

8-5 Review Form 205/1425 to Approve or Deny Subcontractors/Suppliers in B2GNow (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 how to review, approve, deny, or return for an update 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 denied.

System Procedures

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



2. Steps 3 through 5 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.



3. 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

4. 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.

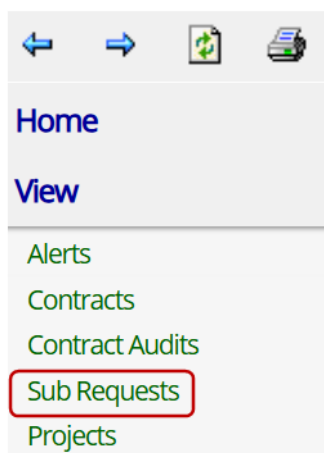
Transactions: Contract Subcontractor Requests

[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

5. 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
	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. If no Form 205 or 1425 is attached, select the “Return for Update” button and request that a form be attached in the next submission by the Prime Contractor.

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 (with a contract in excess of \$10,000) 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.

Note: See the [CDOT Trucking Compliance Resource Guide for Preliminary Injunction \(2025\)](#) for help in determining if a trucking firm is a subcontractor or supplier.

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 made 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 have an approved CDOT Form 1415 and “race-neutral” when NOT included in the Utilization Plan and have a CDOT Form 1415.

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

6. Verify that the DBE subcontract/supplier agreement amounts outlined on the CDOT Form 205/1425 and as entered in B2GNow align with the amounts assigned for DBE credit. A contract amount can be higher than the commitment but cannot be lower. If the amount listed in B2GNow and 205/1425 are lower than the commitment amount, the request shall be returned for an update.

h. Add Vendor to Existing Compliance 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.

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?

- The RCRO shall submit a return for update if the 205 or 1425 is NOT attached.

REFERENCE IDENTIFIER

ATTACHED FILE(S)

View Attachments

WORK DESCRIPTION

Traffic

WORK CODES

No Codes Assigned

COMMENTS

n/a

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.”

g. Ensure that the firm is not banned from participation on federal projects by visiting Sam.gov. To view the instructions to search for active exclusions in sam.gov, go to the [Additional Resources](#), “Sam.gov Active Exclusion Search Instructions.”

10. If all of the information is verified as accurate and in compliance, click the “Approve Request” button at the top or bottom of the screen.

11. Complete the following “Additional Information” section of the form:

- Comments - enter any applicable comments in this section
- ESB - this field shall be left blank
- Level 1 - this field shall be left blank
- New Teaming Partner - this field shall be left blank
- Work Type - this is a mandatory field with the appropriate response selected.
- Trucking Type - if the firm is a trucking company, select if the firm is a supplier-trucking & hauling, subcontractor - trucking & hauling, or subcontractor -

trucking & hauling broker. This information shall be found on the CDOT Form 205 or CDOT Form 1425. All subcontractors shall have a CDOT Form 205 completed and all suppliers (with a written agreement in excess of \$10,000) shall have a CDOT Form 1425 completed.

TRUCKING TYPE

IS THE SUBCONTRACTOR A RENTAL EQUIPMENT COMPANY?

ORIGINAL COMMITMENT (ENTER NUMBERS ONLY. NO COMMAS OR SPACES. E.G. 9900.50)

CURRENT COMMITMENT (ENTER NUMBERS ONLY. NO COMMAS OR SPACES. E.G. 9900.50)

None selected

None selected

Supplier - Trucking & Hauling

Subcontractor - Trucking & Hauling

Subcontractor - Trucking & Hauling Broker

g. Is the Subcontractor a Rental Equipment Company? Select the appropriate response.

12. If the sublet was entered and submitted by a lower-tier subcontractor (not the Prime Contractor) or if there is an issue with DBE status due to debarment, credit, counting, etc., select the “Deny Request” button. If there are changes that need to be made to the application before it can be approved, select the “Return for Update” button and include the necessary discrepancies in the reasons field of the return within B2GNow. Confirm your decision by clicking “Continue” or click “Cancel” to go back and select a different option.

Approve Request

Deny Request

Return For Update

Approve Subcontractor Request

Close

To approve the request, click **Continue** and on the next page, confirm the subcontract details and save the record. The request will automatically be approved at the end of the process. If you do not complete the process, the request will not be approved and you will be able to finish later.

Continue

[Cancel](#)

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](#)

13. On the next screen, select the appropriate option and verify that all subcontractor settings are accurate.

Subcontract Information	
SUBCONTRACTOR TIER *	Subcontracts to [Prime] CDOT Prime
REFERENCE IDENTIFIER	<input type="text"/>
CONTRACTED PERCENT & AMOUNT *	<input checked="" type="radio"/> By Amount: \$ <input type="text" value="32,000.00"/> <input type="radio"/> By Percent: <input type="text" value="21.33333333"/> % <small>Enter the <u>full</u> amount/percent of the subcontract or the percent relative to the total contract value (\$150,000). Do not deduct amount/percent of lower tier subcontracts assigned under this subcontractor.</small>
TYPE OF PARTICIPATION *	Subcontractor/Subconsultant <small>Percent of payments to be counted: <input type="text" value="100.00"/> % Amount not to be included in award verification: \$ <input type="text" value="0.00"/></small>
STARTING PAID TO DATE AMOUNT	\$ <input type="text" value="0"/> as of 12/31/2019 <small>Enter the <u>full</u> starting amount paid to this subcontractor. Do not deduct starting amounts paid to lower tier subcontractors.</small>
FINAL AMOUNT ADJUSTMENT/PAID RETAINAGE	\$ <input type="text" value="0"/> Note: <input type="text"/> Date Paid: <input type="text" value="mm/dd/yyyy"/> <small>Enter the <u>full</u> final amount paid to this subcontractor. Do not deduct final amounts paid to lower tier subcontractors.</small>

Settings	
INCLUDE IN COMPLIANCE AUDITS? *	<input checked="" type="radio"/> Yes - subcontractor is active and should be included in the periodic compliance audits of the contract. <input type="radio"/> No - subcontractor is inactive.
COUNT TOWARDS CERTIFIED GOAL *	<small>This setting is used only to set the default status on future compliance audits and the starting/final amount fields below. To change the status of all or specific existing payments, access the payment history for the contractor.</small>

Note: As stated above, this is the time to review all of the required fields, paying particular attention to indicating the subcontractor counting toward the goal, the goal type, the contract award date, the description of the work to be performed, and any applicable work codes. Any simple changes can be made at this time by the RCRO.

- Enter any necessary additional information in the “Comments” and “File Attachments” sections. Click “Review” and then click “Save” when the option automatically appears. If a DBE certified firm is not performing any work on this contract in any of their certified work codes, and “No” is selected in the “Count Towards Certified Goal” field, an explanation regarding this scenario shall be included in the “Comments” field.

- The Region Civil Rights Office has successfully reviewed and approved a subcontractor/supplier application in B2GNow.