

12-4 Upload CDOT Form 1415/1420 and Update Information 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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Procedure Objective

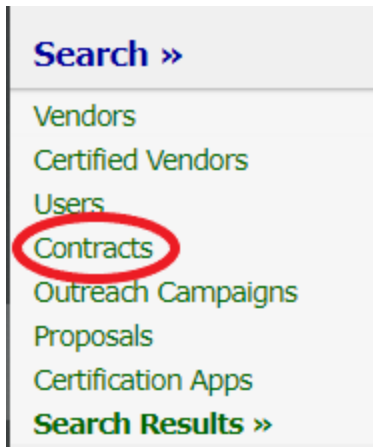
This document is intended to assist the Region Civil Rights Office with uploading the approved or denied CDOT Form 1420, DBE Participation Plan Modification Request, CDOT Form 1415, Commitment Confirmation, and any supporting documentation in B2GNow. This document is also intended to assist the RCRO with updating DBE commitment information in B2GNow.

System Procedures

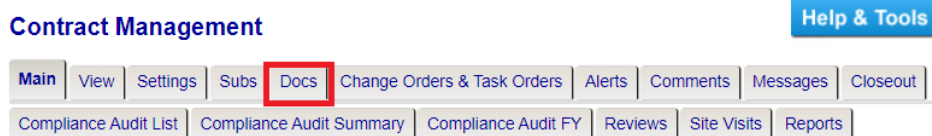
1. Log into the B2GNow system at <http://cdot.dbesystem.com>.



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.



3. From the “Contract Management” page, click the “Docs” tab. Click “Add Document” to upload the CDOT Form 1420.



4. 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 1420 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

5. Locate the CDOT Form 1420 file on the computer and select “Open.” Fill in the “Document Title: (Ex. DBE Subcontractor name-Form 1420) 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 Document” button to complete the upload.

Upload File(s)

Clear Queue

7. To update the necessary information in B2GNow regarding the outcome of the CDOT Form 1420, follow these steps:

- a. Click on the “Subs” tab in B2GNow. Locate the subcontractor to be edited and click “Edit” under “Actions.”

Contract Management: Subcontractor List

Main View **Subs** Docs Change Orders & Task Orders Alerts Comments Messages Closeout
Compliance Audit List Compliance Audit Summary Compliance Audit FY Master Audit Summary Reviews Site Visits Reports

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	View Edit More...
1	CDOT Sub Test	Yes	No	No			\$70,000 \$50,000	Sub	No			View Edit More...
1	CDOT Sub Test 1					No	\$2,455 \$2,455	Sub	No	No	No	View Edit More...

- b. In the “Comments” field, add notes regarding the outcome of the CDOT Form 1420- either approval or rejection of the request to modify the DBE participation plan.

ATTACH FILE(S)

Attach File

COMMENTS

2.1.24- CDOT Form 1420 request to reduce DBE commitment for ABC Mouse Hauling in the amount of \$50,000 has been approved. Current approved DBE commitment is \$75,000

OR

2.1.24- CDOT Form 1420 request to reduce DBE commitment for ABC Mouse Hauling in the amount of \$50,000 has been rejected. Current DBE commitment remains at \$125,000.

- c. For approved terminations or reductions, update the current commitment in the “Current Commitment” field in the “Additional Information” section of the record.



ORIGINAL COMMITMENT (ENTER
NUMBERS ONLY. NO COMMAS OR
SPACES. E.G. 9900.50)

125,000

CURRENT COMMITMENT (ENTER
NUMBERS ONLY. NO COMMAS OR
SPACES. E.G. 9900.50)

75,000

8. Repeat steps 2-6 of this process guide to upload the approved or rejected CDOT Form 1415, if applicable.
9. The Region Civil Rights Office has successfully uploaded the CDOT Form 1420 and CDOT Form 1415, if applicable, in B2GNow and updated the commitment information for the applicable DBE firm in B2GNow.