

3-2 - PS/PGS Submit Task Order Required Documents with Anticipated Participation Plan Form (APP)

Responsible Parties

Consultant

Revision Date

06/2022

Procedure

With each Task Order request, the Consultant shall submit a CDOT *Anticipated Participation Plan for Project Specific/Program Specific Contracts and Plan Status Report* form that documents all DBE and/or ESB Subconsultants that will be used to complete the work of the Task Order.

Task Order Approval and Documents. CDOT's approval of a Task Order is neither a determination on the Consultant's Good Faith Efforts to fulfill its Commitments, nor a basis for waiving any portion of the Contract Goal.

Documents include the CDOT Task Order Request Form, Project Cost Worksheet(s) with a CDOT *Anticipated Participation Plan for Project Specific/Program Specific Contracts and Plan Status Report Form*. The Consultant must submit and upload a Letter of Intent confirming the use of any Supplier/Vendor for which a Project Cost Worksheet is not provided with all other pertinent documents.

If an Amended Funds or Time Extension Task Order request, CDOT Civil Rights will upload the documents in B2GNow and make changes to the Contract through the Change Order/Task Order tab when the task order is approved.

See Civil Rights Requirements.

The most updated forms are found on Civil Rights and Business Resource Center's website:

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

Consultants will fill out the required documents and forward to the PE/PM. This will include the Task Order Request form, *Professional Services Anticipated Participation Plan and Plan Status* form (APP), Project Cost Worksheets (PCWs), Letter(s) of Intent (LOIs or Rate sheets for the project) from Suppliers/Vendors. If applicable, the

Professional Services Good Faith Efforts Report form will be filled out and will be included for the GFE process. Other documents requested may include Scope of Work (SOW), Independent Cost Estimate (ICE), Concurrences, etc.

The PE/PM will create a shopping cart item in SAP that will include the appropriate Civil Rights contact in the approval process. Ensure the required documents stated above are included, at minimum.

Note: The examples shown in this process flow is just one of multiple Task Order Request forms and PCW templates. Please contact the CDOT Engineering Contracts unit if the task order or PCW is a different type, or you need assistance filling out these forms.

CDOT's approval of a Task Order is neither a determination on the Consultant's Good Faith Efforts to fulfill its Commitments, nor a basis for waiving any portion of the Contract Goal. Once a task order transfers into the B2GNow system, the Consultant will receive a prompted email to add all subconsultants, supplier/vendors that will perform on the task order and shall upload all Task Order documents into B2GNow.

See Examples Script 3.2 for APP, PCW and Task Order Request form submittal.