Alleged Prompt Pay Violation
Flow Chart

Alleged Prompt Pay Complaint

- Email
- Phone
- Other

Alleged Prompt Pay Complaint Documented to Alleged Party

- Copy
  - Prime Contractor (If not Alleged Party)

Alleged Party must Respond in 10 Days

- Copy
  - Prime Contractor (If not Alleged Party)

- Copy
  - Engineer of CFS

- Copy
  - Project Engineer

Project Engineer Confirms Prompt Pay Violation

- Project Engineer
  - Determines no Violation(s)

- Project Engineer
  - Failure to Respond Will be Considered Admission of Violation

Violating Party Needs to Propose a Resolution to The Project Engineer Within 5 Days

Project Engineer must Approve the Resolution

- Prime Contractor Issues Payment to Subcontractor
- Prime Contractor Issues Payment Directly to the Subcontractor’s Lower Tier Subcontractor or Suppliers

- Prime Contractor Issues Payments to Subcontractor in the Form of Joint-Checks

- Request a Negative Estimate to Withdraw the Amount Confirmed in the Prompt Payment Violation

Resolution can be one or Combination of the above

- Project Engineer Withholds Payment Until Resolution