MIAMI-DADE COUNTY
Carlos A. Gimenez, Mayor

Internal Services Department
Small Business Development
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Miami, Florida 33128
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May 1, 2019

Attn: Contractors and Vendors

Miami-Dade County is pleased to launch the second component of our Business Management Workforce System (BMWS) for contracts subject to Responsible Wages and Benefits, Living Wages, or Workforce Program Requirements and Federally Funded contracts at Miami-Dade International Airport with Davis Bacon Wages: **LCPtracker, a web-based Certified Payroll Management System**. The system will be implemented and managed by Small Business Development (SBD), a division of the Internal Services Department and the Office of Minority Affairs of the Miami-Dade Aviation Department (MDAD). This new system represents a significant technological advancement and will replace the current manual process of reporting wage and workforce program requirements. Elimination of paper-based payrolls will ensure reporting can be done more securely, quickly, and efficiently.

Miami-Dade County holds the licensing agreement with LCPtracker and the **use of the system is offered at no expense to our contractors and subcontractors** participating on County contracts. Beginning with the May 2019 reporting period, each contractor and every lower-tier subcontractor will be required to submit certified payrolls and labor compliance documentation electronically by the 10th of every month for the previous month. Each contractor and subcontractor on applicable contracts will be provided a username and password to access LCPtracker. Once linked to BMWS, your LCPtracker account should be accessed via BMWS at www.mdcsbd.gob2g.com.

Use of the system will involve data entry of weekly payroll information including: employee identification, labor classification, total hours worked, and hours worked per day and week on this project, wage and benefits paid, etc. LCPtracker's software can interface with most payroll and accounting software programs that are capable of generating a CSV (comma delimited file). If your program does not have this capability, LCPtracker may be able to build an interface to communicate with your accounting software for a one-time fee.

Use of LCPtracker, a component of BMWS, is mandatory, pursuant to County Ordinance 18-33.

WHY IS LCPTRACKER GOOD FOR YOU?
- Fill in all required fields on payroll...no more missing information
- Crafts/classifications are standardized and much easier to identify
- Allows you to avoid inadvertent mathematical errors

WHY IS LCPTRACKER GOOD FOR MIAMI DADE COUNTY?
- Uniformity of Certified Payroll Reports
- System performs multiple checks of payroll reports prior to submission
- Back-Up documents can be stored in the system
- Subcontractor management is simplified using reports created by the system
- Internal and Department of Labor Audits become easier

LCPTRACKER VIDEO: http://youtu.be/wYbBQaKzgJ0

Delivering Excellence Every Day

LCPTRACKER TRAINING

Hands-on training sessions for Miami-Dade County's LCPtracker system are scheduled for the 3rd (third) Wednesday of each month from 10 a.m. to Noon at the Stephen P. Clark Center, 111 NW 1st Street, Miami, FL 33128. The exact training room location will be provided when you reserve your seat for the training. To RSVP, please visit https://mdcsbd.gob2g.com/events.asp and select the training session you would like to attend.

If you are not able to attend a training class in person, there are other free training options available for you and your subcontractors:

Option 1: Web-Based Training Sessions. Online and live training sessions facilitated by members of LCPtracker's Customer Support team are offered several times per month. All you need to participate is a computer with Internet access, an email address, and access to a phone.
- **Go to the LCPtracker Website: https://prod.lcptracker.net/WebForms/login.aspx**
- Enter your username/password
- Select "Book Now" on the Projects tab and register for the Online training sessions

Option 2: Computer-Based Training Courses. Pre-recorded videos can be viewed **at any time** by logging into the LCPtracker website (www.lcptracker.net) and following these simple steps:
- Enter your username/password
- Select the "Training Materials" link located at the top of the page
- Select Contractor Training Videos

NEXT STEPS

To get started, Miami-Dade County will sync contracts from BMWS to LCPtracker and your company will receive a "Welcome to LCPtracker" email with a username and temporary password. The email will be sent from noreply@lcptracker.com. To ensure that you receive all notifications from LCPtracker, please check your junk folder for messages from the domain lcptracker.com. Once your company has been assigned by Miami-Dade County to a project, you will receive a second email confirming the project assignment and the requirement to enter certified payroll documentation through the system.

As a contractor, you will need to ensure that all your lower tier subcontractors are set up in BMWS, so that they may be set up in LCPtracker as well. Please review your contract information carefully and notify your SBD Contract Compliance Officer immediately of any discrepancies. Please note if you have a new contract and have not submitted payrolls previously, start your payroll numbering at 1. If you have previously submitted payrolls on this project, please continue the numbering in the system in accordance with the numbering already started on paper.

We look forward to your participation during the implementation of this new system. We greatly appreciate your cooperation and look forward to continuing to do great work together. We are confident that LCPtracker will be instrumental in streamlining our certified payroll process. If you have questions or comments, please contact your SBD Compliance Officer at (305) 375-3111 or via email at SBDmail@miamidade.gov or your MDAD Compliance Officer at (305) 876-7764 or via email at MCollins@Miami-Airport.com.

Sincerely,

Gary T. Hartfield, Director
Small Business Development Division