

# 13-6 Close Project in B2GNow (RCRO)



## Details

### Responsible parties

- Region Civil Rights Office

### Revision Date of this Document

July 2025

### Document Owner

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## Procedure Objective

This document is intended to assist the Region Civil Rights Office with how to close a project in B2GNow.

## System Procedures

1. The CDOT Data Management Specialist will email a report called “Projects to be Closed in B2GNow” monthly to the Region Civil Rights Specialist. This report includes the final retainage amount that has been paid to the Prime Contractor.
2. Log into the B2GNow system at <http://cdot.dbesystem.com>.



3. Review contract details for closing, ensure that there are no open discrepancies, all audits have been reported with no payments still to be reported, and all payments have been confirmed by the subcontractors/suppliers. Note, if payments have been reported 15 days or more, the RCRO shall click the button, “Mark Unconfirmed Sub Entries as Confirmed.” If an issue exists that cannot be resolved by the RCRO, the project cannot be closed in B2GNow and the CDOT Project Engineer/Project Manager (PE/PM) shall be notified.
4. The final retainage made to the Prime Contractor will need to be entered by the RCRO. Follow steps 5-9 of this process guide to complete this process.
5. From the Compliance Audit Summary tab, under Prime Contractor, click “Payments” next to

the Prime Contractor name.

Prime Contractor - Total Contract					
Prime Contractor		Cert	Inc in Goal	Contracted % Paid %	Paid TO Prime Prime's Share
CDOT Sub Test 3 DBA Test Vendor CDOT Sub Test 3 P 623-953-7848	<a href="#">Info</a> <a href="#">Payments</a> <a href="#">Profile</a> <a href="#">Email</a>	<a href="#">No</a>	No	52.24% 53.39%	\$199,472 \$106,498

**Note:** if the Prime Contractor has entered the final payment, skip this step and proceed to step 10.

- Under the Contract Payment Details section, scroll down to the bottom and click “Final Amount Adjustment/Paid Retainage.”

<a href="#">January 2023</a>	Not Updated	No <a href="#">(change)</a>	<a href="#">Edit</a>
<a href="#">February 2023</a>	\$0.00	No <a href="#">(change)</a>	<a href="#">Edit</a>
<a href="#">March 2023</a>	\$35,000.00	No <a href="#">(change)</a>	<a href="#">Edit</a>
<a href="#">April 2023</a>	Not Updated	No <a href="#">(change)</a>	<a href="#">Edit</a>
<a href="#">June 2023</a> (000012)	\$0.00	No <a href="#">(change)</a>	<a href="#">Edit</a>
<a href="#">July 2023</a>	\$0.00	No <a href="#">(change)</a>	<a href="#">Edit</a>
<a href="#">September 2024</a>	Not Updated	No <a href="#">(change)</a>	<a href="#">Edit</a>
<a href="#">Final Amount Adjustment/Paid Retainage</a>	\$10,000.00	No <a href="#">(change)</a>	<a href="#">Edit</a>

- Using the report "Project to be Closed in B2GNow," in the field Final Amount Adjustment/Paid Retainage in B2GNow, enter the dollar amount of the final payment using "SM Final Payment" and in the Date Paid field in B2GNow, enter the payment date using "ApprDate" from the spreadsheet.

Subcontract Information	
REFERENCE IDENTIFIER	<input type="text"/>
STARTING PAID TO DATE AMOUNT	<input type="text" value="\$ 0"/> as of 12/31/2019 <small>Enter the <u>full</u> starting amount paid to this subcontractor. Do not deduct starting amounts paid to lower tier subcontractors.</small>
FINAL AMOUNT ADJUSTMENT / PAID RETAINAGE	<input type="text" value="\$ 10000"/> <small>Note: <b>Final Payment</b></small> <input type="text" value="Date Paid: 1/4/2025"/> <small>Enter the <u>full</u> final amount paid to this subcontractor. Do not deduct final amounts paid to lower tier subcontractors.</small>

**Note:** Disregard that the heading says “Subcontract Information,” this field is for the reporting of the prime contractor’s final retainage.

- Select “Yes” next to Final Payment Made? Under Settings section.

FINAL PAYMENT MADE? \*

☒ Yes  
☐ No

9. After the final payment has been reported in B2GNow, verify that the total paid amount in B2GNow matches the SM total payment in [Project to be Closed in B2GNow](#).

Contract Payment Summary	
CONTRACT VALUE	\$13,278,578.80
TOTAL PAYMENTS TO PRIME	\$13,306,600.31
AMOUNT RETAINED BY PRIME*	\$9,951,971.34 74.790%

SM Total Payment
\$13,306,600.31

10. If the contract has all items completed from step 3 of this process guide, the final payment has been reported in B2GNow, and the Civil Rights Certificate of Compliance has been issued to the PE/PM, click the “Closeout” tab under the “Contract Management” page.

**Contract Management**

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

**Contract Information**

Contract Title	00001 Demo Contract
Contract Number	C00001

11. Enter the “Close Date” using the date that the RCRO will be closing out the project in B2GNow.

**Close Contract**

CONTRACT STATUS

**CLOSE DATE \***

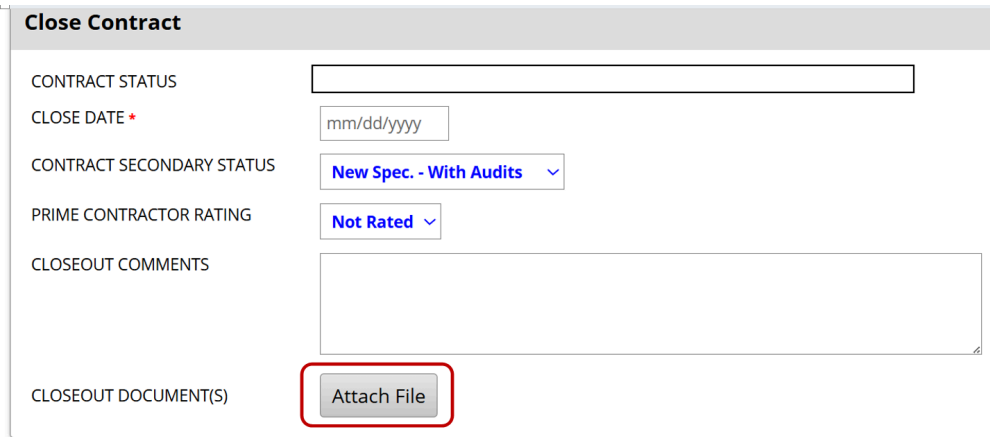
CONTRACT SECONDARY STATUS **New Spec. - With Audits** ▼

PRIME CONTRACTOR RATING **Not Rated** ▼

CLOSEOUT COMMENTS

CLOSEOUT DOCUMENT(S)

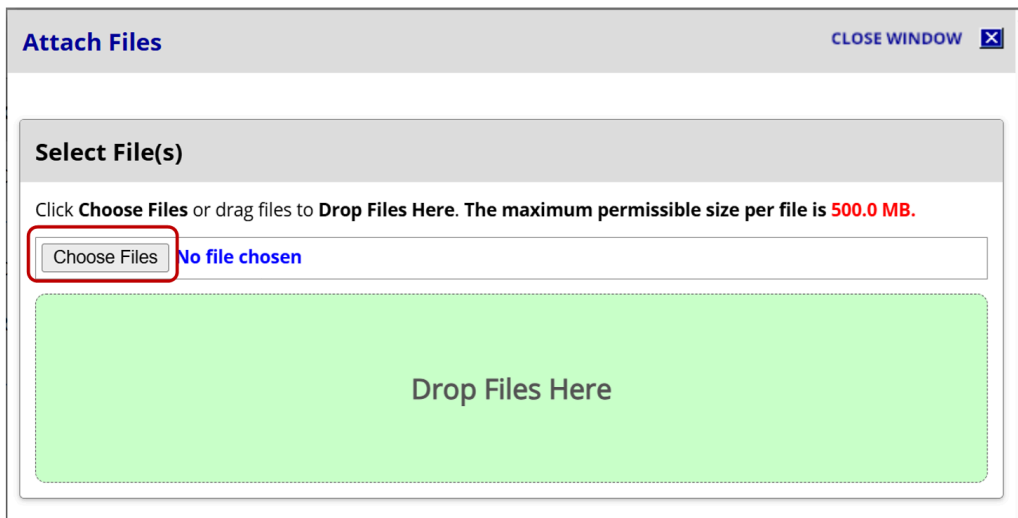
12. Upload the Certificate of Compliance Form by clicking “Attach File.”



The 'Close Contract' form contains the following fields and controls:

- CONTRACT STATUS:** A text input field.
- CLOSE DATE:** A date input field with a red asterisk and a placeholder 'mm/dd/yyyy'.
- CONTRACT SECONDARY STATUS:** A dropdown menu with the selected option 'New Spec. - With Audits'.
- PRIME CONTRACTOR RATING:** A dropdown menu with the selected option 'Not Rated'.
- CLOSEOUT COMMENTS:** A large text area.
- CLOSEOUT DOCUMENT(S):** A section with an 'Attach File' button highlighted by a red rectangle.

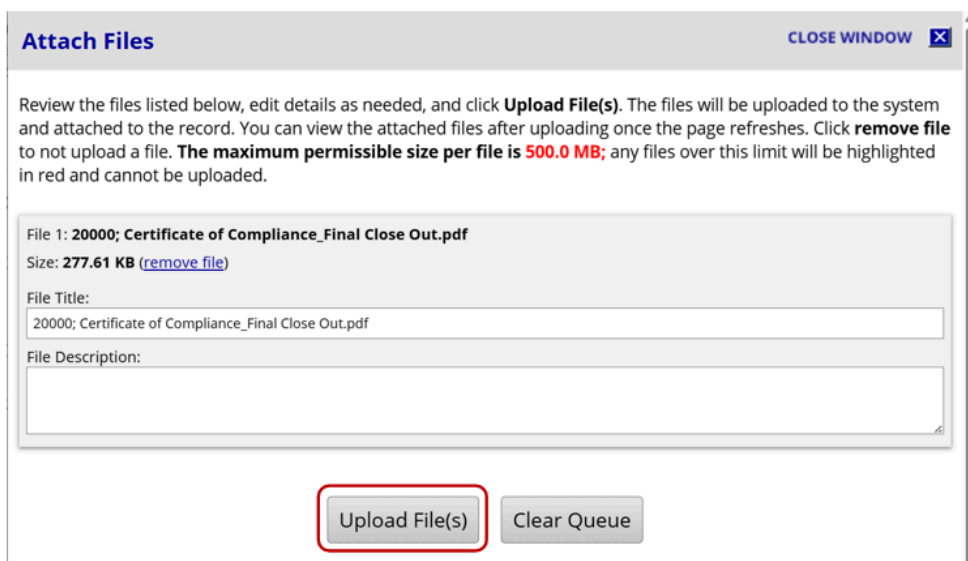
13. Click the “Choose Files” button or drop the file in the green section.



The 'Attach Files' dialog features a 'Select File(s)' section with the following elements:

- Instructions: 'Click **Choose Files** or drag files to **Drop Files Here**. The maximum permissible size per file is **500.0 MB**.'
- A 'Choose Files' button highlighted by a red rectangle, followed by the text 'No file chosen'.
- A large green dashed box labeled 'Drop Files Here'.

14. Click “Upload File(s).”



The 'Attach Files' dialog shows a list of files and an 'Upload File(s)' button highlighted by a red rectangle.

Review the files listed below, edit details as needed, and click **Upload File(s)**. The files will be uploaded to the system and attached to the record. You can view the attached files after uploading once the page refreshes. Click **remove file** to not upload a file. **The maximum permissible size per file is 500.0 MB**; any files over this limit will be highlighted in red and cannot be uploaded.

File Name	Size	Actions
File 1: 20000; Certificate of Compliance_Final Close Out.pdf	277.61 KB	<a href="#">remove file</a>

File Title:  
20000; Certificate of Compliance\_Final Close Out.pdf

File Description:

**Upload File(s)** Clear Queue

15. Click the “Close Out Contract” button.

**Close Contract**

CONTRACT STATUS	<input type="text"/>
CLOSE DATE *	<input type="text" value="6/2/2025"/>
CONTRACT SECONDARY STATUS	<input type="text" value="New Spec. - With Audits"/>
PRIME CONTRACTOR RATING	<input type="text" value="Not Rated"/>
CLOSEOUT COMMENTS	<div></div>
CLOSEOUT DOCUMENT(S)	<div>Attach File</div>

Close Out Contract

View Audit Summary With 'Final Audit' Text

16. Click “OK” to confirm closing the contract.

test2.gob2g.com says

Close out this contract? It will no longer be audited and its status will be set to "Closed".

OK

Cancel

17. The Region Civil Rights Office has successfully closed a contract in B2GNow.