

2nd Tier Reporting Prime Supplier Guide



2017



Part 1: What is 2nd Tier Spend Reporting?

2ND Tier Spend Reporting

KCP&L is committed to increasing opportunities for diverse suppliers and enhancing the competitiveness of the supply base. KCP&L values diversity and our expectation is that our prime suppliers will do the same. KCP&L requires its prime suppliers to provide equal opportunities to small and diverse businesses.

What is 2nd Tier Spend Reporting?

- Prime Supplier reports spend with diverse subcontractors (2nd Tier) for goods or services that support the fulfillment of a KCP&L contract.

The two types of 2nd Tier spend:

- **Direct Spend** - Prime Supplier reports spend with diverse subcontractors (2nd Tier) for goods or services that directly support the fulfillment of a KCP&L contract.

Ex: KCP&L hires Large University. Large university hires diverse subcontractors to work on KCP&L project. Large University pays the subcontractor, this is “2nd tier direct spend.”

- **Indirect spend** – Is the purchase of goods and/or services from a diverse company that are not directly incorporated into a product being manufactured.

Ex: Company A is hired by KCP&L. Company A uses printers purchased from a diverse supplier to work on KCP&L’s project.

Other items that may be purchased from a diverse supplier: computers, safety goggles, printed forms, office suppliers, equipment, furniture, etc.

Definitions

2nd Tier Reporting Terminology

- **Prime Supplier-** A supplier that provides products/services directly to KCP&L
- **2nd Tier Supplier (a subcontractor to a prime)** – a diverse supplier that provides products/services to a prime supplier for the fulfillment of a KCP&L contract.

Part 2: Inputting Spend into PowerAdvocate

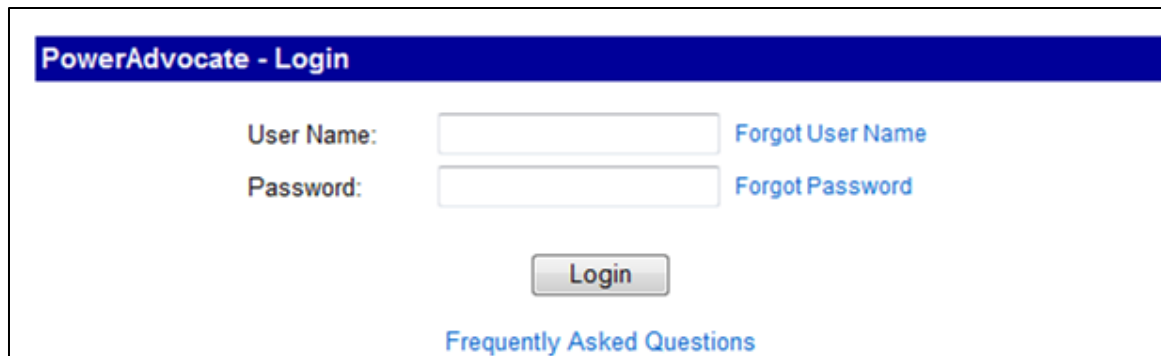
Note: 2nd tier spend is due quarterly by the 10th of the month following the end of the quarter
Ex. April (Q1), July (Q2), October (Q3), and January (Q4) 10th

Log-in

Company & User Setup

- Step 1
 - **New** users will receive a link to register a new PowerAdvocate account
 - After completing the registration, simply log-in using your new credentials
 - **Existing** users should login to PowerAdvocate.

<https://www.poweradvocate.com/login.jsp>



The screenshot shows the PowerAdvocate login interface. At the top, there is a blue header bar with the text "PowerAdvocate - Login". Below this, there are two input fields: "User Name:" and "Password:". To the right of the "User Name:" field is a blue link that says "Forgot User Name". To the right of the "Password:" field is a blue link that says "Forgot Password". Below the input fields is a grey "Login" button. At the bottom of the form area, there is a blue link that says "Frequently Asked Questions".

Dashboard Upon Logging In

Displays All Sourcing Events

- Step 2 – Select the “Portals” tab



The screenshot shows the PowerAdvocate dashboard interface. At the top left is the PowerAdvocate logo. Below it is a navigation bar with three tabs: 'Events', 'Portals', and 'Opportunities'. The 'Portals' tab is highlighted with a blue border and a blue arrow pointing to it from the text above. Below the navigation bar is the main content area, which is titled 'Event Dashboard'. Underneath this title is a table with several columns: 'Event', 'Msg', 'Open', 'Close', 'Download Documents', and 'Upload Documents'. The 'Close' column is highlighted in red.

Event	Msg	Open	Close	Download Documents	Upload Documents
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Portals

- Step 3 – Select the portal “2nd Tier Spend Reporting (KCPL)”
 - If this portal is not listed for you please contact PowerAdvocate Technical Support at support@poweradvocate.com to request access



PowerAdvocate®

Events Portals Opportunities

Supplier Portal Subscriptions

Company	Portal Name
Kansas City Power & Light (KCP&L)	Products & Services
Kansas City Power & Light (KCP&L)	Diversity Classification
PowerAdvocate	Products & Services
PowerAdvocate	Diversity Classification
Kansas City Power & Light (KCP&L)	2nd Tier Spend Reporting (KCPL)

Portal Main Page

Initially Displays Document Page

- Step 4 – Select the “Fill Out Questionnaires” tab

PowerAdvocate®

Dashboard Profile Company Help Logout

Events Portals Opportunities

2 : 2nd Tier Spend Reporting (KCPL) Kansas City Power & Light (KCP&L)

Portal Owner: KCP&L Buyer

1. Upload & Download Documents 2. Enter Portal Requirements 3. Fill Out Questionnaires

Upload a Document Upload a Link

File Location * Browse... Add to Series (Optional) * Required Field
(upload as new series)

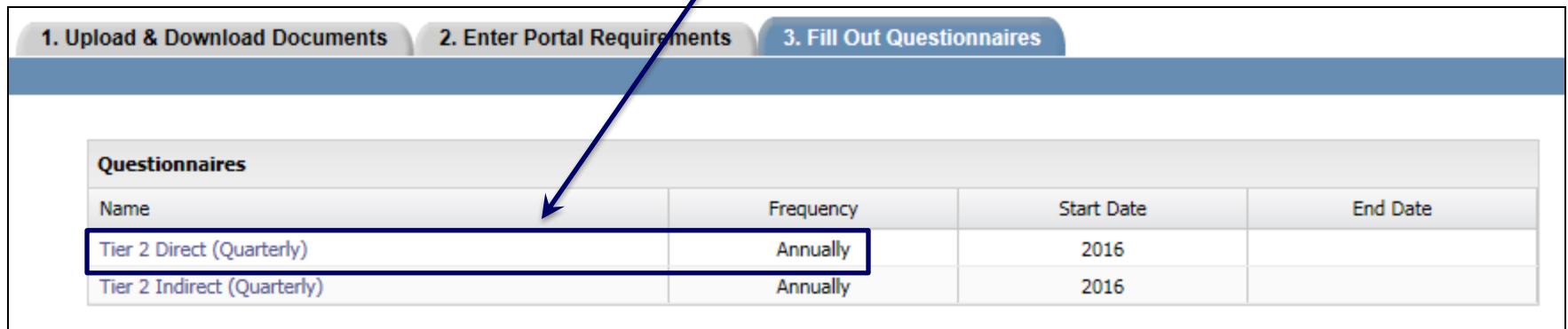
Name * Issue Date Reference ID

▼ Kansas City Power & Light (KCP&L) Documents

Accessing Questionnaires

Tab Displays All Questionnaires in the Portal and Dates

- Step 5 – Select the questionnaire “Tier 2 Direct (Quarterly)” for **Direct Spend Submissions**



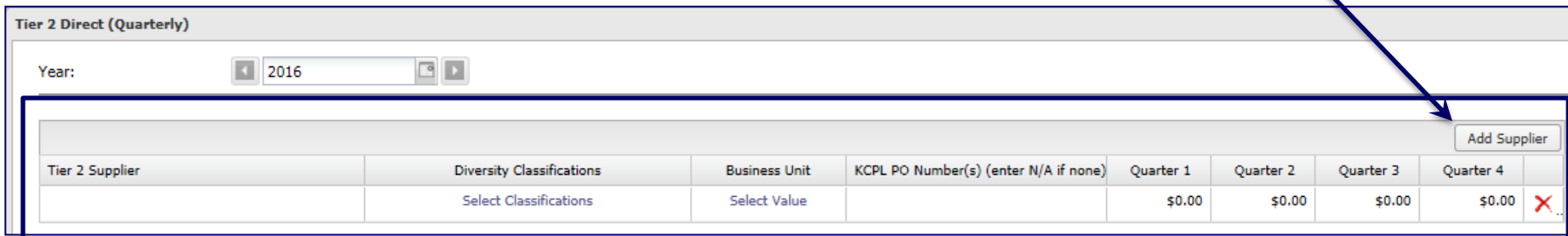
The screenshot shows a web portal interface with three tabs: "1. Upload & Download Documents", "2. Enter Portal Requirements", and "3. Fill Out Questionnaires". The "3. Fill Out Questionnaires" tab is active. Below the tabs is a table titled "Questionnaires". The table has four columns: "Name", "Frequency", "Start Date", and "End Date". The first row is "Tier 2 Direct (Quarterly)" with a frequency of "Annually" and a start date of "2016". The second row is "Tier 2 Indirect (Quarterly)" with a frequency of "Annually" and a start date of "2016". A blue arrow points to the "Tier 2 Direct (Quarterly)" row, and a blue box highlights the "Tier 2 Direct (Quarterly)" and "Annually" cells.

Name	Frequency	Start Date	End Date
Tier 2 Direct (Quarterly)	Annually	2016	
Tier 2 Indirect (Quarterly)	Annually	2016	

Direct Tier 2 Questionnaire

Displays Fields for Prime Suppliers

- Step 6 – Select the “Add Supplier” button to create rows to enter supplier data



Tier 2 Direct (Quarterly)

Year:

Tier 2 Supplier	Diversity Classifications	Business Unit	KCPL PO Number(s) (enter N/A if none)	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
	Select Classifications	Select Value		\$0.00	\$0.00	\$0.00	\$0.00	X

Tier 2 Questionnaire

Displays Fields for Prime Suppliers

- Step 7 – Open the “Select Classifications” link in order to select one or more diversity classifications for your diverse supplier

The screenshot shows the 'Tier 2 Direct (Quarterly)' interface. At the top, there is a 'Year:' dropdown menu set to '2016'. Below this is a table with two columns: 'Tier 2 Supplier' and 'Diversity Classifications'. The first row of the table shows 'ABC Construction' under the supplier column and a link labeled 'Select Classifications' under the diversity classifications column. A blue arrow points from this link to a dialog box titled 'Diversity Classifications'. The dialog box contains a list of diversity classifications, each with a checkbox. The 'Minority-Owned Business Enterprise (MBE)' checkbox is checked. The list includes: Small 8(a) Business, Disabled Veteran-Owned Business Enterprise (DVBE), Small Business Enterprise (SBE), SBA Small Disadvantaged Business (SDB) Enterprise, HUBZone Small Business Concern (HUBZone), Disadvantaged Business Enterprise (DBE), Veteran-Owned Business Enterprise (VBE), Woman-Owned Business Enterprise (WBE), Minority-Owned Business Enterprise (MBE) (checked), African American, Asian-Indian, Asian-Pacific, Hispanic, Native American, Lesbian, Gay, Bisexual, and Transgender (LGBT), and Service Disabled Veteran Business Enterprise (SDVBE). At the bottom of the dialog box are 'OK' and 'Cancel' buttons.

Tier 2 Supplier	Diversity Classifications
ABC Construction	Select Classifications

Diversity Classifications

Diversity Classification

- Small 8(a) Business
- Disabled Veteran-Owned Business Enterprise (DVBE)
- Small Business Enterprise (SBE)
- SBA Small Disadvantaged Business (SDB) Enterprise
- HUBZone Small Business Concern (HUBZone)
- Disadvantaged Business Enterprise (DBE)
- Veteran-Owned Business Enterprise (VBE)
- Woman-Owned Business Enterprise (WBE)
- Minority-Owned Business Enterprise (MBE)
 - African American
 - Asian-Indian
 - Asian-Pacific
 - Hispanic
 - Native American
- Lesbian, Gay, Bisexual, and Transgender (LGBT)
- Service Disabled Veteran Business Enterprise (SDVBE)

OK Cancel

Direct Tier 2 Questionnaire

Displays Fields for Prime Suppliers

- Step 8 – Indicate the KCPL Business Unit associated with the spend.

Tier 2 Direct (Quarterly)

Year:

Tier 2 Supplier	Diversity Classifications	Business Unit	Qu
ABC Construction	Select Classifications	Select Value	

Business Unit

- Corporate
- Delivery
- GPE
- Generation
- Solar

OK Cancel

Direct Tier 2 Questionnaire

Displays Fields for Prime Suppliers

- Step 9 – Indicate KCP&L PO Number associated with spend. If no PO Number, enter “N/A”



Tier 2 Direct (Quarterly)

Year:

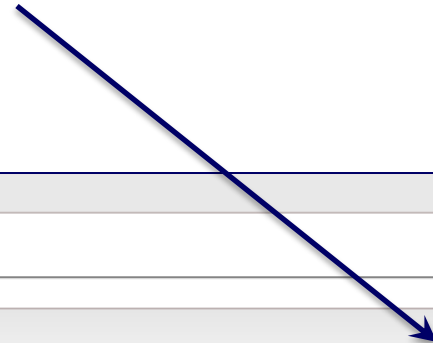
Tier 2 Supplier	Diversity Classifications	Business Unit	KCPL PO Number(s) (enter N/A if none)	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
ABC Construction	Woman-Owned Business Enterprise (WBE)	Corporate	000000004	\$0.00	\$0.00	\$0.00	\$0.00	X

Add Supplier

Direct Tier 2 Questionnaire

Displays Fields for Prime Suppliers

- Step 10 – Enter the direct spend conducted with each diverse subcontractor by quarter in the appropriate columns



Tier 2 Direct (Quarterly)

Year:

Tier 2 Supplier	Diversity Classifications	Business Unit	KCPL PO Number(s) (enter N/A if none)	Quarter 1	Quarter 2	Quarter 3	Quarter 4	<input type="button" value="Add Supplier"/>
ABC Construction	Woman-Owned Business Enterprise (WBE)	Corporate	0000000004	\$150,000.00	\$75,000.00	\$0.00	\$0.00	<input type="button" value="X"/>

Direct Tier 2 Questionnaire

Displays Fields for Prime Suppliers

- Step 11 – Select the “Add Supplier” button to add additional entry rows for additional diverse suppliers

Tier 2 Direct (Quarterly)

Year:

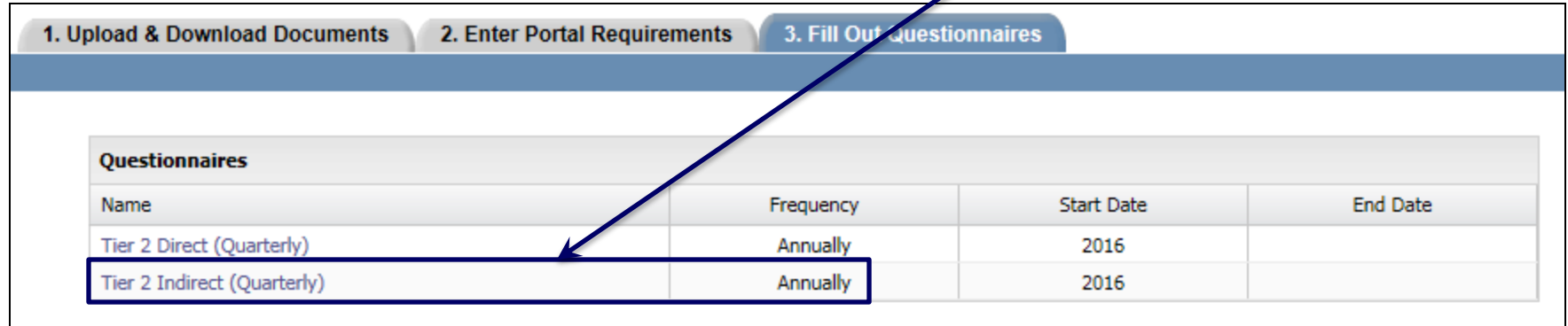
Tier 2 Supplier	Diversity Classifications	Business Unit	KCPL PO Number(s) (enter N/A if none)	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
ABC Construction	Woman-Owned Business Enterprise (WBE)	Corporate	000000004	\$150,000.00	\$75,000.00	\$0.00	\$0.00	X
Havelchek Co.	African American	Solar	000000005	\$0.00	\$0.00	\$0.00	\$0.00	X
Joe's Electric	Select Classifications	Delivery	N/A	\$0.00	\$0.00	\$0.00	\$0.00	X
Kansas Consolidated Industries	Select Classifications	Delivery	000000007 <input type="text" value="x"/>	\$0.00	\$0.00	\$0.00	\$0.00	X

- Once you are done completing these entries, select “Submit” at the bottom of the page. If you would like to submit Tier 2 Indirect Spend Data, please continue.

Indirect Tier 2 Questionnaire

Displays Fields for Prime Suppliers

- Step 12 – Select the next questionnaire “Tier 2 Indirect (Quarterly)” for **Indirect Spend Submissions**



Questionnaires			
Name	Frequency	Start Date	End Date
Tier 2 Direct (Quarterly)	Annually	2016	
Tier 2 Indirect (Quarterly)	Annually	2016	

Indirect Tier 2 Questionnaire

Displays Fields for Prime Suppliers

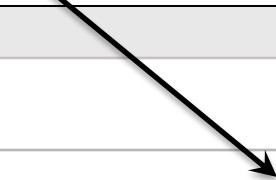
- Step 13 – Enter your **Total Sales** by quarter and total **Sales to Buyer (KCP&L)** by quarter in the appropriate fields. The Sales to Buyer field should indicate your company's total sales to KCP&L for the quarter.

Tier 2 Indirect (Quarterly)

Year:

Revenues - Market Share	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Total Company Sales	\$100,000.00	\$0.00	\$0.00	\$0.00
Sales To Buyer	\$20,000.00	\$0.00	\$0.00	\$0.00

Tier 2 Supplier/Supplier Group	Diversity Classifications	Quarter 1	Quarter 2	Quarter 3	Quarter 4
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Indirect Tier 2 Questionnaire

Displays Fields for Prime Suppliers

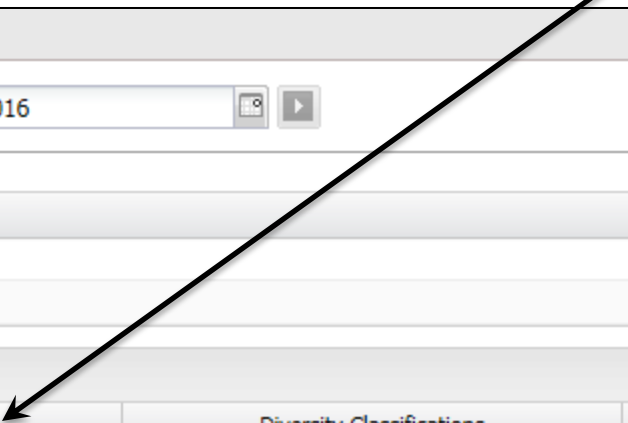
- Step 14 – Enter **diverse suppliers** or **enter diversity classifications as a group** in the first row of the “Tier 2 Supplier” field by selecting the “Add Supplier” button.

Tier 2 Indirect (Quarterly)

Year:  

Revenues - Market Share	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Total Company Sales	\$100,000.00	\$0.00	\$0.00	\$0.00
Sales To Buyer	\$20,000.00	\$0.00	\$0.00	\$0.00

Tier 2 Supplier/Supplier Group	Diversity Classifications	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
Machine Tools Inc.	Select Classifications	\$0.00	\$0.00	\$0.00	\$0.00	X



Indirect Tier 2 Questionnaire

Displays Fields for Prime Suppliers

- Step 15 – Select the classification for your previously entered supplier or diversity classification group by choosing “Select Classifications”. If you entered a diversity classification group instead of a single supplier, please only select one classification.

The screenshot displays the 'Tier 2 Indirect (Quarterly)' questionnaire interface. At the top, there is a 'Year:' dropdown menu set to '2016'. Below this, there are several input fields for 'Revenues - Market Share', 'Total Company Sales', and 'Sales To Buyer'. A table below these fields has two columns: 'Tier 2 Supplier/Supplier Group' and 'Diversity Classifications'. The first row of the table contains 'Machine Tools Inc.' and a blue link labeled 'Select Classifications'. A dialog box titled 'Diversity Classifications' is open, showing a list of checkboxes for various diversity categories. The 'Minority-Owned Business Enterprise (MBE)' category is expanded, showing sub-categories like African American, Asian-Indian, Asian-Pacific, Hispanic, and Native American. Other categories include Small 8(a) Business, Disabled Veteran-Owned Business Enterprise (DVBE), Small Business Enterprise (SBE), SBA Small Disadvantaged Business (SDB) Enterprise, HUBZone Small Business Concern (HUBZone), Disadvantaged Business Enterprise (DBE), Veteran-Owned Business Enterprise (VBE), Woman-Owned Business Enterprise (WBE), Lesbian, Gay, Bisexual, and Transgender (LGBT), and Service Disabled Veteran Business Enterprise (SDVBE). The dialog box has 'OK' and 'Cancel' buttons at the bottom.

Tier 2 Supplier/Supplier Group	Diversity Classifications
Machine Tools Inc.	Select Classifications

Diversity Classifications

- Small 8(a) Business
- Disabled Veteran-Owned Business Enterprise (DVBE)
- Small Business Enterprise (SBE)
- SBA Small Disadvantaged Business (SDB) Enterprise
- HUBZone Small Business Concern (HUBZone)
- Disadvantaged Business Enterprise (DBE)
- Veteran-Owned Business Enterprise (VBE)
- Woman-Owned Business Enterprise (WBE)
- Minority-Owned Business Enterprise (MBE)
 - African American
 - Asian-Indian
 - Asian-Pacific
 - Hispanic
 - Native American
- Lesbian, Gay, Bisexual, and Transgender (LGBT)
- Service Disabled Veteran Business Enterprise (SDVBE)

Indirect Tier 2 Questionnaire

Displays Fields for Prime Suppliers

- Step 16 – Enter the spend conducted with each supplier or diversity classification group by quarter in the appropriate columns

Tier 2 Indirect (Quarterly)

Year:

Revenues - Market Share	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Total Company Sales	\$100,000.00	\$0.00	\$0.00	\$0.00
Sales To Buyer	\$20,000.00	\$0.00	\$0.00	\$0.00

Tier 2 Supplier/Supplier Group	Diversity Classifications	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
WBE	Woman Owned	\$10,000.00	\$0.00	\$0.00	\$0.00	✗

Example of alternative reporting
by diversity classification group

Indirect Tier 2 Questionnaire

Displays Fields for Prime Suppliers

- Step 17 – Select the “Add Supplier” button to add additional blank rows to the form

Tier 2 Indirect (Quarterly)

Year:

Revenues - Market Share	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Total Company Sales	\$100,000.00	\$0.00	\$0.00	\$0.00
Sales To Buyer	\$20,000.00	\$0.00	\$0.00	\$0.00

Tier 2 Supplier/Supplier Group	Diversity Classifications	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
Machine Tools Inc.	Woman Owned	\$587,110.00	\$0.00	\$0.00	\$0.00	✗
T&D Supply Co.	HubZone	\$658,741.00	\$0.00	\$0.00	\$0.00	✗
Marshall's Inspections	Disadvantaged Business Enterprise	\$98,456.00	\$0.00	\$0.00	\$0.00	✗
Mayberry Custom Fittings	Historically Black College/University of Minority I...	\$71,400.00	\$0.00	\$0.00	\$0.00	✗
All America Rental	Service Disabled Veteran Owned	\$24,188.00	\$0.00	\$0.00	\$0.00	✗

- Once you are done completing these entries, select “Submit” at the bottom of the page. You are done!

Things to know

- **Confirmation of Submission**: After you have selected Save or Submit at the end of the each questionnaire, you will be returned to the “Fill out Questionnaires” tab. Your responses were successfully received.
- **Corrections and Modifications**: Should you need to make a correction or update a previously submitted form, you can return to this questionnaire and make changes, and upon selecting Save or Submit your submission will be immediately updated.

Need help?

General questions about KCP&L’s 2nd Tier spend reporting – please contact

- suppdiv@kcpl.com or (800) 880-1952

Technical questions related to using PowerAdvocate for reporting – please contact

- PowerAdvocate Support at support@poweradvocate.com or 857-453-5800

Diversity Categories

Disadvantaged Business Enterprise (DBE) -
Must receive certification from the relevant state

DBEs are for-profit small business concerns where socially and economically disadvantaged individuals own at least a 51% interest and also control management and daily business operations.

HUB Zone Small Business Concern (HUB Zone) –
Must be certified by SBA as a Hub Zone small business

A small business must be located in a "historically underutilized business zone" that is owned and controlled by one or more United States citizens and at least 35% of its employees must reside in a HUB Zone to qualify for the HUB Zone program.

To become HUB Zone certified, visit <http://www.sba.gov/category/navigation-structure/contracting/working-with-government/small-business-certifications-audiences/hubzone-certification>

Lesbian, Gay, Bisexual, and Transgender (LGBT) –
• Must be certified by the National Gay and Lesbian Chamber of Commerce

A for profit enterprise presently located in the United States or its trust territories, and is at least 51% owned, controlled, operated and managed by a LGBT individual(s) of U.S. citizenship.

Diversity Categories

Minority Business Enterprise (MBE) –

Must be certified by one of the following 3rd party agencies: State or local (county, city) government agencies, federal agencies, National Minority Supplier Development Council or regional affiliates.

A for profit enterprise presently located in the United States or its trust territories, and is at least 51% owned and operated by a U.S. citizen(s) who is a member of one of the following groups:

- African American:** Black racial groups of Africa

- Hispanic American:** Spanish or Portuguese speaking areas of Latin America or the following regions: Mexico, Central America, South America, and the Caribbean basin

- Native American:** American Indian, Eskimo, Aleut, and Native Hawaiian. Individuals must be regarded as such by the community of which the person claims to be a part. Native Americans must be documented members of a North American tribe, band, or otherwise organized group of native people who are indigenous to the continental United States or who otherwise have a special relationship with the United States or a state through treaty, agreement, or some other form of recognition.

- Asian Pacific:** Japan, China, Indonesia, Malaysia, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Thailand, Samoa, Guam, the U.S. Trust Territories of the Pacific, or the Northern Marianas

- Asian Indian:** India, Pakistan, and Bangladesh

- Alaskan**

Diversity Categories

Small Disadvantaged Business 8(a) - (SDB)

Must be certified by SBA as a SDB

A small business unconditionally owned and controlled by one or more socially and economically disadvantaged citizens of the United States, and demonstrates potential for success. A small business that has received certification as a small disadvantaged business concern consistent with 13 CFR 124, Subpart B, and no material change in disadvantaged ownership and control has occurred since certification. To become SDB certified, visit

<http://www.sba.gov/content/8a-business-development>

Certificate is good for a period of 9 years.

Small Business – (SBE)

Must Self Certify

A for profit enterprise presently located in the United States or its trust territories, and is at least 51% owned, controlled, operated and managed by a socially and economically disadvantaged individual or individuals, who must have a net worth of less than \$750,000, excluding the equity of the business and primary residence and qualifies as a small business under the criteria and size standards in 13 CFR 121 (see FAR 19.1). The size of the subcontractors and suppliers is determined by the NAICS code of their subcontract.

<http://www.sba.gov/contractingopportunities/officials/size/index.html>

Diversity Categories

Service Disabled Veteran Business Enterprise (SDVBE) – Self-Certification or Certificate from Veterans Resource Business Center

A for profit enterprise presently located in the United States or its trust territories, and is at least 51% owned by an individual(s) who have performed active service in one of the United States armed services and has/have a disability (as defined in 38 USC 101(16)). Individual(s) must be involved in the day-to-day management of the business. In the case of a permanent or severe disability, the spouse or caregiver of such a service-disabled veteran may control the management and daily operations. For additional information regarding the Service Disabled Veteran-Owned Program, visit <http://www.sba.gov/content/veteran-service-disabled-veteran-owned>

Veteran-Owned Business – (VOB) Self Certification or certificate from Veterans Business Resource Center

A business concern that is at least 51% owned by one or more veterans (as defined in 38 USC 101 (2)), or, in the case of any publicly owned business, at least 51% of the stock is owned by one or more veterans. In addition, one or more veterans must control the management and daily business operations. For additional information regarding the Veteran-Owned Program, visit <http://www.sba.gov/content/veteran-service-disabled-veteran-owned>

Diversity Categories

Woman Business Enterprise (WBE) –
Self Certification or 3rd party, city state, WBENC, NAWBO

A for profit enterprise presently located in the United States or its trust territories, and is at least 51% owned, controlled, and operated by a woman or women of U.S. citizenship. Individual(s) must be involved in the day-to-day management of the business. For information on the Women-Owned Small Business Program, visit <http://www.sba.gov/content/womens-business-ownership>