



**COLORADO**  
Department of Transportation



**Professional Services  
Small Business Contract Requirements**

**CDOT Professional Services Compliance**



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# Introductions and Agenda



# Introductions

**HI!**  
**MY NAME IS**

*Name*  
*Position*  
*Company*

# OUR AGENDA:

- Professional Services Contract Requirements Comparison
- Creating the Master Contract

*Break: 10 minutes*

- Changes to Scoring for 2020 and Beyond
- Task Orders
- Modification of DBE Commitment

*Break: 10 minutes*

- Prompt Payment Audits in B2GNow and Payments
- Closing Project / Enforcement
- Reporting Data
- New / Revised Forms and Training Opportunities



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# Laying the Foundation for CDOT's Small Business Programs





# Small Business Programs at CDOT

## Disadvantaged Business Enterprise

### Program Goal

Level the playing field for small businesses owned and controlled by socially and economically disadvantaged individuals

### Authority

Code of Federal Regulations

### Recommended Path

- 1) Review CDOT's DBE Program Manual
- 2) Network with primes and subprimes
- 3) Leverage the goal and your work area to win a subcontract



### BEST FOR FIRMS WHO

Are owned and controlled by socially and economically disadvantaged individuals  
Have average annual gross receipts less than \$24M

## Emerging Small Business

### Program Goal

Build competitive capacity of small businesses in Colorado's transportation industry

### Authority

Colorado Revised Statutes

### Recommended Path

- 1) Participate in CDOT's Mentor-Protégé Program
- 2) Network with CDOT project managers
- 3) Leverage restricted contracts, scoring incentives, and/or bond guarantee to win a prime contract



### BEST FOR FIRMS WHO

Are seeking to prime contract directly with CDOT  
Have average annual gross receipts less than \$12M



# CDOT's Overall FHWA DBE Goal FFYs 2019-2021



11.55%

Overall DBE Goal Based on Statewide Relative Availability of Ready, Willing and Able DBEs  
(A “Narrowly Tailored” overall goal reflects the level of DBE Participation CO would expect  
“absent the effects of discrimination.” [49 CFR Part 26.45(b)])

4.19%



Race-Neutral Participation

*[aka ESB programs, unbundling/ tiering, Connect2DOT etc.]*



7.36%

Race-Conscious Participation

*[aka Contract Goals]*

1. Intended PRIMARY Role - FHWA Priority (Plan A)

2. SUPPLEMENTAL ROLE - FHWA Alternative (Plan B)



# Race-Neutral (RN) Participation

## What is Race-Neutral (RN) Participation?

Any DBE participation above the set contract goal

- Examples: DBE prime contractor *or* DBE subcontractor on a contract w/no DBE goal.

## Benefits of a Race Neutral DBE Program:

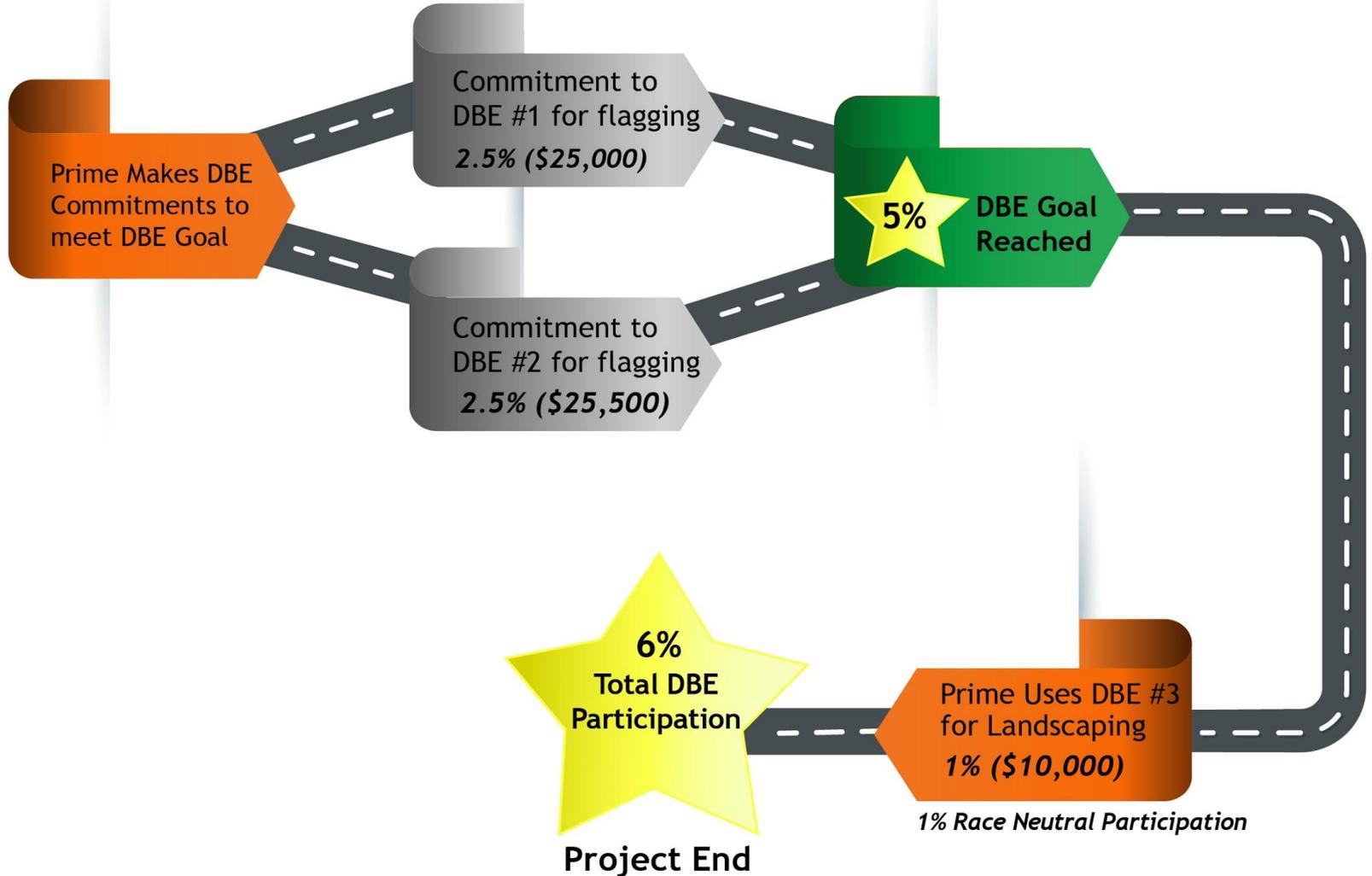
- Businesses competing on their own merits
- More firms able to access benefits
- More flexibility with program implementation
- More feasible to administer statewide
- Opportunity to foster business growth/development, not just certification





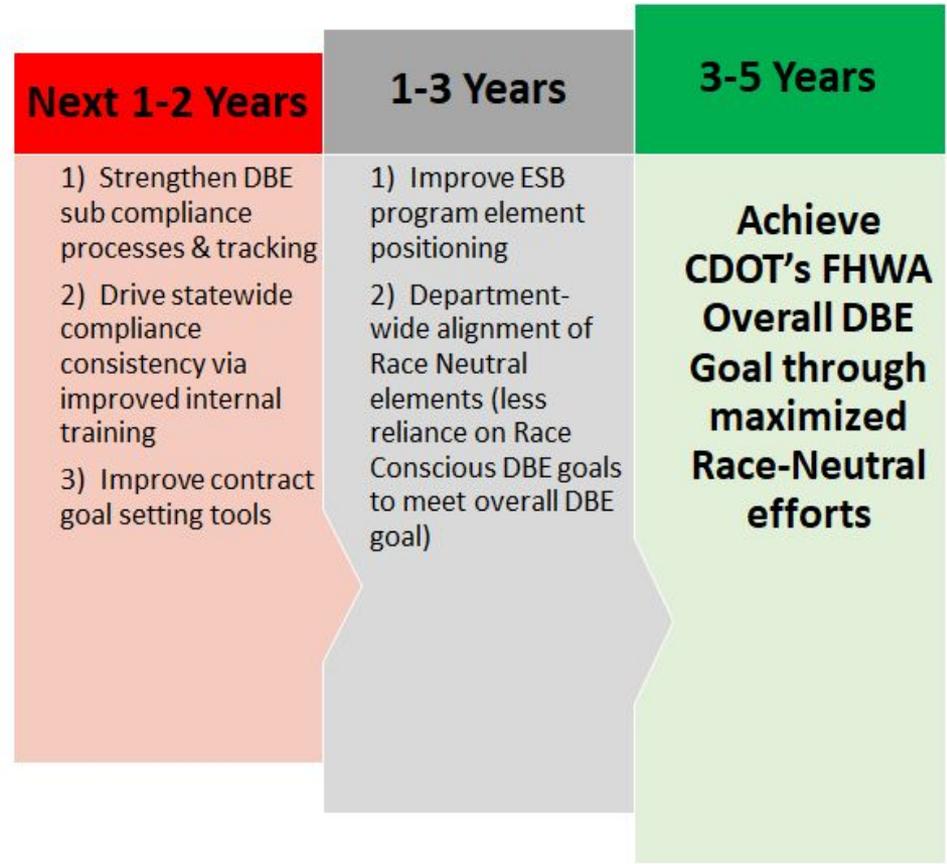
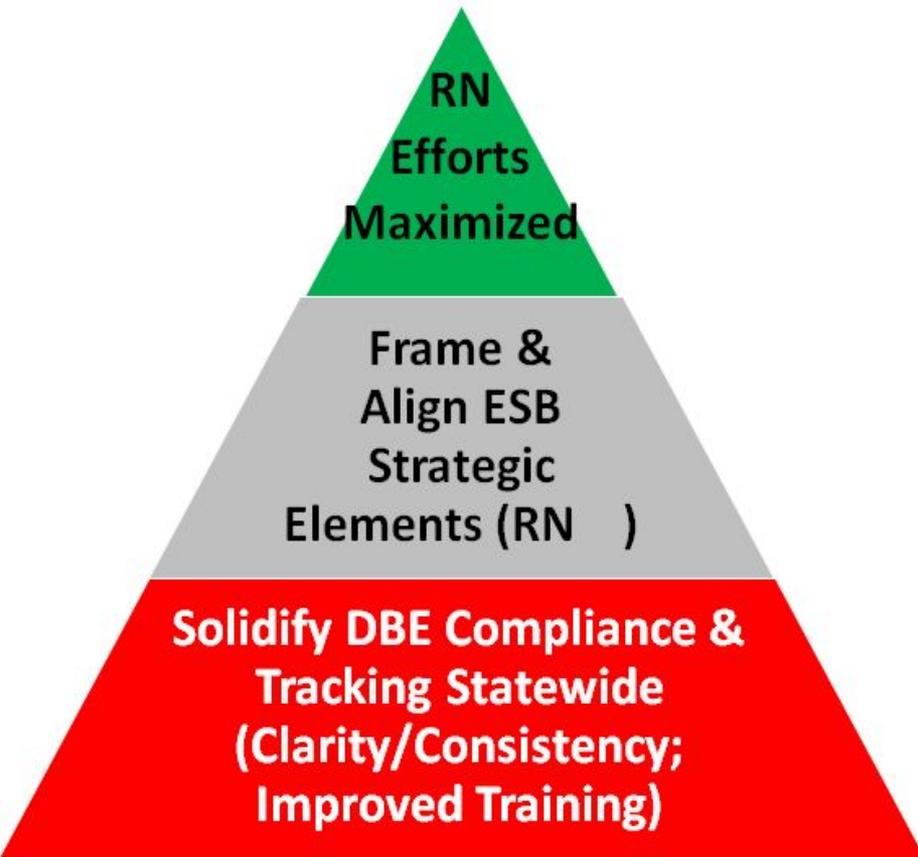
# Example: Race-Neutral (RN) Participation

Project Start





# CDOT's Small Business Program Priorities





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# Professional Services Contract Requirements





# Important Acronyms

- APP - Anticipated Participation Plan
- CRBRC - Civil Rights & Business Resource Center
- DBE - Disadvantaged Business Enterprise
- ESB - Emerging Small Business
- GFE - Good Faith Effort
- LOI - Letter of Intent (Vendors)
- NPS - Non Project Specific
- NTE - Not to Exceed
- PS - Project Specific
- RCRO - Region Civil Rights Office
- RFP - Request for Proposals
- SOW - Scope of Work
- T/O - Task Order



# Professional Services Contracts

## The Change: What

- What: Small Business Contract Requirements

## The Change: How

- Scoring
- Monitoring and Enforcing DBE commitments
- DBE Task order Goal Setting
- More forms!





# Stewardship and Compliance Monitoring

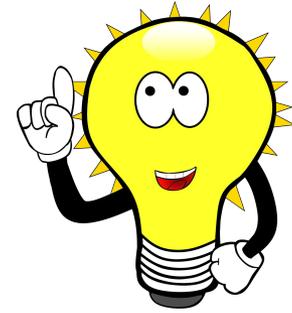
## Why: Alignment with DBE Regulations

### CDOT/FHWA Stewardship Agreement

- Requires independent monitoring/reporting

### 49 CFR Part 26: DBE Regulation

- Goal Setting
  - Requires narrowly tailored goals based on known Scope of Work



### Continuous Improvement

- Training and education
  - B2GNow processes
  - Fall and Spring
  - Online training
  - One on ones





# Contract Requirements: Key Differences

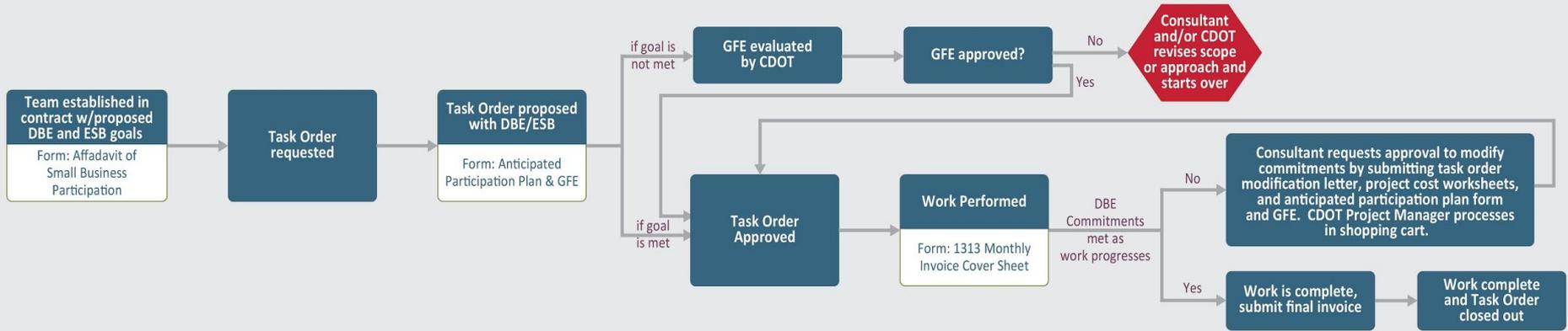
<b>Old Contract Revisions</b> (Pre-2016) “Old Spec”	<b>Current Contract Revisions</b> (Ads between 7/1/16 and 12/31/19) “New Spec”	<b>New Contract Revisions 2020</b> (Ads as of 1/1/20) “Prof Serv 2020 Spec”
No B2GNow Requirements	B2GNow Requirements	New Small Business Targets and Scoring
	Utilization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

**Existing contracts follow the appropriate Contract Revisions.**

**All NEW ads starting 1/1/20 will follow New Contract Revisions 2020.**

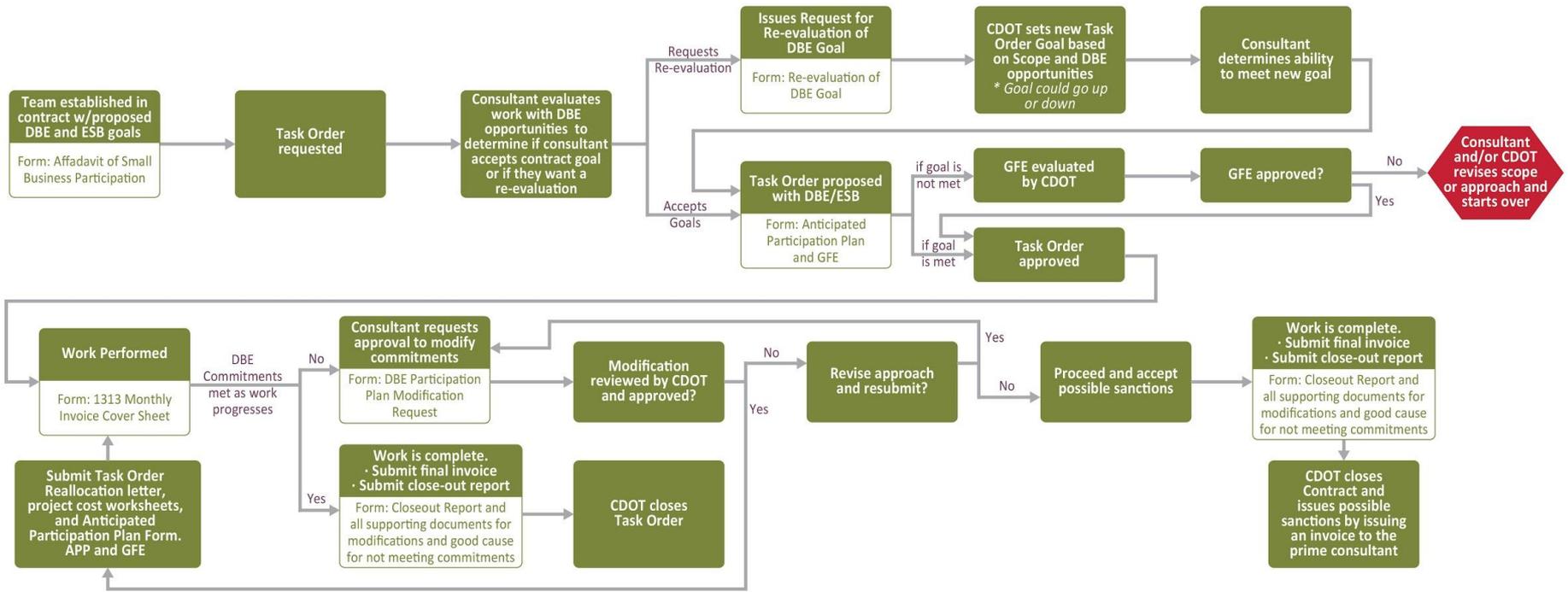


# Process Flow: Contracts Awarded *Prior* to 1/1/20



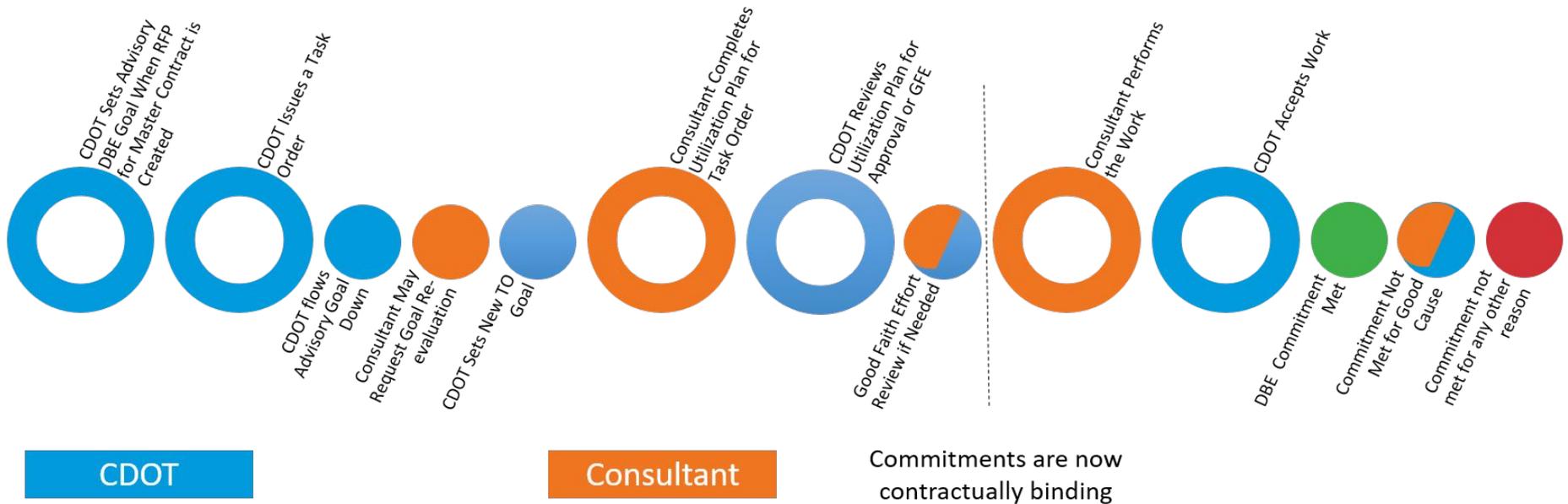


# Process Flow: Contracts Awarded After 1/1/20





# Professional Services: New NPS Contract Lifecycle





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# Creating the Master Contract





# Process Flow: Establishing the DBE Goal on a Project

## Prior to creating the Master Contract:

- CDOT establishes and designs the project
- **Design Engineer** requests Master Contract DBE goal through CDOT Contracts Unit
- **Civil Rights and Business Resource Center (CRBRC)/Region Civil Rights Office (RCRO)** establish DBE Goal 
- Project Advertises
- Request for Proposals (RFP) **submitted by prime consultants**
  - Includes Affidavit of Small Business Participation Form
    - Intent of DBE and ESB goals and commitments to firms on team
  - Good Faith Effort review will apply if goal cannot be met
    - Process may take 2-3 weeks 





# Elements of Setting a Master Contract Advisory DBE Goal

- Broad scope of work
- Master contract NTE \$ amount
- How many contracts are in an entire contract
- Volume and availability of work for same work areas / scope of work
- Possibility of subcontracting opportunities
- Availability of DBEs in work areas
- Estimated % of amount of work and work areas
- Location (region specific) and % of work





# Good Faith Effort

**A Good Faith Effort is required on a Master Contract goal that will not be met**

**Prime Consultant** - submits Good Faith Effort Form to CRBRC/RCRO explaining each measure taken to try to reach the DBE goal and why the prime will fall short.

**CRBRC/RCRO** - Review the GFE Form and make decision to approve or deny based on the Good Cause reasons

If it is determined the prime consultant's DBE Commitment(s) will *not* meet the contract's DBE participation:

- Modifications and a Good Faith Effort review may be required to explain what steps the prime consultant took to reach the goal







# DBE Goal vs. DBE Commitment



**DBE Goal (Race Conscious):** Percentage of the overall contract amount that prime consultant must attempt to allocate for DBE participation

- Based off of a scope of work:
  - Type of work, location, DBE availability, etc.

**DBE Commitment:** \$ amount of how Prime plans to meet the DBE goal

- Identifies DBE firm name, work to be performed by that DBE, and specific dollar amount to be paid to the DBE
- Binding obligation that cannot be modified without prior approval



# Process Flow: Submission of an RFP

- Proposals received and scored by **CRBRC**
- **CRBRC** sets up proposal and Master Contract Utilization Plan template in B2GNow
- **Prime consultant** completes Utilization Plan template
- **CRBRC** approves Utilization Plan in B2GNow and notifies Contracts Unit of approval
- Master Contract created in B2GNow





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# Changes to Scoring for 2020 and Beyond



# Current Contract Scoring Requirements

Projects advertised July 1, 2017 to December 31, 2019

<b>ESB Prime Consultants</b>	<b>10 Points</b>
<b>DBE Prime Consultants</b>	<b>6 Points</b>
<b>Non-ESB Prime Consultants</b>	<b>0.5 Points for each percentage of ESB participation committed</b>
	<b>1 Point for the use of a new ESB or DBE subconsultant. A new ESB/DBE subconsultant is an ESB/DBE firm that the prime has not teamed with in the past 3 years. To receive credit, the subconsultant must be performing the lesser of \$50,000 or 2% of the work.</b>
	<b>1 Point for the use of a certified Level 1 ESB subconsultant. To receive credit, the subconsultant must be performing the lesser of \$50,000 or 2% of the work.</b>
<b>Non-DBE/ESB prime consultants may receive a maximum of 7 points. DBE/ESB prime consultants may receive a maximum of 10 points.</b>	



# NPS and Project Specific Contracts: Civil Rights Scoring 2020

Firm Type	Maximum Points	Point Breakdown
New Prime w/DBE Certification <i>or</i> ESB Certification	10	Small Business Plan (5) <i>and</i> New Prime with Single Certification (5)
DBE Certification <i>and</i> ESB Certification	10	Small Business Plan (5) <i>and</i> Two Certifications (5)
DBE Certification	7	Small Business Plan (5) <i>and</i> Single Certification
ESB Certification	7	Small Business Plan (5) <i>and</i> Single Certification
No DBE or ESB Certification	5	Small Business Plan (5)



# NPS and Project Specific Contracts: Civil Rights Scoring 2020

## Overview of 10 points dedicated to Civil Rights scoring

### Categories

#### 1) Strategic Small Business Plan

##### *Maximum 5 Points*

- Small Business Participation and Contingency Plan
- Variety of DBE subconsultants and Vendors
- New Teaming Partner in past 2 years *or* active participant in CDOT Mentor-Protégé Program
- Small Business Contract Compliance Oversight

#### 2) Certification Status and New Prime Opportunities

##### *Maximum 5 Points*

- Prime Consultant DBE *AND* ESB Certification  
OR
- New DBE *OR* ESB Prime Consultant





# NPS and Project Specific Contracts: In In Depth Civil Rights Scoring 2020

Category	Maximum Points	Details
<b>Strategic Small Business Participation Plan</b>	1	Small Business Participation and Contingency Plan
	2	Variety of DBE Subconsultants and Vendors
	1	New Teaming Partner in past 2 years <i>or</i> active participant in CDOT Mentor-Protégé Program
	1	Small Business Contract Compliance Oversight
<b>Certification Status and New Prime Opportunities</b>	5	Prime Consultant Certification (DBE and ESB) or New DBE/ESB Prime Consultant



# NPS and Project Specific Contracts: In Depth Scoring Rubric 2020

			0 points	0.5 points	1 point	2 points	5 points
<p>Strategic Small Business Participation Plan (Maximum of 5 Points). The plan should be a comprehensive approach to strategic small business participation and should contain the following elements: Small Business Participation and Contingency Plan, Variety of DBE subconsultants and Vendors, New Teaming Partner in past 2 years or is an active participant in the CDOT Mentor/Protege Program, Small Business Contract Compliance Oversight.</p>	1	Small Business Participation and Contingency Plan	No outlined specific approach to subcontracting OR contingency plan identified if the planned approach does not meet the DBE goal(s).	Firm provides general approach AND contingency plan with minimal detail	An outlined specific approach to subcontracting, including a plan for unbundling work to establish opportunities for DBEs and ESBs as well as identification of work areas that DBE and ESB firms will be utilized during the project. This will include a detailed contingency plan if the planned approach does not meet the DBE goal.	n/a	n/a
	2	Variety of DBE subconsultants and Vendors (Maximum of 10% Vendors)	Team Does not Include Any DBEs OR is non responsive	Only DBE vendors included on proposal team	Only specialized DBE firms included on team who cannot perform the bulk of the work expected under this contract	DBE firms included on team represent a mix of general (CM, CI, MT) AND specialized work areas required by this contract OR the Prime Consultant has active DBE Certification	n/a
	1	New DBE/ESB Teaming Partner in past 2 years as of ad date of project OR an Active Participant in the CDOT Mentor/Protege Program	No new teaming partners identified	DBE OR ESB new teaming partner identified without specific plan for integrating new teaming partner on the project	DBE AND ESB new teaming partners identified with specific planned approach for utilizing firms OR the Prime Consultant is an active participant in the CDOT Mentor/Protege Program and is submitting a proposal that includes utilization of their protege	n/a	n/a
	1	Small Business Contract Compliance Oversight	Proposal does not highlight an individual OR process responsible for monitoring/enforcing Civil Rights compliance on the project including prompt payment, DBE utilization, etc.	Compliance person identified OR process described with minimal detail	Proposal highlights identification of compliance person AND outlines specific planned processes to monitor Civil Rights compliance on project	n/a	n/a
Certification Status and New Prime Opportunities	5	Prime Consultant Certification	No DBE OR ESB certification	n/a	n/a	DBE Certification OR ESB Certification	DBE Certification AND ESB Certification OR Consultant has DBE Certification OR ESB Certification (single certification) AND is bidding as a New Prime Consultant that has never been awarded a Non-Project Specific, Project Specific Contract OR has not been awarded an NPS or PS Contract as a Prime for the past 3 years
							10



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# Task Orders





# Process Flow: Task Order Goal Setting

The 2020 process will consider a Task Order as a *separate contract* from the Master Contract. DBE advisory goal applies to each Task Order.



**Prime Consultant** may request reevaluation of DBE goal on the Task Order if they feel the Master Contract advisory goal is too high or low.

The process is:

1. **Prime consultant** - submits the Professional Services NPS Reevaluation of DBE Goal Form to **Civil Rights** for approval
2. If goal is modified, **CRBRC** sets up proposal and Utilization Plan Template in B2GNow with revised DBE goal
  - All required forms and documents will be uploaded in “Docs” or “Attach File” in B2GNow
3. If the task order’s reevaluated new goal cannot be met, a Good Faith Effort review may be required
  - Process may take 2-3 weeks





# Process Flow: Task Order Goal Setting (Continued)

4. **CRBRC** approves the Utilization Plan in B2GNow and uploads in shopping cart in SRM for approval by **RCRO** (if applicable). 
5. **CDOT Accounting Unit** converts shopping cart information and documents in SRM to Purchase Order in SAP for payment purposes
6. Task Order is created in B2GNow





# Process Flow: Task Order Creation

**CDOT Project Personnel** creates a shopping cart in SRM once the task order package is received by the Consultant and will include:

- New Task Order Request Form
- Project Cost Worksheet(s) and/or Letter of Intent(s)
- Anticipated Participation Plan for Non Project Specific (NPS) *or* Project Specific Task Orders/Good Faith Efforts Report Form
- Approved Professional Services Revaluation of DBE Goal Form (if applicable)
- Any other required document(s)





# Task Order Worksheets

## Project Cost Worksheet(s)

<b>PROJECT COST WORKSHEET (COST PLUS FIXED FEE)</b>			
PROJECT NO:	0123456 - Project Specific Bridge Preventive Maintenance Engineering Service		
LOCATION:	Statewide		
FIRM NAME:	Superman Engineering, Inc.		
NAME OF PREPARER:	Brown, Charlie	EMAIL:	PHONE No. 303.234.5678
SCOPE OF WORK DATE:	8/1/20XX		
TYPE OF PROPOSAL:	COST PLUS FIXED FEE	CONTRACT #:	-20178
		TASK ORDER #:	#1

1A. LABOR RATES

## Task Order Request Form(s)

# NEW TASK ORDER

## Request Form

**\*All fields in red are required**

Request Date:	<input type="text"/>	Requesting Region/HQ:	<input type="text"/>
Consultant Name:	<input type="text"/>	CDOT Project Manager:	<input type="text"/>
Contact Name:	<input type="text"/>	CDOT Contact Phone:	<input type="text"/>
Contact Email:	<input type="text"/>		





# Professional Services NPS Reevaluation of DBE Goal Form

SECTION 1. PROJECT INFORMATION		
Region		Date
Master Contract #		MC Advisory Goal % _____%
Prime Consultant		MC Contract NTE \$
Project Description		
Related to CDOT Subaccount #		Task Order \$
SECTION 2. NEW GOAL REQUEST		
Attach all supporting documents as necessary		
Explanation of Request:		
Prime Consultant Signature	Printed Name	Date
SECTION 3. PROJECT ENGINEER/PROJECT MANAGER		
Concurrence Status	Concur	Do not Concur
Comments:		
Engineer Signature	Printed Name	Date
SECTION 4. CIVIL RIGHTS REVIEW		
New task order goal %	%	
Comments:		
RCRO Signature		Date

SECTION 5. TASK ORDER GOAL SETTING - CONSULTANT				
<i>Consultant fills out this section with Project Engine</i>				
In the table below, please indicate the percentage of the work on this task order you expect to fall into each category of work and degree of specialization as seen in the example below.				
Professional License Required	Not Specialized	Minimally Specialized	Somewhat Specialized	Highly Specialized
<i>Subsurface Utility</i>				30%
<i>Geotechnical Engineering</i>		50%		
<i>General Civil Engineering</i>	20%			
<p><b>Not Specialized</b> - Most firms working in this industry could perform this work to CDOT standards  <b>Minimally Specialized</b> - Many firms working in this industry could perform this work to CDOT standards  <b>Somewhat Specialized</b> - Some firms working in this industry could perform this work to CDOT standards  <b>Highly Specialized</b> - Task order requires the expertise and participation of specific individuals or firms</p>				
<b>All columns added together on page 2 and 3 will equal 100%</b>				
Work Area	% Degree of Specialization			
Professional License Required	Not Specialized	Minimally Specialized	Somewhat Specialized	Highly Specialized
<i>Acoustical Engineering</i>	%	%	%	%
<i>Chemical Engineering</i>	%	%	%	%
<i>General Civil Engineering</i>	%	%	%	%
<i>Construction Engineering (Incl. construction management, inspection, and observation)</i>	%	%	%	%
<i>Electrical Engineering</i>	%	%	%	%
<i>Environmental Engineering</i>	%	%	%	%
<i>Erosion Control Engineering</i>	%	%	%	%
<i>Geotechnical Engineering</i>	%	%	%	%
<i>Mechanical Engineering</i>	%	%	%	%
<i>Subsurface Utility Engineering</i>	%	%	%	%
<i>Traffic Engineering</i>	%	%	%	%
<i>Architecture</i>	%	%	%	%
<i>Landscape Architecture</i>	%	%	%	%
<i>Industrial Hygiene</i>	%	%	%	%



# Professional Services NPS Reevaluation of DBE Goal Form

## SECTION 6. TASK ORDER GOAL SETTING - CDOT PROJECT ENGINEER

*CDOT Project Engineer Fills Out:*

The work on this task order could reasonably be divided between \_\_\_\_ firms including the prime, subs, and vendors.

If this work cannot be divided between multiple firms, please explain why this task order requires the work of a single consultant:

In your opinion, are there opportunities for small business participation on this task order?

If you answered no, please describe any reasonable options you considered to make this project feasible for small business participation - including modifying the scope of this opportunity as required by CDOT Policy Directive 606.0.

CDOT Project Engineer Signature

Printed Name

Date



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# Modification of DBE Commitment: Reduction/Substitution/Termination or New DBE





# DBE Monitoring

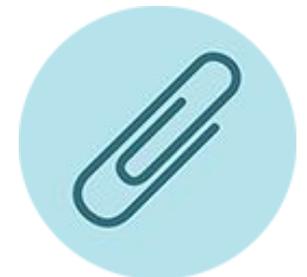
**DBE commitments will be met on Task Orders for each Sub/Vendor**

If a DBE on the team *cannot* perform the committed work:

- **Prime consultant** shall go outside the team to see if the work can be fulfilled by another DBE
  - The type of work can be a different work area
  - If you add a sub, you must submit change order/contract addendum

If the DBE commitment still *cannot* be met:

- **Prime consultant** submits required Professional Services DBE Participation Plan Modification Request Form
  - Explains efforts prime consultant underwent to meet the commitment





# Process Flow: DBE Participation Plan Modification Request Form

The DBE Participation Plan Modification Request Form is filled out and submitted

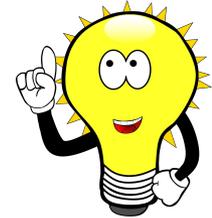
1. **Prime Consultant** submits Plan Modification Request Form to the DBE subconsultant (if applicable) *and* to Project Personnel
2. **DBE Subconsultant** fills out and returns the form to the **Prime Consultant** *and* to the **Project Personnel**
  - **Subconsultant** has 5 calendar day processing time
3. **Project Personnel** completes their section and submits the Plan Modification Request Form to **CRBRC/RCRO** for approval/denial
4. *If* approved, **CRBRC/RCRO** will add a *change order* in B2GNow with updated DBE goal and dollar amount for new commitment
  - All required documentation and forms will be uploaded in “Docs” or “Attach File” in B2GNow



# DBE Participation Plan Modification Request Form

## DBE Commitments using Good Cause Reasons

### Good Faith Efforts are Good Cause Reasons



- Good Cause must be demonstrated and approved by [RCRO](#)
- CDOT will consider a variety of factors, outlined in Contract Requirements
  - Why a DBE commitment(s) cannot be met
  - Why a DBE on the team cannot perform the work
  - Efforts taken to replace the DBE on the team with another DBE
  - Will include documentation that may assist in decision

### What is *not* considered Good Cause

- Consultant self performing the work
- Substitution with a nonDBE

Approved modifications will be documented in B2GNow through a change order process completed by the [RCRO](#).





# Professional Services DBE Participation Plan Modification Request Form



SECTION 1. PROJECT INFORMATION					
Prime Consultant		Task Order #		\$	
Project Description		Master Contract #		NTE \$	\$
Contact Name		Region		DBE Goal %	%
Contact Phone		DBE Participation \$ to Date	\$		%
Contact Email		Related to CDOT Subaccount #			
SECTION 2. MODIFICATION REQUEST <i>Attach all supporting documentation as necessary</i>					
Reason(s):	Reduction	Substitution	Termination	New Commitment	
Explanation of Request: <i>All details must be included for review.</i>					
Comments:					
Prime Consultant Signature		Printed Name		Date	
SECTION 3. DBE SUBCONSULTANT REVIEW					
I reviewed and		concur		do not concur	
Comments:					
DBE Subconsultant Signature		Printed Name		Date	
If the DBE recipient of this form does not respond within 5 business days of receipt, it will be documented that this DBE recipient provided no comment and the form will be fully processed.					
SECTION 4. CDOT PROJECT ENGINEER REVIEW					
I reviewed and		concur		do not concur	
Comments:					
Prime Contractor Signature		Printed Name		Date	
SECTION 5. CIVIL RIGHTS OFFICE REVIEW					
Comments/Conditions:					
RCRO Staff Signature:			Date		Approved Denied

DBE Subconsultant Review





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# Prompt Payment Audits in B2GNow and Payments





# Process Flow: B2GNow Prompt Payment Audits

Payment audits in B2GNow allow **consultants**, **project personnel** and **RCRO** to monitor DBE progress across Task Order lifecycle.

## Current Audit Process Flow:

- **Prime Consultants** and **Subconsultants** receive monthly Task Order audits in B2GNow
- **Prime Consultants** and **Subconsultants** report all payments into B2GNow manually and confirms
- **Project Personnel** and **RCROs** will monitor past due audits

## E-invoicing by Division of Accounting and Finance:

- SAP will import payment information for both *Prime Consultant* and *Subconsultant* into B2GNow
- **Prime consultant** and the **subconsultant(s)** will confirm the payments





# 2020 Process Flow: Payments

1. **Prime Consultant** submits **REVISED** CDOT Form 1313 to *CDOT Accounting*. Be sure to include each firm's vendor number on form.
2. **Prime Consultant** simultaneously submits **NEW** Professional Services Closeout Report Form to Project Personnel and Civil Rights
3. **CDOT Accounting** processes and approves payment
4. Consultant is paid

## E-invoicing by Division of Accounting and Finance

- Same process by accounting but the review submittals will be done electronically





# Professional Services Form 1313

CONSULTANT MONTHLY INVOICE COVER SHEET						
This form must be submitted with each invoice for payment. If this form is not provided or is otherwise incomplete, the invoice will be returned and will not be processed for payment. All rates, fees and costs shall be based upon the applicable project cost						
SECTION 1 - CONTRACT & PAYMENT INFORMATION						
Consultant Name:			Project Number:			
Consultant Street Address:			Subaccount Number:			
City, State Zip			Project Location:			
Total Contract Amount:			SAP OL#			
Task Order Number			SAP PO#			
Invoice Billing Start Date:			Invoice Date:			
Invoice Billing End Date:			Invoice Number:			
Task Order Amount			Task Order Fee (CPFF Only)			
Previous Billed Amount			Previous Billed Fee (Prime and Sub)			
Current Invoice Amount			Current Invoice Fee (Prime and Sub)			
Total Amount to Date			Total Fee to Date (Prime and Sub)			
Remaining Amount			Remaining Fee			
SECTION 2 - SUMMARY OF PRIME CONSULTANT LABOR, FEES & COSTS						
Prime Consultant Labor (Attach detailed itemization of in-house labor)						
Fee Percentage (CPFF Only)		Prime Consultant Fee (% x Subtotal Labor)				
Other Direct In-House Rates and Costs (Attach detailed itemization of costs)						
Prime Consultant Subtotal						
Subconsultant Outside Direct Costs (Total of Section 3. Attach invoice for each subconsultant)						
Non-Subconsultant Outside Direct Costs (Attach detailed itemization of costs)						
INVOICE TOTAL						
SECTION 3 - SUMMARY OF SUBCONSULTANT LABOR, FEES & COSTS						
Subconsultant Firm Name	B2G Vendor #	Total Invoice	Labor	ODC	Fee (CPFF Only)	
Subconsultant Subtotal		\$0.00	\$0.00	\$0.00	\$0.00	
<b>PRIME CONSULTANT:</b> I certify that the billed amounts are actual and in agreement with the contract terms:						
Signature		Printed Name		Date		
<b>CDOT RECEIPT AND APPROVAL OF GOODS AND SERVICES:</b> I hereby certify that I have received the goods or services listed hereon, that I have carefully inspected, weighed, counted or measured the commodities and found them in good condition and complying with the specifications given or that the services were satisfactory except as noted.						
Signature		Printed Name		Date		
<b>CDOT APPROVAL FOR PAYMENT:</b> The undersigned hereby certifies that the expenditures for purchases for services described on the attached supporting papers were duly authorized that the expenditures are for official state business and not for private or personal purposes; that the expenditures are reasonable and proper and correctly represented by the claims set forth and are in accordance with the law or administrative rules; and are authorized by appropriation or other specific authority.						
Signature		Printed Name		Date		
Entered in SAP By:				Date:		

Prime consultant B2G Vendor #

Subconsultant B2G Vendor #



# Process Flow: Project Closeout



**CRBRC/RCRO** may apply disincentives at project closing/completion if no modification requests are received or approved and DBE commitment(s) are not met:

- **Prime Consultant** submits final Revised CDOT Form 1313 to CDOT Accounting
  - Also submits Professional Services Closeout Report Form to Project Personnel and CRBRC/RCRO
- **CRBRC/RCRO** notes disincentives, if applicable, on Closeout Form
  - **Prime Consultant** will reimburse CDOT
    - **Prime Consultant** will have 30 days to pay CDOT
      - Future task orders will *not be* approved if payment is not received
      - If new task order needs approval during 30 day period, **Prime Consultant** has option of paying earlier





# 2020 Process Flow: Understanding B2GNow Dates

## Final Pay Date vs. Close Date

- **CRBRC/RCRO** inputs *CDOT Final Pay Date* in B2GNow
  - Final billing of project

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

- **CRBRC/RCRO** closes out project after all audits and issues have been resolved in B2GNow Close Date
  - Closing project after all audits and issues have been resolved

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





# Professional Services Closeout Report

DATE:			
TO:	_____	(Project Engineer)	
	_____	Civil Rights (if applicable) Region	
	_____	(Civil Rights and Business Resource Office)	
FROM:	_____		
	(Prime Consultant's Compliance Individual)		
<b>PROJECT INFORMATION</b>			
TASK ORDER # _____			
PROJECT DESCRIPTION _____			
MASTER CONTRACT # _____			
<i>The following information is submitted to Civil Rights for the above referenced project:</i>			
<b>DBE PARTICIPATION</b>			
DBE Goal % set at	_____ %	DBE % and \$ commitment was	_____ % \$
	Final DBE participation % and \$ achieved on this project was calculated to be		_____ % \$
Comments: <i>All missed participation goals by DBEs are justified, approved and documented as attached (if applicable) Explain any other major issue here</i>			
<b>ESB PARTICIPATION</b>			
ESB Goal % set at	_____ %	ESB % and \$ commitment was	_____ % \$
	Final ESB % and \$ participation achieved on this project was calculated to be		_____ % \$
Comments: <i>All missed participation goals by ESBs are justified, approved and documented as attached (if applicable) Explain any other major issue here</i>			
<b>TO BE FILLED OUT BY CDOT CIVIL RIGHTS</b>			
If DBE commitment(s) were not met, \$ disincentives may apply.			\$ _____
Comments:			
RCRO Signature: _____			Date _____
<b>All project records must be retained per the Record Retention rules.</b>			
<b>If you have any questions, please contact the Civil Rights Office the project.</b>			



**COLORADO**  
Department of Transportation

# Reporting Data





## Reporting Data

**Improved B2GNow contract requirements allow CDOT to track and monitor new data on Professional Services contracts.**

This includes:

- DBE Commitment
- All payments received from CDOT
- Prompt payment to subconsultants





**COLORADO**  
Department of Transportation

# New/Revised Forms and Training Opportunities



# Professional Services Contracts: Updated and New Forms

All updated/new forms will be included in the Request for Proposal template and will come from CDOT's Contracts Unit.

These forms include:

- **Revised** Affidavit of Small Business Participation Form
- **Revised/New** Anticipated Participation Plan for Non Project Specific and Project Specific Task Orders with Good Faith Efforts Report Form
- **New** Professional Services NPS Reevaluation of DBE Goal Form
- **New** Professional Services DBE Participation Plan Modification Request Form
- **New** Professional Services Closeout Report Form
- **Revised** CDOT Form 1313





# Professional Services Contracts: Spring 2020 Training Opportunities

## Dates/Times:

Date	Time	Region	Location
1/30/20	1:30 pm - 5:00 pm	3	<b>Mesa County Workforce Center</b> 12 29 1/2 Rd, Grand Junction, CO 81504
2/12/20	1:30 pm - 5:00 pm	2	<b>Rawlings Library</b> 100 E Abriendo Ave, Pueblo, CO 81004
2/20/20	1:00 pm - 5:00 pm	5	<b>CDOT Region 5 Maintenance Facility</b> 20581 Highway 160 West, Durango, CO 81301
2/27/20	1:30 pm - 5:30 pm	1	<b>CDOT Headquarters</b> 2829 W Howard Pl, Denver, CO 80204
3/5/20	1:00 pm - 5:00 pm	4	<b>Weld County Administration Building</b> 1150 O Street, Greeley, CO 80632



# QUESTIONS?

Karen Fujii-Martin

Professional Services Compliance

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