

10-6 Upload Completed CDOT Form 1432 in B2GNow (RCRO)



Details

Responsible Parties

- Region Civil Rights Office (RCRO)

Revision Date of this Document

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Document Owner

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Procedural Objective

This document is intended to assist the Region Civil Rights Office with uploading the CDOT Form 1432 and supporting documents in B2GNow. This step is required for all CDOT Form 1432s that are both approved and denied.

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.

Search »

- Vendors
- Certified Vendors
- Users
- Contracts**
- Outreach Campaigns
- Proposals
- Certification Apps
- Search Results »**

- From the “Contract Management” page, click the “Docs” tab. Click “Add Document” to upload the CDOT Form 1432.

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
 Prime: CDOT Prime
 1/1/2017 - 7/1/2021

Add Document

- From the Document/Record Type” field, select the “Contract: Main Record” from the drop-down list. Click the “Upload Document(s)” button to select the Form 1432 document.

Add Document(s) Close

Select a document / record type and click **Upload Document(s)**.

Document / Record Type *

-- Select a Record --

- ☒ -- Select a Record --
- ☐ Contract: Main Record
- ☐ Contract: Master Agreement
- ☐ Contract: Pricing Agreement
- ☐ Contract: Terms & Conditions
- ☐ Contract: General File

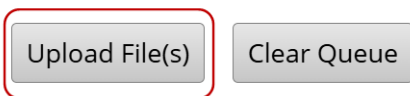
Upload Document(s) Cancel

- Locate the CDOT Form 1432 file on the computer and select “Open.” Fill in the “Document Title: (Ex. Subcontractor name-Form 1432 CUF)” and add any additional document notes or descriptions in the space provided.

Document Title (if left blank, File Title will default to the File Name)

Document Notes/Description

6. Click the “Upload File(s)” button to complete the upload.



7. The RCRO has successfully uploaded the CDOT Form 1432 in B2GNow.