

3-8 Approve Utilization Plan in B2GNow (CRBRC)

Details

Responsible Parties

- CDOT Civil Rights & Business Resource Center (CRBRC)

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 CRBRC staff in approving a DBE utilization plan (UP) submitted in B2GNow.

System Procedures

1. After the DBE utilization plan has been reviewed (process guide 3-7, Review Submitted Utilization Plan and Associated Form(s) 1415 and Form 1416) and it has been determined that the bidder has met the DBE goal, click “Approve.”

Utilization Plan Summary	
PROPOSAL	111112: Test UP
REFERENCE	Test
PHASE	Original, version 0
STATUS	❗ Submitted, Pending Review
NOTIFICATION DATE	10/27/2023 by Mohamed Benjelloun
DUE DATE	11/1/2023 5:00 pm US/Central
SUBMISSION DATE	10/27/2023 by Kelly Whaley
REVIEW BY DATE	❗ 11/10/2023 (14 calendar days)



Approve

Conditionally Approve

Return

Deny

Edit Settings

2. Enter any applicable comments in the “Public Comments” and “Private Comments” fields. For example, if there was an approved commitment modification or the utilization plan was approved after a good faith effort review was approved, enter these comments here.

Approve Utilization Plan

Close

To approve this plan click the Approve button below. You can add public comments viewable by the vendor. You can also add private comments seen by staff only.

PUBLIC COMMENTS	Visible to vendor
	<div></div>
PRIVATE COMMENTS	Visible only to staff
	<div></div>

3. Click “Approve Plan.”

PRIVATE COMMENTS	Visible only to staff
	<div></div>



Approve Plan

Cancel

4. At the bottom of this page, click “Print to PDF.” Name this file, “PDF 1417_Project Code (ex: 1417_12345).”

Signature	
SIGNATURE	test 1 2 3
TITLE	manager
ORGANIZATION	CDOT Prime
SIGNATURE DATE	10/27/2023

Additional Instructions	
ADDITIONAL INSTRUCTIONS TO VENDOR	
SPECIAL INSTRUCTIONS TO VENDOR	

Undo Decision

[Customer Support](#) | [Home](#) | [Print This Page](#) | [Print To PDF](#) | [Translate](#)
Copyright © 2023 B2Gnow. All rights reserved.

5. Email the pdf of the utilization plan to the project clearing contact list for the region applicable to this project.
6. The CRBRC staff has successfully approved the DBE utilization plan in B2GNow.