COLORADO
Department of Transportation

# Professional Service Contracts and B2GNow System Training Participant Guide

*Consultants and Vendors*

**July 2023**

CDOT Civil Rights & Business Resource Center
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https://codot.gov/business/civilrights
303.757.9234

V 5.0

# Contents

## Civil Rights Contacts

This manual has been produced by CDOT's **Environmental Justice Equity (EJE),** the Headquarters Civil Rights Office. The EJE is formerly known as the Civil Rights and Business Resource Center (CRBRC). The EJE is responsible for developing Civil Rights programs and monitoring compliance administration.

**Environmental Justice Equity (Formerly CRBRC)**
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EJE works in collaboration with the **Region Civil Rights Offices (RCROs)**, who oversee Civil Rights compliance during active design and construction.

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**Region 5: Jason Benally, Region Civil Rights Manager (Durango)**
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For questions regarding the B2GNow software system, contact the **B2GNow Help Desk:**
support@b2gnowsupport.com | (602) 490-0809

## Acronyms

APP - Anticipated Participation Plan
B2GNow – Civil Rights System to track DBE and prompt payment contracts and projects
CDOT – Colorado Department of Transportation
C/O – Change Order
CR – Civil Rights
DBA – Doing Business As
DBE - Disadvantaged Business Enterprise
EJE – Environmental Justice Equity (HQ CRO) – **Formerly known as Civil Rights & Business Resource Center (CRBRC)**
ESB - Emerging Small Business
GFE - Good Faith Effort
L/A – Local Agency
LOI - Letter of Intent (Vendors)
MC – Main/Master Contract – **Formerly known as CDOT's Master Contract**
NAICS – North American Industry Classification System Work Codes
NPS - NonProject Specific Professional Service (Consultant) Contract
NTE - Not to Exceed
NTP – Notice to Proceed
OA – Operating Agreement
PCW – Project Cost Worksheet
PGS – Professional Services (Consultant) Program Specific Contracts
PS - Project Specific Professional Service (Consultant) Contract
RCRO - Region Civil Rights Office
RFP - Request for Proposal
SOI – Statement of Interest
SOW - Scope of Work
T/O - Task Order
UP – Utilization Plan

## Common B2GNow Questions

**What does B2GNow stand for?**
B2GNow stands for Business 2 Government Now. It is a national software company based in Phoenix, Arizona.

**Why is CDOT using the B2GNow system?**
For Professional Services, the B2GNow system assists CDOT with tracking DBE and ESB participation and prompt payment for Primes, Subs and Suppliers/Vendors.

**Are we required to use B2GNow for CDOT Contracts?**
All Professional Service Contracts use B2GNow. It has been a requirement in the Contract Requirements since July 16, 2016. B2GNow is also used for construction projects. Refer to next question for Local Agency contracts.

**What are the new requirements for Local Agency Contracts use in B2GNow?**
As of July 1, 2022, all **Local Agency** Professional Service contracts with FHWA assisted funding will be required to use CDOT's B2GNow system for prompt payment and DBE participation tracking. All DBE firms will be set up in the Local Agency's contract (L331 prefix) and monthly reporting will be required. Refer to Local Agency manuals and other sources for more information.

**What should be entered for the NTP (Notice to Proceed) date for Task Order contracts? Is it the contract start date?**
If you don't have an actual NTP date, contract execution date is fine. If you don't know the contract start date, use the award date.

**What is the difference between a Supplier and Vendor?**
A Supplier supplies material. A Vendor rarely supplies just materials. Vendors will provide NonProfessional services, which is basically everything that does NOT require a professional engineer to be involved. Examples of vendors would be public information, geotechnical drilling, traffic control, etc. Vendors provide a service, but not an engineering service.

**Where are Suppliers or Vendors found in my Contract?**
B2GNow recognizes Suppliers and Vendors as Subcontractors. The only area to differentiate the type of firm is in the *Participation Type* when adding a Sub.

**Do Suppliers need to be in B2GNow?**
Yes, firms need to report payments to Suppliers like they must do for Subs. Suppliers show up like any other Subs in the reporting, but they are designated as a *Supplier* in the *Participation Type* when adding.

**Should we be entering Vendors in B2GNow?**
Yes, Vendors are considered Subs per the DBE regulation. In the *Participation Type*, add a Vendor as a *Subcontractor* when adding.

**Are Suppliers/Vendors listed as "Tier 2" Subs under the company who is purchasing the supplies? Or are they Tier 1 under the Prime?**
Supplier/Vendors are listed as tiered Subs under the firms who are purchasing supplies.

**Where do I find DBE certified firms?**
You can find DBE certified firms at: https://coucp.dbesystem.com/.

**Where do I find ESB certified firms?**
You can find ESB certified firms at:
https://cdot.dbesystem.com/FrontEnd/searchcertifieddirectory.asp.

**If the DBE firm identified in the UP (Utilization Plan) has been replaced for one reason or the other, what is our process and procedure for removal of the firm or replacement in B2GNow?**
Discussions and a *Professional Services DBE Participation Plan Modification Request* form is submitted to Civil Rights for approval.

**A rental company is included on the contract. Should a rental company that is renting out equipment (more than $10,000) be included in B2GNow?**
Yes.

**When do you need to add a Sub, Supplier/Vendor?**
Firms need to be added when a Task Order is uploaded in B2GNow. You will receive an "award letter" notification that will tell you to add all Subs and Suppliers/Vendors on the specific Task Order. You also are required to add new Subs and Suppliers/Vendors when they were not on your original contract.

**What documents are needed when adding a new Sub, Supplier/Vendor not on the original Contract?**
You need to upload and attach PCWs for Subs, LOIs for Suppliers/Vendors or a copy of the contract amendment that added a new Sub or Suppliers/Vendors.

**What needs to be completed under 'Additional Information' when adding a Subcontractor?**
ESB - Yes if the firm is ESB certified. No if the firm is not ESB certified. Check the applicable certifications section of the add Sub form to find out.

- Level 1 - If the firm is not ESB certified, select "No". If the firm is ESB certified, check the directory to determine the firm's ESB level. If level 1, select yes. If level 2, select no. If SBE level, select no.
- New Teaming Partner - select the best option.
- Work Type (required) - select the best option.

**What is the process in B2GNow if a Prime added a Sub, but never utilizes the firm?**
The Sub will remain listed on the contract and receive monthly audits until either the contract ends, or the final audit box is checked.

**Are we supposed to mark DBEs as "Count Towards the Goal" for State Funded Task Orders?**

Yes. All DBEs no matter the funding, or if they are additional DBE participation, need to be marked as "count towards the goal". State funded contracts are included. This information will be essential for CDOT to a disparity study and track race conscious versus race neutral participation.

**What is race conscious and race neutral?**

There are two (2) types of DBE participation.

Race Conscious: DBE participation used on contracts that counts toward the DBE goal/commitment set for the contracts originally from the proposal.

Race Neutral: DBE participation used on contracts that do not count toward participation of the original DBE goal commitments. This would also include new DBE firms added during the Contract/Task Order unless they were an approved substitute to meet the DBE goal.

**When will an approved Task Order show in B2GNow and be accessible?**

Uploads from SAP are manual. It should take up to two (2) weeks for the contract to appear in B2Gnow. You will notice the *View* and *Main* tab once uploaded. The Task Order will need to be "locked in" manually (by EJE) which may take up to another two (2) weeks. Once the Task Order is "locked in", you will see more tabs than the *View* and *Main* tabs. The Prime Consultant will receive a notice from B2GNow to add the Subs or Suppliers/Vendors that are on that specific Task Order.

**Why can't I upload documents?**

If you do not have an *Attach File* button in areas in B2GNow, you will have to have your documents uploaded in the system by Civil Rights to the correct area. You can upload documents if sending a message. Please send a message with the uploaded attachments in B2GNow or email your Civil Rights office with the documents to get added to the correct area.

**Now that EJE is importing Task Order records from SAP, is there anything we should be entering in the B2GNow system on Professional Service Contracts?**

Yes. CDOT Civil Rights will enter information on amended funds and/or time extension of contracts to the Task Order or Main/Master contract after execution through the *Change Orders & Task Orders* tab. However, the Prime Consultant will add Subs or Suppliers/Vendors on the *Subcontractors tab*.

1. Prime adds Sub or Supplier/Vendor requests. The Prime will add the Sub through the *Subcontractors tab* of the Task Order. The PCW for Subs, LOI's for Suppliers/Vendors, or amended contract for new firms, not on the original contract, will be uploaded in B2GNow.
2. CDOT adds Funds requests. These should be entered as change orders to the relevant Task Order through the *Change Orders & Task Orders* tab.
3. CDOT adds Time Extension requests. These should be entered as change orders though the *Change Orders & Task Orders* tab of the relevant Task Order and/or the master contract as appropriate.

4. CDOT adds Fund Reallocation requests. These should be entered by adjusting the contract amounts in the *Subcontractors* tab to reflect the amended Project Cost Worksheets.
5. CDOT changes DBE goal approved changes.

**Should Primes verify their reported CDOT payments?**
Yes. As of April 2023, payments to Primes for task orders, with prefixes of 431, were reported through CDOT's SAP system. Primes should verify the payment is correct. If a correction is needed, contact the EJE at (303) 757-9234.
**Why aren't Primes getting notifications for all their audits like they used to?**
Once CDOT payments for task orders with prefixes of 431, were automatically reported as of April 2023, B2GNow audit notifications turned off if the Prime got paid zero (0) dollars for the month. B2GNow assumes since the Prime was paid zero (0) dollars, that their Subs and Suppliers/Vendors did not get paid. If the Prime paid a Sub or Supplier/Vendor in a month they were paid zero (0) dollars, please contact the EJE of call (303) 757-9234 to get access to the month's audit.

**What date should the Prime use when reporting payments to Sub and Suppliers/Vendors in B2GNow?**
Firms should use the date they released the payment to the Sub or Supplier/Vendor. It is okay if the firm reports a different date because of a delay in processing time. It is recommended that firms report the check date of the payment. CDOT trains the Subs not to mark a payment as discrepant solely because of the date reported.

**When CDOT Civil Rights sees a new Task Order, can the default setting in the Compliance Audit settings be changed?**
The Main/Master Contract setting is set to *On Demand* because CDOT does not want audits on Main/Master Contracts. A setting may be changed by Civil Rights under the correct circumstance. For Task Orders (with prefixes of 451, 491, and **Local Agency** (L331) contracts), a Task Order's default will be *Automatically* since payments apply to them. As of April 2023, Primes payments will automatically be reported by CDOT with Task Order prefixes of 431. Because of this, the default setting will be *On Demand* for those Task Orders. If the Prime receives a zero (0) payment from CDOT but pays their Sub in that month, they will need to call EJE at (303) 757-9234 to get access the audit.

**What if I am paid $0 for the month? Can I ignore the audit?**
NO! If a firm is paid $0, it should be reported or confirmed as $0.

**Why am I receiving audits when I haven't even started the work?**
Once the Task Order is uploaded in the B2GNow system, it assumes that work will begin. You may report and confirm as $0 if paid $0. Civil Rights can add in the Notice to Proceed (NTP) date and then the audits will not begin until that day.

**What do I do with Sub or Supplier/Vendor audits when all the work has been completed and payments were made?**
Once the Sub has received final payment for the contract (even if that is $0), mark as *Final Audit* to remove the firm from future compliance audits. You may mark as final payment

made. If you choose, you can use the original and current commitment fields to indicate the changed commitment.

**How do you handle a Sub, Supplier/Vendor requesting to be removed from audits?**

1. Confirm with the Sub or Supplier/Vendor the dollar amount they were paid on the contract (even if your records indicate they were paid $0).
2. Verify with the Sub or Supplier/Vendor that all payments (and any retainage) have been received by the Sub.
3. Confirm final payment received by the Sub or Supplier/Vendor (even if paid $0). Enter that amount as the final payment in the profile.
4. Confirm with the Prime that the Sub or Supplier/Vendor has been paid in full for their work on the contract.
5. Remind the Prime and Sub or Supplier/Vendor that any future work on the contract by the Sub or Supplier/Vendor will require a new Subcontract.
6. Check the final audit box in the last audit to stop future audits.
7. If you choose, you can use the original and current commitment fields to indicate the changed amounts.

**Can firms edit audits after their original response?**

No. They will have to contact CDOT Civil Rights to make any corrections to audits. There is no mechanism in the system to allow firms to edit audits after they have been confirmed.

**When deleting a document, there is an automatic email to B2GNow. B2GNow responds within 24 hours saying to contact EJE. Is there a way to redirect the email to EJE?**

The automatic email occurs because you do not have the permission to delete documents in the system. Do not try to delete docs or contracts in B2GNow.The automatic emails are support requests, and there is no way to stop them from going to B2GNow. If you need to remove a document, please request through the EJE at (303) 757-9234 to delete the document.

**How do I get project personnel set up in B2GNow?**

Please request through the EJE at (303) 757-9234 for CDOT project personnel and consultant additions.

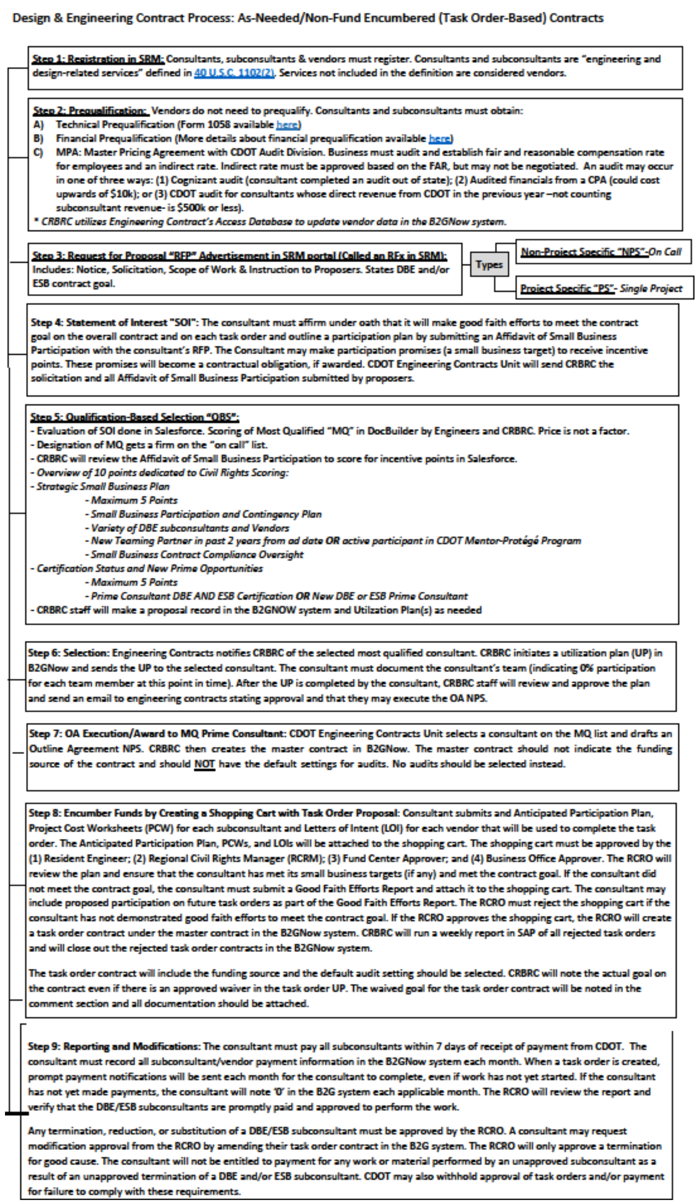
## Summary of CDOT Professional Services Small Business Requirements on Contracts

| Old Contract Revisions<br>(Pre-2016)<br>"Old Spec" | Contract Revisions<br>(Ads between 7/1/16 and 12/31/19)<br>"New Spec w/Audits" | Contract Revisions 2020<br>(NPS Ads as of 1/1/20)<br>(Project Specific/Program Specific Ads as of 10/1/2020)<br>"Prof Serv 2020 Spec" |
|---|---|---|
| No B2GNow Requirements | B2GNow Requirements | New Small Business Targets and Scoring |
| | Utilization Plan and B2GNow Usage Requirements | New and Revised Forms |
| | Main/Master Contract Goal – MC Goal Passed on to Every TO | Additional Page in RFP for Civil Rights Small Business Participation for Scoring |
| | | **NPS Contracts** - Main/Master Contract Advisory Goal -<br>Task Order Reevaluation DBE Goal Setting (if requested)<br>**10/1/2020 - Project Specific/Program Specific Contracts** - Main/Master Contract Goal<br>**7/1/2022** – Local Agency Contracts |

Existing contracts follow the requirements in the contract with the exception that Old Spec and New Spec w/Audits DBE goal roll up to Main/Master Contract.

# CDOT Design & Engineering Contract Process

CDOT uses B2GNow software to track small business participation on Professional Services Contracts. This user manual will show you how to use B2GNow software to ensure compliance on your CDOT contract. For an overview of the entire process, please click on the object below.



Design & Engineering Contract Process: As-Needed/Non-Fund Encumbered (Task Order-Based) Contracts

**Step 1: Registration in SRM:** Consultants, subconsultants & vendors must register. Consultants and subconsultants are "engineering and design-related services" defined in 40 U.S.C. 1102(2). Services not included in the definition are considered vendors.

**Step 2: Prequalification:** Vendors do not need to prequalify. Consultants and subconsultants must obtain:

A) Technical Prequalification (Form 1058 available here)

B) Financial Prequalification (More details about financial prequalification available here)

C) MPA: Master Pricing Agreement with CDOT Audit Division. Business must audit and establish fair and reasonable compensation rate for employees and an indirect rate. Indirect rate must be approved based on the FAR, but may not be negotiated. An audit may occur in one of three ways: (1) Cognizant audit (consultant completed an audit out of state); (2) Audited financials from a CPA (could cost upwards of $10k); or (3) CDOT audit for consultants whose direct revenue from CDOT in the previous year –not counting subconsultant revenue- is $500k or less).

* *CRBRC utilizes Engineering Contract's Access Database to update vendor data in the B2GNow system.*

**Step 3: Request for Proposal "RFP" Advertisement in SRM portal (Called an RFx in SRM):** Includes: Notice, Solicitation, Scope of Work & Instruction to Proposers. States DBE and/or ESB contract goal.

Types

- Non-Project Specific "NPS"-*On Call*
- Project Specific "PS"- *Single Project*

**Step 4: Statement of Interest "SOI":** The consultant must affirm under oath that it will make good faith efforts to meet the contract goal on the overall contract and on each task order and outline a participation plan by submitting an Affidavit of Small Business Participation with the consultant's RFP. The Consultant may make participation promises (a small business target) to receive incentive points. These promises will become a contractual obligation, if awarded. CDOT Engineering Contracts Unit will send CRBRC the solicitation and all Affidavit of Small Business Participation submitted by proposers.

**Step 5: Qualification-Based Selection "QBS":**

- Evaluation of SOI done in Salesforce. Scoring of Most Qualified "MQ" in DocBuilder by Engineers and CRBRC. Price is not a factor.
- Designation of MQ gets a firm on the "on call" list.
- CRBRC will review the Affidavit of Small Business Participation to score for incentive points in Salesforce.
- *Overview of 10 points dedicated to Civil Rights Scoring:*
- *Strategic Small Business Plan*
    - *Maximum 5 Points*
    - *Small Business Participation and Contingency Plan*
    - *Variety of DBE subconsultants and Vendors*
    - *New Teaming Partner in past 2 years from ad date OR active participant in CDOT Mentor-Protégé Program*
    - *Small Business Contract Compliance Oversight*
- *Certification Status and New Prime Opportunities*
    - *Maximum 5 Points*
    - *Prime Consultant DBE AND ESB Certification OR New DBE or ESB Prime Consultant*
- CRBRC staff will make a proposal record in the B2GNOW system and Utilzation Plan(s) as needed

**Step 6: Selection:** Engineering Contracts notifies CRBRC of the selected most qualified consultant. CRBRC initiates a utilization plan (UP) in B2GNow and sends the UP to the selected consultant. The consultant must document the consultant's team (indicating 0% participation for each team member at this point in time). After the UP is completed by the consultant, CRBRC staff will review and approve the plan and send an email to engineering contracts stating approval and that they may execute the OA NPS.

**Step 7: OA Execution/Award to MQ Prime Consultant:** CDOT Engineering Contracts Unit selects a consultant on the MQ list and drafts an Outline Agreement NPS. CRBRC then creates the master contract in B2GNow. The master contract should not indicate the funding source of the contract and should NOT have the default settings for audits. No audits should be selected instead.

**Step 8: Encumber Funds by Creating a Shopping Cart with Task Order Proposal:** Consultant submits and Anticipated Participation Plan, Project Cost Worksheets (PCW) for each subconsultant and Letters of Intent (LOI) for each vendor that will be used to complete the task order. The Anticipated Participation Plan, PCWs, and LOIs will be attached to the shopping cart. The shopping cart must be approved by the (1) Resident Engineer; (2) Regional Civil Rights Manager (RCRM); (3) Fund Center Approver; and (4) Business Office Approver. The RCRO will review the plan and ensure that the consultant has met its small business targets (if any) and met the contract goal. If the consultant did not meet the contract goal, the consultant must submit a Good Faith Efforts Report and attach it to the shopping cart. The consultant may include proposed participation on future task orders as part of the Good Faith Efforts Report. The RCRO must reject the shopping cart if the consultant has not demonstrated good faith efforts to meet the contract goal. If the RCRO approves the shopping cart, the RCRO will create a task order contract under the master contract in the B2GNow system. CRBRC will run a weekly report in SAP of all rejected task orders and will close out the rejected task order contracts in the B2GNow system.

The task order contract will include the funding source and the default audit setting should be selected. CRBRC will note the actual goal on the contract even if there is an approved waiver in the task order UP. The waived goal for the task order contract will be noted in the comment section and all documentation should be attached.

**Step 9: Reporting and Modifications:** The consultant must pay all subconsultants within 7 days of receipt of payment from CDOT. The consultant must record all subconsultant/vendor payment information in the B2GNow system each month. When a task order is created, prompt payment notifications will be sent each month for the consultant to complete, even if work has not yet started. If the consultant has not yet made payments, the consultant will note '0' in the B2G system each applicable month. The RCRO will review the report and verify that the DBE/ESB subconsultants are promptly paid and approved to perform the work.

Any termination, reduction, or substitution of a DBE/ESB subconsultant must be approved by the RCRO. A consultant may request modification approval from the RCRO by amending their task order contract in the B2G system. The RCRO will only approve a termination for good cause. The consultant will not be entitled to payment for any work or material performed by an unapproved subconsultant as a result of an unapproved termination of a DBE and/or ESB subconsultant. CDOT may also withhold approval of task orders and/or payment for failure to comply with these requirements.

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Information regarding step 4 (Affidavit), step 5 (Scoring), and step 6 (Utilization Plan), are included with the B2GNow manual, videos and forms in the following link: https://www.codot.gov/business/civilrights/compliance/prof-services/resources-forms

# All External Users

## Navigate B2GNow

CDOT manages nearly all its Civil Rights requirements in CDOT's Business Management System, B2GNow (contracts.codot.gov). This guide will help you navigate the system and complete the Professional Services DBE and Prompt Payment related tracking requirements for participating on a CDOT contract.

**NOTE: B2GNow relates "Subcontractor" to any Sub - Contractor, Consultant or Supplier/Vendor.**
**All <u>underlined</u> text and numbers represent a link and can take you directly to the relevant page.**

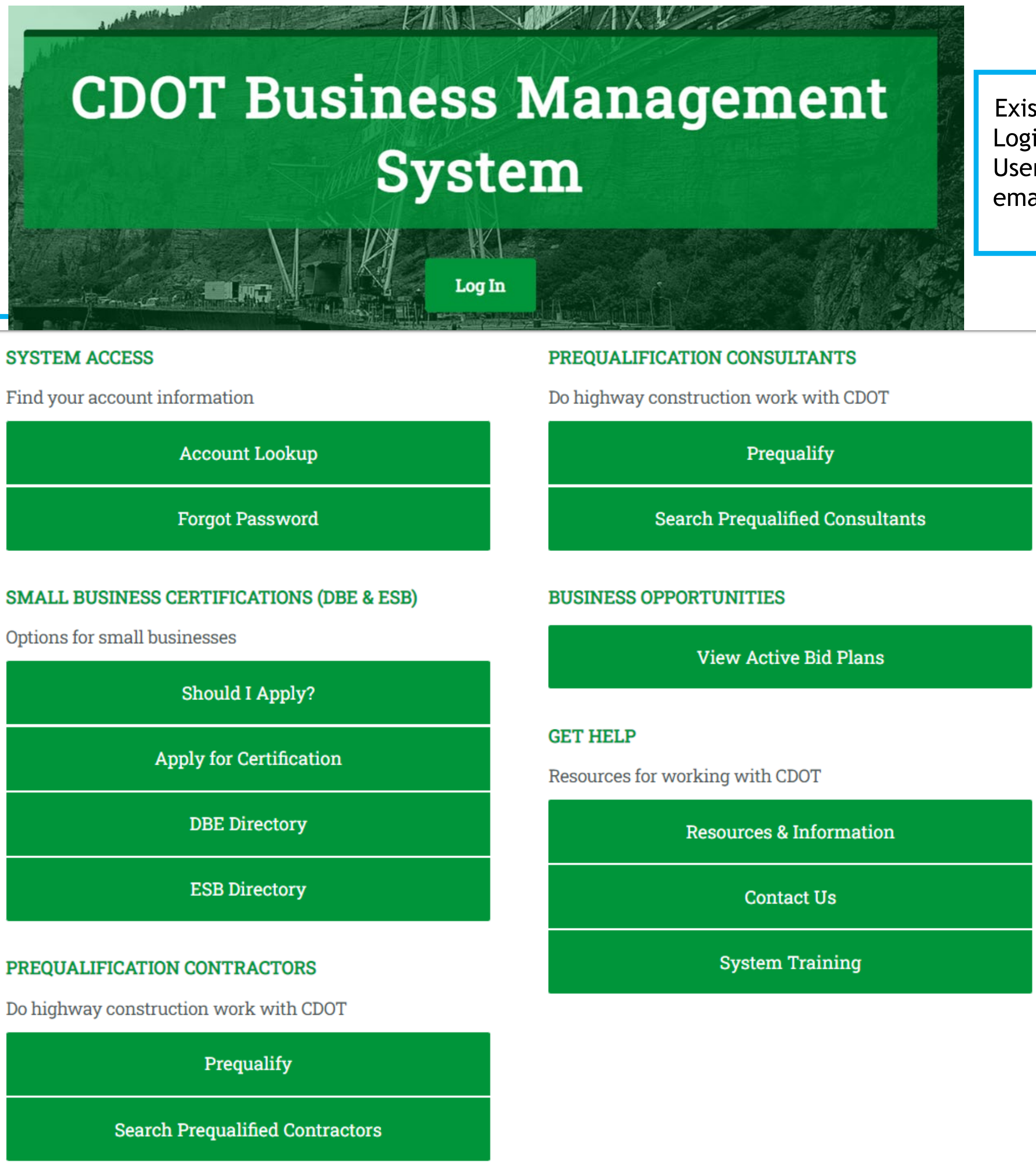
Existing User Login(Note: Username is an email address)

Use this feature before you create a new account

Generates a temporary password

Quick access to certification application upon Login

Small Business Directories No Login Required




Quick Access to CDOT Forms upon Log in

Active Bids No Log in Required

# All External Users

## Create an Account in B2GNow

B2GNow is a national database used by several dozen state and local agencies. The nationwide registry holds over one million vendor accounts. Once a username and password has been created, you can be used to log in to any B2GNow portal around the country. All firms working on federally assisted CDOT contracts should have a B2GNow account. Firms that prequalified with CDOT, or who have DBE/ESB certification will have B2GNow accounts with the prequalification or certification process. Usernames are usually the e-mail address used during the prequalification or the certification process. B2GNow portals typically have web addresses such as denver.mwdbe.com or cdot.dbesystem.com. The web address for CDOT is: [https://cdot.dbesystem.com](https://cdot.dbesystem.com).

The Environmental Justice Equity (EJE) creates all staff user accounts (CDOT staff and consultant engineers). Consultant Engineers may have both vendor user accounts (for their firm) and staff user accounts (for their CDOT duties). These accounts will use the same credentials. To create an account with staff user authority for either a CDOT employee or a consultant engineer, contact the EJE at (303) 757-9234.

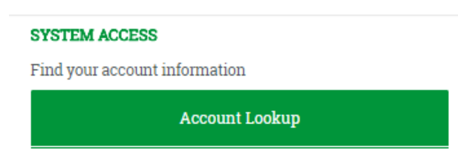
## Vendor Accounts

A vendor account is like a virtual directory posting for your business. Every vendor account has an assigned vendor number. Some vendors may have multiple vendor numbers because of the way their name was set up. The system collects general information about your company that any user in the country with a B2GNow account can find. This general information can include the business name and DBA, hours of operation, its web address, its physical address and phone number, its primary work areas, etc. Vendor accounts can also hold semiprivate information that is only accessible to those users connected to the company.

### Locate an Existing Vendor Account

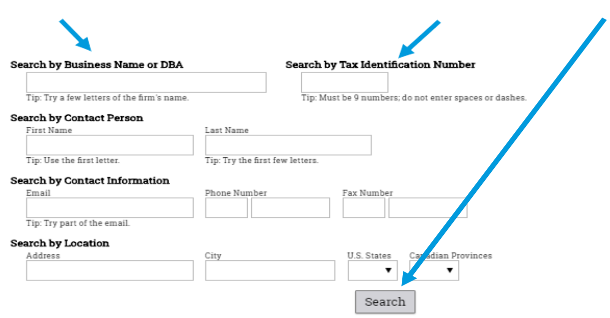
Before you get started, check if your business has an existing account.

On the left side of the *Log in* page, click *"Account Lookup"*




Enter your B2GNow Vendor Account number (preferred), Business name (less reliable due to variations) or Tax ID Number

Click *"Search"*.



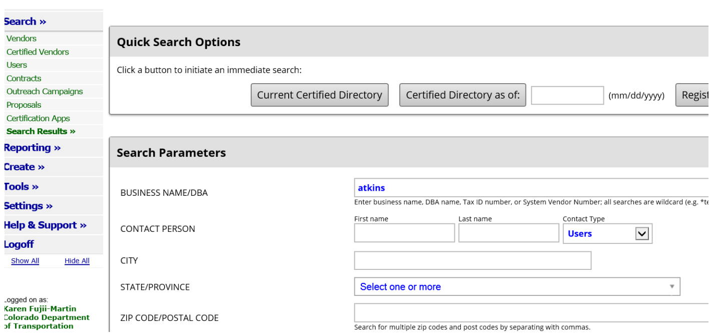
If your company appears in the search results, close the *Account Lookup* window. Your company already has a vendor account. Continue to *Note your Vendor Account Number* section then, to the *User Within Accounts* section of this guide.

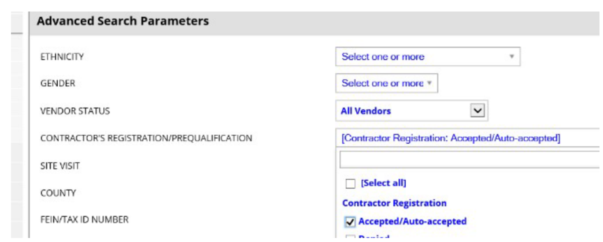
If your company does not appear in the search results, close the *Account Lookup* window. Your company does not have a vendor account. Continue to *Create a New Vendor Account* section.

## Note Your Vendor Account Number

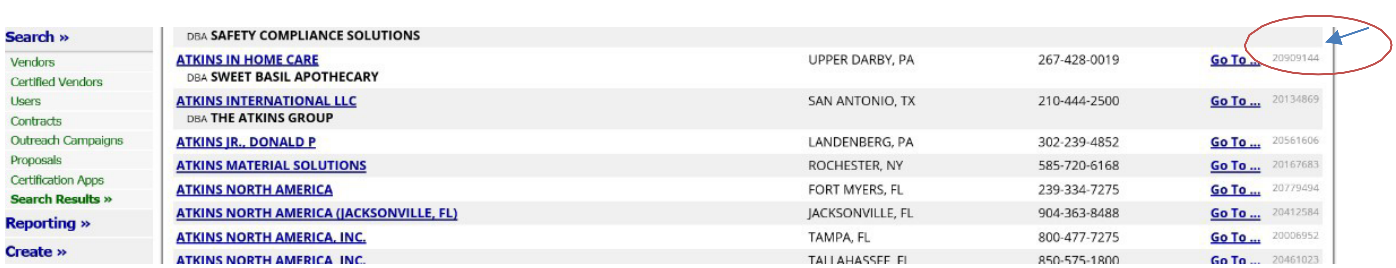
Each individual firm will have their own unique vendor system number. This is the preferred locator method. Make note of your firm's vendor number as you may need to supply your Prime with it. The vendor number will be required on multiple forms.

Search your firm. Search>>Vendors.

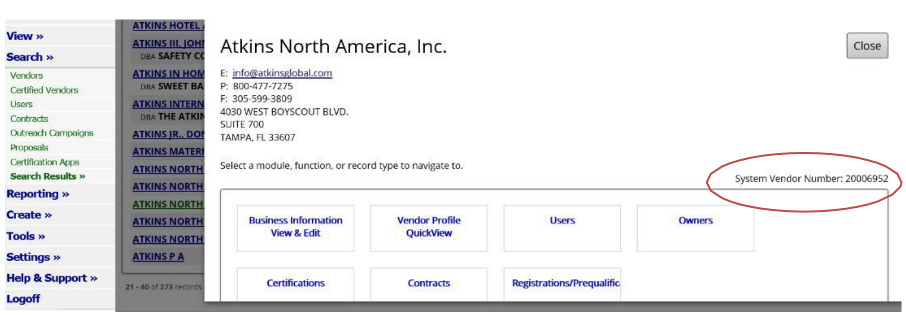



To see details of the account, click on the underlined *"Go To…"*.




Or *Search*>*Vendors*>Type in Vendor number.



## Multiple Vendor Account Numbers

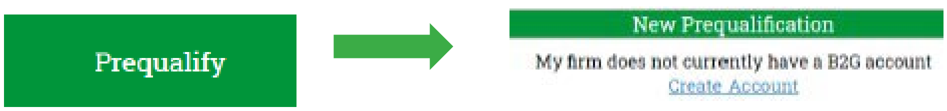
There are times different users will set up an account for their firm more than once. If you find your firm has multiple accounts set up, you can request to have the accounts merged. Firms can contact the B2GNow support team, support@b2gnowsupport.com, (602) 490-0809, and provide the vendor numbers, name of firm(s) and contact info to have the accounts merged. All your contracts should be under one vendor number.

## Create a New Vendor Account

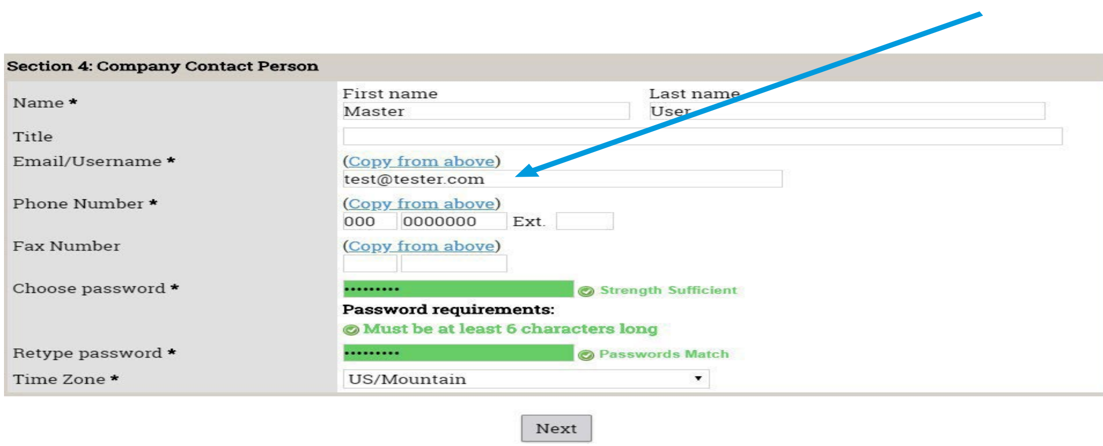
Before getting started, make sure your firm has an existing account. Duplicate vendor accounts are a common issue because the firm was spelled or set up differently. Contracts under different vendor numbers are difficult to monitor.

**NOTE**: Creating a new vendor account by clicking "*Prequalify*" will take you to the Questionnaire menu which is not what you want.

Click "*Create Account*".




Complete all required (*) fields in Sections 1, 2, and 3. In Section 4, enter the email address and create a password for the company's primary contact.




Click "*Next*".

The system will give you a red or yellow warning if any information in your profile is completely or partially matched another profile.

If the warning is yellow, review the list of partial matches to ensure that none of the profiles belongs to your company.

Then click "*I would like to create an account in this system*".

Click "Next".

If the warning is red, you have entered information that exactly matches an existing profile.

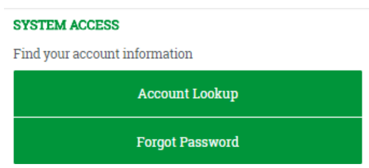
**NOTE**: Record your vendor number for your account as this will be used on multiple forms.

Return to *Account Lookup* to locate your firm's account. Contact the CDOT Environmental Justice Equity at (303) 757-9234 if you have questions.

## Reset Password

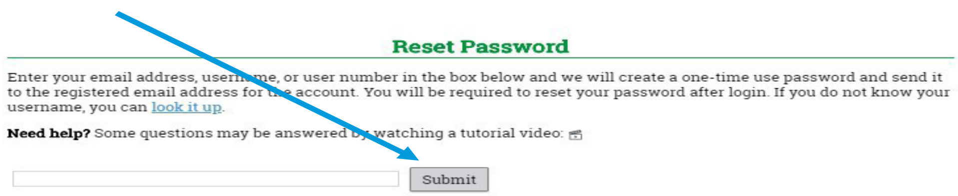
Some prompted B2GNow emails from CDOT is originated from Civil Rights. The username will be the email address receiving those emails. If you are unsure of your password or whether your email address connects to a B2GNow account, continue steps.

On the left side of the *Log In* page, click "*Forgot Password*".

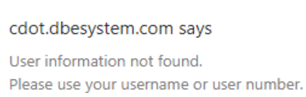



Enter your email address in the popup box

Click "*Submit*".

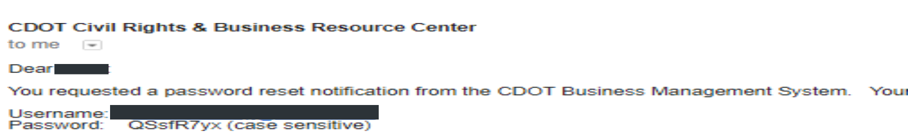



**NOTE**: If your email address is not connected to a user account, you will see a popup at the top of the page.




If you receive this message, refer to *Creating a New User Account* section.

If your email address is connected to an account, you will receive the following email containing your temporary password.




Log in to the system using the username and password.

Follow instructions to change your password.

# All External Users

**NOTE**: B2GNow passwords must be six (6) characters long and DO NOT expire.

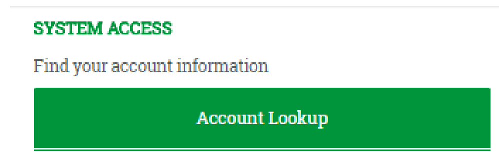
## Users Within Accounts

Within each overarching vendor account, there are several user accounts. User accounts are tied to individuals and their email addresses and allow the user full access to any information linked to the company's vendor account. Every vendor account must have at least one user.

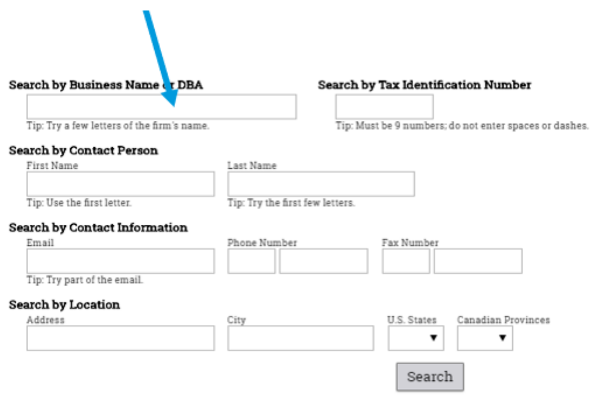
### Find Existing Users from Account Lookup

If you are unsure of who at your company has access to B2GNow, use the *Account Look Up* feature to find a list of the firm's primary users. Be sure you choose your correct vendor number.

On the left side of the log in page, click *"Account Lookup"*.




Enter your B2GNow Vendor Account number (preferred), Business name (less reliable due to variations) or Tax ID Number.




Click *"Search"*.

If you are trying to determine whether a specific individual has access, you can also add the person's first or last name.

## Create a New User

Users can be added to a firm's vendor account. Only existing users linked to a company's vendor account can create or authorize new user accounts. An existing user must approve these requests.

In order to create a Consultant Engineer's new user as CDOT's project personnel, contact the EJE (303) 757-9234.

### Request a New User Without Logging In

Anyone can be added as a new user to a company's account. These requests are subject to approval by a company's contact.

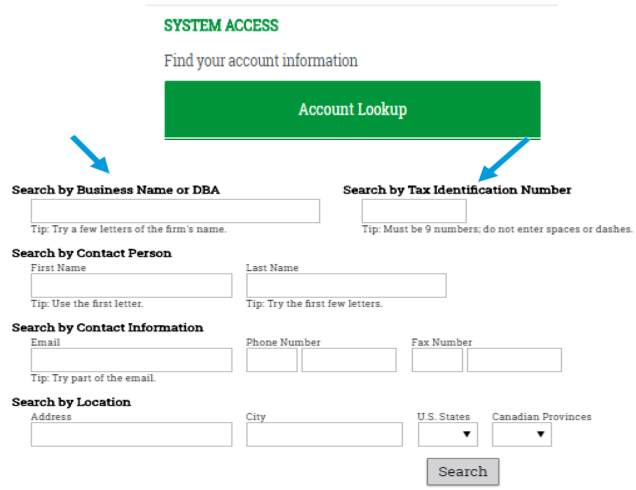
# All External Users

You will have to find your vendor account number.

On the left side of the *Log In* page, click *"Account Lookup"*.

Enter your System Vendor Number (preferred), Business name (less reliable due to variation) or Tax ID Number.

Click "*Search*".

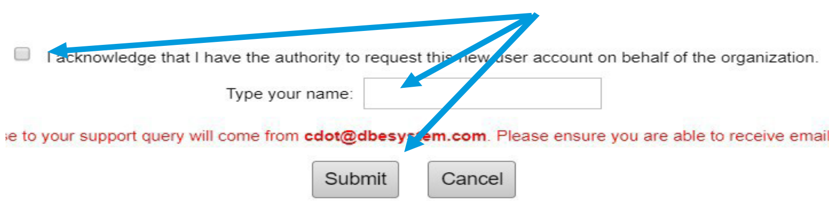



If your company does not appear in the search results, close the *Account Lookup* window.

If your company does not have a vendor account, return to the *"Create New Vendor Account"* section of this guide to learn how to create a new account.

If your company appears in the search results, your company has a vendor account Click "*Request New User for This Entity*".

Click "*Submit*".

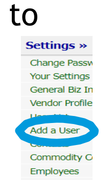




**NOTE**: You will need to assign the new user a temporary password. The new user will have to change their password upon logging in for the first time.

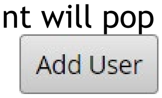
## Add a New User from Inside the System (Once Logged in)

Any user linked to the company's account can add new users. This method is the easiest way to create a new user. A new user can only be set up by existing users within your firm.

On the left side of the page after logging in, click "*Settings*" >> "*Add a User*".




A list of the users linked to the company's vendor account will pop up.
At the top of the page, click "*Add User*".




Complete all required (*) fields.

Click "*Save*" at the bottom of the screen.

# All External Users

**NOTE**: You will need to assign the new user a temporary password. The new user will have to change their password upon logging in for the first time.

### User Changes

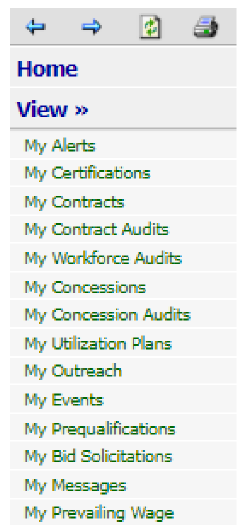
CDOT can assist and edit profile information for a firm's user. Civil Rights can also reset a user's password. Please contact the EJE at (303) 757- 9234. To deactivate a user, please contact B2GNow support desk at support@b2gnowsupport.com , (602) 490-0809, and provide the vendor number, name of firm and contact info. Please keep your user list updated and remove any users that are not needed.

## Home Screen and Dashboard

When logged into B2GNow, a dashboard will display your firms' contracts. Items requiring your response are flagged in red font. Your Dashboard contains quick links and "to do's" separated and based on the modules in the system. From this launching point, you can access certification applications, prompt payment audits, account settings, vendor profile information, and more. All underlined text and numbers represent a link and can take you directly to the relevant page.

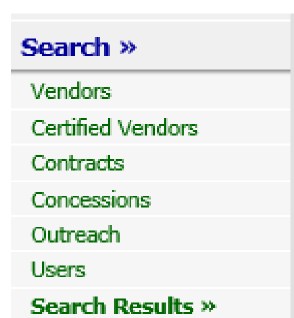
### Home Screen/Navigation Menu

#### View Menu




- View a list of certified firms
- View a list of all your viewable contracts
- View all recent prompt payment contract audits
- For Preconstruction, view pending Sub requests
- For Preconstruction, view list of accessible contracts
- View list of email outreach campaigns
- View list of B2GNow managed events
- View pre-created vendor lists for outreach purposes
- View list of all advertised contracts (past and future)
- View all visible pending and approved utilization plans
- View pending and past certification applications
- View received certification applications
- View requests to update general certification information
- View of list of firms with pending or approved questionnaires
- View active bid plans
- View support queue
- View system messages

#### Search Menu

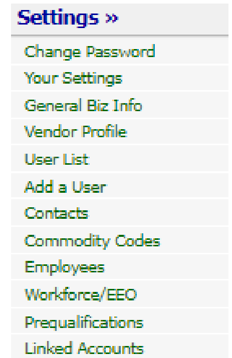



- Search all vendors in the national B2GNow database
- Search all vendors with a certification recognized by CDOT
- Search staff or vendor users by contact information
- Search contracts by number, firm, etc.

# All External Users

- Search for specific ad documentation/utilization plans
- Search users

### Settings Menu

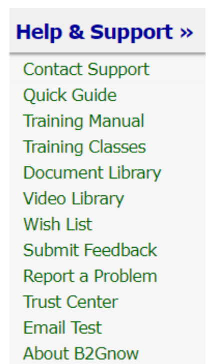



- Change password
- Change your phone number, email address, name, etc.
- Change company address, main contact information, etc.
- Update hours of operation, general description, industry, etc.
- See all user associated with your company's vendor profile
- Add a new user to your company's vendor profile

### Reports

- Access list of available reports
- Create new contracts, proposals, contracts, vendor lists, etc. (CDOT only)
- Switch between linked accounts (CDOT only)

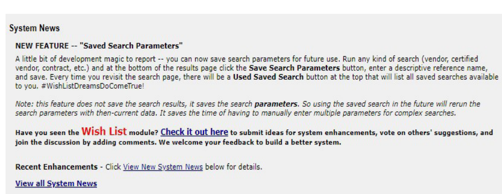
### Help and Support
### (For the B2GNow System)




- Contact support
- Quick guide
- Training
- Wish list
- Submit feedback
- Report a problem

## Permanent Widgets

The Alerts, System News, and Tools widgets is helpful information and cannot be removed from the Dashboard




You can move or change the color of these permanent widgets.

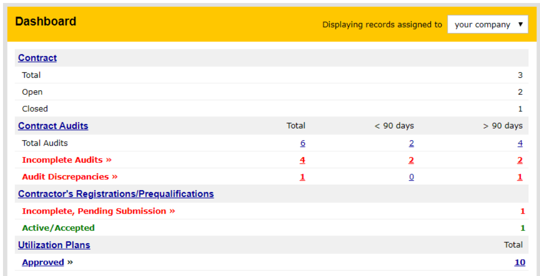
Remove or modify the settings of any widget by selecting "*Config*" below and to the right of the widget.

# All External Users

## Navigate Your Dashboard

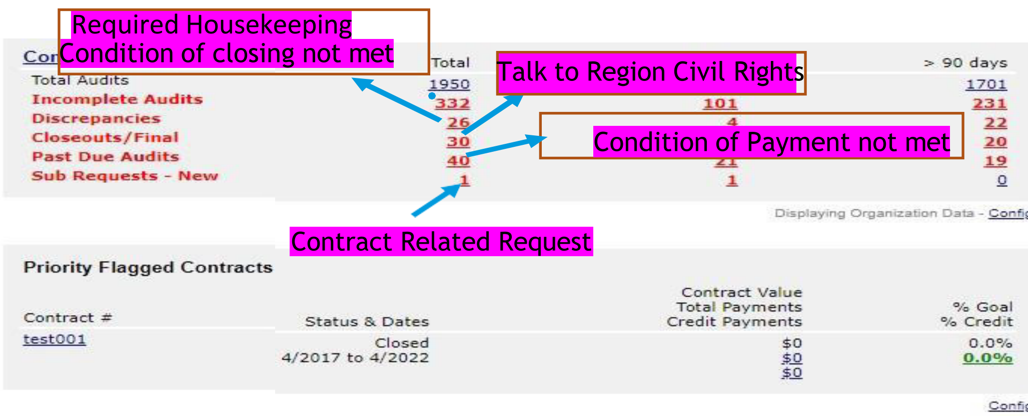
To view snapshot(s) of a contract, click on the *My Contracts* section. To complete prompt payment information, click on the *Contract Audit* section. A Prime's dollar commitment of their original team members on a contract can be seen on the Utilization Plan.

Every blue or red underlined text or number represents clickable quick access link to the relevant module red links represents a "to do" for the user, region, or agency that must be addressed.



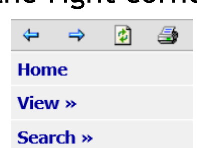

Blue links are quick access links that will take you directly into the linked contract, module, or audit.

The diagram below explains what each red link means.




## Personalize Your System Dashboard

Click *"Personalize"* in the *Dashboard* in the yellow bar in the right corner of the *Home* screen.

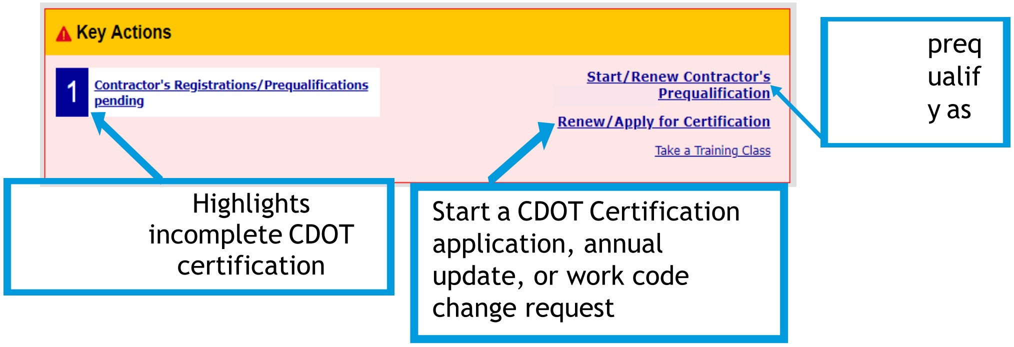




Add additional modules at any time by selecting *"Personalize"* from the yellow bar in the upper right corner of the *Home* screen.


## Key Actions

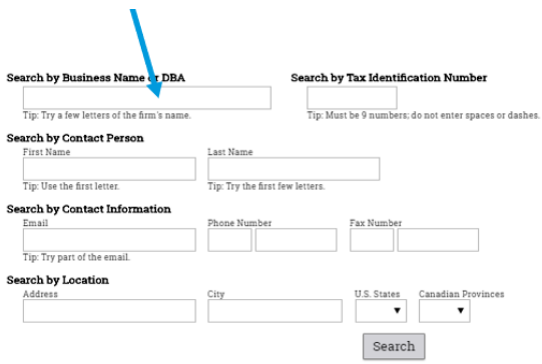
The key actions menu is a quick access menu for completing some of the business initiated forms and applications for certifications and prequalification.

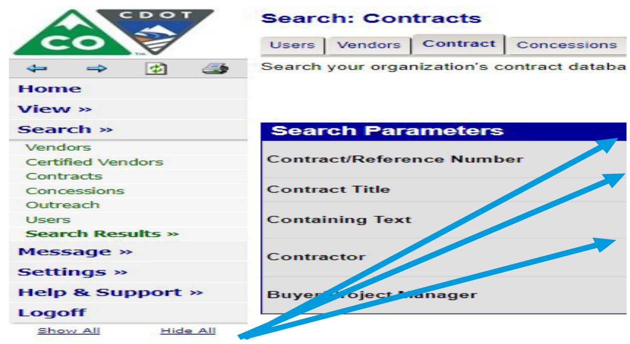
# All External Users



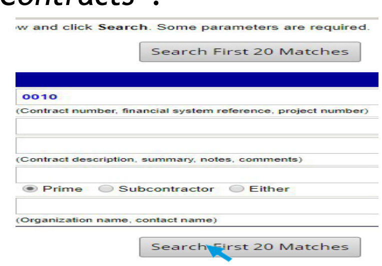

## Locate Your Contracts

There are several ways to locate a contract.



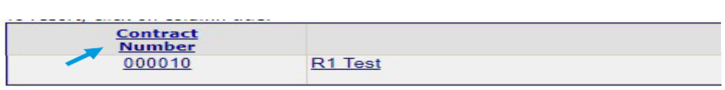




From the Navigation Menu, Click "*Search*">>" *Contracts*".




Enter the 5-digit CDOT subaccount contract number, Main/Master Contract SAP OLA # (321, L331 prefix) or Task Order (431, 451, 491 prefix) SAP PO number, title, or contractor.

Click "*Search*".




Click the contract number or any blue underlined area to review the contract.

## Full List of Your Contracts

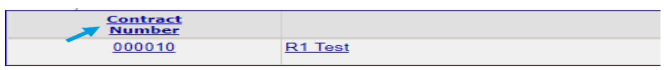
From the Navigation Menu, click "*View*" >> "*My Contracts*".

Click "*View*" next to the contract you want to review.


Enter the 5-digit CDOT subaccount contract number, Main/Master Contract SAP OLA # (321, L331 prefix) or Task Order (431, 451, 491 prefix) SAP PO number, title, or contractor.

Click "*Search*".

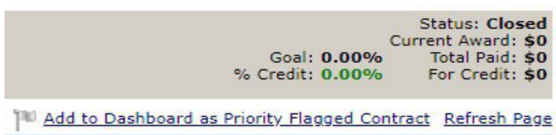
Click the contract number or any blue underlined area to review the contract.




## Flag and Access Priority Contracts

Locate the contract through *"Search"*.

Under the gray bar on the *Main* tab of the contract, click "*Add to Dashboard as Priority Flagged Contract*".

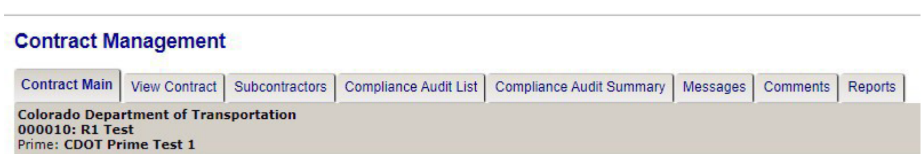




Once flagged, you can access the contract from the Dashboard by clicking on the contract.

To remove a contract from being flagged, reenter the contract and click *"Remove from Dashboard"*.

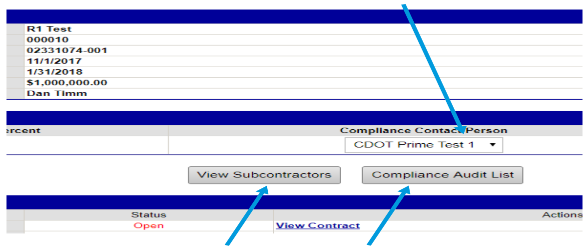
## Navigate the Contract Tabs




## Contract Main Tab

Change the compliance contact and find quick links to manage Subcontractors, Task Order, etc.

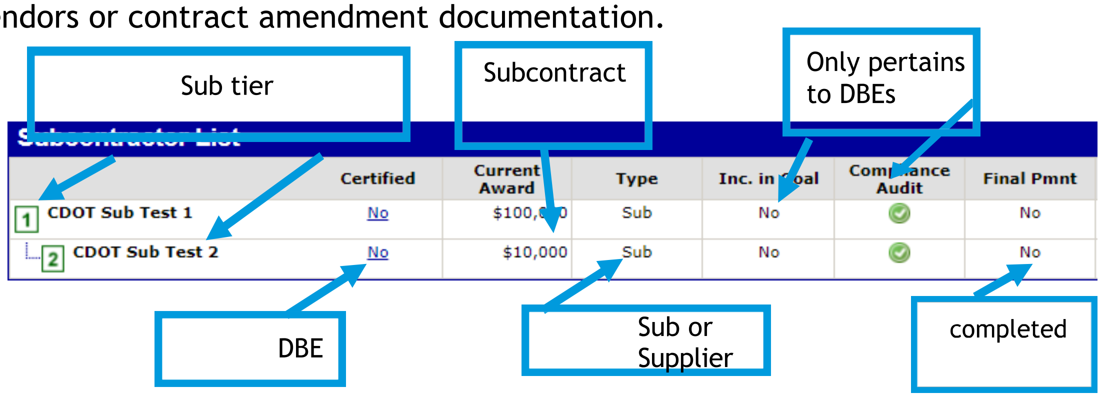
You can change contact person in the Compliance Contact Person menu.




There are quick links to *View Subcontractors* or *Compliance Audit List*.

## Subcontractors Tab

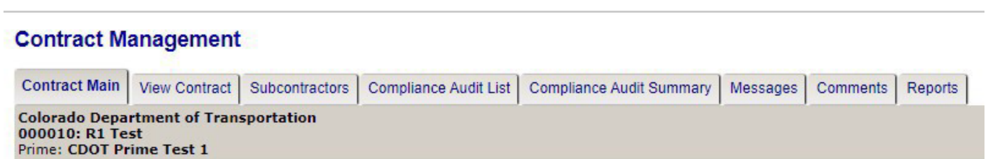
Review a list of each Subs or Suppliers/Vendors on the contract against the Main/Master Contract. Additional Subs or Suppliers/Vendors that was not part of the original proposal will be added to a specific Task Order. Additional firms added will include uploads of the PCW's for Subs/LOI's for Supplier/Vendors or contract amendment documentation.

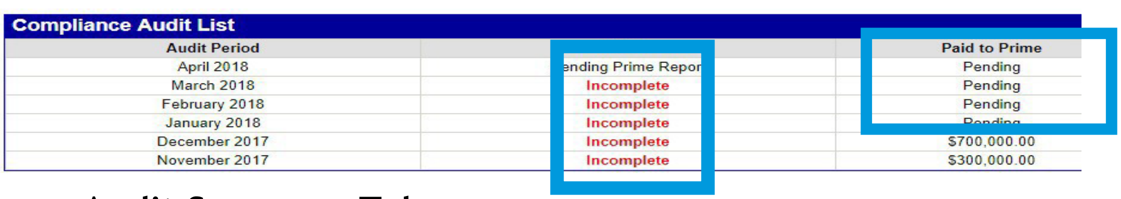



Refer to *Add Subs section.*

## Compliance Audit List Tab

View a list of the *Audit Period*, *Status*, and amount *Paid to Prime* for each of your monthly audits on the *Compliance Audit List* tab.



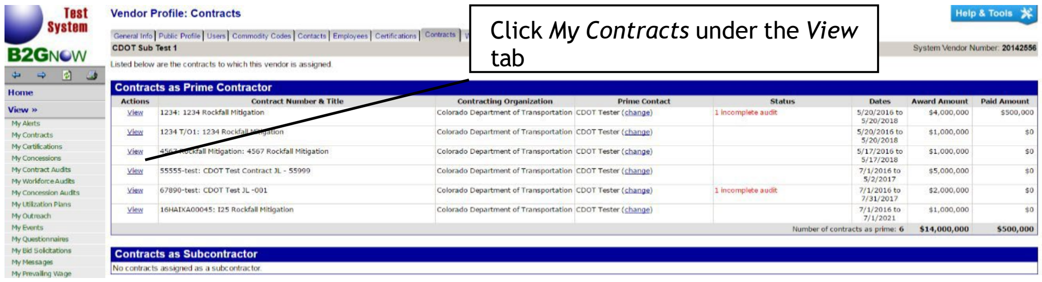




## Compliance Audit Summary Tab (CDOT and Primes Only)

**For NPS contracts**, review the ongoing progress toward contract completion and the DBE goal under each Task Order.

**NOTE:** The *Compliance Audit Summary* tab is not used for Project Specific/Program Specific contracts for Main/Master Contracts.

**For NPS contracts**, to view DBE participation on each Task Order, view the Task Order.

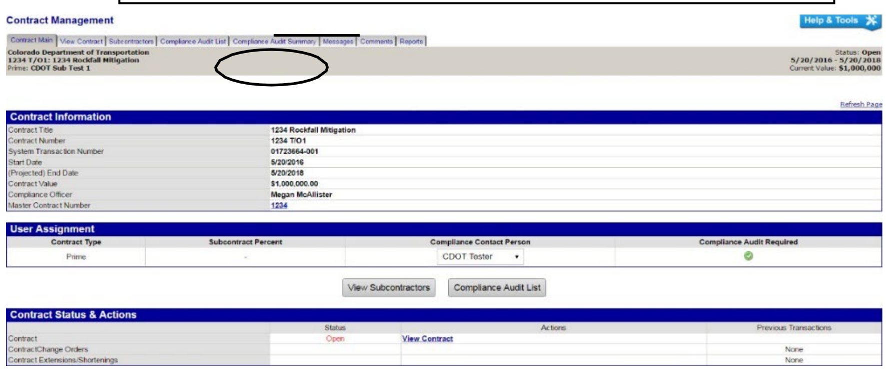


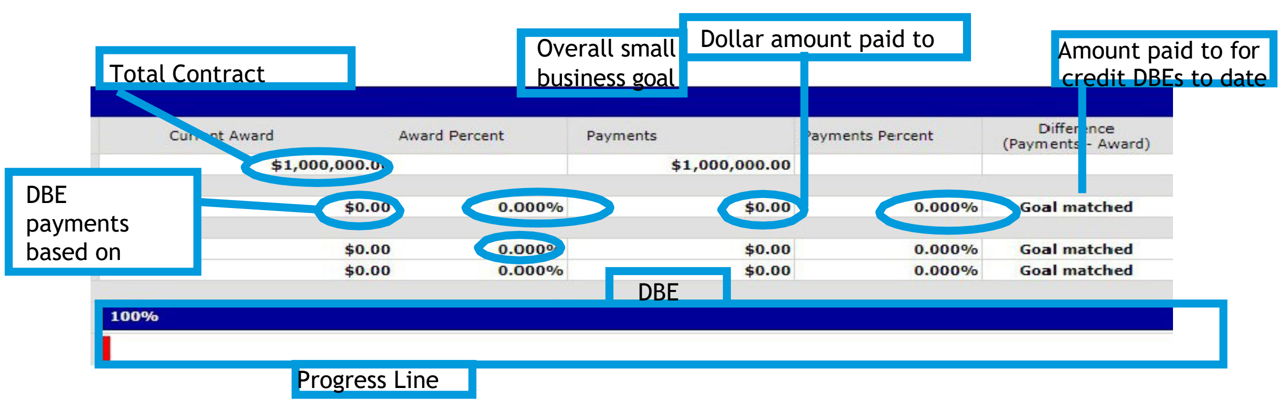

Click on the "*Compliance Audit Summary*" tab.

Find the Task Order contract. Task order contracts will be titled with the contract name and 'T/O #' at the end.

After selecting your desired Task Order, click the *Compliance Audit Summary* tab for a snapshot of compliance

After selecting your desired Task Order contract, click the *Compliance Audit Summary* tab for a snapshot of compliance



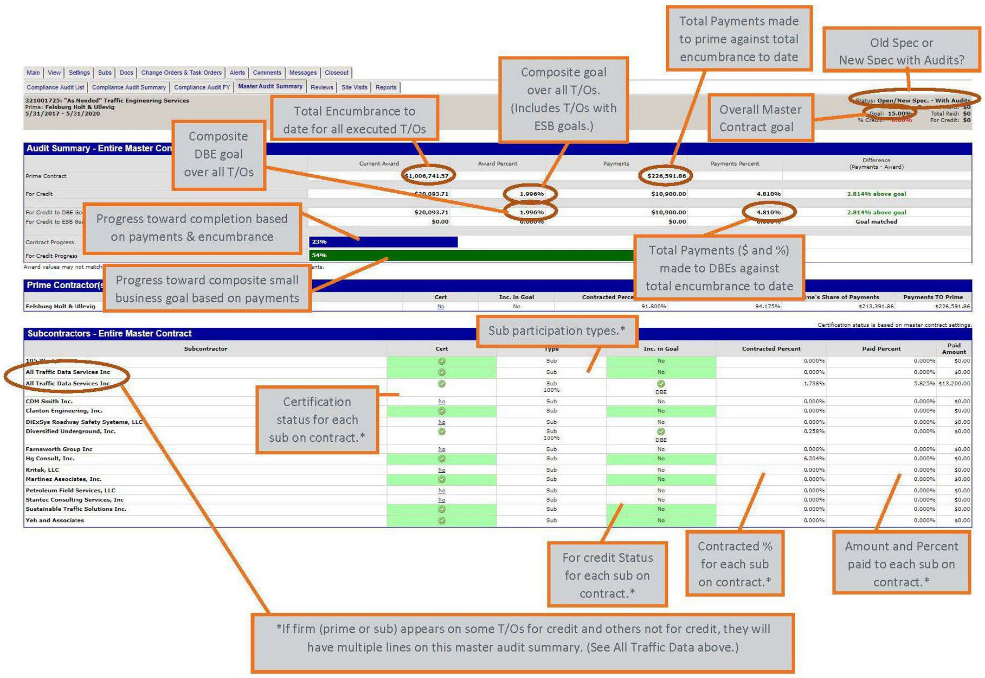

## Master Audit Summary Tab

The *Master Audit Summary* tab is only accessible to CDOT. Primes can view the same information by running a report called *Master Contract Summary Report – New Format* through B2GNow. This report is only available to Primes and CDOT does not have access to the report since they see the *Master Audit Summary* tab.

# All External Users

## Read a Master Contract Audit Summary for PS/PGS or Local Agency Participation (CDOT only)

For PS/PGS and Local Agency (**and prior 2020 contracts with "rolled up" goals**) participation review, you can run the *Prime Contractor Master Audit Summary Report – New Format* that is only accessible to outside vendors.




## Messages Tab

This will show messages through the system regarding the contract.

## Comments Tab

Add comments viewable to all users linked to the firms account.

These comments are not visible to Subs or CDOT.


## Reports Tab

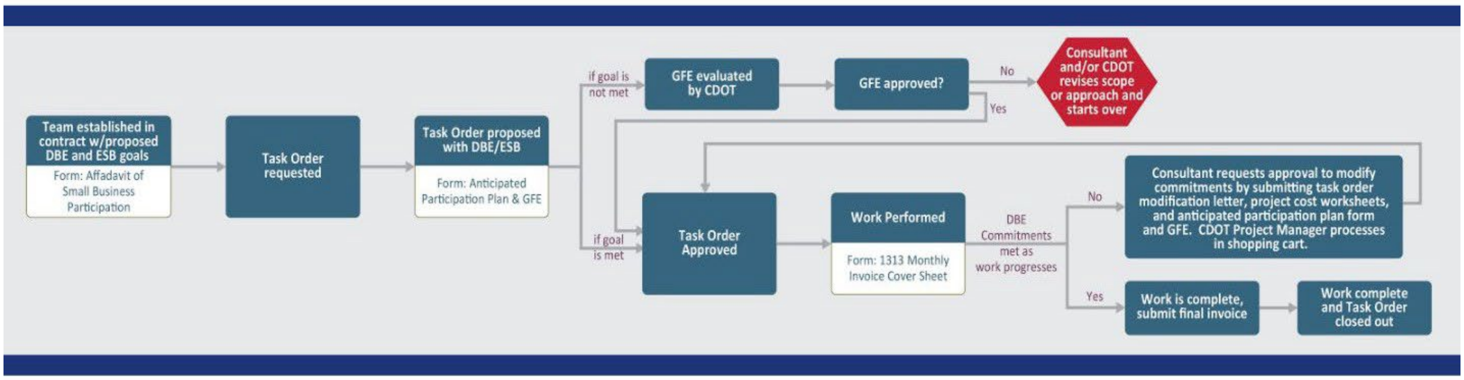
See what reports can help you with gathering information.

## Attach/Upload Documents

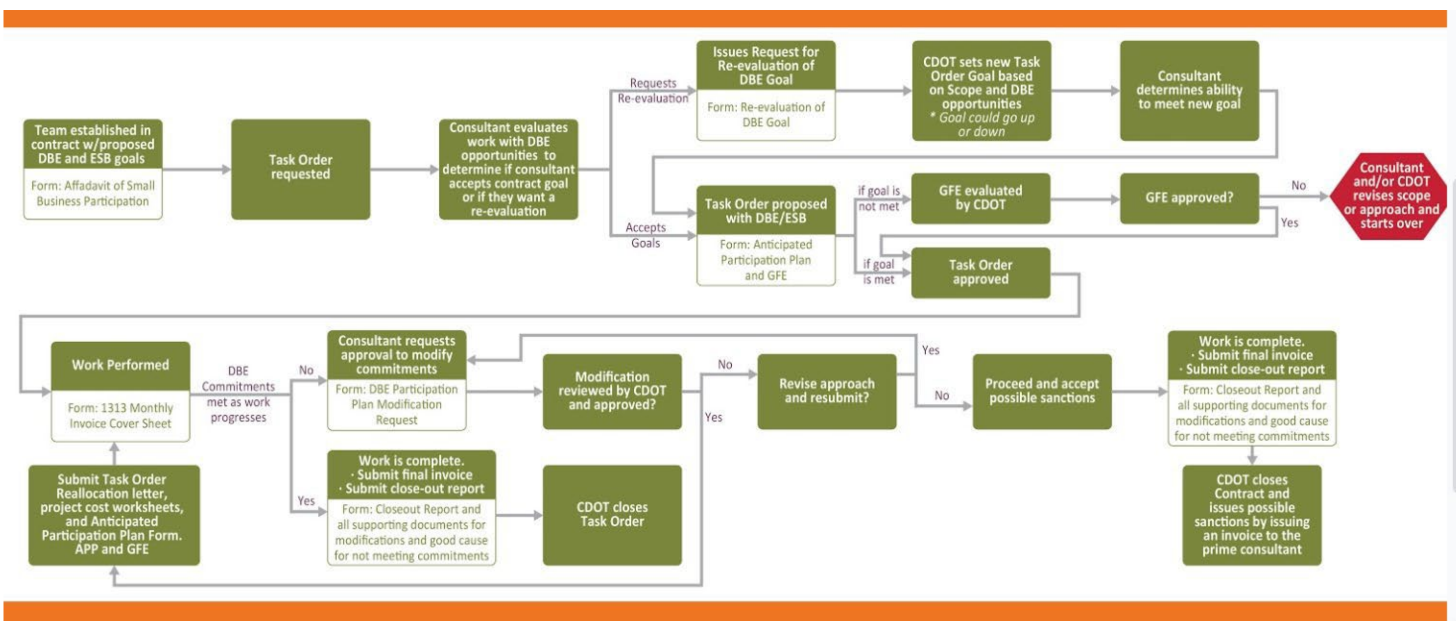
Consultants only have a couple areas they can upload documents from in B2GNow. If you don't see an *Attach File* button, you will need send a message to Civil Rights where you can upload the document so they can add it to the contract files.

## NonProject Specific Process Flowchart

### Contracts Awarded Prior to 12/31/2020



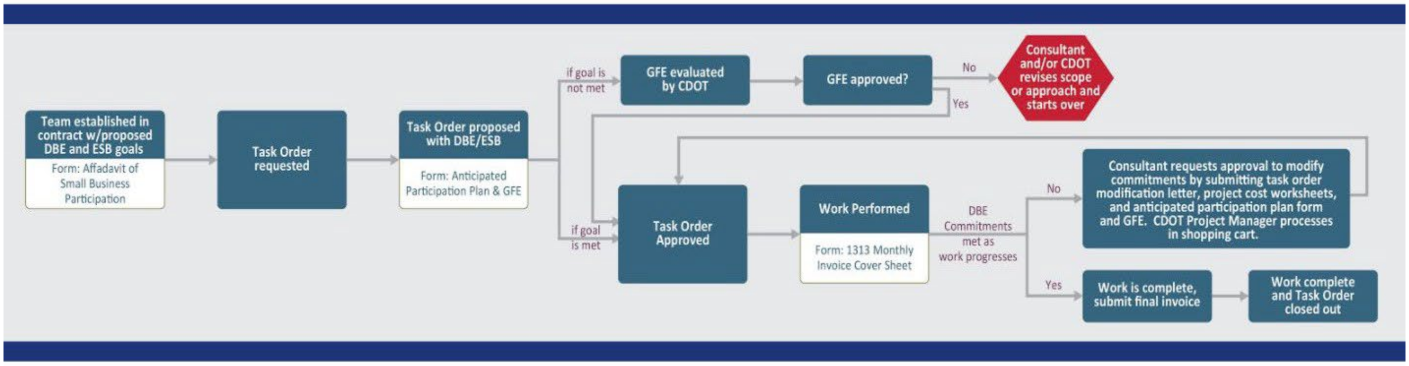

### Contracts Awarded After 1/1/2020



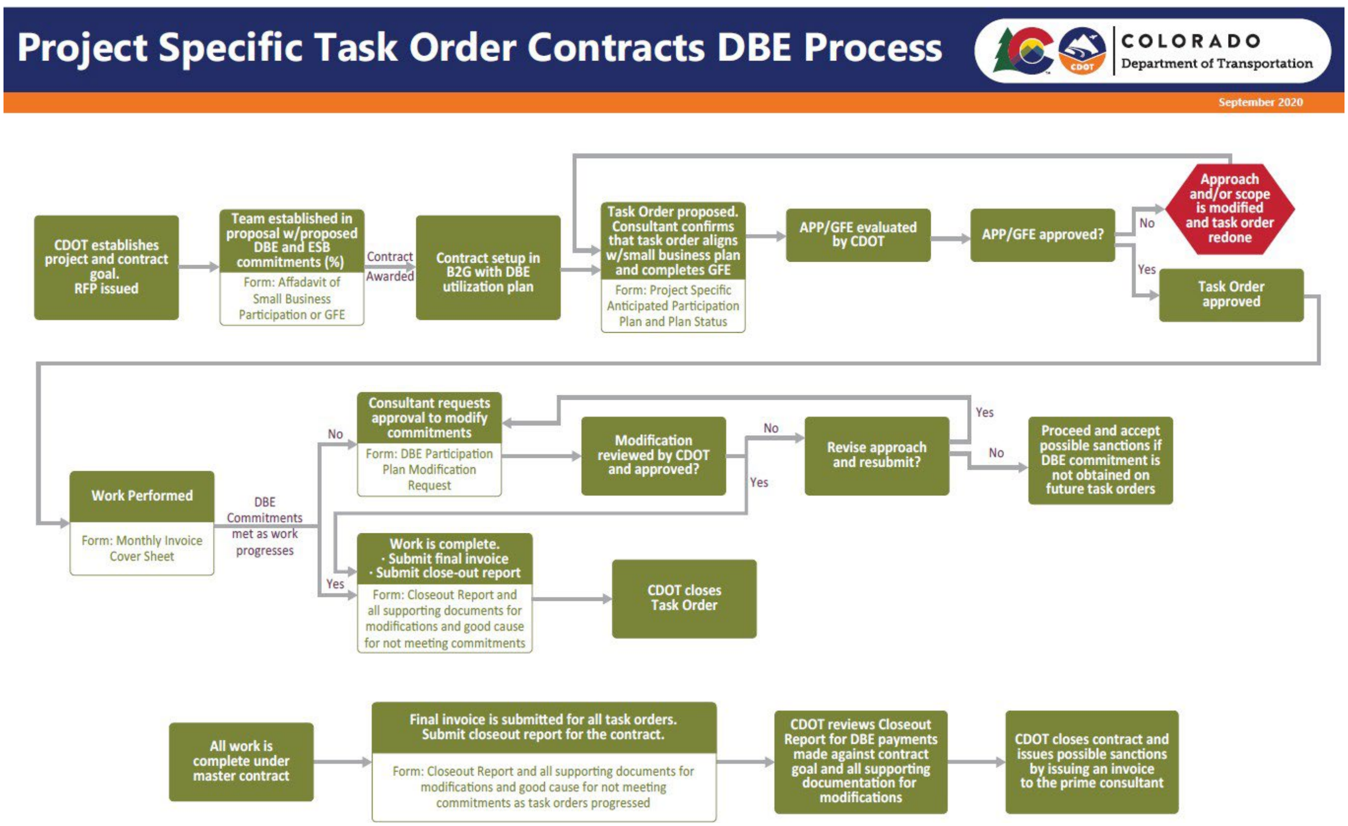

If submitting a *Professional Services Reevaluation* form, make sure it has been approved by Civil Rights.

## Project Specific/Program Specific Process Flowchart

### Contracts Awarded Prior to *12/31/2019*



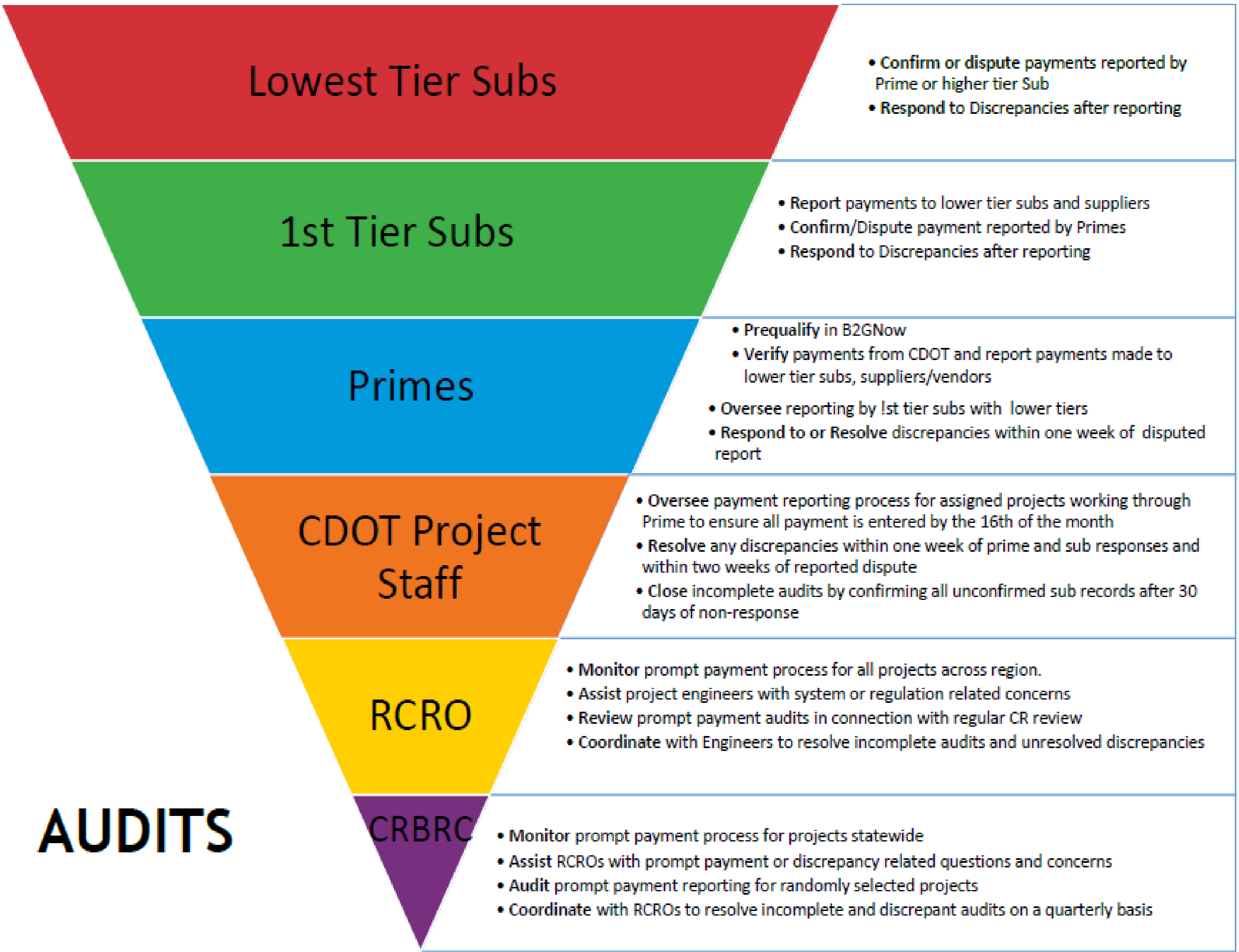

### Contracts Awarded After *1/1/2020*




## DBE Participation for Project/Program Specific, Local Agency Contracts or Prior Contracts with "Rolled Up" Goals

It is suggested that Primes continue to keep a DBE tracking spreadsheet for Project Specific/Program Specific contracts. Primes do not have access to the *Master Audit Summary* tab that shows the participation that is rolled up to the Main/Master Contract for Project Specific/Program Specific. The Primes have access to a report called *Master Contract Summary Report – New Format* through B2GNow (that is only available to Primes).

## Monthly Prompt Payment Audit Responsibilities




**AUDITS**

# All External Users

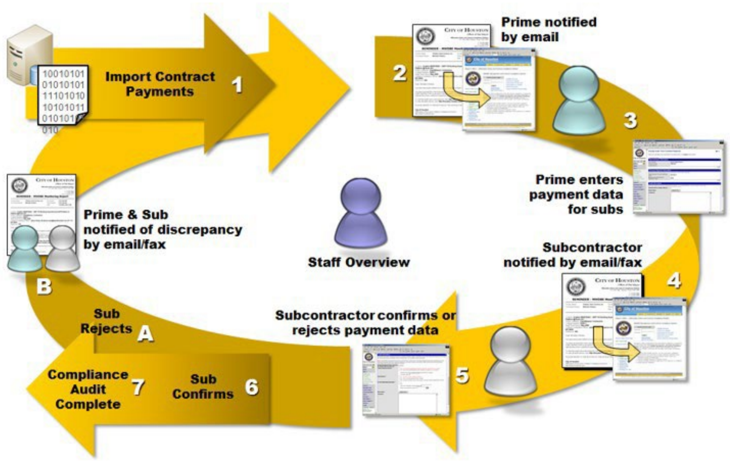
## Who is Responsible and When?

| Who is Responsible? | 1st of the month | 16th of the month | 30th of the month |
|---|---|---|---|
| Lowest Tier Subs | | Previous Month Audit Available | Confirm or Dispute Payment Report. If disputed, respond to Discrepancy |
| !st Tier Subs | Previous Month Audit Available | Report Payment to lower tier Subcontractors & Suppliers | Confirm or Dispute Payment Report. If disputed, respond to Discrepancy |
| Primes | Previous Month Audit Available<br>Respond to previous month's discrepancies | Report Payment from CDOT and to first tier<br>Confirm !st tier subs have reported | |
| CDOT Project Staff | Resolve any discrepancies on previous month's audit | Confirm Prime and all !st tier subs have reported payments<br>Close previous month's audit | |
| RCROs | | | Review previous month's audit for any unreported lines or unresolved discrepancies. |

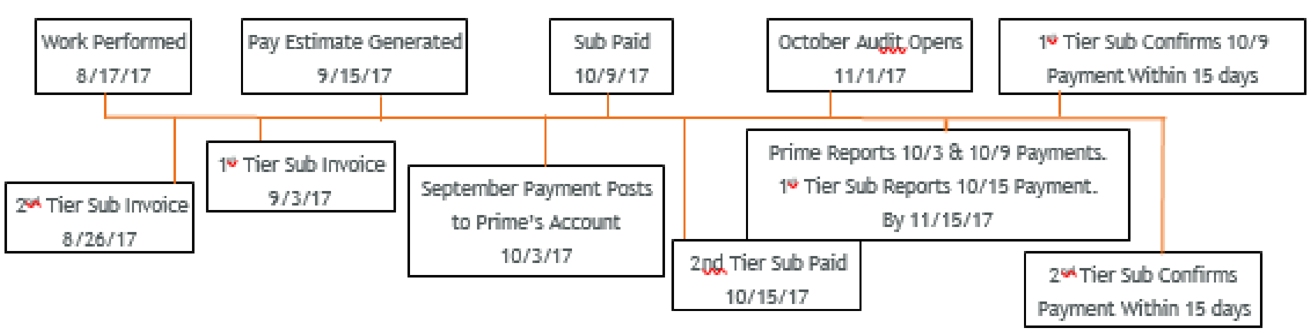
## Monthly Prompt Payment Reporting
### (B2GNow System Audits)

Monthly Audit reports (emails) are automatically created and sent to the Prime, Subs or Suppliers/Vendors on the first of every month for payments in the audit month requested. Audits request information about the actual payments made and received during the audit period. The audit request information is the actual payments made and received during the audit period regardless of the work completed, invoice or pay estimate date. This report does not consider what month the work was performed or invoiced – **only paid**. Make sure to take note of the reporting period of the audit to ensure submittal of payment data is for the correct period. These audits are released to lower tier Subs or Suppliers/Vendors as soon as the Prime or 1st tier Subs or Suppliers/Vendors report the payment made to its lower tiers. Firms at any tier have 15 days to complete the audit from the day it is released to them for their confirmation. Each audit is delayed by one month (a June audit will receive notice in July).

For example, the audit report for October 2017 is generated and released to the Primes and 1st tier Subs or Suppliers/Vendors on November 1, 2017, to collect their payment information. It is requesting information about money paid in the month of October. Most likely, these payments reflect amounts from the September pay estimate and September invoices.




**NOTE: All monthly audits must be completed even if you are paid zero dollars.**
**If audits are not completed by the 15th of the month, you waive CDOT's involvement in resolving any related payment dispute or discrepancy. At 16 days, you will receive daily email prompts.**

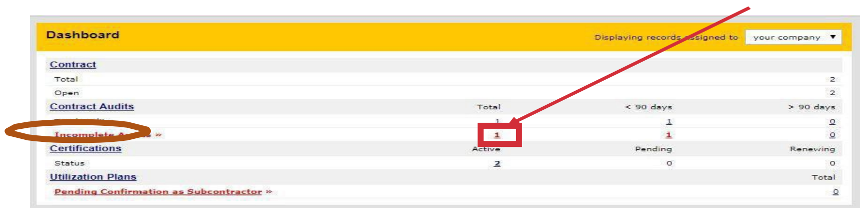


## Access and Complete the Audit

You may complete your audit by responding to an email prompt or through your *Home* screen. An audit reminder is sent by email monthly for each reporting period. The email includes a link which will take you directly to the report that is due once you enter your username and password.

Log in to the B2GNow System at http://contracts.codot.gov/or https://cdot.dbesystem.com/

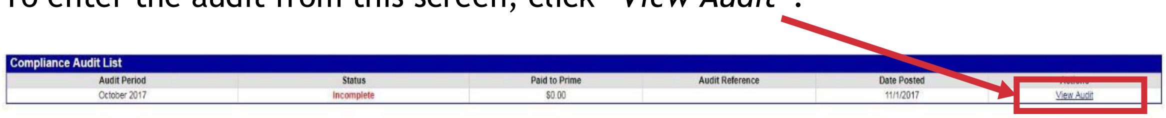

On the *Home* screen, find *Incomplete Audits* in your *Dashboard* and click on the red number.




Click "*Incomplete*" in the audit you wish to complete.


**NOTE**: You may also enter the audit through an individual contract. If you do, the audit list will look different.

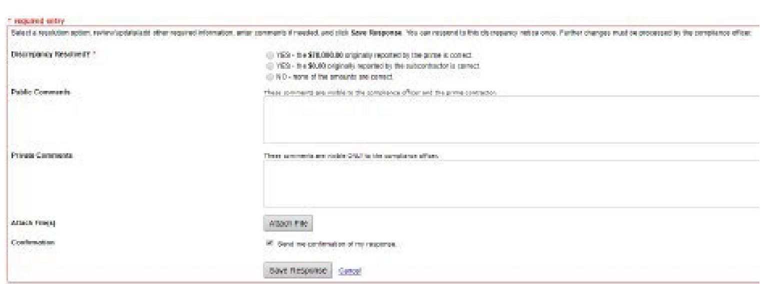
To enter the audit from this screen, click "*View Audit*".




Select the correct option if either the amount entered by you or the amount entered by the other firm is correct. If neither are correct, select the third option and report the correct amount. Include comments and upload or have uploaded documents in support of your answer.

Private comments are only visible to the firm that made the comment.

Public comments are available to all.



**Remember, the correct amount is the amount paid by your higher tier Sub or Supplier/Vendor to you during the calendar month of the audit period.**

Once both firms have saved their responses, Civil Rights will assist to help resolve any remaining issues.

## Prime Payments from CDOT for 431 Task Orders (Primes Only)

Primes payments for Task Orders that begin with 431, will automatically be reported. Refer to Prime's section – *Prime Payments from CDOT for 431 Task Orders.*

## Prime Payments from CDOT for Other Task Orders (Primes Only) (451, 491 prefix and Local Agency contracts)

Refer to Prime's section – *Prime Payments from CDOT for Other Task Orders.*

## Report Payment to 1st Tier (Primes Only)

Refer to Prime's section – *Report Payments to 1st Tier.*

## Report Sub, Supplier/Vendor Payments (1st Tiers & Middle Tiers Only)

Refer to *1st Tiers & Middle Tier – Report Sub, Supplier/Vendor Payments* section.

## Release Subs, Supplier/Vendor from Audits

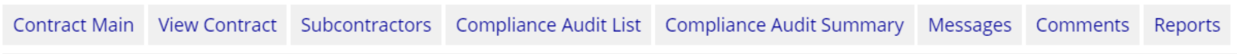
From the Navigation Menu, click *Search* >> *Contracts.*

Enter the 5-digit CDOT subaccount contract number, Main/Master Contract SAP OLA number, Task Order SAP PO number or title, or firm.

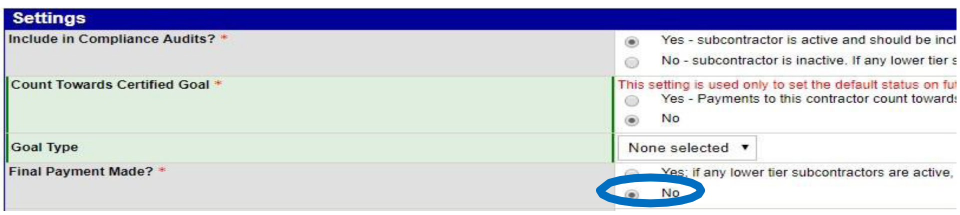
Click “*Search* “.

Click the contract number next to the contract you want to review.

Once in the contract, navigate to the *Subcontractors* tab.




Click “*Edit*” on the far right for the Subcontractor you wish to release.
In the *Settings* tab, select “*Yes*” for Final Payment Made.
Otherwise, click “*No*”.




Click *“Review”*.

Click *“Save”*.

## Review Past Due Audits

Every Prime and Sub or Suppler/Vendor on the contract must report how much it paid its direct Subs by the 16th of the month. The Prime must ensure that all its tiered Subs or Suppliers/Vendors are reporting.

Failure to complete this report is a condition of payment. Without this reporting, CDOT is unable to capture and monitor prompt payment information.

| Contract Audits | Total | < 90 days | > 90 days |
|---|---|---|---|
| Total Audits | 1913 | 468 | 1445 |
| Incomplete Audits | 468 | 228 | 240 |
| Discrepancies | 28 | 8 | 20 |
| Closeouts/Final | 27 | 16 | 11 |
| Past Due Audits | 28 | 14 | 14 |
| Sub Requests - New | 2 | 2 | 0 |

From the *Contract Audits* in your *Dashboard*, click the red number in the *Past Due Audits*.

Filter by *Past Due Audits* status to find late audits.

| Reporting Status | ▼ Audit Period | Contract |
|---|---|---|
| Pending All | Mar-2018 | |
| Pending sub (4) | March 2018 | C20819 |
| Pending prime (3)<br>Prime past due | March 2018 | 18-HAA-XB-00085 T/O 1 |

Click the blue, underlined audit period to enter the audit.

All past due lines will be labeled *Not Reported*.

# All External Users

The boxed number on the left side of the screen will indicate the tier of the Sub or Supplier/Vendor whose information has not been reported.

| | | | | | |
|---|---|---|---|---|---|
| 1 Harvey Contractors Inc [Info]<br>Alexandra Harvey<br>alexandra@americanstripingcompany.com<br>P 303-513-4521, F 303-300-9181 | | Sub | No | Not Reported<br>Edit |

The Prime is responsible for logging in and reporting the 1st tier payments.

1st tier or Middle firms responsible for reporting and/or confirming payments.

Lower tier firms are responsible for confirming payments.

Amounts will be reported even if $0.00. If any Subs or Suppliers/Vendors have not reported, the Prime is responsible for ensuring as a condition of award. In the event the reporting is missing, contact the Prime.

## Review Incomplete Audits

From the *Contract Audits* in your *Dashboard*, click the red number in the *Incomplete Audits*.

| Contract Audits | Total | < 90 days | > 90 days |
|---|---|---|---|
| Total Audits | 1913 | 468 | 1445 |
| Incomplete Audits | 468 | 228 | 240 |
| Discrepancies | 28 | 8 | 20 |
| Closeouts/Final | 27 | 16 | 11 |
| Past Due Audits | 28 | 14 | 14 |
| Sub Requests - New | 2 | 2 | 0 |

Filter by pending status to find open audits.

Ensure the assignment check box is unchecked.

☐ Show ONLY records assigned to you

In the list that comes up, use the drop down menus to filter the audits by month.

| Reporting Status | ▼ Audit Period | Contract |
|---|---|---|
| Pending All ▼ | Mar-2018 ▼ | |
| Pending sub (4) | March 2018 | C20819 |
| Pending prime (3)<br>Prime past due | March 2018 | 18-HAA-XB-00085 T/O 1 |

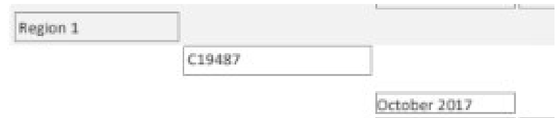
Pending Prime: Not all firms have reported. The number in parenthesis shows you how many lines are incomplete.

Pending Sub: Not all firms have responded to the audit. The number in parenthesis shows you how many lines are incomplete.
Prime Past Due: Reporting deadline has passed. Not all firms have reported.

Pending all: Shows all open audits.

Click the blue, underlined audit period to enter the audit.

Option: Create a *Subcontractor Due Date* Report in the CRS System Resources folder to find the report for the contract and audit period.




This report is sorted by region, contract, month.

Compare the due dates in the report with the incomplete *Not Yet* records in B2GNow.

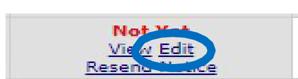
If all incomplete *Not Yet* records in B2GNow are past due based on the *Subcontractor Due Date* Report, click "*Mark Unconfirmed Sub Entries as Confirmed*" to close the audit.


Verify that all Subs, Suppliers/Vendors listed as *Not Yet* are listed on the *Subcontractor Due Date* Report.

If there were delays in the reporting phase of the audit such that the records are not past due, **DO NOT** close the audit.

You may either close the past due records individually, or you may wait until all records on the audit are past due.

To close an individual record under the *Not Yet* status of the individual audit, click "*Edit*".




Complete the audit response section assuming the Prime reported the payment correctly.

Save the audit.

## Close Incomplete Audits

Subs get 15 days to respond to reports from their higher tiers. After 15 days pass, CDOT is allowed to close the audits.

Contracts in B2GNow **cannot** be closed until all audits have been closed.

# All External Users

| Contract Audits | Total | < 90 days | > 90 days |
|---|---|---|---|
| Total Audits | 19[illegible] | 468 | 1445 |
| Incomplete Audits | 468 | 228 | 240 |
| Discrepancies | 28 | 8 | 20 |
| Closeouts/Final | 27 | 16 | 11 |
| Past Due Audits | 28 | 14 | 14 |
| Sub Requests - New | 2 | 2 | 0 |

From the *Contract Audits* in your *Dashboard*, click the red number in the *Incomplete Audits*.

Filter by pending status to find open audits.

In the list that comes up, use the drop-down menus to filter the audits by month and status.

| Reporting Status | Audit Period | Contract |
|---|---|---|
| Pending All | Mar-2018 | |
| Pending sub (4) | March 2018 | C20819 |
| Pending prime (3)<br>Prime past due | March 2018 | 18-HAA-XB-00085 T/O 1 |

Pending Prime: Not all firms have reported. The number in parenthesis shows you how many lines are incomplete.

Pending Sub: Not all firms have responded to the audit. The number in parenthesis shows you how many lines are incomplete.

Prime Past Due: Reporting deadline has passed. Not all firms have reported.

Pending all: Shows all open audits.

Click the blue, underlined audit period to enter the audit.


| Reporting Status | Audit Period | Contract |
|---|---|---|
| Pending All | Mar-2018 | |
| Pending sub (4) | March 2018 | C20819 |
| Pending prime (3)<br>Prime past due | March 2018 | 18-HAA-XB-00085 T/O 1 |


Identify all firms listed as *Not Yet*. These are your incomplete records.

| | | | |
|---|---|---|---|
| 1 | Alpha & Omega Consultants, Inc. [Info]<br>Dan Trujillo<br>P 303-467-1700, F 303-467-1100 | $0.00<br>View Edit<br>Prompt: Yes | Not Yet<br>View Edit<br>Resend Notice |

Ensure that all incomplete records have been open for at least 15 days, all Subs or Suppliers/Vendors must have 15 days to respond to a report according to the contract.

Under the *Not Yet* status of the individual audit line, click "*View*".

| |
|---|
| Not Yet<br>View Edit<br>Resend Notice |

On the bottom of the left side of the audit, locate the response date.

| | |
|---|---|
| Response Date | Local: 5/2/2018 9:25:09 AM MDT<br>System: 5/2/2018 10:25:09 AM CDT |

This is the date the Prime or higher tier Sub or Supplier/Vendor reported the payment.

Note whether the report was submitted more than 16 days ago.

Repeat this process for all incomplete lines.

If all lines were reported more than 16 days earlier, click "*Mark Unconfirmed Sub Entries as Confirmed*".

If any line was reported less than 16 days earlier, **DO NOT** close the audit. All Subs must have 15 days to respond to a report according to your contract.

**NOTE**: This process only applies to incomplete responses. There is no equivalent process for incomplete reporting. Reporting by the Prime and all Subs or Suppliers/Vendors is a condition of payment.

## Confirm or Dispute Payments (All Subs, Suppliers/Vendors Only)

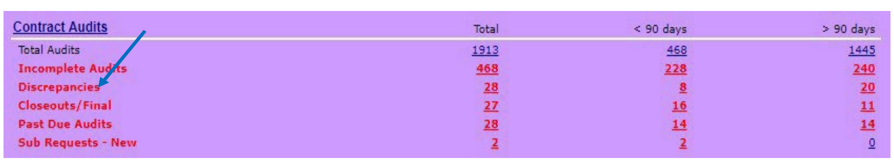
Refer to *1st & Middle Tier – Confirm or Dispute Payments* section.

## Report a Payment Dispute (All Subs, Suppliers/Vendors Only)

Refer to *1st & Middle Tier – Report a Payment Dispute* section.

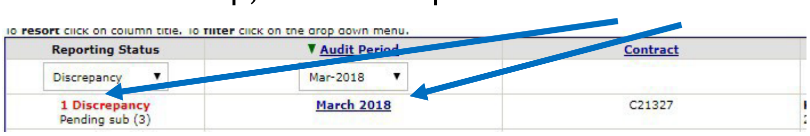
## Review Discrepancies

From the *Contract Audits* in your *Dashboard*, click the red number in the *Discrepancies* line.




Ensure the assignment check box is unchecked.


In the list that comes up, use the drop down menus to filter the audits by month and status.

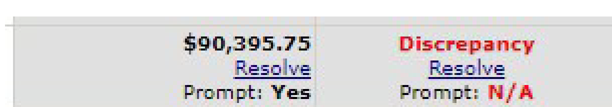



Filter by *Discrepancies* to find unresolved discrepancies.

Click the blue, underlined audit period to enter the audit.

In the *Subcontractor Payment* section, locate the payments that say *Discrepancy*.

Click "*Resolve*".




**NOTE**: Clicking this link will not automatically resolve the discrepancy.

You may review any available responses in the *Discrepancy Resolution Data Report*.

# All External Users

| Discrepancy Resolution Data Reported | |
|---|---|
| New Amount Reported by Prime | No response yet. |
| New Amount Reported by Subcontractor | No response yet. |

Based on the responses provided, determine who should be involved in resolving the audit and what information is required.

## Access the Discrepancy

On the *Home* screen, find *Audit Discrepancies* in your *Dashboard* and click on the red number.

| Contract Audits | Total | < 90 days | > 90 days |
|---|---|---|---|
| Total Audits | 9 | 4 | 5 |
| Incomplete Audits » | 1 | 1 | 0 |
| Audit Discrepancies » | 1 | 1 | 0 |

Click on "*# Discrepancy*" in the left column of the audit you wish to complete.

To **resort** click on column title. To **filter** click on the drop down menu.

| Status | Audit Period | |
|---|---|---|
| Discrepancy ▼ | All ▼ | All ▼ |
| 1 Discrepancy | December 2017 | 000010: R1 Test |

**NOTE**: You may also enter the audit through an individual contract. If you do, the audit list will look different.

To enter the audit from this screen, click "*View Audit*" on the right.

| Confirmed by Sub |
|---|
| Rejected Resolve Discrepancy |
| Rejected Resolve Discrepancy |

Resolve 2 discrepancies

In the *Audit Actions* Section, click "*Resolve # Discrepancies*".
In the *Subcontractor Payment* section, locate the payments that have been rejected.

Click *"Resolve Discrepancy"*.

**NOTE**: Clicking this link will not automatically resolve the discrepancy.

Review any available responses in the *Discrepancy Resolution Data Reported* Section.

| Discrepancy Resolution Data Reported | |
|---|---|
| New Amount Reported by Prime | No response yet. |
| New Amount Reported by Subcontractor | No response yet. |

At the top of the screen, click *"Resolve Discrepancy"*.

Complete the required fields.

Resolve Discrepancy    Audit Notice

Click *"Save Response"*.

## Resolve the Discrepancy

Primes must be involved in resolving all discrepancies. If the discrepancy is between the Prime and its 1st tier Sub or Supplier/Vendor, the Prime will need to check the information that has been provided. If the discrepancy is between lower tier Subs, the Prime will need to be more involved in fact finding. The Prime is ultimately responsible for compliance at every level of the contract, firms other than the Prime CANNOT resolve the discrepancy on their own behalf.

Discrepancies can happen for a few reasons: 1) There may be cases when one party's payment was released at the end of one month and not received by the other party until the next month. When payments are received the next month, but the check is dated in the previous month, report payment in month check is dated. 2) One party made a reporting error 3) A Sub is trying to notify CDOT of a payment issue. The discrepancy is the way in which a Sub can ask for CDOT's assistance in resolving a payment issue or potential prompt pay violation. These discrepancies should be taken seriously. Keep in mind, if at any point the two firms come to an agreement on the discrepancy, the record is no longer discrepant.

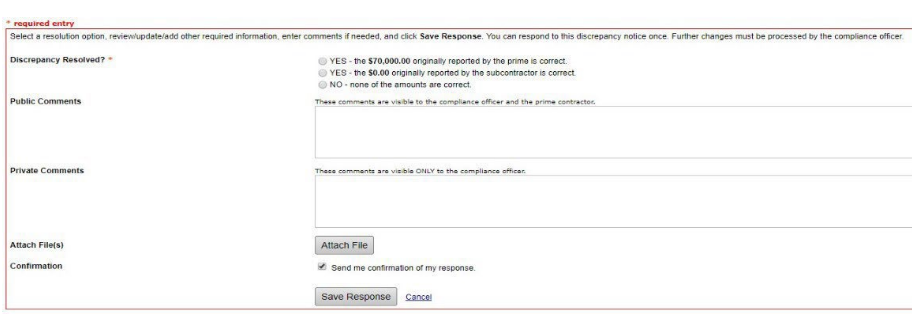
When a lower tier Sub or Supplier/Vendor reports a discrepancy (disagrees with a payment amount reported by a higher tier firm) to CDOT, the Prime, and the firm who reported a discrepancy will be notified of the issue. All parties should log in to the system to investigate the discrepancy. No matter who reports the payment or discrepancy, the parties involved in resolving it are the reporting firm, the Prime, and the CDOT Project Engineer.

If your Sub disputes a payment, you will receive a notification. The Prime will respond to the discrepancy. Review the responses from both the Prime and the firm. If either party has not yet responded, you will need to contact that firm. The Sub must make private comments to you when flagging the payment and each party must provide comments with its response. Once the responses are complete, contact your Civil Rights office to resolve the discrepancy. Therefore, when the audit is ready for your review, you will have one or two sets of comments from the Sub and one set of comments from the Prime.

If the responses give you enough information to resolve the discrepancy, you may do so. If not, you may need to contact one or both parties for more information.

When you are ready to resolve the discrepancy, select the option that shows the dollar amount released to the Sub during the month of the audit period.

Enter public comments to indicate how and why you resolved the discrepancy as you did.



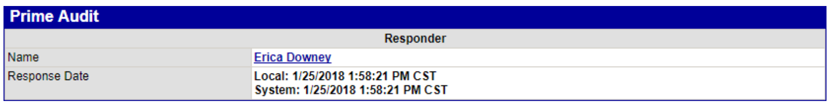

Add or have added any relevant attachments.

## Sub or Supplier/Vendor Reported Discrepancies

Refer to *Access the Discrepancy* section to access the discrepancy.

Verify the payment data you reported. If the firm has already responded to the discrepancy, review the responses.

Contact the person who reported the initial payment data. The person's contact information should be provided with the responder information, but you can also send an email through the system by clicking on the person's name.



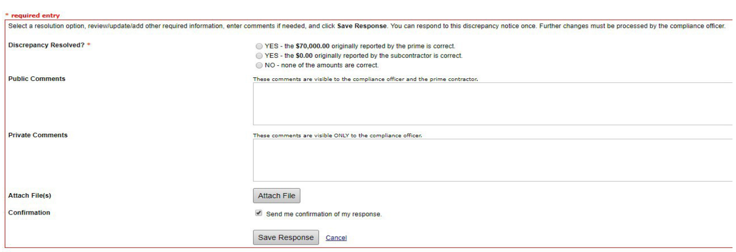

Gather necessary proof to resolve the audit discrepancy including how much the Sub paid its lower tier and on what date.

Based on the information provided by the Sub, complete the required fields to resolve the discrepancy.

If either the amount entered by the 1st tier Sub or the amount entered by the lower tier firm is correct, select the correct option. If neither are correct, select the third option and report the correct amount. Include comments and upload or have uploaded documents in support of your answer.

Private comments are only visible to the firm that made the comment.

Public comments are available to all.




**Remember,** the correct amount is considered the amount paid by your higher tier firm to its lower tier firm during the calendar month of the audit period.

Once both firms have saved their responses, Civil Rights can assist to help resolve any remaining issues, if needed.

# Prime Users

## Primes: Form Submittals Checklist

The following forms are required for CDOT Civil Rights to create your Main/Master and Task Order contracts in B2GNow. For a complete description of requirements, please read the SOI/RFP instructions and terms of your Civil Rights requirements and contract. Make sure that the contact person used in the Anticipated Participation Plan (APP) is the person who will oversee compliance and reporting prompt pay information for your company.

### Forms for Consultant Contracts

Submit the following document with your Statement of Interest/Request for Proposal:

- ☐ Small Business Participation Page included in Proposal for scoring purposes
- ☐ **Affidavit of Small Business Participation** Form (even if 0% DBE goal)
- ☐ ***IF*** you did not meet the contract goal (or Small Business Targets), a completed ***Good Faith Efforts Report*** Form is required.

Submit the following documents to the engineer for inclusion in the Task Order proposal:

- ☐ *Task Order Request* Form
- ☐ NPS = *Anticipated Participation Plan and Good Faith Efforts Report* Form
- ☐ NPS = *Reevaluation of DBE Goal* (if applies) form
- ☐ Project Specific/Program Specific = *Anticipated Participation Plan and Plan Status Report* form
- ☐ Project Specific/Program Specific = *Anticipated Participation Plan and Good Faith Efforts* form
- ☐ ***IF*** you did not meet the contract goal (or Small Business Targets), a completed Good Faith Efforts Report Form is required.
- ☐ Project Cost Worksheets for Subconsultants Included in the NonProject Specific or Project Specific Anticipated Participation Plan
- ☐ Letter of Intent for Suppliers/Vendors or Rate Sheet Included in the Project/Program Specific or NonProject Specific

### DBE, Modifications and Closeout:

- ☐ *Commercially Useful Function Questionnaires Report* form for DBE firms counting toward the DBE goal
- ☐ *DBE Participation Plan Modification Request* form
- ☐ *Professional Services Closeout Report* form

**NOTE**: For the most updated and other Professional Services forms, manuals, trainings and contracts, check the EJE web link: https://www.codot.gov/business/civilrights/compliance/prof-services/resources-forms.

# Prime Users

## Primes: Utilization Plans for the Main/Master Contract and Task Order Based Contracts
### (UP Commitments)

Once awarded a contract, Primes will complete a Utilization Plan for the Main/Master Contract. This is prior to the contract being signed to document their teams and commitments chosen on the contract for NonProject Specific (NPS) contracts, Project Specific (PS), and Program Specific (PGS), and Local Agency contracts. All Subs and Suppliers/Vendors used will receive binding, contractual obligations from the proposal. The Operating Agreement cannot be executed until CDOT Civil Rights processes and approves the Main/Master Contract Utilization Plan.

**For NPS contracts,** the commitments will not show on the Utilization Plan. **Finalization of commitments and $ amounts** for each Sub or Supplier/Vendor will be at the Task Order level. The advisory goal will be passed down to each Task Order that is created under the Main/Master contract and every Task Order will have DBE participation to meet the DBE commitments.

Consultants may request a reevaluation of the passed down advisory DBE goal from the Main/Master Contract. At Task Order level and prior to approval of the Task Order, an approved reevaluation is completed and included with the other pertinent documents.

Once the Utilization Plan is submitted, CDOT will approve or return the plan for corrections. If there is no approved reevaluation of the DBE goal, the Master Advisory DBE goal is passed down to the Task Order and no new UP is completed. The Anticipated Participation Plan submitted at Task Order creation will show DBE participation.

**For Project Specific or Program Specific contracts,** the commitments by percentage will show on the Main/Master Contract UP. PS/PGS DBE commitments “roll up” to the Main/Master Contract for participation.

**For Local Agency contracts**, the commitments will show on the Main/Master Contract UP.

#### Access the Utilization Plan

Your firm will receive a prompted email requesting to complete the UP. Log in to the B2GNow system at http://contracts.codot.gov/or https://cdot.dbesystem.com/.

On the *Home* screen, if you have personalized your dashboard, find *Utilization Plans*.

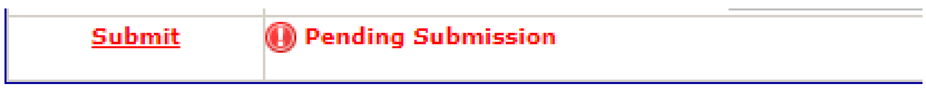
Utilization plans requiring your attention will be in red.

Access any UP by selecting the red, underlined text or numbers on the right.

# Prime Users


From the list of your UPs pending submission, identify the contract you want to submit a plan on.

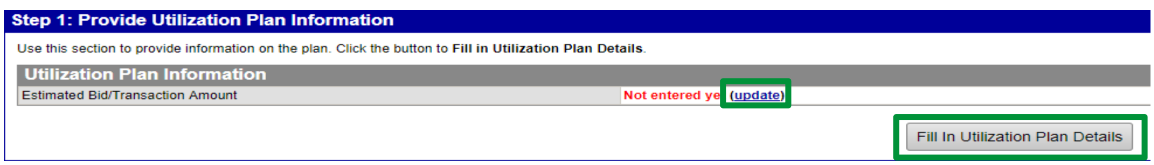
Click "*Submit*".




## Completing the Utilization Plan

Follow the instructions on the UP in the *Additional Instructions to Vendor* and the *Special Instruction to Vendor* boxes.

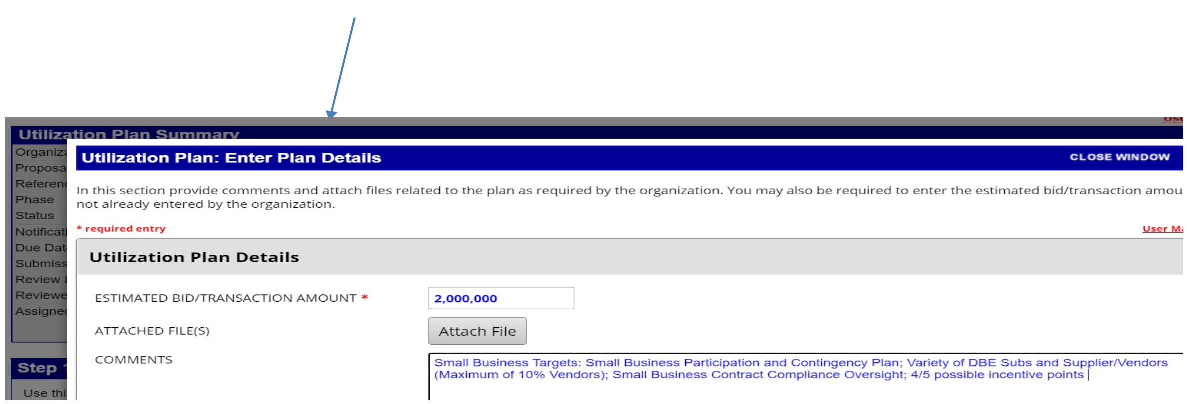
**Step 1:** If not already filled out complete with the amount of your Not to Exceed Amount in the contract by selecting either "*Update*" or "*Fill in Utilization Plan Details*".




The NTE amount can be found in the advertisement.

**For PS/PGS or Local Agency contracts,** add the small business targets information of how you were scored, from the *Special Instructions to Vendor* box in the *Fill in Utilization Plan Details* comment box.

**For NPS contracts**, if the DBE goal is 0%, add the small business targets information of how you were scored, from the *Special Instructions to Vendor* box in the *Fill in Utilization Plan Details* comment box. If there is more than 1% DBE goal, a waiver box will pop up.



# Prime Users

**Step 2:** Add all Subs and Suppliers/Vendors listed from your proposal (or Task Order).

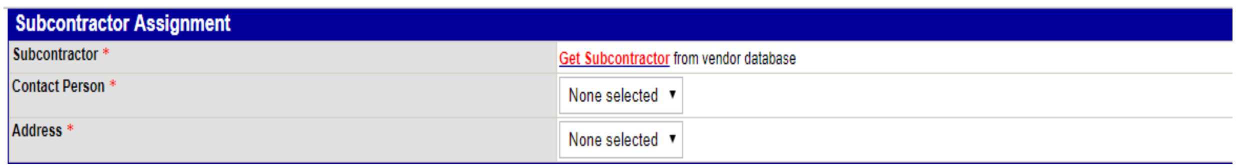
**NPS Main/Master Contract UPs - DO NOT** put dollars or percentages for any Subs or Suppliers/Vendors. Keep at zero. Commitments and dollars will be submitted in the UP.

**Project Specific/Program Specific Contract UPs** – Include the percentages for all Subs or Suppliers/Vendors.

**Local Agency Contract UPs** – Include the percentages for all DBE Subs or Suppliers/Vendors.


Click "*Add Subcontractor*".

Search Subcontractor using "*Get Subcontractor*" link.

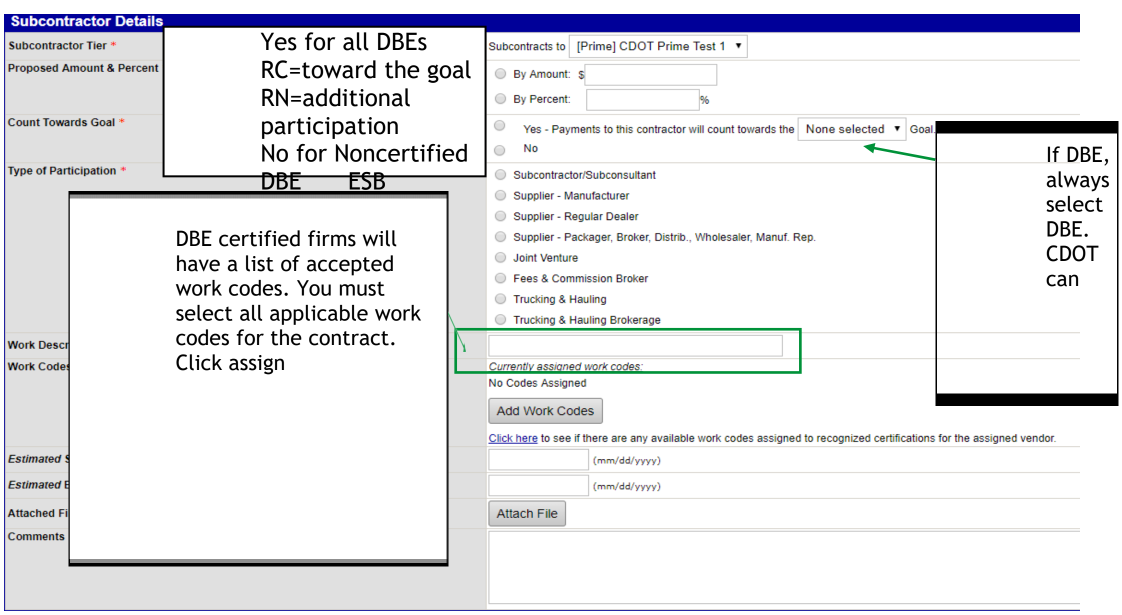



The Sub's vendor # or compliance person's name is easier to find of the correct account.


Complete all required fields for every Sub or Supplier/Vendor.

**For NPS contracts**, all Sub, Supplier/Vendor amounts and percentages will be set at **zero dollars and percentages** on the UP plan.

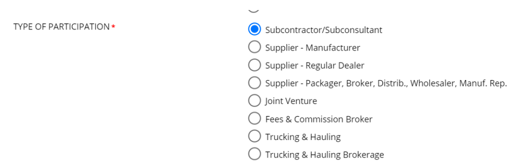
**Reminder:** As stated for all PS/PGS or Local Agency contracts, if the DBE goal is set at 0%, the required small business targets of how you were scored will be placed in the Utilization Plan Details comment box.

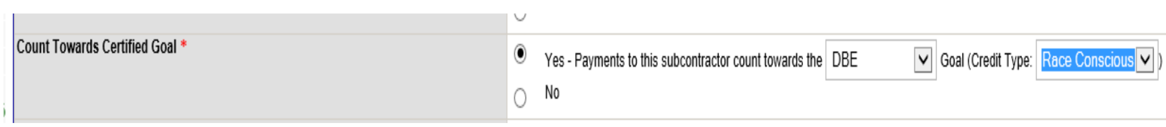


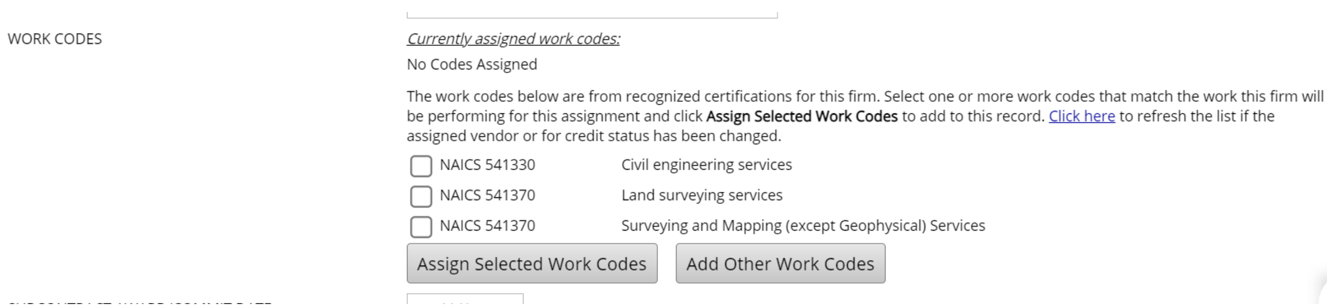
## Add DBE NAICS Codes for DBE Firms *on Utilization Plan*

When adding a DBE firm, work codes should automatically show the available NAICS codes for that DBE firm. If DBE NAICS work codes automatically pop up in the *Work Codes* section, you will choose which apply to your contract.

**Remember:** Choose the correct type of participation when setting up the firm and DBE Participation Type.



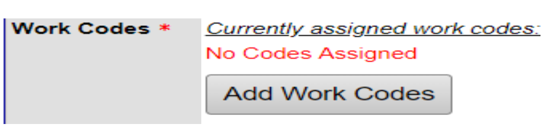



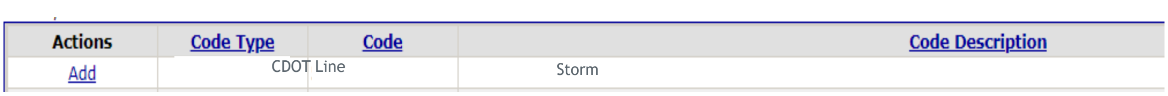

Once you are finished adding item codes to the sub record, click "Assign Selected Work Codes".

You can also add NAICS codes yourself.

To add CDOT specific codes, in the *Work Codes* section, click *"Add Work Codes"*.

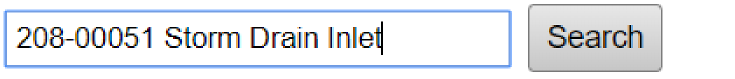
For DBE specific certified firms, click "*Add Other Work Codes*".



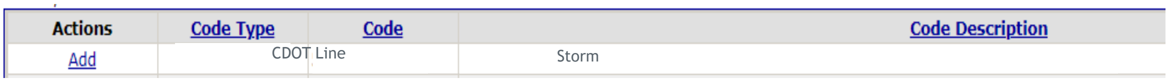




Select the *CDOT Line Items* option from the drop down menu, if applicable.

Or in the search box, search by key word and/or item code.




Click "*Add*" next to the line item code you are seeking.



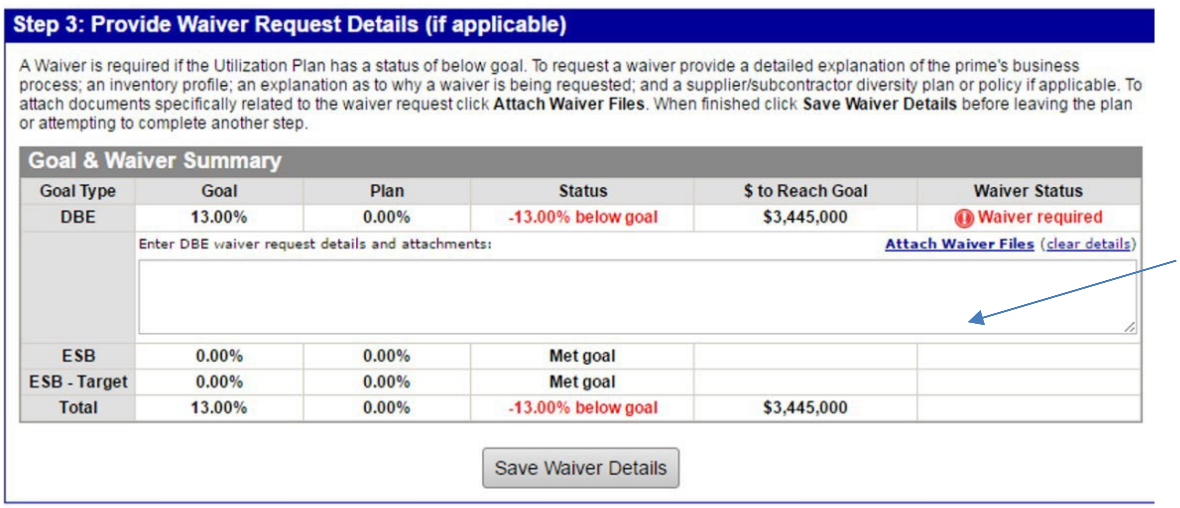

Click "*OK*" in the popup box.

At the bottom, click "*Review*".

Click "*Save*" on the next screen to submit.

<u>**Step 3:**</u> Complete the Waiver

Depending on the type of contract and the input of the commitments, the waiver box may pop up if the goal is not met. If the waiver box pops up, you will copy and paste the *Special Instructions to Vendor* Small Business targets of how you were scored sentence here.




**Remember:** If the contract DBE goal is 0% or it is a PS/PGS or Local Agency contract, you will not receive a waiver box since the goal is met. You will need to put your small business target information from how you were scored in the *Utilization Plan Details* comment box.

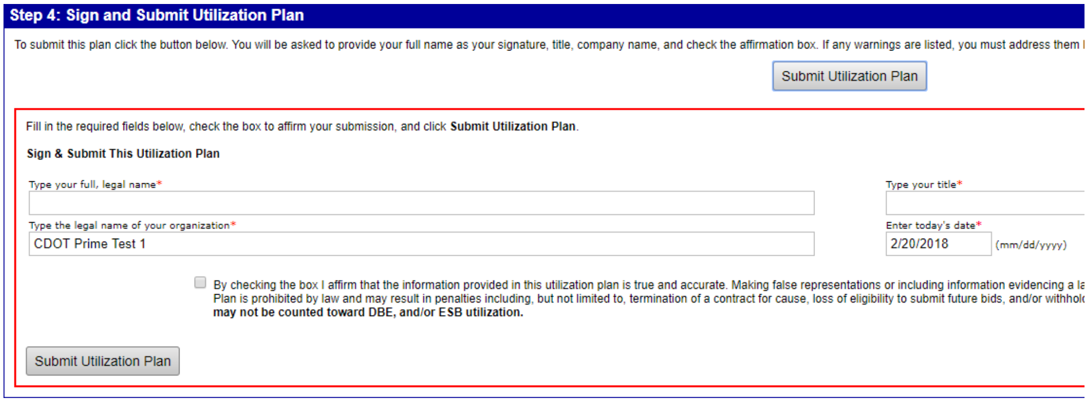
Click "*Save Waiver Details*", if applicable.

<u>**Step 4:**</u> Sign and Submit the UP

Click "*Submit Utilization Plan*", complete the required fields.

# Prime Users

Click "*Submit Utilization Plan*" again to submit the plan.




Your firm's UP will be reviewed by CDOT and you will be notified through the system if your plan is approved or returned for corrections.

## Primes: Add Subs, Suppliers/Vendors

All participants receiving payment on the contract must be set up and requested for approval through the Prime in the B2GNow system. Primes will add all Subs, Suppliers/Vendors no matter the tier. All lower tier Subs will request to add additional firms through the Prime. Add any Subs, DBE Suppliers/Vendors, nonDBE Suppliers/Vendors providing at least $10,000 worth of goods and materials, vendors, truckers/haulers, manufacturers, etc. to the contract. DBE firms will need NAICS work codes assigned. New firms, not on the original contract, will require the PCWs for Subs/LOI's for Suppliers/Vendors as uploaded attachments for documentation. Civil Rights will receive a prompt to approve the added firm.

**NOTE: Local Agency** contracts, only DBE firms need to be added to B2GNow.

### Add 1st Tiers

All 1st Tier Subs are required to be included in the Consultant's contract. If the firm was not on the original proposal, there should be an amended contract that includes the PCW/LOI and other pertinent documentation as required.

DBE certified firms can be found at: https://coucp.dbesystem.com/.

ESB certified firms can be found at:
https://cdot.dbesystem.com/FrontEnd/searchcertifieddirectory.asp

**NOTE**: **Local Agency** contract only need DBE firms to be added to B2GNow.

From the *Subcontractors* tab, click "*Add First Tier Subcontractor*".

# Prime Users

On the next screen, click "*Get Vendor*".

| Vendor Information | |
|---|---|
| Vendor * | Get Vendor from vendor database |

Use the next screen to search for the vendor by name.

It may be helpful to search by the B2GNow vendor account number to ensure you select the correct account.

SYSTEM VENDOR NUMBER

Click "*Select Vendor*" on the right side of the screen for the appropriate firm.

| Business Name All ▼ | Phone Number | Location | Actions |
|---|---|---|---|
| CDOT SUB TEST 1 | 602-325-8946 | PHOENIX, AZ | Select Vendor |

Confirm by vendor account number if that is not how you searched.

If the firm does not appear, you may need to contact the firm to ensure the firm has a B2GNow account.

Firms should not start work on the contract without first creating an account in the system.

Once you have selected the correct vendor, use the drop down menus to select the firm's compliance contact and address.

| Vendor Information | |
|---|---|
| Vendor * | CDOT Sub Test 1 (Change Vendor) |
| Vendor Compliance Contact * | None selected ▼ |
| Vendor Address * | 101 N Central Ave, Phoenix, AZ 85014 ▼ |

Complete all required (*) fields in the *Subcontractor Information* section.

Choose the correct type of participation when setting up the firms.

TYPE OF PARTICIPATION *

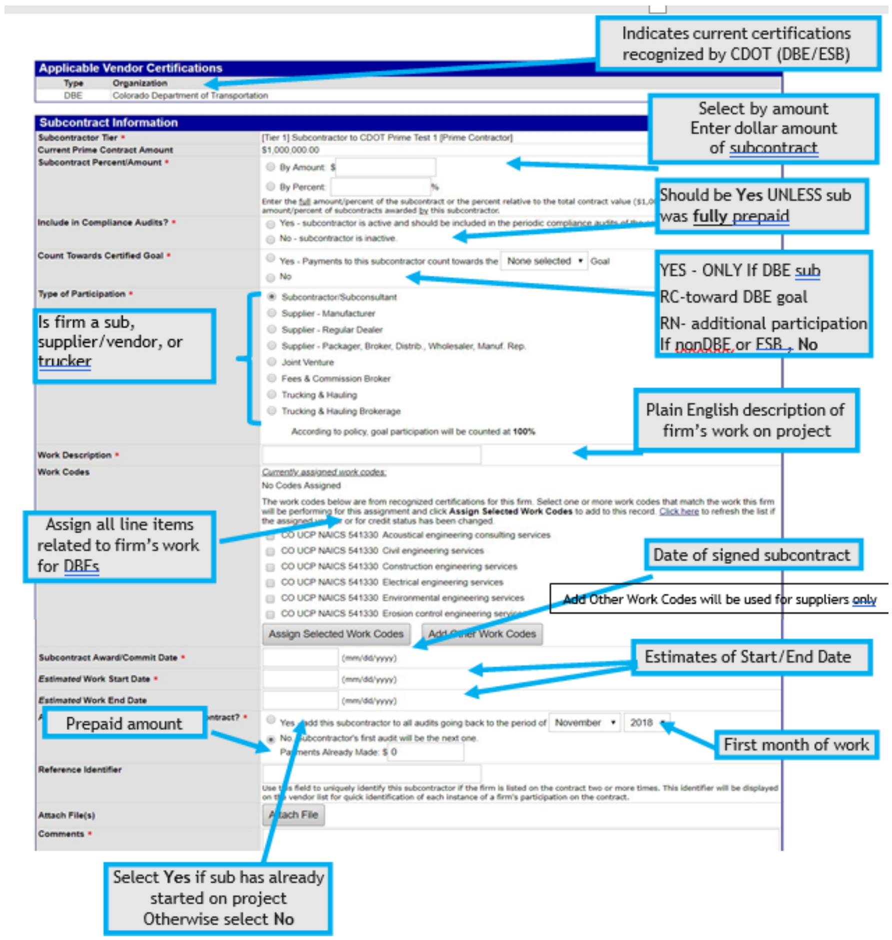
- Subcontractor/Subconsultant
- Supplier - Manufacturer
- Supplier - Regular Dealer
- Supplier - Packager, Broker, Distrib., Wholesaler, Manuf. Rep.
- Joint Venture
- Fees & Commission Broker
- Trucking & Hauling
- Trucking & Hauling Brokerage

All DBE firms must be included in the overall DBE data in the B2GNow system by clicking *Yes* in the *Count Towards Certified Goal* section.

Civil Rights will choose whether the firms work is race conscious or race neutral. Refer to *Distinguish DBE Commitment Toward Goal* section for clarification.

| Count Towards Certified Goal * | Yes - Payments to this subcontractor count towards the DBE Goal (Credit Type: Race Conscious) |
|---|---|
| | No |

# Prime Users




## Distinguish Your DBE Commitment Toward Goal (Civil Rights and Primes Only)

All DBE firms must be included in the overall DBE data in the B2GNow system by clicking *Yes* in the *Count Towards Certified Goal* section. Refer to *Distinguish DBE Commitment Toward Goal* section for clarification.

| | |
|---|---|
| Count Towards Certified Goal * | Yes - Payments to this subcontractor count towards the DBE Goal (Credit Type: Race Neutral)<br>No |

CDOT requires any DBE firm to be included in goal in the B2GNow system with the appropriate NAICS codes the firm is performing.

The system **does not** track the difference between **Race Conscious** or **Race Neutral** goals separately in the *Compliance Audit Summary Total Contract* section.

11/1/2018 - 11/1/2020 Goal: 10.00% % Credit: 0.00%

**Compliance Audit Summary - Entire Master Contract**

| | Current Award | Award Percent | Payments | Payments Percent | Difference (Payments - Award) |
|---|---|---|---|---|---|
| Prime Contract | $1,000,000.00 | | $85,000.00 | | |
| For Credit | $50,000.00 | 5.000% | $7,500.00 | 8.824% | 3.824% above goal |
| **Goal Types** | | | | | |
| For Credit to **DBE** Goal (1 sub) | $50,000.00 | 5.000% | $7,500.00 | 8.824% | 3.824% above goal |
| Contract Progress | 9% | | | | |
| For Credit Progress | 15% | | | | |

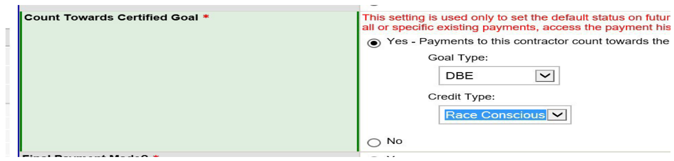
Award values may not match due to differences between overall contract goal and subcontractor assignments.

# Prime Users

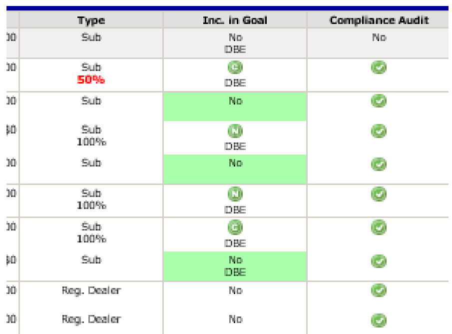
Race Conscious: DBE participation used on contracts that counts toward the DBE goal/commitment set for the Contract/Task Order originally from the proposal.

Race Neutral: DBE participation used on contracts that **do not count** toward participation of the original DBE goal commitments.

Choose the correct *Credit Type* of DBE participation.




View your firms DBE credit type in the *Inc. in Goal* section.

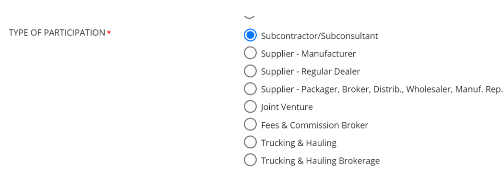


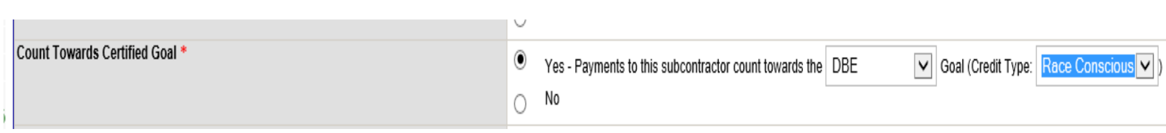
| Type | Inc. in Goal | Compliance Audit |
|---|---|---|
| Sub | No DBE | No |
| Sub 50% | C DBE | ✓ |
| Sub | No | ✓ |
| Sub 100% | N DBE | ✓ |
| Sub | No | ✓ |
| Sub 100% | N DBE | ✓ |
| Sub 100% | C DBE | ✓ |
| Sub | No DBE | ✓ |
| Reg. Dealer | No | ✓ |
| Reg. Dealer | No | ✓ |

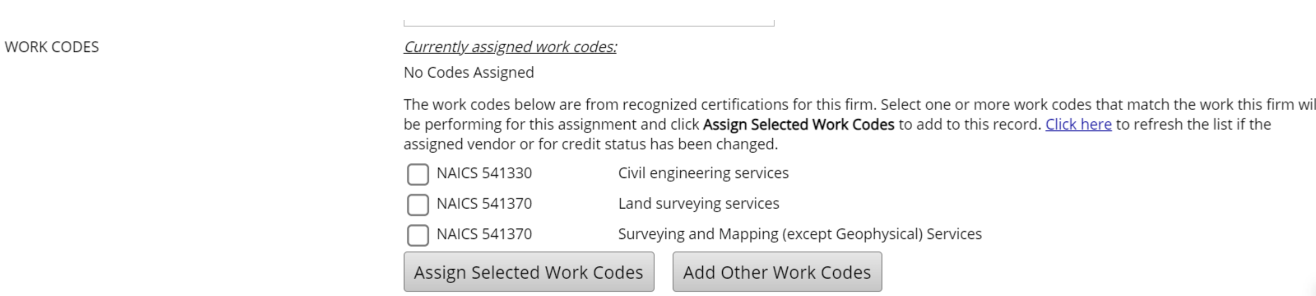
## Add DBE NAICS Codes for DBE Firms

When adding a DBE firm, work codes should automatically show the available NAICS codes for that DBE firm. If DBE NAICS work codes automatically pop up in the *Work Codes* section, you will choose which apply to your contract.

**Remember:** Choose the correct type of participation when setting up the firm and DBE Participation Type.



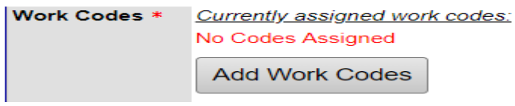
# Prime Users

Once you are finished adding item codes to the sub record, click “Assign Selected Work Codes”.

You can also add NAICS codes yourself.

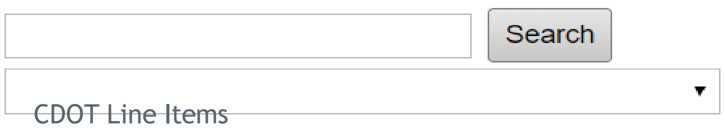
In the *Work Codes* section, click *“Add Work Codes*”.

For DBE specific certified firms, click “*Add Other Work Codes*”.

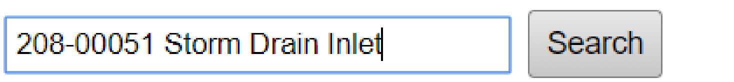



| Actions | Code Type | Code | Code Description |
|---|---|---|---|
| Add | CDOT Line | | Storm |

Select the *CDOT Line Items* option from the drop down menu, if applicable.




Or in the search box, search by key word and/or item code.




Click “*Add”* next to the line item code you are seeking.

| Actions | Code Type | Code | Code Description |
|---|---|---|---|
| Add | CDOT Line | | Storm |

Click “*OK*” in the popup box.

At the bottom, click “*Review*”.

Click *“Save*” on the next screen to submit.

## Add Lower Tiers
## (Primes and 1st and Middle Tier Subs, Civil Rights)

All lower tier Subs from higher tier Subs are required to be included in the Consultant’s contract. Add any Subs, DBE Suppliers/Vendors, nonDBE Suppliers/Vendors providing at least $10,000 worth of goods and materials, vendors, truckers/haulers, manufacturers, etc. to the contract. DBE firms will need NAICS work codes assigned. New firms, not on the original contract, will require the PCWs for Subs/LOI’s for Suppliers/Vendors or an amended contract as attachments for pertinent documentation as required. Civil Rights will receive a prompt to approve the added firms.

DBE certified firms can be found at: https://coucp.dbesystem.com/.

# Prime Users

ESB certified firms can be found at:
https://cdot.dbesystem.com/FrontEnd/searchcertifieddirectory.asp.

**NOTE**: **Local Agency** contracts need only DBE firms added to B2GNow.

From the *Subcontractors* tab, click "*Add Tier # Sub*".


Repeat steps in "*Add 1st Tiers*".

This will allow all the payments to be reported towards the goal.

## DBE Firms Using NonDBE Suppliers/Vendors (Any Tier)

There are situations when a DBE firm uses a nonDBE Supplier/Vendor. Typically, the amount the DBE pays the nonDBE Supplier/Vendor should be deducted from the DBE participation. However, B2GNow does not know this and deducts those payments. Civil Rights must manually select those payments every month to count toward the goal.

## Ensuring DBE Credit is Given for NonDBE Suppliers/Vendors Who Are a Sub to a DBE That is Performing Work (Any Tier) (Civil Rights Only)

Determine if the NonDBE Supplier/Vendor should be count toward the goal by answering the following questions:

1. Are the supplies and/or materials obtained from the nonDBE Supplier/Vendor necessary for the certified work that the DBE will be performing on the project? (e.g. paint for painting, concrete for concrete flatwork, etc.)
2. Is the cost of the supplies and/or materials obtained from the nonDBE Supplier/Vendor reasonable and indicative of a normal, arms-length transaction? (e.g. not unusually cheap and/or expensive)
3. The DBE is not purchasing materials and/or purchasing/leasing equipment from the Prime contractor or any of its affiliates.

If "**yes**" to all these questions, count the cost of the supplies as part of DBE participation.

If "**no**" to any of the questions, flag as a potential issue, investigate, and possibly exclude the cost of supplies from the DBE participation amount.

# Prime Users

If you determine that a NonDBE Supplier/Vendor should not be counted toward the goal - No changes are needed.

If you determine that a NonDBE Supplier/Vendor should be counted toward the goal - proceed to the next steps.

**Priority Flagged Contracts**

| Contract # | Status & Dates | Contract Value<br>Total Payments<br>Credit Payments | % Goal<br>% Credit |
|---|---|---|---|
| 21430.30.20 | Open<br>11/2017 to 11/2022 | $752,800,532<br>$0<br>$7,532,600 | 12.5%<br>0.0% |
| 21430.30.10 | Open<br>11/2017 to 11/2022 | $48,000,000<br>$0<br>$3,988,498 | 11.6%<br>0.0% |
| 21430.30.30 | Open<br>11/2017 to 11/2022 | $12,563,041<br>$0<br>$0 | 0.0%<br>0.0% |

From the *Home* screen>>*Contract*>>Choose a contract.

Click the *Subcontractors* tab.

Contract Main | View Contract | Subcontractors | Compliance Audit List | Compliance Audit Summary | Messages | Comments | Reports

From the *Subcontractors* tab on the contract record, locate the DBE firm who has nonDBE Supplier/Manufacturer Subcontractors.

Click *"Edit"*.

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | CDOT Sub Test 2 | No | No | No | | $25,777<br>$25,777 | Manufacturer | No<br>DBE | | No | View Edit More... |

Confirm: **Percent of Payments to Be Counted** is 100%.

**Type of Participation** * Supplier - Manufacturer

Percent of payments to be counted: 100.00 %

Change the Current Amount to zero (0).

## Commodity Codes: Search

Help & Tools

Click any **Add** link to select a code. You can also search again, sort the list, or click **Browse Codes** to browse through the entire code list. If multiple code lists are available, you can change the selected list in the drop down list under the search box. When finished, click **Return** to return to the record.

Pavement Markings | Search | Browse Codes | Return

CDOT: CDOT Contract Line Items

**1** - **5** of **5** records displayed

To sort, click column title.

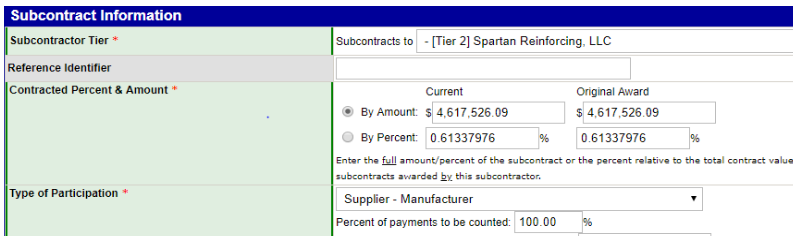
| Actions | Code Type | Code | Code Description |
|---|---|---|---|
| Add | CDOT | **627-00007** | Epoxy Pavement Marking (Special) *[Size standard: GAL]* |
| Add | CDOT | **627-00090** | Pavement Marking (Special) *[Size standard: SF]* |
| Add | CDOT | **627-30408** | Preformed Thermoplastic Pavement Marking (Shield) *[Size standard: SF]* |
| Add | CDOT | **627-60000** | Pavement Marking (Special) *[Size standard: LF]* |
| Add | CDOT | **950-01900** | Signing, Pavement Marking, Signalization, Lighting *[Size standard: DOL]* |

Click *"Review"*.

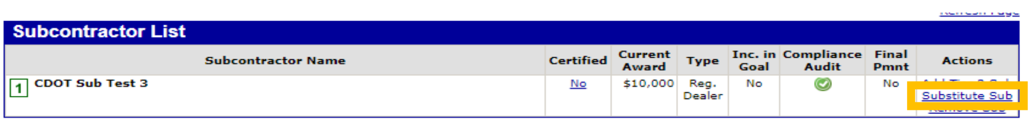
Click *"Save"*.

## Primes: Substitution Requests
### (Any Tier)

This is to replace one Sub or Supplier/Vendor with another. If the firm being replaced is a committed DBE firm, an approved *Professional Services DBE Participation Plan Modification Request* Form is a required attachment.

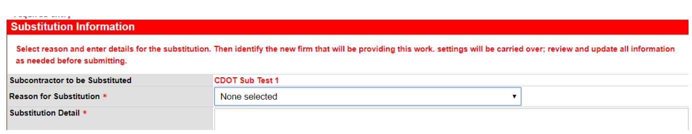



From the *Subcontractors* tab, click *"Substitute Sub"*.




Complete the *Information* section. For substitutions, you will choose the Race Conscious radio button.

Attach the *Professional Services DBE Participation Modification Request* form or Task Order documents.




Complete the rest of the screen.

Lower tier firms will request substitutions through their Prime.

The added request will be prompted to CDOT for approval.

## Primes: Removal of Subs, Suppliers/Vendors
### (Any Tier)
### (Primes and Civil Rights Only)

Subs and Suppliers/Vendors can be deleted if they weren't supposed to be added or if the wrong account was set up. This process is to eliminate a firms work on the contract PRIOR to any work being done by the firm. If the Sub was part of the original contract or there is activity on the Sub, then the Sub will be deactivated for historical purposes.

If the firm being removed is a committed DBE firm, an approved *Professional Services DBE Participation Plan Modification Request* form is a required attachment.

From the *Subcontractors* tab, click "*Remove Sub*".


Complete the *Removal Information* section.

Attach the *Professional Services DBE Participation Plan Modification Request* form if the Sub is a committed DBE.

Lower tier firms will request removals through their Prime.

The request will be prompted to CDOT for approval.

## Prime Payments from CDOT for 431 Task Orders
**(Primes Only)**

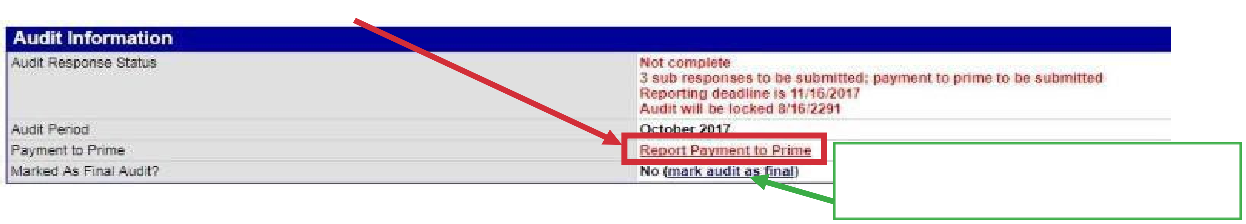
As of April 2023, for Task Orders with the 431 prefix, Primes payments are automatically reported in B2GNow. Primes should verify their payments and may not have access to their audit. Notifications are automatically turned off when a Prime is paid zero (0) dollars. If a Prime receives a zero ($0) payment but paid a Sub or Supplier/Vendor that month, you will need to contact EJE, (303) 757-9234, to get access to the month's audit. **NOTE**: CDOT is working with B2GNow to give the Prime access to opening their own audits if needed.

### Primes Payments from CDOT for Other Task Orders
### (Primes Only)
### (451, 491 Task Orders, Local Agency Reporting)

Once you have entered the audit actions, report payment from CDOT.

Click "*Report Payment Received from Colorado Department of Transportation*".


Click "*Report Payment to Prime*".



# Prime Users

**NOTE**: For **Local Agency** contracts, payments to Prime Consultants will be through the **Local Agency**.

Complete required fields (*).

Click “*Save*”.

You will automatically return to the audit.

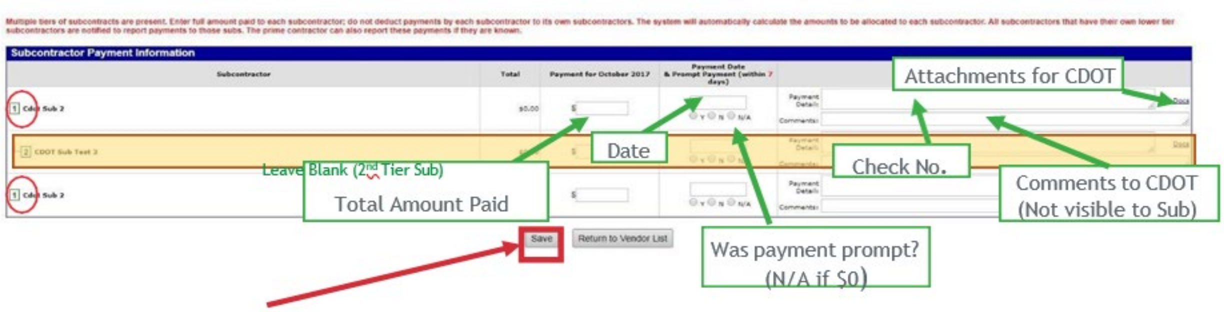
## Primes: Report Payment to 1st Tier
**(Primes Only)**

In the middle of the screen, click *“Submit ALL Incomplete Records”*.

You may also enter records individually by clicking “*Submit Response*” in the *Actions* column for each Sub.


Complete fields for only 1st tier payments.

Click “*Save*”.




If your Subs have lower tier Subs, **DO NOT** fill out that payment information.

You may click *“Return to Audit”* to verify your input and edit if necessary.

If any Subs at any tier are missing payment information, you will automatically be returned to the audit. Refer to *Report Payments to 1st Tier Subs, Supplers/Vendors* section.

Once you confirm that no 1st tier Subs are missing payment information, the audit is completed.

If payment information has been entered for all Subs (at all tiers) an audit confirmation will be received.

Go to the *Home* screen to exit the audit.

Once you have saved the information, no further action is required unless a lower tier reports a discrepancy.

## Primes: Contract Closeout

Primes need to ensure all processes are complete prior to closing out Main/Master or Task Order contracts in B2GNow.

### Payments for Subs, Suppliers/Vendors

Every Main/Master Contract and Task Order needs to be closed out in B2GNow. All payments for Subs or Suppliers/Vendors should be reported. If processes are followed correctly, Consultants will have marked the final audit box with the final payment of a Task Order.

All discrepancies need to be resolved and audits completed prior to closing the contract.

All *Commercially Useful Function Questionnaires* for DBE firms and the *Professional Services Closeout Report* needs to be uploaded in B2GNow.

### Review Audits

Use the *Search* >> *Contracts* feature to locate the contract you are evaluating.

Once in the contract, navigate to *Compliance Audit List* to check the status of the most recently recorded audit.

| Contract Main | View Contract | Subcontractors | Compliance Audit List | Compliance Audit Summary | Messages | Comments | Reports |
|---|---|---|---|---|---|---|---|

View any audits with red lines to close incomplete audits and resolve remaining discrepancies.

| Not Confirmed By Sub | | Disputed By Sub | | Date Posted | Actions |
|---|---|---|---|---|---|
| Lines | Amount | Lines | Amount | | |
| 9 | $545 | 2 | $44,086 | | |
| 2 | $545 | 0 | $0 | 5/2/2018 | View Audit |
| 0 | $0 | 0 | $0 | 4/2/2018 | View Audit |
| 1 | $0 | 0 | $0 | 3/1/2018 | View Audit |
| 0 | $0 | 1 | $33,851 | 2/1/2018 | View Audit |
| 1 | $0 | 0 | $0 | 1/1/2018 | View Audit |
| 1 | $0 | 1 | $10,235 | 12/1/2017 | View Audit |
| 1 | $0 | 0 | $0 | 11/1/2017 | View Audit |
| 1 | $0 | 0 | $0 | 10/2/2017 | View Audit |
| 1 | $0 | 0 | $0 | 9/1/2017 | View Audit |
| 1 | $0 | 0 | $0 | 8/30/2017 | View Audit |

Check the status of the last audit by clicking "*View Audit*" from the audit list.

To report any last payments, click *"Report Payment to Prime"*, if your payment is not automatically reported (451, 491 prefix Task Orders or Local Agency contracts need reporting).

| Audit Information | |
|---|---|
| Audit Response Status | Not complete<br>3 sub responses to be submitted; payment to prime to be submitted<br>Reporting deadline is 11/16/2017<br>Audit will be locked 8/16/2291 |
| Audit Period | October 2017 |
| Payment to Prime | Report Payment to Prime |
| Marked As Final Audit? | No (mark audit as final) |

# Prime Users

## Review the Subs, Suppliers/Vendors Section

DBE commitments must be met based on the Task Order Utilization Plan. Review the UP, any approved *Professional Services DBE Participation Plan Modification Request* forms and the actual amount paid to any committed Subs.

If the commitments were not met or modifications are not approved, contact Civil Rights.

## Review the Audit Summary – Total Contract Section

Review progress toward the DBE goal.

If you fail to meet the DBE or ESB goal, work with Civil Rights and the Project Engineer to determine the disincentive.

| Payments | Payments Percent | Difference (Payments - Award) |
|---|---|---|
| $779,366.76 | | |
| | | |
| $80,137.05 | 10.282% | 10.282% above goal |
| | | |
| $80,137.05 | 10.282% | 10.282% above goal |
| $0.00 | 0.000% | Goal matched |

## Closeout Forms

For Task Orders, prior to the contract being closed out, send the CUF Questionnaires for DBE firms and the *Professional Services Closeout Report* form to Civil Rights for review and upload.

When the Main/Master Contract is complete and needs closing, ensure all Task Orders are completed and closed. Contact Civil Rights to close the Main/Master Contract.

# 1st & Middle Tier Users

## 1st & Middle Tier: Add Subs, Suppliers/Vendors

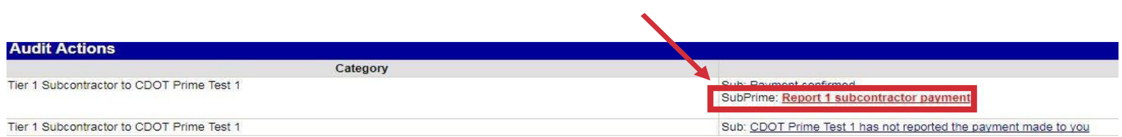
All lower tier Subs from higher tier Subs are required to be included in the Consultant’s contract. Add any Subs, DBE Suppliers/Vendors, nonDBE Suppliers/Vendors providing at least $10,000 worth of goods and materials, vendors, truckers/haulers, manufacturers, etc. to the contract. DBE firms will need NAICS work codes assigned. New Subs, Suppliers/Vendors, not on the original contract, will require the PCWs for Subs/LOI’s for Suppliers/Vendors or an amended contract as attachments for pertinent documentation as required. Civil Rights will receive a prompt to approve the added Sub, or Supplier/Vendor.

For **Local Agency contracts**, only DBE firms need to be set up in B2GNow.

## 1st & Middle Tier: Report Payments
### (All 1st Tier with Lower Tier Subs or Suppliers/Vendors)

Report Payments to the next tiered firms by the 15th of the month.

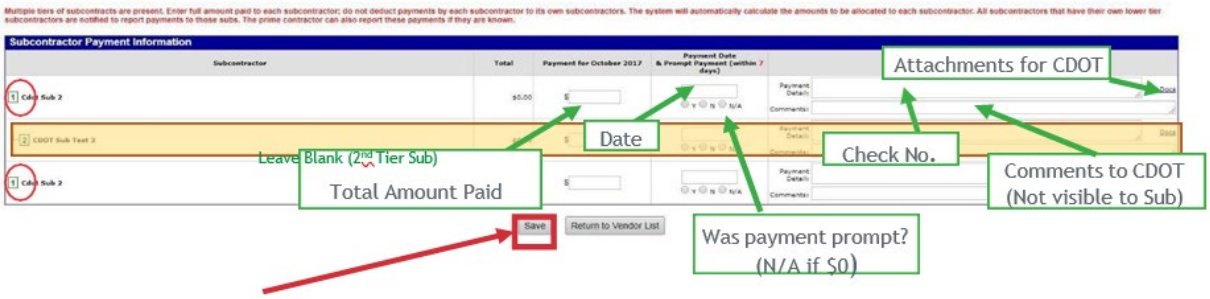

In the *Audit Actions* box, click “*Report Subcontractor Payment*”.




On the next screen, click “*Submit ALL Incomplete Records*”.

You may also enter records individually by clicking “*Submit Response*” in the Actions column for each.


Complete the fields for all Subs and Suppliers/Vendors with whom you contract directly If your Subs have lower tier Subs, **DO NOT** fill out their payment information.




Click "*Save*".

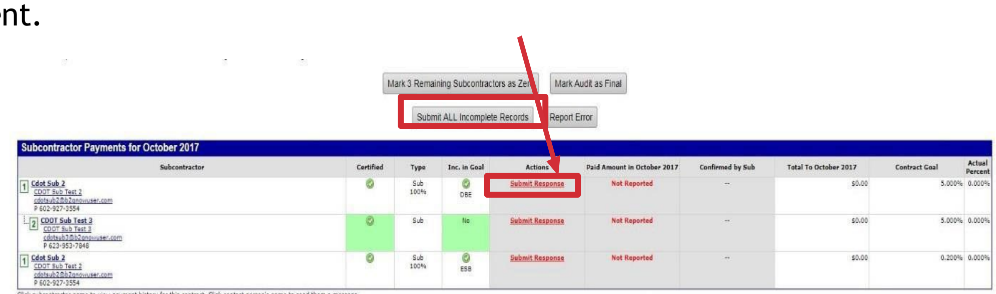
If payment information has been entered for all Subs, at all tiers, you will receive an audit confirmation.

Click "*Return to Audit*" to verify your input and edit if necessary.

If any Subs or Suppliers/Vendors at any lower tier are missing payment information, you will automatically be returned to the audit. Refer to 1st & Middle Tier: *Report Payments* section.

Once you confirm that no next tier Subs are missing payment information, the audit is completed.

If the firm above you has already reported its payment to your firm, repeat steps to report payment.





If the firm has not reported its payment to your firm, go to the *Home* screen, left corner of the screen to navigate away from the audit.

You will need to log in again later in the month to confirm or report a discrepancy related to your payment.

Complete the confirmation step once you receive notice from the system that your higher tier Sub or Supplier/Vendor has completed the reporting step.

## Confirm or Dispute Payments

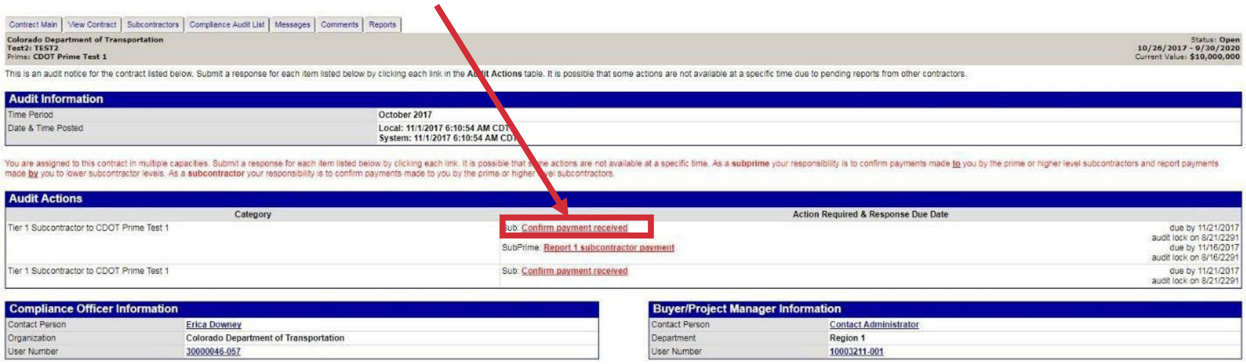
Within 15 days of receiving notice from the system when the Prime has reported their payment, log in to the system to confirm your payment. Refer to *Access and Complete the Audit* section for help getting to this step.

# 1st & Middle Tier Users

Once you have entered the audit, confirm payment reported. This step is for situations where there are no payment disputes.

If payment amount is disputed or withheld, skip this step. Refer to *Report a Payment Dispute* section.

Click "*Confirm Payment Received*".



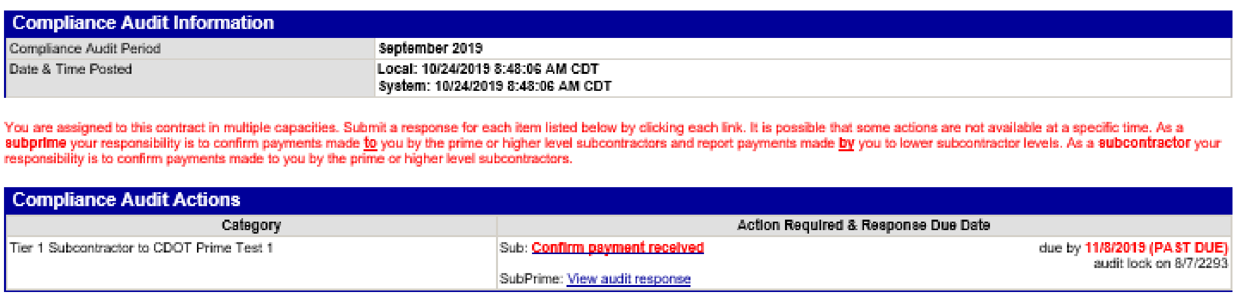

Complete.

**Remember,** if you report that the payment information is correct, you waive CDOT's involvement in resolving any related payment dispute or discrepancy.

## Report a Payment Dispute

Go into the month's audit you want to report the dispute.

From the *Compliance Audit Actions* screen, click *"Confirm Payment Received"*.



| Compliance Audit Information | |
|---|---|
| Compliance Audit Period | September 2019 |
| Date & Time Posted | Local: 10/24/2019 8:48:06 AM CDT<br>System: 10/24/2019 8:48:06 AM CDT |

You are assigned to this contract in multiple capacities. Submit a response for each item listed below by clicking each link. It is possible that some actions are not available at a specific time. As a **subprime** your responsibility is to confirm payments made **to** you by the prime or higher level subcontractors and report payments made **by** you to lower subcontractor levels. As a **subcontractor** your responsibility is to confirm payments made to you by the prime or higher level subcontractors.

| Compliance Audit Actions | |
|---|---|
| **Category** | **Action Required & Response Due Date** |
| Tier 1 Subcontractor to CDOT Prime Test 1 | Sub: Confirm payment received — due by 11/8/2019 (PAST DUE) audit lock on 8/7/2293<br>SubPrime: View audit response |

In the *Audit Information* box, click *"Incorrect"*.

# 1st & Middle Tier Users

Complete required fields (*).

Add comments.

Check the box to sign and release.

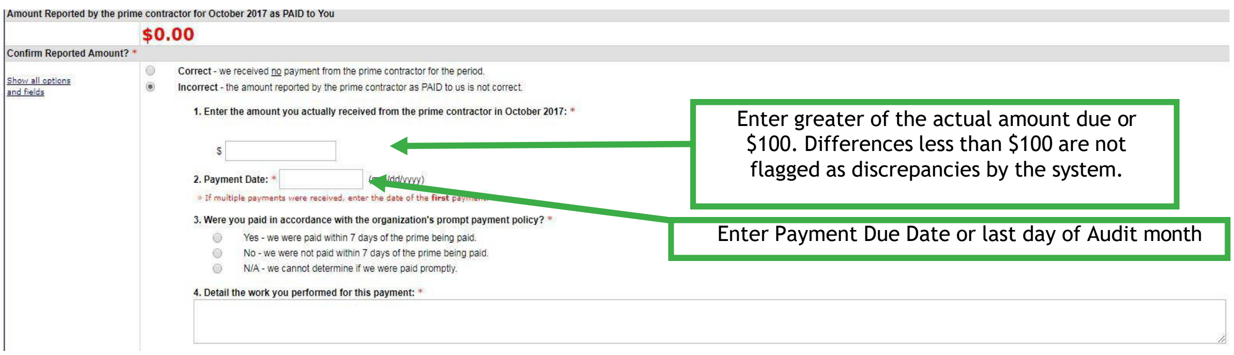
Click “*Save*”.

Click “*Return to Audit Notice*”.

If payment is disputed or withheld, you must report a discrepancy within 15 days of receiving notice of the audit.

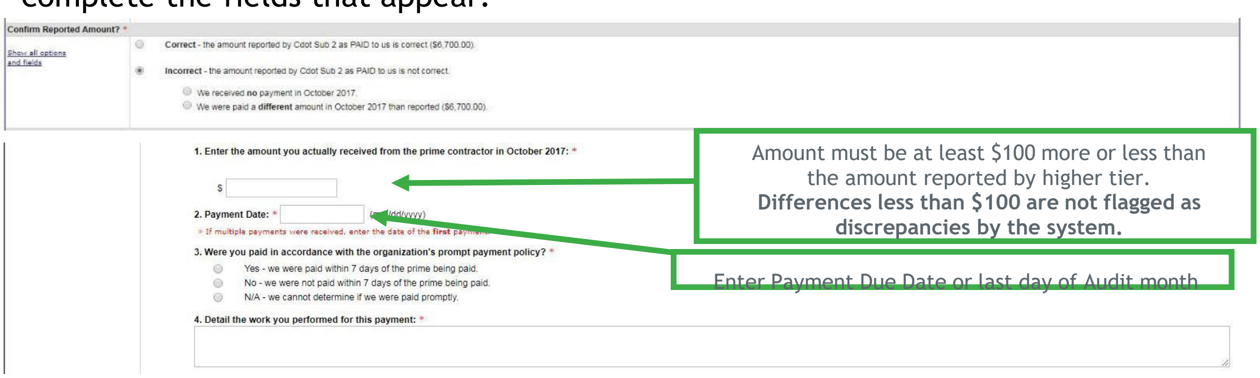
Discrepancies will show in the system.

If the higher tier reported $0.00, continue.




**NOTE**: You must report an amount at least $100 different from the amount you are asked to confirm. Differences less than $100 are not flagged by the system even if marked incorrect.

If the higher tier reported is not a $0.00 amount, select either of the below options, then complete the fields that appear.




Complete required fields (*).

Click “*Save*”.

Click the *Home* screen to navigate away from the audit.

# 1$^{st}$ & Middle Tier Users

Verify the payment data you reported.

If the Prime has already responded to the discrepancy, review the Primes response.

Check the box that best describes the payment action. Include comments and upload documents in support of your answer.

Private comments are only visible to the firm that made the comment.

Public comments are available to all.

**Remember,** the correct amount is considered the amount paid by the higher tier firms to the lower tier firms to you during the calendar month of the Audit Period.

Once both firms have saved their responses, Civil Rights will assist to help resolve any remaining issues.

## Sub or Supplier/Vendor Reported Discrepancies

Refer to *Access to the Discrepancy* section to access and respond to the discrepancy.

Contact the person who reported the initial payment data. The person's contact information should be provided with the responder information, but you can also send an email through the system by clicking on the person's name.

**Prime Audit**

| | Responder |
|---|---|
| Name | Erica Downey |
| Response Date | Local: 1/25/2018 1:58:21 PM CST<br>System: 1/25/2018 1:58:21 PM CST |

Gather necessary proof to resolve the audit discrepancy including how much the Sub paid its lower tier and on what date.

Based on the information provided by the Subs or Suppliers/Vendors, complete the required fields to resolve the discrepancy.

Check the box that best describes the payment action.

Include comments and have Civil Rights upload documents in support of your answer.

Private comments are only visible to the firm that made the comment and CDOT.

Public comments are available to all.

**Remember,** the correct amount is considered the amount paid by your higher tier firm to its lower tier firm during the calendar month of the audit period.

Once both firms have saved their responses, Civil Rights will assist to help resolve any remaining issues.

* required entry

Select a resolution option, review/update/add other required information, enter comments if needed, and click **Save Response**. You can respond to this discrepancy notice once. Further changes must be processed by the compliance officer.

| | |
|---|---|
| Discrepancy Resolved? * | YES - the **$70,000.00** originally reported by the prime is correct.<br>YES - the **$0.00** originally reported by the subcontractor is correct.<br>NO - none of the amounts are correct. |
| Public Comments | These comments are visible to the compliance officer and the prime contractor. |
| Private Comments | These comments are visible ONLY to the compliance officer. |
| Attach File(s) | Attach File |
| Confirmation | Send me confirmation of my response. |
| | Save Response Cancel |

## 1st & Middle Tier: Contract Closeout

### Payments for Subs, Suppliers/Vendors

Every Main/Master Contract and Task Order needs to be closed out in B2GNow. All payments for firms should be reported. If processes are followed correctly, Consultants will have marked the final audit box with the final payment of a Task Order.

All discrepancies need to be resolved and audits completed prior to closing the contract. All *Commercially Useful Function Questionnaires* for DBE firms and the *Professional Services Closeout Report* needs to be uploaded in B2GNow.

### Review Audits

Use the *Search* >> *Contracts* feature to locate the contract you are evaluating.

Once in the contract, navigate to *Compliance Audit List* to check the status of the most recently recorded audit.

View any audits with red lines to close incomplete audits and resolve remaining discrepancies.

| Not Confirmed By Sub | | Disputed By Sub | | Date Posted | Actions |
|---|---|---|---|---|---|
| Lines | Amount | Lines | Amount | | |
| 9 | $545 | 2 | $44,086 | | |
| 2 | $545 | 0 | $0 | 5/2/2018 | View Audit |
| 0 | $0 | 0 | $0 | 4/2/2018 | View Audit |
| 1 | $0 | 0 | $0 | 3/1/2018 | View Audit |
| 0 | $0 | 1 | $33,851 | 2/1/2018 | View Audit |
| 1 | $0 | 0 | $0 | 1/1/2018 | View Audit |
| 1 | $0 | 1 | $10,235 | 12/1/2017 | View Audit |
| 1 | $0 | 0 | $0 | 11/1/2017 | View Audit |
| 1 | $0 | 0 | $0 | 10/2/2017 | View Audit |
| 1 | $0 | 0 | $0 | 9/1/2017 | View Audit |
| 1 | $0 | 0 | $0 | 8/30/2017 | View Audit |

Check the status of the last audit by clicking "*View Audit*" from the audit list.

To report any last payments, click *"Report Payment to Prime"*, if your payment is not automatically reported (451, 491 prefix Task Orders or Local Agency contracts need reporting).

| Audit Information | |
|---|---|
| Audit Response Status | Not complete<br>3 sub responses to be submitted; payment to prime to be submitted<br>Reporting deadline is 11/16/2017<br>Audit will be locked 8/16/2291 |
| Audit Period | October 2017 |
| Payment to Prime | Report Payment to Prime |
| Marked As Final Audit? | No (mark audit as final) |

Select "Mark Audit as Final" until you have received final payment

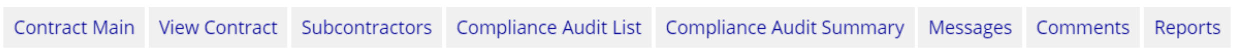
# 1st & Middle Tier Users

## Review the Subs, Suppliers/Vendors Section

DBE commitments must be met based on the Task Order Utilization Plan. Review the UP, any approved *Professional Services DBE Participation Plan Modification Request* forms and the actual amount paid to any committed Subcontractors.

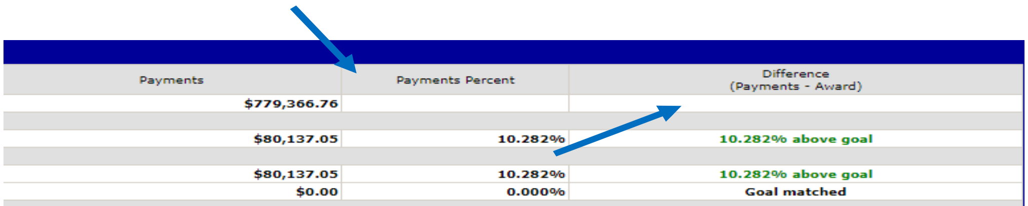
If the commitments were not met or modifications are not approved, contact Civil Rights.

## Review the Audit Summary - Total Contract Section




Review progress toward the DBE goal.

If failure to meet the DBE or ESB goal, work with Civil Rights and the Project Engineer to determine the disincentive.



| Payments | Payments Percent | Difference (Payments - Award) |
|---|---|---|
| $779,366.76 | | |
| | | |
| $80,137.05 | 10.282% | 10.282% above goal |
| | | |
| $80,137.05 | 10.282% | 10.282% above goal |
| $0.00 | 0.000% | Goal matched |

## Closeout Forms

For Task Orders, prior to the contract being closed out, send the CUF Questionnaires for DBE firms and the *Professional Services Closeout Report* to the Prime to forward to Civil Rights. The forms will be reviewed, approved and uploaded in B2GNow.

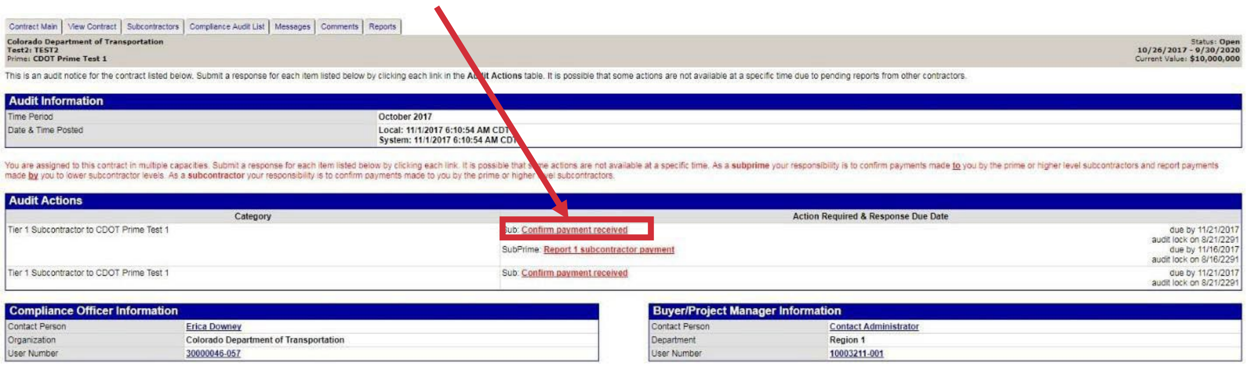
## Lowest Tier: Confirm or Dispute Payments

Within 15 days of receiving notice from the system that the Prime has reported, log in to the system to confirm your payment. Refer to *Access and Complete the Audit* section for help getting to this step.

Once you have entered the audit, confirm payment the Prime reported. This step is for situations where there are no payment disputes.

If payment amount is disputed or withheld, skip this step. Refer to *Report a Payment Dispute* section.

Click "*Confirm Payment Received*".



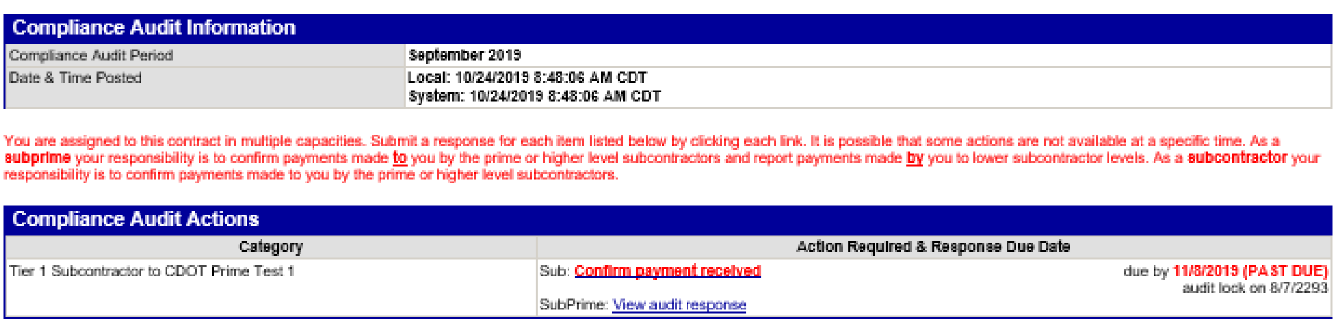

Complete.

**Remember:** If you report that the payment information is correct, you waive CDOT's involvement in resolving any related payment dispute or discrepancy.

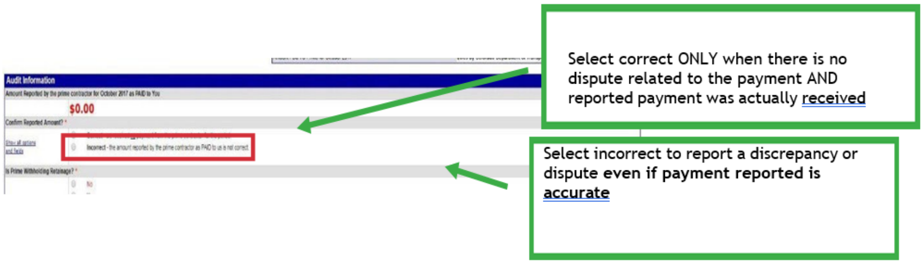
## Report a Payment Dispute

Go into the month's audit you want to report the dispute.

From the main audit screen, click "*Confirm Payment Received*".



In the Audit Information box, click Incorrect".




Complete required fields (*).

Add comments.

Check the box to sign and release.

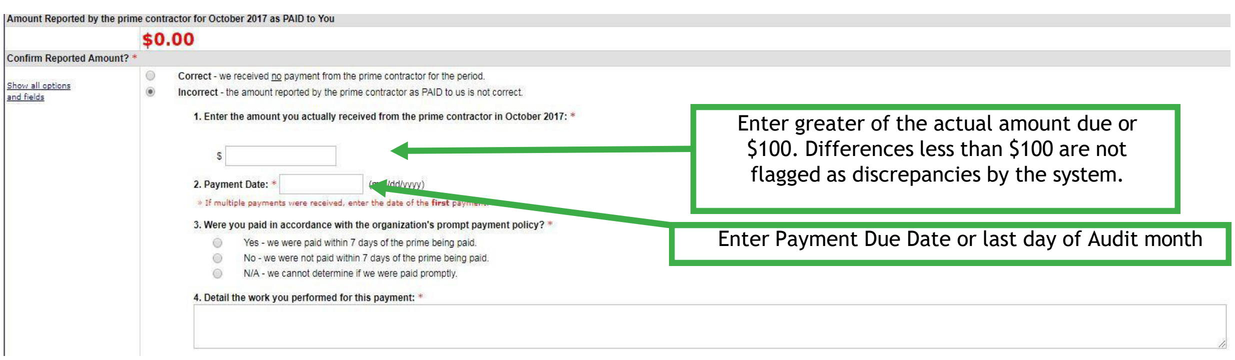
Click "*Save*".

Click *"Return to Audit Notice*".

If payment is disputed or withheld, you must report a discrepancy within 15 days of receiving notice of the audit.

Discrepancies will show in the system.

If the higher tier reported $0.00, continue.



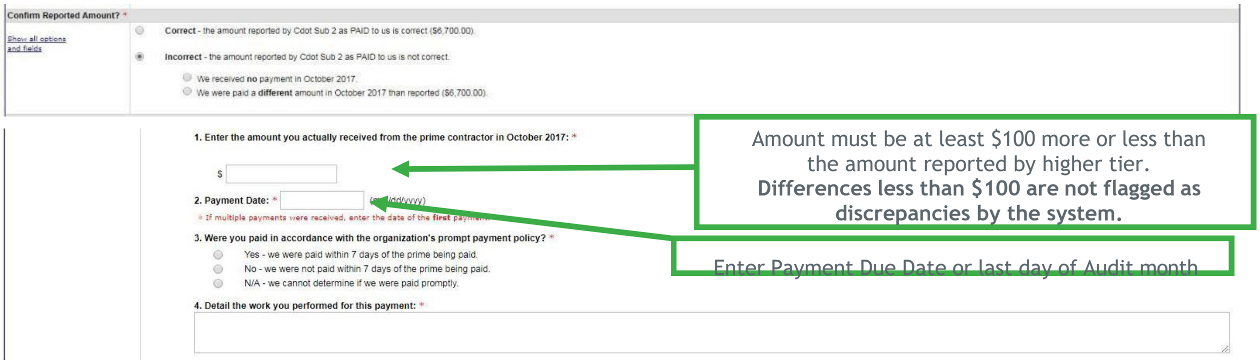

**NOTE**: You must report an amount at least $100 different from the amount you are asked to confirm. Differences less than $100 are not flagged by the system even if marked incorrect.

If the higher tier reported is not a $0.00 amount, select either of the below options, then complete the fields that appear.

Complete required fields (*).

Click "*Save*".

# Lowest Tier Users




On the *Home* screen in the left corner of the screen to navigate away from the audit.

Verify the payment data you reported.

If the Prime has already responded to the discrepancy, review the Primes response.

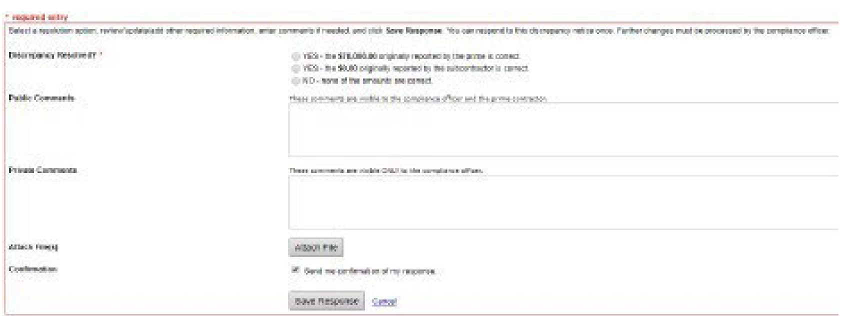
Check the box that best describes the payment action.

Include comments and have Civil Rights upload the documents in support of your answer.

Private comments are only visible to the firm that made the comment.

Public comments are available to all.

**Remember,** the correct amount is considered the amount paid by your higher tier firm to the lower tier firm you during the calendar month of the audit period.




Once both firms have saved their responses, Civil Rights will assist to help resolve any remaining issues.