
• Enter the PO number in the “MFMP PO Number (if known)” field
• Click Search
• The information will appear at the bottom of the screen in the “Results” section
• Verify that the agency name is the Department of Environmental Protection (DEP) and that the Vendor/Grantor Name is correct
• Click on the hyperlink of the PO number in the Results section
• Click the “Payments” tab in the middle of the screen
• Click the “+” symbol to expand the information for the fiscal year
  o The fiscal year is usually 2017-2018

• The “Payment Details” section shows when payments have been made to the contractor
  o The last column is the check issuance date
Notifying the Petroleum Program Regarding Non-Payment of a Subcontractor

Once you have completed research as outlined above, and you have documentation indicating a Contractor received payment over 30 days ago, but has not yet made payment to you as a subcontractor, you can submit an email to request a review for work under the Petroleum Restoration Program. Please title the Subject for the Email “Report Regarding Non-Payment Purchase/Work Order # XXXXX”. The email must include:

- Facility Identification Number
- Site property address
- Contractor Name
- Subcontractor Name
- Services provided by the subcontractor
- Dates of services provided by the subcontractor
- Copy of the invoice from the subcontractor to the contractor
- Amount owed to the subcontractor
- Information regarding any partial payment the subcontractor has received
- Documentation that the contractor was paid 30 days ago for the referenced services

Email the relevant documents to PRP_accounting@dep.state.fl.us.