

7-2 Review Submitted CDOT Form 1337 and Complete Section D of the Form (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 reviewing and completing Section D of the CDOT Form 1337, Contractor Commitment to Meet OJT Requirements.

System Procedures

1. Upon receipt of the submitted CDOT Form 1337 and supporting documentation from the CDOT Project Engineer/Project Manager (PE/PM), the Region Civil Rights Office shall review the contents of the form and documentation.
2. The Region Civil Rights Office should ensure that the form is completed in its entirety with all appropriate fields entered.
3. If an OJT program outside of the CDOT PAC-UP Program is selected, the RCRO shall review the submitted approved OJT training program. If no additional documentation was provided by the Prime Contractor, the RCRO can review the “Union Agreements and Preapproved Plans” folder in the “Compliance Resources” shared google drive for any updated approved plans. If the applicable plan is not present or is not updated, a request for the plan is required.
4. Upon determination after review of the CDOT Form 1337 and all supporting documentation, complete all boxes contained within Section D to include either an approval or denial.

Section D. CDOT Determination			
15. Region Civil Rights Office Representative's Printed First and Last Name:		16. Signature:	
17. Date		18. Determination (choose from drop-down)	Choose from Drop-Drop ▼
19. Comments:			

5. If the CDOT Form 1337 is denied, the RCRO shall include all applicable comments regarding reasons for denial for the Prime Contractor.
6. Provide the approved or denied CDOT Form 1337 to the CDOT PE/PM for submission to the Prime Contractor.
7. The Region Civil Rights Office has successfully reviewed and completed Section D of the CDOT Form 1337.