

Script 5-4 - NPS Submit Task Order Required Documents

Responsible Parties

Consultant

Revision Date

06/2022

Procedure

With each Task Order request, the Consultant shall submit a CDOT *Anticipated Participation Plan for Non Project Specific Contracts and Good Faith Efforts* form that documents all DBE and/or ESB Subconsultants that will be used to complete the work of the Task Order. A task order on an NPS contract is considered a “separate” contract with the Consultant.

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’s *Task Order Request* form, Project Cost Worksheet(s) with a CDOT *Anticipated Participation Plan for Non Project Specific Contracts and Good Faith Efforts 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 proper Task Order Request form, Professional Services Anticipated Participation Plan for NonProject Specific Contracts and GFE Report form (APP), Project Cost Worksheets (PCWs) and Letter(s) of Intent (LOIs or Rate sheets for the project) from Suppliers/Vendors. If applicable, the Professional Services Good Faith

Efforts Report section will be filled out in the APP and should be included for the GFE process (A separate GFE is also available in the CRBRC website). Other documents requested are included such as 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 there are Project Cost Worksheet (PCWs) for prime and all subconsultants, Letters of Intent (LOIs) or Rate Sheets for all Suppliers/Vendors for the task order, the Professional Services Anticipated Participation for NonProject Specific Contracts and GFE Report (APP) form and Task Order Request form, at minimum. The GFE report (if needed) will be submitted if the task order must go through a GFE process.

Note: The examples shown in this process flow is just one of multiple Task Order Request forms and PCWs templates. Please contact the CDOT Engineering Contracts unit if the task order 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.

The majority of the time when the Professional Services DBE Participation Plan Modification Request Form is approved by Civil Rights, the DBE goal has been modified. A change order will be created to change the DBE goal and/or commitment to show actuals.

See Example Script 5-4 APP, PCW and Task Order for review.