



COLORADO
Department of Transportation

Professional Service Contracts and B2GNow System Training Participant Guide

*CDOT Project Staff and
Civil Rights Offices*



October 2020

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V 2.0

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Civil Rights Contacts

This manual has been produced by CDOT's **Civil Rights Home 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

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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
OA - Operating Agreement
NAICS - North American Industry Classification System Work Codes
NPS - Professional Services Consultant Non Project Specific Contracts
NTP - Notice to Proceed
NTE - Not to Exceed
PCW - Project Cost Worksheet
PS - Professional Services Consultant Project Specific Contracts
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 all consultants.

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?

- a. 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.
- b. 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.
- c. 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.
- d. 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 it 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 contact the CRBRC at (303) 757-9234 for CDOT project personnel and consultant additions.

Summary of CDOT Professional Services Small Business Requirements on Contracts

<p>Old Contract Revisions (Pre-2016) "Old Spec"</p>	<p>Current Contract Revisions (Ads between 7/1/16 and 12/31/19) "New Spec"</p>	<p>New Contract Revisions 2020 (NPS Ads as of 1/1/20) (Project Specific Ads as of 10/1/2020) "Prof Serv 2020 Spec"</p>
<p>No B2GNow Requirements</p>	<p>B2GNow Requirements</p>	<p>New Small Business Targets and Scoring</p>
	<p>Utilization Plan and B2GNow Usage Requirements</p>	<p>New and Revised Forms</p>
	<p>Master Contract Goal - MC Goal Passed on to Every TO</p>	<p>Additional Page in RFP for Civil Rights Small Business Participation for Scoring</p>
		<p>NPS Contracts - Master Contract Advisory Goal - Task Order DBE Goal Setting (if requested) 10/1/2020 - Project Specific Contracts - Master Contract Goal</p>

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.

Design & Engineering Contract Process: As-Needed/Non-Fund Encumbered (Task Order-Based) Contracts

<p>Step 1: Registration in SRM: Consultants, subconsultants & vendors must register. Consultants and subconsultants are "engineering and design-related services" defined in AR 15.5.C.110(2). Services not included in the definition are considered vendors.</p>	
<p>Step 2: Prequalification: Vendors do not need to prequalify. Consultants and subconsultants must obtain:</p> <ul style="list-style-type: none"> A) Technical Prequalification (Form 105B available here) B) Financial Prequalification (More details about financial prequalification available here) C) MPA: Master Pricing Agreement with CDOT Audit Division. Business must audit and establish fair and reasonable compensation rate for employees and an indirect rate. Indirect rate must be approved based on the FAR, but may not be negotiated. An audit may occur in one of three ways: (1) Cognizant audit (consultant completed an audit out of state); (2) Audited financials from a CPA (could cost upwards of \$10K); or (3) CDOT audit for consultants whose direct revenue from CDOT in the previous year –not counting subconsultant revenue– is \$500K or less. <p>* CRBRC utilizes Engineering Contract's Access Database to update vendor data in the B2GNow system.</p>	
<p>Step 3: Request for Proposal "RFP" Advertisement in SRM portal (Called an RFA in SRM):</p> <p>Includes: Notice, Solicitation, Scope of Work & Instruction to Proposers, States DBE and/or ESB contract goal.</p>	<p>Types:</p> <ul style="list-style-type: none"> Non-Project Specific "NPS"-On Call Project Specific "PS", Single Project
<p>Step 4: Statement of Interest "SOI": The consultant must affirm under oath that it will make good faith efforts to meet the contract goal on the overall contract and on each task order and outline a participation plan by submitting an Affidavit of Small Business Participation with the consultant's RFP/SOI. The Consultant may make participation promises (a small business target) to receive incentive points. These promises will become a contractual obligation, if awarded. CDOT Engineering Contracts Unit will send CRBRC the solicitation and all Affidavit of Small Business Participation submitted by proposers.</p>	
<p>Step 5: Qualification-Based Selection "QBS":</p> <ul style="list-style-type: none"> - Evaluation of SOI done in Salesforce. Scoring of Most Qualified "MQ" in DocBuilder by Engineers and CRBRC. Price is not a factor. - Designation of MQ gets a firm on the "on call" list. - CRBRC will review the Affidavit of Small Business Participation to score for incentive points in Salesforce. - Overview of 10 points dedicated to Civil Rights Scoring: <ul style="list-style-type: none"> - Strategic Small Business Plan <ul style="list-style-type: none"> - Maximum 5 Points - Small Business Participation and Contingency Plan - Variety of DBE subconsultants and Vendors - New Learning Partner in past 2 years from ad date OR active participant in CDOT Mentor-Protégé Program - Small Business Contract Compliance Oversight - Certification Status and New Prime Opportunities <ul style="list-style-type: none"> - Maximum 5 Points - Prime Consultant DBE AND ESB Certification OR New DBE or ESB Prime Consultant - CRBRC staff will make a proposal record in the B2GNow system and Utilization Plan(s) as needed 	
<p>Step 6: Selection: Engineering Contracts notifies CRBRC of the selected most qualified consultant. CRBRC initiates a utilization plan (UP) in B2GNow and sends the UP to the selected consultant. The consultant must document the consultant's team (indicating % participation for each team member at this point in time). After the UP is completed by the consultant, CRBRC staff will review and approve the plan and send an email to engineering contracts stating approval and that they may execute the OA NPS.</p>	
<p>Step 7: OA Execution/Award to MQ Prime Consultant: CDOT Engineering Contracts Unit selects a consultant on the MQ list, drafts an Outline Agreement NPS. CRBRC then creates the master contract in B2GNow. The master contract should not indicate the funding source of the contract and should <u>NOT</u> have the default settings for audits. No audits should be selected instead.</p>	
<p>Step 8: Encumber Funds by Creating a Shopping Cart with Task Order Proposal: Consultant submits and Anticipated Participation Plan, Project Cost Worksheets (PCW) for each subconsultant and Letters of Intent (LOI) for each vendor that will be used to complete the task order. The Anticipated Participation Plan, PCWs, and LOIs will be attached to the shopping cart. The shopping cart must be approved by the (1) Resident Engineer; (2) Regional Civil Rights Manager (RCRM); (3) Fund Center Approver; and (4) Business Office Approver. The RCRM will review the plan and ensure that the consultant has met its small business targets (if any) and met the contract goal. If the consultant did not meet the contract goal, the consultant must submit a Good Faith Efforts Report and attach it to the shopping cart. The consultant may include proposed participation on future task orders as part of the Good Faith Efforts Report. The RCRM must reject the shopping cart if the consultant has not demonstrated good faith efforts to meet the contract goal. If the RCRM approves the shopping cart, the RCRM will create a task order contract under the master contract in the B2GNow system. CRBRC will run a weekly report in SAP of all rejected task orders and will close out the rejected task order contracts in the B2GNow system.</p> <p>The task order contract will include the funding source and the default audit setting should be selected. CRBRC will note the actual goal on the contract even if there is an approved waiver in the task order UP. The waived goal for the task order contract will be noted in the comment section and all documentation should be attached.</p>	
<p>Step 9: Reporting and Modifications: The consultant must pay all subconsultants within 7 days of receipt of payment from CDOT. The consultant must record all subconsultant/vendor payment information in the B2GNow system each month. When a task order is created, prompt payment notifications will be sent each month for the consultant to complete, even if work has not yet started. If the consultant has not yet made payments, the consultant will note 'N' in the B2G system each applicable month. The RCRM will review the report and verify that the DBE/ESB subconsultants are promptly paid and approved to perform the work.</p> <p>Any termination, reduction, or substitution of a DBE/ESB subconsultant must be approved by the RCRM. A consultant may request modification approval from the RCRM by amending their task order contract in the B2G system. The RCRM will only approve a termination for good cause. The consultant will not be entitled to payment for any work or material performed by an unapproved subconsultant as a result of an unapproved termination of a DBE and/or ESB subconsultant. CDOT may also withhold approval of task orders and/or payment for failure to comply with these requirements.</p>	

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>

All Internal Users

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

CDOT Business Management System

Log In - Existing User Login (Note: Username is an email address)

Use this feature Before you create a new account

SYSTEM ACCESS
Find your account information

- Account Lookup
- Forgot Password

CERTIFICATIONS (DBE & ESB)
businesses

- Should I Apply?
- Apply for Certification
- DBE Directory
- ESB Directory

Generates a temporary password

Quick access to certification upon Log In

Small Business Directories No Log in Required

REGISTRATION AND PREQUALIFICATION
Do highway construction work with CDOT

- Prequalify
- Register
- View Active Bid Plans
- Search Vendor Directory

Quick access to CDOT Forms upon Log in

Active Bid Plan Sneak Peak
No Log in Required

GET HELP
Resources for working with CDOT

- Resources & Informa
- Contact Us

Find out if your Subs are registered
No Log in Required

All Internal Users

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"

A screenshot of a search form with five sections: "Search by Business Name or DBA", "Search by Tax Identification Number", "Search by Contact Person", "Search by Contact Information", and "Search by Location". Each section has input fields and a tip. A blue arrow points from the text above to the "Search" button at the bottom. Another blue arrow points from the text above to the "Search by Tax Identification Number" field.

All Internal Users

If your company appears in the search results, close the Account Lookup window. Your company already has a vendor account. Continue to “*User within Accounts*” 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 system vendor account 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 the vendor. Click *Search>>Vendors*

The screenshot shows the vendor search interface. On the left is a navigation menu with options like Search, Reporting, Create, Tools, Settings, Help & Support, and Logoff. The main area is divided into 'Quick Search Options' and 'Search Parameters'. 'Quick Search Options' includes a search button and a date field. 'Search Parameters' has fields for Business Name/DBA (filled with 'atkins'), Contact Person, City, State/Province, and ZIP Code. To the right is the 'Advanced Search Parameters' section with dropdown menus for Ethnicity, Gender, Vendor Status, and Contractor's Registration/Prequalification. A 'Go To' link is visible at the bottom right of the search results area.

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

DBA	SAFETY COMPLIANCE SOLUTIONS				
ATKINS IN HOME CARE	DBA SWEET BASIL APOTHECARY	UPPER DARBY, PA	267-428-0019	Go To...	20509144
ATKINS INTERNATIONAL LLC	DBA THE ATKINS GROUP	SAN ANTONIO, TX	210-444-2500	Go To...	20134869
ATKINS JR., DONALD P		LANDENBERG, PA	302-239-4852	Go To...	20561806
ATKINS MATERIAL SOLUTIONS		ROCHESTER, NY	585-720-6168	Go To...	20167683
ATKINS NORTH AMERICA		FORT MYERS, FL	239-334-7275	Go To...	20070004
ATKINS NORTH AMERICA (JACKSONVILLE, FL)		JACKSONVILLE, FL	904-363-8488	Go To...	20412284
ATKINS NORTH AMERICA, INC.		TAMPA, FL	800-477-7275	Go To...	20006952
ATKINS NORTH AMERICA, INC.		TAMPA, FL	850-676-1800	Go To...	20461023

Search>Vendors>Type in Vendor number

The screenshot shows the vendor profile page for 'Atkins North America, Inc.'. The page includes contact information: Email: info@atkinsglobal.com, Phone: 800-477-7275, Fax: 352-599-3809, and Address: 4930 WEST BOYSCOUT BLVD., SUITE 700, TAMPA, FL 33607. A 'System Vendor Number: 20006952' is circled in red. Below the contact info are navigation buttons for Business Information, Vendor Profile, Users, Owners, Certifications, Contracts, and Registrations/Prequalification.

All Internal Users

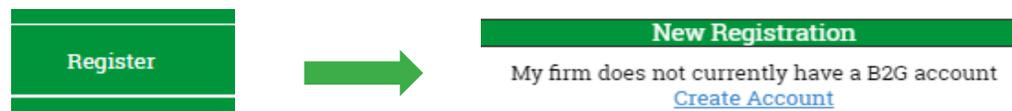
Create a New Vendor Account

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

The screenshot shows a web form titled "Section 4: Company Contact Person". The form has several fields: "Name *" (with sub-fields for "First name" and "Last name"), "Title", "Email/Username *" (containing "test@tester.com"), "Phone Number *" (with "Area" and "Ext." sub-fields), "Fax Number", "Choose password *" (with a "Strength Sufficient" indicator), "Retype password *", and "Time Zone *" (set to "US/Mountain"). A blue arrow points to the "Email/Username" field. At the bottom of the form is a "Next" button.

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

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: Note 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.

All Internal Users

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*"

SYSTEM ACCESS

Find your account information

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

Search by Business Name or DBA
Tip: Try the letters of the firm's name.

Search by Tax Identification Number
Tip: Must be 9 numbers, do not enter spaces or dashes.

Search by Contact Person
First Name
Last Name
Tip: Use the first letters. Tip: Try the first few letters.

Search by Contact Information
Email
Phone Number
Fax Number
Tip: Try part of the email.

Search by Location
Address
City
U.S. States
Canadian Provinces
Search

Reset Password

Prompted B2GNow emails from CDOT originates 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.

All Internal Users

On the left side of the *Log In* page, click "*Forgot Password*"

Enter your email address in the popup box

Click "*Submit*"

Reset Password

SYSTEM ACCESS

Find your account information

Account Lookup

Forgot Password

Enter your email address, username, or user number in the box below and we will create a one-time use password and send it to the registered email address for the account. You will be required to reset your password after login. If you do not know your username, you can [look it up](#).

Need help? Some questions may be answered by watching a tutorial video:

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

cdot.dbesystem.com says
User information not found.
Please use your username or user number.

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

CDOT Civil Rights & Business Resource Center
to me

Dear

You requested a password reset notification from the CDOT Business Management System. Your
Username:
Password: QSfR7yx (case sensitive)

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 (CRBRC Only for CDOT Personnel and Project Personnel)

In order to create a new user for project personnel (CDOT or Consultant Engineer), contact the CRBRC (303) 757-9234. Consultant and supplier/vendors 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 within the firm must approve these requests.

Request 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.

All Internal Users

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 B2GNow Vendor Account 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”

[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

Click “Submit”

I acknowledge that I have the authority to request this new user account on behalf of the organization.
Type your name:
Your support query will come from cdot@dbesys.com.com. Please ensure you are able to receive email

Add 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 popup

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.

Settings >>
Change Passw
Your Settings
General Biz In
Vendor Profile
User List
Add a User
Commodities
Commodity C
Employees
Workforce/EE

All Internal Users

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

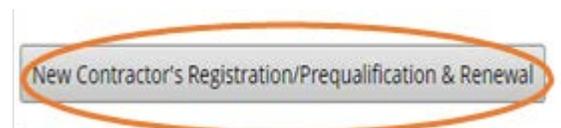
Click "View" to expand the menu

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 "Access the Registration Form"

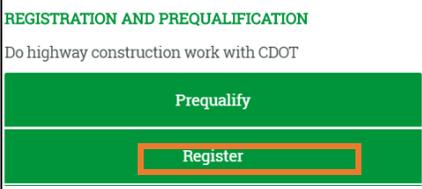
All Internal Users

Access the Registration Form

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



Log in using your email address and password with the button above
OR
Click Register, identify and select the appropriate option from the popup menu



New Registration

First time B2G access. You will need to create the firm's profile before logging in.

My firm does not currently have a B2G account
[Create Account](#)
I Forgot My Username & Password
[Lookup Account](#)

B2G accounts are nationwide. If you are unsure whether your firm has a B2G Profile, use this link and your firm's Tax ID number to check.

Renew or Update Registration

Existing Users

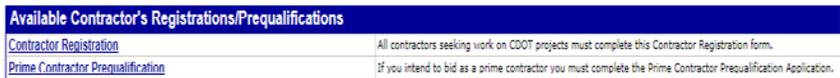
My firm is currently prequalified and I know our username and password
[Login](#)
My firm is currently prequalified and I do **not** know my username or password.
[Lookup Account](#)
My firm is not yet prequalified and I would like to start the process
[Prequalify](#)

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 Registrations/Prequalifications* menu, click "Contractor Registration" to access the registration form



Complete the Registration Form

Confirm you have entered the registration form

Click "Start Contractor's Registration/Prequalification"

All Internal Users



NOTE: Despite the title, *Start Contractors Registration/Prequalification*, the 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.

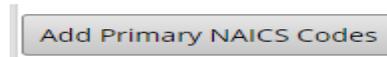
In the *Financial Information* section, select the approximate size of the firm

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 and click "*Search*"

Click "*Browse Codes*"



OR

Add NAICS codes from the list view

Click "*Add*" next to the correct code

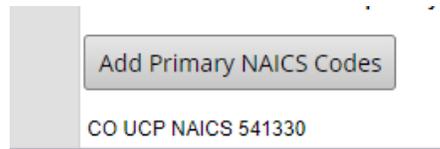
Actions	Code Type	Code	
Add	CO UCP NAICS	541330	Acoustical engineering consulting services [
Add	CO UCP NAICS	541330	Civil engineering services [Size standard: \$

Click "*OK*" in the popup menu

All Internal Users

In the top, right corner of the screen, click "Return"

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



Click "Next"

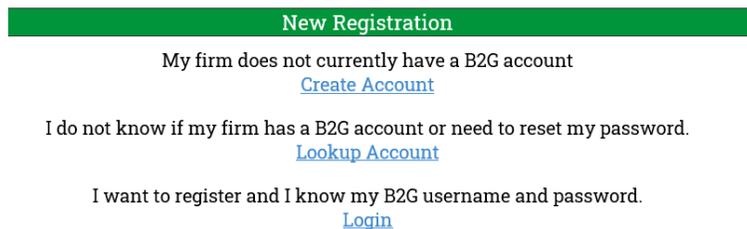
Review, check the box, and submit

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.

All Internal Users

Home Screen/Navigation Menu



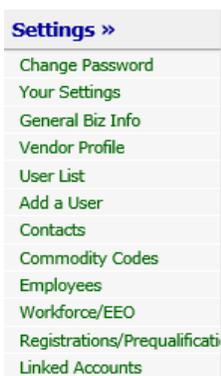
View Menu

- 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 of 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

All Internal Users

Reporting »
Recent & Favorites
Full List
View Report Output
Scheduled Reports
Saved Output
Ad Hoc Reporting
Create »
New Vendor
New Contract
New Proposal
Help & Support »
Contact Support
User Manual »
Other Help Guides »
Training Classes
Wish List
Implementation Resource Center
Module Demos
Submit Feedback
Report a Problem
System Status Board
Email Test
About B2Gnow
Logoff

Reporting, Create Menu (CDOT Only)

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

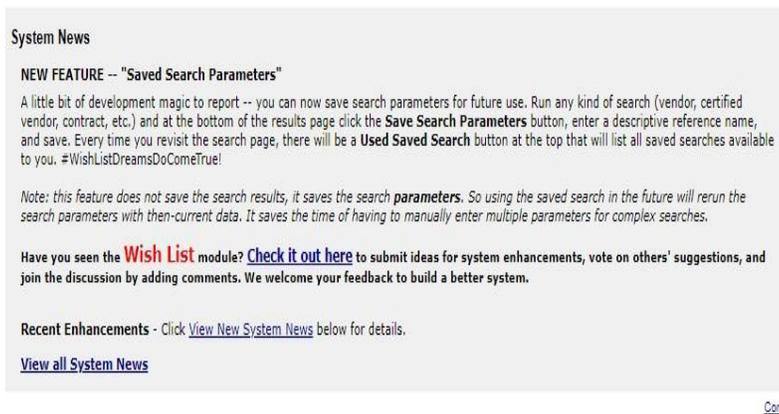
Help and Support (For the B2GNow System)

- 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



The screenshot shows a 'System News' widget with the following text:

System News

NEW FEATURE -- "Saved Search Parameters"

A little bit of development magic to report -- you can now save search parameters for future use. Run any kind of search (vendor, certified vendor, contract, etc.) and at the bottom of the results page click the **Save Search Parameters** button, enter a descriptive reference name, and save. Every time you revisit the search page, there will be a **Used Saved Search** button at the top that will list all saved searches available to you. #WishListDreamsDoComeTrue!

Note: this feature does not save the search results, it saves the search parameters. So using the saved search in the future will rerun the search parameters with then-current data. It saves the time of having to manually enter multiple parameters for complex searches.

Have you seen the **Wish List** module? [Check it out here](#) to submit ideas for system enhancements, vote on others' suggestions, and join the discussion by adding comments. We welcome your feedback to build a better system.

Recent Enhancements - Click [View New System News](#) below for details.

[View all System News](#)

[Config](#)

Remove or modify the settings of any widget by selecting "[Config](#)" immediately below and to the right of the widget

All Internal Users

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 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

Dashboard			
			Displaying records assigned to your company
Contract			
Total			3
Open			2
Closed			1
Contract Audits			
	Total	< 90 days	> 90 days
Total Audits	<u>6</u>	<u>2</u>	<u>4</u>
Incomplete Audits »	<u>4</u>	<u>2</u>	<u>2</u>
Audit Discrepancies »	<u>1</u>	<u>0</u>	<u>1</u>
Contractor's Registrations/Prequalifications			
Incomplete, Pending Submission »			<u>1</u>
Active/Accepted			<u>1</u>
Utilization Plans			
Approved »			<u>10</u>

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

	Total	> 90 days
Total Audits	1950	1701
Incomplete Audits	<u>332</u>	<u>231</u>
Discrepancies	<u>26</u>	<u>22</u>
Closeouts/Final	<u>30</u>	<u>20</u>
Past Due Audits	<u>40</u>	<u>19</u>
Sub Requests - New	<u>1</u>	<u>0</u>

Callouts:

- Required Housekeeping
- Condition of closing not met
- Talk to Region Civil Rights
- Condition of Payment not met
- Contract Related Request

Priority Flagged Contracts			
Contract #	Status & Dates	Contract Value	% Goal
<u>test001</u>	Closed 4/2017 to 4/2022	Total Payments Credit Payments	% Credit
		\$0 \$0	0.0% <u>0.0%</u>

Personalize Your System Dashboard

Click "Personalize" in the *Dashboard* in the **yellow** bar in the right corner of the *Home* screen

Click **Personalize** to get started.

Home
View »
Search »

All Internal Users

Based on the following table, select the suggested modules most relevant to your position

Department	Team/Role	Suggested Modules for Dashboard
Headquarters	Certifications	Certifications, Certification Applications
	Civil Rights Compliance	Contracts, Contract Audits, Contracts Summary, Utilization Plans
	Contracts	Vendors
	Engineering or Specialty Units	Priority Flagged Contracts
Region	Region Management (RTD, RCRM, Program Engineer/Managers)	Favorite Reports, Contract/Concessions Summary (For Organization), Contract Summary, (For Organization), Contract Audits (For Organization)
	Region Civil Rights Office	Contract/Concessions Summary (For User), Contract Summary (For User), Contract Audits (For User)
	Resident Engineers	Contract/Concessions Summary (For User), Contract Summary (For User), Contract Audits (For User)
	CDOT Project Personnel	Priority Flagged Contracts, Contract Audits (For User)

Click "Add to Dashboard" at the bottom

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

The screenshot shows a yellow header bar with a triangle icon and the text "Key Actions". Below the header are several items:

- A blue box with the number "1" and the text "Contractor's Registrations/Prequalifications pending". A callout box points to this item with the text: "Highlights incomplete CDOT certification applications or registration forms".
- A blue link "Start/Renew Contractor's Registration/Prequalification" with a sub-link "Renew/Apply for Certification" and "Take a Training Class" below it. A callout box points to this link with the text: "Start a CDOT Certification application, annual update, or work code change request".
- A blue link "Register to do business with CDOT, or prequalify as a prime contractor". A callout box points to this link with the text: "Register to do business with CDOT, or prequalify as a prime contractor".

All Internal Users

Locate Contracts

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



Enter 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

<u>Contract Number</u>	
<u>000010</u>	<u>R1 Test</u>

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

<u>Contract Number</u>	
<u>000010</u>	<u>R1 Test</u>

All Internal Users

Search a Specific Contract

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

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

Contract Number	
000010	R1 Test

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 Contract"

Status: Closed
Current Award: \$0
Goal: 0.00%
Total Paid: \$0
% Credit: 0.00%
For Credit: \$0

[Add to Dashboard as Priority Flagged Contract](#) [Refresh Page](#)

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"

Priority Flagged Contracts
Contract #
test001

Navigate Contract Tabs

Contract Management

Main	View	Settings	Subs	Docs	Change Orders & Task Orders	Alerts	Comments	Messages	Closeout
Compliance Audit List	Compliance Audit Summary	Compliance Audit FY	Master Audit Summary	Reviews	Site Visits	Reports			
321999999: PS - Master Contract Demo Prime: CDOT Prime Test 1 11/1/2018 - 11/1/2020									

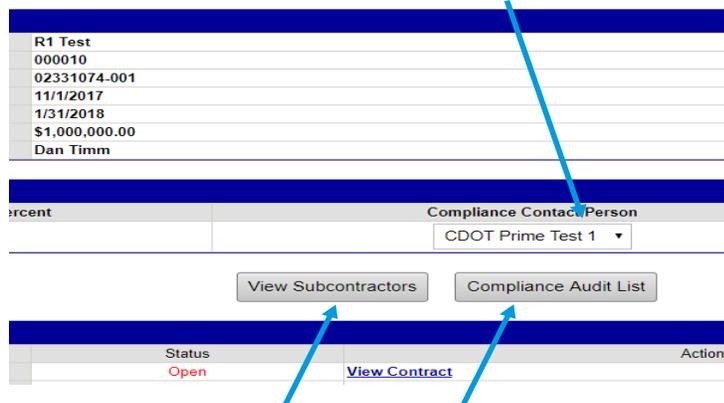
All Internal Users

Main Tab

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

You can change the contact person in the Compliance Contact Person menu

There are quick links to *View Subcontractors* or *Compliance Audit List*



Subs 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 supplier/vendors will be added to a specific task order. Additional firms added will include attachments of the PCW/LOI documentation. See "Add Subs".

The screenshot shows a table of subcontractors with the following columns: Sub tier Home Name, Certified, Current Award, Type, Inc. in Goal, Compliance Audit, and Final Pmnt. Two rows are shown: 'CDOT Sub Test 1' and 'CDOT Sub Test 2'. Callouts explain the following headers: 'Subcontract Amount' (Current Award), 'If any DBE, Yes' (Inc. in Goal), 'DBE or ESB' (Certified), 'Sub or Supplier/Vendor' (Type), 'Included in Compliance Audit All Subs must be included' (Compliance Audit), and 'Final work completed' (Final Pmnt).

	Sub tier Home Name	Certified	Current Award	Type	Inc. in Goal	Compliance Audit	Final Pmnt
1	CDOT Sub Test 1	No	\$100,000	Sub	No	✓	No
2	CDOT Sub Test 2	No	\$10,000	Sub	No	✓	No

Docs Tab

View and/or upload all pertinent documents



All Internal Users

If you do not have access to a *Docs tab*, attach documents through *Attach File*

Click "*Add Document*" to upload documents.

Subcontractor Documents		
View (PDF, 187.64 KB)		ATZ Construction Services (more)
View (PDF, 773.99 KB)		Your Way Safety and Sign Supply, Inc. (more)
View (PDF, 203.03 KB)		Cruz Construction, Inc. (more)

Change Orders and Task Orders Tab (CDOT Only)

Record modifications to the contract value or end date, track connected task orders and enter new contracts

Change approved DBE goal or commitments from reevaluations on NPS contracts or approved modifications

Comments Tab

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

Enter comment information and parameters. Click **Save Comment** to complete the process.

Comment Type *

Standard Comment

Comment with Due Date: (mm/dd/yyyy)

Add alert for this comment.

Closeout Tab (Civil Rights Only)

Verify and record information required to close contract

The *Close Date* refers to the date the B2GNow contract is closed. See "*Final Payment Date vs Close Date*" for clarification. Once the contract is closed in system, it cannot be reversed.

Close Contract	
Contract Status	Open
Close Date *	<input type="text"/> (mm/dd/yyyy)

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

All Internal Users

Compliance Audit List			
Audit Period	Ending Prime Report		Paid to Prime
April 2018	Incomplete		Pending
March 2018	Incomplete		Pending
February 2018	Incomplete		Pending
January 2018	Incomplete		Pending
December 2017	Incomplete		\$700,000.00
November 2017	Incomplete		\$300,000.00

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

participation on the task order, view the task order

contracts, to view

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

Click 'My Contracts' under the 'View' tab

Actions	Contract Number & Title	Contracting Organization	Prime Contact	Status	Dates	Award Amount	Paid Amount
View	1234- 1234 Rockfall Mitigation	Colorado Department of Transportation	CDOT Tester (change)	1 Incomplete audit	5/20/2016 to 5/20/2018	\$4,000,000	\$500,000
View	1234 T/O1: 1234 Rockfall Mitigation	Colorado Department of Transportation	CDOT Tester (change)		5/20/2016 to 5/20/2018	\$1,000,000	\$0
View	4567- 4567 Mitigation: 4567 Rockfall Mitigation	Colorado Department of Transportation	CDOT Tester (change)		5/17/2016 to 5/17/2018	\$1,000,000	\$0
View	5555-test: CDOT Test Contract JL - 55999	Colorado Department of Transportation	CDOT Tester (change)		7/1/2016 to 5/2/2017	\$5,000,000	\$0
View	67890-test: CDOT Test JL -001	Colorado Department of Transportation	CDOT Tester (change)	1 Incomplete audit	7/1/2016 to 7/31/2017	\$2,000,000	\$0
View	16H4TN400045: 125 Rockfall Mitigation	Colorado Department of Transportation	CDOT Tester (change)		7/1/2016 to 7/1/2021	\$1,000,000	\$0

Number of contracts as prime: 6 \$14,000,000 \$500,000

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

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

Compliance Audit Summary

Colorado Department of Transportation
84098423: Test contract
Prime: CDOT Test Vendor R

	Current Award	Award Percent	Payments
Prime Contract	\$5,000,000.00		\$0.00
For Credit to DBE Goal	\$500,000.00	10.000%	\$0.00
For Credit to SDB Goal	\$300,000.00	6.000%	\$0.00
For Credit to ESB - Target Goal	\$0.00	0.000%	\$0.00
For Credit Progress	\$0.00	0.000%	\$0.00

Prime Contractor - Total Contract

All Internal Users

Click 'My Contracts' under the 'View' tab

Contract Management

Contract Main | View Contract | Subcontractors | Compliance Audit | **Compliance Audit Summary** | Messages | Comments | Reports

Colorado Department of Transportation
1234 T/O1: 1234 Rockfall Mitigation
Title: CDOT Sub Test 1

Status: Open
5/20/2016 - 5/20/2018
Current Value: \$1,000,000

Contract Information

Contract Title	1234 Rockfall Mitigation
Contract Number	1234 T/O1
System Transaction Number	01723664-001
Start Date	5/20/2016
(Projected) End Date	5/20/2018
Contract Value	\$1,000,000.00
Compliance Officer	Megan McAllister
Master Contract Number	1234

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

User Assignment

Contract Type	Subcontract Percent	Compliance Contact Person	Compliance Audit Required
Phone	-	CDOT Tester	<input checked="" type="checkbox"/>

View Subcontractors | Compliance Audit List

Contract Status & Actions

Contract	Status	View Contract	Actions	Previous Transactions
Contract	Open	View Contract		None
Contract Change Orders				None
Contract Extensions/Shortenings				None

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.

Current Award	Award Percent	Payments	Payments Percent	Difference (Payments - Award)
\$1,000,000.00		\$1,000,000.00		
\$0.00	0.000%	\$0.00	0.000%	Goal matched
\$0.00	0.000%	\$0.00	0.000%	Goal matched
\$0.00	0.000%	\$0.00	0.000%	Goal matched

100%

Progress tracking

Total Contract Amount: \$1,000,000.00

Overall small business goal: 0.000%

Dollar amount paid to date: \$0.00

Amount paid to for credit DBEs to date: \$0.00

DBE payments based on contract award: \$0.00

DBE goal: 0.000%

All Internal Users

Master Contract Audit Summary for NPS Contract Participation

The screenshot displays the 'Master Contract Audit Summary' for NPS Contract Participation. It includes a navigation menu at the top, a summary table for the entire master contract, a progress bar, a table for the prime contractor (Felsburg Holt & Ullevig), and a table for subcontractors. Callouts provide context for various data points:

- Composite DBE goal over all T/Os**: Points to the 'Current Award' value of \$1,006,741.57.
- Composite goal over all T/Os. (Includes T/Os with ESB goals.)**: Points to the 'Award Percent' of 1.994%.
- Total Encumbrance to date for all executed T/Os**: Points to the 'Current Award' value.
- Overall Master Contract goal**: Points to the 'Payments' value of \$226,591.86.
- Total Payments made to prime against total encumbrance to date**: Points to the 'Payments' value.
- Old Spec or New Spec with Audits?**: Points to the 'Status: Open/New Spec - With Audits' field.
- Progress toward completion based on payments & encumbrance**: Points to the progress bar showing 23% completion.
- Progress toward composite small business goal based on payments**: Points to the progress bar showing 54% completion.
- Total Payments (\$ and %) made to DBEs against total encumbrance to date**: Points to the 'Payments' value of \$10,900.00 (4.810%).
- Sub participation types.***: Points to the 'Type' column in the subcontractors table.
- Certification status for each sub on contract.***: Points to the 'Cert' column in the subcontractors table.
- For credit Status for each sub on contract.***: Points to the 'Inc. in Goal' column in the subcontractors table.
- Contracted % for each sub on contract.***: Points to the 'Contracted Percent' column in the subcontractors table.
- Amount and Percent paid to each sub on contract.***: Points to the 'Paid Percent' and 'Paid Amount' columns in the subcontractors table.

Prime Contractor Table:

	Current Award	Award Percent	Payments	Payments Percent	Difference (Payments - Award)
Prime Contract	\$1,006,741.57	1.994%	\$226,591.86	4.810%	
For Credit	\$20,093.71	1.994%	\$10,900.00	4.810%	2.814% above goal
For Credit to DBE Goal	\$20,093.71	1.994%	\$10,900.00	4.810%	2.814% above goal
For Credit to ESB Goal	\$0.00	0.000%	\$0.00	0.000%	Goal matched

Subcontractors - Entire Master Contract Table:

Subcontractor	Cert	Type	Inc. in Goal	Contracted Percent	Paid Percent	Paid Amount
All Traffic Data Services Inc.	Yes	Sub	No	0.000%	0.000%	\$0.00
All Traffic Data Services Inc.	Yes	Sub	No	0.000%	0.000%	\$0.00
All Traffic Data Services Inc.	Yes	Sub	DBE	1.738%	5.825%	\$13,200.00
CDM Smith Inc.	Yes	Sub	No	0.000%	0.000%	\$0.00
Claxton Engineering, Inc.	Yes	Sub	No	0.000%	0.000%	\$0.00
DEISys Roadway Safety Systems, LLC	Yes	Sub	No	0.000%	0.000%	\$0.00
Diversified Underground, Inc.	Yes	Sub	DBE	0.256%	0.000%	\$0.00
Farnsworth Group Inc	Yes	Sub	No	0.000%	0.000%	\$0.00
Hg Consult, Inc.	Yes	Sub	No	6.204%	0.000%	\$0.00
Kritek, LLC	Yes	Sub	No	0.000%	0.000%	\$0.00
Hartinez Associates, Inc.	Yes	Sub	No	0.000%	0.000%	\$0.00
Petroleum Field Services, LLC	Yes	Sub	No	0.000%	0.000%	\$0.00
Startec Consulting Services, Inc	Yes	Sub	No	0.000%	0.000%	\$0.00
Sustainable Traffic Solutions Inc.	Yes	Sub	No	0.000%	0.000%	\$0.00
Yeh and Associates	Yes	Sub	No	0.000%	0.000%	\$0.00

Footnote: *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

CDOT has access to reports that can help with accumulating information. Consultants, suppliers/vendors do not have access to as many reports that CDOT may have.

Attach Documents

External users will need to attach pertinent documents through the "Attach File" button. CDOT users can use the Docs Tab.

DBE Primes

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

All Internal Users

toward the goal. If you are a DBE Prime, you may choose "DBE Prime - Self Performing Prime Contractor" in the *Type of Participation* field.

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%).

	Current Award	Award Percent
Prime Contract	\$1,000,000.00	
For Credit - Prime + Subs (1 sub)	\$100,000.00	10.000%
For Credit - Prime	\$700,000.00	70.000%
For Credit - Subs	\$300,000.00	30.000%

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

Count Towards Certified Goal *

Yes - Payments to this subcontractor count towards the DBE Goal (Credit Type: Race Neutral)

 No

11/3/2018 - 11/3/2020

Goal: 10.000% Total For C
% Credit: 0.00%

Compliance Audit Summary - Entire Master Contract					
	Current Award	Award Percent	Payments	Payments Percent	Difference (Payments - Award)
Prime Contract	\$1,000,000.00		\$0,000.00		
For Credit	\$50,000.00	5.000%	\$7,500.00	8.824%	3.824% above goal
For Credit to DBE Goal (1 sub)	\$50,000.00	5.000%	\$7,500.00	8.824%	3.824% above goal
Contract Progress				9%	
For Credit Progress				15%	

Award values may not match due to differences between overall contract goal and subcontractor assignments.

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

All Internal Users

Choose the correct credit type of Race Conscious or Race Neutral

This setting is used only to set the default status on future all or specific existing payments, access the payment his

Yes - Payments to this contractor count towards the

Goal Type:

Credit Type:

No

View your subs DBE credit type in the *Inc. in Goal* section

Type	Inc. in Goal	Compliance Audit
Sub	No	No
Sub 50%	DBE	<input checked="" type="checkbox"/>
Sub	No	<input checked="" type="checkbox"/>
Sub 100%	DBE	<input checked="" type="checkbox"/>
Sub	No	<input checked="" type="checkbox"/>
Sub 100%	DBE	<input checked="" type="checkbox"/>
Sub 100%	DBE	<input checked="" type="checkbox"/>
Sub	No	<input checked="" type="checkbox"/>
Reg. Dealer	No	<input checked="" type="checkbox"/>
Reg. Dealer	No	<input checked="" type="checkbox"/>

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"

Work Codes * *Currently assigned work codes:*
No Codes Assigned

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

CDOT Line Items ▼

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

208-00051 Storm Drain Inlet

Click "Add" next to the line item code you are seeking

Actions	Code Type	Code	Code Description
Add	CDOT Line Items	208-00051	Storm Drain Inlet (Level I)

Click "OK" in the popup box

All Internal Users

Once you are finished adding item codes to the sub record, click "Return" on the upper right side

[Contract Main](#) [View Contract](#) [Subcontractors](#) [Compliance Audit List](#) [Compliance Audit Summary](#) [Messages](#) [Comments](#) [Reports](#)

Colorado Department of Transportation
00000: Demo
Prime: CDOT Prime Test 1

Status: Open
6/18/2016 - 12/30/2025
Current Value: \$1,000,000

All subcontractors assigned to this contract are listed below.

[Refresh Page](#)

Subcontractor List							
Subcontractor Name	Certified	Current Award	Type	Inc. in Goal	Compliance Audit	Final Pmnt	Actions
1 CDOT Sub Test 3	No	\$10,000	Reg. Dealer	No	✓	No	Add Tier 2 Sub Substitute Sub Remove Sub

[Add First Tier Subcontractor](#)

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

Currently assigned work codes:

❗ CDOT Line 541330 Storm Drain Inlet [\(Remove\)](#)
208

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 (Primes and Civil Rights Only)

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.

All Internal Users



Vendor Information

Vendor * [Get Vendor](#) from vendor database

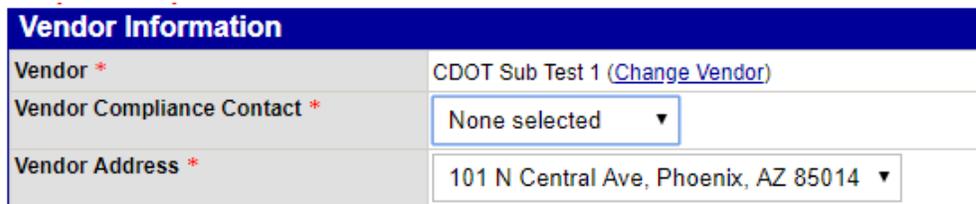
Click "Select Vendor" on the right side of the screen for the appropriate firm. Confirm your vendor number if that is not how you searched.

Business Name	Phone Number	Location	Actions
CDOT SUB TEST 1	602-325-8946	PHOENIX, AZ	Select Vendor

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



Vendor Information

Vendor * CDOT Sub Test 1 ([Change Vendor](#))

Vendor Compliance Contact * None selected ▼

Vendor Address * 101 N Central Ave, Phoenix, AZ 85014 ▼

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

All Internal Users

Applicable Vendor Certifications

Type	Organization
DBE	Colorado Department of Transportation

Subcontract Information

Subcontractor Tier * [Tier 1] Subcontractor to CDOT Prime Test 1 [Prime Contractor]
 Current Prime Contract Amount \$1,000,000.00
 Subcontract Percent/Amount *
 By Amount: \$
 By Percent: %
Enter the full amount/percent of the subcontract or the percent relative to the total contract value (\$1,000,000 amount/percent of subcontracts awarded by this subcontractor.

Include in Compliance Audits? *
 Yes - subcontractor is active and should be included in the periodic compliance audits of the contract.
 No - subcontractor is inactive.

Count Towards Certified Goal *
 Yes - Payments to this subcontractor count towards the Goal
 No

Type of Participation *
 Subcontractor/Subconsultant
 Supplier - Manufacturer
 Supplier - Regular Dealer
 Supplier - Packager, Broker, Distrib., Wholesaler, Manuf. Rep.
 Joint Venture
 Fees & Commission Broker
 Trucking & Hauling
 Trucking & Hauling Brokerage

Work Description *
 Work Codes
Currently assigned work codes:
 No Codes Assigned
The work codes below are from recognized certifications for this firm. Select one or more work codes that match the work this firm will be performing for this assignment and click **Assign Selected Work Codes** to add to this record. [Click here](#) to refresh the list if the assigned vendor or for credit status has been changed.

- CO UCP NAICS 541330 Acoustical engineering consulting services
- CO UCP NAICS 541330 Civil engineering services
- CO UCP NAICS 541330 Construction engineering services
- CO UCP NAICS 541330 Electrical engineering services
- CO UCP NAICS 541330 Environmental engineering services
- CO UCP NAICS 541330 Erosion control engineering services

Assign Selected Work Codes Add Other Work Codes

Subcontract Award/Commit Date * (mm/dd/yyyy)
 Estimated Work Start Date * (mm/dd/yyyy)
 Estimated Work End Date (mm/dd/yyyy)

Prepaid amount? *
 Yes - add this subcontractor to all audits going back to the period of 2018
 No - Subcontractor's first audit will be the next one.
 Payments Already Made: \$

Reference Identifier
Use this field to uniquely identify this subcontractor if the firm is listed on the contract two or more times. This identifier will be displayed on the vendor list for quick identification of each instance of a firm's participation on the contract.

Attach File(s)
 Comments *

Annotations:

- Indicates current certifications recognized by CDOT (DBE/ESB)
- Select by amount Enter dollar amount of subcontract
- Should be Yes UNLESS sub was fully prepaid
- If DBE sub, Yes If not DBE, No
- Is firm a sub, supplier/vendor, or trucker
- Plain English description of firm's work on project
- Assign all line items related to firm's work
- 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.

All Internal Users

Count Towards Certified Goal *

Yes - Payments to this subcontractor count towards the DBE Goal (Credit Type:)
 No

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 prepopulate.

At the bottom, click *"Review"*

Click *"Save"* on the next screen to submit

Add Lower Tier Subs (Primes, 1st and Middle Tier Subs, Civil Rights Only)

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 Subcontractor's tab, click *"Add Tier # Sub"*

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

Colorado Department of Transportation
00000: Demo
Prime: CDOT Prime Test 1

Status: Open
6/18/2016 - 12/30/2025
Current Value: \$1,000,000

All subcontractors assigned to this contract are listed below. [Refresh Page](#)

Subcontractor Name	Certified	Current Award	Type	Inc. in Goal	Compliance Audit	Final Pmet	Actions
1 CDOT Sub Test 3	No	\$10,000	Reg. Dealer	No	✓	No	Add Tier 2 Sub Substitute Sub Remove Sub

Repeat steps in *"Add 1st Tiers Subs"*

Add Suppliers/Vendors (Consultants and Civil Rights Only)

The example is an added supplier/vendor for a sub

Subcontractor: Rocky Mountain Signing Company, Inc

2nd tier: Trojan Labor

1 Rocky Mountain Signing Company, Inc. Julie Hurley julie.hurley@team-rms.com P 303-840-9877, F 303-840-3157	Info Payments Profile Email	✓	Sub 100%	DBE	7.17% 10.41%	\$210,000 \$299,614	\$299,614
2 Trojan Labor, Inc. Britany Nelson bnelson@trojanlabor.com P 303-934-1251	Info Payments Profile Email	No	Sub 100%	DBE	0.34% 0.35%	\$10,000 \$10,000	\$10,000

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

Count Towards Certified Goal *

Yes - Payments to this subcontractor count towards the DBE Goal (Credit Type:)
 No

All Internal Users

This will allow all of the payments to be reported towards the goal

DBE Firms Using NonDBE Supplier/Vendors

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

Ensuring DBE Credit is Given for NonDBE Supplier/Vendors Who Are a Sub to a DBE That is Performing Work (Civil Rights Only)

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

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

Contract #	Status & Dates	Contract Value Total Payments Credit Payments	% Goal % Credit
21430.30.20	Open 11/2017 to 11/2022	\$752,800,532 \$0 \$7,532,600	12.5% 0.0%
21430.30.10	Open 11/2017 to 11/2022	\$48,000,000 \$0 \$3,388,498	11.6% 0.0%
21430.30.30	Open 11/2017 to 11/2022	\$12,563,041 \$0 \$0	0.0% 0.0%

Click the *Subs* tab

Contract Management: Subcontractor List

Main	View	Settings	Subs	Docs	Change Orders & Task Orders	Alerts	Comments	Messages	Closeout
Compliance Audit List Compliance Audit Summary Compliance Audit FY Reviews Site Visits Reports									
21430.30.20: Central 70 - Construction Work									

Locate DBE firm who has nonDBE supplier/manufacturer subs

2	Spartan Reinforcing, LLC	Yes	<input checked="" type="checkbox"/>	\$14,393,865 \$15,161,861	Sub 100%	<input checked="" type="checkbox"/>	DBE
3	ABC Coating Company, Inc	No	No	\$4,617,526 \$4,617,526	Manufacturer	<input type="checkbox"/>	No DBE
3	Brace Steel Components	No	No	\$1,049,506 \$1,049,506	Manufacturer	<input type="checkbox"/>	No DBE
3	Dalco Industries	No	No	\$524,753 \$524,753	Manufacturer	<input type="checkbox"/>	No DBE
3	FABco LLC	No	No	\$3,673,270 \$3,673,270	Manufacturer	<input type="checkbox"/>	No DBE

Select the nonDBE sub by clicking "Edit"

3	ABC Coating Company, Inc	No	No	\$4,617,526 \$4,617,526	Manufacturer	No DBE	<input checked="" type="checkbox"/>	No	View Edit More...
---	--------------------------	----	--------------------	----------------------------	--------------	--------	-------------------------------------	----	-----------------------------------

Confirm the percent of payments to be counted is 100%

In settings, *Count Toward Certified Goal* should be marked *No*

All Internal Users

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"

ABC Coating Company, Inc	No	No	\$4,617,526	Manufacturer	No	DBE	✓	No	View Edit More...
--------------------------	----	----	-------------	--------------	----	-----	---	----	-----------------------------------

Click "Payments"

- [Award Letter](#)
- [Info Letter](#)
- [Payments](#)
- [View Profile](#)
- [Deactivate](#)
- [Delete](#)
- [Copy](#)

Click "All Yes" under *Inc in Goal* column

Contract Payment Details			
Time Period	Amount Paid	Confirmed	Inc. in Goal All Yes All No
Starting Amount as of 1/31/2019	\$0.00	*	No (change)
December 2017		Not included in audit	

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

All Internal Users

Contract Management: Payment History for Subcontractor Help & Tools

Main | View | Settings | Subs | Docs | Change Orders & Task Orders | Alerts | Comments | Messages | Closeout | Compliance Audit List | Compliance Audit Summary | Compliance Audit FY | Reviews | Site Visits | Reports

C19487: 19487 - SH40 COLFAX RESURFACING I-70 T
 Prime: ABC Construction Co, LLC
 5/9/2017 - 5/9/2022

Status: Open
 Current Award: \$2,926,620.50
 Total Paid: \$2,876,891.00
 % Credit: 98.00%
 For Credit: \$566,103

Contractor Information		Contract Payment Summary	
Business Name	TROIAN Labor, Inc.	Contract Value	\$2,926,620.50
Vendor Type	Subcontractor	Total Payments to Prime	\$2,876,890.83
System Vendor Number	20448012	Subcontract Award	\$10,000.00 0.341%
Vendor Contact	Brittany Melton	Total Payments	\$10,000.00 0.348%
Phone	303.934.4251	% Counted (by type)	100.00%
Fax		Count Towards Goal	\$10,000.00 0.348%
Email	bmelton@troianlabor.com	Final Payment Made	No
Address	1591 N. Chambers Rd. Unit A Aurora, CO 80011		

Contract Payment Details						
Time Period	Amount Paid	Confirmed	Inc. in Goal	Prime Response	Sub Response	
Starting Amount as of 7/31/2017	\$0.00		Inc. in Goal Add to audit	Edit		
May 2017		Not included in audit		Add to audit		
June 2017		Not included in audit		Add to audit		
July 2017		Not included in audit		Add to audit		
August 2017	\$0.00	Confirmed	No (change)	View Edit	View Edit	
September 2017		Not included in audit		Add to audit		
October 2017	\$10,000.00	Confirmed	No (change)	View Edit	View Edit	
November 2017	\$0.00	Confirmed	No (change)	View Edit	View Edit	
December 2017	\$0.00	Confirmed	No (change)	View Edit	View Edit	
January 2018	\$0.00	Not Yet	No (change)	View Edit	Edit	
February 2018	\$0.00	Not Yet	No (change)	View Edit	Edit	
March 2018	\$0.00	Not Yet	No (change)	View Edit	Edit	
April 2018		Not Reported	No (change)	Edit		
May 2018		Not Reported	No (change)	Edit		
Final Amount Adjustment/Paid Retainage	\$0.00		No (change)	Edit		

After reporting has been completed, go back and change the *No* to *Not Yet* so that future payments are counted until the end of the contract

This will need to be done for every reporting period

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 may request a support ticket through the B2GNow system.

Substitution Requests (Any Tier) (Primes and Civil Rights Only)

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

Subcontract Information										
Subcontractor Tier *	Subcontracts to - [Tier 2] Spartan Reinforcing, LLC									
Reference Identifier										
Contracted Percent & Amount *	<table border="0"> <tr> <td></td> <td>Current</td> <td>Original Award</td> </tr> <tr> <td><input checked="" type="radio"/> By Amount:</td> <td>\$ 4,617,526.09</td> <td>\$ 4,617,526.09</td> </tr> <tr> <td><input type="radio"/> By Percent:</td> <td>0.61337976 %</td> <td>0.61337976 %</td> </tr> </table> <p>Enter the full amount/percent of the subcontract or the percent relative to the total contract value subcontracts awarded by this subcontractor.</p>		Current	Original Award	<input checked="" type="radio"/> By Amount:	\$ 4,617,526.09	\$ 4,617,526.09	<input type="radio"/> By Percent:	0.61337976 %	0.61337976 %
	Current	Original Award								
<input checked="" type="radio"/> By Amount:	\$ 4,617,526.09	\$ 4,617,526.09								
<input type="radio"/> By Percent:	0.61337976 %	0.61337976 %								
Type of Participation *	Supplier - Manufacturer Percent of payments to be counted: 100.00 %									

From the *Subcontractors* tab, click "*Substitute Sub*"

Subcontractor List								
	Subcontractor Name	Certified	Current Award	Type	Inc. in Goal	Compliance Audit	Final Pmnt	Actions
1	CDOT Sub Test 3	No	\$10,000	Reg. Dealer	No		No	Substitute Sub

All Internal Users

Complete the Substitution Information section

Attach the Professional Services DBE Participation Plan Modification Request form or Task Order Request documents

Substitution Information

Select reason and enter details for the substitution. Then identify the new firm that will be providing this work, settings will be carried over; review and update all information as needed before submitting.

Subcontractor to be Substituted: CDOT Sub Test 1

Reason for Substitution: None selected

Substitution Detail:

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 Subs Requests (Any Tier) (Primes and Civil Rights Only)

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

If the firm being removed is a committed DBE sub, a Professional Services DBE Participation Plan Modification Request Form is a required attachment

From the *Subcontractors* tab, click "Remove Sub"

Subcontractor Name	Certified	Current Award	Type	Inc. in Goal	Compliance Audit	Final Pmnt	Actions
1 CDOT Sub Test 3	No	\$10,000	Reg. Dealer	No	✓	No	Add Tier 2 Sub Remove Sub

Complete the *Removal Information* section

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

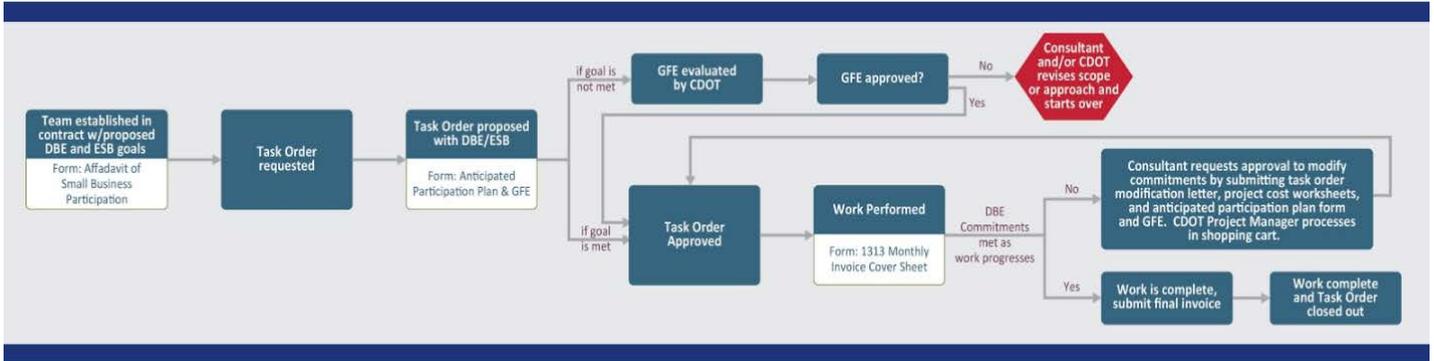
Lower tier firms will request removals through their prime

The request will be prompted to CDOT for approval

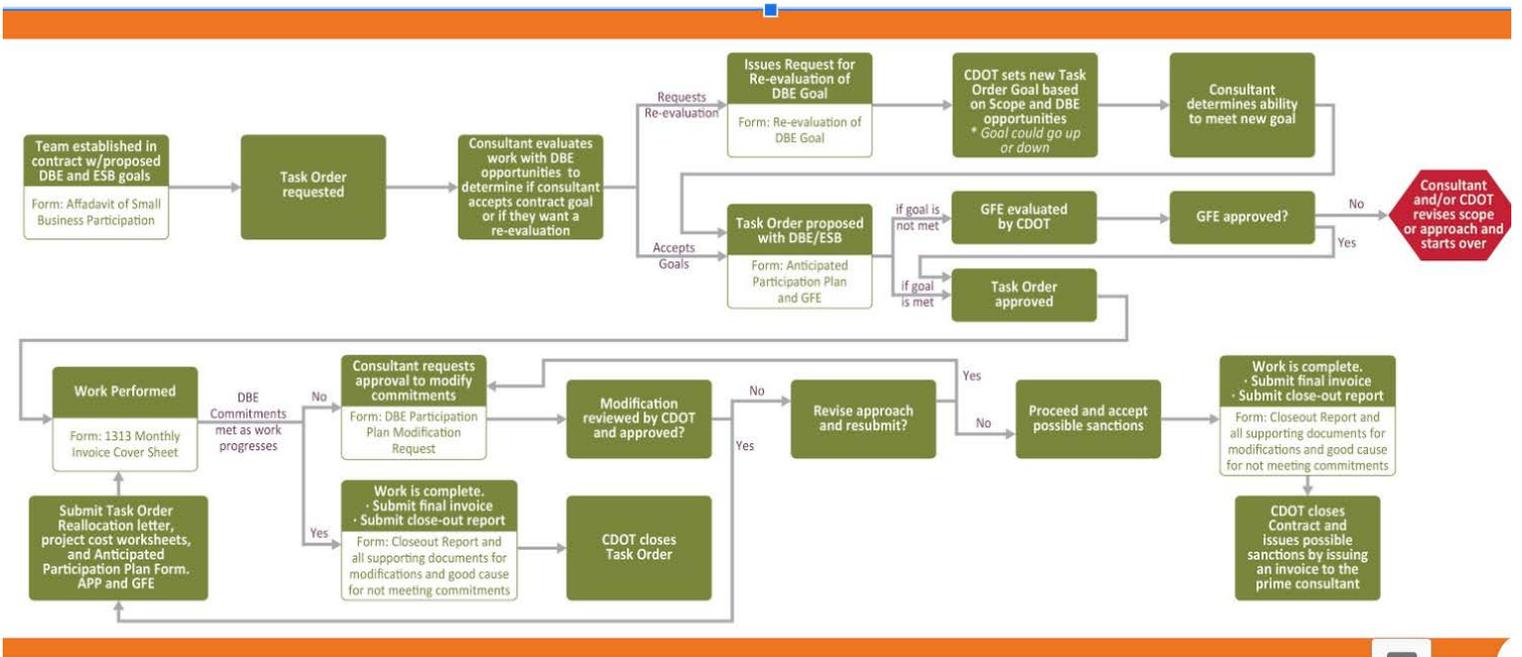
All Internal Users

Non Project Specific Process Flowchart

Contracts Awarded Prior to 12/31/2019



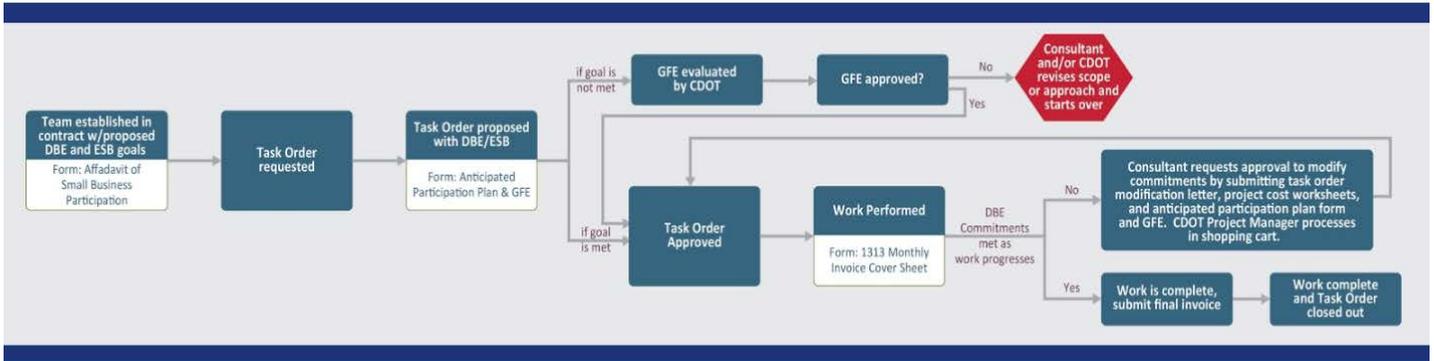
Contracts Awarded After 1/1/2020



All Internal Users

Project Specific Process Flowchart

Contracts Awarded Prior to 12/31/2019

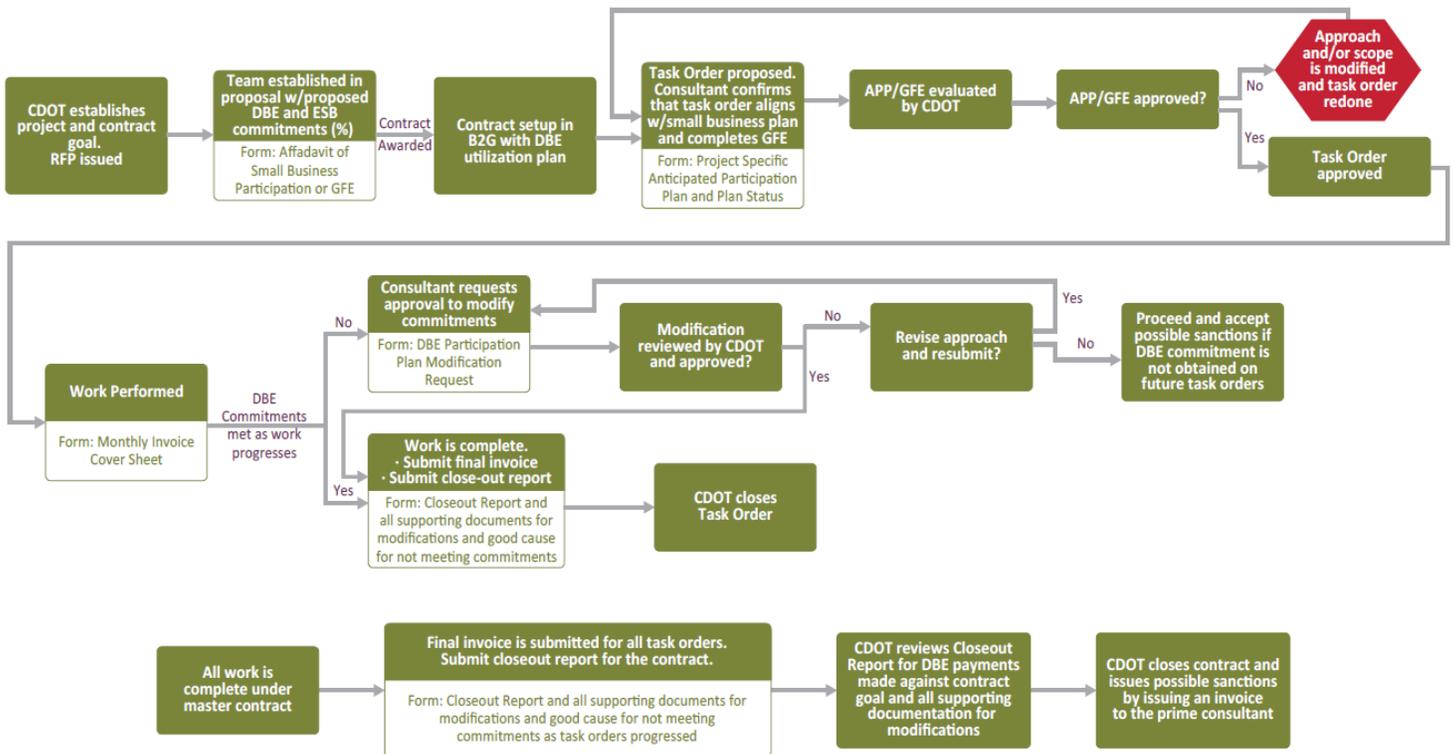


Contracts Awarded After 1/1/2020

Project Specific Task Order Contracts DBE Process

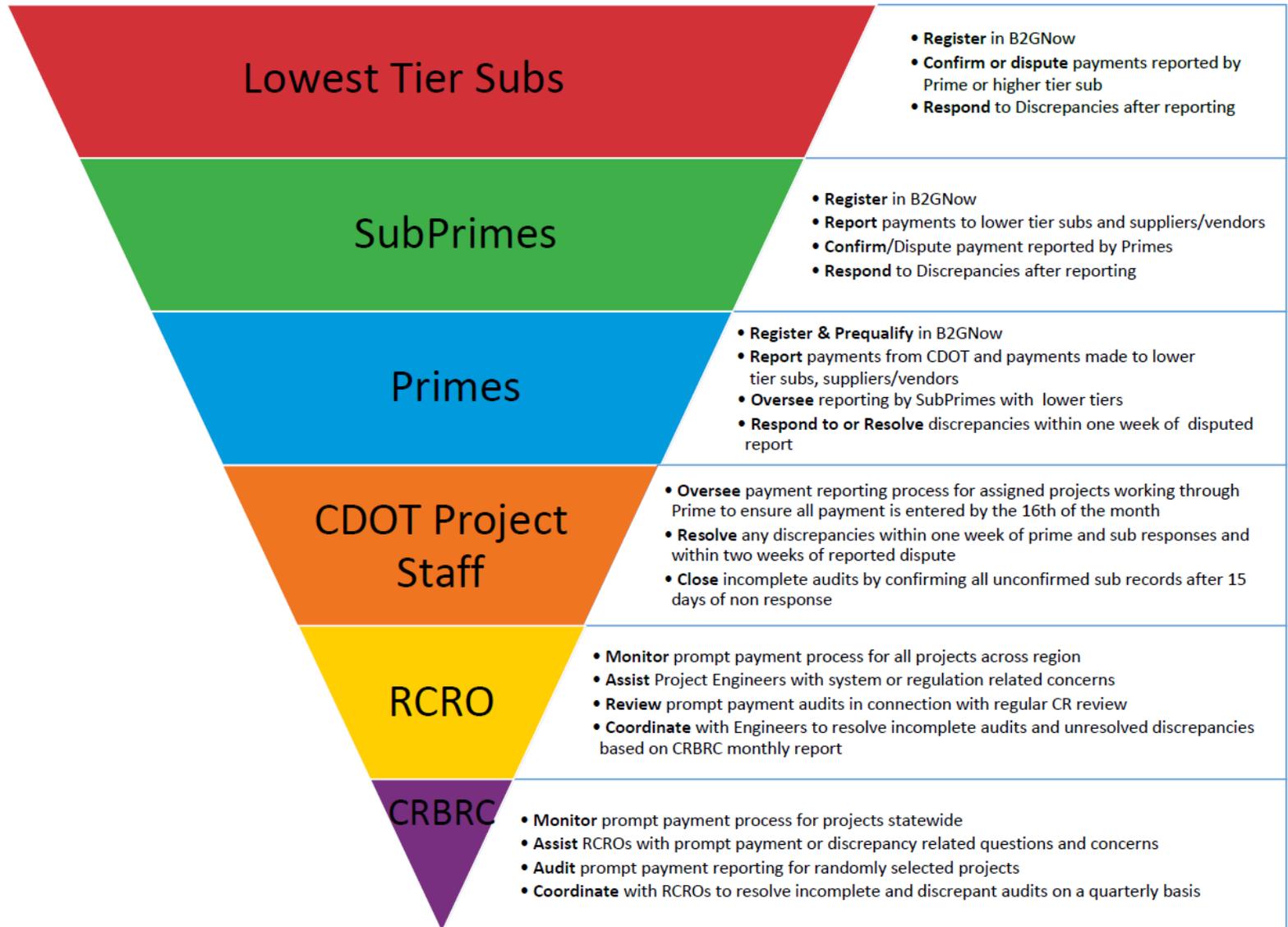


September 2020



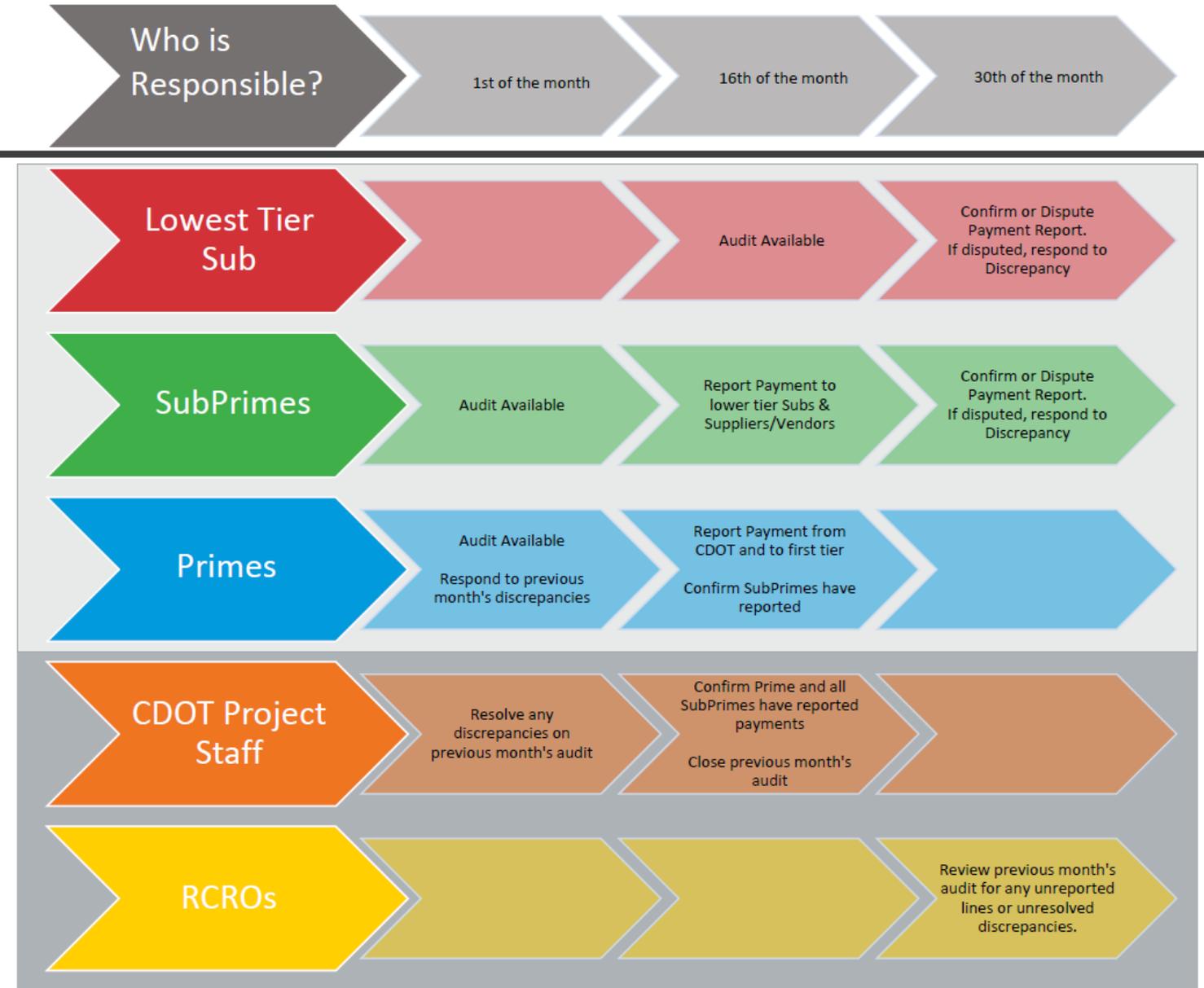
All Internal Users

Prompt Payment Audits



All Internal Users

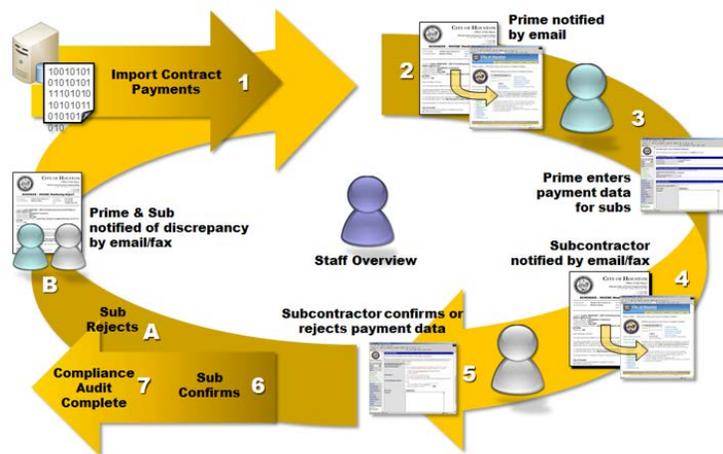
Who is Responsible?



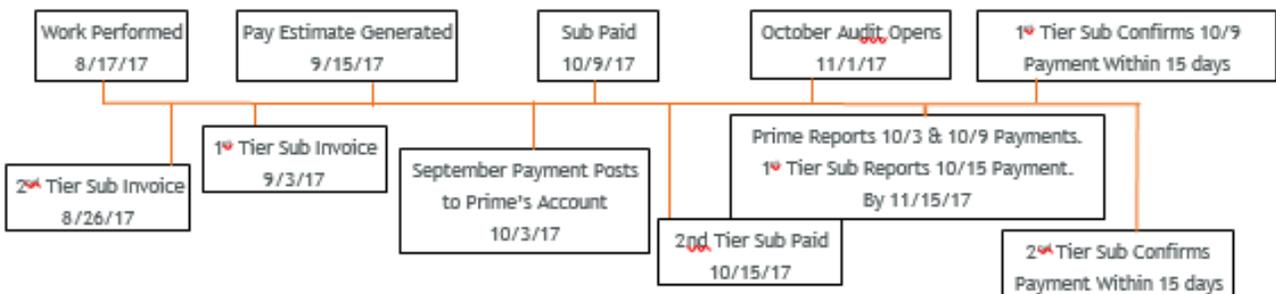
All Internal Users

Monthly Prompt Payment Reports (B2GNow System Audits for Consultants and Suppliers/Vendors)

Monthly Audit reports (emails) are automatically created and sent to the prime and any sub (lower tiers or supplier/vendor) on the first of every month for payment in the previous month. The audit request information about 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 emails prompts.



All Internal Users

Access and Complete the Audit (Consultants)

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 B2G System at <http://contracts.codot.gov/>



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*"



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

If the amount entered by the prime or sub 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 the answer.

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

All Internal Users

Public comments are available to all

*** required entry**
Select a resolution action, review/validate all other required information, enter comments if needed, and click **Save Response**. You can respond to this discrepancy note once. Further changes must be processed by the compliance officer.

Emergency Response?
 YCS - the \$150,000.00 originally reported by the prime is correct.
 YCS - the \$0.00 originally reported by the subcontractor is correct.
 N/D - none of the amounts are correct.

Public Comments
These comments are visible to the compliance officer and the prime contractor.

Private Comments
These comments are visible ONLY to the compliance officer.

Attach Files
ADD NEW FILE

Confirmation
 Send me confirmation of my response.

SAVE RESPONSE Cancel

Remember, the correct amount is the amount paid by the higher 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

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”*

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 the prime contractor your responsibility is to report payments made to subcontractors and payments received from Colorado Department of Transportation.

Category	Action Required & Response Due Date
Prime Contractor	Report payment received from Colorado Department of Transportation due by 11/16/2017 audit lock on 8/16/2291
	Report 2 subcontractor payments due by 11/16/2017 audit lock on 8/16/2291

Compliance Officer Information
Contact Person: Erica Downey
Organization: Colorado Department of Transportation
User Number: 3000046-057

Buyer/Project Manager Information
Contact Person: Contact Administrator
Department: Region 1
User Number: 1000321-001

Click *“Report Payment to Prime”*

Audit Information

Audit Response Status: Not complete
3 sub responses to be submitted; payment to prime to be submitted
Reporting deadline is 11/16/2017
Audit will be locked 8/16/2291

Audit Period: October 2017

Payment to Prime: **Report Payment to Prime**

Marked As Final Audit?: No (mark audit as final)

Do not select “Mark Audit as Final” until you have received final payment from CDOT and paid out all subs

Complete required fields (*)

Click *“Save”*

You will automatically return to the audit

All Internal Users

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 be 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

All Internal Users

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

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

Dashboard

Displaying records assigned to your company

Contract		Total	< 90 days	> 90 days
Total		2		
Open		2		
Contract Audits		Total	< 90 days	> 90 days
Total Audits		1	1	0
Incomplete Audits		1	1	0
Certifications		Active	Pending	Renewing
Status		2	0	0
Utilization Plans		Total		
Pending Confirmation as Subcontractor				0

In the *Audit Actions* box, click "Report Subcontractor Payment"

Audit Actions	
Category	
Tier 1 Subcontractor to CDOT Prime Test 1	Sub: Payment confirmed SubPrime: Report 1 subcontractor payment
Tier 1 Subcontractor to CDOT Prime Test 1	Sub: CDOT Prime Test 1 has not reported the payment made to you

RCRO has Access

On the next screen, click "Submit ALL Incomplete Records"

You may also enter records individually by clicking "Submit Response" in *Audit Actions* column for each sub

Subcontractor Payments for October 2017

Mark 3 Remaining Subcontractors as Zero | Mark Audit as Final

Submit ALL Incomplete Records | Report Error

Subcontractor	Certified	Type	Inc. in Goal	Actions	Paid Amount in October 2017	Confirmed by Sub	Total to October 2017	Contract Goal	Actual Percent
1 Cdote Sub 2 CDOT Sub Test 2 cdote@cdot.com P 602-927-2554	Yes	Sub	100%	Submit Response	Not Reported	--	\$0.00	3.000%	0.000%
2 CDOT Sub Test 3 cdote@cdot.com P 602-952-7545	Yes	Sub	No	Submit Response	Not Reported	--	\$0.00	5.000%	0.000%
3 Cdote Sub 3 CDOT Sub Test 2 cdote@cdot.com P 602-927-2554	Yes	Sub	100%	Submit Response	Not Reported	--	\$0.00	0.200%	0.000%

Click subcontractor name to view payment history for this contract. Click contact person's name to send them a message.

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 the payment information

Multiple tiers of subcontracts are present. Enter full amount paid to each subcontractor; do not deduct payments by each subcontractor to its own subcontractors. The system will automatically calculate the amounts to be allocated to each subcontractor. All subcontractors that have their own lower tier subcontractors are notified to report payments to those subs. The prime contractor can also report these payments if they are known.

Attachments for CDOT

Leave Blank (Lower Tier Sub) | Date | Check No | Comments to CDOT (Not visible to Sub)

Payment Amount | Payment Date & Amount Reported (within 7 days) | Payment Details & Comments

Save | Return to Vendor List | Was payment prompt?

All Internal Users

Click "Save"

If payment information has been entered for all subs an audit confirmation will be received

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

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

If the higher tier sub has already reported its payment to your firm, return to the audit

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



You will need to log in again later in the month to confirm or resolve discrepancies related to your payment

Complete the confirmation step once you receive notice from the system that your lower tier has completed the reporting step

Review Incomplete Audits

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

Contract Audits	Total	< 90 days	> 90 days
Total Audits	1913	468	1445
Incomplete Audits	468	228	240
Discrepancies	28	8	20
Closeouts/Final	27	16	11
Past Due Audits	28	14	14
Sub Requests - New	2	2	0

Ensure the assignment check box is unchecked

Filter by pending status to find open audits

 Show ONLY records assigned to you

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

Reporting Status	Audit Period	Contract
Pending All	Mar-2018	
Pending sub (4)	March 2018	C20819
Pending prime (3) Prime past due	March 2018	18-HAA-XB-00085 T/O 1

All Internal Users

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

On the 16th of...	Filter by...	On the 16th of...	Filter by...
Jan	Nov	Jul	May
Feb	Dec	Aug	Jun
Mar	Jan	Sep	Jul
Apr	Feb	Oct	Aug
May	Mar	Nov	Sep
June	Apr	Dec	Oct

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

March 2018					
3/1/2018	Alpha & Omega Consultants, Inc.	4/13/2018	Not Yet	4/28/2018	
3/1/2018	Bias Chavez Trucking, Inc.	4/19/2018	Not Yet	5/4/2018	
3/1/2018	Collective Marketing + Communications	4/13/2018	Not Yet	4/28/2018	
3/1/2018	JK Transports Inc.	4/19/2018	Not Yet	5/4/2018	
3/1/2018	Scooby's Trucking LLC	4/19/2018	Not Yet	5/4/2018	

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

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

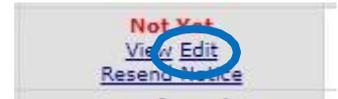
Mark Unconfirmed Sub Entries as Confirmed

All Internal Users

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 subs 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

Review Past Due Audits

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

Failure to completing 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*

Contract Audits	Total	< 90 days	> 90 days
Total Audits	1913	468	1445
Incomplete Audits	468	228	240
Discrepancies	28	8	20
Closeouts/Final	27	16	11
Past Due Audits	28	14	14
Sub Requests - New	2	2	0

Filter by *Prime Past 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

Reporting Status	Audit Period	Contract
Pending All	Mar-2018	
Pending sub (4)	March 2018	C20819
Pending prime (3) <i>Prime past due</i>	March 2018	18-HAA-XB-00085 T/O 1

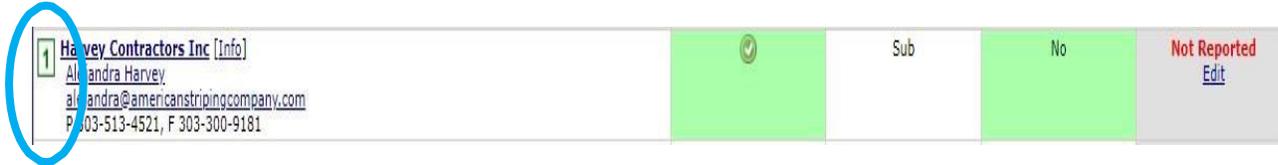
Use the table to determine which month you should filter by to clean up older audits

On the 16th of...	Filter by...	On the 16th of...	Filter by...
Jan	Nov	Jul	May
Mar	Jan	Sep	Jul
Apr	Feb	Oct	Aug
May	Mar	Nov	Sep
June	Apr	Dec	Oct

All Internal Users

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.

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*

Contract Audits	Total	< 90 days	> 90 days
Total Audits	1308	258	1412
Incomplete Audits	208	228	285
Discrepancies	28	8	20
Closeouts/Final	27	18	11
Past Due Audits	28	18	18
Sub Requests - New	2	2	0

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



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

On the 16th of...	Filter by...	On the 16th of...	Filter by...
Jan	Nov	Jul	May
Feb	Dec	Aug	Jun
Mar	Jan	Sep	Jul
Apr	Feb	Oct	Aug
May	Mar	Nov	Sep
June	Apr	Dec	Oct

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

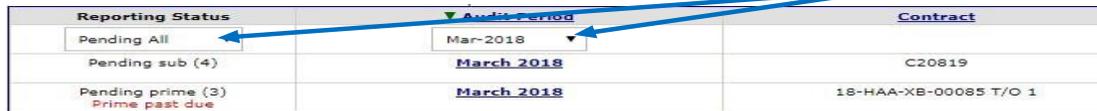
All Internal Users

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



Reporting Status	Audit Period	Contract
Pending All	Mar-2018	
Pending sub (4)	March 2018	C20819
Pending prime (3) <i>Prime past due</i>	March 2018	18-HAA-XB-00085 T/O 1

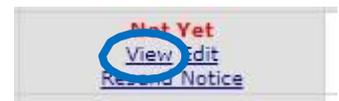
Identify all firms listed as *Not Yet*. These are your incomplete records.



1 Alpha & Omega Consultants, Inc. [Info] Dan Trujillo P 303-467-1700, F 303-467-1100	\$0.00 View Edit Prompt: Yes	Not Yet View Edit Resend Notice
---	--	--

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.

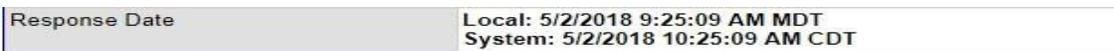
Under the *Not Yet* status of the individual audit line, click "[View](#)"



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



Response Date	Local: 5/2/2018 9:25:09 AM MDT System: 5/2/2018 10:25:09 AM CDT
---------------	--

Repeat this process for all incomplete lines

If all lines were reported more than 16 days earlier, click "[Mark Unconfirmed Sub Entries as Confirmed](#)"

[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 report according to our 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 subcontractors by the 16th of the month. The prime must ensure that its middle tier subs are reporting.

All Internal Users

Failure to completing 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*

<u>Contract Audits</u>	Total	< 90 days	> 90 days
Total Audits	1913	468	1445
Incomplete Audits	468	228	240
Discrepancies	28	8	20
Closeouts/Final	27	16	11
Past Due Audits	28	14	14
Sub Requests - New	2	2	0

Filter by *Prime Past 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

Reporting Status	Audit Period	Contract
Pending All	Mar-2018	
Pending sub (4)	<u>March 2018</u>	C20819
Pending prime (3) <i>Prime past due</i>	<u>March 2018</u>	18-HAA-XB-00085 T/O 1

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

On the 16th of...	Filter by...	On the 16th of...	Filter by...
Jan	Nov	Jul	May
Mar	Jan	Sep	Jul
Apr	Feb	Oct	Aug
May	Mar	Nov	Sep
June	Apr	Dec	Oct

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

1	Harvey Contractors Inc [Info] Alexandra Harvey alexandra@americanstrippingcompany.com P 303-513-4521, F 303-300-9181		Sub	No	Not Reported Edit
---	---	---	-----	----	--------------------------------------

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.

All Internal Users

Confirm or Dispute Payments (Subs Only)

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 the prime. 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"

Category	Action Required & Response Due Date
Tier 1 Subcontractor to CDOT Prime Test 1	Sub: Confirm payment received due by 11/21/2017 audit lock on 8/7/2293
Tier 1 Subcontractor to CDOT Prime Test 1	SubPrime: Report 1 subcontractor payment due by 11/16/2017 audit lock on 8/16/2291
Tier 1 Subcontractor to CDOT Prime Test 1	Sub: Confirm payment received due by 11/21/2017 audit lock on 8/16/2294

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"

Complete required fields (*) Check the box to sign and release

Compliance Audit Information	
Compliance Audit Period	September 2019
Date & Time Posted	Local: 10/24/2019 8:48:06 AM CDT System: 10/24/2019 8:48:06 AM CDT

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.

Category	Action Required & Response Due Date
Tier 1 Subcontractor to CDOT Prime Test 1	Sub: Confirm payment received due by 11/8/2019 (PA ST DUE) audit lock on 8/7/2293 SubPrime: View audit response

All Internal Users

Add comments

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 to report a discrepancy or dispute even if payment reported is accurate

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

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 \$0.00 amount, select either of the below options, then complete the fields that appear

Amount must be at least \$100 more or less than the amount reported by higher tier. Differences less than \$100 are not flagged as discrepancies by the system.

Enter Payment Due Date or last day of audit month

All Internal Users

Complete required fields (*)

Click "Save"

Click the *Home* 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 the prime as well

*** required entry:**
Select a resolution option, review/update all other required information, enter comments if needed, and click **Save Response**. You can respond to this discrepancy **only once**. Further changes must be processed by the compliance officer.

Discrepancy Resolution? *

YCD - the \$10,000 originally reported by the prime is correct.
 YCD - the \$10,000 originally reported by the subcontractor is correct.
 N/D - none of the amounts are correct.

Public Comments
These comments are visible to the compliance officer and the prime contractor.

Private Comments
These comments are visible ONLY to the compliance officer.

Attach File(s)

Confirmation
 Send me confirmation of my response.

Remember, the correct amount is the amount paid from the higher tier firm during the calendar month of the Audit Period

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

Review Discrepancies

From the *Contract Audits* in your *Dashboard*, click the **red** number in the *Discrepancies* line

<u>Contract Audits</u>	Total	< 90 days	> 90 days
Total Audits	1913	468	1445
Incomplete Audits	498	228	240
Discrepancies	28	8	20
Closeouts/Final	27	16	11
Past Due Audits	28	14	14
Sub Requests - New	2	2	0

Ensure the assignment check box is unchecked

Show ONLY records assigned to you

Filter by *Discrepancies* to find unresolved discrepancies

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

to resort click on column title. After click on the drop down menu.

Reporting Status	Audit Period	Contract
Discrepancy	Mar-2018	
1 Discrepancy Pending sub (3)	March 2018	C21327

All Internal Users

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

On the 16th of...	Filter by...	On the 16th of...	Filter by...
Jan	Nov	Jul	May
Feb	Dec	Aug	Jun
Mar	Jan	Sep	Jul
Apr	Feb	Oct	Aug
May	Mar	Nov	Sep
June	Apr	Dec	Oct

Click the [blue](#), underlined audit period to enter the audit

In the *Subcontractor Payment* section, locate the payments that say *Discrepancy* and click "Resolve"

\$90,395.75	Discrepancy
Resolve	Resolve
Prompt: Yes	Prompt: N/A

NOTE: Clicking this link will not automatically resolve the discrepancy

Review any available responses in the *Discrepancy Resolution Data Reported* Section

Discrepancy Resolution Data Reported	
New Amount Reported by Prime	No response yet.
New Amount Reported by Subcontractor	No response yet.

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

Contract Audits	Total	< 90 days	> 90 days
Total Audits	9	4	5
Incomplete Audits »	1	1	0
Audit Discrepancies	1	1	0

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

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

Status	Audit Period	
Discrepancy ▾	All ▾	All ▾
1 Discrepancy	December 2017	000010: R1 Test

All Internal Users

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

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

Discrepancy Resolution Data Reported	
New Amount Reported by Prime	No response yet.
New Amount Reported by Subcontractor	No response yet.

At the top of the screen, click "*Resolve Discrepancy*", complete the required fields, then 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.

All Internal Users

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 calendar 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 paid by CDOT.

A note about resolving discrepancies for Project Engineers:

As the PE, your role in this process is twofold. 1) Your job is to ensure the subcontractors issue is acknowledged. 2) Your job is to ensure the system stays as accurate as possible. Therefore, when you resolve the audit, you should reflect the payment amount and date that actually occurred during the calendar month of the audit period. You will use the Comments section to record the steps you took in resolving the audits and the resolution you came to. Please contact your Civil Rights specialist for more guidance on resolving discrepancies.

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

Prime Audit	
Responder	
Name	Erica Downey
Response Date	Local: 1/25/2018 1:58:21 PM CST System: 1/25/2018 1:58:21 PM CST

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 your sub, complete the required fields to resolve the discrepancy

All Internal Users

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

The screenshot shows a web form titled "required entry" with the following sections:

- Discrepancy Resolved? ***: Three radio button options:
 - YES - the \$75,000.00 originally reported by the prime is correct.
 - YES - the \$4.40 originally reported by the subcontractor is correct.
 - NO - none of the amounts are correct.
- Public Comments**: A text area with a note: "These comments are visible to the compliance officer and the prime contractor."
- Private Comments**: A text area with a note: "These comments are visible ONLY to the compliance officer."
- Attach File(s)**: An "Attach File" button.
- Confirmation**: A checked checkbox "Send me confirmation of my response" and "Save Response" and "Cancel" buttons.

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 contractors have saved their responses, CDOT staff will be in touch to help resolve any remaining issues

Project Staff

Project Staff: Project Closeout

Semi-Final Closeout/Payment (Primes Only)

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

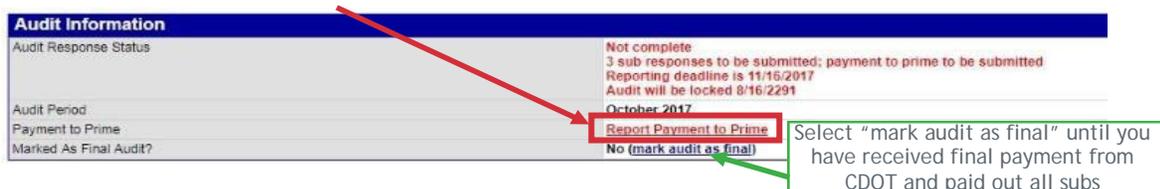
Not Confirmed By Sub		Disputed By Sub		Date Posted	Actions
Lines	Amount	Lines	Amount		
9	\$545	2	\$44,086		
2	\$545	0	\$0	5/2/2018	View Audit
0	\$0	0	\$0	4/2/2018	View Audit
1	\$0	0	\$0	3/1/2018	View Audit
0	\$0	1	\$33,851	2/1/2018	View Audit
1	\$0	0	\$0	1/1/2018	View Audit
1	\$0	1	\$10,235	12/1/2017	View Audit
1	\$0	0	\$0	11/1/2017	View Audit
1	\$0	0	\$0	10/2/2017	View Audit
1	\$0	0	\$0	9/1/2017	View Audit
1	\$0	0	\$0	8/30/2017	View Audit

Check the status of the last audit by clicking "*View Audit*" from the audit list

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*"



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.*"

Project Staff

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.

Payments	Payments Percent	Difference (Payments - Award)
\$779,366.76		
\$80,137.05	10.282%	10.282% above goal
\$80,137.05	10.282%	10.282% above goal
\$0.00	0.000%	Goal matched

Review the Sub Section

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

Search: Contracts

Users Vendors **Contract** Concessions

Search your organization's contract databaw and click **Search**. Some parameters are required.

Search First 20 Matches

Search Parameters

Contract/Reference Number
(Contract number, financial system reference, project number)

Contract Title

Containing Text
(Contract description, summary, notes, comments)

Contractor Prime Subcontractor Either

Buyer/Project Manager
(Organization name, contact name)

Search First 20 Matches

Click "Search"

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

Project Staff



Click *"Edit"* on the far right for the subcontractor you wish to release

Once in the contract, navigate to the *Subs* tab

Click *"Review"*

Click *"Save"*

Closeout/Payment of Subs (Civil Rights Only)

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

Not Confirmed By Sub		Disputed By Sub		Date Posted	Actions
Lines	Amount	Lines	Amount		
9	\$545	2	\$44,086		
2	\$545	0		\$0	5/2/2018 View Audit
0	\$0	0		\$0	4/2/2018 View Audit
1	\$0	0		\$0	3/1/2018 View Audit
0	\$0	1	\$33,851	\$0	2/1/2018 View Audit
1	\$0	0		\$0	1/1/2018 View Audit
1	\$0	1	\$10,235	\$0	12/1/2017 View Audit
1	\$0	0		\$0	11/1/2017 View Audit
1	\$0	0		\$0	10/2/2017 View Audit
1	\$0	0		\$0	9/1/2017 View Audit
1	\$0	0		\$0	8/30/2017 View Audit

Project Staff

Check the final status of the last audit by clicking "View Audit" from the audit list

Final Payment Date vs Close Date (Civil Rights Only)

Use the *Final Payment Date* for the project closing date once the last payment has been paid. This is located on the main page of the contract. Project personnel can view the *Final Payment Date* but not the *Close Date*.

You can view on the *Main* tab of the contract

Contract Dates			
Award/Start Date	6/9/2017	(Projected) End Date	6/9/2020
Notice To Proceed Date	6/9/2017	Final Payment Date	

B2GNow projects cannot be closed until all audits have been resolved

Close Contract	
Contract Status	Open
Close Date *	<input type="text"/> (mm/dd/yyyy)
Contract Secondary Status	New Spec. - With Audits
Prime Contractor Rating	Not Rated
Closeout Comments	<input type="text"/>
<input type="button" value="Close Out Contract"/>	

In regards to audits, the B2GNow system could be a minimum of 45 days behind due to lags of the system. If a CDOT project has been closed and final pay has been billed, the audit prompt and the 15 day window for required response may lag. The *Close Date* will be used once all discrepancies are resolved. Once a project is closed in the system by the RCROs, it cannot be reversed.

Project Staff

Project Staff: Monthly Prompt Payment Checklist

Most Recent Audit:

- Prime reported payment received from CDOT

If not, contact prime. Prime must report payment received by the CDOT during the audit period. If prime did not receive any payment from CDOT during the calendar month of the audit period, prime must report \$0.00.

- Firms at every level reported payments to lower tiers

If not, what level tier remains unreported?

If payments to 1st tier subs or supplier/vendors not reported, prime failed to report.

If payments to lower tier subs or supplier/vendors not reported, middle tier sub failed to report. Prime is ultimately responsible for ensuring subs at all levels of the project have reported payment.

Previous Month's Audit:

- Address any discrepancies by checking the status.

Awaiting Civil Rights Response: Based on the information provided in the prime and sub responses as well as any independent conversation with the prime and sub, resolve the audit based on the payment(s) actually released to and received by the sub during the audit period.

Awaiting Prime and/or Sub Response: Contact prime to ask the nonresponsive party to respond through the system. Alternatively, CDOT project staff may ask firm to provide documentation related to dispute directly to the project team. If the firm provides documentation necessary to resolving the dispute directly to CDOT project staff, CDOT project staff must upload documentation to record when resolving discrepancy.

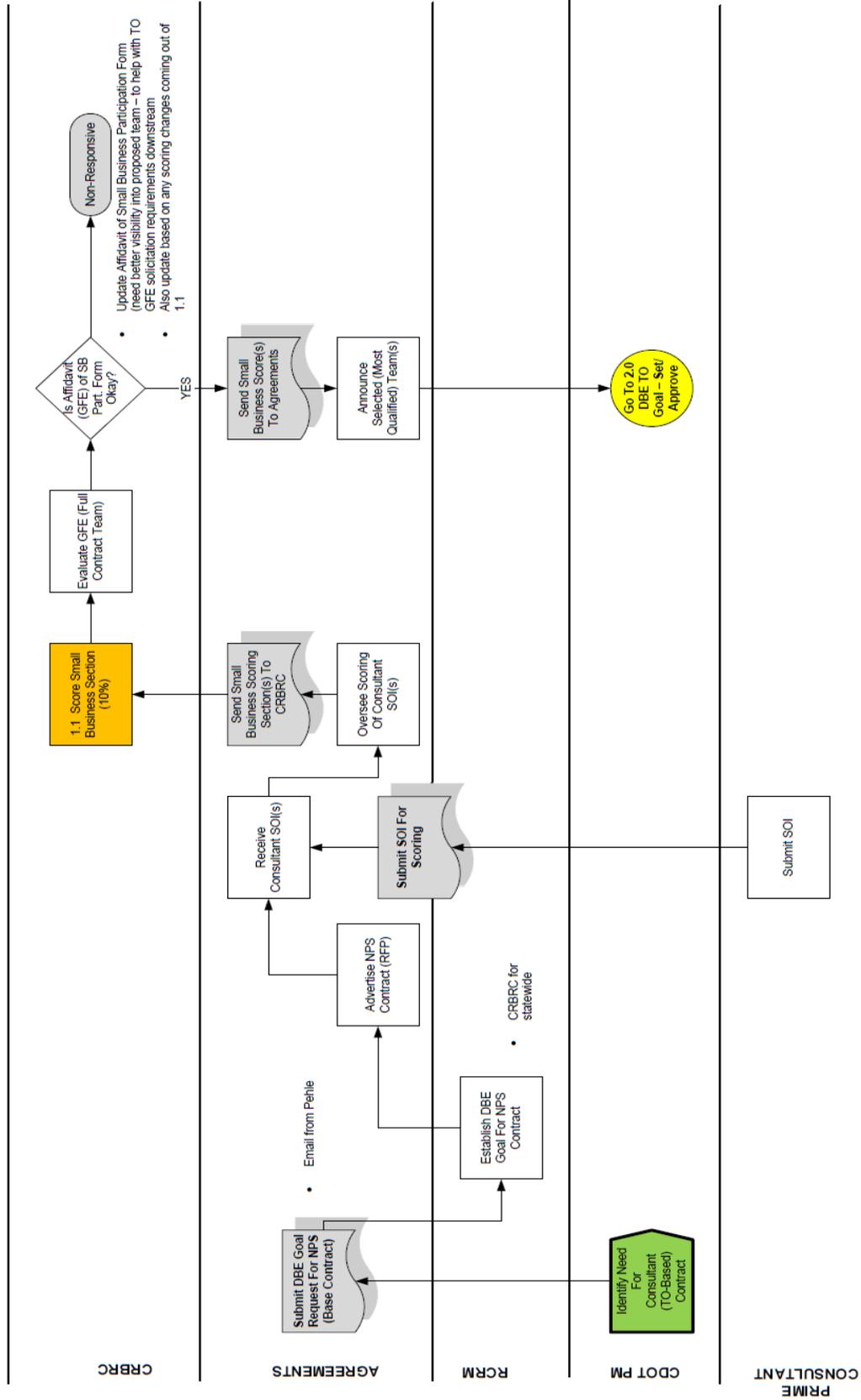
CDOT Staff should always resolve a dispute in favor of what actually happened during the Audit Period. Resolving the discrepancy is not necessarily the end of the process.

- Confirm all unconfirmed sub records that have been in the system for over 15 days.
Use the *Mark Unconfirmed Entries as Confirmed* button in the audit lists.

Civil Rights Staff

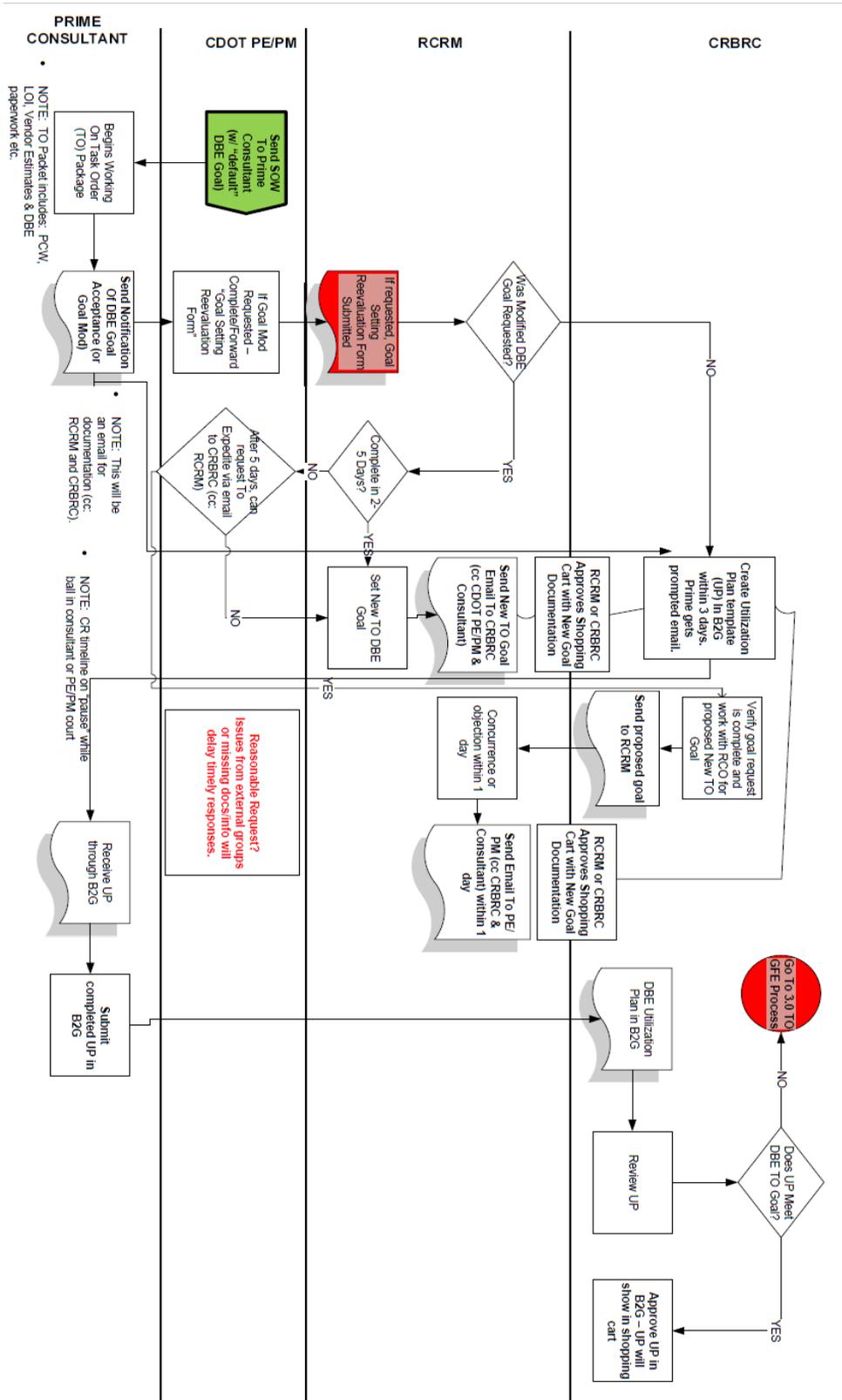
Civil Rights Staff: Award Process

1.0 – TO-Based AWARD (DBE/ESB Perspective) Process



Civil Rights Staff

Civil Rights Staff: NPS Contracts - DBE Task Order Goal-Setting/Approval Timeline



Civil Rights Staff

Civil Rights Staff: Change Order Process for DBE/ESB Modifications

The majority of the time when the Professional Services DBE Participation Plan Modification Request Form is approved by Civil Rights, the DBE goal has been modified. A change order will be created to change the DBE goal and/or commitment to show actuals.

Select the *Change Orders Home Task Orders Tab*



Click "Change Contract Value"

Fill in the *Change Order Title, Date, and Note* section

Attach the Professional Services DBE Participation Plan Modification Request Form (task order request form, PCW, LOI, APP) with any other relevant documents

Change the contract amount, if applicable

Change the DBE goal % in the *Actual* column in *New Goals*, if applicable

To keep the DBE goal % the same, choose *The percent of the TOTAL new contract amount is* button

Civil Rights Staff

Enter any contract amount changes for the subs included in the modifications

Otherwise, click "Update Blanks with \$0"

Subcontractors					
For each subcontractor, enter EITHER the percent assigned to them of the amendment value, or enter the final percent (including the original value and the change); only one value should be entered.					
Subcontractor	Goal Type	Current Award Amount/Percent	Percent/Amount of the ADDITIONAL contract amount	Percent/Amount of the TOTAL new contract amount	Comm
1 CDOT Sub Test 1		\$30,000	\$ []	\$ []	[]
1 CDOT Sub Test 2	DBE	\$50,000	\$ []	\$ []	[]
2 CDOT Sub Test 1		\$3,000	\$ []	\$ []	[]

[Update Blanks with \\$0](#)

Spell Check Review Cancel

Click "Review"

Click "Save"

Civil Rights Staff: Added Sub or Supplier/Vendor Requests (Civil Rights Only)

Sub Requests and supplier/vendor requests are now approved electronically through B2GNow. You will receive an email prompt when a prime or higher tier sub requests to add a lower tier sub, supplier/vendor to approve or deny.

From the *Contract Audits* in your *Dashboard*, click the red number in the *Sub Requests - New*

Contract Audits	Total	< 90 days	> 90 days
Total Audits	513	468	1445
Incomplete Audits	468	228	240
Discrepancies	28	8	20
Closeouts/Final	27	16	11
Past Due Audits	28	14	14
Sub Requests - New	2	2	0

Ensure the assignment check box is unchecked

In the *Actions* column for a new request, click "View"

Show ONLY records assigned to you

You can also *View>>Sub Requests* to view the requests

Transactions: Contract Subcont

Contracts Contract Audits Sub Requests

Show ONLY records assigned to you

To resort click on column title. To filter click on

Actions	Status
View	All [v] Pending
View	Pending

Review the sub information of the form and add any attachments

Civil Rights Staff

This section includes the following information: the requested subs tier and its direct prime, 1st tier subs, subcontract amount, sub, supplier/vendor, or trucker, sub start date. Any prepayment information (documentation should be attached) or line items.

CDOT DBE NAICS work codes will show up in the *Work Codes* section

Settings

Include in Compliance Audits? *	<input checked="" type="radio"/> Yes - subcontractor is active and should be included in the p <input type="radio"/> No - subcontractor is inactive.
Count Towards Certified Goal *	This setting is used only to set the default status on future compliar <input type="radio"/> Yes - Payments to this contractor count towards the selecte <input checked="" type="radio"/> No
Goal Type	None selected ▾
Add vendor to existing compliance audits for this contract? *	<input checked="" type="radio"/> Yes - add this subcontractor to all audits going back to the p <input type="radio"/> No. subcontractor's first compliance audit will be the next on
Final Payment Made? *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Subcontract Award Date	1/16/2018 (mm/dd/yyyy)
Work Start Date	1/17/2018 (mm/dd/yyyy)
Work End Date	10/1/2018 (mm/dd/yyyy)
Work Description	Data Collection
Work Codes	<u>Currently assigned work codes:</u> No Codes Assigned <input type="button" value="Add Work Codes"/>
Graduation Phase-Out *	<input type="text" value="100.00"/> % Phase-out instructions

Verify all sub settings

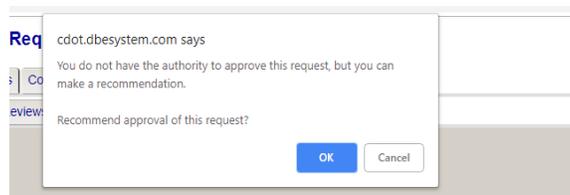
Complete *Additional Information* section as needed

If you approve the request, you will have a chance to edit any information related to counting, inclusion in the audits, etc.

Click "Approve Request"



Click "OK" in the popup box



Note: Civil Rights will upload any or all forms and documentation (task order request form, PCW, LOI for professional services only) if not already loaded in *Docs* tab or *Attach Files*

The firm will be notified through B2GNow automatically upon Civil Rights approval

Civil Rights Staff

Civil Rights Staff: Project Closeout (Primes Only)

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

Not Confirmed By Sub		Disputed By Sub		Date Posted	Actions
Lines	Amount	Lines	Amount		
9	\$545	2	\$44,086		
2	\$545	0	\$0	5/2/2018	View Audit
0	\$0	0	\$0	4/2/2018	View Audit
1	\$0	0	\$0	3/1/2018	View Audit
0	\$0	1	\$33,851	2/1/2018	View Audit
1	\$0	0	\$0	1/1/2018	View Audit
1	\$0	1	\$10,235	12/1/2017	View Audit
1	\$0	0	\$0	11/1/2017	View Audit
1	\$0	0	\$0	10/2/2017	View Audit
1	\$0	0	\$0	9/1/2017	View Audit
1	\$0	0	\$0	8/30/2017	View Audit

Compare the payment data in the *Closeout* tab against the amount paid to date on the semifinal

If the amounts do not match, review the progress payments and correct the errors

Compliance Audit List		
Audit Period	Status	Paid To Prime
TOTALS		\$779,367

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 "" Click "*Report Payment to Prime*"

A screenshot of the 'Audit Information' form. A red arrow points from the 'Audit Response Status' field to the 'Report Payment to Prime' button. A green box highlights the 'Report Payment to Prime' button and the 'Marked As Final Audit?' field. A text box next to the green box contains the instruction: 'Select "mark audit as final" until you have received final payment from CDOT and paid out all subs'. The 'Audit Response Status' field contains the text: 'Not complete', '3 sub responses to be submitted; payment to prime to be submitted', 'Reporting deadline is 11/16/2017', and 'Audit will be locked 8/16/2291'. The 'Audit Period' is 'October 2017'. The 'Payment to Prime' field is empty. The 'Marked As Final Audit?' field contains 'No (mark audit as final)'.

Civil Rights Staff

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 if appropriate. See "Final Estimate/Payment of Subcontractors."

Navigate the Closeout Tab



Check the contract status for any incomplete audits or unresolved discrepancies

Return to the *Compliance Audit List* tab to close audits or resolve discrepancies

Review the Audit Summary - Total Contract Section

Compare the payment data in the *Closeout* tab against the amount paid to date on the semifinal estimate

If the amounts do not match, return to the *Compliance Audit List* tab, review the progress payments, and correct any errors

Payments	Payments Percent	Difference (Payments - Award)
\$779,366.76		
\$80,137.05	10.282%	10.282% above goal
\$80,137.05	10.282%	10.282% above goal
\$0.00	0.000%	Goal matched

A blue arrow points to the 'Payments' column header, and another blue arrow points to the 'Goal matched' row.

Review progress toward the DBE goal

Determine disincentive, if any, tied to failure to meet the DBE or ESB goal

Review the Sub Section

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 modifications not approved, contact Civil Rights

Civil Rights Staff

Release Subs

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



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



Click "Search"

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

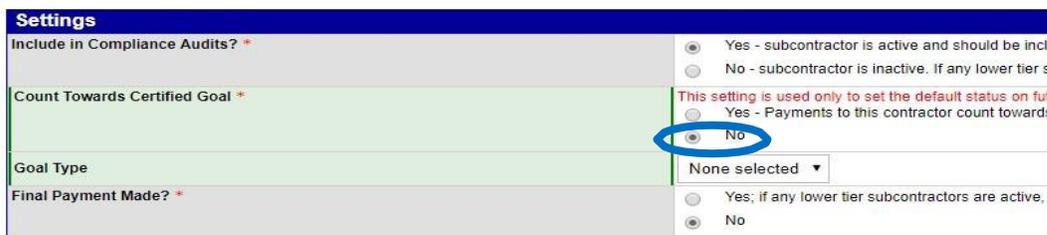
Once in the contract, navigate to the *Subs* tab



Click "Edit" on the right for the subcontractor you wish to release

In the settings menu, select Yes for final payment

Otherwise, click No



At the bottom of the record

Click "Review"

Click "Save"

Civil Rights Staff

Closeout/Payment of Subs (Civil Rights Only)

When paying a sub for the final time, click *"Mark audit as final"*

Click *"Report Payment to Prime"*

Audit Period	Status	Paid to Prime	Audit Reference	Date Posted	Actions
October 2017	Incomplete	\$0.00		11/1/2017	View Audit

Use the *Search >> Contracts* feature to locate the contract you are evaluating Once in the contract, navigate to the *Closeout* tab



Change *Settings* to reflect that final payment was made

Final Payment Made? Yes No

Prime Contractor
JLM Constructors, Inc. (Info)
Aaron Mills
9370-346-8323, F 970-346-6324
AMILLS@jlmconstructors.com

Ensure *Final Payment Date* is entered. See *"Final Payment Date vs Close Date"* for clarification.

Change *Settings* and complete the *Additional Information* Section as normal

Choose work type

Commitment fields may be left blank

Click *"Review"*

Click *"Save"*

Final Payment Date vs Close Date (Civil Rights Only)

Use the *Final Payment Date* for the project closing date once the last payment is paid. This is located on the main page of the contract. Project personnel can view the *Final Payment Date* but not the *Close Date*.

Civil Rights Staff

You can view on the *Main* page of the contract

Contract Dates			
Award/Start Date	6/9/2017	(Projected) End Date	6/9/2020
Notice To Proceed Date	6/9/2017	Final Payment Date	

B2GNow projects cannot be closed until all audits have been resolved

Close Contract	
Contract Status	Open
Close Date *	<input type="text"/> (mm/dd/yyyy)
Contract Secondary Status	New Spec. - With Audits
Prime Contractor Rating	Not Rated
Closeout Comments	<input type="text"/>

In regards to audits, the B2GNow system maybe a minimum of 45 days behind due to lags of the system. If a CDOT project has been closed and final pay has been billed, the audit prompt and the 15 day window for required response may lag. The *Close Date* will be used when once all discrepancies are resolved. Once a project is closed in the system, it cannot be reversed.

Civil Rights Staff

Civil Rights Staff: Monthly Prompt Payment Checklist

Review Incomplete Audits

- Compare your records with monthly incomplete audits report in the CRS System Resources Drive Folder.
- Confirm all sub records for subs that are past due based on the Sub Past Due Report in the CRS System Resources Drive Folder.

- Confirm that there are no audits in your region that are Prime Past Due

Contact the project team or prime to resolve any prime past due audits.

If payments to 1st tier sub or supplier/vendors not reported, prime failed to report.

If payments to lower tier subs or supplier/vendors not reported, middle tier sub failed to report. Prime is ultimately responsible for ensuring subcontractors at all levels of the project have reported payment.

Review Discrepancies

- Review the Discrepancies by Region report in the CRS System Resources Drive Folder.
- Confirm that there are no discrepancies in your region
- Contact the project staff or Prime to resolve any outstanding discrepancies.

Understand the status:

Awaiting Civil Rights Response: Based on the information provided in the prime and sub responses as well as any independent conversation with the prime and sub, you may resolve the audit based on the payment(s) actually released to and received by the sub during the audit period.

Awaiting Prime and/or Sub Response: Contact prime or the project staff to ask the nonresponsive party to respond through the system

Please note, discrepancies must be resolved to reflect what actually happened during the calendar month of the audit period. Civil Rights may continue to be involved in resolving the underlying issue behind the discrepancy even if the discrepancy has been resolved in the system.

For any subcontractors who have been released from the project, mark final payment made.

Review any sub requests for task orders in your region.

Civil Rights Staff

Civil Rights Staff: Project Closeout Checklist

Semi Final Closeout:

- Compare the payment data in the close out tab in B2GNow with the payment data from the semi-final estimate
- Confirm the date of the most recent/last payment to the prime in Site Manager
- Verify that all audits are complete and there are no discrepancies, resolve as needed
- Mark the most recent audit as the final audit to stop future audits from being generating.

Note: Make sure not to cut off the lower tiers reporting ability. Prompt payment is based on a 7 day pay when paid structure at every tier. If the primes last progress payment was toward the end of the month, you may need to allow an extra month's audit to capture lower tier sub payments.

- Compare the UP to the information in the *Closeout* tab. If the project included any Professional Services DBE Modification Forms, you may request a Current Commitments Report through the CRBRC at (303) 757-9234.
- Based on the DBE utilization in B2GNow, the Utilization Plan/Current Commitment Report will determine any disincentives from failing to meet either the DBE goal or Commitment. Disincentives will also be on the Closeout Form once filled out by your Civil Rights office.

Final Project Closeout:

- In the *Closeout* tab, make any corrections that may be needed
- In the *Closeout* tab, enter the *Close Date* for the project to *closeout* in the B2GNow system
- In the *Closeout* tab, click "*Closeout Contract*"