

Script 4-3 - (NPS) Complete and Submit Master Contract Utilization Plan (popup, tutorial, manual)

Responsible Parties

Consultant

Revision Date

06/2022

Procedure

Within five (5) calendar days of selection as the “most qualified” proposer, the Consultant will receive a notice from CDOT to complete and submit a Utilization Plan via B2GNow. In order to complete the Utilization Plan, the Consultant shall list all DBE, ESB, and nonDBE/ESB Subconsultants and Suppliers/Vendors included as part of its “most qualified” team. The Utilization Plan shall also include all Commitments by percentage. Requests for Task Orders under the Master Contract will not be submitted until there is a Master Contract Utilization Plan approved by CDOT in the B2GNow system.

See Civil Rights Requirements.

Once awarded a contract, the prime will complete a Utilization Plan for the Master Contract in B2GNow. This is prior to the contract being signed to document their teams and commitments chosen for the NonProject Specific (NPS) contract. All subs and suppliers/vendors on the teams that perform work will receive binding, contractual obligations from the proposal. The Operating Agreement cannot be executed until CDOT Civil Rights processes and approves the Master Contract Utilization Plan.

For NPS contracts, finalization of commitments and \$ amounts for each sub or supplier/vendor will be at the task order level. The advisory goal will be passed down to each task order that is created under the master contract and every task order will have DBE participation to meet the DBE commitments.

Consultants may request a reevaluation of the passed down DBE goal. If a reevaluation is completed, the CRBRC will set up a new UP template for the task order involved.

Once submitted, CDOT will approve or return the plan for corrections. If there is no reevaluation of the goal, the Master Advisory goal is passed down to the task order and no new UP is completed.

Access the Utilization Plan

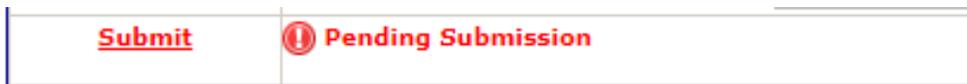
Your firm will receive a prompted email requesting to complete the UP. Log in to the B2GNow system at <https://cdot.dbesystem.com/>

Dashboard				Displaying records assigned to	your company
Contract					
Total					2
Open					2
Contract Audits					
Total Audits	1	< 90 days	1	> 90 days	0
Incomplete Audits »	1		1		0
Certifications					
Status	Active	Pending	Renewing		0
2		0			0
Utilization Plans					
Pending Confirmation as Subcontractor »				Total	0

On the *Home* screen, if you have personalized your dashboard, find *Utilization Plans*. Utilization plans requiring your attention will be in red. Access any UP by selecting the red, underlined text or numbers on the right.

Utilization Plans	Total
<u>Pending Submission »</u>	1
<u>Returned, Pending Resubmission »</u>	1
<u>Approved »</u>	10

From the list of your UPs pending submission, identify the project you want to submit a plan for and click “*Submit*”



Completing the Utilization Plan

Follow the instructions on the UP in the *Additional Instructions to Vendor* and the *Special Instruction to Vendor* boxes.

Complete with the amount of your Not to Exceed Amount in the contract by selecting either “*Update*” or “*Fill in Utilization Plan Details*”

Step 1: Provide Utilization Plan Information

Use this section to provide information on the plan. Click the button to Fill in Utilization Plan Details.

Utilization Plan Information	
Estimated Bid/Transaction Amount	Not entered yet (update)

[Fill In Utilization Plan Details](#)

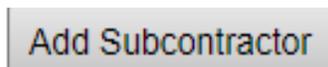
The NTE amount can be found in the contract advertisement.

For NPS contracts, add the small business targets information from the *Special Instructions to Vendor* box in the *Fill in Utilization Plan Details* comment box when the goal is set at 0%. If there is a goal, the Small Business Targets statement will be added in the Waiver Box if there is a goal since all the commitments for your subs, vendors/suppliers will be zero.

Add all nonDBE, DBE, ESB and noncertified subs and suppliers/vendors listed on your proposal.

NPS Master Contract UPs - DO NOT put dollars or percentages for any subs or suppliers/vendors. Keep at zero. Commitments and dollars will be submitted in the task orders UP.

Click “Add Subcontractor”



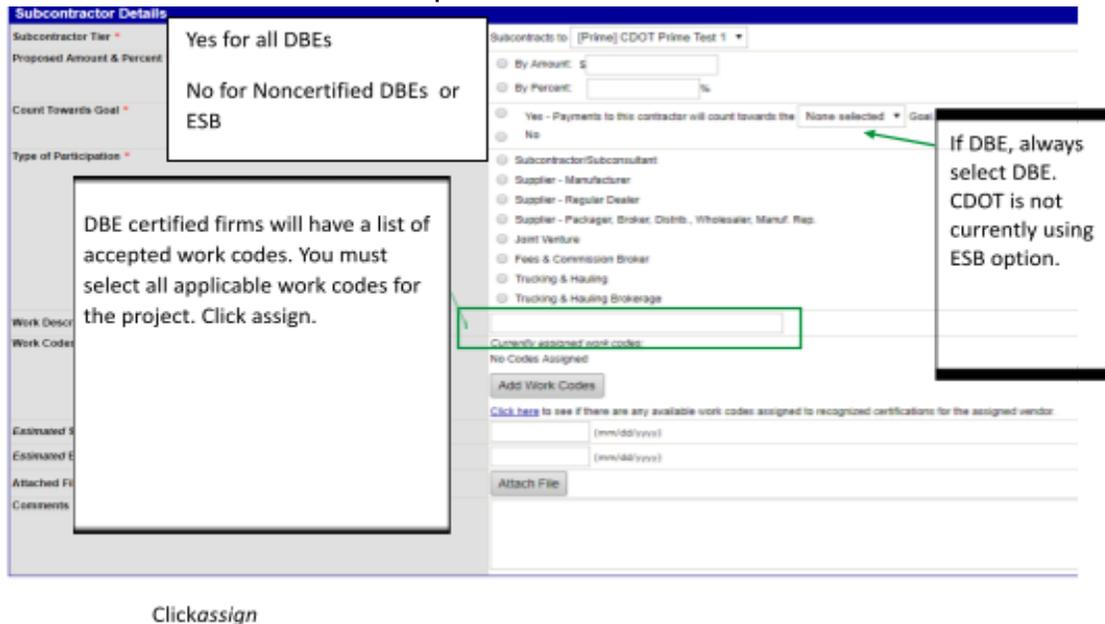
Search Subcontractor using “Get subcontractor” link

May want to add vendor # or compliance person’s name for easier find of the correct account

Complete all required fields for every sub or supplier/vendor

For NPS contracts, all sub, supplier/vendor amounts and percentages will be set at zero dollars and percentages on the Master Contract’s UP plan.

NOTE: As stated above, if the DBE goal for the contract is set at zero, the required small business information will be placed in the Utilization Plan Details comment box.



Clickassign

NOTE: DBE Primes will mark themselves as NOT counting toward the goal. If DBE Primes are contributing to the contract goal, the Prime will set themselves up a second time as a subcontractor and will contact Civil Rights to be added as a Self-Performing Prime Contractor.

Type of Participation *	Self-Performing Prime Contractor
	Percent of payments to be counted: 100.0 %
	Amount not to be included in award verification: \$ 0.00

Complete the Waiver

Depending on the type of contract and the input of the commitments, the waiver box may pop up if the goal is not met. If the waiver box pops up, you will copy and paste the *Special Instructions to Vendor* Small Business sentence here.

Submitting the Master Contract Utilization Plan

In the B2GNow system, click “Submit Utilization Plan”, complete the required fields

Click “Submit Utilization Plan” again to submit the plan

Your firm’s UP will be reviewed by CDOT and you will be notified through the system if your plan is approved or returned for corrections

Step 3: Provide Waiver Request Details (if applicable)

A Waiver is required if the Utilization Plan has a status of below goal. To request a waiver provide a detailed explanation of the prime's business process; an inventory profile; an explanation as to why a waiver is being requested; and a supplier/subcontractor diversity plan or policy if applicable. To attach documents specifically related to the waiver request click **Attach Waiver Files**. When finished click **Save Waiver Details** before leaving the plan or attempting to complete another step.

Goal & Waiver Summary					
Goal Type	Goal	Plan	Status	\$ to Reach Goal	Waiver Status
DBE	13.00%	0.00%	-13.00% below goal	\$3,445,000	ⓘ Waiver required
Enter DBE waiver request details and attachments:					Attach Waiver Files (clear details)
<div style="border: 1px solid #ccc; height: 30px;"></div>					
ESB	0.00%	0.00%	Met goal		
ESB - Target	0.00%	0.00%	Met goal		
Total	13.00%	0.00%	-13.00% below goal	\$3,445,000	

Save Waiver Details

Remember: If the contract goal is zero, you will not receive a waiver box since the goal is met. You will need to put YOUR small business target information in the *Utilization Plan Details* comment box.

Click “*Save Waiver Details*”, if applicable