

8-3 Complete Form 205 or Form 1425 and Submit in B2GNow (Prime Contractor)



Details

Responsible Parties

- Prime Contractor

Revision Date of this Document

June 2025

Document Owner

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Procedure Objective

This document is intended to assist the Prime Contractor on how to locate and download the Submit Permit Application, CDOT Form 205, and Supplier Application Approval Request, CDOT Form 1425. This document is also intended to assist the Prime Contractor on how to submit the CDOT Form 205 and CDOT Form 1425 into B2GNow for approval.

System Procedures

1. Download the CDOT Form 205 and CDOT Form 1425 from the CDOT Forms Catalog at <https://www.codot.gov/about/forms>.

CDOT Forms Catalog

Use this page to find CDOT forms on a variety of topics. Please note: If you intend to fill out a form for submission, please first download it and save it. Do not fill it out in your web browser.

Forms can be located by scrolling through the list or by using the search/filter tiles for the Program owner of the form, the Form Number, or the Form Title. Once located click on the File Hyperlink which will take you to the form.

Program ▾	Search by Form Number ▾	Form Title ▾
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Program ▾	Form Number	Form Title	File Hyperlink
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2. The Prime Contractor shall complete all sections of the applicable form (CDOT Form 205 or CDOT Form 1425) and save it to the computer.

Note: The Prime Contractor shall ensure that the subcontractor anticipated to perform work on the contract is not banned from participation on federal projects by visiting Sam.gov. To view the instructions to search for active exclusions in sam.gov, click here.

3. If a subcontractor has a lower-tier subcontractor or supplier, the Prime Contractor shall provide the CDOT Form 205 and/or CDOT Form 1425 to the upper-tier subcontractor for completion. Once completed, the upper-tier subcontractor shall provide the form to the Prime Contractor for the prime's submission into B2GNow. The Prime Contractor shall verify pertinent data on the form is accurate and complete.

Note: The Prime Contractor shall be the only firm that enters 205s and 1425s into B2GNow for approval. Upper-tier subcontractors shall only complete the forms and provide to the Prime Contractor. Subcontractors shall not enter the sublet or supplier request into B2GNow.

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



5. From the dashboard, click "Contract" to locate a complete list of all of the Prime Contractor's contracts.

The image is a screenshot of the B2GNow dashboard. At the top, there is a yellow header bar with the word "Dashboard" on the left and "Displaying records assigned to your company" on the right. Below the header, there is a list of links and metrics. The "Contract" link is circled in red. Other links include "Contract Audits", "Certifications", "Contractor's Registrations/Prequalifications", and "Utilization Plans". Metrics are shown for "Total", "Open", "Total Audits", "Incomplete Audits", "Past Due Audits", "Audit Discrepancies", "Status", "Active/Accepted", "Expiring Soon", and "Pending Confirmation as Subcontractor".

Dashboard				Displaying records assigned to	your company
Contract	Total				10
	Open				10
Contract Audits	Total	< 90 days	> 90 days		
Total Audits	35	2	33		
Incomplete Audits	14	2	12		
Past Due Audits	13	1	12		
Audit Discrepancies	4	0	4		
Certifications	Active	Pending	Renewing		
Status	1	0	0		
Contractor's Registrations/Prequalifications					
Active/Accepted					1
Expiring Soon					1
Utilization Plans				Total	
Pending Confirmation as Subcontractor					3

6. Click the appropriate link under the "Contract Number and Title" column to view the applicable contract.

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

[Refresh Table](#) [Reset Filters](#) [Download](#)

7. Click on the “Subcontractor”s tab

Subcontractor List Add First Tier Subcontractor

Subcontractor Name	Certified	Current Award	Type	Inc. in Goal	Compliance Audit	Final Pmnt	Actions
1 CDOT DEMO	No	\$13,598	Sub	No	No	No	Add Tier 2 Sub Substitute Remove
2 CDOT Sub Test		\$22,500	Sub 100%			No	Add Tier 3 Sub Substitute Remove
1 CDOT DEMO	No	\$11,122	Sub	No	No	No	Add Tier 2 Sub Substitute Remove

9. Click the “Get Vendor” link and search for the desired subcontractor or supplier by name.

Contract Management: Add Subcontractor

Contract Main View Contract Subcontractors Compliance Audit List Compliance Audit Summary Messages Comments Reports

Colorado Department of Transportation
C00001: 00001 Demo Contract
Prime: CDOT Prime

* required entry

Vendor Information

VENDOR * Get Vendor from vendor database

Note 1: It is recommended to search for the vendor using the subcontractor or supplier’s federal employer identification number (FEIN) to ensure correct results.

Note 2: If your desired vendor does not appear in the search results, contact the company to ensure that a B2GNow account has been created. Collect the company’s account information and the name of compliance contact to improve search.

10. Click “Select Vendor” to the right of the desired business name. Select the vendor’s compliance contact person from the drop-down menu.

Search: Vendors CLOSE WINDOW

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

Business Name	Location	Phone Number	Actions
2 SAAB CONSTRUCTION INC.	BROOKLYN, NY	718-769-4592	Select Vendor
A AABCO'S RESCUE ROOTER	DALLAS, TX		Select Vendor
A-ABC 24 HR. LOCKSMITH, INC.	CHICAGO, IL	773-725-6451	Select Vendor
A-ABCO RENTS AND SELLS, INC.	REDWOOD CITY, CA	650-365-3050	Select Vendor



* required entry

Vendor Information

VENDOR * 2 Saab Construction Inc.

VENDOR COMPLIANCE CONTACT * Primary compliance contact (required):
None selected

Secondary compliance contact (optional):
None selected
This contact will receive copies of all compliance notices.

VENDOR ADDRESS * None selected (optional)

11. Complete all of the required fields (*) in the Subcontractor Information section of the page.
- Subcontract Percent/Amount:** Select “By Amount” and enter the full amount of subcontract.

Subcontract Percent/Amount

☒ By Amount: \$ 10000

☐ By Percent: %

- b. **Include in Compliance Audits?:** Select “Yes.” If the contract is prepaid in full, report the amount and dates paid in the first audit and then click the button which indicates that the final payment is made.

INCLUDE IN COMPLIANCE AUDITS? *

☐ Yes - subcontractor is active and should be included in the periodic compliance audits of the contract.

☐ No - subcontractor is inactive.

- c. **Count Towards Certified Goal:** If the desired vendor is DBE certified and is performing work on this contract in any certified work codes, select “Yes.” If the vendor is DBE certified, however, the firm is not performing any work on this contract in any of their certified work codes, select “No” and add an explanation regarding this scenario in the “Comments” field.

COUNT TOWARDS CERTIFIED GOAL *

☒ Yes - Payments to this subcontractor count towards the None selected Goal (Credit

Type: Not Selected)

☐ No

☐ Subco

TYPE OF PARTICIPATION *

☐ Race Conscious

☐ Race Neutral

☐ Not Selected

- **Goal Type** - select “DBE” from the drop-down menu, **DO NOT** select “ESB”
- **Credit Type** - if a DBE has a commitment on the project (CDOT Form 1415), select “Race-Conscious” and if a DBE is performing work without a commitment, select “Race Neutral.”

- d. **Type of Participation:** Select the type of participation that the vendor is providing: see options below.

TYPE OF PARTICIPATION *

☒ Subcontractor/Subconsultant

☐ Supplier - Manufacturer

☐ Supplier - Regular Dealer

☐ Supplier - Distributor

☐ Supplier - Packager, Broker, Distrib., Wholesaler, Manuf. Rep.

☐ Venture

☐ Fees & Commission Broker

☐ Trucking & Hauling

☐ Trucking & Hauling Brokerage

Note 1: “Venture” is referring to a Joint Venture. If “Venture” is selected, enter the percent of the firm owned by credit companies/individuals.

Note 2: If “Fees & Commission Broker” is selected, enter the brokerage fee percentage the firm will earn on each payment.

Trucking Firm Notes

Note 3: When adding a trucking firm (for both subcontractor trucker and supplier trucker), select “Trucking and Hauling” in “Type of Participation.”

TYPE OF PARTICIPATION *

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

According to policy, goal participation will be counted at **100%**.

Note 4: When adding a trucking broker, select “Trucking and Hauling Brokerage” and enter the brokerage fee that the firm will earn on each payment in a percentage.

TYPE OF PARTICIPATION *

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

☒ Trucking & Hauling Brokerage

* Enter the brokerage fee this firm will earn on each payment: %

Note 5: When adding a trucking firm to B2GNow, in the “Work Description” field, add if the trucking firm is considered a subcontractor (Form 205) or a supplier (Form 1425) truck driver. See [CDOT Trucking Compliance Resource Guide for Preliminary Injunction \(2025\)](#) for the definition of a trucker subcontractor and trucker supplier. For example, “Trucker hauling asphalt - Subcontractor” OR “Trucker hauling asphalt - Supplier”

Work Description: Enter a brief description of work to be performed by the vendor.

- e. **Work Codes:** If the vendor is DBE certified, this section will pre-populate with NAICS codes that the firm is certified in; select the appropriate work code(s) the firm is performing on this contract and click “Assign Selected Work Codes.” If the vendor is not DBE certified, DO NOT add work codes.

- | | |
|--|--|
| <input type="checkbox"/> NAICS 541620 | Wetland restoration planning services |
| <input type="checkbox"/> NAICS 561730 | Hydroseeding services (e.g., decorative, erosion control purposes) |
| <input checked="" type="checkbox"/> NAICS 561730 | Landscape contractors (except construction) |
| <input checked="" type="checkbox"/> NAICS 561730 | Seeding lawns |
| <input checked="" type="checkbox"/> NAICS 561730 | Sod laying services |

Assign Selected Work Codes

Add Other Work Codes

Note: When the “Assigned Selected Work Codes” button is clicked, the assigned work codes will be populated at the top of the list.

WORK CODES

Currently assigned work codes:

NAICS 561730	Landscape contractors (except construction) (Remove)
NAICS 561730	Seeding lawns (Remove)
NAICS 561730	Sod laying services (Remove)

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.

- | | |
|--|---|
| <input type="checkbox"/> CO UCP NAICS 541620 | Environmental consulting services |
| <input type="checkbox"/> NAICS 237990 | Anchored earth retention contractors |
| <input type="checkbox"/> NAICS 237990 | Avalanche, rockslide, mudslide, or roadside protection construction |
| <input type="checkbox"/> NAICS 237990 | Canal construction |

- f. **Subcontract Award/Commit Date:** Enter the award date of the subcontract.
- g. **Estimated Work Start Date:** Enter the estimated date that work for the subcontractor is scheduled to begin.
- h. **Estimated Work End Date:** Enter the estimated date that work for the subcontractor is scheduled to end.
- i. **Add vendor to existing audits for this contract?:** Select “Yes” if the subcontractor/supplier is to be included in previous audits for this contract and select the month and year of the earliest audit to be included. This shall be selected when payments were made to the subcontractor/supplier prior to the 205/1425 submission. Select “No” if the subcontractor is to be only included in future audits for this contract. If there was a payment made to the subcontractor prior to the project beginning, complete the “Payments Already Made” field. This field shall not be completed for payments made while the project is active.

ADD VENDOR TO EXISTING AUDITS FOR THIS CONTRACT? *

☐ Yes - add this subcontractor to all audits going back to the period of January ▼

2025 ▼

☒ No. Subcontractor's first audit will be the next one.

Payments Already Made: \$ 0

k. **Reference Identifier:** Leave this field blank.

l. **Attach File(s):**

- There are two ways to attach a file: 1) Click “Attach” then “Choose Files,” or 2) Click and drag files directly from the computer to the “Drop Files Here” section.

Select File(s)

Click **Choose Files** or drag files to **Drop Files Here**. The maximum permissible file size is **30.0 MB**.

Choose Files

No file chosen

Drop Files Here

- Attach the completed CDOT Form 205 or CDOT Form 1425 for the selected vendor
- Click “Upload File(s)”

File 1: CDOT-FORM E-205.xlsx

Size: 17.30 KB [\(remove file\)](#)

File Title:

CDOT-FORM E-205.xlsx

File Description:

Upload File(s)

Clear Queue

- Click ‘X’ to close the attachment window.

Note: Failure to attach the completed CDOT Form 205 or CDOT Form 1425 will result in the sublet request being returned to the Prime Contractor for resubmission.

m. Comments: enter any comments applicable to this request.

12. Review all the entered information and make any necessary edits by selecting “Edit.” Click “Save” when all of the information appears complete and accurate.

Subcontract Information

Edit

SUBCONTRACTOR TIER	Tier 2 subcontractor to CDOT DEMO
CURRENT CONTRACT AMOUNT	\$300,000.00
SUBCONTRACT PERCENT	0.000%
SUBCONTRACT AMOUNT	\$10,000.00
TYPE OF PARTICIPATION	Subcontractor/Subconsultant
INCLUDE IN COMPLIANCE AUDITS?	Yes - subcontractor is active and should be included in the periodic compliance audits of the contract.
COUNT TOWARDS CERTIFIED GOAL	No
SUBCONTRACT AWARD DATE	1/8/2025
WORK START DATE	1/1/2025
WORK END DATE	
ADD VENDOR TO EXISTING COMPLIANCE AUDITS FOR THIS CONTRACT	No. Subcontractor's first audit will be the next one. Payments Already Made: \$0.00
REFERENCE IDENTIFIER	
WORK DESCRIPTION	example
WORK CODES	No Codes Assigned
COMMENTS	ddd

Edit

Save

Cancel

13. The Prime Contractor has successfully completed the CDOT Form 205 and CDOT Form 1425 and submitted the forms into B2GNow for approval.