Professional Service Contracts and B2GNow System Training Participant Guide

CDOT Project Staff and Civil Rights Offices

July 2023

CDOT Civil Rights Home Business Resource Center
dot_civilrights@state.co.us
303.757.9234

V 5.0

Contents

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.

Environmental Justice Equity (Formerly CRBRC)
General Line | (303) 757-9234

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

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

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

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

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

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

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

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

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

Acronyms

APP - Anticipated Participation Plan
B2GNow – Civil Rights System to track DBE and prompt payment contracts and projects
CDOT – Colorado Department of Transportation
C/O – Change Order CR – Civil Rights
CRO – Civil Rights Office
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 a CDOT's Master Contract**
OA – Operating Agreement
NAICS – North American Industry Classification System Work Codes
NPS – Professional Services Consultant NonProject Specific Contracts
NTP – Notice to Proceed
NTE - Not to Exceed
PCW – Project Cost Worksheet
PGS – Professional Services (Consultant) Program Specific Contracts
PS – Professional Services (Consultant) Project Specific Contracts
RCRO - Region Civil Rights Office
RFP - Request for Proposal
SOI – Statement of Interest
SOW - Scope of Work
T/O - Task Order
UP – Utilization Plan

Common B2GNow Questions

What does B2GNow stand for?
B2GNow stands for Business 2 Government Now. It is an 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 all Consultants.

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. Supplier/Vendors 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 Supplier/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.

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.

Where do I find DBE certified firms?
You can find DBE certified firms at: https://coucp.dbesystem.com/.

Where do I find ESB certified firms?
You can find ESB certified firms at:
https://cdot.dbesystem.com/FrontEnd/searchcertifieddirectory.asp.

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 Vendors on the specific Task Order. You also are required to add new Subs and Supplier/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?
1. 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 or Supplier/Vendor form to find out.
2. 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.
3. New Teaming Partner - select the best option.
4. 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 or Supplier/Vendor 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 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. 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 Main/Master contract as appropriate.
4. CDOT adds Fund Reallocation requests. These should be entered by adjusting the contract amounts in the *Subs* 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 (for prefixes that start with 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 were automatically reported as of April 2023, for prefixes of 431, 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 Subs and Supplier/Vendors in B2GNow?
Firms should use the date they released the payment to the Sub or Supplier/Vendor. It is okay if the 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 it through the EJE at (303) 757-9234 to delete the document.

How do I get project personnel set up in B2GNow?
Please contact the EJE at (303) 757-9234 for CDOT project personnel and consultant additions.

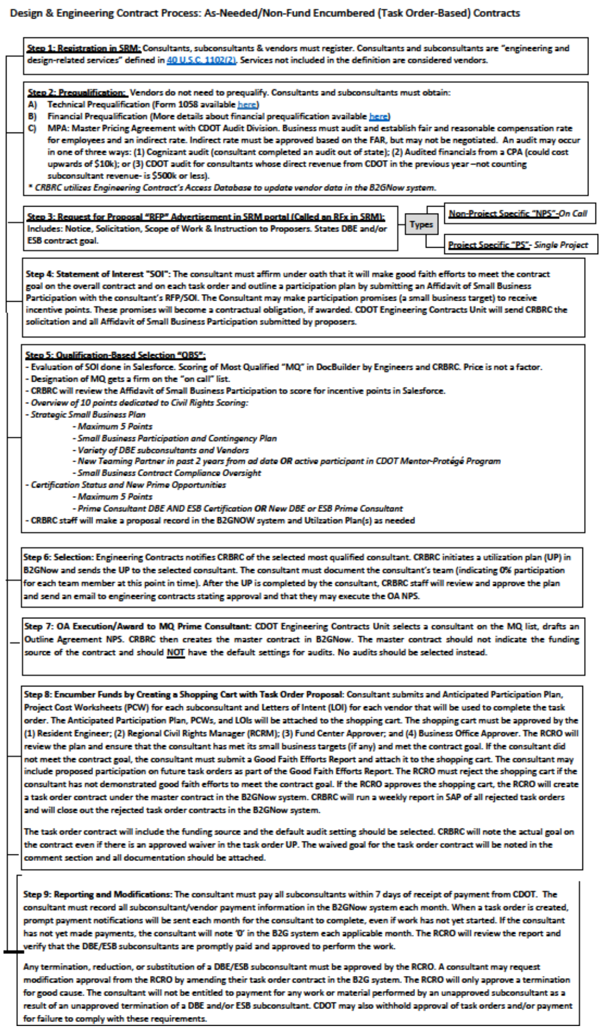
Summary of CDOT Professional Services Small Business Requirements on Contracts

Old Contract Revisions (Pre-2016) "Old Spec"	**Contract Revisions** (Ads between 7/1/16 and 12/31/19) "New Spec"	**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.

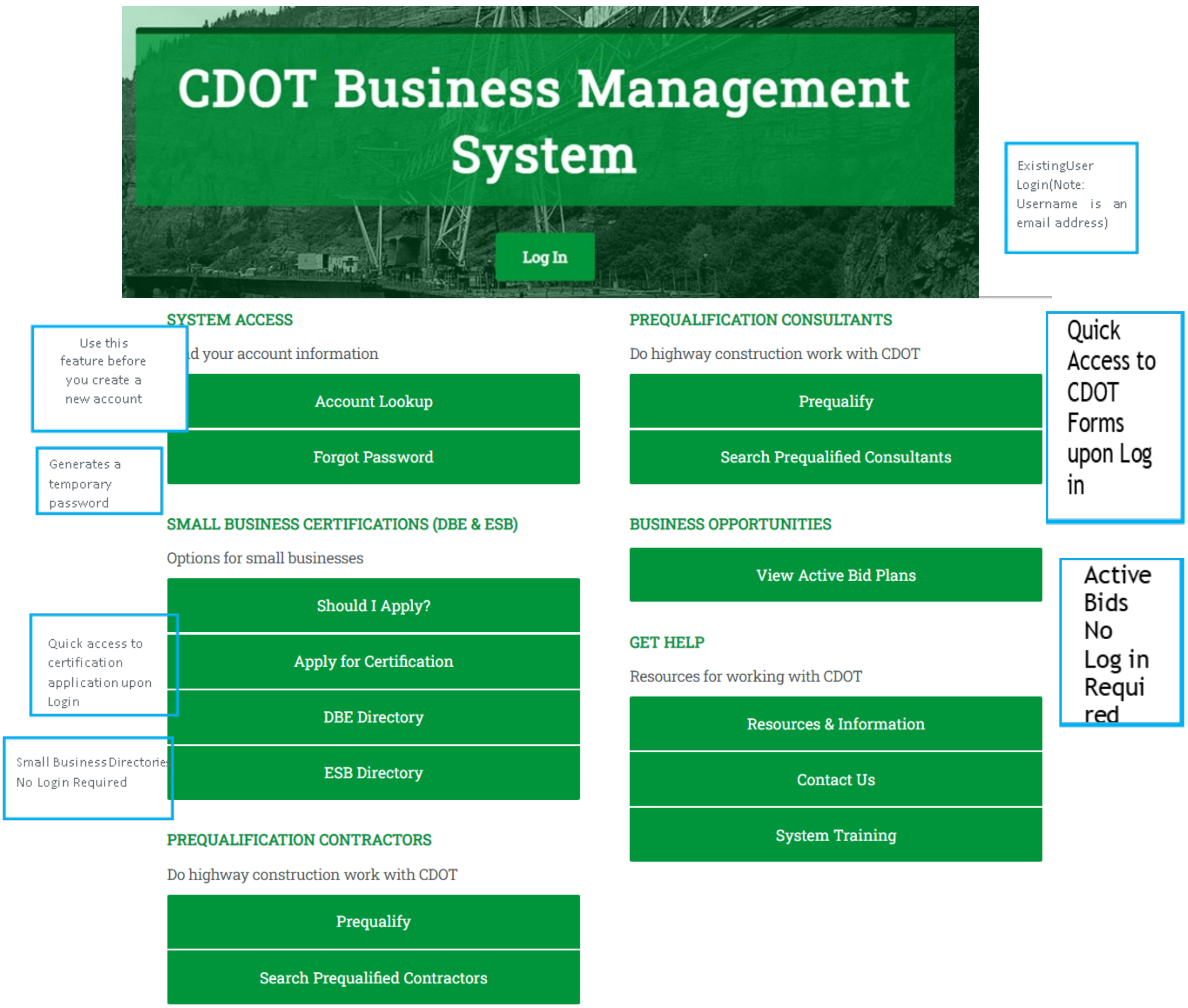


Information regarding step 4 (Affidavit), step 5 (Scoring), and step 6 (Utilization Plan), are included with the B2GNow manual, videos and forms in the following link: https://www.codot.gov/business/civilrights/compliance/prof-services/resources-forms.

Navigate B2GNow

CDOT manages nearly all 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 underlined text and numbers represent a link and can take you directly to the relevant page.



All Internal Users

Create an Account in B2GNow

B2GNow is a national database used by several dozen state and local agencies. The nationwide registry holds over 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: https://cdot.dbesystem.com.

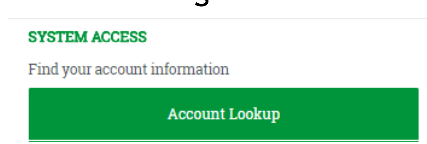
The Environmental Justice Equity (EJE) creates all staff user accounts (CDOT staff and consultant engineers). Consultant Engineers may have both vendor user accounts (for their firm) and staff user accounts (for their CDOT duties). These accounts will use the same credentials. To create an account with 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

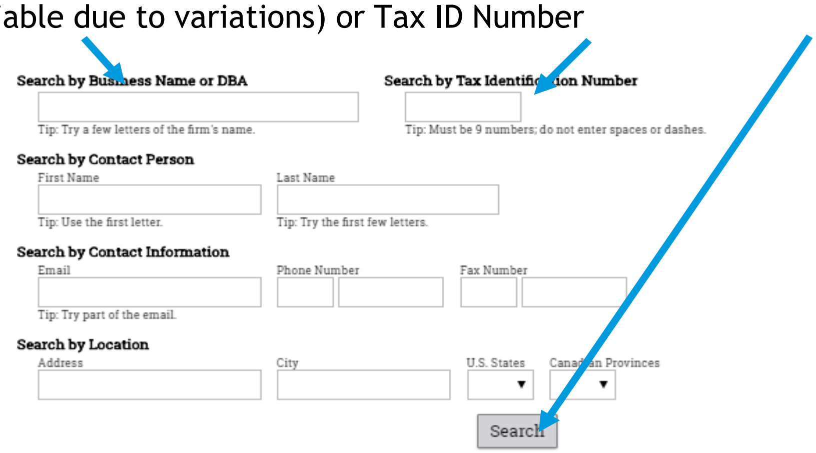
Before you get started, check if your business has an existing account on the left side of the *Log In* page.



Click *"Account Lookup"*.

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

Click *"Search"*.



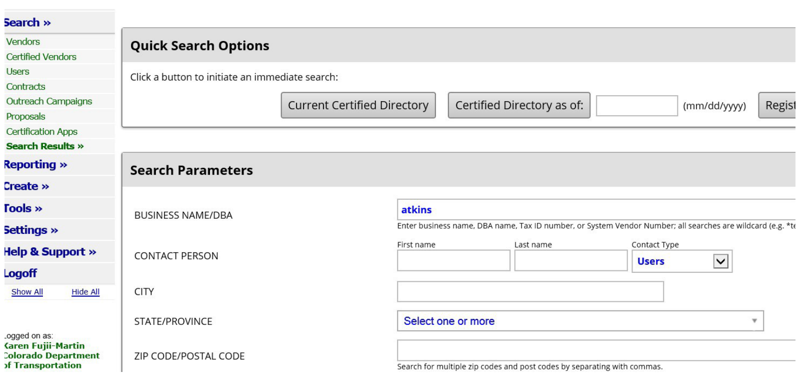
If your company appears in the search results, close the *Account Lookup* window. Your company already has a vendor account. Continue to *Note your Vendor Account Number* section then, to the *User Within Accounts* section of this guide.

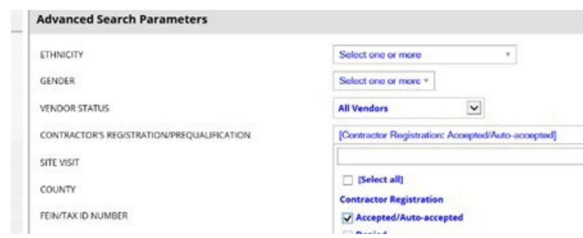
If your company does not appear in the search results, close the Account Lookup window. Your company does not have a vendor account. Continue to *Create a New Vendor Account* section.

Note Your Vendor Account Number

Each individual firm will have their own unique system vendor account 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.

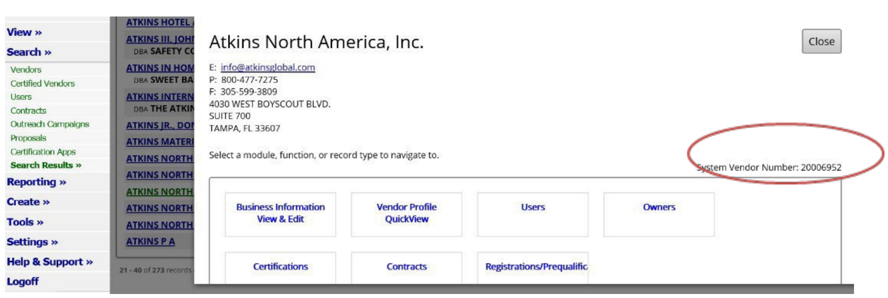
Or search the vendor. Click *Search>>Vendors*.





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

Search>>Vendors>>Type in Vendor number.



Multiple Vendor Account Numbers

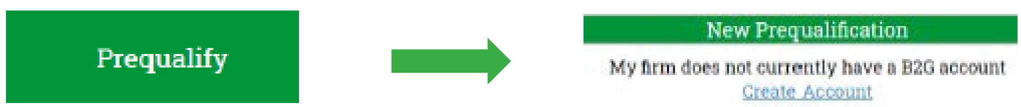
There are times different users will set up an account for their firm more than once. If you find your firm has multiple accounts set up, you can request to have the accounts merged. Firms can contact the B2GNow support team, support@b2gnowsupport.com | (602) 490-0809. and provide the vendor numbers,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

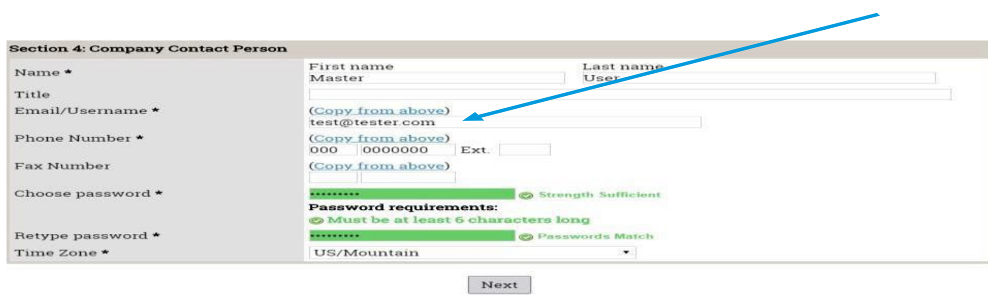
NOTE: Creating a new Vendor Account by clicking "*Prequalify*" will take you to the Questionnaire Menu which is not what you want.

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.



Click "*Next*".

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

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

Click "*I would like to create an account in this system*".

Click "*Next*".

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

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

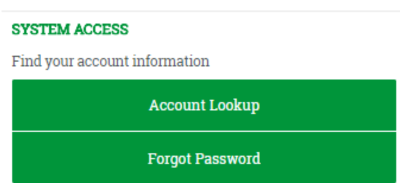
Return to *Account Lookup* to locate your firm's account. Contact the CDOT Environmental Justice Equity at (303)757-9234 if you have questions.

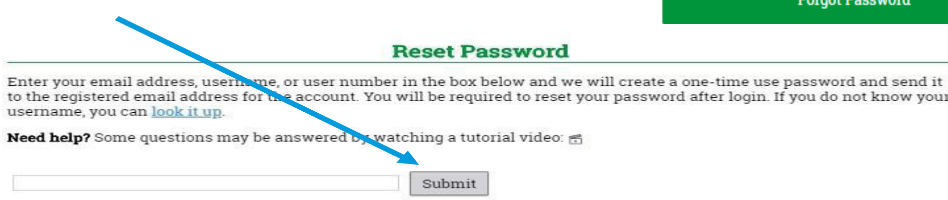
Reset Password

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

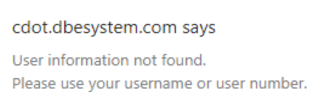
On the left side of the *Log In* page, click "*Forgot Password*".

Enter your email address in the popup box, click "*Submit*".



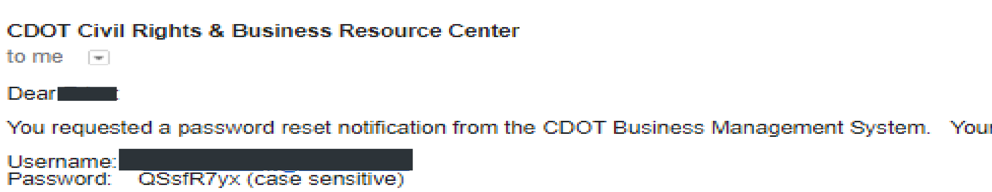


NOTE: If your email address is not connected to a user account, you will see a popup at the top of the page.



If you receive this message, 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.



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.

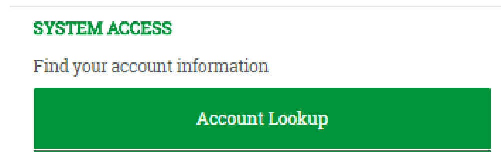
Users Within Accounts

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 vendor number.

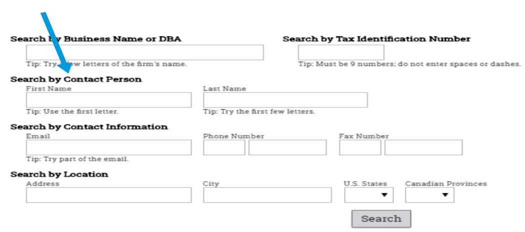
On the left side of the *Log In* page, click *"Account Lookup"*.



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

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
(EJE Only for CDOT Personnel and Project Personnel)

In order to create a new user for project personnel (CDOT or Consultant Engineer), contact the EJE (303) 757-9234. Consultant and Supplier/Vendors can request to be added to a firm's vendor account. Only existing users linked to a company's vendor account can create or authorize new user accounts. An existing user within the firm must approve these requests.

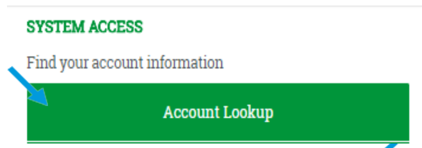
Request New User Without Logging In

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

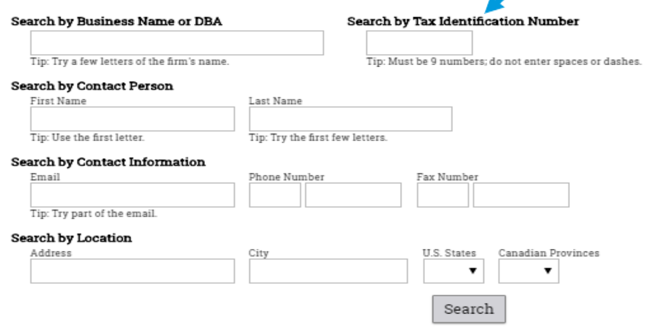
You will have to find your vendor number.

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

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



Click *"Search"*.



If your company does not appear in the search results, close the account lookup window.

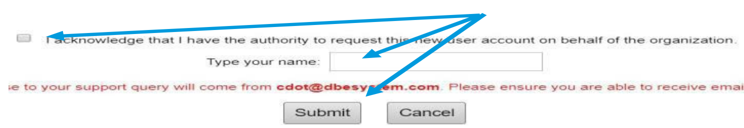
Your company does not have a vendor account. Return to the *Create a New Vendor Account* section of this guide to learn how to create a new account.

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

Click "*Request New User for This Entity*".

Complete all required (*) fields, check the box at the bottom of the screen, type your name in the box at the bottom of the screen.

Click *"Submit"*.



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

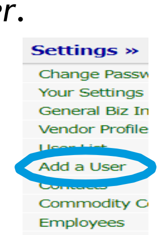
Add New User from Inside the System (Once Logged in)

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

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

A list of the users linked to the company's vendor account will popup.

At the top of the page, click "*Add User*".



Complete all required (*) fields.

Click *“Save”* at the bottom of the screen.

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

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 support@b2gnowsupport.com, (602) 490-0809, and provide the vendor number, name of firm and contact info. Please keep you user list updated and remove any that are not needed.

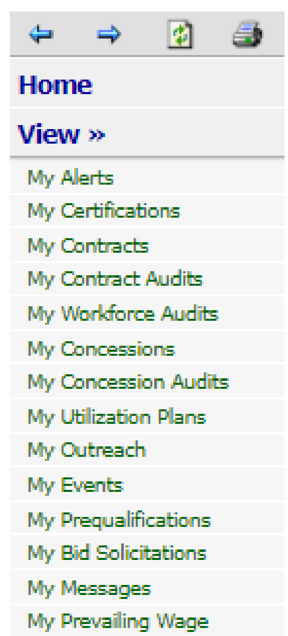
Home Screen and Dashboard

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 underlined text and numbers represent a link and can take you directly to the relevant page.

Home Screen/Navigation Menu

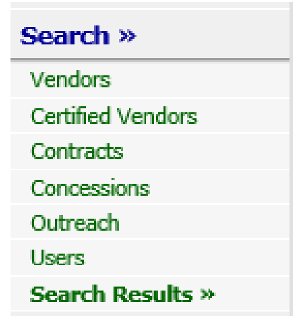
View Menu

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



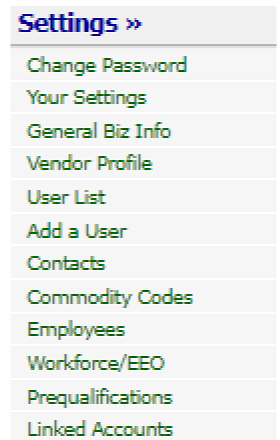
All Internal Users

Search Menu



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

Settings Menu

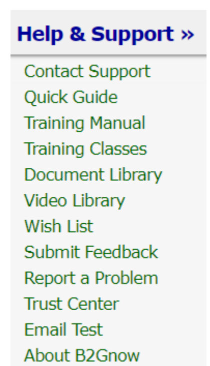


- Change password
- Change your phone number, email address, name, etc.
- Change company address, main contact information, etc.
- Update hours of operation, general description, industry, etc.
- See all user associated with your company's vendor profile
- Add a new user to your company's vendor profile

Reports

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

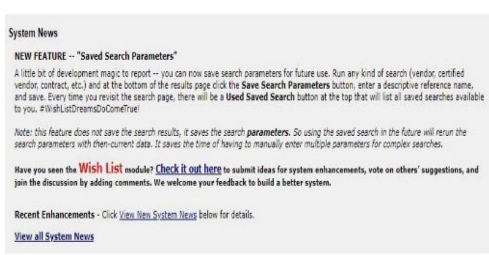
Help and Support
(For the B2GNow System)



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

Permanent Widgets

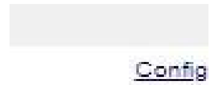
The Alerts, System News, and Tools widgets is helpful information and cannot be removed from the *Dashboard*.



All Internal Users

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

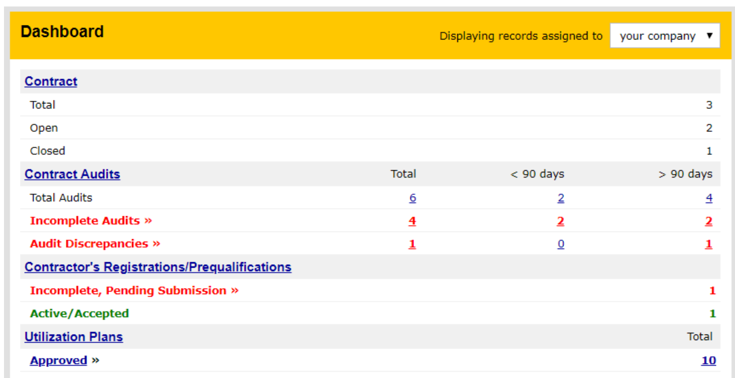
Remove or modify the settings of any widget by selecting "*Config*" below and to the right of the widget.



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 Audits" section. A Prime's commitment dollars of their original team members on a contract can be seen on the Utilization Plan.

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

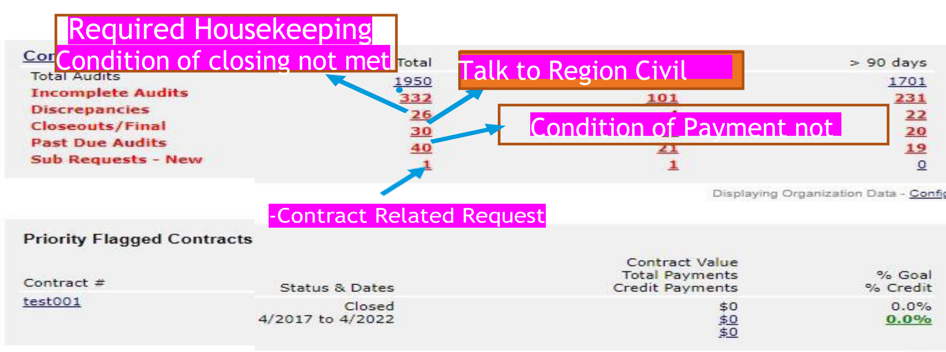


Dashboard — Displaying records assigned to: your company

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

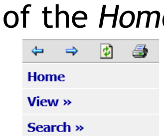
Blue links are quick access links that will take you directly into the linked contract, module, or audit.

The diagram below explains what each red link means.



Personalize Your System Dashboard

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



All Internal Users

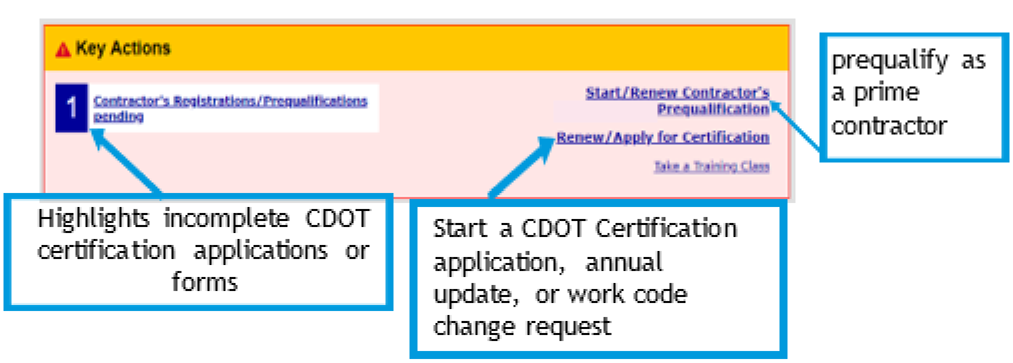
Based on the following table, select the suggested modules most relevant to your position. Click “*Add to Dashboard*” at the bottom.

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

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

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 Contracts

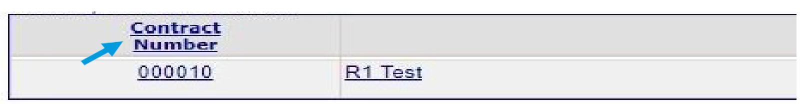
There are several ways to locate a contract.

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

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.



Full List of your Contracts

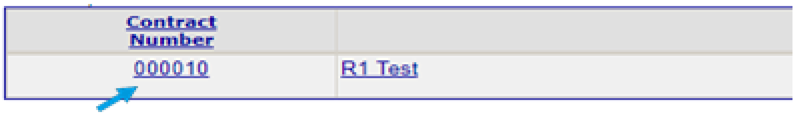
From the Navigation Menu, click "*View >> My Contracts.*"

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

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*".

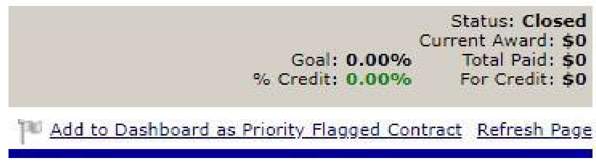
Click the contract number or any blue underlined area to review the contract.



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 Contact*".



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.

Click *"Remove from Dashboard"*.

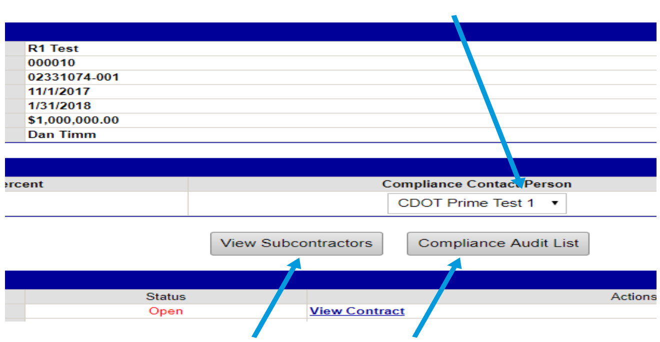
Navigate the Contract Tabs

Main Tab

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

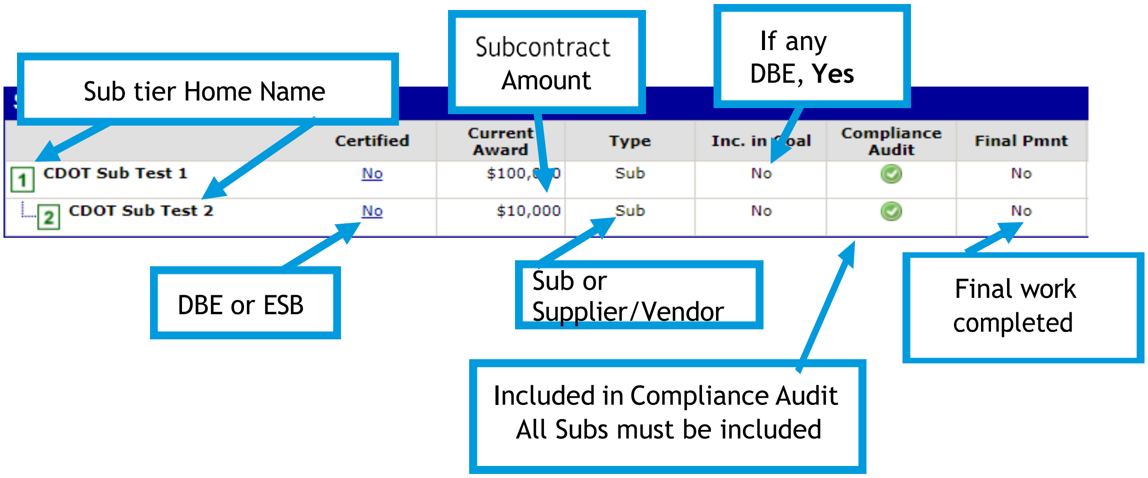
You can change the contact person in the Compliance Contact Person menu.

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



Subs Tab

Review a list of each Sub or Supplier/Vendor 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 PCWs for Subs/LOIs for Suppliers/Vendors or contract amendment documentation. Refer to *Primes: Add Subs* section.

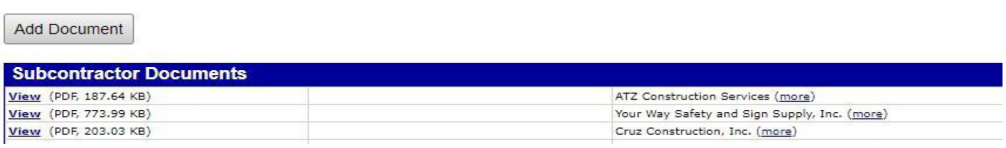


Docs Tab
(CDOT Only)

View and/or upload all pertinent documents.

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

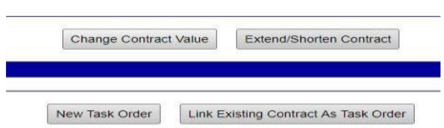
Click "*Add Document*" to upload documents.



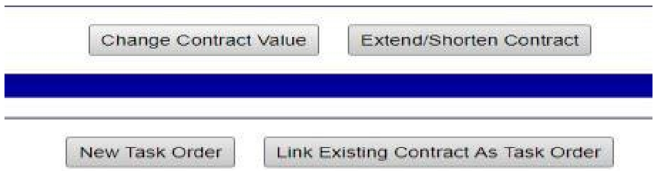
Change Orders and Task Orders Tab
(CDOT Only)

Refer to *Civil Rights* section for types of changes used in this tab.

Record modifications to the contract value or end date, track connected Task Orders and enter new contracts.



Change approved DBE goal or commitments from Reevaluations on NPS or contracts of approved modifications.



Comments Tab

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

Messages Tab

This tab will show messages through the system regarding the contract.

Closeout Tab
(Civil Rights Only)

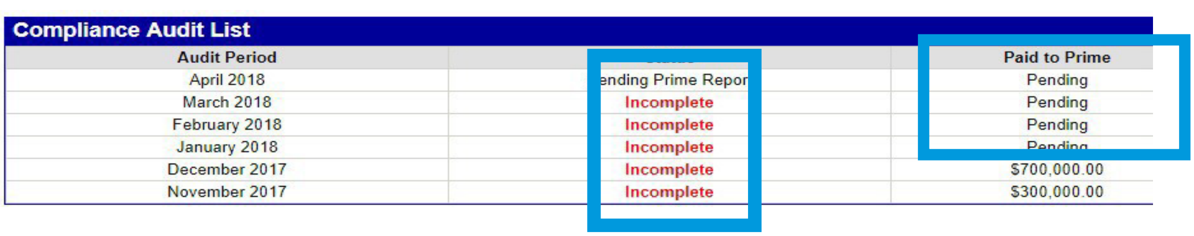
Verify and record information required to close contract.

The *Close Date* refers to the date the B2GNow contract is closed. All final payments should be paid prior to closing the contract. Refer to *Final Payment Date vs Close Date* section for clarification.

Ensure the Commercially Useful Function Questionnaires have for all DBEs counting toward the DBE goal and the *Professional Services Closeout Report* is uploaded. Once the contract is closed in system, it can only be reversed by Civil Rights.

Compliance Audit List Tab

This tab is used to see audits by month. View a list of the Audit Period, Status, and amount Paid to Prime for each of your monthly audits on the contract.



Compliance Audit Summary Tab
(CDOT and Primes Only)

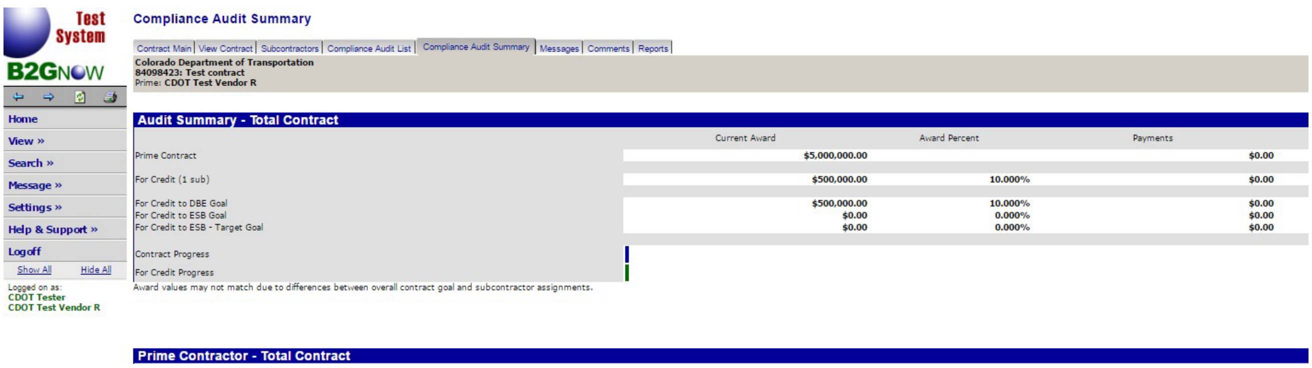
View contract audits by summary.

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

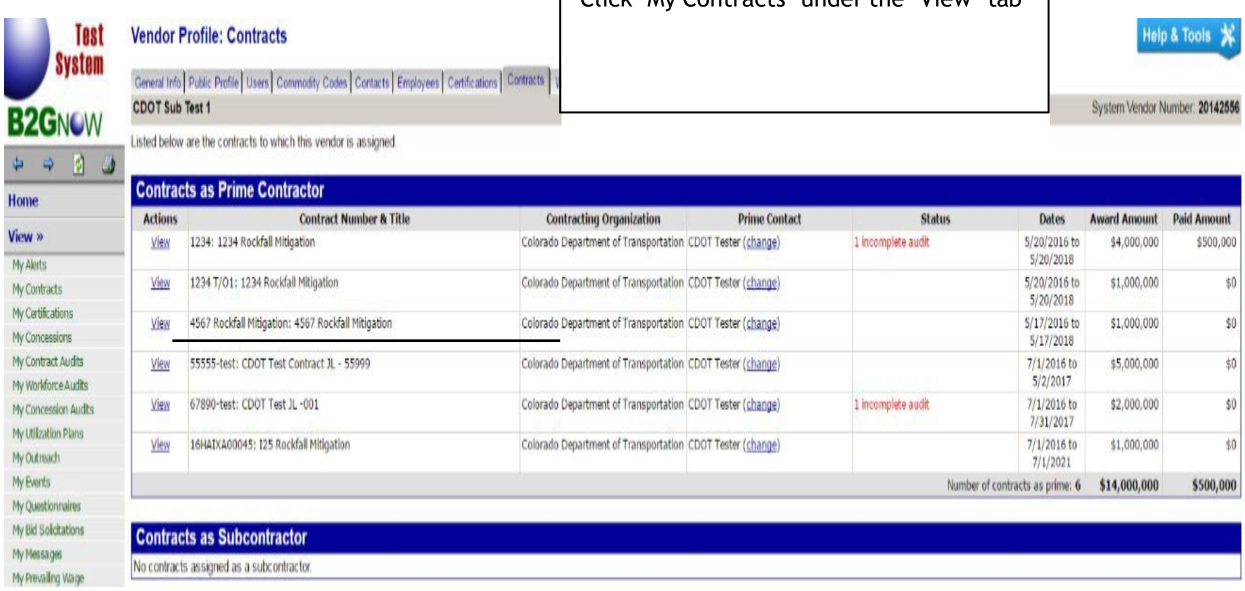
NOTE: The *Compliance Audit Summary* tab is not used for Project Specific/Program Specific contracts for DBE monitoring.

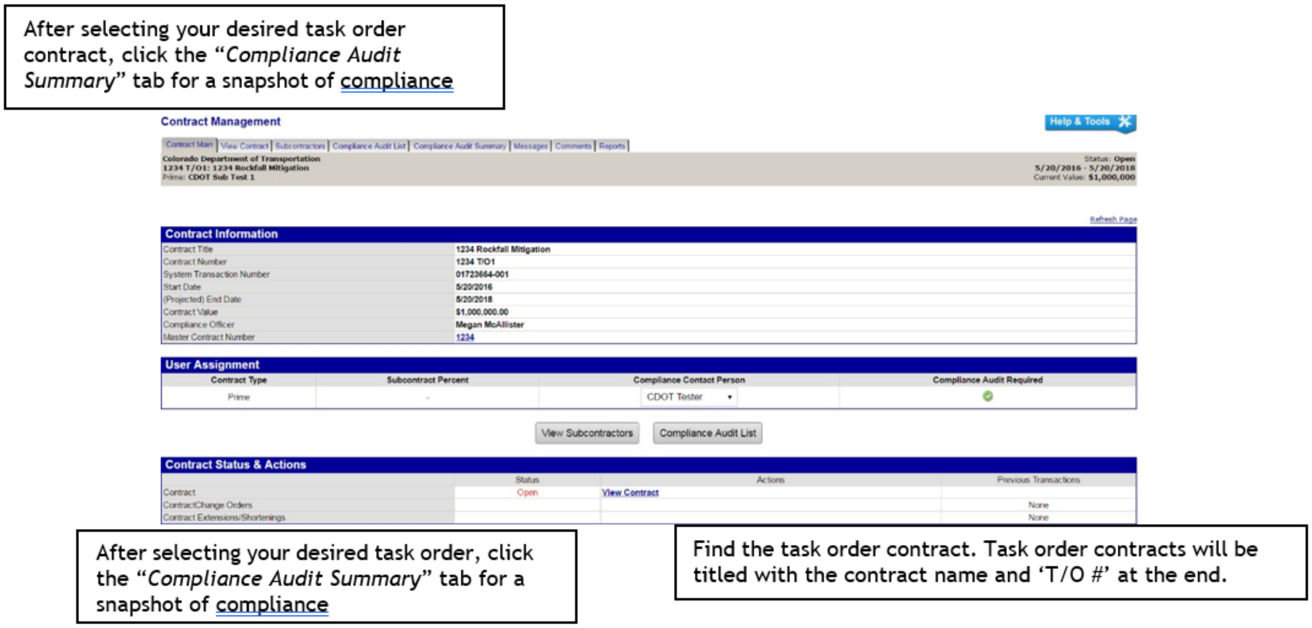
For NPS contracts, to view DBE participation on each Task Order, view the Task Order.

Click on the "*Compliance Audit Summary*" tab.



Click 'My Contracts' under the 'View' tab

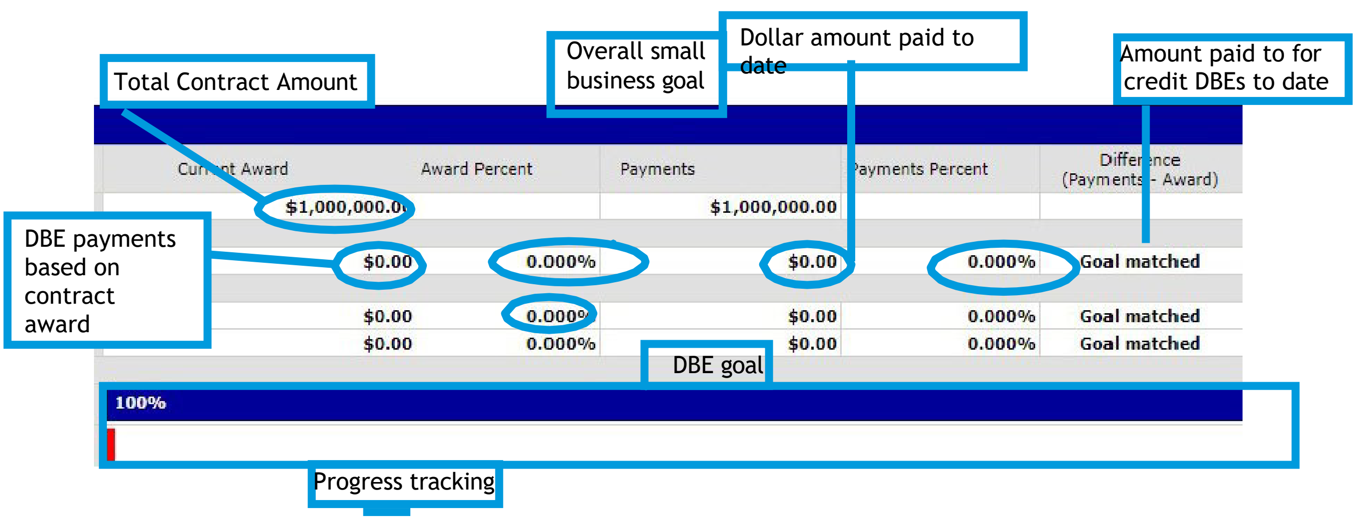




Master Audit Summary Tab

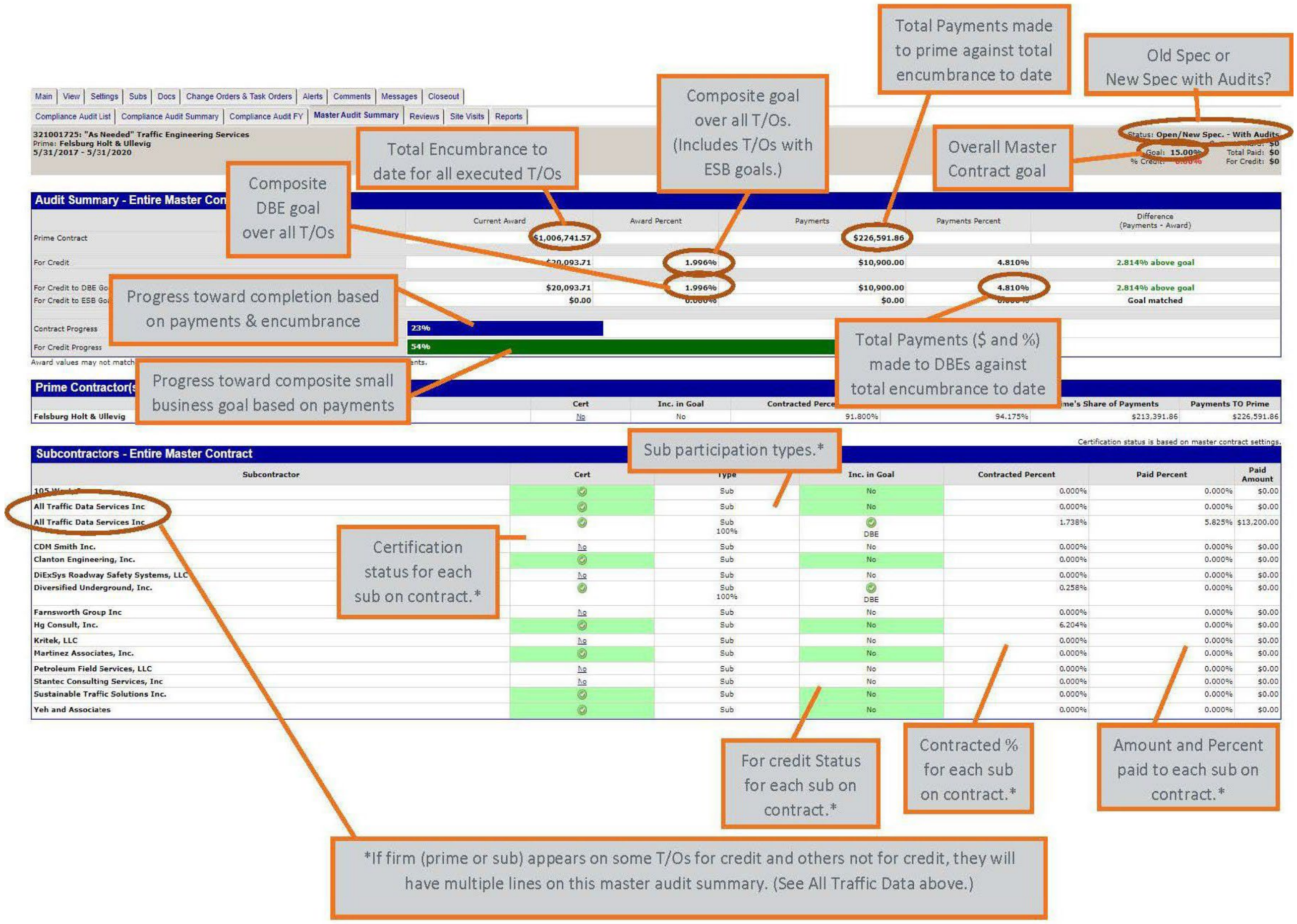
The *Master Audit Summary* tab is only accessible to CDOT. Primes can view the same information by running a report called *Master Contract Summary Report – New Format* through B2GNow. This report is only available to Primes and CDOT does not have access to the report since they see the *Master Audit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

All Internal Users



Reports Tab

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

Attach/Upload Documents

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

Add Subs, Suppliers/Vendors
(Primes, 1st & Middle Tier Subs, Civil Rights)

All participants receiving payment on the contract must be set up and requested for approval through the Prime through the B2GNow system. Primes will add all Subs, Suppliers/Vendors no matter the tier. All lower tiers will request to add additional firms through the Prime. Add any Subs, DBE Supplier/Vendors for any amount, nonDBE Supplier/Vendors providing at least $10,000 worth of goods and materials, vendors, truckers/haulers, manufacturers, etc. to the contract. DBE firms will need NAICS work codes assigned. New firms, not on the original team, will require the PCWs for Subs/LOI for Suppliers/Vendors as attachments for documentation. Civil Rights will receive a prompt to approve the added firm.

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

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

NOTE: Local Agency contracts only require DBE firms to be added to B2GNow.

Add 1st Tiers
(Primes and Civil Rights Only)

All 1st Tier Subs or Suppliers/Vendors 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 PCWs for Subs/LOIs for Suppliers/Vendors and other pertinent documentation as required.

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

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

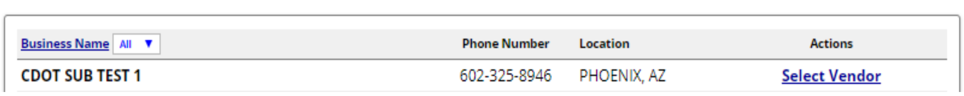
NOTE: **Local Agency** contracts, only DBE firms need to be added to B2GNow.

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

On the next screen, click "*Get Vendor*".

Use the next screen to search for the vendor by name.
It may be helpful to search by the B2GNow vendor account number to ensure you select the correct account.

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



Confirm your vendor 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.

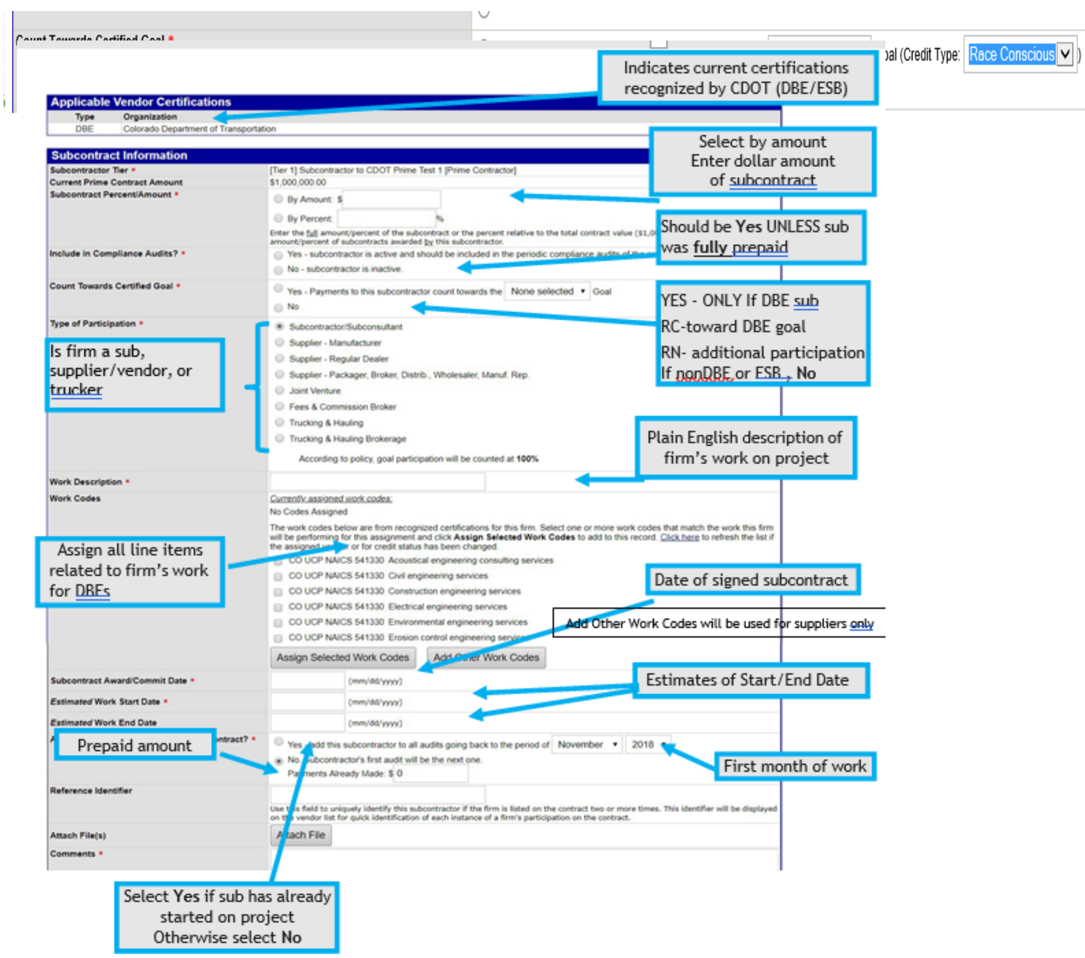
Choose the correct type of participation when setting up the firms.

TYPE OF PARTICIPATION *

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

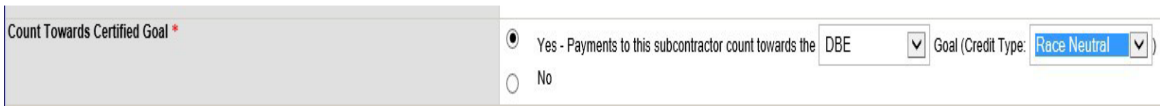
All DBE firms must be included in the overall DBE data in the B2GNow system by clicking *Yes* in the *Count Towards Certified Goal* section.

Civil Rights will choose whether the firms work is race conscious or race neutral. Refer to *Distinguish DBE Commitment Toward Goal* section for clarification.

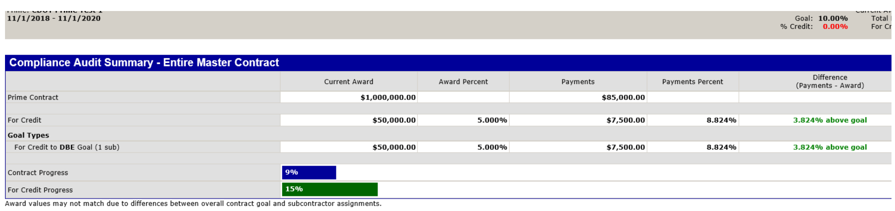


Distinguish Your DBE Commitment Toward Goal (Civil Rights and Primes Only)

All DBE firms must be included in the overall DBE data in the B2GNow system by clicking *Yes* in the C*ount Towards Certified Goal* section. Refer to *Distinguish DBE Commitment Toward Goal* section for clarification.



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

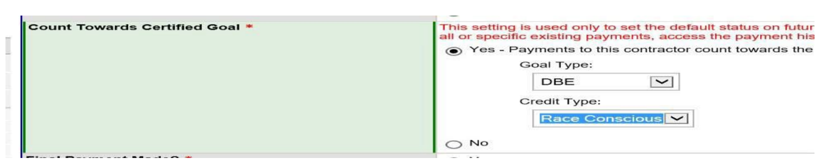


The system **does not** track the difference between **Race Conscious** or **Race Neutral** goals separately in the *Compliance Audit Summary Total Contract* section.

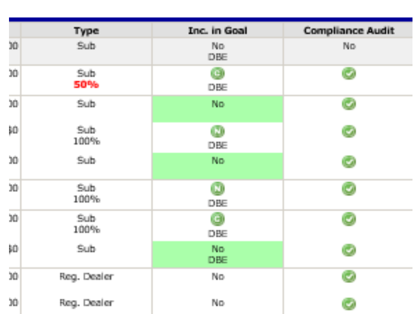
Race Conscious: DBE participation used on contracts that counts toward the DBE goal/commitment set for the contracts originally from the proposal.

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

Choose the correct *Credit Type* of DBE participation.



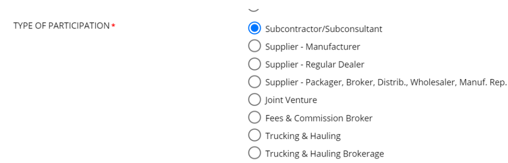
View your firms DBE credit type in the *Inc. in Goal* section.

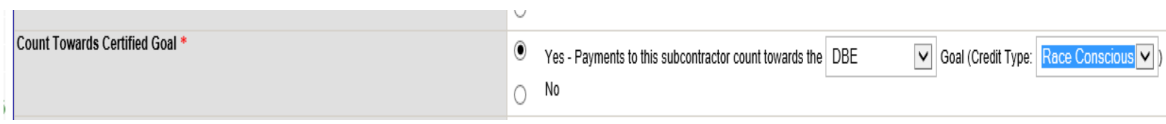


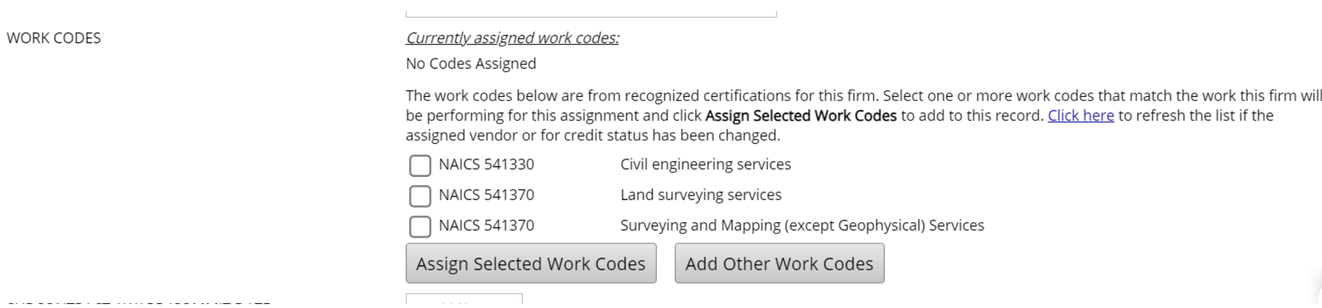
Add DBE NAICS Codes for DBE Firms

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.





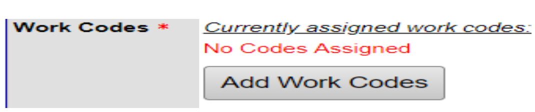


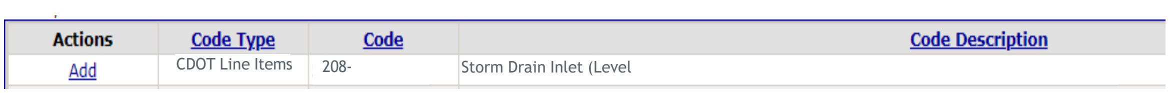
Once you are finished adding item codes to the Sub record, click "Assign Selected Work Codes".

You can also add NAICS codes yourself. However, assigned work codes are recommended since they originate from the certified directory list.

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

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

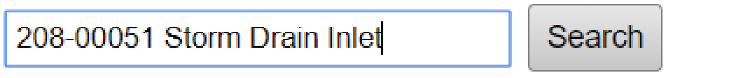




Select the *CDOT Line Items* option from the drop down menu, if applicable.

All Internal Users

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



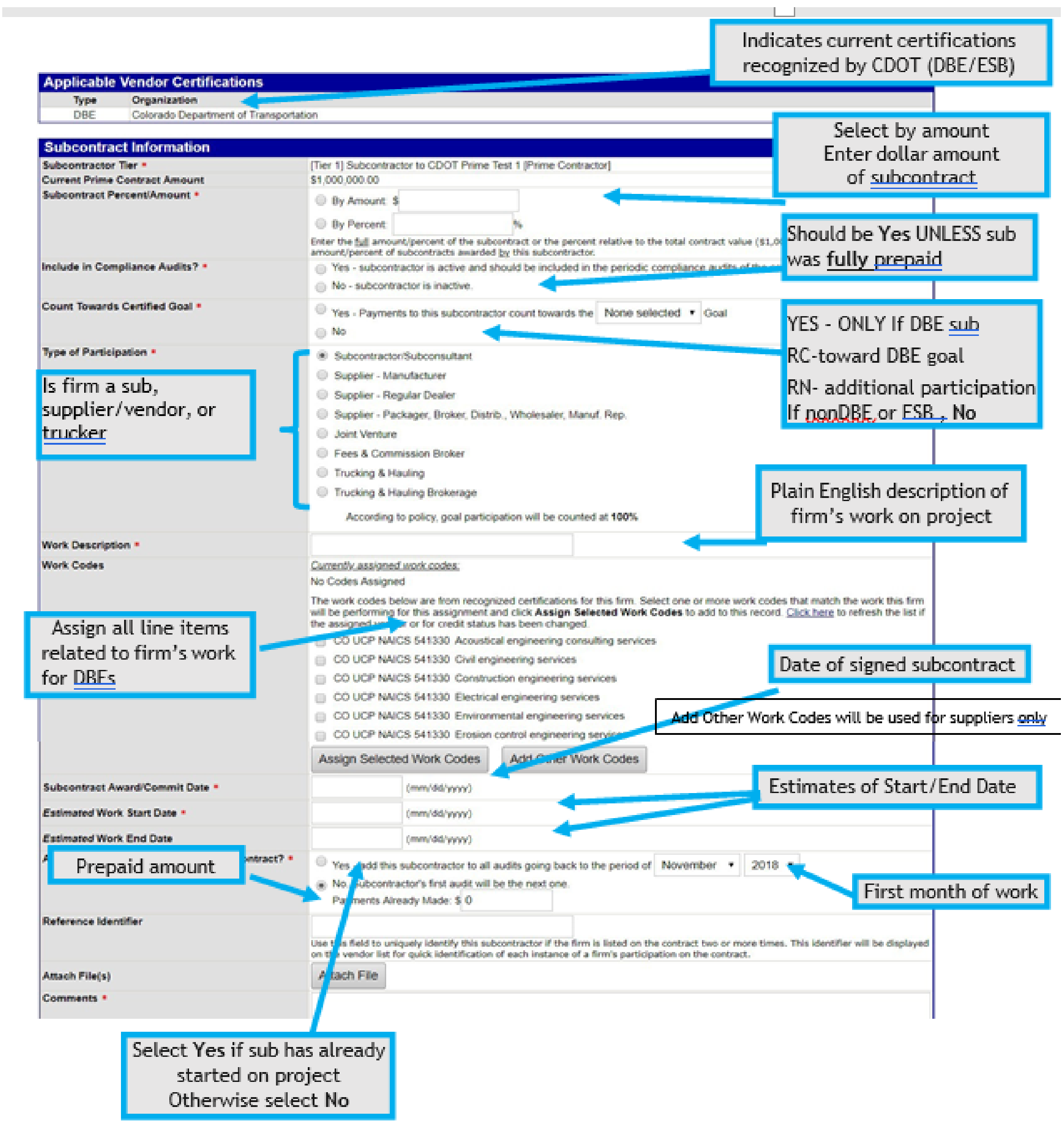
Click “*Add*” next to the line item code you are seeking.

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

Click “*OK*” in the popup box.

At the bottom, click “*Review*”.

Click “*Save*” on the next screen to submit.



Add Lower Tier Subs, Suppliers/Vendors
(Primes, 1st & Middle Tier, Civil Rights Only)

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.

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

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

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

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

Repeat steps in *Add 1st Tiers* section.

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

DBE Firms Using NonDBE Supplier/Vendors

There are situations when a DBE firm uses a nonDBE Supplier/Vendor. Typically, the amount the DBE pays the 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.

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

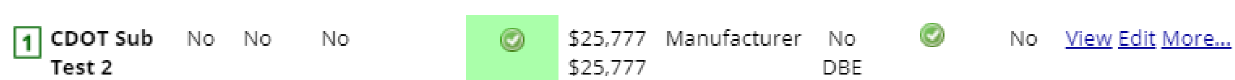
Priority Flagged Contracts

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

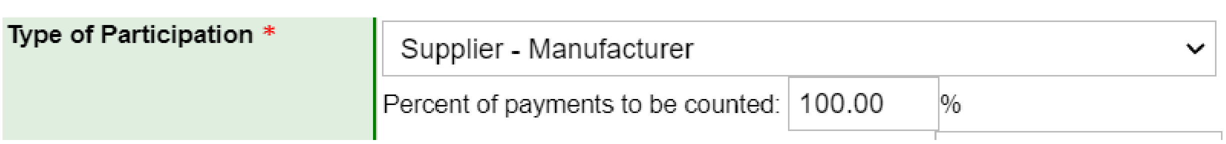
Click the "*Subs*" tab.

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

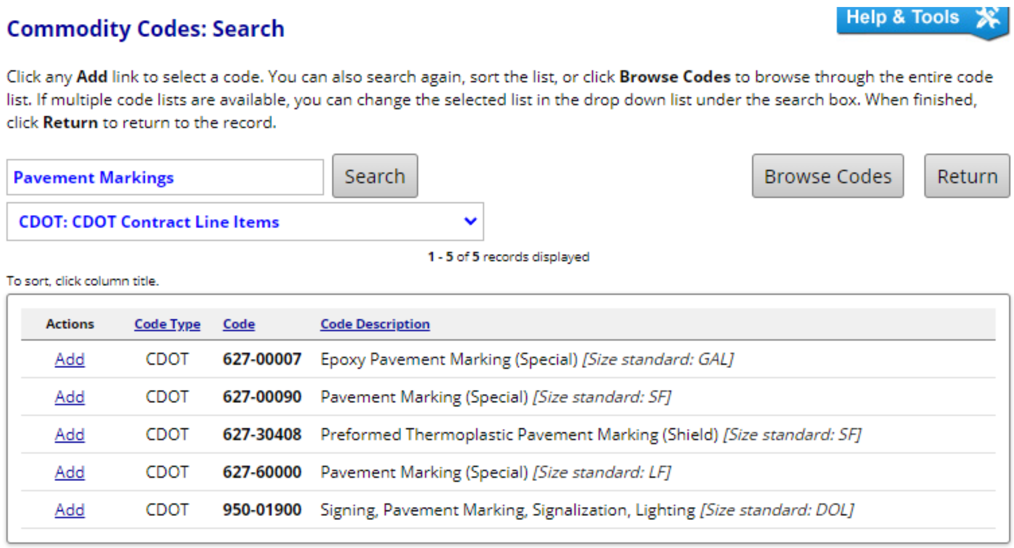
Click "*Edit*".



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



Change the Current Amount to zero (0).

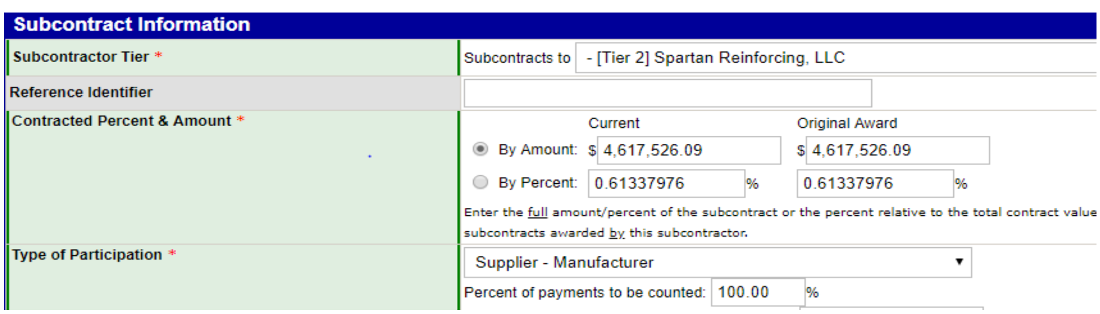


Click "*Review*".

Click "*Save*".

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

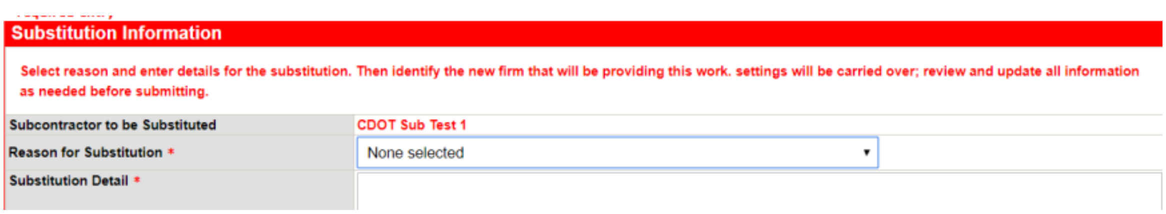
This is to replace one Sub or Suppler/Vendor with another. If the firm being replaced is a committed DBE firm, an approved *Professional Services DBE Participation Plan Modification Request* form is a required attachment.



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

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

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


Substitution Information

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

Subcontractor to be Substituted	CDOT Sub Test 1
Reason for Substitution *	None selected
Substitution Detail *	

Complete the rest of the screen.

Lower tier firms will request substitutions through their Prime.

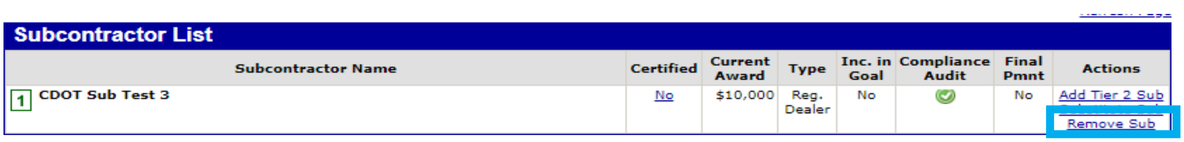
The added request will be prompted to CDOT for approval.

Removal of Subs, Suppliers/Vendors (Any Tier) (Primes and Civil Rights Only)

Subs or 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 or Supplier/Vendor, then the Sub or Supplier/Vendor will be deactivated for historical purposes.

If the firm being removed is a committed DBE firm, a *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	Type	Inc. in Goal	Compliance Audit	Final Pmnt	Actions
1 CDOT Sub Test 3	No	$10,000	Reg. Dealer	No		No	Add Tier 2 Sub Remove Sub

Complete the *Removal Information* section.

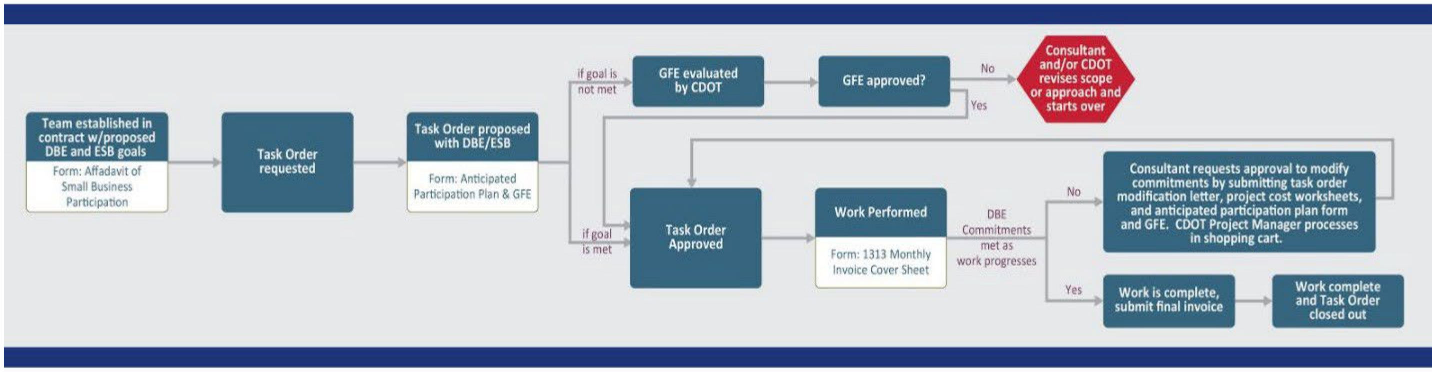
Attach the *Professional Services DBE Participation Plan Modification Request* form if the Sub or Supplier/Vendor is a committed DBE.

Lower tier firms will request removals through their Prime

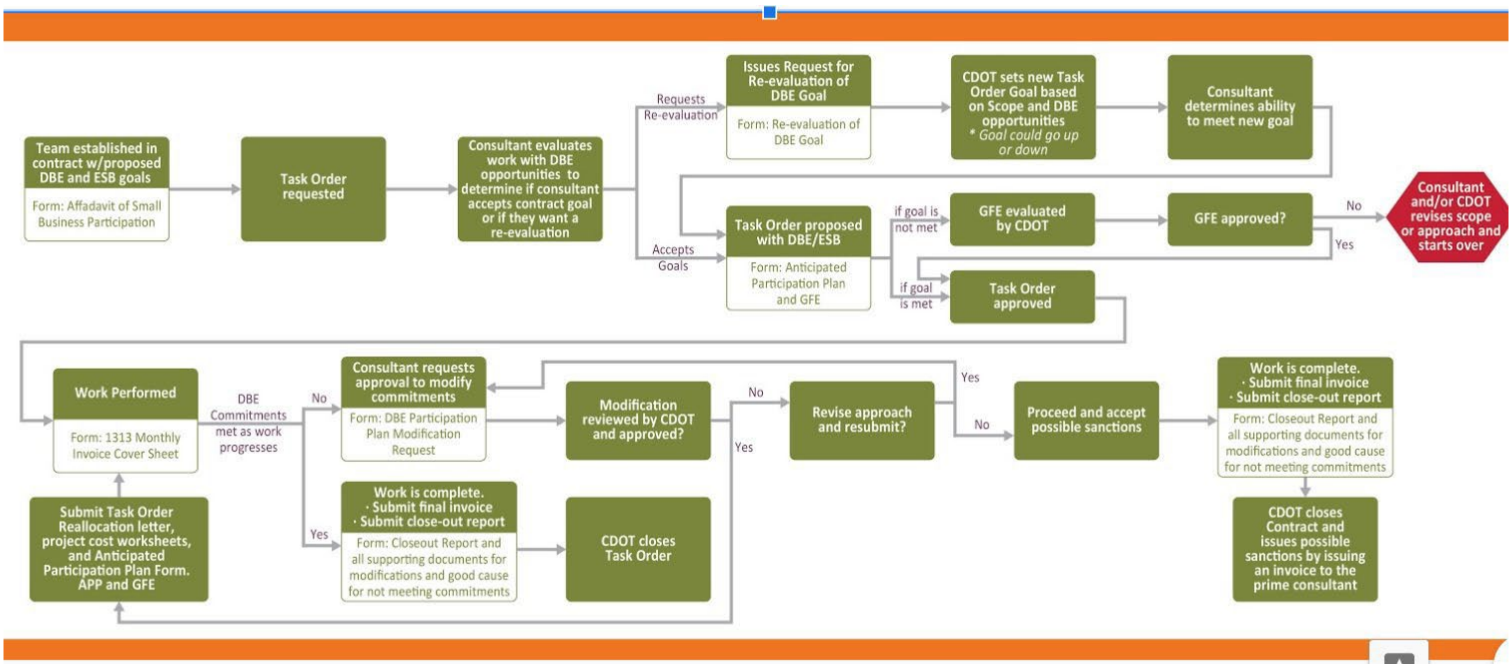
The request will be prompted to CDOT for approval.

NonProject Specific Process Flowchart

Contracts Awarded Prior to *12/31/2019*

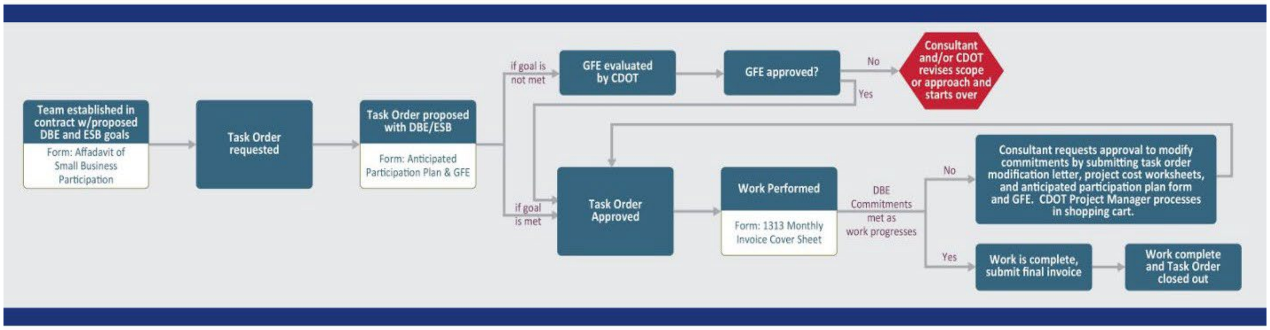


Contracts Awarded After *1/1/2020*

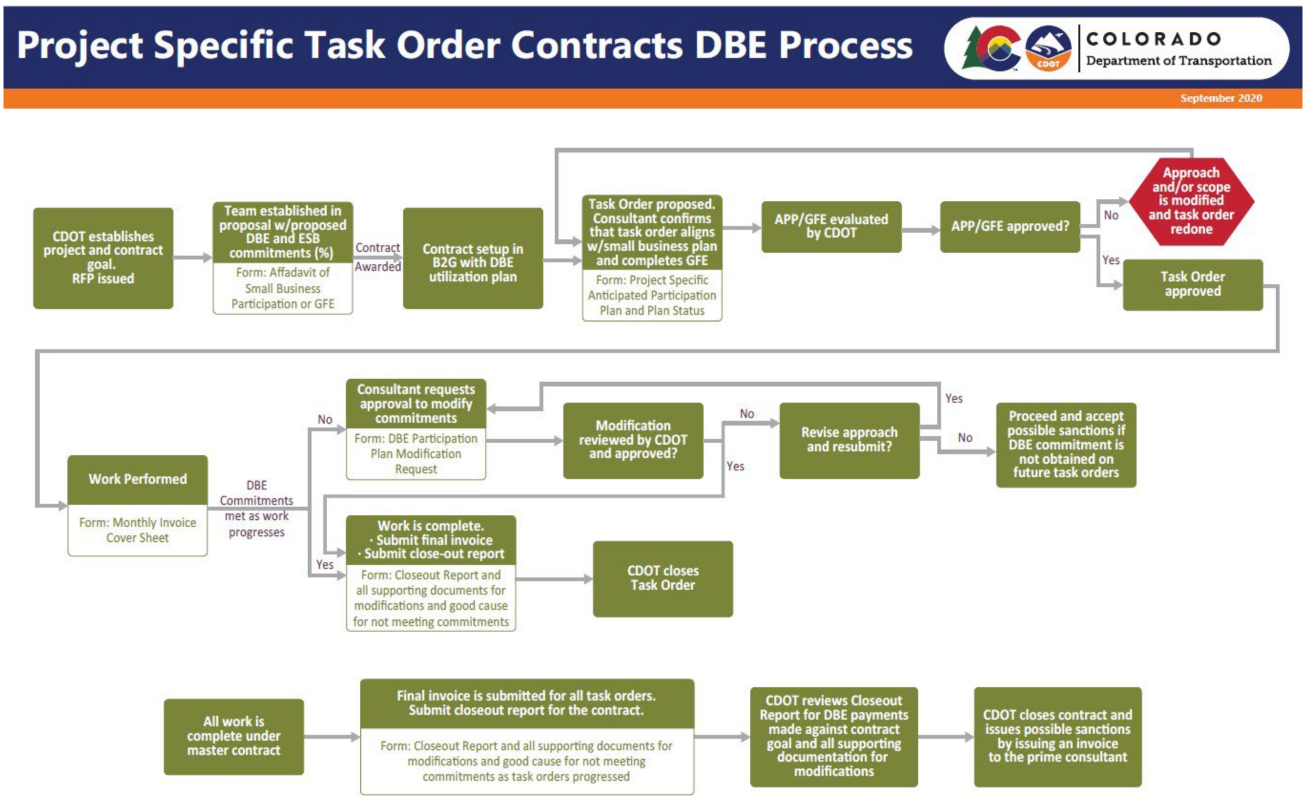


Project Specific Process Flowchart

Contracts Awarded Prior to *12/31/2019*



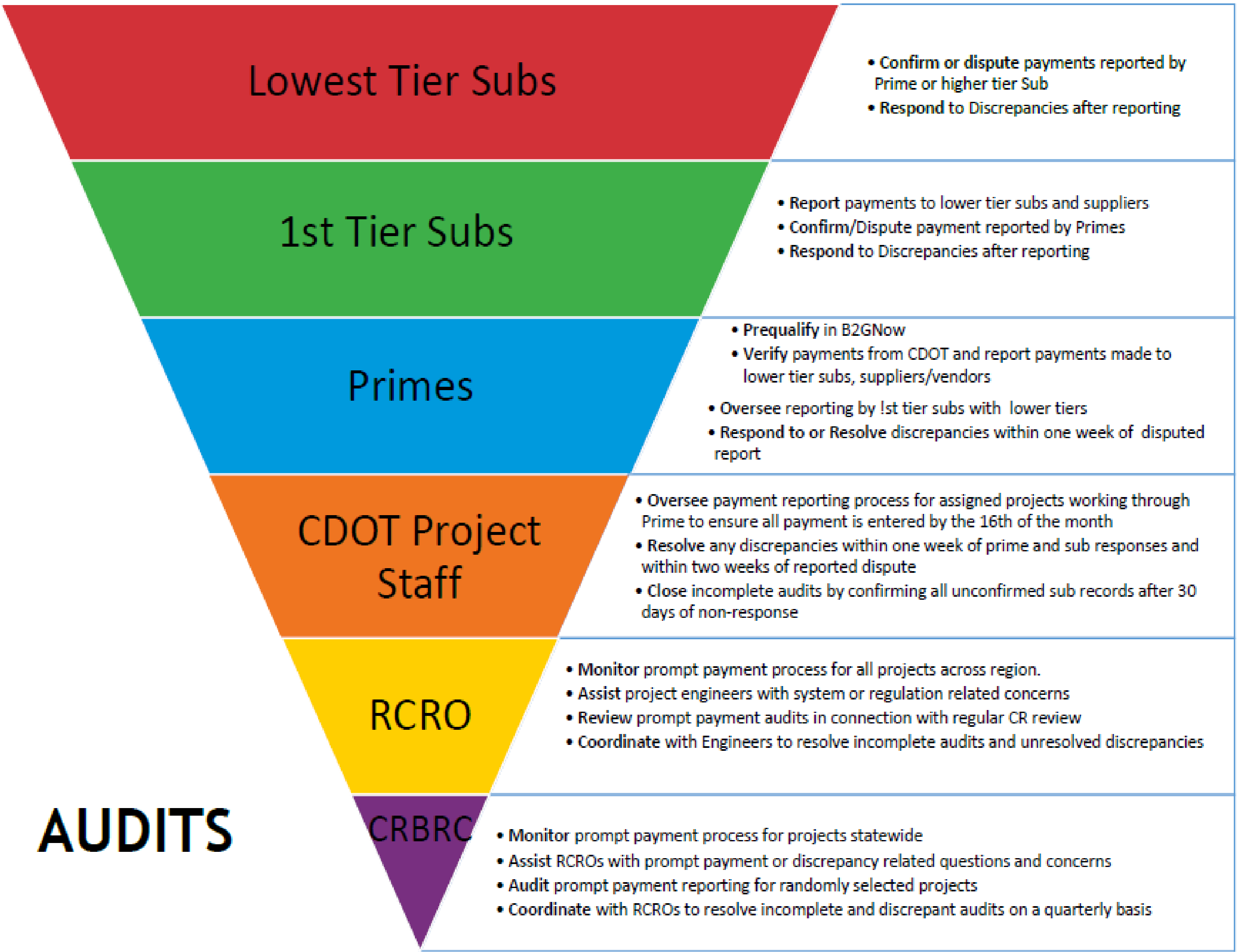
Contracts Awarded After *1/1/2020*



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



All Internal Users

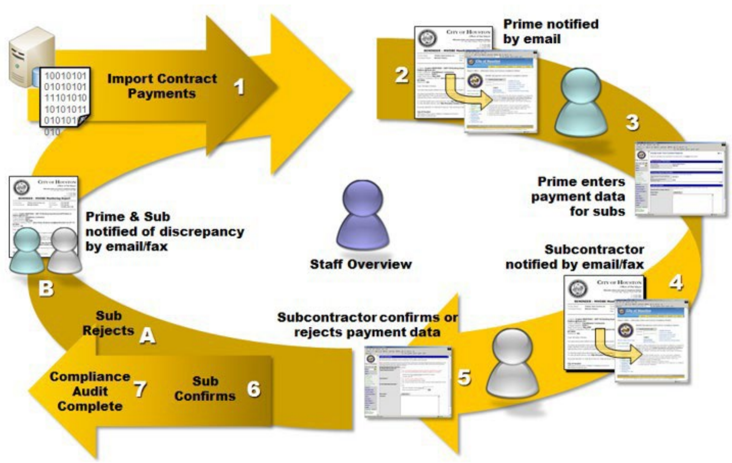
Who is Responsible and When?

Who is Responsible?	1st of the month	16th of the month	30th of the month
Lowest Tier Subs		Previous Month Audit Available	Confirm or Dispute Payment Report. If disputed, respond to Discrepancy
!st Tier Subs	Previous Month Audit Available	Report Payment to lower tier Subcontractors & Suppliers	Confirm or Dispute Payment Report. If disputed, respond to Discrepancy
Primes	Previous Month Audit Available Respond to previous month's discrepancies	Report Payment from CDOT and to first tier Confirm !st tier subs have reported	
CDOT Project Staff	Resolve any discrepancies on previous month's audit	Confirm Prime and all !st tier subs have reported payments Close previous month's audit	
RCROs			Review previous month's audit for any unreported lines or unresolved discrepancies.

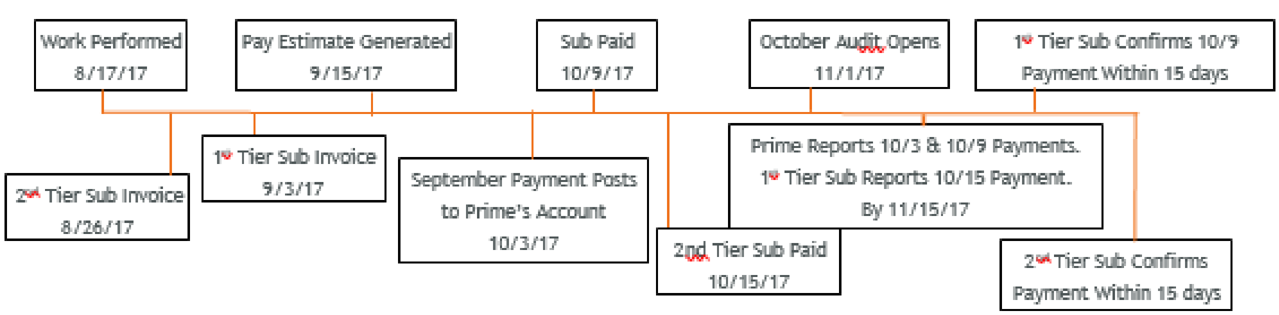
Monthly Prompt Payment Reporting
(B2GNow System Audits for Consultants and Suppliers/Vendors)

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 emails prompts.

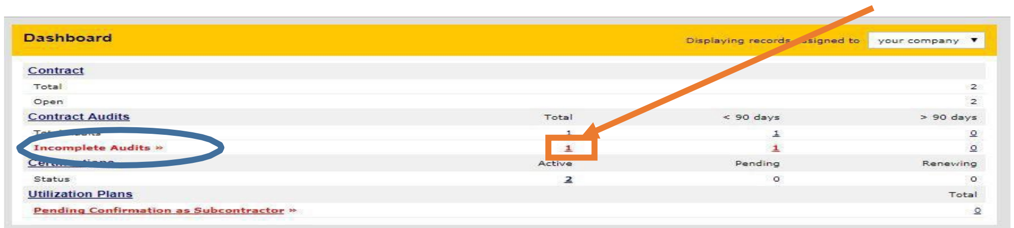


Access and Complete the Audit (Consultants)

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

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



Click "*Incomplete*" in the audit you wish to complete.

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

To enter the Audit from this screen, click "*View Audit*".

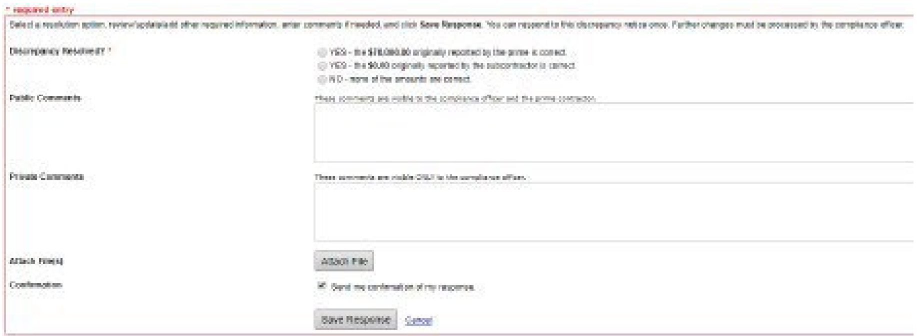
If either the amount entered by the Prime or Sub is correct, select the correct option.

If neither are correct, select the third option and report the correct amount.

Include comments and have documents uploaded in support of the answer.

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

Public comments are available to all.



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

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

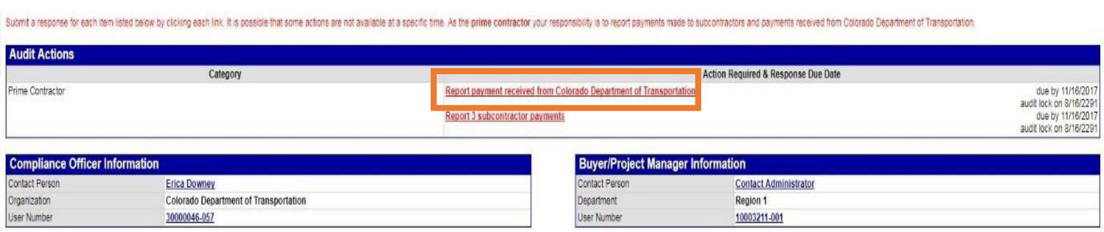
Prime Payments from CDOT for 431 Task Orders

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.

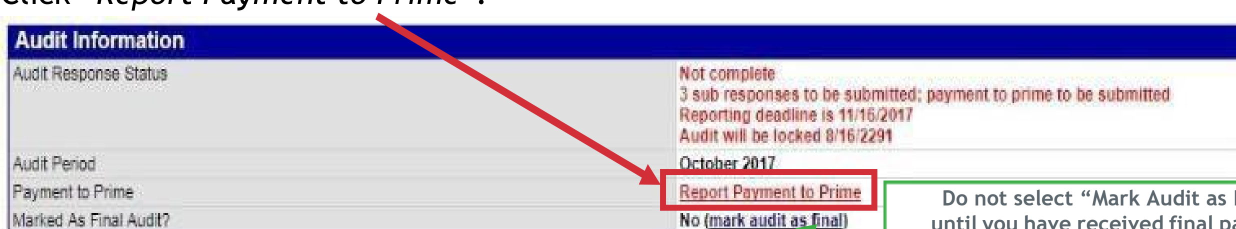
Prime Payments from CDOT for Other Task Orders (Primes Only) (451, 491 Task Orders, Local Agency Reporting)

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

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



Click “*Report Payment to Prime*”.



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

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

Complete required fields (*).

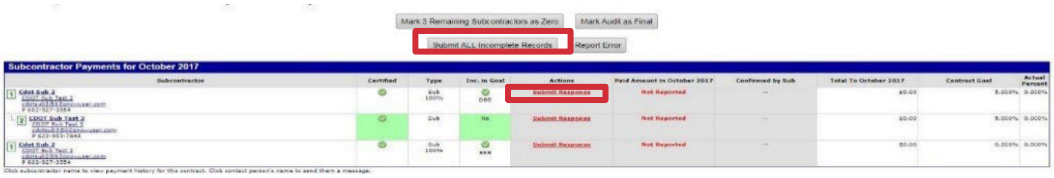
Click “Save”.

You will automatically return to the audit.

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

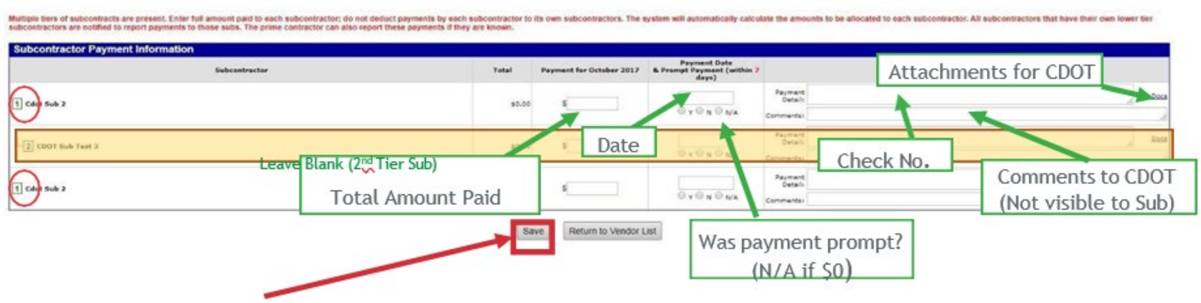
In the middle of the screen, click *“Submit ALL Incomplete Records”*.

You may also enter records individually by clicking “*Submit Response*” in the *Actions* column for each Sub or Supplier/Vendor.



Complete fields for only 1st tiers.

Click “*Save*”.



If your Sub or Supplier/Vendors have lower tier Sub or Supplier/Vendors, **DO NOT** fill out that payment information.

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

If any Sub or Supplier/Vendors at any tier are missing payment information, you will automatically by returned to the audit. Refer to *Report Payments to 1st Tier Subs* section.

Once you confirm that no 1st tier Sub or Supplier/Vendors is missing payment information, the audit is completed.

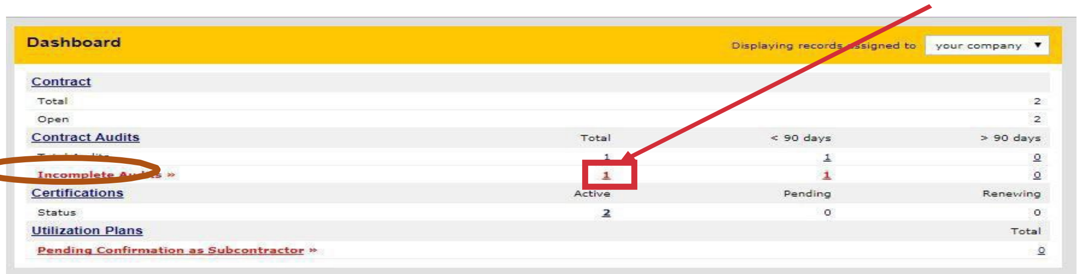
If payment information has been entered for all Subs or Suppliers/Vendors (at all tiers) an audit confirmation will be received.

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.

Report Payments (All Subs with Lower Tiers)

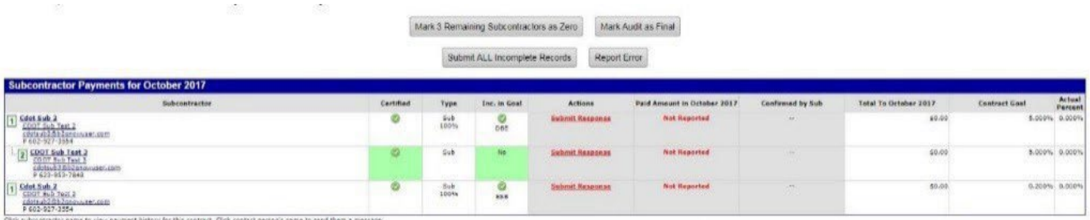
Report Payments to all tiered Subs and Suppliers/Vendors by the 15th of the month.



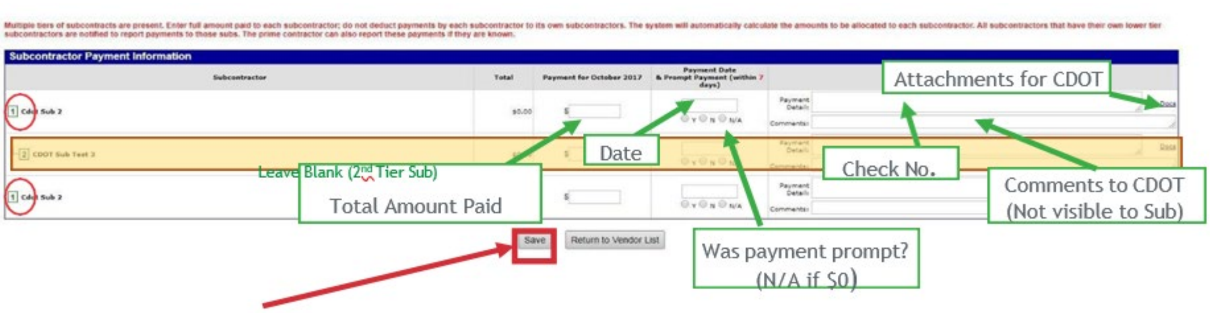
In the *Audit Actions* box, click "*Report Subcontractor Payment*".

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

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



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.



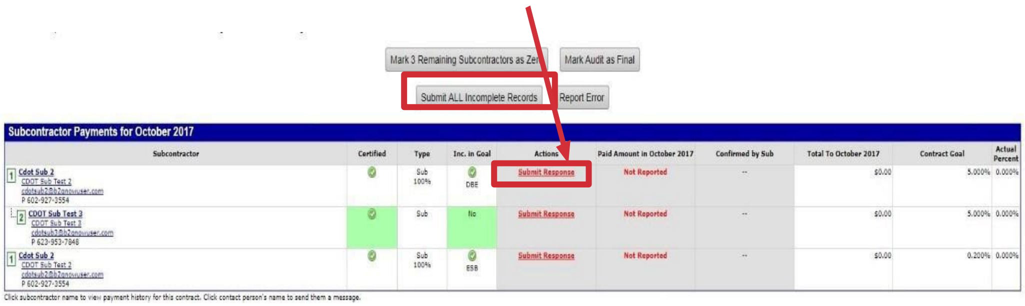
Click "*Save*".

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.

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.

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.

Release Subs, Suppliers/Vendors from Audits

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

Enter the 5-digit CDOT subaccount contract number, Main/Master Contract SAP OLA number,

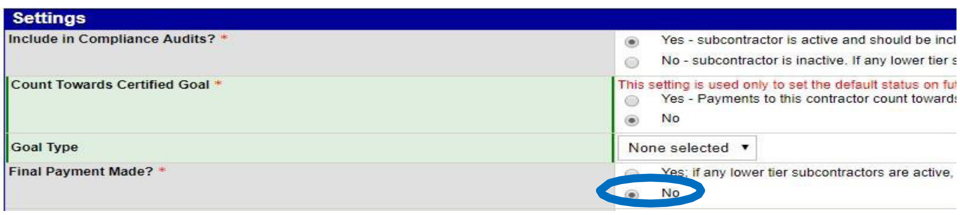
Task Order SAP PO number or title, or firm.

Click "*Search* ".

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

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

Click "*Edit*" on the far right for the Sub or Supplier/Vendor you wish to release.
In the *Settings* tab, select "*Yes*" for Final Payment Made.
Otherwise, click "*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.

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

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

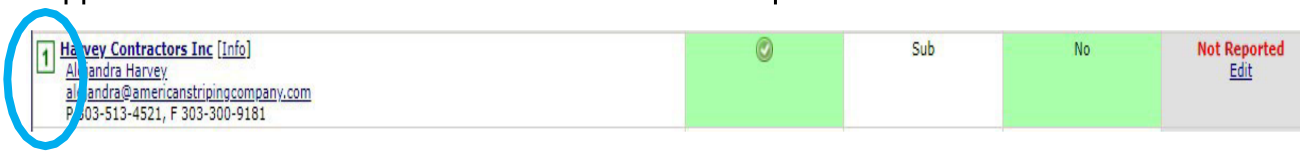
Filter by *Past Due Audits* status to find late audits.

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

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 1st Tier Sub or Supplier/Vendor payments.

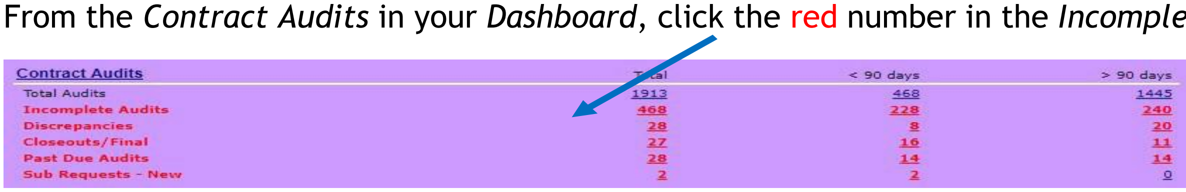
1st Tier or Middle Subs or Suppliers/Vendors are responsible for reporting and/or confirming payments.

Lower tier Subs or Suppliers/Vendors 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

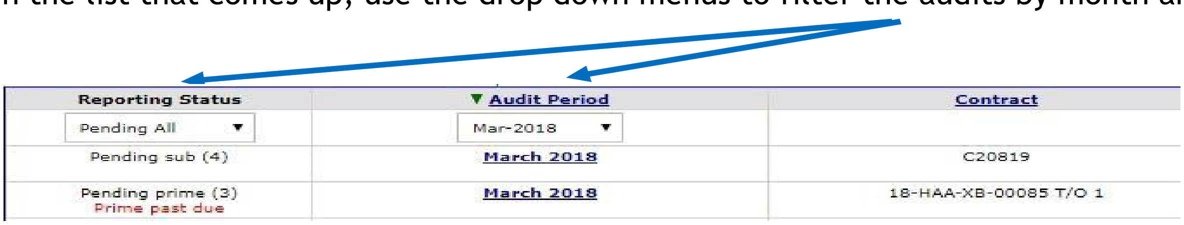
From the *Contract Audits* in your *Dashboard*, click the red number in the *Incomplete Audits*.



Ensure the assignment check box is unchecked.

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.



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.

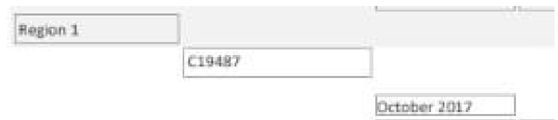
Prime Past Due: Reporting deadline has passed. Not all firms have reported.

Pending all: Shows all open audits.

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

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

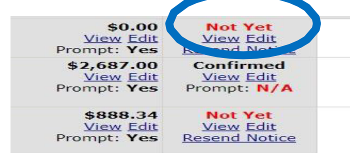
This report is sorted by region, contract, month.



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

March 2018				
3/1/2018	Alpha & Omega Consultants, Inc.	4/13/2018	Not Yet	4/28/2018
3/1/2018	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

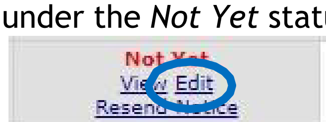
Verify that all contractors listed as *Not Yet* are listed on the Subcontractor Due Date Report.



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

If there were delays in the reporting phase of the audit such that the Sub or Supplier/Vendor records are not past due, **DO NOT** close the audit.
You may either close the past due records individually, or you may wait until all Sub or Supplier/Vendor 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.

All Internal Users

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

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

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

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

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

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

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

Pending all: Shows all open audits.

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

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

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

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

The label may also say *Not Reported*.

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.

Not Yet View Edit Resend Notice

This is the date the Prime or higher tier 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*".

Mark Unconfirmed Sub Entries as Confirmed

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

If any line was reported less than 16 days earlier, **DO NOT** close the audit.

All Subs or Suppliers/Vendors must have 15 days to respond to report according to our contract.

The Prime is responsible for logging in and reporting the 1st tier payments.

1st or Middle tiers are responsible for reporting and/or confirming payments.

Amounts will be reported even if $0.00.

If any firms have not reported payments, the Prime is responsible for ensuring as a condition of award and contract.

In the even the reporting is missing, contact the Prime.

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.

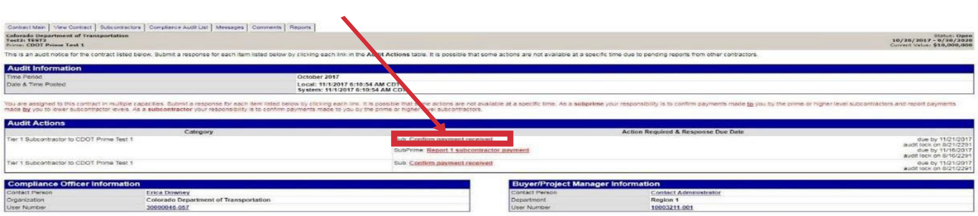
Confirm or Dispute Payments (Subs, Suppliers/Vendors Only)

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

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

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

Click "*Confirm Payment Received*".



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.

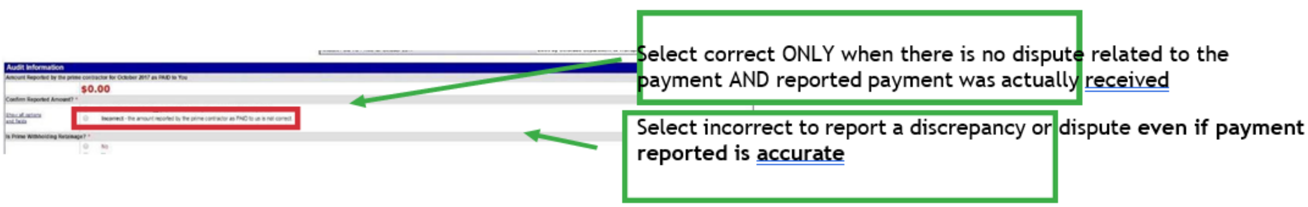
From the *Compliance Audit Actions* screen, click *"Confirm Payment Received"*.

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

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

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

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



In the *Audit Information* box, click *"Incorrect"*.

Complete required fields (*).

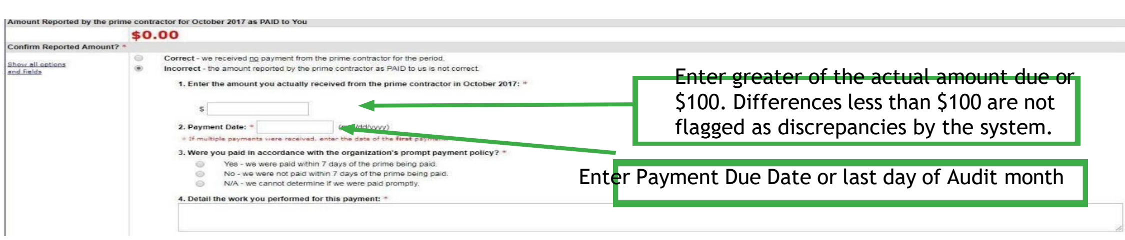
Add comments.

Click *"Save"*.

Click *"Return to Audit Notice"*.

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

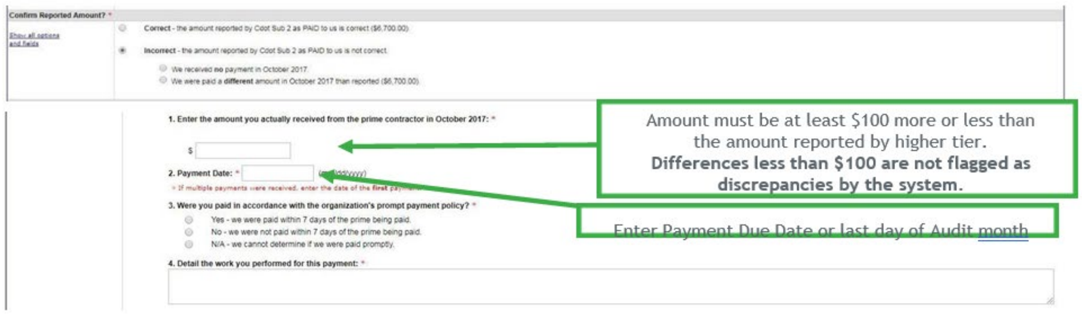
Discrepancies will show in the system.



If the higher tier reported $0.00, 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 $0.00 amount, select either of the below options, then complete the fields that appear.



Complete required fields (*).

Click "*Save*".

Click the *Home* screen to navigate away from the audit.

Verify the payment data you reported.

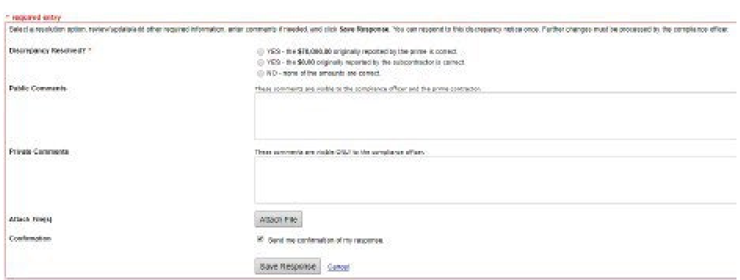
If the Prime has already responded to the discrepancy, review the Primes response.

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.

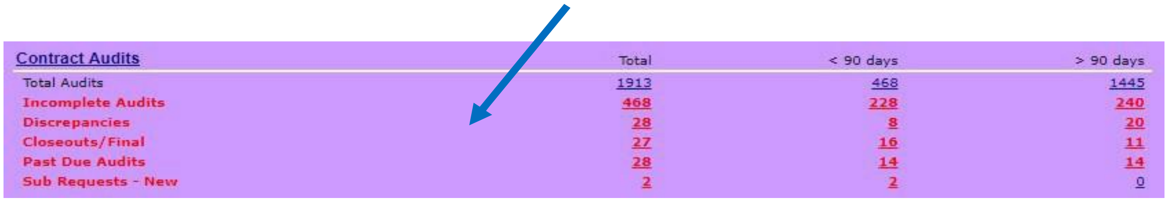


Remember, the correct amount is considered the amount paid from the higher tier firm to its lower tier firm during the calendar month of the Audit Period.

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

Review Discrepancies

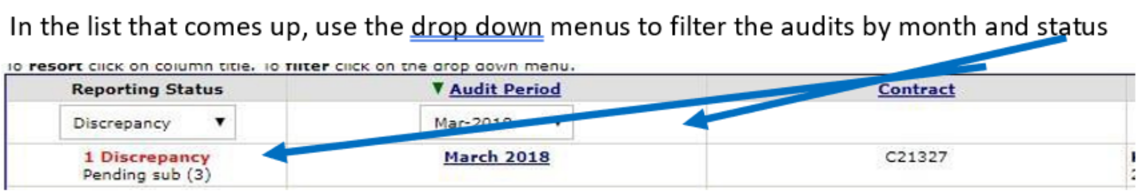
From the *Contract Audits* in your *Dashboard*, click the red number in the *Discrepancies* line.



Ensure the assignment check box is unchecked.

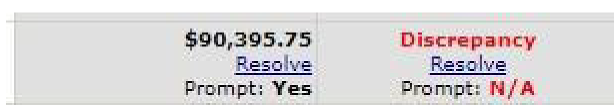
Filter by *Discrepancies* to find unresolved discrepancies.

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



In the Subcontractor Payment section, locate the payments that say

Discrepancy. Click *"Resolve"*.



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

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

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

Access the Discrepancy

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

All Internal Users

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

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

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

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

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

To enter the audit from this screen, click "*View Audit*" on the right In the *Audit Actions* Section.

Confirmed by Sub
Rejected Resolve Discrepancy
Rejected Resolve Discrepancy

Click "*Resolve # Discrepancies*".

Resolve 2 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.

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.

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

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 or Suppliers/Vendors, 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.

All Internal Users

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 or Supplier/Vendor is trying to notify CDOT of a payment issue. The discrepancy is the way in which a Sub or Supplier/Vendor 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 Sub or Supplier/Vendor, the Prime, and the CDOT Project Engineer.

Review and verify the responses from both the Prime and the all firms. If either party has not yet responded, you will need to contact that firm. The Sub or Supplier/Vendor must make private comments to you when flagging the payment and each party must provide comments with its response.

Therefore, when the audit is ready for your review, you will have one or two sets of comments from the Sub or Supplier/Vendor 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 or Supplier/Vendor during the calendar month of the audit period.

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

Add or have added any relevant attachments.

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

Sub or Supplier/Vendor Reported Discrepancies

Refer to *Access the Discrepancy* section to access the discrepancy for a Sub or Supplier/Vendor.

Verify the payment data reported. If the firm as already responded to the discrepancy, review Prime's response.

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.

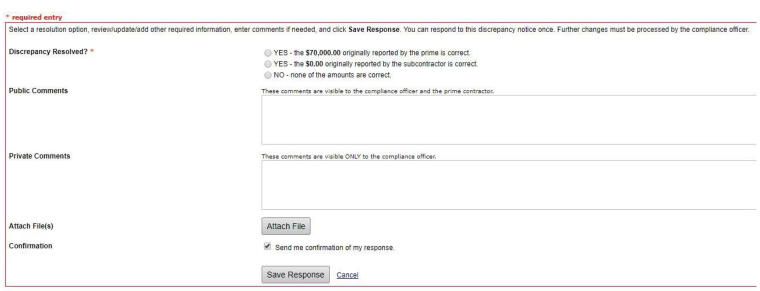
Prime Audit	
	Responder
Name	Erica Downey
Response Date	Local: 1/25/2018 1:58:21 PM CST System: 1/25/2018 1:58:21 PM CST

Gather necessary proof to resolve the audit discrepancy including how much the Sub or Supplier/Vendor paid its lower tier and on what date.
Based on the information provided by your Sub or Supplier/Vendor, complete the required fields to resolve the discrepancy.

If either the amount entered by the 1st tier Sub or Supplier/Vendor 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 have documents uploaded 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 required 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 **$0.00** 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 visible ONLY to the compliance officer.

Attach File(s) — Attach File

Confirmation — Send me confirmation of my response.

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

Project Staff Users

Project Staff: Monthly Prompt Payment Checklist

Most Recent Audit:

□ Prime reported payment received from CDOT

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

□ Firms at every level reported payments to lower tiers. If not, what level tier remains unreported?

If payments to 1st tier Subs or Suppliers/Vendors not reported, Prime failed to report.

If payments to lower tier Subs or Suppliers/Vendors not reported, middle tier Sub or Supplier/Vendor failed to report.

The Prime is ultimately responsible for ensuring Subs or Suppliers/Vendors at all levels of the contract have reported payment.

Previous Month's Audit:

□ Address any discrepancies by checking the status.

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

Awaiting Prime and/or Sub Response: Contact Prime to ask the nonresponsive party to respond through the system. Alternatively, CDOT project staff may ask firm to provide documentation related to dispute directly to the project team. If the firm provides documentation necessary to resolving the dispute directly to CDOT project staff, CDOT project staff must upload documentation to record when resolving discrepancy.
CDOT Staff should always resolve a dispute in favor of what actually happened during the Audit Period. Resolving the discrepancy is not necessarily the end of the process.

□ Confirm all unconfirmed Sub or Supplier/Vendor records that have been in the system for over 15 days.
Use the *Mark Unconfirmed Entries as Confirmed* button in the audit lists.

Project Staff Users

Project Staff: Contract Closeout

Payments for Subs, Suppliers/Vendors

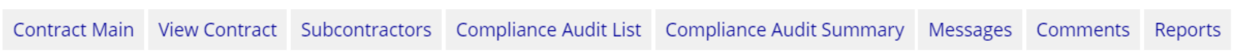
Every Main/Master Contract and Task Order needs to be closed out in B2GNow. All payments for Subs or Supplier/Vendors should be reported. If processes are followed correctly, Consultants will have marked the final audit box with the final payment of a Task Order.

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.

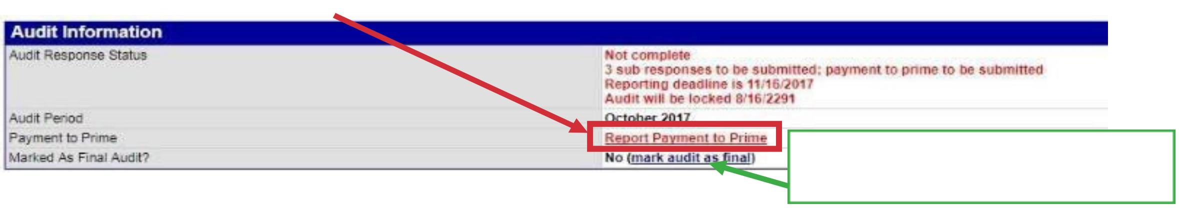


View any audits with red lines to close incomplete audits and resolve remaining discrepancies.

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

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

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).



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 Sub or Supplier/Vendor.

If the commitments were not met or modifications are not approved, Civil Rights and the Project Engineer should be involved to determine the disincentive.

Review the Audit Summary – Total Contract Section

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

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

Project Staff: Final Payment Date vs Close Date (Civil Rights Only)

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

In regard to audits, the B2GNow system could be a minimum of 45 days behind due to lags of the system. If a CDOT contract has been closed and final pay has been billed, the audit prompt and the 15 day window for required response may lag. The *Close Date* will be used once all discrepancies are resolved.

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

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

B2GNow contracts cannot be closed until all audits have been resolved.

Close Contract	
Contract Status	Open
Close Date *	(mm/dd/yyyy)
Contract Secondary Status	New Spec. - With Audits
Prime Contractor Rating	Not Rated
Closeout Comments	

Close Out Contract

Civil Rights Staff: Monthly Prompt Payment Checklist

Review Incomplete Audits

□ Compare your records with monthly incomplete audits report you received from Civil Rights

□ Confirm all records for Subs or Suppliers/Vendors that are past due based on the Sub Past Due Report you can run

□ Confirm that there are no audits in your region that are Prime Past Due Contact the project team or Prime to resolve any Prime past due audits

The status if payments to 1st tier Subs or Suppliers/Vendors not reported, Prime failed to report.

If payments to lower tier Subs or Suppliers/Vendors reported, middle tier Sub or Supplier/Vendor failed to report.

The Prime is ultimately responsible for ensuring firms at all levels of the contract have reported payment.

Review Discrepancies

□ Review the Discrepancies by Region report you can run

□ Confirm that there are no discrepancies in your region

□ Contact the project staff or Prime to resolve any outstanding discrepancies

The status:

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

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

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

For any Sub or Supplier/Vendor who have been released from the contract, mark final payment made.

Review any Sub or Supplier/Vendor requests for Task Orders in your region.

Civil Rights Staff: Contract Closeout Checklist

Contract Closeout:

□ Compare the payment data in the *Closeout* tab in B2GNow with the payment data
□ Confirm the date of the most recent/last payment to the Prime in Site Manager if used

□ Verify that all audits are complete and there are no discrepancies, resolve as needed

□ Mark the most recent audit as the final audit to stop future audits from being generating

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

□ Compare the UP to the information in the *Closeout* tab. If the contract included any *Professional Services DBE Modification* forms, ensure changes have been made accordingly.

□ The DBE participation in B2GNow will determine any disincentives from failing to meet either the DBE goal or Commitment
Disincentive notes will also be on the *Professional Services Closeout Report* form once filled out by your Civil Rights office

☐ Ensure all CUFs are completed and uploaded for DBEs toward the DBE goal
☐ Ensure the *Professional Services Closeout Report* form is uploaded and approved

□ In the *Closeout* tab, make any corrections that may be needed

□ In the *Closeout* tab, enter the *Close Date* for the contract to *closeout* in the B2GNow system.

□ In the *Closeout* tab, click "*Closeout Contract*"

Civil Rights Staff: Process for DBE/ESB Modifications, Time Extensions, Added Funds

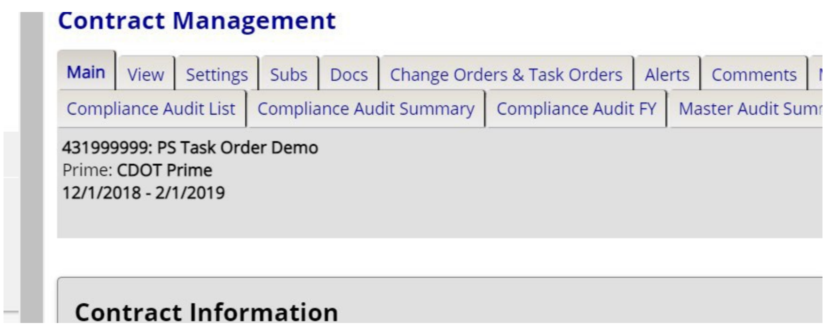
The majority of the time when the *Professional Services DBE Participation Plan Modification Request* form is approved by Civil Rights, the DBE goal has been modified. A change order will be created to change the DBE goal and/or commitment to show actuals.

Reevaluation or Modification of DBE Goal and Commitments

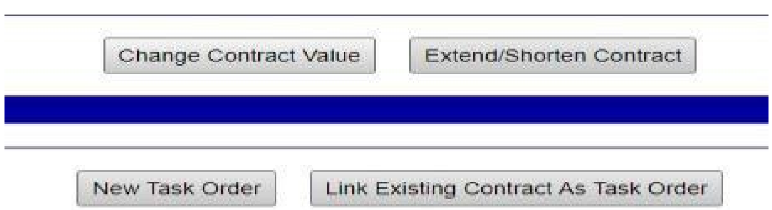
Change approved DBE goal or commitments from reevaluations on NPS contracts or approved modifications.

For NPS Contracts – Approved *Reevaluation of DBE Goal* form should be uploaded in the *Docs* tab.

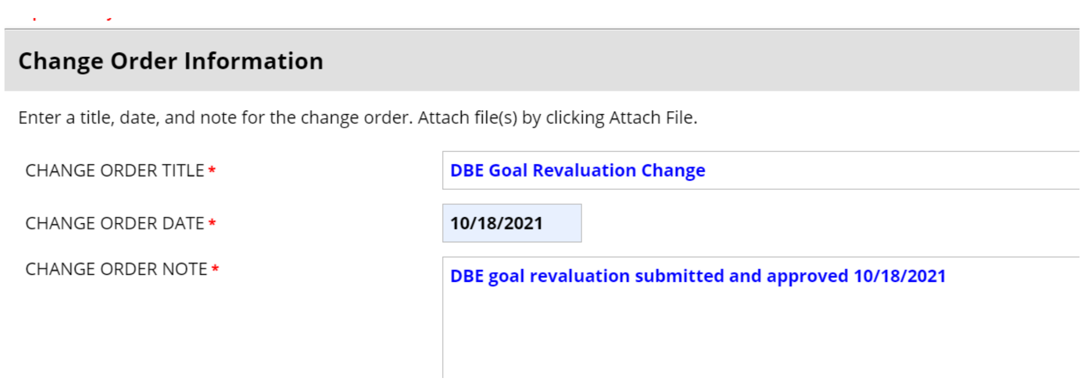
To change the DBE goal on a Task Order, in B2Now, search the contract Task Order number.



Go to the *Change Order/Task Order* tab Click on Change Order Contract Value.



Put Change Order information in.

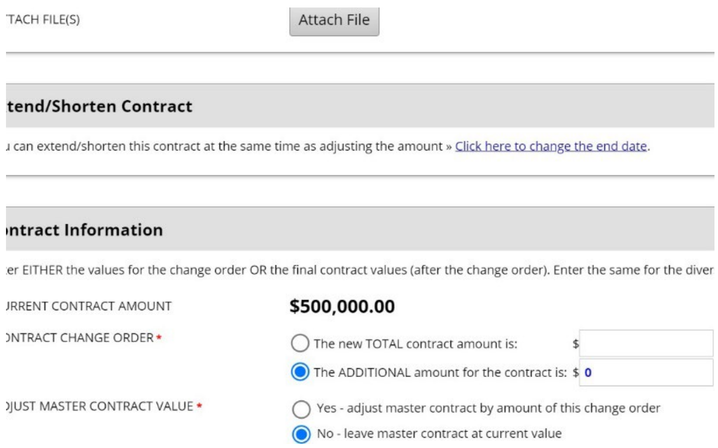


If there is no change in required areas, repeat information that is already there.

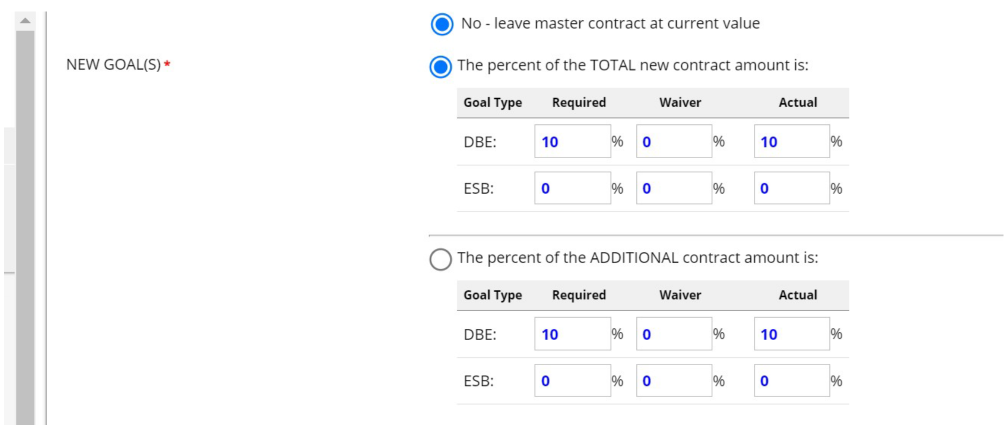
Upload approved Reevaluation or Modification form in B2GNow if not already in the contract.

Add correct amount or zero dollars to Subs or Suppliers/Vendors.

Change Main/Master contract amount at “No”.



Change DBE goal/commitments to reevaluated or modified goal.



Click “Review”.

Click “Save”.

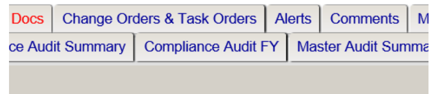
Time Extension

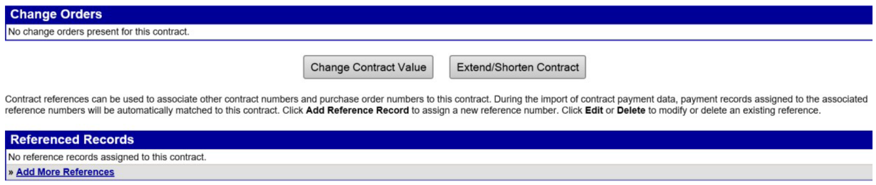
The Task Order and Main/Master Contract will need to be updated in B2GNow to the extended time from the Task Order request through the *Change Order/Task Order* tab.

On the Task Order, extend the contract and upload Task Order documents in B2GNow.

On the Main/Master Contract, extend the contract and note the Task Order the extension request is from.

Select the *Change Orders & Task Orders* tab.

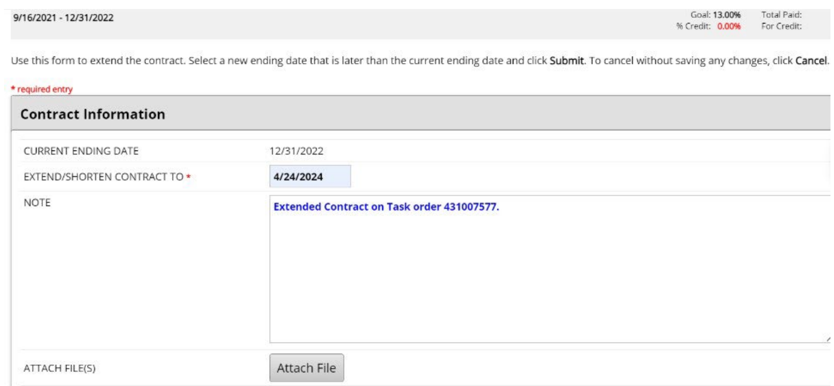




Fill in required information.

You will leave the contract $ the same.

Upload the *Professional Services DBE Participation Plan Modification Request* form (PCWs for Subs, LOIs for Suppliers/Vendors, amended contract for new/added Subs or Suppliers/Vendors not originally on contract) with any other relevant documents.

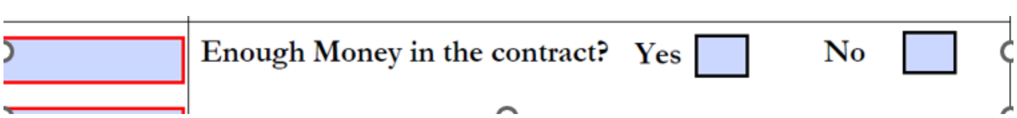


If a Task Order extension date is beyond the Main/Master Contract date, extend the Main/Master Contract date to match.

Amended Funds

If the Task Order request is for amended funds, the Task Order will need to be updated in B2GNow to add or subtract the amounts through the *Change Order/Task Order* tab.

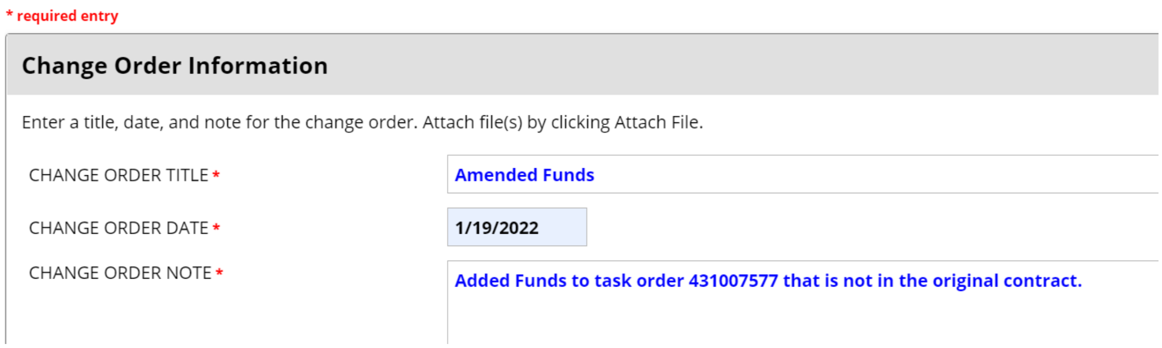
If the box is checked *No* for *Enough money in the contract*? on the *Task Order Request* form, the added funds will need to be added to the comment section on the Main/Master Contract.



Fill in required information.

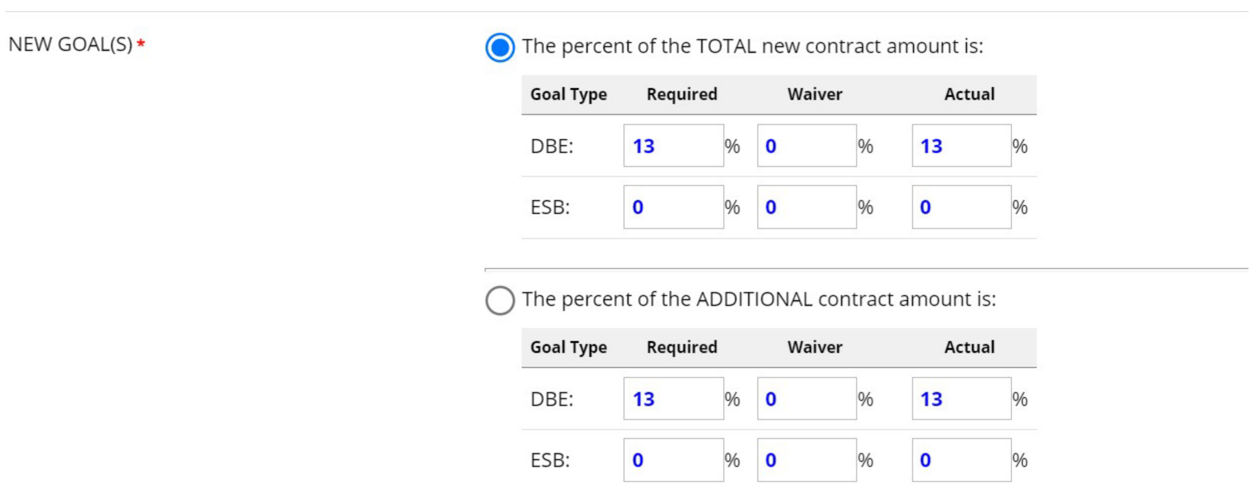
Civil Rights Users

Attach the *Professional Services DBE Participation Plan Modification Request* Form with any other relevant documents (*Task Order Request* form, PCWs for Subs, LOIs for Suppliers/Vendors, APP for PS/PGS or NPS).

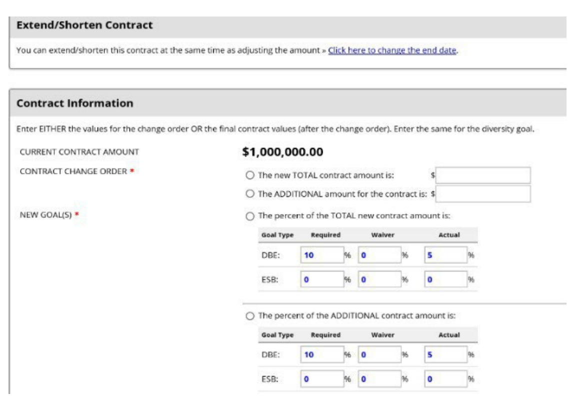


Add a new fund amount using choice provided.

Choose if the DBE goal will change with the added funds. Most of the time the DBE goal does not change on the contract.



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



Add any funding to the Subs or Suppliers/Vendors that may be included.

NOTE: A zero will have to be entered for the firms that did not get additional funds.

Subcontractors

For each subcontractor, enter EITHER the percent assigned to them of the amendment value, or enter the final percent (including the original value and the change order value). At least one, but only one, value should be entered.

Subcontractor	Goal Type	Current Award Amount/ Percent	Percent/Amount of the ADDITIONAL contract amount	Percent/Amount of the TOTAL new contract amount	Comments
1 105 West, Inc.	DBE	$1,987	$ 0	$	
1 David Evans and Associates, Inc.		$412,916	$ 5000.	$	
1 Eugene Lynne, LLC	DBE	$2,000	$ 0	$	
1 Goodbee & Associates, Inc.	DBE	$2,000	$ 2000.	$	
1 LAMB-STAR ENGINEERING, LLC	DBE	$2,000	$ 1550.	$	

Click *“Review”*.

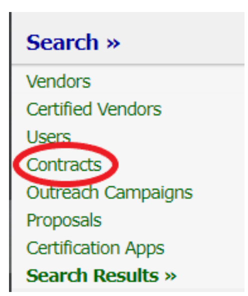
Click *“Save”*.

NonDBE Participation

If a DBE is determined that it is not performing CUF activities on a Task Order, B2GNow will need adjusted to reflect the correct DBE and nonDBE participation.

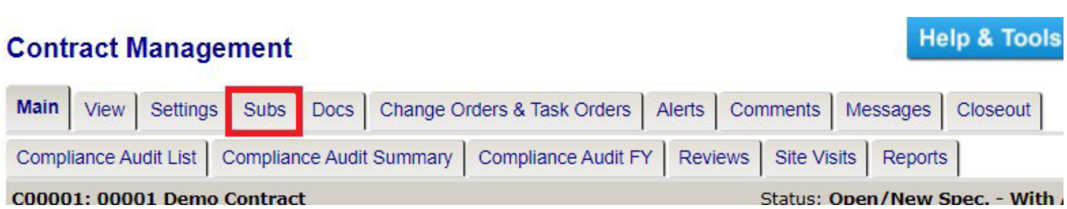
The Utilization Plan would not need to be revised and the commitment would remain unchanged.

Locate the contract by using the search menu.



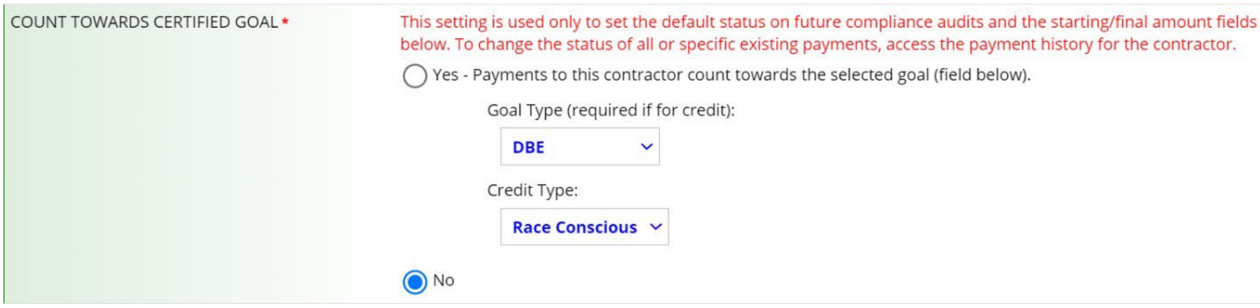
On Contract Management page, click the *Subs* tab.

Choose the Sub or Supplier/Vendor to edit the payment information

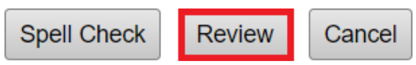


Click *“Edit”* in the *Actions* column.

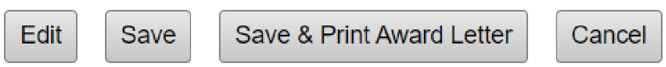
When the entire DBE firms participation does not count toward participation, change *Count toward Certified Goal* participation of the DBE to "No".



Click *"Review"*.



Click the *"Save"*.



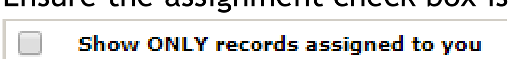
Civil Rights Staff: Added Sub or Supplier/Vendor Approval Requests (Civil Rights Only)

Sub or Supplier/Vendor requests are approved electronically through B2GNow.You will receive an email prompt when a Prime or higher tier Sub or Supplier/Vendor requests to add a lower tier Sub or Supplier/Vendor to approve or deny.

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

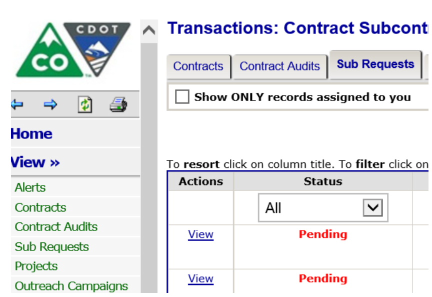
Contract Audits	Total	< 90 days	> 90 days
Total Audits	1913	468	1445
Incomplete Audits	468	228	240
Discrepancies	28	8	20
Closeouts/Final	27	16	11
Past Due Audits	28	14	14
Sub Requests - New	2	2	0

Ensure the assignment check box is unchecked.



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

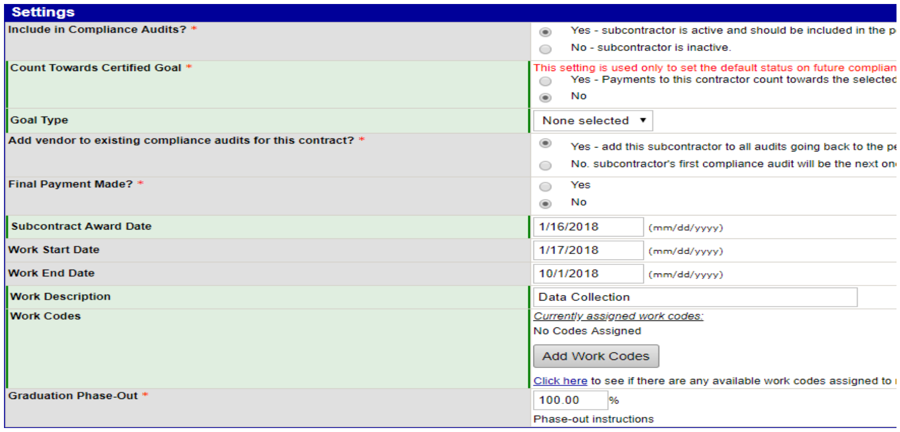
You can also *View>>Sub Requests* to view the requests.



Civil Rights Users

Review the Sub or Supplier/Vendor information of the form and add any attachments.

This section includes the following information: the requested tier and its direct Prime, 1st tiers, subcontract amount, participation type of Sub, Supplier, Vendor, trucker or start date. Any prepayment information (documentation should be attached) or line items.



CDOT specific DBE NAICS work codes will show up in the Other Work Codes section. Refer to *Add DBE NAICS Codes for DBE Firms* section to add other work codes.

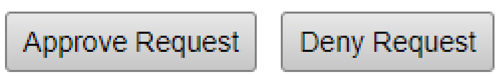
Actions	Code Type	Code	Code Description
Add	CDOT Line Items	208-	Storm Drain Inlet (Level

Verify all settings.

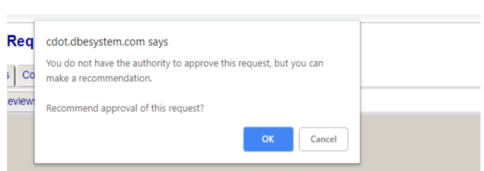
Complete *Additional Information* section as needed.

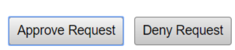
If you approve the request, you will have a chance to edit any information related to counting, inclusion in the audits, etc.

Click "*Approve Request*".



Click *"OK"* in the popup box.





NOTE: Civil Rights will upload any or all forms and documentation (Task Order request form, PCWs for Subs, LOIs for Supplier/Vendors for professional services only) if not already loaded in *Docs* tab or *Attach Files*.

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

Civil Rights can also add a Sub or Supplier/Vendor if needed. Refer to *Add Subs* section.

Civil Rights Staff: Contract Closeout
(Primes Only)

Payments for Subs

Every Main/Master Contract and Task Order needs to be closed out in B2GNow. 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 Confirmed By Sub		Disputed By Sub		Date Posted	Actions
Lines	Amount	Lines	Amount		
9	$545	2	$44,086		
2	$545	0	$0	5/2/2018	View Audit
0	$0	0	$0	4/2/2018	View Audit
1	$0	0	$0	3/1/2018	View Audit
0	$0	1	$33,851	2/1/2018	View Audit
1	$0	0	$0	1/1/2018	View Audit
1	$0	1	$10,235	12/1/2017	View Audit
1	$0	0	$0	11/1/2017	View Audit
1	$0	0	$0	10/2/2017	View Audit
1	$0	0	$0	9/1/2017	View Audit
1	$0	0	$0	8/30/2017	View Audit

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

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 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)

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 Sub or Supplier/Vendor.

If the commitments were not met or modifications are not approved, Civil Rights and the Project Engineer should be involved to determine the disincentive.

Review the Audit Summary – Total Contract Section

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

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

Civil Rights: Final Payment Date vs Close Date (Civil Rights Only)

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

Regarding audits, the B2GNow system could be a minimum of 45 days behind due to lags of the system. If a CDOT contract has been closed and final pay has been billed, the audit prompt and the 15 day window for required response may lag. The *Close Date* will be used once all discrepancies are resolved.

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

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

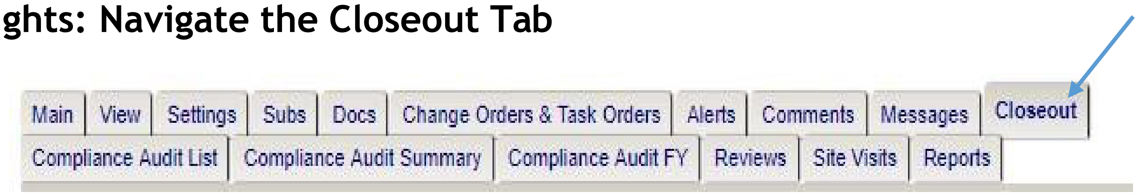
B2GNow contracts cannot be closed until all audits have been resolved.

Close Contract	
Contract Status	Open
Close Date *	(mm/dd/yyyy)
Contract Secondary Status	New Spec. - With Audits
Prime Contractor Rating	Not Rated
Closeout Comments	

Close Out Contract

Civil Rights Users

Civil Rights: Navigate the Closeout Tab

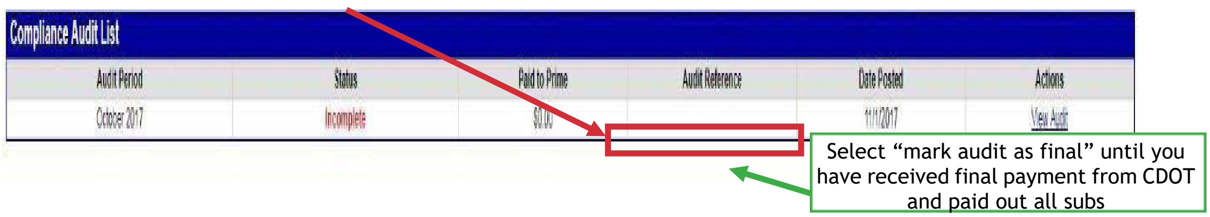


Closeout/Payment of Sub
(Civil Rights Only)

When a Sub or Supplier/Vendor for the final time, *"Mark audit as final"* should be marked.

If not, the payments need to be added prior to closeout.

Click *"Report Payment to Prime"*.

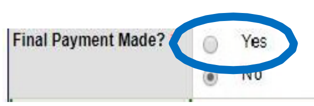


Ensure CUF Questionnaires and approved *Professional Services Closeout Report* forms are complete and uploaded in B2GNow.

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

Once in the contract, navigate to the *Closeout* tab.

Change *Settings* to reflect that final payment was made.



Ensure *Final Payment Date* is entered. Refer to *Final Payment Date vs Close Date* section for clarification.

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

Choose work type.

Commitment fields may be left blank.

Click *"Review"*.

Click *"Save"*.