

# 10-5 Update Payments for Non-CUF Activities in B2GNow (RCRO)



## Details

### Responsible Parties

- Region Civil Rights Office

### Revision Date of this Document

June 2025

### Document Owner

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## Procedural Objective

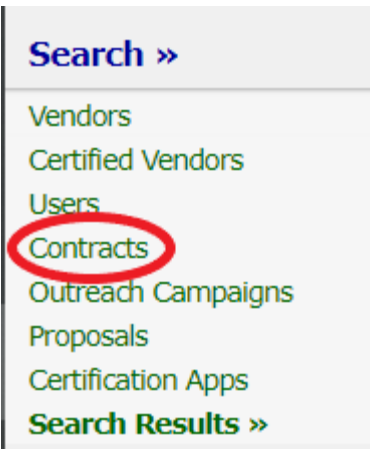
This document is intended to assist the Region Civil Rights Office with updating the payments for non-Commercially Useful Function (CUF) activities with regard to counting toward the contract Disadvantaged Business Enterprise (DBE) goal in B2GNow.

## System Procedures

1. Log into the B2GNow system at <http://cdot.dbesystem.com>.



2. Locate the desired contract by using the search menu of the left-hand side of the screen or the priority flagged contract in the dashboard.



- Follow steps 4-7 of this process guide if a portion of the contract is to be counted as eligible participation and a portion of the contract is **not** to be counted as eligible participation due to the outcome of a commercially useful function review.
- From the “Contract Management” page, click the “Subs” tab. Locate the subcontractor to be edited and click “Edit” under “Actions.”

### Contract Management

[Help & Tools](#)

**Main** | View | Settings | **Subs** | Docs | Change Orders & Task Orders | Alerts | Comments | Messages | Closeout

Compliance Audit List | Compliance Audit Summary | Compliance Audit FY | Reviews | Site Visits | Reports

C00001: 00001 Demo Contract Status: Open/New Spec. - With

#### Subcontractors

	Subcontractor Name	ESB	Level 1	New Teaming Partner	New DBE Partner	Certified	Original/Current	Type	Inc. in Goal	Compliance Audit	Final Pmnt	Actions
1	CDOT Sub Test [Substitution request approved on 4/26/2021]	No	No	Yes			\$25,777 \$25,777	Manufacturer	No DBE	No	No	<a href="#">View</a> <a href="#">Edit</a> <a href="#">More...</a>
1	CDOT Sub Test	Yes	No	No			\$70,000 \$50,000	Sub	No			<a href="#">View</a> <a href="#">Edit</a> <a href="#">More...</a>
1	CDOT Sub Test 1					<a href="#">No</a>	\$2,455 \$2,455	Sub	No	No	No	<a href="#">View</a> <a href="#">Edit</a> <a href="#">More...</a>

- Under the “Type of Participation” category, change the “Percent of payments to be counted” to the appropriate figure.

Type of Participation \*

Supplier - Manufacturer ▼

Percent of payments to be counted: 100.00 %

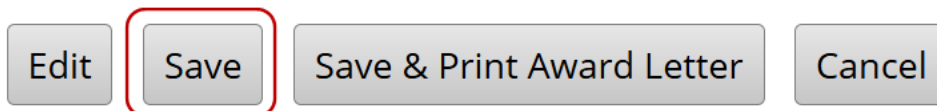
Amount not to be included in award verification: \$ 0.00

\$ 0 as of 11/30/2020

- Click the “Review” button at the bottom of the screen.



7. Upon determination of accuracy, click “Save.”



8. Follow steps 9-16 of this process guide if the DBE is NOT considered to have eligible participation as a result of a commercially useful function or if a commercially useful function (CDOT Form 1432) was not received by the Prime Contractor for a DBE. In this scenario, zero dollars of the DBE payments shall count toward the DBE contract goal.
9. From the “Contract Management” page, click the “Subs” tab. Locate the subcontractor to be edited and click “Edit” under “Actions.”

**Contract Management** [Help & Tools](#)

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[Compliance Audit List](#) [Compliance Audit Summary](#) [Compliance Audit FY](#) [Reviews](#) [Site Visits](#) [Reports](#)

**C00001: 00001 Demo Contract** Status: **Open/New Spec.** - **With**

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1	CDOT Sub Test [Substitution request approved on 4/26/2021]	No	No	Yes			\$25,777 \$25,777	Manufacturer	No DBE	No	No	<a href="#">View</a> <a href="#">Edit</a> <a href="#">More...</a>
1	CDOT Sub Test	Yes	No	No			\$70,000 \$50,000	Sub	No			<a href="#">View</a> <a href="#">Edit</a> <a href="#">More...</a>
1	CDOT Sub Test 1					No	\$2,455 \$2,455	Sub	No	No	No	<a href="#">View</a> <a href="#">Edit</a> <a href="#">More...</a>

10. In the “Count Towards Certified Goal” section, change it from “Yes” to “No.”

COUNT TOWARDS CERTIFIED GOAL \*

This setting is used only to set the default status on future compliance audits and the starting/final amount fields below. To change the status of all or specific existing payments, access the payment history for the contractor.

☐ Yes - Payments to this contractor count towards the selected goal (field below).

Goal Type (required if for credit):

**DBE** ▼

Credit Type:

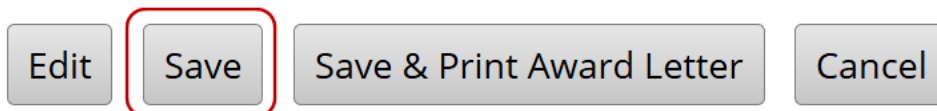
**Race Conscious** ▼

☒ No

11. Click the “Review” button at the bottom of the screen.

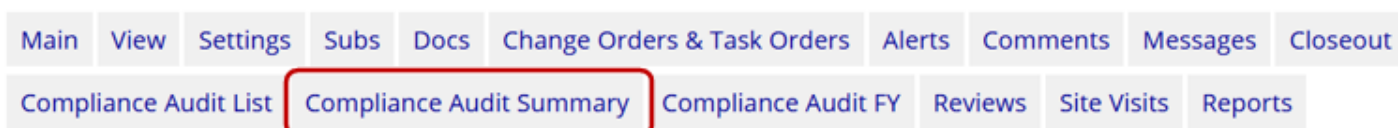


12. Upon determination of accuracy, select “Save.”

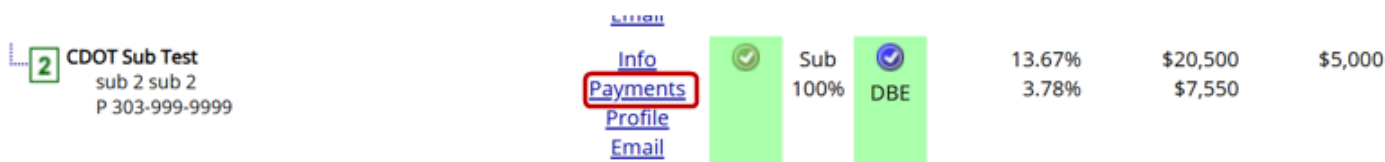


13. If payments to the DBE have been reported in B2GNow to count toward the contract goal, however it was later determined that a DBE did not perform a CUF or a CDOT Form 1432 was never received by the Prime Contractor, the payments shall be updated in B2GNow to reflect this information. The following steps will change the payments that have been reported from counting as eligible participation to not counting toward the DBE contract goal.

14. Select the Compliance Audit Summary tab



15. Under the appropriate firm name, select the “Payments” button.



16. If it has been determined that zero payments should count toward eligible participation, click “All No” under “Inc. in Goal” column.

Contract Payment Details						
Time Period	Amount Paid	Amount Retained	Confirmed	Inc. in Goal All Yes All No	Prime Response	Sub Response
<a href="#">Starting Amount</a> as of 6/30/2020	\$0.00	\$0.00		No <a href="#">(change)</a>	<a href="#">Edit</a>	
<a href="#">January 2020</a>	Not included in audit				<a href="#">Add to audit</a>	
<a href="#">July 2020</a>	\$2,000.00	\$2,000.00	Not Yet	<a href="#">(change)</a>	<a href="#">View</a> <a href="#">Edit</a>	<a href="#">Edit</a>

17. The RCRO has successfully updated the payments for non-CUF activity in B2GNow.