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Civil Rights Contacts

This manual has been produced by CDOT’s Civil Rights and Business Resource Center (CRBRC), the Headquarters Civil Rights Office. The CRBRC is responsible for developing Civil Rights programs and monitoring compliance administration.

Civil Rights and Business Resource Center
General Line | (303) 757-9234

Karen Fujii-Martin, Professional Services Compliance
Karen.fujii-martin@state.co.us | (303) 512-4016

Mohamed Benjelloun, Data Management Specialist
(Sets up CDOT personnel accounts)
Mohamed.benjelloun@state.co.us | (303) 512-4144

CRBRC works in collaboration with the Region Civil Rights Offices (RCROs), who oversee civil rights compliance during active design and construction.

Region 1: Patti Bowling, Region Civil Rights Manager (Denver)
patricia.bowling@state.co.us | (303) 757-9386

Region 2: Sara Rose, Region Civil Rights Manager (Pueblo)
sara.rose@state.co.us | (719) 546-5432

Region 3: Karl Lehmann, Region Civil Rights Manager (Grand Junction)
karl.lehmann@state.co.us | (970) 683-6211

Region 4: Juliet Sheets, Region Civil Rights Manager (Greeley)
juliet.sheets@state.co.us | (970) 350-2156

Region 5: Jason Benally, Region Civil Rights Manager (Durango)
jason.benally@state.co.us | (970) 385-1403

For questions regarding the B2GNow software system, contact the B2GNow Help Desk: support@b2gnowsupport.com | (602) 490-0809
Acronyms

APP - Anticipated Participation Plan
B2GNOW - Civil Rights System to track DBE and prompt payment contracts and projects
CDOT - Colorado Department of Transportation
C/O - Change Order
CR - Civil Rights
CRBRC - Civil Rights & Business Resource Center (HQ)
CRO - Civil Rights Office
DBA - Doing Business As
DBE - Disadvantaged Business Enterprise
ESB - Emerging Small Business
GFE - Good Faith Effort
LOI - Letter of Intent (Vendors)
MC - Master Contract
NAICS - North American Industry Classification System Work Codes
NPS - Non Project Specific Professional Service (Consultant) Contract
NTE - Not to Exceed
NTP - Notice to Proceed
OA - Operating Agreement
PCW - Project Cost Worksheet
PS - Project Specific Professional Service (Consultant) Contract
RCRO - Region Civil Rights Office
RFP - Request for Proposal
SOI - Statement of Interest
SOW - Scope of Work
T/O - Task Order
UP - Utilization Plan
Common B2GNow Questions

What does B2G stand for?
B2GNow stands for Business 2 Government Now. It is an international software company based in Phoenix, Arizona.

Why is CDOT using the B2GNow system?
For professional services, the B2GNow system assists CDOT with tracking DBE and ESB participation and prompt payment for primes and subs.

Are we required to use B2GNow for CDOT Projects?
All Professional Service contracts use B2GNow. It has been a requirement in the Contract Requirements since 2016. B2GNow is also used for construction projects.

Do subs have to complete their “registration” once per year or is this a one-time only requirement? Will the system alert subs when their registration is about to expire? Will they have a “grace period”?
All registrations expire automatically after one year. All subs, primes, and supplier/vendors must register annually. You will receive a message to renew your registration. Unfortunately, registration is all or nothing; there will not be a grace period. However, you can renew your registration as often as they want. You do not need to wait for the previous registration to expire first.

How can a prime use the B2GNow system to keep track of who is a new relationship for proposal scoring?
Every user associated with the Consultant can access the Consultant’s current and past contracts. The new relationship is documented in the notes of the contract. However, it is suggested that Consultants establish internal tracking systems.

What should be entered for the NTP (Notice to Proceed) date for task order contracts? Is it the contract start date?
If you don’t have the actual NTP date, contract start date is fine. If you don’t know the contract start date, use the award date.

Do suppliers need to be in B2GNow?
Yes, firms need to report payments to suppliers like they must do for your subs. Supplier/vendors show up like any other subs in the reporting, but they are designated as a “supplier” in the participation type.

Should we be entering vendors (as subs) in B2GNow?
Yes, vendors are considered subs per the DBE regulation. Please select sub as the participation type.

If the DBE contractor identified in the UP (Utilization Plan) has been replaced for one reason or the other, what is our process and procedure for removal of the firm or
replacement in B2GNow?
Discussions and a Professional Services DBE Participation Plan Modification Request form is submitted to Civil Rights.

I am a DBE Prime. How do I include myself as a DBE for credit toward the goal?
If a DBE Prime is awarded a contract, they will not set themselves up as a DBE when setting up the Utilization Plan. They will contact Civil Rights to be set up as a subcontractor as a Self Performing Prime.

A rental company is included on the project. Should a rental company that is renting out equipment (more than $10,000) be included in B2GNow?
Yes.

Are supplier/vendors listed as “Tier 2” subs under the company who is purchasing the supplies? Or are they Tier 1 under the prime?
Yes. Supplier/vendors are listed as tiered subs under the firms who are purchasing supplies.

What needs to be completed under ‘Additional Information’ when adding a subcontractor?
- ESB (required) - Yes if the firm is ESB certified. No if the firm is not ESB certified. Check the applicable certifications section of the add sub form to find out.
- Level 1 (required) - If the firm is not ESB certified, select “No”. If the firm is ESB certified, check the directory to determine the firm’s ESB level. If level 1, select yes. If level 2, select no.
- New Teaming Partner (required) - Select No for all subs on construction projects. That field should have been pre-filled by the CRBRC for any design contracts.
- Work Type (required) - select the best option.

What is the process in B2GNow if a prime added a sub, but never utilizes the firm?
The sub will remain listed on the contract and receive monthly audits until either the contract ends or the final audit box is checked.

Are we supposed to mark DBEs as “count towards the goal” for State-Funded task orders?
Yes. All DBEs no matter the funding need to be marked as “count towards the goal”. State funded contracts are included. This information will be essential for CDOT to a disparity study and track race conscious and race neutral participation.

What is race conscious and race neutral?
Race Conscious: DBE participation used on projects that counts toward the DBE goal/commitment set for the contracts.
Race Neutral: DBE participation used on projects that do not count toward participation of the DBE goal on contracts.

Now that CRBRC is importing task order records from SAP, is there anything we should be entering in the B2GNow system on professional contracts?
No. CDOT Civil Rights will enter information about changes to the task order or master
contract after execution via the Change Orders & Task Orders tab and the Subs tab. This information includes:

a. Add sub requests. These should be added to the subs tab of the master contract and transferred to the relevant task order;
b. Add funds requests. These should be entered as change orders to the relevant task order through the Change Orders & Task Orders tab;
c. Time Extension Requests. These should be entered as change orders through the Change Orders & Task Orders tab of the relevant task order and/or the master contract as appropriate.
d. Fund reallocation requests. These should be entered by adjusting the contract amounts in the subs tab to reflect the amended project cost worksheets.
e. DBE goal approved changes.

What date should the prime use when reporting payment to sub and supplier/vendors in B2GNow?
Firms should use the date they released the payment to the sub or supplier/vendor. It is okay if the sub reports a different date because of a delay in processing time. It is recommended that firms report the check date of the payment. CDOT trains the subs not to mark a payment as discrepant solely because of the date reported.

When CDOT Civil Rights sees a new task order, can the default setting in the Compliance Audit settings be changed?
A task order’s default will be “Automatically” since payments apply to them. The master contract setting is set to “On Demand” because CDOT does not want an audits on master contracts. A setting may be changed by Civil Rights under the correct circumstance.

What if I am paid $0 for the month? Can I ignore the audit?
No! If a firm is paid $0, it should be reported or confirmed as $0.

Why am I receiving audits when I haven’t even started the work?
Once the task order is uploaded in the B2GNow system, it assumes that work will begin. You may report and confirm as $0 if paid $0. Civil Rights can put in the Notice to Proceed (NTP) date and then the audits will not begin until that day. Civil Rights can also change the setting to “On Demand”. However, they will need to change the setting back to “Automatically” once work begins.

What do I do with subs audits when all the work has been completed and payments were made?
Once the sub has been paid completely for the project (even if that is $0), mark as “final audit” to remove the firm from future compliance audits. You may mark as final payment made. If you choose, you can use the original and current commitment fields to indicate the changed commitment.

Can firms edit audits after their original response?
No. They will have to contact CDOT Civil Rights to make any corrections to audits. There is no
mechanism in the system to allow firms to edit audits after they have been confirmed.

How do you handle a sub requesting to be removed from audits?

a. Confirm with the sub the dollar amount they were paid on the project (even if your records indicate they were paid $0).
b. Verify with the subs that all payments (and any retainage) have been received by the sub.
c. Confirm final payment received by the sub. Enter that amount as the final payment in the sub’s profile.
d. Confirm with the prime that the sub has been paid in full for their work on the project.
e. Remind the prime and sub that any future work on the project by the sub will require a new subcontract.
f. Check the final audit box in the last audit to stop future audits.

When deleting a document, there is an automatic email to B2GNow. B2GNow responds within 24 hours saying to contact CRBRC. Is there a way to redirect the email to CRBRC? The automatic email occurs because you do not have the permission to delete documents in the system. Do not try to delete docs or contracts in B2GNow. The automatic emails are support requests, and there is no way to stop them from going to B2GNow. If you need to remove a document, please request through the CRBRC at (303) 757-9234 to delete the document. We will work on a more sustainable fix in the longer term.

How do I get project personnel set up in B2GNow?
Please request through the CRBRC at (303) 757-9234 for CDOT project personnel and consultant additions.
### Summary of CDOT Professional Services Small Business Requirements on Contracts

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<th>Old Contract Revisions</th>
<th>Current Contract Revisions</th>
<th>New Contract Revisions 2020</th>
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<td>(NPS Ads as of 1/1/20)</td>
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<th>Additional Page in RFP for Civil Rights Small Business Participation for Scoring</th>
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<tr>
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<th>10/1/2020 - Project Specific Contracts - Master Contract Goal</th>
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</thead>
<tbody>
<tr>
<td>Task Order DBE Goal Setting (if requested)</td>
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</table>

Existing contracts follow the requirements in the contract
CDOT Design & Engineering Contract Process

CDOT uses B2GNow software to track small business participation on professional services contracts. This user manual will show you how to use B2GNow software to ensure compliance on your CDOT project. For an overview of the entire process, please click on the object below.

Information regarding step 4 (Affidavit), step 5 (Scoring), and step 6 (Utilization Plan), are included with the B2GNow manual, videos and forms in the following link:
https://www.codot.gov/business/civilrights/compliance/prof-services/resources-forms
Navigate B2GNow

CDOT manages nearly all of its Civil Rights requirements in CDOT’s Business Management System, B2GNow (contracts.codot.gov). This guide will help you navigate the system and complete the Professional Services DBE and Prompt Payment related tracking requirements for participating on a CDOT project.

NOTE: B2GNow relates “subcontractor” and “vendor” to any sub, as a contractor, consultant or supplier/vendor.
Create an Account in B2GNow

B2GNow is a national database used by several dozen state and local agencies. The nationwide registry holds over 200,000 vendor accounts. Once a username and password has been created, you can be used to log in to any B2GNow portal around the country. All firms working on federally assisted CDOT projects should have a B2GNow account. Firms that prequalified with CDOT, or who have DBE/ESB certification will have B2GNow accounts with the prequalification or certification process. Usernames are usually the e-mail address used during the prequalification or the certification process. B2GNow portals typically have web addresses such as denver.mwdbe.com or cdot.dbesystem.com. The web address for CDOT is: https://cdot.dbesystem.com.

The Civil Rights and Business Resource Center (CRBRC) creates all staff user accounts (CDOT staff and consultant engineers). Consultant Engineers may have both vendor user accounts (for their firm) and staff user accounts (for their CDOT duties). These accounts will use the same credentials. To create an account with staff user authority for either a CDOT employee or a consultant engineer, contact the CRBRC at (303) 757-9234.

Vendor Accounts

A vendor account is like a virtual directory posting for your business. The system collects general information about your company that any user in the country with a B2GNow Account can find. This general information can include the business name and DBA (Doing Business as), hours of operation, its web address, its physical address and phone number, its primary work areas, etc. Vendor accounts can also hold semiprivate information that is only accessible to those users connected to the company.

Locate an Existing Vendor Account

Before you get started, check if your business has an existing account

On the left side of the Log in page, click “Account Lookup”

Enter your business name (less reliable due to variations), Tax ID Number or B2GNow Vendor Account number (preferred)

Click “Search”
If your company appears in the search results, close the Account Lookup window. Your company already has a vendor account. Continue to the “User Within Accounts” section of this guide.

If your company does not appear in the search results, close the Account Lookup window. Your company does not have a vendor account. Continue to “Create a New Vendor Account”.

Note Your Vendor Account Number

Each individual firm will have their own unique vendor system number. Make note of your firm’s vendor number as you may need to supply your prime with it. The vendor number will be required on the monthly billing the prime submits on the CDOT Form 1313 - Consultant Monthly Invoice Cover Sheet.

Search your firm. Search>>Vendors

To see details of the account, click on the underlined “Go To…”

Search>Vendors>Type in Vendor number
Create a New Vendor Account

Before getting started, check if your firm has an existing account. Duplicate vendor accounts are a common issue.

NOTE: Creating a new vendor account by clicking “Register” will take you to the Questionnaire menu See “Contractor Registration for CDOT Projects” upon log in rather than the Dashboard.

On the right side of the Log in Page, click “Register”

Click “Create Account”

Complete all required (*) fields in Sections 1, 2, and 3. In Section 4, enter the email address and create a password for the company’s primary contact

Click “Next”

The system will give you a red or yellow warning if any information in your profile is completely or partially matched another profile

If the warning is yellow, review the list of partial matches to ensure that none of the profiles belongs to your company

Then click “I would like to create an account in this system”

Click “Next”
If the warning is red, you have entered information that exactly matches an existing profile.

**NOTE:** Record your vendor number for your account as this will be used on the *CDOT Form 1313 - Consultant Monthly Invoice Cover Sheet* for Professional Services billing.

Return to *Account Lookup* to locate your firm’s account. Contact the CDOT Civil Rights and Business Resource Center at (303) 757-9234 if you have questions.

**Multiple Vendor Account Numbers**

There are times different users will set up an account for their firm more than once. If you find your firm has multiple accounts set up, you can request to have the accounts merged. Firms can contact the B2GNow support team, support@b2gnowsupport.com, (602) 490-0809, and provide the vendor numbers, name of firm(s) and contact info to have the accounts merged.

**Users Within Accounts**

Within each overarching vendor account, there are a number of user accounts. User accounts are tied to individuals and their email addresses and allow the user full access to any information linked to the company’s vendor account. Every vendor account must have at least one user.

**Find Existing Users from Account Lookup**

If you are unsure of who at your company has access to B2GNow, use the *Account Look Up* feature to find a list of the firm’s primary users. Be sure you choose your correct address.

On the left side of the log in page, click “**Account Lookup**”

Enter your business name (less reliable due to variations), Tax ID Number or B2GNow Vendor Account number (preferred)

Click “**Search**”

If you are trying to determine whether a specific individual has access, you can also add the person’s first or last name.
Reset Password

Prompted B2GNow emails from CDOT is originated from Civil Rights. The username will be the email address receiving those emails. If you are unsure of your password or whether your email address connects to a B2GNow account, continue steps.

On the left side of the Log In page, click “Forgot Password”

Enter your email address in the popup box

Click “Submit”

NOTE: If your email address is not connected to a user account, you will see a popup at the top of the page

If you receive this message, see “Creating a New User Account”
If your email address is connected to an account, you will receive the following email containing your temporary password. Log in to the system using the username and password. Follow instructions to change your password. B2GNow passwords must be six (6) characters long and DO NOT expire.

Create a New User

Users can request to be added to a firm’s vendor account. Only existing users linked to a company’s vendor account can create or authorize new user accounts. An existing user must approve these requests.

In order to create a Consultant Engineer’s new user as project personnel, contact the CRBRC (303) 757-9234.

Request a New User Without Logging In

Anyone can request to add a new user to a company’s account. These requests are subject to approval by a company’s contact.

On the left side of the Log In page, click “Account Lookup”

Enter your business name (less reliable due to variation), Tax ID Number or system vendor number (preferred)

Click “Search”

If your company does not appear in the search results, close the account lookup window; your company does not have a vendor account. Return to the “Creating New Vendor Account” section of this guide to learn how to create a new account.

If your company appears in the search results, your company has a vendor account.

Click “Request New User for This Entity”

Complete all required (*) fields, check the box at the bottom of the screen, type your name in the box at the bottom of the screen.
Add a New User from Inside the System (Once Logged in)

Any user linked to the company’s account can add new users. This method is the easiest way to create a new user. A new user can only be set up by existing users within your firm.

On the left side of the page after logging in, click Settings > Add a User

A list of the users linked to the company’s vendor account will pop up

At the top of the page, click “Add User”

Complete all required (*) fields

Click “Save” at the bottom of the screen

NOTE: You will need to assign the new user a temporary password. The new user will have to change their password upon logging in for the first time.

User Changes

CDOT can assist and edit profile information for a firm’s user. Civil Rights can also reset a user’s password. To deactivate a user, please contact B2GNow support desk at support@b2gnowsupport.com, (602) 490-0809, and provide the vendor number, name of firm and contact info.

Contractor Registration for CDOT Projects

All firms who do business with CDOT are required to register in B2GNow. Registration is an annual process required once per firm. Firms must have an account in B2GNow to submit a registration, but creating a B2GNow account is not the same as registering for CDOT work. Firms must be registered to be added to CDOT contracts and download bid plans.
Find Out if your Firm is Registered to do Business with CDOT

Click “View” to expand the menu

Click “My Registrations/Prequalifications”

Any active, pending, or incomplete registrations and prequalification’s will be listed on the next page

Verify that your firm has an Active (Auto-accepted) contractor registration

If your firm is not registered or prequalified, you will see the following

If your firm is not registered for CDOT work, see “Registration for CDOT Projects”

Access the Registration Form

Go into the Log In Page at http://contracts.codot.gov/

B2GNow accounts are nationwide. If you are unsure whether your firm has a B2GNow Profile, use this link and your firm’s Tax ID number to check.

First time B2GNow access. You will need to create the firm’s profile before logging in.

Existing users

My firm is currently prequalified and I do not know my username or password. Use this link and your firm’s Tax ID number to check.

My firm is not yet prequalified and I would like to start the process

www.crbrc.org
If you logged in using your email address (without first clicking "Register"), you will need to click "Start/Renew Contractor’s Registration/Prequalification" from your Key Actions menu.

Click “New Contractor’s Registration/Prequalification and Renewal”

At the Available Contractor’s Registration/Prequalifications menu, click “Contractor Registration” to access the registration form.

**Available Contractor’s Registrations/Prequalifications**

<table>
<thead>
<tr>
<th>Contractor Registration</th>
<th>All contractors seeking work on CDOT projects must complete this Contractor Registration form.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prime Contractor Prequalification</td>
<td>If you intend to bid as a prime contractor you must complete the Prime Contractor Prequalification Application.</td>
</tr>
</tbody>
</table>

**Complete the Registration Form**

Confirm you have entered the registration form.

Click “Start Contractor’s Registration/Prequalification”

**NOTE:** Despite the title, Contractor’s Registration/Prequalification, the Start button will only take you to the form type you have selected.

Confirm and update the information in the Entity Information section.

Complete the Business Information section of the registration form. Answer the questions to the best of your knowledge. The questions serve as approximations to give CDOT a better idea about the size of firms that are bidding on projects.

In the Financial Information section, select the approximate size of the firm.

Select the appropriate DBE certification status.

In the Primary NAICS Code section, select the one NAICS code that best describes your firm’s primary work area.

**NOTE:** If your firm is DBE certified, this may be different than your firm’s certified codes.
To assign a code to your profile, click “Add Primary NAICS Codes”

If you know the code you want to add, enter the 6-digit NAICS code into the search box

Click “Search”

Click “Browse Codes”

Add NAICS codes from the list view

OR Click “Add” next to the correct code

Click “OK” in the popup menu

In the top, right corner of the screen, click “Return”

Your selected code will appear below the Add Primary NAICS Codes button

Click “Next”

Review, check the box, and submit

Renew Contractor Registration for CDOT Projects

Click “Register”

Choose appropriate option

Complete renewal
Home Screen and Dashboard

When logged in to B2GNow, a dashboard will display your firms' contracts. Items requiring your response are flagged in red font. Your Dashboard contains quick links and “to dos” separated and based on the modules in the system. From this launching point, you can access CDOT forms, certification applications, prompt payment audits, account settings, vendor profile information, and more. All underlined text and numbers represent a link and can take you directly to the relevant page.

Home Screen/Navigation Menu

View Menu

- View a list of certified firms
- View a list of all your viewable contracts
- View all recent prompt payment contract audits
- For Preconstruction, view pending sub requests
- For Preconstruction, view list of accessible projects
- View list of email outreach campaigns
- View list of B2GNow managed events
- View pre-created vendor lists for outreach purposes
- View list of all advertised projects (past and future)
- View all visible pending and approved utilization plans
- View pending and past certification applications
- View received certification applications
- View requests to update general certification information
- View list of firms with pending or approved questionnaires
- View active bid plans for registered firms
- View support queue
- View system messages

Search Menu

- Search all vendors in the national B2GNow database
- Search all vendors with a certification recognized by CDOT
- Search staff or vendor users by contact information
- Search contracts by number, prime/sub, etc.
- Search for specific ad documentation/utilization plans
Settings Menu

- Change password
- Change your phone number, email address, name, etc.
- Change company address, main contact information, etc.
- Update hours of operation, general description, industry, etc.
- See all user associated with your company’s vendor profile
- Add a new user to your company’s vendor profile

Reporting, Create Menu
(CDOT Only)

- Access full list of available reports
- Create new contracts, proposals, projects, vendor lists, etc.
- Switch between linked accounts

Help and Support
(for the B2GNow System)

- User Manual
- Training Classes
- Wish List
- Submit Feedback

Permanent Widgets

The Alerts, System News, and Tools widgets cannot be removed from the Dashboard.

However, you can move or change the color of these permanent widgets.

---

**Panel Note**: "Submit Feedback" link is present here for user to provide feedback about the system.

---

**Image Note**: A user guide is visible here, indicating instructions or tips on how to use the system more effectively.
Remove or modify the settings of any widget by selecting “Config” immediately below and to the right of the widget.

Navigate Your Dashboard

To view snapshot(s) of a contract, click on the contract section. To complete prompt payment information, click on the contract audit section. To document your team members on a contract, click on the utilization plan section.

Every blue or red underlined text or number represents clickable quick access link to the relevant module red links represents a “to do” for the user, region, or agency that must be addressed.

Blue links are quick access links that will take you directly into the linked contract, module, or audit.

The diagram below explains what each red link means.

Personalize Your System Dashboard

Click “Personalize” in the Dashboard in the yellow bar in the right corner of the Home screen.
Add additional modules at any time by selecting “Personalize” from the yellow bar in the upper right corner of the Home screen.

**Key Actions**

The key actions menu is a quick access menu for completing some of the business initiated forms and applications for certifications, prequalification, and registration.

- **Contractor’s Registrations/Prequalifications pending**
- **Start/Renew Contractor’s Registration/Prequalification**
- **Renew/Apply for Certification**
- **Take a Training Class**
- **Register to do business with CDOT, or prequalify as a prime**
- **Highlights incomplete CDOT certification applications or registration forms**
- **Start a CDOT Certification application, annual update, or work code change request**

**Locate Contracts**

From the Navigation Menu, Click **Search >> Contracts**

Enter the 5 digit CDOT subaccount contract number, master contract OLA # or task order number, title, or contractor

Click “Search”

Click the contract number or any blue underlined area to review the contract.

**Full List of your Contracts**

From the Navigation Menu, click “View >> My Contracts”

Click “View” next to the contract you want to review.
You can use search by entering the 5 digit CDOT subaccount contract number, master contract OLA number or task order number, title, or contractor

Click “Search”

Click the contract number or any blue underlined area to review the contract

Search a Specific Contract

From the Navigation Menu, click Search >> Contracts

You can use search by the 5 digit CDOT subaccount contract number, master contract OLA number or task order number, title, or contractor

Click “Search”

Click the contract number or any blue underlined area to review the contract
Flag and Access Priority Contracts

Locate the contract through “Search”

Under the gray bar on the main tab of the contract, click “Add to Dashboard as Priority Flagged Contact”

Once flagged, you can access the contract from the Dashboard by clicking on the contract

To remove flag, reenter the contract and click “Remove from Dashboard”

Navigate Contract

Contract Main Tab

Change the compliance contact and find quick links to manage subcontractors, task order, etc.

You can change contact person in the Compliance Contact Person menu

Subcontractors Tab

View a list of approved subs. Review a list of each subs PCWs/LOIs on the contract against the master contract. Additional subs or suppliers/vendors that was no party of the original proposal will be added to a specific task order. Additional firms added will include attachments of the PCW/LOI documentation. See “Add Subs”.

www.crbrc.org
Comments Tab

Add comments viewable to all users linked to the firms account. These comments are not visible to subs or CDOT.

Compliance Audit List Tab

View a list of the Audit Period, Status, and amount Paid to Prime for each of your monthly audits on the contract.

Audit Summary Tab

(CDOT and Primes Only)

One of the many benefits of the B2GNow system is that it is a free tool to assist you in tracking compliance on your task orders.

Click ‘My Contracts’ under the ‘View’ tab
For NPS contracts, to view participation on the task order, view the task order contract. The master contract is under (321xxxxxx) the contract name. Task order contracts (421xxxxxx) will be titled with the contract name and ‘T/O #’ at the end.

Click on the “Compliance Audit Summary” tab

After selecting your desired task order, click the “Compliance Audit Summary” tab for a snapshot of compliance

Click ‘My Contracts’ under the ‘View’ tab

Find the task order contract. Task order contracts will be titled with the contract name and ‘T/O #’ at the end.

After selecting your desired task order contract, click the “Compliance Audit Summary” tab for a snapshot of compliance
For NPS contracts, review the ongoing progress toward contract completion and the DBE goal under each task order. The audit summary tab is not used for Project Specific contracts for Master Contracts.

**Total Contract Amount**

**Overall small business goal**

**Dollar amount paid to date**

**Amount paid to for credit DBEs to date**

**DBE payments based on contract award**

**DBE goal**

**Progress tracking**

---

Read a Master Contract Audit Summary for NPS Contract Participation

---

*If firm (prime or sub) appears on some T/Os for credit and others not for credit, they will have multiple lines on this master audit summary. (See All Traffic Data above.)*
Reports Tab

Check the reports to help you with gathering information.

Attach Documents

External users will need to attach pertinent documents through the “Attach File” button.

Distinguish Your DBE Commitment Toward Goal
(Civil Rights Only)

CDOT requires any DBE firm to be included in goal (click “Yes” in the Count Toward Certified Goal section) in the B2GNow system with the appropriate NAICS codes the firm is performing.

The system does not track the difference between Race Conscious or Race Neutral goals separately in the Compliance Audit Summary Total Contract section.

Race Conscious: DBE participation used on projects that counts toward the DBE goal/commitment set for the contracts

Race Neutral: DBE participation used on projects that do not count toward the DBE goal

Choose the correct credit type
Your Sub's DBE credit type in the *Inc. in Goal* section

<table>
<thead>
<tr>
<th>Type</th>
<th>Inc. in Goal</th>
<th>Compliance Audit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub 50%</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Sub 100%</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Sub</td>
<td>No</td>
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<tr>
<td>Sub</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>May, Dealer</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>May, Dealer</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**DBE Participation for Project Specific Contracts**

It is suggested that Primes continue to keep a DBE tracking spreadsheet for Project Specific contracts. Due to the set up of this tab, primes do not currently have access to the Master Audit Summary tab that shows the participation that is rolled up to the Master Contract for Project Specific. The Primes will request a PDF of the Master Audit Summary page from Civil Rights. CDOT is currently working a couple of easier solutions for this issue.
Non Project Specific Process Flowchart

Contracts Awarded Prior to 12/31/2020

Contracts Awarded After 1/1/2020
Contracts Awarded Prior to 12/31/2019

- Team established in contract w/proposed DBE and CDE goals.
- Task Order requested.
- Task Order proposed with DBE/CDE plan.
- GFE evaluated by CDOT?
  - Yes: GFE approved?
  - No: Consult with CDOT, review scope, or approach and starts over.
- Consultant requests approval to modify commitments by submitting task order modification letter, project cost worksheets, and anticipated participation plan forms and GFE. CDOT Project Manager processes in shopping cart.
- Work is complete, submit final invoice.
- Work complete and Task Order closed out.

Contracts Awarded After 1/1/2020

- CDOT establishes project and contract goals. RFP issued.
- Team established in proposal w/proposed DBE and CDE commitments (%).
- Contract setup in BDC with DBE utilization plan.
- Task Order proposed, consultant confirms that task order aligns w/small business plan and completes GFE.
- APP/GFE evaluated by CDOT.
- APP/GFE approved?
  - Yes: Task Order approved.
  - No: Approach and/or scope is modified and task order redone.
- Work performed.
- Work is complete, submit final invoice. Submit closeout report.
- CDOT closes Task Order.
- All work is complete under master contract.
- Final invoice is submitted for all task orders. Submit closeout report for this contract.
- CDOT reviews Closeout Report for GMT payments made against contract goal and all supporting documentation for modifications.
Prompt Payment Audits

Lowest Tier Subs
- Register in B2GNow
- Confirm or dispute payments reported by Prime or higher tier sub
- Respond to Discrepancies after reporting

SubPrimes
- Register in B2GNow
- Report payments to lower tier subs and suppliers/vendors
- Confirm/Dispute payment reported by Primes
- Respond to Discrepancies after reporting

Primes
- Register & Prequalify in B2GNow
- Report payments from CDOT and payments made to lower tier subs, suppliers/vendors
- Oversee reporting by SubPrimes with lower tiers
- Respond to or Resolve discrepancies within one week of disputed report

CDOT Project Staff
- Oversee payment reporting process for assigned projects working through Prime to ensure all payment is entered by the 16th of the month
- Resolve any discrepancies within one week of prime and sub responses and within two weeks of reported dispute
- Close incomplete audits by confirming all unconfirmed sub records after 15 days of non response

RCRO
- Monitor prompt payment process for all projects across region
- Assist Project Engineers with system or regulation related concerns
- Review prompt payment audits in connection with regular CR review
- Coordinate with Engineers to resolve incomplete audits and unresolved discrepancies based on CRBRC monthly report

CRBRC
- Monitor prompt payment process for projects statewide
- Assist RCROS with prompt payment or discrepancy related questions and concerns
- Audit prompt payment reporting for randomly selected projects
- Coordinate with RCROS to resolve incomplete and discrepant audits on a quarterly basis
All External Users

Who is Responsible?

1st of the month

Lowest Tier Sub

Audit Available

Primes

Audit Available

Respond to previous month’s discrepancies

CDOT Project Staff

Resolve any discrepancies on previous month’s audit

Confirm Prime and all SubPrimes have reported payments

RCROs

Report Payment from CDOT and to first tier

Confirm SubPrimes have reported

Review previous month’s audit for any unreported lines or unresolved discrepancies.

16th of the month

Audit Available

Report Payment to lower tier Subs & Suppliers/Vendors

30th of the month

Confirm or Dispute Payment Report. If disputed, respond to Discrepancy

Confirm or Dispute Payment Report. If disputed, respond to Discrepancy

Confirm SubPrimes have reported
Monthly Prompt Payment Reports
(B2GNow System Audits)

Monthly Audit reports (emails) are automatically created and sent to the prime and any sub (lower tiers or suppliers/vendors) on the first of every month for payments in the audit month requested. The audit request information is the actual payment made and received during the audit period regardless of the work associated invoice or pay estimate date. These audits are released to lower tier subs as soon as the prime or 1st tier subs reports the payment made to its lower tiers. Firms at any tier have 15 days to complete the audit from the day it is released to them for their confirmation. Audits request information about the actual payments made and received during the audit period. This report does not consider what month the work was performed or invoiced - only paid. Make sure to take note of the reporting period of the audit to ensure submittal of payment data is for the correct period. Each audit is delayed by one month (a June audit will be received in July). For example, the audit report for October 2017 is generated and released to the primes and 1st tier subs on November 1, 2017 to collect their payment information. It is requesting information about money paid in the month of October. Most likely, these payments reflect amounts from the September pay estimate and September invoices.

NOTE: All monthly audits must be completed even if you are paid zero dollars. If audits are not completed by the 15th of the month, you waive CDOT’s involvement in resolving any related payment dispute or discrepancy. At 16 days, you will receive daily email prompts.
Access and Complete the Audit

You may complete your audit by responding to an e-mail prompt or through your Home screen. An audit reminder is sent by e-mail monthly for each reporting period. The email includes a link which will take you directly to the report that is due once you enter your username and password.

Log in to the B2GNow System at http://contracts.codot.gov/or https://cdot.dbesystem.com/

On the Home screen, find Incomplete Audits in your Dashboard and click on the red number

Click “Incomplete” in the audit you wish to complete

NOTE: You may also enter the audit through an individual contract. If you do, the audit list will look different.

To enter the audit from this screen, click “View Audit”
If either the amount entered by you or the amount entered by the other firm is correct, select the correct option. If neither are correct, select the third option and report the correct amount. Include comments and attach documents in support of your answer.

Private comments are only visible to the firm that made the comment and CDOT.

Public comments are available to all.

Remember, the correct amount is the amount paid by your higher tier sub to you during the calendar month of the audit period.

Once both firms have saved their responses, Civil Rights will assist to help resolve any remaining issues.

Payments from CDOT (Primes Only)

Report Payment to 1st Tier (Primes Only)

Report Sub Payments (All Subs with Lower Tier Sub or Supplier/Vendors) (1st Tiers and Middle Tier Subs Only)

Review Incomplete Audits

From the Contract Audits in your Dashboard, click the red number in the Incomplete Audits.

Filter by pending status to find open audits.

Ensure the assignment check box is unchecked.
In the list that comes up, use the drop down menus to filter the audits by month and status

<table>
<thead>
<tr>
<th>Reporting Status</th>
<th>Audit Period</th>
<th>Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending All</td>
<td>Mar-2018</td>
<td>C20619</td>
</tr>
<tr>
<td>Pending Sub (4)</td>
<td>March 2018</td>
<td></td>
</tr>
<tr>
<td>Prime Past Due (3)</td>
<td>March 2018</td>
<td>16-HAA-XB-00085 T/O 1</td>
</tr>
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Use the table to determine which month you should filter by to clean up older audits

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Pending Prime: Not all firms have reported. The number in parenthesis shows you how many lines are incomplete.

Pending Sub: Not all firms have responded to the audit. The number in parenthesis shows you how many lines are incomplete.

Prime Past Due: Reporting deadline has past. Not all firms have reported. Pending all: Shows all open audits.

Click the blue, underlined audit period to enter the audit

Option: Create a Subcontractor Due Date Report in the CRS System Resources folder to find the report for the contract and audit period

This report is sorted by region, contract, month

Compare the due dates in the report with the incomplete Not Yet records in B2GNow
If all incomplete *Not Yet* records in B2GNow are past due based on the Subcontractor Due Date Report, click “Mark Unconfirmed Sub Entries as Confirmed” to close the audit.

Verify that all firms listed as *Not Yet* are listed on the Subcontractor Due Date Report.

If there were delays in the reporting phase of the audit such that the sub records are not past due, **DO NOT** close the audit.

You may either close the past due records individually, or you may wait until all sub records on the audit are past due.

To close an individual sub record under the *Not Yet* status of the individual audit, click “Edit.”

Complete the audit response form assuming the prime reported the payment correctly.

Save the audit.

**Close Incomplete Audits**

Subs get 15 days to respond to reports from their higher tiers. After 15 days pass, CDOT is allowed to close the audits.

Contracts in B2GNow **cannot** be closed until all audits have been closed.

From the *Contract Audits* in your Dashboard, click the red number in the *Incomplete Audits* Filter by pending status to find open audits.
In the list that comes up, use the drop down menus to filter the audits by month and status.

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Pending Prime: Not all firms have reported. The number in parenthesis shows you how many lines are incomplete.

Pending Sub: Not all firms have responded to the audit. The number in parenthesis shows you how many lines are incomplete.

Prime Past Due: Reporting deadline has past. Not all firms have reported.

Pending all: Shows all open audits.

Click the blue, underlined audit period to enter the audit.

Identify all firms listed as Not Yet. These are your incomplete records.

Ensure that all incomplete records have been open for at least 15 days, all subs must have 15 days to respond to a report according to the contract.

Under the Not Yet status of the individual audit line, click “View”
On the bottom of the left side of the audit, locate the response date

This is the date the prime or higher tier sub reported the payment

Note whether the report was submitted more than 16 days ago

Repeat this process for all incomplete lines

If all lines were reported more than 16 days earlier, click “Mark Unconfirmed Sub Entries as Confirmed”

If any line was reported less than 16 days earlier, DO NOT close the audit. All subs must have 15 days to respond to a report according to your contract.

NOTE: This process only applies to incomplete responses. There is no equivalent process for incomplete reporting. Reporting by the prime and all subs is a condition of payment.

Review Past Due Audits

Every prime and sub on the project must report how much it paid its direct subs by the 16th of the month. The prime must ensure that all its tiered subs are reporting.

Failure to complete this report is a condition of payment. Without this reporting, CDOT is unable to capture and monitor prompt payment information.

From the Contract Audits in your Dashboard, click the red number in the Past Due Audits

Filter by Past Due Audits status to find late audits
In the list that comes up, use the drop down menus to filter the audits by month and status.

Use the table to determine which month you should filter by to clean up older audits.

<table>
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Click the blue, underlined audit period to enter the audit.

All past due lines will be labeled Not Reported.

The boxed number on the left side of the screen will indicate the tier of the sub whose information has not been reported.

The prime is responsible for logging in and reporting the 1st Tier sub payments. Middle or subs are responsible for reporting and/or confirming payments. Lower tier subs are responsible for confirming payments. Amounts will be reported even if $0.00. If any subs have not reported, the prime is responsible for ensuring as a condition of award. In the event the reporting is missing, contact the prime.

**Confirm or Dispute Payments** (All Subs Only - Refer to Your Sub page)

**Report a Payment Dispute** (All Subs Only - Refer to Your Sub page)

**Review Discrepancies**

From the *Contract Audits* in your *Dashboard*, click the red number in the *Discrepancies* line.
Ensure the assignment check box is unchecked

In the list that comes up, use the drop down menus to filter the audits by month and status

Filter by Discrepancies to find unresolved discrepancies

Use the table to determine which month you should filter by to clean up older audits

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</table>

Click the blue, underlined audit period to enter the audit

In the Subcontractor Payment section, locate the payments that say Discrepancy and click “Resolve”

NOTE: Clicking this link will not automatically resolve the discrepancy

Review any available responses in the Discrepancy Resolution Data Reported Section

Based on the responses provided, determine who should be involved in resolving the audit and what information is required

Access and Respond to the Discrepancy

Log in to the B2GNow System at http://contracts.codot.gov/or https://cdot.dbesystem.com/
On the Home screen, find Audit Discrepancies in your Dashboard and click on the red number

Click on “# Discrepancy” in the left column of the audit you wish to complete

**NOTE:** You may also enter the Audit through an individual contract. If you do, the audit list will look different.

To enter the audit from this screen, click “View Audit” on the right

In the Audit Actions Section, click “Resolve # Discrepancies”

In the Subcontractor Payment section, locate the payments that have been rejected and Click “Resolve Discrepancy”

**NOTE:** Clicking this link will not automatically resolve the discrepancy

Review any available responses in the Discrepancy Resolution Data Reported Section

At the top of the screen, click “Resolve Discrepancy”, complete the required fields, click “Save Response”

**Resolve the Discrepancy**

Primes must be involved in resolving all discrepancies. If the discrepancy is between the prime and its 1st tier sub or supplier/vendor, the prime will need to check the information that has been provided. If the discrepancy is between lower tier subs, the prime will need to be more involved in fact finding. The prime is ultimately responsible for compliance at every level of the project, firms other than the prime CANNOT resolve the discrepancy on their own behalf.
Discrepancies happen for one of two reasons: 1) One party made a reporting error 2) The lower tier sub is trying to notify CDOT of a payment issue. The discrepancy is the way in which a sub can ask for CDOT’s assistance in resolving a payment issue or potential prompt pay violation. These discrepancies should be taken seriously. Keep in mind, if at any point the two firms come to an agreement on the discrepancy, the record is no longer discrepant. When a lower tier sub or supplier/vendor reports a discrepancy (disagrees with a payment amount reported by a higher tier firm) to CDOT, the prime, and the sub who reported a discrepancy will be notified of the issue. All parties should log in to the system to investigate the discrepancy. No matter who reports the payment or discrepancy, the parties involved in resolving it are the reporting sub, the prime, and the CDOT Project Engineer.

Review the responses from both the prime and the sub. If either party has not yet responded, you will need to contact that firm. The sub must make private comments to you when flagging the payment and each party must provide comments with its response. Therefore, when the audit is ready for your review, you will have one or two sets of comments from the sub and one set of comments from the prime.

If the responses give you enough information to resolve the discrepancy, you may do so. If not, you may need to contact one or both parties for more information.

When you are ready to resolve the discrepancy, select the option that shows the dollar amount released to the sub during the month of the audit period. Enter public comments to indicate how and why you resolved the discrepancy as you did. Add any relevant attachments.

NOTE: There may be cases when payment was released to the sub at the end of one month and not received by the lower tier sub until the next month. When payments are received the next month but the check is dated in the previous month, report payment in month check is dated. This also applies to primes for CDOT payments.

Sub or Supplier/Vendor Reported Discrepancies (Refer to your Sub page)

See “Access and Respond to the Discrepancy” to access the discrepancy.

Verify the payment data you reported. If the firm has already responded to the discrepancy, review the responses.
Contact the person who reported the initial payment data. The person’s contact information should be provided with the responder information, but you can also send an email through the system by clicking on the person’s name.

<table>
<thead>
<tr>
<th>Prime Audit</th>
<th>Responder</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Erica Downey</td>
</tr>
</tbody>
</table>

Gather necessary proof to resolve the audit discrepancy including how much the sub paid its lower tier and on what date.

Based on the information provided by the sub, complete the required fields to resolve the discrepancy.

If either the amount entered by the 1st tier sub or the amount entered by the lower tier firm is correct, select the correct option. If neither are correct, select the third option and report the correct amount. Include comments and attach documents in support of your answer.

Private comments are only visible to the firm that made the comment and CDOT.

Public comments are available to all.

Remember, the correct amount is the amount paid during the calendar month of the audit period.

Once both firms have saved their responses, Civil Rights will assist to help resolve any remaining issues.
Primes: Form Submittals

The following forms are required for CDOT Civil Rights to create your master and task order contracts in B2GNow. For a complete description of requirements, please read the SOI instructions and terms of your contract. Make sure that the contact person used in the Anticipated Participation Plan (APP) is the person who will be in charge of compliance and reporting prompt pay information for your company.

Forms for Non Encumbered Contracts

Submit the following document with your Statement of Interest:

- [ ] Small Business Participation Page included in Proposal
- [ ] Affidavit of Small Business Participation Form
- [ ] **IF** you did not meet the contract goal (or Small Business Targets), a completed Good Faith Efforts Report Form is required

Submit the following documents to the engineer for inclusion in the task order proposal:

- [ ] NPS Reevaluation of DBE Goal (if applies)
- [ ] Task Order Request Form
- [ ] NPS = Anticipated Participation Plan and Good Faith Efforts Report Form
- [ ] Project Specific = Anticipated Participation Plan and Plan Status Report Form
- [ ] Project Cost Worksheets for Subconsultants Included in the Non Project Specific or Project Specific Anticipated Participation Plan
- [ ] Letter of Intent for Vendors/Suppliers or Rate Sheet Included in the Non Project Specific or Project Specific Anticipated Participation Plan
- [ ] **IF** you did not meet the contract goal (or Small Business Targets), a completed Good Faith Efforts Report Form is required

Modifications and Closeout:

- [ ] DBE Participation Plan Modification Request Form
- [ ] Closeout Report Form
Forms for Encumbered Contracts

Submit the following document with your Statement of Interest:

- Small Business Participation Page included in Proposal
- Affidavit of Small Business Participation Form
- If you did not meet the contract goal (or Small Business Targets), a completed Good Faith Efforts Report is required

Submit the following documents to the engineer for inclusion in the task order proposal:

- NPS Reevaluation of DBE Goal (if applies)
- Task Order Request Form
- NPS = Anticipated Participation Plan and Good Faith Efforts Report Form
- Project Specific = Anticipated Participation Plan and Plan Status Report Form
- Project Cost Worksheets for Subconsultants Included in the Non Project Specific or Project Specific Anticipated Participation Plan
- Letter of Intent for Vendors/Suppliers or Rate Sheet Included in the Non Project Specific or Project Specific Anticipated Participation Plan

Modifications and Closeout:

- DBE Participation Plan Modification Request Form
- Closeout Report Form

NOTE: For the most updated and other Professional Services forms, check the CRBRC web link: https://www.codot.gov/business/civilrights/compliance/prof-services/resources-forms
Primes: Utilization Plans for the Master Contract and Task Order Based Contracts (UP Commitments)

Once awarded a contract, primes will complete a Utilization Plan for the Master Contract prior to contract award to document the team chosen on the contract for both NPS contracts and Project Specific contracts. All subs and suppliers/vendors will represent binding, contractual obligations from the proposal. The Operating Agreement cannot be executed until CDOT Civil Rights processes and approves the Master Contract Utilization Plan.

For Project Specific contracts, the commitments by percentage will show on the Master Contract UP.

For NPS contracts, finalization of commitments and $ amounts for each sub or supplier/vendor will be at the task order level. The CRBRC will set up a new UP template for each task order when there is a reevaluation of the goal. Your firm will receive an email requesting to complete your UP. Once submitted, CDOT will approve or return the plan for corrections. If there is no reevaluation of the goal, the Master Advisory goal is passed down to the task order and no new UP is completed.

Access the Utilization Plan

Log in to the B2GNow System at http://contracts.codot.gov/or https://cdot.dbesystem.com/

On the Home screen, find Utilization Plans in your Dashboard. Utilization plans requiring your attention will be in red. Access any UP by selecting the red, underlined text or numbers on the right.

From the list of your UPs pending submission, identify the project you want to submit a plan for and click “Submit”
Complete the Utilization Plan

Follow the instructions on the UP in the Additional Instructions to Vendor and the Special Instruction to Vendor boxes.

Complete Step 1 with the amount of your Not to Exceed Amount in the contract by selecting either “Update” or “Fill in Utilization Plan Details”

The NTE amount can be found in the Supplier Self Service (SuSS) Portal with the RFX information in the notes/attachments notes box

For NPS contracts, add the small business targets information in the Fill in Utilization Plan Details comment box if the goal is set at 0%

For Project Specific contracts, always add the small business targets information in the Fill in Utilization Plan Details comment box

Complete Step 2 by adding all subs and suppliers/vendors listed on your proposal or task order.

NPS Master Contract UPs - DO NOT put dollars or percentages for subs or suppliers/vendors. Commitments and dollars will be submitted in the task orders UP.

Project Specific Contract UPs - Include the percentages for subs or suppliers/vendors

Click “Add Subcontractor” in Step 2
Search Subcontractor using “Get subcontractor” link

Complete all required fields for every sub or supplier/vendor

For NPS contracts, all sub, supplier/vendor amounts and percentages will be set at zero dollars and percentages on the Master Contract’s UP plan. The waiver box will popup (required information is added to the popup waiver box) when there is a goal other than zero.

NOTE: If the DBE goal for the contract is set at zero, the required information will be placed in the comments box.

NOTE: DBE certified firms will have a list of accepted work codes. You must select all applicable work codes for the project. Click assign.

NOTE: CDOT no longer accepts the Project Management code (236220)

DBE certified firms will have a list of accepted work codes. You must select all applicable work codes for the project. Click assign.

NOTE: CDOT no longer accepts the Project Management code (236220)

Always select DBE. CDOT is not currently using ESB option.

Yes for all DBEs
No for Non-certified DBEs or

NOTE: DBE Primes will mark themselves as NOT counting toward the goal. If DBE Primes are contributing to the contract goal, they contact Civil Rights to be added as a Self-Performing Prime Contractor. See the “DBE Prime Participation” section.

Complete the waiver in Step 3 of the plan:

For NPS contracts, your small business targets will appear in a red box at the top of the plan. See “Special Instructions to Vendor” box in the UP. Copy and paste your small business targets information into the Waiver Section text box.
Remember: If the contract goal is zero, you will not receive a waiver box. You will need to put YOUR small business target information in the Utilization Plan Details comment box.

Click “Save Waiver Details” if applicable

Click “Submit Utilization Plan”, complete the required fields

Click “Submit Utilization Plan” again to submit the plan

Your firm’s UP will be reviewed by CDOT and you will be notified through the system if your plan is approved or returned for corrections

For NPS contracts, your firm will submit a new UP for every task order that requires a reevaluation of goal. When the DBE goal has changed through a CDOT approved reevaluation, these Utilization Plans will have your new commitments for all firms on your team. Added firms will require a Project Cost Worksheet or Letter of Intent (for suppliers/vendors) as attachments for documentation.

Primes: DBE Prime Participation

If a DBE prime is marked to be included in the DBE committed goal, the prime cannot state the amount or percentage. The system will assume 100% of the participation is counted toward the goal. If you are a DBE Prime, you may choose “DBE Prime Self Performing Prime Contractor in the Type of Participation field.
Primes

For example: If the prime got awarded $1,000,000 and selects to be counted toward the goal, the system will automatically count 100% of that award. The percentage will change when the prime adds DBE subs. If the prime adds a sub with the amount of $300,000 then the percentage of counting toward the goal goes will reduce (from 100% to 70%).

Add DBE NAICS Codes for DBE Firms

In the Work Codes section, click “Add Work Codes”

For DBE certified firms, click “Add Other Work Codes”

Select the CDOT Line Items option from the drop down menu, if applicable

In the search box, search by key word and/or item code

Click “Add” next to the line item code you are seeking

Click “OK” in the popup box

Once you are finished adding item codes to the sub record, click “Return” on the upper right hand side of the screen
Primes

Line items will appear in the Work Codes section of the form (disregard the red exclamation point in this example)

Primes: Add Subs

All participants receiving payment on the project must be requested through the prime and approved through the B2GNow system by Civil Rights. Primes will add all subs, suppliers/vendors no matter the tier. All lower tier subs will request to add additional firms through the prime. Add any subs, DBE supplier/vendors for any amount, nonDBE supplier/vendors providing at least $10,000 worth of goods and materials, vendors, truckers/haulers, manufacturers, etc. to the contract. New subs, suppliers/vendors will require the PCW/LOI as attachments for documentation. Civil Rights will receive a prompt to approved the added sub, or supplier/vendor.

Add 1st Tier Subs

All 1st Tier Subs are required to be included in the Consultant’s contract. If the Sub was not on the original proposal, there should be an amended contract that includes the PCW/LOI and other pertinent documentation as required.

From the Subcontractors tab, click “Add First Tier Subcontractor”

On the next screen, click “Get Vendor”, then use the next screen to search for the vendor by name. It may be helpful to search by the B2GNow vendor account number to ensure you select the correct account.
Click “Select Vendor” on the right side of the screen for the appropriate firm. Confirm by vendor account number if that is not how you searched.

<table>
<thead>
<tr>
<th>Business Name</th>
<th>Phone Number</th>
<th>Location</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDOT SUB TEST 1</td>
<td>602-325-8945</td>
<td>PHOENIX, AZ</td>
<td>Select Vendor</td>
</tr>
</tbody>
</table>

If the firm does not appear, you may need to contact the firm to ensure the firm has a B2GNow account.

Firms may not start work on the project without first registering in the system. See “Contractor Registration for CDOT Projects”.

Once you have selected the correct vendor, use the drop down menus to select the firm’s compliance contact and address.

<table>
<thead>
<tr>
<th>Vendor Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor *</td>
</tr>
<tr>
<td>Vendor Compliance Contact *</td>
</tr>
<tr>
<td>Vendor Address *</td>
</tr>
</tbody>
</table>

Complete all required (*) fields in the Subcontractor Information section.
Primes

Indicates current certifications recognized by CDOT (DBE/ESB)

Select by Amount and enter dollar amount of subcontract

Should be Yes UNLESS sub was fully prepaid

If DBE sub, Yes
If not DBE, No

Plain English description of firm’s work on project

Assign all line items related to firm’s work

Prepaid amount

Date of signed subcontract

Estimates of Start/End Date

First month of work

Select Yes if sub has already started on project
Otherwise select No

All DBE firms must be included in the overall DBE data in the B2GNow system by clicking Yes in the Count Towards Certified Goal section. Civil Rights will choose whether the firms work is race conscious or race neutral. See “Distinguish DBE Commitment Toward Goal” for clarification.
Choose the appropriate NAICS work codes the DBE firm is performing on your project. The Work Codes section will only prepopulate for DBE certified firms. If you need to add work codes to firms that are not DBE certified, click “Add Work Codes” to search for work codes.

To add line items for DBE certified firms, click “Add Other Work Codes” to search the CDOT line items list. Only CO UCP NAICS codes will pre-populate.

At the bottom, click “Review”

Click “Save” on the next screen to submit

**Add Lower Tier Subs (Primes and 1st and Middle Tier Subs)**

All Lower Tier Subs are required to be included in the Consultant’s contract. If the Sub was not on the original proposal, there should be an amended contract that includes the PCW/LOI and other pertinent documentation as required.

From the Subcontractors tab, click “Add Tier # Sub”

Repeat steps in “Add 1st Tiers Subs”

**Add Suppliers/Vendors (Any Tier)**

The example is an added supplier/vendor for a sub

Subcontractor: Rocky Mountain Signing Company, Inc

2nd Tier: Trojan Labor

Set up the DBE supplier/vendor, in this case, Trojan Labor to count towards the DBE Goal

This will allow all of the payments to be reported towards the goal
DBE Firms Using NonDBE Suppliers/Vendors (Any Tier)

There are situations when a DBE firm uses a nonDBE supplier/vendor. Typically, the amount the DBE pays the supplier should not be deducted from the DBE participation. However, B2GNow does not know this and deducts those payments. Civil Rights has to manually select those payments every month to count toward the goal.

Ensuring DBE Credit is Given for NonDBE Suppliers/Vendors Who Are a Sub to a DBE That is Performing Work (Any Tier)

Important NOTE: Steps below need to be only completed once.

From the Home screen >> Contract >> Choose a contract

Click the Subs tab

Contract Management: Subcontractor List

Locate DBE firm who has nonDBE supplier/manufacturer subs

Select the nonDBE sub by clicking “Edit”

Confirm the percent of payments to be counted is 100%

In settings, Count Toward Certified Goal should be marked No
Change **Goal Type** to **DBE**

Note the changes in **Additional Information** section under **Comments**

Click **“Review”** at the bottom

Verify changes, click **“Save”**

Click the **Subs Tab** to return to the subcontractor list

**Important NOTE:** The below steps need to be completed monthly. This is only to be done for nonDBE supplier/manufacturing subs who are subs to DBE subs performing work.

Locate the sub that was just edited, click **“More”**
Click “Payments”

Click “All Yes” under Inc in Goal column

Now only the payments are counting for credit but not for the supplier/vendor

After reporting has been completed, go back and change the No to Yes so that future payments are counted until the end of the contract

This will need to be done for every reporting period
Primes

CDOT can generate a report that will give the vendors counting for credit that are not currently certified to help you identify these vendors. You will request a support ticket through the B2GNow system.

Substitution Requests (Any Tier)

This is to replace one sub with another. If the firm being replaced is a committed DBE sub, an approved Professional Services DBE Participation Plan Modification Request Form is a required attachment.

From the Subcontractors tab, click “Substitute Sub”

Complete the Information section

Attach the Professional Services DBE Participation Modification Request Form or task order documents

Complete the rest of the screen

Lower tier firms will request substitutions through their prime

The request will be prompted to CDOT for approval

Removal of Sub Requests (Any Tier)

This process is to eliminate a firms work on the project PRIOR to any work being done by the firm

If the firm being removed is a committed DBE sub, an approved Professional Services DBE Participation Plan Modification Request Form is a required attachment.
From the **Subcontractors** tab, click “**Remove Sub**”

Complete the **Removal Information** section

Attach the Professional Services DBE Participation Plan Modification Request Form if the sub is a committed DBE

Lower tier firms will request removals through their prime

The request will be prompted to CDOT for approval

**Payments from CDOT**  
**(Primes Only)**

Once you have entered the Audit Actions, report payment from CDOT

Click “**Report Payment Received from Colorado Department of Transportation**”

Click “**Report Payment to Prime**”

Complete required fields (*)

Click “**Save**”

You will automatically return to the audit

**Report Payment to 1st Tier**  
**(Primes Only)**

In the middle of the screen, click “**Submit ALL Incomplete Records**”

You may also enter records individually by clicking “**Submit Response**” in the **Actions** column for each sub
Complete fields for only 1st tiers

Click “Save”

If payment information has been entered for all subs (at all tiers) an audit confirmation will be received

You may click “Return to Audit” to verify your input and edit if necessary

If any subs at any tier are missing payment information, you will automatically by returned to the audit

Once you confirm that no 1st tier subs are missing payment information, the audit is completed

Go to the Home screen to exit the audit

Once you have saved the information, no further action is required unless a lower tier reports a discrepancy

Primes: Project Closeout

Semi-Final Closeout/Payment

Use the Search >> Contracts feature to locate the contract you are evaluating

Once in the contract, navigate to Compliance Audit List to check the status of the most recently recorded audit
View any audits with red lines to close incomplete audits and resolve remaining discrepancies.

<table>
<thead>
<tr>
<th>Lines</th>
<th>Amount</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$3,000</td>
<td>View Audit</td>
</tr>
<tr>
<td>2</td>
<td>$5,000</td>
<td>View Audit</td>
</tr>
<tr>
<td>3</td>
<td>$7,000</td>
<td>View Audit</td>
</tr>
<tr>
<td>4</td>
<td>$9,000</td>
<td>View Audit</td>
</tr>
</tbody>
</table>

Check the status of the last audit by clicking “View Audit” from the audit list.

When paying a lower tier sub for the final time, click “Mark Audit as Final”.

Click “Report Payment to Prime”.

Review the Audit Summary - Total Contract Section

Review progress toward the DBE goal. Work with Civil Rights to determine disincentive, if any, tied to failure to meet the DBE or ESB goal.

<table>
<thead>
<tr>
<th>Payments</th>
<th>Payments Percent</th>
<th>Difference (Payments - Award)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$7,74,366.76</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>$80,137.03</td>
<td>10.28%</td>
<td>$0.00 above goal</td>
</tr>
<tr>
<td>$80,137.03</td>
<td>10.28%</td>
<td>$0.00 above goal</td>
</tr>
<tr>
<td>$6,000</td>
<td>0.00%</td>
<td>Goal matched</td>
</tr>
</tbody>
</table>

Review the Subs, Suppliers/Vendors

DBE commitments must be met based on the task order Utilization Plan. Review the UP, any approved Professional Services DBE Participation Plan Modification Request Forms and the actual amount paid to any committed subcontractors.

If the commitments were not met or have modifications are not approved, contact Civil Rights.

Release Subs

From the Navigation Menu, click Search >> Contracts.
Enter the 5 digit CDOT subaccount contract number, master contract OLA number, task order or title, or firm

Click “Search“

Click the contract number next to the contract you want to review

Once in the contract, navigate to the Subs tab

Click “Edit” on the right for the subcontractor you wish to release the sub

In the settings menu, select Yes for final payment
Otherwise, click No

Click “Review“

Click “Save

Final Closeout/Payment of Subs

When paying a sub for the final time, click “Mark Audit as Final”
Click “Report Payment to Prime”

Use the Search >> Contracts feature to locate the contract you are evaluating.

Once in the contract, navigate to Compliance Audit List to check the status of the most recently recorded audit.

View any audits with red lines to close incomplete audits and resolve remaining discrepancies.

Check the status of the last audit by clicking “View Audit” from the audit list.
Subs: Add Subs

Requests to add any subs, DBE supplier/vendors for any amount, nonDBE supplier/vendors providing at least $10,000 worth of goods and materials, vendors, truckers/haulers, manufacturers, etc. to the contract will be requested through the prime. The prime will add the addition. CDOT will receive a prompt to approve the sub. All participants receiving payment on the project must be added through the prime and approved by Civil Rights. New subs, suppliers/vendors will require the PCW/LOI as attachments for documentation. Civil Rights will receive a prompt to approved the added sub, or supplier/vendor.

Report Subs Payments
(All 1st Tier Subs with Lower Tier Subs or Suppliers/Vendors)

Report Payment to all next tier subs and supplier/vendors by the 15th of the month

In the Audit Actions box, click “Report Subcontractor Payment”

On the next screen, click “Submit ALL Incomplete Records”

You may also enter records individually by clicking “Submit Response” in the Actions column for each sub.

Complete the fields for all subs and supplier/vendors with whom you contract directly

If your subs have lower tier subs, DO NOT fill out that payment information
Click “Save”

If payment information has been entered for all subs, at all tiers, you will receive an audit confirmation.

Click “Return to Audit” to verify your input and edit if necessary.

If any subs at any lower tier are missing payment information, you will automatically be returned to the audit. See “Report Payment to 1st Tier Subs”.

Once you confirm that no next tier subs are missing payment information, you have completed the audit.

If the firm above you has already reported its payment to your firm, repeat step to report payment.

If the firm has not reported its payment to your firm, go to the Home screen, left corner of the screen to navigate away from the audit.

You will need to log in again later in the month to confirm or report a discrepancy related to your payment.

Complete the confirmation step once you receive notice from the system that your higher tier sub has completed the reporting step.
Confirm or Dispute Payments

Within 15 days of receiving notice from the system when the prime has reported their payment, log in to the system to confirm your payment. See “Access and Complete the Audit” for help getting to this step.

Once you have entered the audit, confirm payment reported. This step is for situations where there are no payment disputes.

If payment amount is disputed or withheld, skip this step. See “Report a Payment Dispute”

Click “Confirm Payment Received”

Complete the form

Remember, if you report that the payment information is correct, you waive CDOT’s involvement in resolving any related payment dispute or discrepancy.

Report a Payment Dispute

Go into the month’s audit you want to report the dispute

From the Compliance Audit Actions screen, click “Confirm Payment Received”

Select incorrect to report a discrepancy or dispute even if payment reported is accurate
Complete required fields (*)

Check the box to sign and release

Add comments

Click “Save”

Click “Return to Audit Notice”

If payment is disputed or withheld, you must report a discrepancy within 15 days of receiving notice of the audit

Discrepancies will show in the system

If the higher tier reported $0.00, complete the form

NOTE: You must report an amount at least $100 different from the amount you are asked to confirm. Differences less than $100 are not flagged by the system even if marked incorrect.

If the higher tier reported is not a $0.00 amount, select either of the below options, then complete the fields that appear

Complete required fields (*) Click “Save”

Click the Home screen to navigate away from the audit
First & Middle Tier Subs

Verify the payment data you reported. If the prime has already responded to the discrepancy, review the primes response.

Check the box that best describes the payment action. Include comments and attach documents in support of your answer.

Private comments are only visible to the firm that made the comment and CDOT

Public comments are available to all

Remember, the correct amount is the amount paid by the higher tier sub to you during the calendar month of the Audit Period

Once both firms have saved their responses, Civil Rights will assist to help resolve any remaining issues

Sub or Supplier/Vendor Reported Discrepancies

See “Access and Respond to the Discrepancy” to access the discrepancy

Contact the person who reported the initial payment data. The person’s contact information should be provided with the responder information, but you can also send an email through the system by clicking on the person’s name.

<table>
<thead>
<tr>
<th>Prime Audit</th>
<th>Responder</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Erica Downey</td>
</tr>
</tbody>
</table>

Gather necessary proof to resolve the audit discrepancy including how much the sub paid its lower tier and on what date

Based on the information provided by the sub, complete the required fields to resolve the discrepancy

If either the amount entered by the 1st tier sub or the amount entered by the lower tier firm is correct, select the correct option. If neither are correct, select the third option and report the correct amount. Include comments and attach documents in support of your answer.
Private comments are only visible to the firm that made the comment and CDOT

Public comments are available to all

Remember, the correct amount is the amount paid by your higher tier firm to its lower tier firm during the calendar month of the audit period

Once both firms have saved their responses, Civil Rights will assist to help resolve any remaining issues

Subs: Project Closeout

Semi-Final Closeout

Use the Search >> Contracts feature to locate the contract you are evaluating

Once in the contract, navigate to Compliance Audit List to check the status of the most recently recorded audit

View any audits with red lines to close incomplete audits and resolve remaining discrepancies

Check the status of the last audit by clicking “View Audit” from the audit list
When paying a lower tier sub for the final time, click “mark audit as final”

Click “Report Payment to Prime”
First & Middle Tier Subs

If the prime marked the audit as final, ensure that all tiers would have been reported on that audit by looking at the date of the last progress payment in Site Manager and allowing 10 days per tier for prompt(ish) payment. Mark the audit as final if appropriate. See “Final Estimate/Payment of Subcontractors.”

If the prime did not mark the most recent audit as final, look at the date of the last progress payment in Site Manager and allow 10 days per tier for prompt(ish) payment to determine the appropriate last audit. Mark the audit as final as appropriate. Mark the audit final as needed. See “Final Estimate/Payment of Subcontractors”.

Final Closeout/Payment of Subs

When paying a sub for the final time, click “mark audit as final”

Click “Report Payment to Prime”

Use the Search >> Contracts feature to locate the contract you are evaluating

Once in the contract, navigate to Compliance Audit List to check the status of the most recently recorded audit

View any audits with red lines to close incomplete audits and resolve remaining discrepancies

Check the status of the last audit by clicking “View Audit” from the audit list
Release Subs

From the Navigation Menu, click Search >> Contracts

Enter the 5 digit CDOT subaccount contract number, master contract, task order or title, or firm

Click “Search”

Click the contract number next to the contract you want to review

Click “Edit” on the far right for the sub if you wish to release the sub

In the settings menu, select Yes for the final payment

Otherwise, click No

Once in the contract, navigate to the Subs tab

Click “Review”

Click “Save”
Lowest Tier Subs: Add Subs  
(Primes Only)

Requests to add any subs, DBE supplier/vendors for any amount, nonDBE supplier/vendors providing at least $10,000 worth of goods and materials, vendors, truckers/haulers, manufacturers, etc. to the contract will be requested through the prime. The prime will request the addition through CDOT. All participants receiving payment on the project must be requested to the prime and approved through the B2GNow by Civil Rights.

Confirm or Dispute Payments

Within 15 days of receiving notice from the system that the prime has reported, log in to the system to confirm your payment. See “Access and Complete the Audit” for help getting to this step.

Once you have entered the audit, confirm payment the prime reported. This step is for situations where there are no payment disputes.

If payment amount is disputed or withheld, skip this step. See “Report a Payment Dispute”.

Click “Confirm Payment Received”

Complete the form

Note: If you report that the payment information is correct, you waive CDOT’s involvement in resolving any related payment dispute or discrepancy

Report a Payment Dispute

Go into the month’s audit you want to report the dispute

From the main audit screen, click “Confirm Payment Received”
Lowest Tier Subs

You are assigned to this contract in multiple capacities. Submit a response for each item listed below by clicking each link. It is possible that some actions are not available at a specific time. As a subprime, your responsibility is to confirm payments made to you by the prime or higher-level subcontractors and report payments made by you to lower subcontractor levels. As a subcontractor, your responsibility is to confirm payments made to you by the prime or higher-level subcontractors.

### Compliance Audit Information

<table>
<thead>
<tr>
<th>Compliance Audit Period</th>
<th>September 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dates &amp; Time Posted</td>
<td>10/24/2019 8:45:56 AM CDT</td>
</tr>
<tr>
<td>System</td>
<td>10/24/2019 1:46:16 AM CDT</td>
</tr>
</tbody>
</table>

If payment is disputed or withheld, you must report a discrepancy within 15 days of receiving notice of the audit.

Discrepancies will show in the system.

If the higher tier reported $0.00, complete the form.

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**Compliance Audit Actions**

<table>
<thead>
<tr>
<th>Category</th>
<th>Action Required &amp; Response Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tier 1 Subcontractor to CDOT Prime Tier 1</td>
<td>Sub: Confirm payment received due by 11/05/2019 (PAY IT DUE) audit lock on 67/2293</td>
</tr>
<tr>
<td>SubPrime</td>
<td>View audit response</td>
</tr>
</tbody>
</table>

**In the Audit Information box, click “Incorrect”**

- Select correct ONLY when there is no dispute related to the payment AND reported payment was actually received.
- Select incorrect if payment reported is accurate.

**Complete required fields (*)**

- Check the box to sign and release
- Add comments
- Click “Save”
- Click “Return to Audit Notice”

If payment is disputed or withheld, you must report a discrepancy within 15 days of receiving notice of the audit.

Discrepancies will show in the system.

**Enter greater of the actual amount due or $100. Differences less than $100 are not flagged as discrepancies by the system.**

**Enter Payment Due Date or last day of Audit month**
NOTE: You must report an amount at least $100 different from the amount you are asked to confirm. Differences less than $100 are not flagged by the system even if marked incorrect.

If the higher tier reported is not a $0.00 amount, select either of the below options, then complete the fields that appear.

Complete required fields (*).

Click “Save”.

On the Home screen in the left corner of the screen to navigate away from the audit.

Verify the payment data you reported. If the prime has already responded to the discrepancy, review the primes response.

If either the amount entered by you or the amount entered by the other firm is correct, select the correct option. If neither are correct, select the third option and report the correct amount. Include comments and attach documents in support of your answer.

Private comments are only visible to the firm that made the comment and CDOT.

Public comments are available to all.

Remember, the correct amount is the amount paid by your higher tier firm to you during the calendar month of the audit period.

Once both firms have saved their responses, Civil Rights will assist to help resolve any remaining issues.