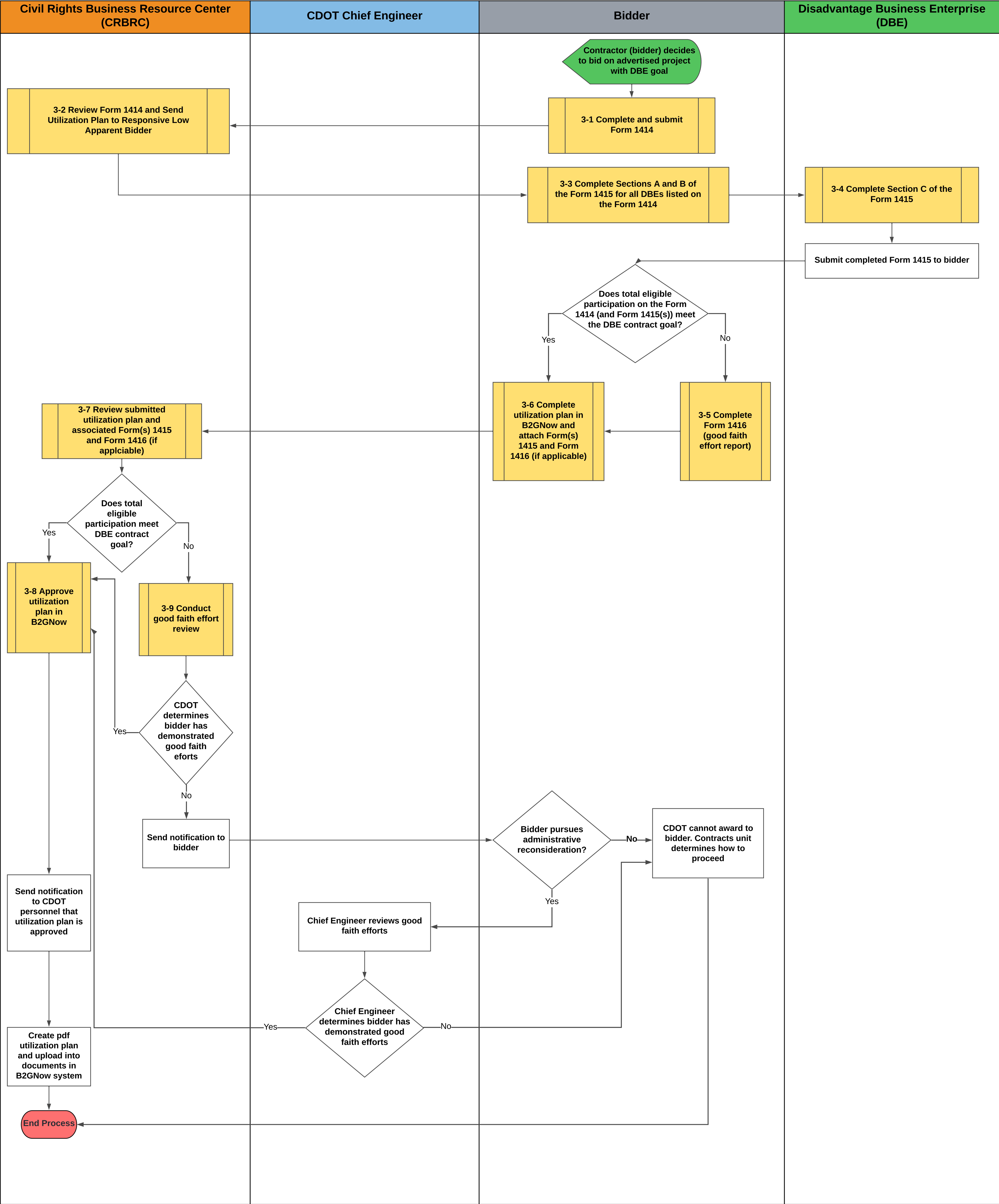


B - 3-0 Approve Contractor Utilization Plan\_April 2025



## Flowchart B-3-0: Approve Contractor Utilization Plan

1. Start: Contractor (bidder) decides to bid on an advertised project with a contract DBE goal.
2. Bidder completes and submits the Anticipated DBE Participation Plan, CDOT Form 1414 (Figure 3-1).
3. The Civil Rights Business Resource Center (CRBRC) reviews the CDOT Form 1414 and sends the utilization plan to the responsive low apparent bidder (Figure 3-2).
4. The bidder completes sections A and B of the Commitment Confirmation, CDOT Form 1415, for all DBEs listed on the CDOT Form 1414 (Figure 3-3).
5. The Disadvantaged Business Enterprise firm completes section C of the CDOT Form 1415 and submits the form to the bidder. (Figure 3-4)
6. Decision Item: Does the total eligible participation on the CDOT Form 1414 (and Form 1415) meet the DBE contract goal?
  - If No, the bidder completes the Good Faith Effort Report, CDOT Form 1416, (Figure 3-5) and continues to step 7.
  - If Yes, the bidder continues to step 7.
7. The bidder completes the utilization plan in B2GNow and attaches the form(s) CDOT Form 1415 and CDOT Form 1416 (if applicable) (Figure 3-6).
8. The Civil Rights Business Resource Center staff member reviews the submitted utilization plan and associated CDOT Form 1415(s) and CDOT Form 1416 (if applicable) (Figure 3-7).
9. Decision Item: Does the total eligible participation meet the contract DBE goal?
  - If no, the Civil Rights Business Resource Center conducts a good faith effort review (Figure 3-9) and continues to step 11.
  - If yes, the Civil Rights Business Resource Center continues to step 10.
10. The Civil Rights Business Resource Center approves the utilization plan in B2GNow (Figure 3-8). Notification will then be sent to CDOT personnel informing them that the utilization plan is approved. A utilization plan will be

created in pdf format and uploaded into the documents of B2GNow. The process ends.

11. Decision Item: Does CDOT determine that the bidder has demonstrated a good faith effort?

- If no, notification of the good faith effort request denial is sent to the bidder and continues to step 13.
- If yes, the Civil Rights Business Resource Center continues to step 12.

12. The Civil Rights Business Resource Center approves the utilization plan in B2GNow (Figure 3-8). Notification will then be sent to CDOT personnel informing them that the utilization plan is approved. A utilization plan will be created in pdf format and uploaded into the documents of B2GNow. The process ends.

13. Decision Item: Does the bidder pursue administrative reconsideration?

- If no, CDOT cannot award the contract to the bidder. The CDOT Contracts Unit determines how to proceed, and the process ends.
- If yes, the CDOT Chief Engineer continues to step 14.

14. The CDOT Chief Engineer reviews the good faith efforts.

15. Decision Item: Does the CDOT Chief Engineer determine that the bidder has demonstrated good faith efforts?

- If no, CDOT cannot award the contract to the bidder. The CDOT Contracts Unit determines how to proceed, and the process ends.
- If yes, go to step 10. The Civil Rights Business Resource Center approves the utilization plan in B2GNow (Figure 3-8). Notification will then be sent to CDOT personnel informing them that the utilization plan is approved. A utilization plan will be created in pdf format and uploaded into the documents of B2GNow. The process ends.