

8-4 Review Form 205/1425 to Recommend Approval or Denial of Subcontractors/Suppliers in B2GNow (PE/PM)



Details

Responsible Parties

- CDOT Project Engineer/Project Manager (PE/PM)

Revision Date of this Document

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Document Owner

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Procedure Objective

This document is intended to assist the CDOT Project Engineer/Project Manager with how to recommend for approval the CDOT Form 205 and CDOT Form 1425 in B2GNow. B2GNow will allow anyone on the project to submit sub-requests; however, any requests that do not come from the Prime Contractor shall be rejected.

System Procedures

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



2. Steps 3 and 4 of this process guide outline two different ways to review, approve, and deny the sublet and supplier requests in B2GNow.

Note: If the dashboard has never been personalized, the Contract Audits module (through the Personalize link at the top right of your screen) will need to be added to see this

information in step number three.

- To access the subcontractor request from the dashboard in the “Sub Requests-New” line, click the red number.

Contract Audits	Total	< 90 days	> 90 days
Total Audits	40608	1820	38788
Incomplete Audits	939	532	407
Discrepancies	45	17	28
Closeouts/Final	268	41	227
Past Due Audits	292	129	163
Sub Requests - New	44	34	10
Sub Requests - New (Resubmitted)	5	4	1
Sub Requests - Removal	2	2	0

- Choose one of the subcontractor requests, and on the left-hand side in the “Actions” column of the request, click on the “View” link.

Note: Ensure that the check box at the top of the screen is unchecked to show all open records.

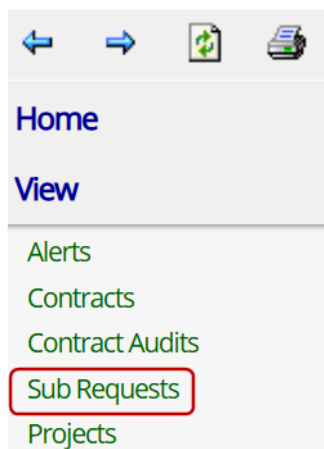
Transactions: Contract Subcontractor Requests

[Contracts](#) [Contract Audits](#) [Sub Requests](#) [Projects](#) [Proposals](#) [Util Plans](#) [O](#)

☐ Show ONLY records assigned to you

Actions	Status	Type	▼ Date Rec
	Pending (Submitted) ▼	New ▼	Apr-2021
View	Pending (Submitted)	New	4/7/20
View	Pending (Submitted)	New	4/7/20

- To access subcontractor requests from the navigation menu on the left-hand side, open the “View” menu, and click “Sub Requests.”



- In the “Actions” column for a new request, click “View.” All of the files (pending and approved) will appear here.

Actions	Status	Type	Date Rec
View	Pending (Submitted) ▼	New ▼	Apr-2021
View	Pending (Submitted)	New	4/7/20
View	Pending (Submitted)	New	4/7/20

- Review each pending request.
- Click “View Attachments” to open the attachment for the CDOT Form 205 or CDOT Form 1425.

REFERENCE IDENTIFIER

ATTACHED FILE(S)

WORK DESCRIPTION

WORK CODES

COMMENTS

[View Attachments](#)

Traffic

No Codes Assigned

n/a

- Compare the information to what is included on the CDOT Form 205 and CDOT Form 1425. Items to review and compare are as follows:

- Subcontractor or Supplier** - what subcontractor or supplier is being added?

Subcontractor Information	
SUBCONTRACTOR NAME	CDOT Sub Test 3
SYSTEM VENDOR NUMBER	20446884
SUBCONTRACTOR COMPLIANCE CONTACT PERSON	CDOT Sub Test 3
PHONE	623-953-7848
FAX	
EMAIL	
ADDRESS	40 N Central Phoenix, AZ 85643 [map]

- Applicable Vendor Certifications** - indicates current certifications recognized by CDOT (DBE/ESB).

Applicable Vendor Certifications			
Type	Effective	Renewal	Organization
DBE	8/16/2018	8/31/2019	Colorado Department of Transportation

- Subcontractor Tier** - is the correct tier selected and matches what is listed on the CDOT Form 205 or CDOT Form 1425?

Subcontract Information	
SUBCONTRACTOR TIER	Tier 1 subcontractor to CDOT Prime [Prime Contractor]
CURRENT CONTRACT AMOUNT	\$300,000.00
SUBCONTRACT PERCENT	8.194%
SUBCONTRACT AMOUNT	\$24,582.00
TYPE OF PARTICIPATION	Subcontractor/Subconsultant at 100.0% Participation - Firm that directly provides services for the contract.

d. **Subcontract Amount** - this should match what is listed on the CDOT Form 205 or 1425

Subcontract Information	
SUBCONTRACTOR TIER	Tier 1 subcontractor to CDOT Prime [Prime Contractor]
CURRENT CONTRACT AMOUNT	\$300,000.00
SUBCONTRACT PERCENT	8.194%
SUBCONTRACT AMOUNT	\$24,582.00
TYPE OF PARTICIPATION	Subcontractor/Subconsultant at 100.0% Participation - Firm that directly provides services for the contract.

e. **Type of Participation** - subcontractor, supplier, trucking & hauling? All subcontractors should include a CDOT Form 205 and all suppliers and equipment rental companies should include a CDOT Form 1425. The Prime Contractor will need to determine if a trucking company is considered a subcontractor or supplier and have the appropriate form attached.

Subcontract Information	
SUBCONTRACTOR TIER	Tier 1 subcontractor to CDOT Prime [Prime Contractor]
CURRENT CONTRACT AMOUNT	\$300,000.00
SUBCONTRACT PERCENT	8.194%
SUBCONTRACT AMOUNT	\$24,582.00
TYPE OF PARTICIPATION	Subcontractor/Subconsultant at 100.0% Participation - Firm that directly provides services for the contract.

f. **Included in Compliance Audits?** It should always indicate “Yes - subcontractor is active and should be included in the periodic audits of the contract” unless there is a rare situation that the firm was paid in full prior to the project starting.

INCLUDE IN COMPLIANCE AUDITS?	Yes - subcontractor is active and should be included in the periodic audits of the contract.
COUNT TOWARDS CERTIFIED GOAL	Yes - assigned to DBE goal (race neutral)
SUBCONTRACT AWARD DATE	6/9/2020
ESTIMATED WORK START DATE	6/27/2020
ESTIMATED 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

g. **Count Towards Certified Goal?** The following steps shall be followed to determine if the DBE goal information is accurately reported in B2GNow:

1. If the firm is DBE certified and they are performing work on the contract in any certified work codes, then “Yes - assigned to DBE goal” should be populated. There will be a “race conscious” or “race neutral” in parenthesis after “Yes-assigned to goal” if one was selected by the Prime Contractor. If “race conscious” or “race neutral” is not selected, the RCRO shall select the appropriate option when moving to the next screen after selecting the “Approve Request” button.

Note: the DBE is considered “race-conscious” when they are included in the

Utilization Plan and “race-neutral” when NOT included in the Utilization Plan.

2. If the vendor is DBE certified, however, the firm is not performing any work on this contract in any of their certified work codes, “No” should be populated in the field “Count Towards Certified Goal” and an explanation regarding this scenario shall be included in the “Comments” field.
3. Identify if the DBE has a commitment through a Utilization Plan. The Utilization Plan should be included in the “Docs” tab for the contract in B2GNow.
4. Review the assigned work codes in the “Work Codes” section of B2G. If the firm is a committed DBE, the work codes listed on the Utilization Plan shall match the work codes listed in B2GNow. If there are any errors when the Prime Contractor assigned the work codes, delete and select the correct work codes when moving to the next screen after selecting the “Approve Request” button. If the firm is race-neutral and it was determined that they are not performing any work on the contract in any certified work code, the RCRO shall change the Count Towards Certified Goal section from “Yes” to “No.”
5. Check the DBE credit status for the subcontractor or supplier, specifically relating to the roles of manufacturing, performance, broker, etc. to ensure accuracy in what the prime has reported. Ensure applicable work is counting toward the contract DBE goal.

INCLUDE IN COMPLIANCE AUDITS?	Yes - subcontractor is active and should be included in the periodic audits of the contract.
COUNT TOWARDS CERTIFIED GOAL	Yes - assigned to DBE goal (race neutral)
SUBCONTRACT AWARD DATE	6/9/2020
ESTIMATED WORK START DATE	6/27/2020
ESTIMATED 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

h. Add Vendor to Existing Compliance Audits for this Contract - “Yes - add this subcontract to all audits going back to the period of....” should be populated or “No. Subcontractor’s first audit will be the next one.” If the firm has been paid prior to the 205 or 1425 approval in B2GNow, the firm will need to be included in previous audits to capture all payments made. The only exception to this is the rare situation where 100% of payments were made prior to the project starting.

INCLUDE IN COMPLIANCE AUDITS?	Yes - subcontractor is active and should be included in the periodic audits of the contract.
COUNT TOWARDS CERTIFIED GOAL	Yes - assigned to DBE goal (race neutral)
SUBCONTRACT AWARD DATE	6/9/2020
ESTIMATED WORK START DATE	6/27/2020
ESTIMATED 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

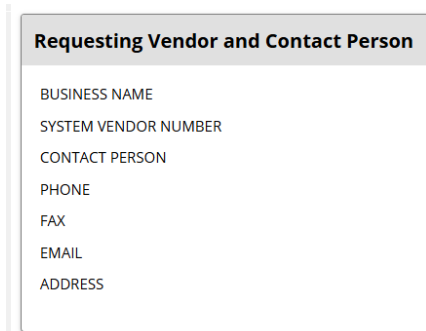
i. View Attachments - The attached Form 205 -lines Items, total dollar amount, tier, subcontractor and prime information. Does the system match the CDOT Form 205 or CDOT Form 1425 in all aspects?

REFERENCE IDENTIFIER	
ATTACHED FILE(S)	View Attachments
WORK DESCRIPTION	Traffic
WORK CODES	No Codes Assigned
COMMENTS	n/a

Note 1: The RCRO shall submit a return for update if no 205 or 1425 is attached.

Note 2: It is important that the PE/PM review the line items and quantities on the CDOT Form 205 and Form 1425 thoroughly. The Region Civil Rights Office will rely on this review to be conducted by the PE/PM as this is not in the RCRO's perusal.

j. **Requesting Vendor and Contact Person** - if anyone other than the Prime Contractor submitted the subcontractor or supplier request, the RCRO shall select the "Deny Request" button. All 205 and 1425 requests in B2GNow are required to be submitted by the Prime Contractor.



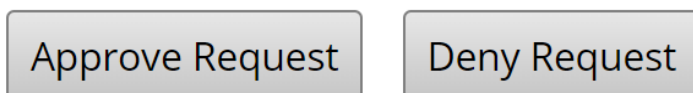
Requesting Vendor and Contact Person
BUSINESS NAME
SYSTEM VENDOR NUMBER
CONTACT PERSON
PHONE
FAX
EMAIL
ADDRESS

Note: This is the most common occurrence when a deny request is necessary. Most other situations should result in a "Return for Update."

f. Verify that the DBE subcontract amounts align with the amounts assigned for credit.

g. Ensure that the DBE is not banned from participation on federal projects by visiting the [Debarred Company List](#).

10. Click "Approve" / "Deny" request. Please note: when these buttons are clicked, the system will generate a box indicating that you do not have the authority to approve the request.



Approve Request	Deny Request
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Note 1: B2GNow system constraints can only offer one role to officially approve or deny the request in the system and this role is currently fulfilled by the Region Civil Rights Office (RCRO). Therefore, the PE/PM will recommend the approval or denial for the request in the system. Once it is recommended by the PE/PM, the request will automatically rise up to the RCRO to officially evaluate the request. At that time, the RCRO will have the option to officially approve or deny the request. If the "Deny Request" button is clicked by mistake, the "Approve Request" button can still be clicked after and moved to the RCRO for their review.

Note 2: Only the RCRO can return the 205 or 1425 to the Prime Contractor for updates. If mistakes were found in the sublet/supplier request in B2GNow, and a denial is not necessary, email the RCRO with a delineated list of concerns and request that the 205/1425 be returned for update. The "Return for Update" option will allow for the Prime Contractor to correct a mistake and not be required to enter the sublet/supplier request into B2GNow in its entirety.

11. If the sublet/supplier request is accurate and complete, click "Recommend Approval."

Approve Subcontractor Request

Close

You do not have the authority to approve this request, but you can make a recommendation. Recommend approval of this request?

Recommend Approval

[Cancel](#)

12. After the recommendation for approval has been completed, email the Region Civil Rights Office to inform them that the request is ready for their review.

Note: The system will not generate this message automatically for the RCRO and therefore, an email sent by the PE/PM is essential.

13. The Project Engineer/Project Manager has successfully reviewed the CDOT Form 205 and CDOT 1425 in B2GNow and completed an approval, denial or requested the RCRO return for an update.