

# 10-1 - (PS/PGS) Complete Consultant Section of Professional Services Closeout Report - Task Order

## Responsible Party

Consultant

## Revision Date

07/2022

## Procedure

CDOT will collect a completed CDOT *Professional Services Closeout Report* form upon completion of the work, expenditure of funds, and/or expiration of each Task Order and Master Contract, whichever comes first. This form will report the final actual DBE participation on the Master Contract and any amounts for which CDOT will be seeking reimbursement due to the Consultant not meeting Commitments.

See Civil Rights Requirements.

Form is found on Civil Rights and Business Resource Center’s website:

<https://www.codot.gov/business/civilrights/compliance/prof-services/overview>

The Prime Consultant will fill out the project information for each task order or Master Contract they are closing out. Steps for the closeout process is different depending on if the contract is a Task Order or Master Contract. See process flow steps.

COLORADO DEPARTMENT OF TRANSPORTATION  
PROFESSIONAL SERVICES CLOSEOUT REPORT

DATE			
TO	(Project Engineer)		
	Civil Rights (if applicable)	Region	
	(Civil Rights and Business Resource Office)		
FROM			MC Closeout <input type="checkbox"/>
	(Prime Consultant's Compliance Individual)		Task Order Closeout <input type="checkbox"/>
<b>PROJECT INFORMATION</b>			
Master Contract (OLA) #		<input type="checkbox"/> Project Specific Contract	
Task Order (SAP PO) #		<input type="checkbox"/> NPS Contract	
Project Description			
Reallocation of Funds needed?	<input type="checkbox"/>	Master Contract Level	<input type="checkbox"/> Task Order Level

The Prime Consultant will fill out the total DBE participation for each task order or

Master Contract they are closing out. The comments will include any approved modifications. If the DBE goal was not met, detailed reasons of why modifications were not approved or other reasoning will need to be stated. Attach documents for justification.

<i>The following information is submitted to Civil Rights for the above referenced project:</i>	
<b>DBE PARTICIPATION</b>	<b><i>Add additional pages as needed</i></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 issues here</i>	

The Prime Consultant will fill out the total ESB participation for each task order or Master Contract they are closing out. CDOT is not currently setting ESB goals so the ESB participation is based on what the Prime Consultant committed to at time of submission of the Task Order or Master Contract.

<b>ESB PARTICIPATION</b>	<b><i>Add additional pages as needed</i></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 issues here</i>	

Forward to the Civil Rights Office for approval.