

Professional Service Contracts and B2GNow System Training Participant Guide

Consultants and Vendors



July 2023 CDOT Civil Rights & Business Resource Center dot\_civilrights@state.co.us https://codot.gov/business/civilrights 303.757.9234 V 5.0

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### **Civil Rights Contacts**

This manual has been produced by CDOT's **Environmental Justice Equity (EJE)**, the Headquarters Civil Rights Office. The EJE is formerly known as the Civil Rights and Business Resource Center (CRBRC). The EJE is responsible for developing Civil Rights programs and monitoring compliance administration.

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

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

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

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

For questions regarding the B2GNow software system, contact the B2GNow Help Desk: <a href="mailto:support@b2gnowsupport.com">support@b2gnowsupport.com</a> | (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

DBA - Doing Business As

DBE - Disadvantaged Business Enterprise

EJE - Environmental Justice Equity (HQ CRO) - Formerly known as Civil Rights & Business Resource Center (CRBRC)

ESB - Emerging Small Business

GFE - Good Faith Effort

L/A - Local Agency

LOI - Letter of Intent (Vendors)

MC - Main/Master Contract - Formerly known as CDOT's Master Contract

NAICS - North American Industry Classification System Work Codes

NPS - NonProject Specific Professional Service (Consultant) Contract

NTE - Not to Exceed

NTP - Notice to Proceed

**OA** - Operating Agreement

PCW - Project Cost Worksheet

PGS - Professional Services (Consultant) Program Specific Contracts

PS - Project Specific Professional Service (Consultant) Contract

RCRO - Region Civil Rights Office

RFP - Request for Proposal

SOI - Statement of Interest

SOW - Scope of Work

T/O - Task Order

UP - Utilization Plan



### **Common B2GNow Questions**

#### What does B2GNow stand for?

B2GNow stands for Business 2 Government Now. It is a national software company based in Phoenix, Arizona.

#### Why is CDOT using the B2GNow system?

For Professional Services, the B2GNow system assists CDOT with tracking DBE and ESB participation and prompt payment for Primes, Subs and Suppliers/Vendors.

#### Are we required to use B2GNow for CDOT Contracts?

All Professional Service Contracts use B2GNow. It has been a requirement in the Contract Requirements since July 16, 2016. B2GNow is also used for construction projects. Refer to next question for Local Agency contracts.

#### What are the new requirements for Local Agency Contracts use in B2GNow?

As of July 1, 2022, all **Local Agency** Professional Service contracts with FHWA assisted funding will be required to use CDOT's B2GNow system for prompt payment and DBE participation tracking. All DBE firms will be set up in the Local Agency's contract (L331 prefix) and monthly reporting will be required. Refer to Local Agency manuals and other sources for more information.

# 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 an actual NTP date, contract execution date is fine. If you don't know the contract start date, use the award date.

#### What is the difference between a Supplier and Vendor?

A Supplier supplies material. A Vendor rarely supplies just materials. Vendors will provide NonProfessional services, which is basically everything that does NOT require a professional engineer to be involved. Examples of vendors would be public information, geotechnical drilling, traffic control, etc. Vendors provide a service, but not an engineering service.

#### Where are Suppliers or Vendors found in my Contract?

B2GNow recognizes Suppliers and Vendors as Subcontractors. The only area to differentiate the type of firm is in the *Participation Type* when adding a Sub.

#### Do Suppliers need to be in B2GNow?

Yes, firms need to report payments to Suppliers like they must do for Subs. Suppliers show up like any other Subs in the reporting, but they are designated as a *Supplier* in the *Participation Type* when adding.

#### Should we be entering Vendors in B2GNow?

Yes, Vendors are considered Subs per the DBE regulation. In the *Participation Type*, add a Vendor as a *Subcontractor* when adding.



# Are Suppliers/Vendors listed as "Tier 2" Subs under the company who is purchasing the supplies? Or are they Tier 1 under the Prime?

Supplier/Vendors are listed as tiered Subs under the firms who are purchasing supplies.

#### Where do I find DBE certified firms?

You can find DBE certified firms at: <u>https://coucp.dbesystem.com/</u>.

#### Where do I find ESB certified firms?

You can find ESB certified firms at: <a href="https://cdot.dbesystem.com/FrontEnd/searchcertifieddirectory.asp">https://cdot.dbesystem.com/FrontEnd/searchcertifieddirectory.asp</a>.

# If the DBE firm 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 for approval.

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

#### When do you need to add a Sub, Supplier/Vendor?

Firms need to be added when a Task Order is uploaded in B2GNow. You will receive an "award letter" notification that will tell you to add all Subs and Suppliers/Vendors on the specific Task Order. You also are required to add new Subs and Suppliers/Vendors when they were not on your original contract.

## What documents are needed when adding a new Sub, Supplier/Vendor not on the original Contract?

You need to upload and attach PCWs for Subs, LOIs for Suppliers/Vendors or a copy of the contract amendment that added a new Sub or Suppliers/Vendors.

## What needs to be completed under 'Additional Information' when adding a Subcontractor?

ESB - Yes if the firm is ESB certified. No if the firm is not ESB certified. Check the applicable certifications section of the add Sub form to find out.

- Level 1 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. If SBE level, select no.
- New Teaming Partner select the best option.
- 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, or if they are additional DBE participation, 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 versus race neutral participation.

#### What is race conscious and race neutral?

There are two (2) types of DBE participation.

Race Conscious: DBE participation used on contracts that counts toward the DBE goal/commitment set for the contracts originally from the proposal.

Race Neutral: DBE participation used on contracts that do not count toward participation of the original DBE goal commitments. This would also include new DBE firms added during the Contract/Task Order unless they were an approved substitute to meet the DBE goal.

#### When will an approved Task Order show in B2GNow and be accessible?

Uploads from SAP are manual. It should take up to two (2) weeks for the contract to appear in B2Gnow. You will notice the *View* and *Main* tab once uploaded. The Task Order will need to be "locked in" manually (by EJE) which may take up to another two (2) weeks. Once the Task Order is "locked in", you will see more tabs than the *View* and *Main* tabs. The Prime Consultant will receive a notice from B2GNow to add the Subs or Suppliers/Vendors that are on that specific Task Order.

#### Why can't I upload documents?

If you do not have an *Attach File* button in areas in B2GNow, you will have to have your documents uploaded in the system by Civil Rights to the correct area. You can upload documents if sending a message. Please send a message with the uploaded attachments in B2GNow or email your Civil Rights office with the documents to get added to the correct area.

# Now that EJE is importing Task Order records from SAP, is there anything we should be entering in the B2GNow system on Professional Service Contracts?

Yes. CDOT Civil Rights will enter information on amended funds and/or time extension of contracts to the Task Order or Main/Master contract after execution through the *Change Orders & Task Orders* tab. However, the Prime Consultant will add Subs or Suppliers/Vendors on the *Subcontractors tab*.

- 1. Prime adds Sub or Supplier/Vendor requests. The Prime will add the Sub through the *Subcontractors tab* of the Task Order. The PCW for Subs, LOI's for Suppliers/Vendors, or amended contract for new firms, not on the original contract, will be uploaded in B2GNow.
- 2. CDOT adds Funds requests. These should be entered as change orders to the relevant Task Order through the *Change Orders & Task Orders* tab.
- 3. CDOT adds Time Extension requests. These should be entered as change orders though the *Change Orders & Task Orders* tab of the relevant Task Order and/or the master contract as appropriate.



- 4. CDOT adds Fund Reallocation requests. These should be entered by adjusting the contract amounts in the *Subcontractors* tab to reflect the amended Project Cost Worksheets.
- 5. CDOT changes DBE goal approved changes.

#### Should Primes verify their reported CDOT payments?

Yes. As of April 2023, payments to Primes for task orders, with prefixes of 431, were reported through CDOT's SAP system. Primes should verify the payment is correct. If a correction is needed, contact the EJE at (303) 757-9234.

Why aren't Primes getting notifications for all their audits like they used to? Once CDOT payments for task orders with prefixes of 431, were automatically reported as of April 2023, B2GNow audit notifications turned off if the Prime got paid zero (0) dollars for the month. B2GNow assumes since the Prime was paid zero (0) dollars, that their Subs and Suppliers/Vendors did not get paid. If the Prime paid a Sub or Supplier/Vendor in a month they were paid zero (0) dollars, please contact the EJE of call (303) 757-9234 to get access to the month's audit.

# What date should the Prime use when reporting payments to Sub and Suppliers/Vendors in B2GNow?

Firms should use the date they released the payment to the Sub or Supplier/Vendor. It is okay if the firm 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?

The Main/Master Contract setting is set to *On Demand* because CDOT does not want audits on Main/Master Contracts. A setting may be changed by Civil Rights under the correct circumstance. For Task Orders (with prefixes of 451, 491, and **Local Agency** (L331) contracts), a Task Order's default will be *Automatically* since payments apply to them. As of April 2023, Primes payments will automatically be reported by CDOT with Task Order prefixes of 431. Because of this, the default setting will be *On Demand* for those Task Orders. If the Prime receives a zero (0) payment from CDOT but pays their Sub in that month, they will need to call EJE at (303) 757-9234 to get access the audit.

#### 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 add in the Notice to Proceed (NTP) date and then the audits will not begin until that day.

# What do I do with Sub or Supplier/Vendor audits when all the work has been completed and payments were made?

Once the Sub has received final payment for the contract (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.

#### How do you handle a Sub, Supplier/Vendor requesting to be removed from audits?

- 1. Confirm with the Sub or Supplier/Vendor the dollar amount they were paid on the contract (even if your records indicate they were paid \$0).
- 2. Verify with the Sub or Supplier/Vendor that all payments (and any retainage) have been received by the Sub.
- 3. Confirm final payment received by the Sub or Supplier/Vendor (even if paid \$0). Enter that amount as the final payment in the profile.
- 4. Confirm with the Prime that the Sub or Supplier/Vendor has been paid in full for their work on the contract.
- 5. Remind the Prime and Sub or Supplier/Vendor that any future work on the contract by the Sub or Supplier/Vendor will require a new Subcontract.
- 6. Check the final audit box in the last audit to stop future audits.
- 7. If you choose, you can use the original and current commitment fields to indicate the changed amounts.

#### 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.

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

#### How do I get project personnel set up in B2GNow?

Please request through the EJE at (303) 757-9234 for CDOT project personnel and consultant additions.



# Summary of CDOT Professional Services Small Business Requirements on Contracts

Old Contract Revisions (Pre-2016) "Old Spec"	<b>Contract Revisions</b> (Ads between 7/1/16 and 12/31/19) "New Spec w/Audits"	Contract Revisions 2020 (NPS Ads as of 1/1/20) (Project Specific/Program Specific Ads as of 10/1/2020) "Prof Serv 2020 Spec."
No B2GNow Requirements	B2GNow Requirements	New Small Business Targets and Scoring
	Utilization Plan and B2GNow Usage Requirements	New and Revised Forms
	Main/Master Contract Goal - MC Goal Passed on to Every TO	Additional Page in RFP for Civil Rights Small Business Participation for Scoring
		NPS Contracts - Main/Master Contract Advisory Goal - Task Order Reevaluation DBE Goal Setting (if requested) 10/1/2020 - Project Specific/Program Specific Contracts - Main/Master Contract Goal 7/1/2022 - Local Agency Contracts

Existing contracts follow the requirements in the contract with the exception that Old Spec and New Spec w/Audits DBE goal roll up to Main/Master 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 contract. For an overview of the entire process, please click on the object below.

desi	1: Resistration in XRM: Consultants, subconsultants & vendors must register. Consultan gn-related services" defined in <u>40 U.S.C. 1102(2)</u> . Services not included in the definition a	ts and sub re conside	consultants are "engineering and red vendors.
A) B) C)	12. Presulfication: Vendors do not need to prequalify. Consultants and subconsultants Technical Prequalification (form 1058 available https:) Financial Prequalification (More details about financial prequalification available https:) MPA: Master Pricing Agreement with CDOT Audit Division. Business must audit and esta for employees and an indirect rate. Indirect rate must be approved based on the FAR, but in one of three ways: (1) Cognitation audit (consultants completed an audit out of state); (1) upwards of 510k); or (3) CDOT audit for consultants whose direct revenue from CDOT in subconsultant revenue: is 5500 kor (ess).	must obt blish fair a ut may not 2) Audited the previo	ain: Ind reasonable compensation rate Is the negotiated. An audit may occur financials from a CPA (could cost sus yearnot counting
* Ci	IBRC utilizes Engineering Contract's Access Database to update vendor data in the B2GNo	w system.	
Ster Indi	23: Request for Proposal "RFP" Advertisement in SRM portal (Called an RFx in SRM); ades: Notice, Solicitation, Scope of Work & Instruction to Proposers. States DBE and/or	Types	Non-Project Specific "NPS"-On Ca
ESB	contract goal.		Project Specific "PS"- Single Proje
Step goal Parti poin solic	4: Statement of Interest "SOI": The consultant must affirm under oath that it will make on the overall contract and on each task order and outline a participation plan by submit icipation with the consultant's RFP. The Consultant may make participation promises (a sits. These promises will become a contactual obligation, if awarded. CDOT Engineering C sitation and all Affidavit of Small Business Participation submitted by proposers.	good faith ting an Aff mall busin ontracts U	efforts to meet the contract fidavit of Small Business ess target) to receive incentive nit will send CRBRC the
Step - Eva - De: - CRi - Ov	5: Qualification-Based Selection "QBS". Justion of SOI done in Salesforce. Scoring of Most Qualified "MQ" in DocBuilder by Engin signation of MQ gets a firm on the "on call" list. BRC will review the Afflavia of Sama Business Participation to score for incentive points in arrive of 10 points dedicated to Civil Rights Scoring: trainic Send Brances Rine.	eers and C n Salesford	RBRC. Price is not a factor. :e.
- Stri	regic_main outness pion - Maximum S Points - Small Business Parita - Variety of DBE subconsultants and Vendors - New Teaming Partner in past 2 years from ad date OR active participant in CDO1 - Small Business Contract Compliance Oversight	Mentor-P	Protégé Program
- Cer - CR	tification Status and New Prime Opportunities - Maximum 5 Points - Prime Consultant DBE AND ESB Certification OR New DBE or ESB Prime Consultan BRC staff will make a proposal record in the B2GNOW system and Utilization Plan(s) as new	nt eded	
Step B2GN for e: and s Step Outli sour	6: Selection: Engineering Contract: notifies CRBRC of the selected most qualified consult loss and sends the UP to the selected consultant. The tractice document the consultant must be up to the selected consultant. The consultant must be consultant and the selected by the consultant, CRB and an analito engineering contracts stating approval and that they may execute the OV 7: OA Execution/Award to MQ Prime Consultant: CDOT Engineering Contracts Unit selected and a prevent MPS. CRBRC then coreasts the master contract in B26Now. The maste contract and should <u>NOT</u> have the default settings for audits. No audits should	ant. CRBR( sultant's to IRC staff w A NPS. ects a cons er contrac ild be selec	C initiates a utilization plan (UP) in eam (indicating O% participation ill review and approve the plan sultant on the MQ list and drafts an t should not indicate the funding cted instead.
Step	8: Encumber Funds by Creating a Shopping Cart with Task Order Proposal: Consultant s ect Cost Worksheets (PCW) for each subconsultant and Letters of Intent (LOI) for each ver	ubmits and idor that v	d Anticipated Participation Plan, vill be used to complete the task goine cart must be approved by the
Proje orde (1) R revie not r inclu consi a tas and v	r. The Anticipated Participation Plan, PCWs, and LOIs will be attached to the shopping car scient fighters [2] Regional Civil Rights Manager (RCMM) [3] Fund Center Approver, and with plan and ensure that the consultant has met its small business targets [if any] and in ever the construct goal, the consultant must submit a Good Faith Efforts Report and attact do proposed participation on future task orders as part of the Good Faith Efforts Report ultant has not demonstrated good faith efforts to meet the contract goal. If the RCND app korder contract in the BZGNOW system. CRBRC will run a weel will close out the rejected task order contract in the BZGNOW system.	t. The sho id (4) Busir met the co h it to the : The RCRO proves the kly report i	ness Office Approver. The RCRO will ntract goal. If the consultant did shopping cart. The consultant may must reject the shopping cart if the shopping cart, the RCRO will create in SAP of all rejected task orders
Proje orde (1) R revie not r inclu cons a tas and v The t the c com	r. The Anticipated Participation Plan, PCWs, and LOIs will be attached to the shopping car seident Engineer; 21 Regional Civil Bights Manage (RCMM) (3) Fund Chert Approver, and with plan and ensure that the consultant has met its small business targets [if any] and in neet the contract goal, the consultant must submit a Good Faith (fifters Report and state) de proposed participation on future task orders as part of the Good Faith (fifters Report and state) where the contract goal, the consultant has meet the contract goal if the RRIO app load on their task order contract to met B20Now system. CBRRC will inclu avee will close out the rejected task order contract in the B20Now system. CBRRC will make avee and where is an approved waiver in the task order UP. The waived goal for the nent section and all documentation should be attached.	t. The sho d (4) Busin met the co h it to the : The RCRO proves the kly report i selected. task order	ess Office Approver. The RCRO will intract goal. If the consultant may hopping cart. The consultant may must reject the shopping cart if the shopping cart, the RCRO will create in SAP of all rejected task orders CRBRC will note the actual goal on contract will be noted in the
Proje orde (1) R revie not r inclu consi a tasi and v The t the c comi Step prom has n verify	r. The Anticipated Participation Plan, PCWs, and LOIs will be attached to the shopping car scient Enginery [2] Regional Civil Bights Manager (RCMM) [3] Fund Cherter Approver, and we he plan and ensure that the consultant has met its small business targets [if any] and aneet the consultant thus at bubmit a Good Faith Efforts Report and attack does proposed participation on future task orders as part of the Good Faith Efforts Report and attack of expressed participation on future task orders as part of the Good Faith Efforts Report and attack order near start under the master contract tight BCROw appte. CRBRR will run a week will close out the rejected task order contract in the BZGNow system. CRBRR will run a week will close out the rejected task order contracts when a site Action and the default audit setting should be motract even if there is an approved valver in the task order U. The waived goal for the ment section and all documentation should be attached. 9: Reporting and Modifications: The consultant must pay all subconsultants within 7 day latent must record all subconsultant/vendor payment information in the BZGNow system. RESON system cRBCRDN will be sent each month for the consultant to complete, even if ot yet made payments, the consultant will note °0 in the BZGN system act papericable more future task papericables.	t. The sho id (4) Busin met the cosh the RCRO proves the kly report i selected. task order s of receip each mon work has i work. The R	The Dfree Approver. The RCRD will intract goal. If the consultant did hopping cart. The consultant and shopping cart. He RCRO will result in SAP of all rejected task orders CRBRC will note the actual goal on contract will be noted in the et of payment from CDOT. The th. When a task order is created, not yet started. If the consultant CRD will review the report and

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

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: <a href="https://www.codot.gov/business/civilrights/compliance/prof-services/resources-forms">https://www.codot.gov/business/civilrights/compliance/prof-services/resources-forms</a>



### **Navigate B2GNow**

CDOT manages nearly all 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 contract.

NOTE: B2GNow relates "Subcontractor" to any Sub - Contractor, Consultant or Supplier/Vendor.

All <u>underlined</u> text and numbers represent a link and can take you directly to the relevant page.



Search Prequalified Contractors



### Create an Account in B2GNow

B2GNow is a national database used by several dozen state and local agencies. The nationwide registry holds over one million 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 contracts 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: <a href="https://cdot.dbesystem.com">https://cdot.dbesystem.com</a>.

The Environmental Justice Equity (EJE) 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 EJE at (303) 757-9234.

### **Vendor Accounts**

A vendor account is like a virtual directory posting for your business. Every vendor account has an assigned vendor number. Some vendors may have multiple vendor numbers because of the way their name was set up. 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, 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.





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

> Search by Business Name of DBA Search by Tax Identification Number Typ: Typ a few letters of the firm is name. Search by Contact Person Typ: Typ the first letter: Typ: Typ the first letter: Typ: Typ the first letter: Typ: Typ part of the email Search by Location Addess
> City
> US States
> Curving Provinces
> Search



Click "Search".

If <u>your company appears</u> in the search results, close the *Account Lookup* window. Your company already has a vendor account. Continue to *Note your Vendor Account Number* section then, to the *User Within Accounts* section of this guide.

If <u>your company does not appear</u> in the search results, close the *Account Lookup* window. Your company does not have a vendor account. Continue to *Create a New Vendor Account* section.

#### Note Your Vendor Account Number

Each individual firm will have their own unique vendor system number. This is the preferred locator method. 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 multiple forms.

Search your firm. Search>>Vendors.

Search »				
Vendors	Quick Search Options			
Certified Vendors Users	Click a button to initiate an immediate search:		Advanced Search Parameters	
Outreach Campaigns Proposals	Current Certified D	irectory Certified Directory as of: (mm/dd/yyyy) Regist	ETHNICITY	Select one or more *
Certification Apps Search Results »			GENDER	Select one or more *
Reporting » Create »	Search Parameters		VENDOR STATUS	All Vendors
Tools »	BUSINESS NAME/DBA	atkins	CONTRACTOR'S REGISTRATION/PREQUALIFICATION	[Contractor Registration: Accepted/Auto-accepted
Settings » Help & Support »	CONTACT DEPSON	Enter business name. DBA name. Tax ID number: or System Vendor Number: all searches are wildcard (e.g. *ti First name Last name Contact Type	SITE VISIT	Calert all
Logoff		Users	COUNTY	Contractor Registration
Show All Hide All	CITY		FEIN/TAX ID NUMBER	Accepted/Auto-accepted
.ogged on as: Karen Fuiii-Martin	STATE/PROVINCE	Select one or more *		
Colorado Department of Transportation	ZIP CODE/POSTAL CODE	Search for multiple zip codes and post codes by separating with commas.		

To see details of the account, click on the underlined "Go To...".

Search »	DBA SAFETY COMPLIANCE SOLUTIONS			
Vendors Certified Vendors	ATKINS IN HOME CARE DBA SWEET BASIL APOTHECARY	UPPER DARBY, PA	267-428-0019	Go To 20909144
Users Contracts	ATKINS INTERNATIONAL LLC DBA THE ATKINS GROUP	SAN ANTONIO, TX	210-444-2500	Go To 20134869
Outreach Campaigns	ATKINS JR., DONALD P	LANDENBERG, PA	302-239-4852	Go To 20561606
Proposals	ATKINS MATERIAL SOLUTIONS	ROCHESTER, NY	585-720-6168	Go To 20167683
Certification Apps Search Results »	ATKINS NORTH AMERICA	FORT MYERS, FL	239-334-7275	Go To 20779494
Reporting »	ATKINS NORTH AMERICA (JACKSONVILLE, FL)	JACKSONVILLE, FL	904-363-8488	Go To 20412584
international de la construction de	ATKINS NORTH AMERICA, INC.	TAMPA, FL	800-477-7275	Go To 20006952
reate »	ATKINS NORTH AMERICA INC.	TALLAHASSEE FL	850-575-1800	Go To 20461023

Or Search>Vendors>Type in Vendor number.

View »	ATKINS HOTEL	Atking North Am	orico Inc			Close
Search »	DBA SAFETY CO	ALKINS NOTULI ALI	erica, iric.			Close
Vendors Certified Vendors Users	ATKINS IN HOM DBA SWEET BA ATKINS INTERN	E: info@atkinsglobal.com P: 800-477-7275 F: 305-599-3809				
Contracts	DBA THE ATKIN	SUITE 700				
Outreach Campaigns	ATKINS JR., DOP	TAMPA, FL 33607				
Proposals	ATKINS MATERI					
Certification Apps	ATKINS NORTH	Select a module, function, or reco	rd type to navigate to.			
Search Results »					System Ve	endor Number: 20006952
Reporting »	ATKINS NORTH					
Create »	ATKINS NORTH	Business Information	Vendor Profile	Users	Owners	
Tools »	ATKINS NORTH	View & Edit	QuickView			
Settings »	ATKINS P A					
Help & Support »	21 - 40 of 272 records	Certifications	Contracts	Registrations/Pregualific		
	al - to bravarecords	COLORODATION CONTRACTOR		President and the second s		



#### **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, <a href="mailto:support@b2gnowsupport.com">support@b2gnowsupport.com</a>, (602) 490-0809, and provide the vendor numbers, name of firm(s) and contact info to have the accounts merged. All your contracts should be under one vendor number.

#### Create a New Vendor Account

Before getting started, make sure your firm has an existing account. Duplicate vendor accounts are a common issue because the firm was spelled or set up differently. Contracts under different vendor numbers are difficult to monitor.

**NOTE:** Creating a new vendor account by clicking "*Prequalify*" will take you to the Questionnaire menu which is not what you want.

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.

	First name	Last name
Name *	Master	User
Title		
Email/Username <b>*</b>	( <u>Copy from above</u> ) test@tester.com	
Phone Number <b>*</b>	( <u>Copy from above</u> ) 000 0000000 Ext.	
Fax Number	(Copy from above)	
Choose password *	••••••	Strength Sufficient
	Password requirements:	
D	Must be at least 6 char	acters long
Retype password *		Passwords Match
Time Zone *	US/Mountain	•

Click "Next".

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

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

Then click "I would like to create an account in this system".

Click "Next".



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

NOTE: Record your vendor number for your account as this will be used on multiple forms.

Return to *Account Lookup* to locate your firm's account. Contact the CDOT Environmental Justice Equity at (303) 757-9234 if you have questions.

### **Reset Password**

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

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



Enter your email address in the popup box

Click "Submit".

	Reset Password
Enter your email address, use to the registered email addres username, you can <u>look it up</u> .	ringne, or user number in the box below and we will create a one-time use password and send it is for the account. You will be required to reset your password after login. If you do not know your
Need help? Some questions m	nav be answered wywatching 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, refer to Creating a New User Account section.

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.	You
Username: Password: QSsfR7vx (case sensitive)	

Log in to the system using the username and password.

Follow instructions to change your password.



NOTE: B2GNow passwords must be six (6) characters long and DO NOT expire.

### **Users Within Accounts**

Within each overarching vendor account, there are several 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 vendor number.



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

Search by Business Name of DBA		Search by	Tax Identific	cation Number
Tip: Try a few letters of the firm's name.		Tip: Mus	t be 9 numbers;	do not enter spaces or dashe
Search by Contact Person				
First Name	Last Name			
Tip: Use the first letter.	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
			•	•
			Searcl	h

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.

### Create a New User

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

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

#### Request a New User Without Logging In

Anyone can be added as a new user to a company's account. These requests are subject to approval by a company's contact.



You will have to find your vendor account number.

On the left side of the *Log In* page, click *"Account Lookup"*.

Enter your System Vendor Number (preferred), Business name (less reliable due to variation) or Tax ID Number.

Click "Search".

SYSTEM	ACCESS
Find you	r account information
	Account Lookup
Search by Business Name or DBA	Search by Tax Identification Number
Tip: Try a few letters of the firm's name	e. Tip: Must be 9 numbers; do not enter spaces or dashes.
Search by Contact Person	
First Name	Last Name
Tip: Use the first letter.	Tip: Try the first few letters.
Search by Contact Information	
Email	Phone Number Fax Number
Tip: Try part of the email.	
Convolution Logotion	
Address	City U.S. States Canadian Provinces
	Search

If your company does not appear in the search results, close the Account Lookup window.

If your company does not have a vendor account, return to the "Create 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"*.

Click "Submit".	<u>Request New User For This Entity</u>
Facknowledge that I have the authority to request this new of Type your name:	er account on behalf of the organization.
e to your support query will come from cdot@dbesystem.com. P	lease ensure you are able to receive email
Submit Cancel	

**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.

# Add a New User from Inside the System (Once Logged in)

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

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

Settings » Change Passw Your Settings General Biz In Vendor Profile Lieu Mit Add a User Commodity C Employees Workforce/EE

A list of the users linked to the company's vendor account will pop up. At the top of the page, click "*Add User*".

Complete all required (\*) fields.

Click "Save" at the bottom of the screen.



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

### **User Changes**

CDOT can assist and edit profile information for a firm's user. Civil Rights can also reset a user's password. Please contact the EJE at (303) 757- 9234. To deactivate a user, please contact B2GNow support desk at <a href="mailto:support@b2gnowsupport.com">support@b2gnowsupport.com</a>, (602) 490-0809, and provide the vendor number, name of firm and contact info. Please keep your user list updated and remove any users that are not needed.

### Home Screen and Dashboard

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

### Home Screen/Navigation Menu

### View Menu

- View a list of certified firms
- View a list of all your viewable contracts
- View all recent prompt payment contract audits
- For Preconstruction, view pending Sub requests
- For Preconstruction, view list of accessible contracts
- 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 contracts (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
- 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, firm, etc.





Search Results »



- Search for specific ad documentation/utilization plans
- Search users

#### **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

#### Reports

- Access list of available reports
- Create new contracts, proposals, contracts, vendor lists, etc. (CDOT only)
- Switch between linked accounts (CDOT only)

#### Help and Support (For the B2GNow System)

- Contact support
- Quick guide
- Training
- Wish list
- Submit feedback
- Report a problem

### **Permanent Widgets**

The Alerts, System News, and Tools widgets is helpful information and cannot be removed from the Dashboard

NEW FEATURE "Saved Search Parameters"
A little bit of development may its reportyou can now save search parameters for future use. Run any kind of search (vendoc certified vendoc, contract, etc.) and a the bottom of the results page of lick <b>Fasor Search Parameters</b> buttom, enter a descriptive reference name, and save. Every time you revisit the search page, there will be a <b>Used Saved Search</b> button at the top that will list all saved searches available to you. EvidibilitiesmitOcommetium
Note: this feature does not save the search results, it saves the search <b>parameters</b> . 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? <u>Check it out here</u> 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

You can move or change the color of these permanent widgets.

Remove or modify the settings of any widget by selecting "*Config*" below and to the right of the widget.

Config



#### Help & Support »

Contact Support Quick Guide Training Manual Training Classes Document Library Video Library Wish List Submit Feedback Report a Problem Trust Center Email Test About B2Gnow



### Navigate Your Dashboard

To view snapshot(s) of a contract, click on the *My Contracts* section. To complete prompt payment information, click on the *Contract Audit* section. A Prime's dollar commitment of their original team members on a contract can be seen on the Utilization Plan.

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

Dashboard		Displaying records assigned to	your company
Contract			
Total			
Open			
Closed			
Contract Audits	Total	< 90 days	> 90 da
Total Audits	5	2	
Incomplete Audits »	4	2	
Audit Discrepancies »	1	Q	
Contractor's Registrations/Prequalifications			
Incomplete, Pending Submission »			
Active/Accepted			
Utilization Plans			то
Approved »			

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.

Required Hous CorCondition of clo Total Audits Incomplete Audits Discrepancies Closeouts/Final Past Due Audits Sub Requests - New	ekeeping sing not met 1950 332 26, 30 40 1	Talk to Region Civil Rights 101 Condition of Payment no 1	> 90 days <u>1701</u> 231 20 19 <u>0</u>
		Displaying Org	anization Data - Config
	Contract Relate	d Request	
Priority Flagged Contra	cts		
Contract #	Status & Dates	Contract Value Total Payments Credit Payments	% Goal % Credit
<u>test001</u>	Closed 4/2017 to 4/2022	\$0 <u>\$0</u> \$0	0.0% 0.0%
			Config

### Personalize Your System Dashboard

Click "Personalize" in the Dashboard in the yellow bar in the right corner of the Home screen.  $\Rightarrow 2$ 

				-
Click Personalize to get started.		Hom	e	
		View	»	
		Sear	ch »	

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 and prequalification.





### Locate Your Contracts

There are several ways to locate a contract.

CO	Users Vendors Contract Concessions
← → ④ ﷺ	Search your organization's contract databa
Home	
View »	
Search »	Search Parameters
Vendors	
Certified Vendors	Contract/Reference Number
Contracts	
Concessions	Contract Title
Outreach	
Users	Containing Text
Search Results »	
Message »	Contractor
Settings »	
Help & Support »	Buyer i oject hanager
Logoff	
Show All Hide All	
	Image: space of the space o

From the Navigation Menu, Click "Search">>" Contracts".

	Search First 20 Matches
0010	
(Contract num	ber, financial system reference, project number
(Contract desc	ription, summary, notes, comments)
Prime	Subcontractor Either

Enter the 5-digit CDOT subaccount contract number, Main/Master Contract SAP OLA # (321, L331 prefix) or Task Order (431, 451, 491 prefix) SAP PO number, title, or contractor.

Click "Search".	Contract Number 000010	R1 Test	
-----------------	------------------------------	---------	--

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

### Full List of Your Contracts

From the Navigation Menu, click "View" >> "My Contracts".

Click "View" next to the contract you want to review.





CDOT	Vendor P	rofile: Contracts
CO	General Pu	uble Profile Users Commodity Codes Contacts Employees Certificati
4> 🚯 🍛	CDOT P.m	ne Test 1
Home	Lister below	are the contracts to which this vendor is assigned.
View »		
My Alerts	Gontrate	ts as Frime Contractor
	Actions	Contract Number & Title
My Contracts	View	Routing #: As Needed Test
his soudits	View	000010: R1 Test
My Workforce Audits	10000	
My Concessions	View	testuoi: test As Needed Test
My Concession Audits		
My Utilization Plans		
My Outreach	Contract	ts as Subcontractor
My Events	No contracts	assigned as a subcontractor.
My		

Enter the 5-digit CDOT subaccount contract number, Main/Master Contract SAP OLA # (321, L331 prefix) or Task Order (431, 451, 491 prefix) SAP PO number, title, or contractor.

Click "Search".

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



#### **Flag and Access Priority Contracts**

Locate the contract through "Search".

Under the gray bar on the Main tab of the contract, click "Add to Dashboard as Priority Flagged Contract".



Priority	Flagged Contracts
Contract	#
test001	

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

To remove a contract from being flagged, reenter the contract and click "*Remove from Dashboard*".

### Navigate the Contract Tabs



#### **Contract Main Tab**

Change the compliance contact and find quick links to manage Subcontractors, Task Order, etc.

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





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

### Subcontractors Tab

Review a list of each Subs or Suppliers/Vendors on the contract against the Main/Master Contract. Additional Subs or Suppliers/Vendors that was not part of the original proposal will be added to a specific Task Order. Additional firms added will include uploads of the PCW's for Subs/LOI's for Supplier/Vendors or contract amendment documentation.

Sub tier		Subcontr	act		Only pert to DBEs	ains
	Certified	Current Award	Туре	Inc. in	pal Compa	nce Final Pmnt
1 CDOT Sub Test 1	No	\$100,00	Sub	No		No
CDOT Sub Test 2	No	\$10,000	Sub	No	Ø	No
DBE		Ĺ	Sub Supr	or olier		completed

Refer to Add Subs section.

### **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 *Compliance Audit List* tab.

Contract Main	View Contract	Subcontractors	Compliance Audit List	Compliance Audit Summary	Messages	Comments	Reports
000010: R1 Te Prime: CDOT Pr	est rime Test 1						
liance Audit	List						
liance Audit Aud	List it Period					Paie	d to Prime
oliance Audit Aud Ap	List it Period ril 2018		endi	ng Prime Repor		Paic	d to Prime <sup>p</sup> ending
b <b>liance Audit</b> Aud Ap Mar	List it Period ril 2018 rch 2018		endi	ng Prime Repor ncomplete		Paic F F	d to Prime <sup>P</sup> ending <sup>P</sup> ending
Dliance Audit Aud Ap Mar Febru	List it Period ril 2018 rch 2018 uary 2018		əndi I	ng Prime Repor ncomplete		Paic F F F	d to Prime Pending Pending Pending
D <b>liance Audit</b> Aud Ap Mar Febru Janu	List it Period ril 2018 ch 2018 uary 2018 aary 2018		əndi	ng Prime Repor ncomplete ncomplete		Paic F F	d to Prime Pending Pending Pending Pending
bliance Audit Aud Ap Mar Febru Janu Decer	List it Period ril 2018 ch 2018 Jary 2018 ary 2018 mber 2017		andi I I I	ng Prime Repor ncomplete ncomplete ncomplete		Paio F F F S7(	d to Prime Pending Pending Pending Pending 2000.000.00

### Compliance Audit Summary Tab (CDOT and Primes Only)

For NPS contracts, review the ongoing progress toward contract completion and the DBE goal under each Task Order.

**NOTE:** The *Compliance Audit Summary* tab is not used for Project Specific/Program Specific contracts for Main/Master Contracts.



For NPS contracts, to view DBE participation on each Task Order, view the Task Order.

Test System B2GN€W	Vendor I General Info CDOT Sub Listed below	Profile: Contracts Public Public Users   Commontly Codes   Contacts   Employees   C Text 1 are the contracts to which this vendor is assigned.	ertifications] Contracts ) Click M	y Contracts	under the Vie	W	Help System Vendor N	0 & Tools 💥
Home	Contrac	cts as Prime Contractor						
	Actions	Contract Number & Title	Contracting Organization	Prime Contact	Status	Dates	Award Amount	Paid Amount
View »	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
My Contracts	View	1234 T/O1: 1234 Rockfall Mongation	Colorado Department of Transportation	CDOT Tester (change)		5/20/2016 to 5/20/2018	\$1,000,000	\$0
My Cartilications My Concessions	View	4562 Hockfall Mitigation: 4567 Rockfall Mitigation	Colorado Department of Transportation	CDOT Tester (change)		5/17/2016 to 5/17/2018	\$1,000,000	\$0
Hy Contract Audits	View	55555-test: CDOT Test Contract JL - 55999	Colorado Department of Transportation	CDOT Tester (change)		7/1/2016 to 5/2/2017	\$5,000,000	\$0
My Concession Audits	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
My Utilization Plans My Outreach	View	16HAIXA00045: I25 Rockfall Mitigation	Colorado Department of Transportation	CDOT Tester (change)		7/1/2016 to 7/1/2021	\$1,000,000	\$0
My Events					Number of co	ntracts as prime: 6	\$14,000,000	\$500.000
My Questionnaires My Bid Soliditations My Messages My Prevailing Viage	Contrac	cts as Subcontractor ts assigned as a subcontractor.			Training of co		11,500,000	100,000

Click on the "Compliance Audit Summary" tab.



#### Master Audit Summary Tab

The Master Audit Summary tab is only accessible to CDOT. Primes can view the same information by running a report called Master Contract Summary Report - New Format through B2GNow. This report is only available to Primes and CDOT does not have access to the report since they see the Master Audit Summary tab.



# Read a Master Contract Audit Summary for PS/PGS or Local Agency Participation (CDOT only)

For PS/PGS and Local Agency (and prior 2020 contracts with "rolled up" goals) participation review, you can run the *Prime Contractor Master Audit Summary Report - New Format* that is only accessible to outside vendors.



### Messages Tab

This will show messages through the system regarding the contract.

### Comments Tab

Add comments viewable to all users linked to the firms account.

These comments are not visible to Subs or CDOT.

Add New Comment				
Enter comment information and	parameters. Click	Save Comment to complet	e the process.	
Comment Type *	$\bigcirc$	Standard Comment		
	$\bigcirc$	Comment with Due Date:		(mm/dd/yyyy)
			Add alert for t	his comment.

### **Reports Tab**

See what reports can help you with gathering information.

### Attach/Upload Documents

Consultants only have a couple areas they can upload documents from in B2GNow. If you don't see an *Attach File* button, you will need send a message to Civil Rights where you can upload the document so they can add it to the contract files.



### NonProject Specific Process Flowchart

Contracts Awarded Prior to 12/31/2020



### Contracts Awarded After 1/1/2020



If submitting a *Professional Services Reevaluation* form, make sure it has been approved by Civil Rights.



### Project Specific/Program Specific Process Flowchart

Contracts Awarded Prior to 12/31/2019



Contracts Awarded After 1/1/2020



# DBE Participation for Project/Program Specific, Local Agency Contracts or Prior Contracts with "Rolled Up" Goals

It is suggested that Primes continue to keep a DBE tracking spreadsheet for Project Specific/Program Specific contracts. Primes do not have access to the *Master Audit Summary* tab that shows the participation that is rolled up to the Main/Master Contract for Project Specific/Program Specific. The Primes have access to a report called *Master Contract Summary Report - New Format* through B2GNow (that is only available to Primes).



### Monthly Prompt Payment Audit Responsibilities





### Who is Responsible and When?





### Monthly Prompt Payment Reporting (B2GNow System Audits)

Monthly Audit reports (emails) are automatically created and sent to the Prime, Subs or Suppliers/Vendors on the first of every month for payments in the audit month requested. Audits request information about the actual payments made and received during the audit period. The audit request information is the actual payments made and received during the audit period regardless of the work completed, invoice or pay estimate date. 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. These audits are released to lower tier Subs or Suppliers/Vendors as soon as the Prime or 1st tier Subs or Suppliers/Vendors report 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. Each audit is delayed by one month (a June audit will receive notice in July).

For example, the audit report for October 2017 is generated and released to the Primes and 1st tier Subs or Suppliers/Vendors on November 1, 2017, to collect their payment information. It is requesting information about money paid in the month of October. Most likely, these payments reflect amounts from the September pay estimate and September invoices.



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





#### Access and Complete the Audit

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

Log in to the B2GNow System at <a href="http://contracts.codot.gov/or">http://cdot.dbesystem.com/</a>



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

Dashboard		Displaying records, ssigned	to your company
Contract			
Total			
Open			1
Contract Audits	Total	< 90 days	> 90 days
		1	5
Incomplete A **	1	1	ي ا
Certifications	Active	Pending	Renewin
Status	2	0	9
Utilization Plans			Tota

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.



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

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

Public comments are available to all.

required entry					
Delectia receivien aptien, review lapitatia att ether require	of Information, antar comments if needed, and click Some Response. You can recepted to this obcreasing, retice once. Further changes must be processed by the compliance efficiency				
Disorgancy Resource (? *	VSA - the \$10,000,00 unglenally reported to give particle is connect.     VSA - the \$40,000 unglenally incomed to the autochromotoria samect.     On to -ever an of the autochromotoria to expense.				
Pablic Community	their proven an unlike the produces of an and the prime contractor.				
Viluate Communita	These screetshing on right OBU is the screet one offset.				
AZIACA FUNÇA	A0007 FM				
Confirmation	Open in a confirmal on phrap explores     Rave metowards     Connel				



Remember, the correct amount is the amount paid by your higher tier Sub or

Supplier/Vendor to you during the calendar month of the audit period.

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

# Prime Payments from CDOT for 431 Task Orders (Primes Only)

Primes payments for Task Orders that begin with 431, will automatically be reported. Refer to Prime's section - Prime Payments from CDOT for 431 Task Orders.

Prime Payments from CDOT for Other Task Orders (Primes Only) (451, 491 prefix and Local Agency contracts)

Refer to Prime's section - Prime Payments from CDOT for Other Task Orders.

Report Payment to 1st Tier (Primes Only)

Refer to Prime's section - Report Payments to 1st Tier.

#### Report Sub, Supplier/Vendor Payments (1<sup>st</sup> Tiers & Middle Tiers Only)

Refer to 1<sup>st</sup> Tiers & Middle Tier - Report Sub, Supplier/Vendor Payments section.

#### Release Subs, Supplier/Vendor from Audits

From the Navigation Menu, click Search >> Contracts.

Enter the 5-digit CDOT subaccount contract number, Main/Master Contract SAP OLA number, Task Order SAP PO number or title, or firm.

CDOT	Search: Contracts			
CO	Users Vendors Contract Concessions			
🗢 🔿 🛃 🍜	Search your organization's contract databaw and click Sear	ch. Some parameters are required.		
Home		Search First 20 Matches		
View >>		Scaren inst20 materies		
Search »	Search Parameters			
Vendors	0010			
Certified Vendors	Contract/Reference Number	Contract number Snancial system reference project number		
Contracts	(Contract number, in	nancial system reference, project number)		
Concessions	Contract Title			
Outreach				
Users	Containing Text			
Search Results »	(Contract description	(Contract description, summary, notes, comments)		
Message »	Contractor			
Settings »	Prime      Set	ubcontractor 🔘 Either		
Help & Support »	Buyer/Project Manager			
Logoff	(Organization name	, contact name)		
Show All Hide All		Search First 20 Matches		


Click "Search ".

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

Once in the contract, navigate to the Subcontractors tab.



Click "*Edit*" on the far right for the Subcontractor you wish to release. In the *Settings* tab, select "*Yes*" for Final Payment Made. Otherwise, click "*No*".

Include in Compliance Audits? *	Yes - subcontractor is active and should be incl     No - subcontractor is inactive. If any lower tiers
Count Towards Certified Goal *	This setting is used only to set the default status on ful Yes - Payments to this contractor count toward No
Goal Type	None selected 🔻
Final Payment Made? *	Yes; if any lower tier subcontractors are active,     No

Click "Review".

Click "Save".

### **Review Past Due Audits**

Every Prime and Sub or Suppler/Vendor on the contract must report how much it paid its direct Subs by the 16th of the month. The Prime must ensure that all its tiered Subs or Suppliers/Vendors are reporting.

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

		and the second second	
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	<u>0</u>

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

Filter by Past Due Audits status to find late audits.

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

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 or Supplier/Vendor whose information has not been reported.



The Prime is responsible for logging in and reporting the 1<sup>st</sup> tier payments.

1st tier or Middle firms responsible for reporting and/or confirming payments.

Lower tier firms are responsible for confirming payments.

Amounts will be reported even if \$0.00. If any Subs or Suppliers/Vendors have not reported, the Prime is responsible for ensuring as a condition of award. In the event the reporting is missing, contact the Prime.

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

Filter by pending status to find open audits.

Ensure the assignment check box is unchecked.

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

Reporting Status	Audit Period	Contract
Pending All 🔻	Mar-2018 🔻	
Pending sub (4)	March 2018	C20819

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 passed. Not all firms have reported.

Pending all: Shows all open audits.

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



Show ONLY records assigned to	you
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Option: Create a *Subcontractor Due Date* Report in the CRS System Resources folder to find the report for the contract and audit period.

Region 1

C19487

October 2017

This report is sorted by region, contract, month.

Compare the due dates in the report with the incomplete Not Yet records in B2GNow.

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

3/1/20		1/2018	Not Yet	4/28/2018
3/1/2018	Blas 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
1 Alpha & Om Dan Trujillo	aga Consultants, Inc. [Info]		\$0	.00 Not Ye
1 Alpha & Om Dan Trujilo P 303-467-1 1 Cascade Env	<b>19a Consultants, Inc.</b> [Info] 700, F 303-467-1100 <b>ironmental, Inc.</b> [Info]		<b>\$0</b> <u>View</u> Prompt:	.000 Edit Yes
1 Alpha & Om Dan Truille P 303-467-1 1 Cascade Env Jonathan Sp irse@comca P 303-948-0 Collective M	<b>29a Consultants, Inc.</b> [Info] 700, F 303-467-1100 inonmental, Inc. [Info] incer inter 2008, F 720-746-6389 solutions [Info]		\$0 View Promy \$2,687 <u>View</u> Prompt:	Not Yes Edit View E Yes Not Not Yes New Promoti I

Verify that all Subs, Suppliers/Vendors listed as *Not Yet* are listed on the *Subcontractor Due Date* Report.

If there were delays in the reporting phase of the audit such that the 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 records on the audit are past due.

To close an individual record under the Not Yet status of the individual audit, click "Edit".



Complete the audit response section assuming the Prime reported the payment correctly.

Save the audit.

### **Close Incomplete Audits**

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

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





From the *Contract Audits* in your *Dashboard*, click the red number in the *Incomplete Audits*. Filter by pending status to find open audits.

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

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

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 passed. Not all firms have reported.

Pending all: Shows all open audits.

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

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

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

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

Ensure that all incomplete records have been open for at least 15 days, all Subs or Suppliers/Vendors 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.

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

This is the date the Prime or higher tier Sub or Supplier/Vendor reported the payment.

Note whether the report was submitted more than 16 days ago.

Repeat this process for all incomplete lines.



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

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

**NOTE:** This process only applies to incomplete responses. There is no equivalent process for incomplete reporting. Reporting by the Prime and all Subs or Suppliers/Vendors is a condition of payment.

### Confirm or Dispute Payments (All Subs, Suppliers/Vendors Only)

Refer to 1<sup>st</sup> & Middle Tier - Confirm or Dispute Payments section.

### Report a Payment Dispute (All Subs, Suppliers/Vendors Only)

Refer to 1<sup>st</sup> & Middle Tier - Report a Payment Dispute section.

### **Review Discrepancies**

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

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

Ensure the assignment check box is unchecked.

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
Discrepancy V	Mar-2018 🔻	
1 Discrepancy	March 2018	C21327

Filter by Discrepancies to find unresolved discrepancies.

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

In the Subcontractor Payment section, locate the payments that say Discrepancy.

Click "Resolve".

90,395.75	Discrepancy	
Resolve	Resolve	
rompt: Yes	Prompt: N/A	

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

You may review any available responses in the Discrepancy Resolution Data Report.



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 the Discrepancy

On the *Home* screen, find *Audit Discrepancies* in your *Dashboard* and click on the red number.

Contract Audits	Total	< 90 dave	> 90 days
Total Audits	2	4	<u>5</u>
Incomplete Audits »	1	1	<u>0</u>
Audit Discrepancies »	1	1	<u>0</u>

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

To <b>resort</b> click on column title. To <b>filter</b> click on the drop down menu.			
Status	Audit Period		
Discrepancy 🔻	All	All 🔻	
1 Discrepancy	December 2017	000010: R1 Test	

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

To enter the audit from this screen, click "View Audit" on the right.





In the Audit Actions Section, click "Resolve # Discrepancies". In the Subcontractor Payment section, locate the payments that have been rejected.

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.

Resolve Discrepancy

Audit Notice

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 contract, firms other than the Prime CANNOT resolve the discrepancy on their own behalf.

Discrepancies can happen for a few reasons: 1) There may be cases when one party's payment was released at the end of one month and not received by the other party 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. 2) One party made a reporting error 3) A 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 firm 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 firm, the Prime, and the CDOT Project Engineer.

If your Sub disputes a payment, you will receive a notification. The Prime will respond to the discrepancy. Review the responses from both the Prime and the firm. 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. Once the responses are complete, contact your Civil Rights office to resolve the discrepancy. Therefore, when the audit is ready for your review, you will have one or two sets of comments from the Sub and one set of comments from the Prime.

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

When you are ready to resolve the discrepancy, select the option that shows the dollar amount released to the Sub during the month of the audit period.

Enter public comments to indicate how and why you resolved the discrepancy as you did.

* required entry	
Select a resolution option, review/update/add other req	uired information, enter comments if needed, and click Save Response. You can respond to this discrepancy notice once. Further changes must be processed by the compliance officer.
Discrepancy Resolved? *	YES - the \$70,000.00 originally reported by the prime is correct. YES - the \$20,00 originally reported by the subcontractor is correct. No - 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 vieble ONV's the compliance efficer.
Attach File(s) Confirmation	Attach File  Send me confirmation of my response.
	Save Response Cancel

Add or have added any relevant attachments.



### Sub or Supplier/Vendor Reported Discrepancies

Refer to Access the Discrepancy section to access the discrepancy.

Verify the payment data you reported. If the firm has already responded to the discrepancy, review the responses.

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

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 the Sub, complete the required fields to resolve the discrepancy.

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

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

Public comments are available to all.

* required entry	
Select a resolution option, review/update/add other req	uired information, enter comments if needed, and click Save Response. You can respond to this discrepancy notice once. Further changes must be processed by the compliance officer.
Discrepancy Resolved? *	YES - the \$70,000,00 originally reported by the prime is correct. YES - the \$300 originally reported by the subcontractor is correct. No - near or the manuful are correct.
Public Comments	These comments are visible to the compliance officer and the prime contractor.
Private Comments	These commute are valide ONV to the complement officer
Attach File(s) Confirmation	Allach Fis
	Save Response Cancel

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

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





## **Primes: Form Submittals Checklist**

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

### Forms for Consultant Contracts

Submit the following document with your Statement of Interest/Request for Proposal:

Small Business Participation Page included in Proposal for scoring purposes

Affidavit of Small Business Participation Form (even if 0% DBE goal)

<u>IF</u> you did not meet the contract goal (or Small Business Targets), a completed **Good Faith** Efforts Report Form is required.

Submit the following documents to the engineer for inclusion in the Task Order proposal:

] Task Order Request Form

NPS = Anticipated Participation Plan and Good Faith Efforts Report Form

- ] NPS = *Reevaluation of DBE Goal* (if applies) form
- Project Specific/Program Specific = Anticipated Participation Plan and Plan Status Report form
- Project Specific/Program Specific = Anticipated Participation Plan and Good Faith Efforts form
- <u>IF</u> you did not meet the contract goal (or Small Business Targets), a completed Good Faith
   Efforts Report Form is required.
- Project Cost Worksheets for Subconsultants Included in the NonProject Specific or Project
   Specific Anticipated Participation Plan

Letter of Intent for Suppliers/Vendors or Rate Sheet Included in the Project/Program Specific or NonProject Specific

### DBE, Modifications and Closeout:

Commercially Useful Function Questionnaires Report form for DBE firms counting toward the DBE goal

] DBE Participation Plan Modification Request form

☐ Professional Services Closeout Report form

**NOTE:** For the most updated and other Professional Services forms, manuals, trainings and contracts, check the EJE web link:

https://www.codot.gov/business/civilrights/compliance/prof-services/resources-forms.





### Primes: Utilization Plans for the Main/Master Contract and Task Order Based Contracts (UP Commitments)

Once awarded a contract, Primes will complete a Utilization Plan for the Main/Master Contract. This is prior to the contract being signed to document their teams and commitments chosen on the contract for NonProject Specific (NPS) contracts, Project Specific (PS), and Program Specific (PGS), and Local Agency contracts. All Subs and Suppliers/Vendors used will receive binding, contractual obligations from the proposal. The Operating Agreement cannot be executed until CDOT Civil Rights processes and approves the Main/Master Contract Utilization Plan.

For NPS contracts, the commitments will not show on the Utilization Plan. Finalization of commitments and \$ amounts for each Sub or Supplier/Vendor will be at the Task Order level. The advisory goal will be passed down to each Task Order that is created under the Main/Master contract and every Task Order will have DBE participation to meet the DBE commitments.

Consultants may request a reevaluation of the passed down advisory DBE goal from the Main/Master Contract. At Task Order level and prior to approval of the Task Order, an approved reevaluation is completed and included with the other pertinent documents.

Once the Utilization Plan is submitted, CDOT will approve or return the plan for corrections. If there is no approved reevaluation of the DBE goal, the Master Advisory DBE goal is passed down to the Task Order and no new UP is completed. The Anticipated Participation Plan submitted at Task Order creation will show DBE participation.

**For Project Specific or Program Specific contracts,** the commitments by percentage will show on the Main/Master Contract UP. PS/PGS DBE commitments "roll up" to the Main/Master Contract for participation.

For Local Agency contracts, the commitments will show on the Main/Master Contract UP.

#### Access the Utilization Plan

Your firm will receive a prompted email requesting to complete the UP. Log in to the B2GNow system at <a href="http://contracts.codot.gov/or">http://contracts.codot.gov/or</a> <a href="http://contracts.codot.gov/or">https://contracts.codot.gov/or</a> <a href="http://contracts.codot.gov/or">https://contracts.codot.gov/or</a>

On the Home screen, if you have personalized your dashboard, find Utilization Plans.

Utilization plans requiring your attention will be in red.

Access any UP by selecting the red, <u>underlined</u> text or numbers on the right.

Dashboard		Displaying records assigned to	your company
Contract			
Total			10
Open			
Contract Audits	Total	< 90 days	> 90 day
Total Audits	1	1	3
Incomplete Audits *	1	1	3
Certifications	Active	Pending	Renewing
Status	2	0	
Utilization Plans			Tota
Pending Confirmation as Subcontractor »			





Utilization Plans	Total
Pending Submission »	1
Returned, Pending Resubmission »	1
Approved »	<u>10</u>

From the list of your UPs pending submission, identify the contract you want to submit a plan on.

Click "Submit".

Submit	Pending Submission

#### Completing the Utilization Plan

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

<u>Step 1:</u> If not already filled out complete with the amount of your Not to Exceed Amount in the contract by selecting either "Update" or "Fill in Utilization Plan Details".

Step 1: Provide Utilization Plan Information		
Use this section to provide information on the plan. Click the button to Fill in Utilization Plan D	etails.	
Utilization Plan Information		
Estimated Bid/Transaction Amount	Not entered ye (update)	
		Fill In Utilization Plan Details

The NTE amount can be found in the advertisement.

1

**For PS/PGS or Local Agency contracts,** add the small business targets information of how you were scored, from the *Special Instructions to Vendor* box in the *Fill in Utilization Plan Details* comment box.

**For NPS contracts**, if the DBE goal is 0%, add the small business targets information of how you were scored, from the *Special Instructions to Vendor* box in the *Fill in Utilization Plan Details* comment box. If there is more than 1% DBE goal, a waiver box will pop up.

Utiliza	tion Plan Summary	140
Organiza	Utilization Plan: Enter Plan Details	CLOSE WINDOW
Reference Phase Status	In this section provide comments and attach files related and alteach files related by the organization.	ated to the plan as required by the organization. You may also be required to enter the estimated bid/transaction amou
Notificati	* required entry	User Mi
Due Dat Submiss	Utilization Plan Details	
Review I Reviewe Assigned	ESTIMATED BID/TRANSACTION AMOUNT *	2.000,000
	ATTACHED FILE(S)	Attach File
Step 1	COMMENTS	Small Business Targets: Small Business Participation and Contingency Plan; Variety of DBE Subs and Supplier/Vendors (Maximum of 10% Vendors); Small Business Contract Compliance Oversight; 4/5 possible incentive points





**<u>Step 2:</u>** Add all Subs and Suppliers/Vendors listed from your proposal (or Task Order).

NPS Main/Master Contract UPs - DO NOT put dollars or percentages for any Subs or Suppliers/Vendors. Keep at zero. Commitments and dollars will be submitted in the UP.

**Project Specific/Program Specific Contract UPs** - Include the percentages for all Subs or Suppliers/Vendors.

Local Agency Contract UPs - Include the percentages for all DBE Subs or Suppliers/Vendors.

Add Subcontractor

Click "Add Subcontractor".

Search Subcontractor using "Get Subcontractor" link.

Subcontractor Assignment	
Subcontractor *	Get Subcontractor from vendor database
Contact Person *	None selected 🔻
Address *	None selected 🔻

The Sub's vendor # or compliance person's name is easier to find of the correct account.

SYSTEM VENDOR NUMBER

Complete all required fields for every Sub or Supplier/Vendor.

For NPS contracts, all Sub, Supplier/Vendor amounts and percentages will be set at zero dollars and percentages on the UP plan.

**Reminder:** As stated for all PS/PGS or Local Agency contracts, if the DBE goal is set at 0%, the required small business targets of how you were scored will be placed in the Utilization Plan Details comment box.

Subcontractor Details			
Subcontractor Tier *	Yes for all DBEs	Subcontracts to [Prime] CDOT Prime Test 1 🔻	
Proposed Amount & Percent	RC=toward the goal	By Amount: \$	
	RN=additional	By Percent: %	
Count Towards Goal *	participation	Yes - Payments to this contractor will count towards the None selected      Goal	
	No for Noncertified	NO NO	If DBE,
Type of Participation *	DBE ESB	Subcontractor/Subconsultant	always
	DBE certified firms will have a list of accepted	Supplier - Manufacturer Supplier - Regular Dealer Supplier - Packager, Broker, Distrib., Wholesaler, Manuf. Rep. Joint Venture Fees & Commission Broker	select DBE. CDOT can
Work Descr Work Codes	select all applicable work codes for the contract. Click assign	Trucking & Hauling Trucking & Hauling Brokerage Currently assigned work codes: No Codes Assigned	
Estimated S Estimated E Attached Fi Comments		Add Work Codes       Click here to see if there are any available work codes assigned to recognized certifications for the assigned       (mm/dd/yyyy)       (mm/dd/yyyy)       Attach File	vendor.





#### Add DBE NAICS Codes for DBE Firms on Utilization Plan

When adding a DBE firm, work codes should automatically show the available NAICS codes for that DBE firm. If DBE NAICS work codes automatically pop up in the *Work Codes* section, you will choose which apply to your contract.

**Remember:** Choose the correct type of participation when setting up the firm and DBE Participation Type.

	TYPE OF PARTICIPATION *
Count Towards Certified Goal *	Ves - Payments to this subcontractor count towards the DBE Goal (Credit Type: Race Conscious )     No
WORK CODES	<u>Currently assigned work codes:</u> 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. <u>Click here</u> to refresh the list if the assigned vendor or for credit status has been changed.           NAICS 541330         Civil engineering services           NAICS 541370         Land surveying services           NAICS 541370         Surveying and Mapping (except Geophysical) Services
	Assign Selected Work Codes Add Other Work Codes

Once you are finished adding item codes to the sub record, click "Assign Selected Work Codes".

You can also add NAICS codes yourself.

To add CDOT specific codes, in the Work Codes section, click "Add Work Codes".

For DBE specific certified firms, click "Add Other Work Codes".

Work Codes	s * <u>Currently</u> No Code Add V	<u>/ assigned w</u> :s Assigned Vork Code:	erork codes:	
Actions	<u>Code Type</u>	Code		Code Description
Add	CDOT	Line	Storm	

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

	Search		
CDOT Line Items		•	





Or in the search box, search by key word and/or item code.

208-00051 Storm Drain Inlet

Search

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

Action	<u>Code Typ</u>	e	<u>Code</u>		Code Description
Add		CDOT Lir	ie	Storr	n

Click "OK" in the popup box.

At the bottom, click "Review".

Click "Save" on the next screen to submit.

Step 3: Complete the Waiver

Depending on the type of contract and the input of the commitments, the waiver box may pop up if the goal is not met. If the waiver box pops up, you will copy and paste the *Special Instructions to Vendor* Small Business targets of how you were scored sentence here.

Waiver is rec process; an inv attach docume or attempting to	quired if the Utilization Pl ventory profile; an explai ents specifically related to o complete another step	an has a status of be nation as to why a wa o the waiver request o	low goal. To request a waiver pro liver is being requested; and a su click <b>Attach Waiver Files</b> . When	ovide a detailed explanation upplier/subcontractor diversit finished click <b>Save Waiver D</b>	of the prime's business y plan or policy if applicable. T <b>Details</b> before leaving the plan
Goal & Wa	aiver Summary				
Goal Type	Goal	Plan	Status	\$ to Reach Goal	Waiver Status
DBE	13.00%	0.00%	-13.00% below goal	\$3,445,000	Waiver required
	Enter DBE waiver reque	st details and attachm	ents:	Att	ach Waiver Files (clear details
ESB	Enter DBE waiver reques	st details and attachm 0.00%	Met goal	Att	ach Waiver Files (clear details
ESB ESB - Target	Enter DBE waiver reques	st details and attachm 0.00% 0.00%	Met goal Met goal	Att	ach Waiver Files (clear details

**Remember:** If the contract DBE goal is 0% or it is a PS/PGS or Local Agency contract, you will not receive a waiver box since the goal is met. You will need to put your small business target information from how you were scored in the *Utilization Plan Details* comment box.

Click "Save Waiver Details", if applicable.

Step 4: Sign and Submit the UP

Click "Submit Utilization Plan", complete the required fields.





Click "Submit Utilization Plan" again to submit the plan.

ubmit this plan click the butto	below. You will be asked to provide your full name as your signature, title, company name, and check the affirmation box.	If any warnings are listed, you must address the
	Submit	t Utilization Plan
I in the required fields below	check the box to affirm your submission, and click Submit Utilization Plan.	
gn & Submit This Utilizatio	i Plan	
rpe your full, legal name*		Type your title*
pe the legal name of your org	anization*	Enter today's date*
CDOT Prime Test 1		2/20/2018 (mm/dd/yyyy)
	By checking the box I affirm that the information provided in this utilization plan is true and accurate. Making false repr Plan is prohibited by law and may result in penalties including, but not limited to, termination of a contract for cause, lo may not be counted toward DBE, and/or ESB utilization.	esentations or including information evidencing ss of eligibility to submit future bids, and/or with

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

## Primes: Add Subs, Suppliers/Vendors

All participants receiving payment on the contract must be set up and requested for approval through the Prime in the B2GNow system. 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 Suppliers/Vendors, nonDBE Suppliers/Vendors providing at least \$10,000 worth of goods and materials, vendors, truckers/haulers, manufacturers, etc. to the contract. DBE firms will need NAICS work codes assigned. New firms, not on the original contract, will require the PCWs for Subs/LOI's for Suppliers/Vendors as uploaded attachments for documentation. Civil Rights will receive a prompt to approve the added firm.

**NOTE: Local Agency** contracts, only DBE firms need to be added to B2GNow.

#### Add 1st Tiers

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

DBE certified firms can be found at: <a href="https://coucp.dbesystem.com/">https://coucp.dbesystem.com/</a>.

ESB certified firms can be found at: https://cdot.dbesystem.com/FrontEnd/searchcertifieddirectory.asp

NOTE: Local Agency contract only need DBE firms to be added to B2GNow.

From the Subcontractors tab, click "Add First Tier Subcontractor".

Subcontractor List

Add First Tier Subcontractor





On the next screen, click "Get Vendor".

Vendor Information			
Vendor *	×	<u>Get Vendor</u>	irom vendor database

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.

SYSTEM VENDOR NUMBER

Click "Select Vendor" on the right side of the screen for the appropriate firm.

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

Confirm by vendor account number if that is not how you searched.

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

Firms should not start work on the contract without first creating an account in the system.

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.

Choose the correct type of participation when setting up the firms.

TYPE OF PARTICIP

	0
ATION *	<ul> <li>Subcontractor/Subconsultant</li> </ul>
	O Supplier - Manufacturer
	O Supplier - Regular Dealer
	O Supplier - Packager, Broker, Distrib., Wholesaler, Manuf. Rep.
	O Joint Venture
	Fees & Commission Broker
	C Trucking & Hauling
	Trucking & Hauling Brokerage

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. Refer to *Distinguish DBE Commitment Toward Goal* section for clarification.





		Indicates current certifications recognized by CDOT (DBE/ESB)
Applicable Vendor Certifications		
DBE Colorado Department of Tran	sportation	
	and the second	Select by amount
Subcontract Information		Enter dollar amount
Subcontractor Tier *	[Tier 1] Subcontractor to CDOT Prime Test 1 [Prime Contractor]	of subcontract
Subcontract Percent/Amount *	\$1,000,000.00	
	U By Amount: \$	
	By Percent %	Should be Yes UNLESS sub
	amount/percent of subcontracts awarded by this subcontractor.	was fully prepaid
nclude in Compliance Audits? *	<ul> <li>Yes - subcontractor is active and should be included in the periodic complia</li> </ul>	nce aufte of the control in the second
	No - subcontractor is inactive.	
Count Towards Certified Goal *	Yes - Payments to this subcontractor count towards the None selected	Goal VES ONLY IF DRE cub
	No	TES - ONET IT DBE SUD
Type of Participation *	<ul> <li>Subcontractor/Subconsultant</li> </ul>	RC-toward DBE goal
s firm a sub	Supplier - Manufacturer	PN additional participation
is initia sub,	Supplier - Regular Dealer	KN- auditional participatio
supplier/vendor, or	<ul> <li>Supplier - Packager, Broker, Distrib., Wholesaler, Manuf. Rep.</li> </ul>	If nonUSE or ESE, No
trucker	<ul> <li>Joint Venture</li> </ul>	
	Fees & Commission Broker	
	Trucking & Hauling	Plain English description of
	<ul> <li>Trocking &amp; hauling brokerage</li> </ul>	Frain English description of
	According to policy, goal participation will be counted at 100%	firm's work on project
Nork Description *		
Nork Codes	Currently, assigned work codes;	
	No Codes Assigned	a second s
	The work codes below are from recognized certifications for this firm. Select on will be performing for this assignment and click Assign Selected Work Codes	e or more work codes that match the work this firm to add to this record. <u>Click here</u> to refresh the list if
Assign all line items	the assigned we are for credit status has been changed.	
related to firm's work 📑	COUCP NAICS 541330 Acoustical engineering consulting services	
for DBEs	CO UCP NAICS 541330 Construction engineering services	Date of signed subcontract
	CO UCP NAICS 541330 Electrical engineering services	
	CO UCP NAICS 541330 Environmental engineering services	d Other Work Codes will be used for suppliers
	CO UCP NAICS 541330 Erosion control engineering service	
	Assign Selected Work Codes Add Cuner Work Codes	
ubcontract Award/Commit Date •	(mm/dd/www)	Estimates of Start/End Date
Estimated Work Start Date *	(mm/dd/woov)	
Estimated Work End Date	(mm/ddfaaa)	
	(mm; via; yyyy)	
Prepaid amount	Yes radd this subcontractor to all audits going back to the period of Nove     Nove No subcontractor's first audit will be the next one.	Eist month of wo
	Parments Already Made: \$ 0	
Reference Identifier	Use to field to uniquely identify this subcontractor if the firm is listed on the contr	act two or more times. This identifier will be displayed
Attach File(s)	Atach File	
Comments *		
Select Yes if sul	o has already	
started on	project	
Otherwise s	elect No	
ource wise s		

### Distinguish Your DBE Commitment Toward Goal (Civil Rights and Primes Only)

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. Refer to Distinguish DBE Commitment Toward Goal section for clarification.

	$\sim$	
Count Towards Certified Goal *	۲	Yes - Payments to this subcontractor count towards the DBE Goal (Credit Type: Race Neutral V)
	0	No

CDOT requires any DBE firm to be included in goal in the B2GNow system with the appropriate NAICS codes the firm is performing.

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

11/1/2018 - 11/1/2020					Goal: 10.00% To % Credit: 0.00% Fo
<b>Compliance Audit Summary - Entire Master</b>	Contract				
	Current Award	Award Percent	Payments	Payments Percent	Difference (Payments - Award)
Prime Contract	\$1,000,000.00		\$85,000.00		
For Credit	\$50,000.00	5.000%	\$7,500.00	8.824%	3.824% above goal
Goal Types					
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%				



Race Conscious: DBE participation used on contracts that counts toward the DBE goal/commitment set for the Contract/Task Order originally from the proposal.

Race Neutral: DBE participation used on contracts that **do not count** toward participation of the original DBE goal commitments.

Choose the correct Credit Type of DBE participation.



Inc. in Goal Type Sub Compliance Audit No DBE Ø G Sub 50% DBE 10 Sub No 0 80 Sub 100% 0 DBE Ø 30 Sub No Ø 00 Ø Sub 100% ٢ DBE Ø 10 0 DBE Sub 100% 80 Sub 0 No DBE Ø 10 Reg. Dealer No Reg. Dealer No 'n Ø

## Add DBE NAICS Codes for DBE Firms

Department of Transportation

When adding a DBE firm, work codes should automatically show the available NAICS codes for that DBE firm. If DBE NAICS work codes automatically pop up in the *Work Codes* section, you will choose which apply to your contract.

**Remember:** Choose the correct type of participation when setting up the firm and DBE Participation Type.

	TYPE OF PARTICIPATION •          Subplier - Nanufacturer         Supplier - Nanufacturer         Supplier - Nackage: Broker, Distrib, Wholesaler, Manuf. Rep.         Joint Verture         Pees & Commission Broker         Trucking & Hauling         Trucking & Hauling Brokerage         Trucking & Hauling Brokerage
Count Towards Certified Goal *	Yes - Payments to this subcontractor count towards the DBE Goal (Credit Type: Race Conscious )     No
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.         NAICS 541330       Civil engineering services
	NAICS 541370       Land surveying services         NAICS 541370       Surveying and Mapping (except Geophysical) Services         Assign Selected Work Codes       Add Other Work Codes
COLORADO	

https://www.codot.gov/business/civilrights

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

Once you are finished adding item codes to the sub record, click "Assign Selected Work Codes".

You can also add NAICS codes yourself.

In the Work Codes section, click "Add Work Codes".

For DBE specific certified firms, click "Add Other Work Codes".

		Work Codes *	Currently assigned work     No Codes Assigned     Add Work Codes	<u>codes:</u>
Actions	Code Type	Code		Code Description
Add	CDO	Line	Storm	<b>_</b>

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

	Search
CDOT Line Items	•

Or in the search box, search by key word and/or item code.

208-00051 Storm Drain Inlet	Search

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

Actions	<u>Code Type</u>	<u>Code</u>		Code Description
Add	CDO	Line	Storm	

Click "*OK*" in the popup box.

At the bottom, click "*Review*".

Click "Save" on the next screen to submit.

#### Add Lower Tiers (Primes and 1<sup>st</sup> and Middle Tier Subs, Civil Rights)

All lower tier Subs from higher tier Subs are required to be included in the Consultant's contract. Add any Subs, DBE Suppliers/Vendors, nonDBE Suppliers/Vendors providing at least \$10,000 worth of goods and materials, vendors, truckers/haulers, manufacturers, etc. to the contract. DBE firms will need NAICS work codes assigned. New firms, not on the original contract, will require the PCWs for Subs/LOI's for Suppliers/Vendors or an amended contract as attachments for pertinent documentation as required. Civil Rights will receive a prompt to approve the added firms.

DBE certified firms can be found at: <u>https://coucp.dbesystem.com/</u>.



ESB certified firms can be found at: <a href="https://cdot.dbesystem.com/FrontEnd/searchcertifieddirectory.asp">https://cdot.dbesystem.com/FrontEnd/searchcertifieddirectory.asp</a>.

#### **NOTE: Local Agency** contracts need only DBE firms added to B2GNow.

From the Subcontractors tab, click "Add Tier # Sub".

Colorado Department of Tra 000001 Demo Prime: CDOT Prime Test 1	nsportation						6/1: Cur	8/2016 rent Val	Status: Oper - 12/30/2023 ue: \$1,000,000
I subcontractors assigned to	this contract are lis	ted below							
I subcontractors assigned to	this contract are lis	ted below.							Refresh Pag
Il subcontractors assigned to Subcontractor List	this contract are lis	ted below.							Refresh Pag
Il subcontractors assigned to Subcontractor List	this contract are lis Subcontractor Na	ited below.	Certified	Current	Туре	Inc. in Goal	Compliance Audit	Final	Refresh Pao

Repeat steps in "Add 1st Tiers".

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

## DBE Firms Using NonDBE Suppliers/Vendors (Any Tier)

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

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

Determine if the NonDBE Supplier/Vendor should be count toward the goal by answering the following questions:

- 1. Are the supplies and/or materials obtained from the nonDBE Supplier/Vendor necessary for the certified work that the DBE will be performing on the project? (e.g. paint for painting, concrete for concrete flatwork, etc.)
- 2. Is the cost of the supplies and/or materials obtained from the nonDBE Supplier/Vendor reasonable and indicative of a normal, arms-length transaction? (e.g. not unusually cheap and/or expensive)
- 3. The DBE is not purchasing materials and/or purchasing/leasing equipment from the Prime contractor or any of its affiliates.

If "yes" to all these questions, count the cost of the supplies as part of DBE participation.

If "**no**" to any of the questions, flag as a potential issue, investigate, and possibly exclude the cost of supplies from the DBE participation amount.





If you determine that a NonDBE Supplier/Vendor should not be counted toward the goal - No changes are needed.

If you determine that a NonDBE Supplier/Vendor should be counted toward the goal - proceed to the next steps.

Priority Flagged Contract	is		
Contract #	Status & Dates	Contract Value Total Payments Credit Payments	% Goal % Credit
21430.30.20	Open 11/2017 to 11/2022	\$752,800,532 <u>\$0</u> <u>\$7,532,600</u>	12.5% 0.0%
21430.30.10	Open 11/2017 to 11/2022	\$48,000,000 <u>\$0</u> <u>\$3,988,498</u>	11.6% 0.0%
21430.30.30	Open 11/2017 to 11/2022	\$12,563,041 <u>\$0</u> <u>\$0</u>	0.0% <u>0.0%</u>

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

Click the Subcontractors tab.

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

From the *Subcontractors* tab on the contract record, locate the DBE firm who has nonDBE Supplier/Manufacturer Subcontractors.

Click "Edit".

1 CDOT Sub	No	No	No	۲	\$25,777	Manufacturer	No	Ø	No	View Edit More
Test 2					\$25,777		DBE			

Confirm: Percent of Payments to Be Counted is 100%.



#### Change the Current Amount to zero (0).

#### Commodity Codes: Search

Click any Add link to select a code. You can also search again, sort the list, or click **Browse Codes** to browse through the entire code list. If multiple code lists are available, you can change the selected list in the drop down list under the search box. When finished, click **Return** to return to the record.

Pavement M	larkings		Search Browse Codes Return
CDOT: CDO	T Contract Li	ne ltems	▼
			1 - 5 of 5 records displayed
To sort, click colu	mn title.		
Actions	Code Type	Code	Code Description
Add	CDOT	627-00007	Epoxy Pavement Marking (Special) [Size standard: GAL]
Add	CDOT	627-00090	Pavement Marking (Special) [Size standard: SF]
Add	CDOT	627-30408	Preformed Thermoplastic Pavement Marking (Shield) [Size standard: SF]
Add	CDOT	627-60000	Pavement Marking (Special) [Size standard: LF]
Add	CDOT	950-01900	Signing, Pavement Marking, Signalization, Lighting [Size standard: DOL]



Help & Tools



Click "Review".

Click "Save".

## **Primes: Substitution Requests** (Any Tier)

This is to replace one Sub or Supplier/Vendor with another. If the firm being replaced is a committed DBE firm, an approved *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 *	C	urrent		Original Award			
	By Amount: \$	4,617,526.09		\$ 4,617,526.09			
	By Percent:	.61337976	%	0.61337976	%		
	Enter the <u>full</u> amount subcontracts awarded	/percent of the s d <u>by</u> this subconti	ubcontract actor.	or the percent relative	e to the total contract v		
Type of Participation *	Supplier - Manuf	acturer			•		
	Percent of payments	s to be counted:	100.00	96			

From the Subcontractors tab, click "Substitute Sub".

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

Complete the *Information* section. For substitutions, you will choose the Race Conscious radio button.

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

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

## Primes: Removal of Subs, Suppliers/Vendors

(Any Tier) (Primes and Civil Rights Only)

Subs and Suppliers/Vendors can be deleted if they weren't supposed to be added or if the wrong account was set up. This process is to eliminate a firms work on the contract PRIOR to any work being done by the firm. If the Sub was part of the original contract or there is activity on the Sub, then the Sub will be deactivated for historical purposes.





If the firm being removed is a committed DBE firm, an approved *Professional Services DBE Participation Plan Modification Request* form is a required attachment.

From the Subcontractors tab, click "Remove Sub".

Subcontractor List							
Subcontractor Name	Certified	Current Award	Туре	Inc. in Goal	Compliance Audit	Final Pmnt	Actions
1 CDOT Sub Test 3	No	\$10,000	Reg. Dealer	No	٢	No	Add Tier 2 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.

# Prime Payments from CDOT for 431 Task Orders (Primes Only)

As of April 2023, for Task Orders with the 431 prefix, Primes payments are automatically reported in B2GNow. Primes should verify their payments and may not have access to their audit. Notifications are automatically turned off when a Prime is paid zero (0) dollars. If a Prime receives a zero (\$0) payment but paid a Sub or Supplier/Vendor that month, you will need to contact EJE, (303) 757-9234, to get access to the month's audit. **NOTE:** CDOT is working with B2GNow to give the Prime access to opening their own audits if needed.

#### Primes Payments from CDOT for Other Task Orders (Primes Only) (451, 491 Task Orders, Local Agency Reporting)

Once you have entered the audit actions, report payment from CDOT.

Click "Report Payment Received from Colorado Department of Transportation".

Audit Actions			
	Category		Action Required & Response Due Date
Prime Contractor		Report payment received from Colorado Department of Transportation	1941 ye dub awab back a Andréa 1941 ye dub 1946 na kadi back
	nformation	Buyer/Project Manager	Information
Compliance Officer I			
Compliance Onicer I Contact Person	Erica Downey	Contact Person	Contact Administrator
Compliance Officer I Contact Person Organization	Erica Downey Colorado Department of Transportation	Contact Person Department	Contact Administrator Region 1

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)





**NOTE:** For **Local Agency** contracts, payments to Prime Consultants will be through the **Local Agency**.

Complete required fields (\*).

Click "Save".

You will automatically return to the audit.

### Primes: 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.

	[M	ark 3 Rema	ining Subcontrac	e Records Report D	udt as Final				
Subcontractor Payments for October 2017	Certified	Type	Inc. in Goal	Actions	Paid Amount In October 2017	Confirmed by Sub-	Total To Octaber 2017	Contract Goal	Actual
T decision and a	0	548 100%	001	SEPART RECORDS	Not Reported		¥0.60	\$.00	016 0.00016
1 [2] COULT and Task 2 COULT due Task 2 COULT	\$	Gub	1 m	Schmit Response	Not Reported		60.00	8.00	016 0.00016
1) Color Sub 2 Color Sub 2 Sol 2 Sol 2 P 002 027 3354	0	Sub LOOTA		Submit Researce	Not Reported		\$0.00	6.20	0% 0.000%

Complete fields for only 1st tier payments.

#### Click "Save".

Subcontracto	u	Total	Payment fo	r October 2017	Payment Date & Prompt Payment (with days)	hân 7	Attachm	ents for CDOT
cd) 500 2		\$0.00	-		OYONONA	Payment Details Commentai	1	-
2 CDOT Sub Teet 3	Blank (2nd Tier Sub)	1	0	Date	0.0.04	Raymant Details	Check No.	
ca) 506 2	Total Amount I	Paid	- 1			Paymant Detaili Commentor	Check Hot	Comments to CDO (Not visible to Sub
		54	Ret	urn to Vendor I	Was	pavment i	prompt?	

If your Subs have lower tier Subs, **DO NOT** fill out that payment information.

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. Refer to *Report Payments to 1<sup>st</sup> Tier Subs, Supplers/Vendors* section.

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

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

Go to the Home screen to exit the audit.





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

## **Primes: Contract Closeout**

Primes need to ensure all processes are complete prior to closing out Main/Master or Task Order contracts in B2GNow.

#### Payments for Subs, Suppliers/Vendors

Every Main/Master Contract and Task Order needs to be closed out in B2GNow. All payments for Subs or Suppliers/Vendors should be reported. If processes are followed correctly, Consultants will have marked the final audit box with the final payment of a Task Order.

All discrepancies need to be resolved and audits completed prior to closing the contract.

All *Commercially Useful Function Questionnaires* for DBE firms and the *Professional Services Closeout Report* needs to be uploaded in B2GNow.

#### **Review Audits**

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.

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

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

Not Co	nfirmed By Sub	Dis	puted By Sub	Date	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.

To report any last payments, click *"Report Payment to Prime"*, if your payment is not automatically reported (451, 491 prefix Task Orders or Local Agency contracts need reporting).

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 A udit will be locked 8/16/2011
Audit Period	October 2017
Payment to Prime	Report Payment to Prime
Marked As Final Audit?	No (mark audit as final)





### Review the Subs, Suppliers/Vendors 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 Subs.

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

#### **Review the Audit Summary - Total Contract Section**

Review progress toward the DBE goal.

If you fail to meet the DBE or ESB goal, work with Civil Rights and the Project Engineer to determine the disincentive.

	4	
Payments	Payments Percent	Difference (Payments - Award)
\$779,366.76		<b>—</b>
\$80,137.05	10.282%	10.282% above goal
	-	
\$80,137.05	10.282%	10.282% above goal
\$0.00	0.000%	Goal matched

#### **Closeout Forms**

For Task Orders, prior to the contract being closed out, send the CUF Questionnaires for DBE firms and the *Professional Services Closeout Report* form to Civil Rights for review and upload.

When the Main/Master Contract is complete and needs closing, ensure all Task Orders are completed and closed. Contact Civil Rights to close the Main/Master Contract.



## 1<sup>st</sup> & Middle Tier Users

## 1<sup>st</sup> & Middle Tier: Add Subs, Suppliers/Vendors

All lower tier Subs from higher tier Subs are required to be included in the Consultant's contract. Add any Subs, DBE Suppliers/Vendors, nonDBE Suppliers/Vendors providing at least \$10,000 worth of goods and materials, vendors, truckers/haulers, manufacturers, etc. to the contract. DBE firms will need NAICS work codes assigned. New Subs, Suppliers/Vendors, not on the original contract, will require the PCWs for Subs/LOI's for Suppliers/Vendors or an amended contract as attachments for pertinent documentation as required. Civil Rights will receive a prompt to approve the added Sub, or Supplier/Vendor.

For Local Agency contracts, only DBE firms need to be set up in B2GNow.

### 1<sup>st</sup> & Middle Tier: Report Payments (All 1<sup>st</sup> Tier with Lower Tier Subs or Suppliers/Vendors)

 Dashboard
 Displaying records a signed to
 your company

 Contract
 2

 Total
 4
 90 days
 > 90 days

 Open
 1
 1
 2

 Contract Audits
 1
 1
 2

 Incomplets Audits
 1
 1
 2

 Continications
 Active
 Pending
 Renewing

 Villization Plans
 2
 0
 0

 Pending Confirmation as Subcontractor \*
 2
 0
 0

Report Payments to the next tiered firms by the 15th of the month.

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

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

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

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

	84.	ark 3 Remai	ining Subcontract	ors as Zero Mark	Audit as Final				
		Subm	nit ALL Incomplete	e Records Report	Error				
Subcontractor Payments for October 2017									Actual
Subcontractor	Certified	Type	Inc. in Goal	Actions	Paid Amount in October 2017	Confirmed by Sub	Total To October 2017	Contract Goal	Percent
T Edet Sub 2 <u>CONT Sub Test 2</u> <u>CONT Sub Test 2</u> CONT Sub Test 2 CONT	0	EDD19	002	äsikmit Response	Not Reported	.00	¥0.00	5.00	ym 0.000%
(2) CDDT Sub Test 3 CDTT Sub Test 3 cdoted TEST Sub Cest 3 6 d21-642 7 deal	0	Sub	lio	Sebmit Response	Not Reported		60.09	8.001	2% 0.000%
1) Color Sub 2 CDDT Hub Test 2 I Market REServer.com P 602-902-3254	0	508 100%		Submit Research	Not Reported		\$0.00	9.20	3% 0.000%

Complete the fields for all Subs and Suppliers/Vendors with whom you contract directly If your Subs have lower tier Subs, **DO NOT** fill out their payment information.





	Subcentractor	Total	Payment for October 2017	Payment Date & Prampt Payment (within ) days)		Attachme	ents for CDOT
Carl Sub 2		\$0.00	-	OYON ONA	Payment Details Commentas	4	
2 COOT Sub Teet 3		/	Date	OVONON	Details	back No	Esci
] Cal) Sub 2	Total Amou	nt Paid	5	© y © N © N/A	Payment Details Commentes	HECK NO.	Comments to CDOT (Not visible to Sub)
		54	Return to Vendor I	Was pa	avment pro	ompt?	

Click "Save".

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

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

If any Subs or Suppliers/Vendors at any lower tier are missing payment information, you will automatically be returned to the audit. Refer to 1<sup>st</sup> & Middle Tier: *Report Payments* section.

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

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

	M	ark 3 Remain	ing Subcontract	ors as Zer Mark	Audit as Final				
		( Carbonia		Deserts V Desert	5				
		Submi	CALL Incomplete	Records	Error				
contractor Payments for October 2017									
Subcontractor	Certified	Туре	Inc. in Goal	Actions	Paid Amount in October 2017	Confirmed by Sub	Total To October 2017	Contract Goal	Actu
ot Sub 2 Dolf Sub Text 2 Ontwice Balantinus set.com 500-927-0354	0	Sub 100%	O DOE	Submit Response	Not Reported		\$0.00	5.0009	N 0.00
CDDT Sub Test 3 CDDT Sub Test 3 cdstabl/3bl/2monuser.com P 623:9537948	0	Sub	tio	Submit Response	Not Reported	-	\$0.00	5.0009	.6 0.0
t Sub 2 OT Sub Test 2 Visub2@b2ontwuser.com	0	Sub 100%	O ESB	Submit Response	Not Reported	-	\$0.00	0.2009	é 0.0



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

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

Complete the confirmation step once you receive notice from the system that your higher tier Sub or Supplier/Vendor has completed the reporting step.

### **Confirm or Dispute Payments**

Within 15 days of receiving notice from the system when the Prime has reported their payment, log in to the system to confirm your payment. Refer to *Access and Complete the Audit* section for help getting to this step.





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

If payment amount is disputed or withheld, skip this step. Refer to *Report a Payment Dispute* section.

Click "Confirm Payment Received".

Contract Main View Contract	Subcontractors Compliance Audit List Messages Comme	ents Reports			
Colorado Department of Trans Test2: TEST2 Prime: CDOT Prime Test 1	portation				Status: Open 10/26/2017 - 9/30/2020 Current Value: \$10,000,000
This is an audit notice for the co-	tract listed below. Submit a response for each item listed t	selow by clicking each link in the Activit Actions table. It is possible	e that some actions are not available at a specific	t time due to pending reports from other contractors.	
A set of the Party of the set					
Audit Information					
Time Period		October 2017			
Date & Time Posted		Local: 11/1/2017 6:10:54 AM CDT System: 11/1/2017 6:10:54 AM CDT			
You are assigned to this contrac made by you to lower subcontra	in multiple capacities. Submit a response for each item is tor levels. As a subcontractor your responsibility is to con	ted below by circling each link. It is possible that since actions an infirm payments made to you by the prime or higher livel subcontri	e not available at a specific time. As a <b>subprime</b> ractors.	And responsibility is to commit payments made 10 for by the p	nime or righer level subcontractors and report payments
You are assigned to this contrac made by you to lower subcontra Audit Actions	in multiple capacities. Submit a response for each item its for levels. As a subcontractor your responsibility is to co.	seo below by circling each link, it is possible that she a actors an fiftim payments made to you by the prime or higher we subcontr	e not avalable at a specific time. As a subprime ractors.	Action Required & Response Due Date	prime of righter rever subcontractors and report payments
You are assigned to this contrac made by you to lower subcontra Audit Actions Tier 1 Subcontractor to CDOT P	in multiple capacities. Submit a response for each item is tor levels. As a subcontractor your responsibility is to co Category ime Test 1	eo deoxo by circung each innu in s possible and tenne actors an infim bayments made to you by the prime or higher we is subcort.	e rot avalaue at a specific time, As a subprime ractors.	Action Required & Response Due Date	onne or ingrier revel succonvacions and report payments
You are assigned to this contrac made by you to lower subcontra Audit Actions Tier 1 Subcontractor to CDOT P	in multiple capacities. Submit a response for each tem is tor reves. As a subcontractor your responsibility is to co Category rime Test 1	es deou dy cloning each mining possible not not be a cloning the subort firm asyments made to you by the prime or highly the subort Luc Confirm Bayment Sub	e not avalacie at a specific sme. As a supplime ractors. <u>Lreceived</u> <u>ibcontractor navment</u>	Action Required & Response Due Date	time or ngref even succontractors and neotri paymens even by 11/2/2007 auditions on 62/12220 (even by 11/16/2007 audit lock on 6/16/2221 audit lock on 6/16/2221
You are assigned to this contrac made by you to lower subcontra Audit Actions Tier 1 Subcontractor to CDOT F Tier 1 Subcontractor to CDOT F	in multiple zajaciće, superi a regione bri ach len te dreve A a supportentiator (regione bri ach len te Category time Test 1	the Deals of circling addriften in possible that in a close of the first of the close at the second se	e not avalacie at a specific sine. As a subprime actors. t received historitactor payment t received	Action Required & Response Due Date	doe or ngreir even succontractors and neon payments doe by 14222001 auto tok on 14222001 due to 11402017 auto tok on 19162021 due to 11402017 auto tok on 19162021 auto tok on 19162021
You are assigned to this contract made by you to lower subcontra Audit Actions Tier 1 Subcontractor to CDOT F Tier 1 Subcontractor to CDOT F Compliance Officer In	in multiple zajačké, slubní a reporte bri ach feir of trevel. Al a subcentractor vescensbilly is to co Category ma Test 1 ormation	the Debut of circling addriften in gostade that in a closed film asymetic mode to you by the crime of hybrid in a closed Lub. Continn payment SubPrime Bacont 1 su Sub Continn payment	treached treached bicontractor asyment treached Buyer/Project Manage	Action Required & Response Due Date	doe or ngreir even succontractors and neon payments doe by 1/22/2017 audit losk on 1/22/2017 due by 11/22/2017 audit lock on 9/22/2291 audit lock on 9/22/2291 audit lock on 9/21/2291
You are assigned to this contract made by you to lower subcontra Audit Actions Tier 1 Subcontractor to CDOT F Tier 1 Subcontractor to CDOT F Compliance Officer In Contact Person	In multipe capacities submit a response between sense men submitted in your response billing is to con- control to the submitted in your response billing is to con- control to the submitted in your response billing is to the Category and the submitted in the submitted in the Category and the submitted in the submitted in the submitted in the of the submitted in the submit	te been of occurs data find in data been data find in data been data find in data been data find and the second data find	In ref Paradon at a specific time. As a subprime defer.	Action Required & Response Due Date	due or nover ever succentracions ano neon pagneres due by 112/2021 aucti lock on 22/2021 due by 111/2020 gete by 112/2021 aucti lock on 8/21/2291
You are assigned to this contract mode by you to over subcontra Audit Actions Tier 1 Subcontractor to CDOT P Tier 1 Subcontractor to CDOT P Compliance Officer In Contact Person Organization	in multiple Zapačké, slubní a reporte bri ach Alem ( multiple Zapačké, slubní a reporte bri ach Alem ( category time Test 1 Condition <u>Etica Downey</u> Cólodo Department of Transportation	te below of cicking addriften in possible that in a close a film payments made to you by the crime a hybrid with addrift Sub-Confirm Bayment Sub-Prime Report 1 st Sub-Confirm payment	treached tre	Action Required & Response Due Date r Information <u>Contact Administrator</u> Region 1	dine of hyper even succentracions and neon payments dise by 14/22/2017 audit lock on 8/21/2201 due by 11/14/2017 audit lock on 9/12/22017 audit lock on 9/21/22017

Complete.

**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".

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. Sub subprime your responsibility is to confirm payments made to responsibility is to confirm payments made to you by the prin	ou 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 ubprime 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 sponsibility is to confirm payments made to you by the prime or higher level subcontractors.				
Compliance Audit Actions					
Category	Action Ref	quired & Response Due Date			
Tier 1 Subcontractor to CDOT Prime Test 1	Sub: Confirm payment received	due by 11/8/2019 (PA ST DUE)			
	SubPrime: View audit response	audit lock on 6/7/2293			

In the Audit Information box, click "Incorrect".

Add& Motandota Securit legislating in grane carried to Coder 201 al ME in The \$0.00 General Security of the Coder 201 al ME in The	Select correct ONLY when there is no dispute related to the payment AND reported payment was actually <u>received</u>
Disclaring         Increase in must report to the pink outside a RCD to a to disert.           Anne Remoting Science <sup>1</sup> In           In the Remoting Science <sup>1</sup> In	Select incorrect to report a discrepancy or dispute even if payment reported is <u>accurate</u>



## 1<sup>st</sup> & Middle Tier Users

Complete required fields (\*).

Add comments.

Check the box to sign and release.

Click "Save".

Click "Return to Audit Notice".

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

Discrepancies will show in the system.

If the higher tier reported \$0.00, continue.



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

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

<b>Confirm Reported Am</b>	ount? *	
Show all options and fields	Correct - the amount reported by Coot Sub 2 as PAID to us is correct (\$6.700.00)     Incorrect - the amount reported by Coot Sub 2 as PAID to us is not correct.     We received no payment in October 2017     We received no payment in October 2017     We were paid a different amount in October 2017 than recorted (\$6.700.00).	
	Enter the amount you actually received from the prime contractor in October 2017: *     S     S     Payment Date: *     If multiple symmets were received, enter the date of the first payment	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.
	3. Were you paid in accordance with the organization's prompt payment policy? * Yes - we were paid within 7 days of the prime being paid. NA - we were not paid within 7 days of the prime being paid. NA - we cannot determine if we were paid prompty.  4. Detail the work you performed for this payment: *	Enter Payment Due Date or last day of Audit month

Complete required fields (\*).

Click "Save".



Click the Home screen to navigate away from the audit.



## 1<sup>st</sup> & Middle Tier Users

Verify the payment data you reported.

If the Prime has already responded to the discrepancy, review the Primes response.

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

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

Public comments are available to all.

**Remember,** the correct amount is considered the amount paid by the higher tier firms to the lower tier firms to you during the calendar month of the Audit Period.

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

### Sub or Supplier/Vendor Reported Discrepancies

Refer to Access to the Discrepancy section to access and respond to 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 the Subs or Suppliers/Vendors, complete the required fields to resolve the discrepancy.

Check the box that best describes the payment action.

Include comments and have Civil Rights upload documents in support of your answer.

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

Public comments are available to all.

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

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



1	<sup>st</sup> & Middle Tier Users
* required entry Select a resolution option, review/update/add other re-	nuired information enter comments if needed and cicle Save Response. You can respond to this discrepancy notice once. Further changes must be processed by the compliance officer
Discrepancy Resolved? *	VES - the \$70,000.00 originally reported by the prime is correct     VES - the \$20,000 and originally reported by the subcontractor is correct.     VES - the the annount are correct.
Public Comments	These communits are visible to the compliance officer and the prime contraction
Private Comments	These comments are visible OILUT to the compliance officer.
Attach File(s)	Attach File
Confirmation	Send me confirmation of my response.
	Save Response <u>Cancel</u>

## 1<sup>st</sup> & Middle Tier: Contract Closeout

### Payments for Subs, Suppliers/Vendors

Every Main/Master Contract and Task Order needs to be closed out in B2GNow. All payments for firms should be reported. If processes are followed correctly, Consultants will have marked the final audit box with the final payment of a Task Order.

All discrepancies need to be resolved and audits completed prior to closing the contract. All *Commercially Useful Function Questionnaires* for DBE firms and the *Professional Services Closeout Report* needs to be uploaded in B2GNow.

#### **Review Audits**

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.

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

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

To report any last payments, click *"Report Payment to Prime"*, if your payment is not automatically reported (451, 491 prefix Task Orders or Local Agency contracts need reporting).

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 8/16/2201
Audit Period	October 2017
Payment to Prime	Report Payment to Prime
Marked As Final Audit?	No (mark audit as final)



## 1<sup>st</sup> & Middle Tier Users

### Review the Subs, Suppliers/Vendors 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 are not approved, contact Civil Rights.

### **Review the Audit Summary - Total Contract Section**



#### **Closeout Forms**

For Task Orders, prior to the contract being closed out, send the CUF Questionnaires for DBE firms and the *Professional Services Closeout Report* to the Prime to forward to Civil Rights. The forms will be reviewed, approved and uploaded in B2GNow.



## \_owest Tier Users

## Lowest Tier: Confirm or Dispute Payments

Within 15 days of receiving notice from the system that the Prime has reported, log in to the system to confirm your payment. Refer to *Access and Complete the Audit* section for help getting to this step.

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

If payment amount is disputed or withheld, skip this step. Refer to *Report a Payment Dispute* section.

Click "Confirm Payment Received".

Contract Main View Contract	Subcontractors Compliance Audit List Messages Comments Re	eports			
Colorado Department of Tran Test2: TEST2 Prime: CDOT Prime Test 1	portation				Status: Open 10/26/2017 - 9/30/2020 Current Value: \$10,000,000
This is an audit notice for the co	tract listed below. Submit a response for each item listed below by	clicking each link in the Addit Actions table. It is possible	that some actions are not available at a specific	t time due to pending reports from other contractors.	
Audit Information					
Time Period		October 2017			_
Date & Time Posted		Local: 11/1/2017 6:10:54 AM CDT System: 11/1/2017 6:10:54 AM CDT			
You are assigned to this contrac made by you to lower subcontra	t in multiple capacities. Submit a response for each item listed below ctor levels. As a subcontractor your responsibility is to confirm pay	v by clicking each link. It is possible that some actions are ments made to you by the prime or higher twei subcontral	not available at a specific time. As a subprime ctors.	your responsibility is to confirm payments made to you by the prime or highe	ar level subcontractors and report payments
You are assigned to this contrac made by you to lower subcontra Audit Actions	in multiple capacities. Submit a response for each item listed below ctor levels. As a subcontractor your responsibility is to confirm pay Category	v by clicking each link. It is possible that surve actions are ments made to you by the prime or higher to vel subcontra	not available at a specific time. As a subprime ctors.	your responsibility is to confirm payments made to you by the prime or high Action Required & Response Due Date	er level subcontractors and report payments
You are assigned to this contrac made by you to lower subcontra Audit Actions Tier 1 Subcontractor to CDOT	in multipe capacites. Submit a response for each item listed below for levels. As a subcontractor your responsibility is to confirm pay Category time Test 1	v by citcling each link. It is possible that have actions are ments made to you by the prime or inghen we subcortra by Confirm payment in SubPrime Report 1 sub	nd available at a specific time. As a subprime tors.	your responsibility is to confirm payments made <u>to</u> you by the preme or higher Action Required & Response Due Date	r level subcontractors and report payments due by 11/21/2017 audit lock on 8/21/201 due by 11/6/2017 audit lock on 8/21/201
You are assigned to this contrac made by you to lower subcontra Audit Actions Tier 1 Subcontractor to CDOT I Tier 1 Subcontractor to CDOT I	in multiple capacities. Submit a response for each liem listed below for lives. As a subcontractor your response lift/ is to confirm pay Category htme Test 1	by closing each link. It is possible that the actions are actions are actionated in a subcontrol models you by the prime or ingrited in a subcontrol subcontrol of the prime and the subcontrol of the prime action and the subcontrol of the subco	nd available at a specific time. As a subprime socialized contractor payment socialized	your responsibility is to confirm payments made <u>to</u> you by the prime or higher Action Required & Response Due Date	er level subcontractors and report payments due by 11/21/2017 audit lock on 8/21/2291 due by 11/62/017 audit lock on 8/16/2291 due by 11/21/2017 audit lock on 8/16/2291 due by 11/21/2017
You are assigned to this contrat made by you to lower subcontry Audit Actions Tier 1 Subcontractor to CDOT Tier 1 Subcontractor to CDOT Compliance Officer In	in multiple capacities. Submit a response for each tiem listed below for leves. As a subcontractor your response hitly is to confirm pay the Test 1 formation	by closing each link. It is possible that the actions are actions are actionated in subcontrol models you by the prime or inplore or actuation to the prime of the prime that the prime the prime that	nd svalabe at a specific time. As a subprime scatived contractor payment sectived Buyer/Project Manage	your responsibility is to confirm payments made <u>to</u> you by the prime or high Action Required & Response Due Date	er level subcontractors and record payments Quality 110 (2017) auditions of 120 (2017) audit lock on 01/02/221 Quality 112 (2017) audit lock on 01/02/221
You are assigned to this contract made by you to lower subcontry Audit Actions Tier 1 Subcontractor to CDOT I Tier 1 Subcontractor to CDOT I Compliance Officer In Contact Person	in multiple capacities. Submit a response for each tiem listed below toor levels. A subcontractor your responsibility is to confirm pay Category time Test 1 formation Entice Downey	by clicking each link. It is possible that here actions are ments made to you by the prime or inplier or subcortion to Confirm Degreent Sub-Prime Record 1 sub Sub-Confirm Degreent.	nd svalabe at a specific time. As a subprime contractor payment cartractor payment careaved Buyyer/Project Manage Contact Person	Action Required & Response Due Date rinformation Contact Administrator	er level subcontractors and record payments due by 11/2/2017 audit lock on 92/2221 due by 11/2/2017 audit lock on 91/2/2017 audit lock on 91/2/2017 audit lock on 9/2/2221
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Complete.

**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 main audit screen, click "Confirm Payment Received".

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			
ou 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 <b>ubprime</b> 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 <b>subcontractor</b> your esponsibility is to confirm payments made to you by the prime or higher level subcontractors.				
Compliance Audit Actions				
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			



## \_owest Tier Users

In the Audit Information box, click Incorrect".



Complete required fields (\*).

Add comments.

Check the box to sign and release.

Click "Save".

Click "Return to Audit Notice".

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

Discrepancies will show in the system.

If the higher tier reported \$0.00, continue.

	\$0.00	
onfirm Reported Ame	punt? *	
ihow all options nd fields	Correct - we received <u>no</u> payment from the prime contractor for the period. Incorrect - the amount reported by the prime contractor as PAD to us is not correct.  1. Enter the amount you actually received from the prime contractor in October 2017; *  S . Payment Date: * . Payment Date: * . In multiple payments are received, enter the date of the first termine	Enter greater of the actual amount due or \$100. Differences less than \$100 are not flagged as discrepancies by the system.
	3. Were you paid in accordance with the organization's prompt payment policy? Yes - we were paid within 7 days of the prime being paid. No - we were not paid within 7 days of the prime being paid. No - we were not colleminer for were paid promptly.	Enter Payment Due Date or last day of Audit month
	4. Detail the work you performed for this payment: *	

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

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

Complete required fields (\*).

Click "Save".



## Lowest Tier Users

<b>Confirm Reported Amo</b>	unt? *	
Show all options and fields	Correct - the amount reported by Cool Sub 2 as PAID to us is correct (\$6,700.00)  Incorrect - the amount reported by Cool Sub 2 as PAID to us is not correct.  We received no payment in October 2017.  We were paid a different amount in October 2017 than reported (\$6,700.00).	
	1. Enter the amount you actually received from the prime contractor in October 2017: *  S  2. Payment Date: *  (m tridy/yyy)  * If multiple payments were received, enter the date of the first payments	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.
	3. Were you paid in accordance with the organization's prompt payment policy? *  Yes we were paid within 7 days of the prime being paid. No - we were not paid within 7 days of the prime being paid. No - we same not paid within 7 days of the prime being paid. No - be at the work you porformed for this payment: *	Enter Payment Due Date or last day of Audit month

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

Verify the payment data you reported.

If the Prime has already responded to the discrepancy, review the Primes response.

Check the box that best describes the payment action.

Include comments and have Civil Rights upload the documents in support of your answer.

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

Public comments are available to all.

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

Ledenne merk	
Delect a resolution option, review/spokelaria.td other re	quired information, aniar comments if revealed, and citic Sove Response. You can recomm to this docregancy retice once. Further changes must be processed to the complemos efficer.
Disargancy Resilvent? *	VIS- to \$18,000,00 regionally reporting to the surraw is context.     VIS- to \$500,00 regionally executive to the automatude is context.     VIS- to \$500,00 regionally executive to the automatude is context.     VIS- to \$60,000 regionally executive to the automatude is context.
Public Communits	their converties within the contenue ifforced the prime contenue.
Private Carteriorita	These assumption are include Q42. In the assumptions offsets.
Attack Yongaj Conferentian	attaon mec 20 Send mec conferent m el ne rescorve.
	Bave Response General

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

