

3-2 Review Form 1414 and Send Utilization Plan to Responsive Low Apparent Bidder (CRBRC)



Details

Responsible Parties

- Civil Rights & Business Resource Center (CRBRC)

Revision Date of this Document

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Document Owner

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Procedure Objective

This document is intended to summarize the process for reviewing the CDOT Form 1414 and sending the DBE Utilization Plan in B2GNow to the low apparent bidder.

System Procedures

1. Determine if the CDOT Form 1414 was included with the bid package found in Bid Express-x509BidDocuments for the low apparent bidder. If there is no CDOT Form 1414 submitted, contact the CDOT Engineering Contracts unit for them to determine if the bidder should be disqualified. If the CDOT Form 1414 is included in the bid package, and there is a project DBE goal, the DBE utilization plan shall be created. If there is no DBE goal (or a 0% DBE goal), but the bidder has completed a CDOT 1414 Form, confirm with the bidder that they wish to make voluntary commitments before creating the DBE utilization plan.
 - a. Once access to the folder has been granted, the CDOT Form 1414 can be found in the following area:
 - i. Bid Express-Bid Express (folder)-x509BidDocuments-select date of project-select project number- select biddocs by bidamount-print page 6.

Note: If you do not have access to bid express, submit a ticket to the Office of Information Technology (OIT) to be granted access.

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



3. In the gray toolbar on the left of the System Dashboard, click “Search,” then click “Proposals.”

cdot.abesystem.com/FrontPage/DiversityMain.asp?XID=9200

COLORADO
Department of Transportation

Home
View »
Search »

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

Reporting »
Create »
Tools »
Settings »
Help & Support »
Logoff

Show All Hide All

The System Dashboard

Certification Stats

Currently Certified: **738**

Pending: **71** Renewing (< 3 mo): **152**

[Config](#)

Applications

	Pending Submission	Pending Receipt		Pending Processing
		Elec	Paper	
Total Apps	38	8	0	0
DBE Update	13	4	0	0
DBE New	17	0	0	0
ESB Update	1	3	0	0
Interstate App	4	0	0	0
ESB New	3	1	0	0

Cert App Questions

	# Apps
Pending Applicant Response	1
Pending Applicant Response - Past Due	1
Pending Document Receipt	0
Pending Review	1

[Config](#)

Certifications

	Total	< 7 days	> 7 days
Pending Staff Assignment	18	0	18
Pending Gross Receipts Review	5	2	3
Pending Screening of Supporting Documents	34	7	27
Pending Decision	2	0	2
Pending Directory	6	0	6


4. In the “Search Parameters” box, enter the CDOT 5-digit sub-account number associated with the contract in the “Proposal/Reference Number” field and click “Search.”

Users Vendors Contracts **Proposals** Outreach

Search for proposals. Enter information into any of the boxes below and click **Search**.

Search Clear Form

Search Parameters

PROPOSAL/REFERENCE NUMBER 

PROPOSAL TITLE/DESCRIPTION

PROPOSAL STATUS **All** ▼

STAFF CONTACT **None selected** ▼

SYSTEM TRANSACTION NUMBER

SPECIAL REQUIREMENTS **None selected** ▼

5. Click “View”

Search: Proposals [Help & Tools](#)

Users Vendors Contracts **Proposals** Outreach

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

Actions	Proposal #	Title/Description	Status	Due Date	Created	Contact
View Bids UPs	Test	Test	All ▼		7/18/2018	Erica Downey

1 - 1 of 1 record displayed: Page **1** ▼

Search Again Save Search Parameters

6. In the “Proposal Management” module, click the “Utilization Plans” tab.

Proposal Management [Help & Tools](#)

Proposal Main View Proposal Settings Bid Vendors Docs **Utilization Plans** Comments Linked Records

Reports

Test: Test Status: **Open**
Estimated Cost: **\$0**

[Refresh Page](#)

Proposal Information

PROPOSAL TITLE	Test
PROPOSAL NUMBER	Test
SYSTEM TRANSACTION NUMBER	02575042-0001
ESTIMATED COST	\$0.00


View Proposal Edit Proposal Copy Proposal Delete Proposal

7. Click “Add Utilization Plan.”

Proposal Main	View Proposal	Settings	Bid Vendors	Docs	Utilization Plans	Comments	Linked Records
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Reports

Test: Test
Status: **Open**
Estimated Cost: **\$0**



8. Copy and paste the proposal name, located in the gray banner, to the “Reference” Field.

Test: Test
Status: **Open**
Estimated Cost: **\$0**

Fill in the fields below to create the Utilization Plan record. All required fields are marked by an asterisk. You can either release the plan to the vendor at the bottom or Save and release at a later time.

*** required entry**

Utilization Plan

PHASE *
VERSION *
REFERENCE *

Original ▾

Not Applicable ▾

Enter description for this record that will be clear to the vendor

9. Click “Get Vendor.”

Vendor Assignment

VENDOR *
CONTACT PERSON *
ADDRESS *
VENDOR ACCESS LIMITATION *

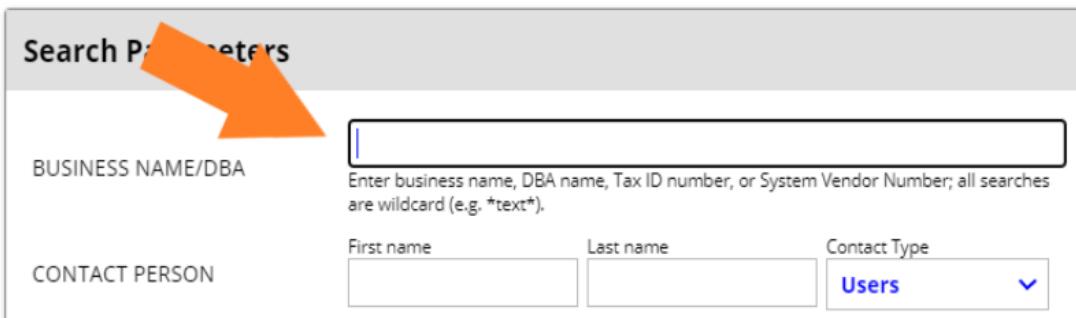
from vendor database

None selected ▾
Contact not listed? [QuickAdd](#) a new contact.

None selected ▾
Address not listed? [QuickAdd](#) a new address.

Accessible to all users in the vendor account
Access setting will also apply to subcontractors required to confirm participation.

10. Enter the name of the bidder in the “Business Name/DBA” field, click “Search.”



Search Parameters

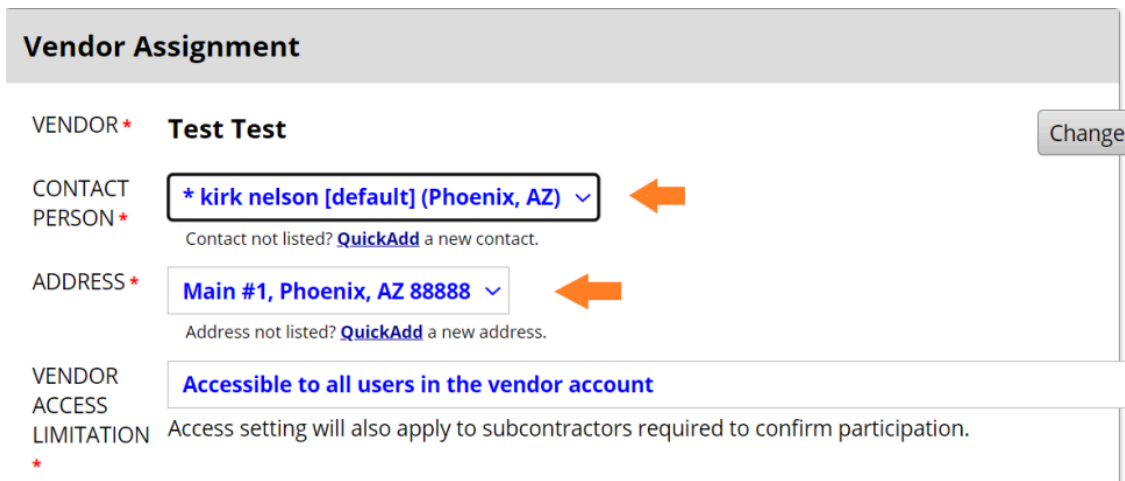
BUSINESS NAME/DBA Enter business name, DBA name, Tax ID number, or System Vendor Number; all searches are wildcard (e.g. *text*).

CONTACT PERSON First name Last name Contact Type **Users** ▼

11. Click “Select Vendor” next to the bidder’s name.


TEST TEST	PHOENIX, AZ	999-999-9993	Select Vendor
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12. Select the “Contact Person” and the “Address” from the drop-down menus. The contact person is listed on the CDOT Form 1414.



Vendor Assignment

VENDOR * **Test Test** [Change](#)

CONTACT PERSON * *** kirk nelson [default] (Phoenix, AZ) ▼** 
Contact not listed? [QuickAdd](#) a new contact.

ADDRESS * **Main #1, Phoenix, AZ 88888 ▼** 
Address not listed? [QuickAdd](#) a new address.

VENDOR ACCESS LIMITATION **Accessible to all users in the vendor account**
Access setting will also apply to subcontractors required to confirm participation.

13. In the “Utilization Plan Details” section, make sure that the “ESB Diversity Goal(s) (%)” field is filled out. Most projects will not have a concurrent ESB goal with a DBE goal so enter “0” in this field.

Utilization Plan Details

STAFF CONTACT *

Jun Arcilla

ESTIMATED AMOUNT (\$)

DIVERSITY GOAL(S) (%) *

Goals from proposal record have been auto-filled below. Update actual percentages as needed to reflect the requirements for this utilization plan.

Goal Type	Goal
DBE:	10 %
ESB:	0 %

ATTACHED FILE(S)

Attach File

PUBLIC COMMENTS

14. In the “Additional Instructions” section, enter the following in the “Special Instructions to Vendor” field: “Please create a subcontractor record for each of the DBE commitments listed on your CDOT Form 1414. Attach the completed and signed CDOT Form 1415 for each commitment to the subcontractor record.”

Additional Instructions

ADDITIONAL INSTRUCTIONS TO VENDOR

SPECIAL INSTRUCTIONS TO VENDOR

These instructions will be highlighted in red text:

Please list all firms from the 1414 submitted in your bid package. Attach the relevant 1415 to each firm's subcontractor record.

15. In the Submission Settings and Record Access section, click “Vendor only submission, vendor can view, vendor will be notified of all actions,” click “Yes. Release this utilization plan to the vendor when this record is saved”, click “Subcontractor only submission, subcontractor can view, subcontractor will be notified of all actions,” set the due date for 5 calendar days, and click “Save.”

Submission Settings and Record Access

ACCESS CONTROL +

☒ Vendor only submission, vendor can view, vendor will be notified of all actions.

This utilization plan has not yet been released to the vendor for completion. Save time by selecting the release option below to automatically release the utilization plan to the vendor when you save this record.

☒ Yes. Release this utilization plan to the vendor when this record is saved.

☐ No. Do not release the utilization plan to the vendor at this time. I will release it at a later date.

SUBCONTRACTOR ACCESS CONTROL +

WARNING: some settings may conflict with subcontractor confirmation process.

☒ Subcontractor only submission, subcontractor can view, subcontractor will be notified of all actions.

DUE DATE +

Allowed response time: 5 calendar days.

Due Date: 12/26/2021

Due Time: 5 : 00 pm

US/Mountain

Spell Check

Save

Cancel

16. The CRBRC staff has successfully sent the DBE utilization plan to the low apparent bidder.