

10A-2 - (PS/PGS) Reimbursement of Unmet DBE commitments

Responsible Party

Project PE/PM

Revision Date

07/2022

Procedure

It is the sole responsibility of the Consultant to ensure that Commitments are fulfilled or to request Utilization Plan modifications in a timely manner as described in the Utilization Plan Modifications section. Approval of Task Orders and change orders under the Master Contract is not an explicit or implicit approval by CDOT of any Commitment Terminations, Reductions, Substitutions, or any other waiver of the Master Contract DBE requirements.

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.

If a DBE goal is not met and sanctions need to be dispersed, The Prime Consultant will receive a Professional Services Request for Reimbursement letter from Civil Rights for reimbursement of the disincentive amount. The reimbursement will be due in 30 calendar days.

The CDOT PE/PM will copy to the RCRO and CRBRC

See Example Script 10A-2 for Request of Reimbursement Letter sample.