

3-6 Complete Utilization Plan in B2GNow and Attach Form(s) 1415 and 1416 (if applicable) (Bidder)



Details

Responsible Parties

- Bidder

Revision Date of this Document

June 2025

Document Owner

Jun Arcilla, jun.arcilla@state.co.us, 720-766-4713

Procedure Objective

This document is intended to assist the bidder in completing and submitting the DBE Utilization Plan (UP) in B2GNow. The apparent low responsible bidder shall submit the UP within five days of bid opening.

System Procedures

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



2. On the dashboard, under “Utilization Plans,” select “Pending Submission” if the Utilization Plan is not yet completed. Select “Returned, Pending Resubmission,” if the UP was returned for updates to the bidder.

Dashboard Records assigned to your company

Contract

Total	9
Open	8
Closed	1

Contract Audits

	Total	< 90 days	> 90 days
Total Audits	84	6	78
Incomplete Audits	72	6	66
Past Due Audits	72	6	66
Audit Discrepancies	2	0	2

Contractor's Prequalifications

Active/Accepted	1
Expired/Deactivated	6

Utilization Plans

	Total
Pending Submission	2
Returned, Pending Resubmission	1
Approved	10

Key Actions

- [Start/Renew Contractor's Prequalification](#)
- [Renew/Apply for Certification](#)
- [Take a Training Class](#)
- [Watch a Training Video](#)

Alerts

No Activated Alerts. [View Pending Alerts](#).

Configure

- [Change Your Password](#)
- [Edit Your User Account Settings](#)
- [View, Vote, & Post to the Wish List](#)
- [Business Info](#)
- [Profile Setup](#)
- [List/Add Users](#)
- [Main Contacts](#)
- [Commodity Codes](#)
- [EEO/Workforce Comp.](#)

Certification Center

3. Click "Open" next to the Utilization Plan to be completed.

To resort, click on column title.

View	Status	Status Date	Organization	Reference
	Pending Submission		All	All
Open	Pending Submission	Due: 1/2/2022	Colorado Department of Transportation	Test: Test Ref: Test: Test

4. Under the "Step 1" section, click "Fill In Utilization Plan Details."

PHASE	Original, version 0
STATUS	❗ Pending Submission
NOTIFICATION DATE	12/28/2021 by Jun Arcilla
DUE DATE	1/2/2022 5:00 pm US/Mountain
ASSIGNED CONTACT	<div>CDOT Prime Test 1 (Denver, CO) ▼</div> <p><small>The assigned contact person will receive all related notices; any user in this account will be able to view, edit, and submit the utilization plan.</small></p>

Step 1: Provide Utilization Plan Information

Use this section to provide information on the plan. Click the button to **Fill in Utilization Plan Details**.

Utilization Plan Information

ESTIMATED BID/TRANSACTION AMOUNT	Not entered yet (update)
--	--

Fill In Utilization Plan Details

5. Enter the total bid amount (in \$) of the prime contract in the “Estimated Bid/Transaction Amount” field and click “Save.”

Note: Enter the total bid amount (in \$) of the prime contract. This figure should not just be the total amount (in \$) committed to DBEs.

Utilization Plan: Enter Plan Details
CLOSE WINDOW

In this section provide comments and attach files related to the plan as required by the organization. You may also be required to enter the estimated bid/transaction amount if not already entered by the organization.

* required entry
User Manual

Utilization Plan Details

ESTIMATED BID/TRANSACTION AMOUNT *	<input style="width: 80%;" type="text"/>
ATTACHED FILE(S)	<div style="border: 1px solid #ccc; padding: 2px; text-align: center;">Attach File</div>
COMMENTS	<div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div>

Spell Check

Save

Cancel


6. Under Step 2, enter the subcontractor information for a DBE commitment by clicking “Add Subcontractor.”


Certification Types Recognized for this Utilization Plan

Firms selected for credit on this utilization plan must hold one of the recognized certification types listed in this box.

Organization	Certification Type
City and County of Denver	ACDBE - Airport Concessionaire Disadvantaged Business Enterprise
City and County of Denver	DBE - Disadvantaged Business Enterprise
Colorado Department of Transportation	ACDBE - Airport Concessionaire Disadvantaged Business Enterprise
Colorado Department of Transportation	DBE - Disadvantaged Business Enterprise
Colorado Department of Transportation	ESB - Emerging Small Business

Prime Contractor

Vendor Name	Cert	Inc in Goal	\$ Total	\$ Self Perf	\$ For Credit	Actions
 CDOT Prime	No	No	\$1	\$1 100.00%	-	Edit View

 [Add Subcontractor](#)

Subcontractors

No subcontractors assigned to this utilization plan.


- Under the “Subcontractor Assignment” section, click “Get Subcontractor.”


Firms that do not perform commercially useful functions may not be counted toward DBE, and/or ESB utilization.”

* required entry [User Manual](#)

Subcontractor Assignment

SUBCONTRACTOR * [Get Subcontractor](#) from vendor database

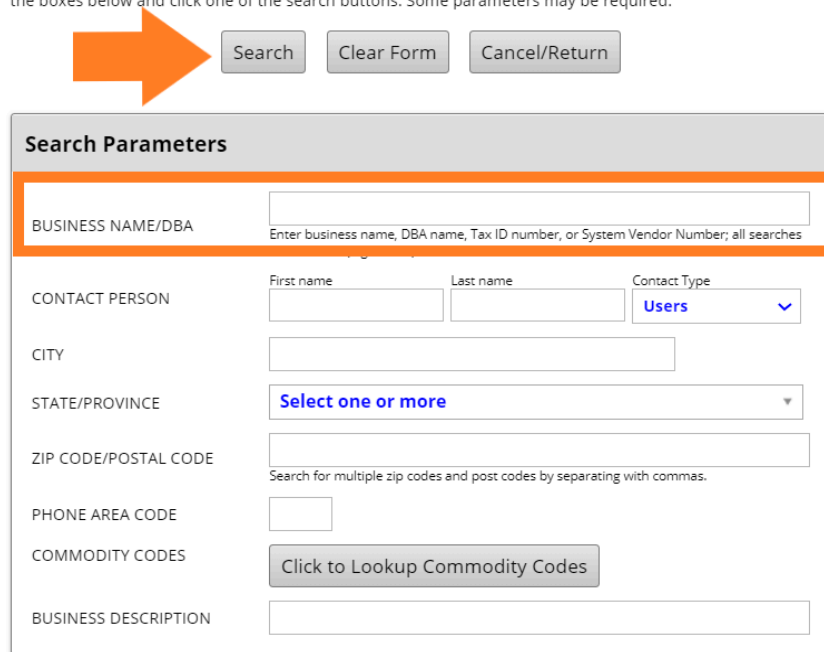
CONTACT PERSON * [None selected](#) 

ADDRESS * [None selected](#) 

- Enter the DBE firm’s name in the “Business Name/DBA” search field and click “Search.”

Note: The DBE subcontractor should have an account in B2GNow. If the firm does not have an account in the B2GNow database, this step cannot be completed. The DBE firm shall create an account in B2GNow first, then the bidder will repeat this step for each DBE subcontractor.

Search for vendors using names, location, classification, and/or other criteria. Enter information into any of the boxes below and click one of the search buttons. Some parameters may be required.



Search Parameters

BUSINESS NAME/DBA Enter business name, DBA name, Tax ID number, or System Vendor Number; all searches

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

CITY

STATE/PROVINCE **Select one or more** ▼

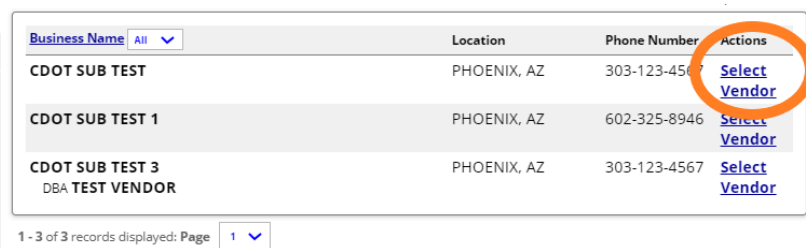
ZIP CODE/POSTAL CODE Search for multiple zip codes and post codes by separating with commas.

PHONE AREA CODE

COMMODITY CODES

BUSINESS DESCRIPTION

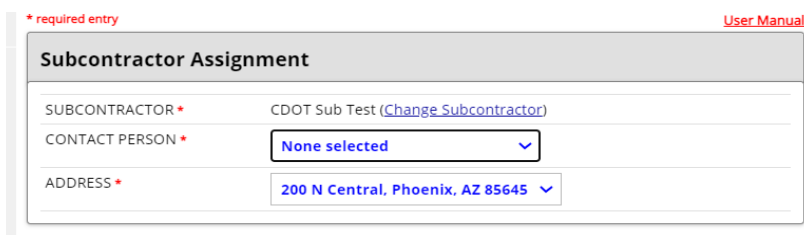
9. Click “Select Vendor” next to the desired DBE subcontractor.



Business Name	Location	Phone Number	Actions
CDOT SUB TEST	PHOENIX, AZ	303-123-4567	Select Vendor
CDOT SUB TEST 1	PHOENIX, AZ	602-325-8946	Select Vendor
CDOT SUB TEST 3 DBA TEST VENDOR	PHOENIX, AZ	303-123-4567	Select Vendor

1 - 3 of 3 records displayed: Page 1 ▼

10. Select the “Contact Person” and “Address” for the desired DBE subcontractor using the drop-down fields.



Subcontractor Assignment

SUBCONTRACTOR * CDOT Sub Test ([Change Subcontractor](#))

CONTACT PERSON * **None selected** ▼

ADDRESS * **200 N Central, Phoenix, AZ 85645** ▼

11. Under the “Subcontractor Details” section, select the appropriate DBE subcontractor. In the lower box, enter the proposed commitment amount (in \$) to the DBE by clicking “By Amount” and enter the dollar amount of the commitment. Do not use the “By Percent” option.

Note 1: The commitment amount (in \$) should be consistent with the commitment amount (in \$) listed on the CDOT Form 1414 that was submitted with the bid package. Modifications to the commitment require approval by CDOT as outlined in the DBE Standard Special Provision.

Note 2: The commitment should be the total amount of the work that the Prime Contractor is committing in order to meet the DBE goal. It is required that an executed subcontract

exists for the full commitment amount; however, the subcontract amount can be higher than the DBE commitment.

SUBCONTRACTOR TIER * Subcontracts to [Prime] CDOT Prime

PROPOSED AMOUNT & PERCENT * ☒ By Amount: \$1 ☐ By Percent: %

Enter the full amount/percent of the subcontract value. Do not deduct amount/percent of lower tier subcontracts assigned under this subcontractor.

12. Click the corresponding circle to indicate the type of DBE subcontractor participation.

TYPE OF PARTICIPATION *

- ☐ Subcontractor/Subconsultant
- ☐ Supplier - Manufacturer
- ☐ Supplier - Regular Dealer
- ☐ Supplier - Packager, Broker, Distrib., Wholesaler, Manuf. Rep.
- ☐ Joint Venture
- ☐ Fees & Commission Broker
- ☐ Trucking & Hauling
- ☐ Trucking & Hauling Brokerage

13. Enter the work to be performed by the DBE in the “Work Description” field, select the corresponding work code(s) in the “Work Codes” subsection, and then click “Assign Selected Work Codes.”

Note: The work description should match the work description listed for the DBE on the CDOT Form 1414 submitted with the bid.

WORK DESCRIPTION * Traffic Control

WORK CODES

Currently assigned work codes:
No Codes Assigned

The work codes below are from recognized certifications for this firm. Select one or more work codes that match the work this firm will be performing for this assignment and click **Assign Selected Work Codes** to add to this record. [Click here](#) to refresh the list if the assigned vendor or for credit status has been changed.

- ☐ NAICS 237310 Sign erection, highway, road, street, or bridge
- ☐ NAICS 238990 Sign (except on highways, streets, bridges and tunnels) erection
- ☐ NAICS 425120 Wholesale Trade Agents and Brokers
- ☐ NAICS 484220 Dump trucking (e.g., gravel, sand, top-soil)
- ☐ NAICS 532412 Construction machinery and equipment rental or leasing without operator
- ☒ NAICS 561990 Flagging (i.e., traffic control) services

Assign Selected Work Codes **Add Other Work Codes**

14. Enter the approximate work start date for the subcontractor in the “Estimated Start Date” field and the approximate work end date for the subcontractor in the “Estimated End Date” field.

ESTIMATED START DATE	mm/dd/yyyy
ESTIMATED END DATE	mm/dd/yyyy

15. Attach the CDOT Form 1415 for the DBE firm by clicking “Attach File.”

ATTACHED FILE(S)	Attach File
COMMENTS	



16. Attach the file by clicking “Choose File” or by dragging the document from the computer to the green space marked “Drop Files Here.”

Supplier - Regular Dealer
CLOSE WINDOW

Attach Files

Select File(s)


Click **Choose Files** or drag files to **Drop Files Here**. The maximum permissible size per file is **50.0 MB**.

Choose Files
No file chosen

Drop Files Here

17. Click “Upload File(s)” and then click “Close Window.”

File 1: tempsnip11.png
Size: 35.36 KB (remove file)
File Title:
tempsnip11.png
File Description:


Upload File(s)
Clear Queue

18. Click “Save.”

19. Repeat Steps 6-18 for each DBE commitment.

Note: The DBE commitments (firm name, work to be performed, \$ amount) should be

consistent with the DBE commitments listed on the CDOT Form 1414 submitted with the bid.

20. If the DBE commitments meet the DBE goal, skip this step and go to Step 21. If the DBE commitments do not meet the DBE contract goal, attach a completed CDOT Form 1416 (and any supporting documentation) to the Utilization Plan by clicking “Attach Waiver Files” and dragging the document to the green space marked as “Drop Files Here” or by clicking on “Choose Files.” Click “Upload File(s)” and then click “Close Window.” Then, type the waiver details in the “Enter DBE waiver request details and attachments” field. Lastly, click “Save Waiver Details” and then click “Ok.”

Note: If it is determined during the review that the DBE goal has not been met, the CRBRC staff will contact the low apparent bidder for more information.

Goal & Waiver Summary					
Goal Type	Goal	Plan	Status	\$ to Reach Goal	Waiver Status
Overall Goal	10.00%	0.00%	-10.00% below goal	\$0	
DBE	10.00%	0.00%	-10.00% below goal	\$0	✓ Waiver request saved
Enter DBE waiver request details and attachments: View/Edit/Attach Waiver Files (clear details)					
<div>Could not find DBEs willing to work on the project. </div>					
ESB	0.00%	0.00%	Met goal		

Save Waiver Details

21. Click “Submit Utilization Plan.”

Step 4: Sign and Submit Utilization Plan

To submit this plan click the button below. You will be asked to provide your full name as your signature, title, company name, and check the affirmation box. If any warnings are listed, you must address them before submitting the plan.

Submit Utilization Plan

22. The representative submitting the Utilization Plan should type her/his/their name, his/her/their title, the name of the bidder’s organization, and the date.

Step 4: Sign and Submit Utilization Plan

To submit this plan click the button below. You will be asked to provide your full name as your signature, title, company name, and check the affirmation box. If any warnings are listed, you must address them before submitting the plan.

Submit Utilization Plan

Fill in the required fields below, check the box to affirm your submission, and click **Submit Utilization Plan**.

Sign & Submit This Utilization Plan

Type your full, legal name*

John Doe

Type your title*

President

Type the legal name of your organization*

CDOT Prime

Enter today's date*

12/28/2021

- ☐ By checking the box I affirm that the information provided in this utilization plan is true and accurate. Making false representations or including information evidencing a lack of good faith as part of, or in conjunction with, the submission of a Utilization Plan is prohibited by law and may result in penalties including, but not limited to, termination of a contract for cause, loss of eligibility to submit future bids, and/or withholding of payments. **Firms that do not perform commercially useful functions may not be counted toward DBE, and/or ESB utilization.**

Submit Utilization Plan

23. Review and click the affirmation box.

- ☒ By checking the box I affirm that the information provided in this utilization plan is true and accurate. Making false representations or including information evidencing a lack of good faith as part of, or in conjunction with, the submission of a Utilization Plan is prohibited by law and may result in penalties including, but not limited to, termination of a contract for cause, loss of eligibility to submit future bids, and/or withholding of payments. **Firms that do not perform commercially useful functions may not be counted toward DBE, and/or ESB utilization.**

Submit Utilization Plan

24. Click "Submit Utilization Plan" and then click "Ok."

- ☒ By checking the box I affirm that the information provided in this utilization plan is true and accurate. Making false representations or including information evidencing a lack of good faith as part of, or in conjunction with, the submission of a Utilization Plan is prohibited by law and may result in penalties including, but not limited to, termination of a contract for cause, loss of eligibility to submit future bids, and/or withholding of payments. **Firms that do not perform commercially useful functions may not be counted toward DBE, and/or ESB utilization.**

Submit Utilization Plan

25. The low apparent bidder has successfully completed and submitted the B2GNow Utilization Plan.