

8-1 - Consultant Section 1 of CUF Questionnaire

Responsible Party

Consultant

Revision Date

07/2022

Procedure

A DBE must be performing a Commercially Useful Function, as defined by 49 CFR 26.55(c), in order for its participation to count towards the Contract Goal.

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 CUF is to be performed when 35-50% of the contract has been paid.

The Prime Consultant fills out the project information and task order CUF is performed on

Colorado Department of Transportation

PROFESSIONAL SERVICES COMMERCIALY USEFUL FUNCTION QUESTIONNAIRE

General Information: A DBE performs a **commercially useful function** (CUF) when it is responsible for execution of the contract and is carrying out its responsibilities by managing, performing, and supervising the work involved. This questionnaire is intended to see if the DBEs role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed through in order to obtain the appearance of DBE participation. It is primarily the Prime Consultant's responsibility to ensure that the DBE firm is performing a CUF. The Prime Consultant shall submit a Professional Services Commercially Useful Function Questionnaire for each DBE that performs work or provides supplies in the North American Industry Classification System (NAICS) code. CDOT will not authorize the Civil Rights closeout until it receives a Professional Services Commercially Useful Function Questionnaire from the Consultant for each DBE whose participation is **counting toward the DBE contract goal** from the Master Contract. Any additional DBE firms added at Task Order level whose participation **counts toward the DBE contract goal** will also require CUFs. The DBE, Prime Consultant, and CDOT Project Manager shall fill out their portion of the form and sign the Professional Services Commercially Useful Function Questionnaire.

INSTRUCTIONS: The Prime Consultant shall complete this information and present it to the active DBE when the DBEs work is between **35%-50% complete**. The ending date of work is the anticipated last day that the DBE will be on the job. Tracked signatures accepted in signature areas.

SECTION 1: PROJECT INFORMATION

Prime Consultant Name:

DBE Firm:

SAP PO # (B2GNow Task order #):

Begin and End Date of Work:

The Prime Consultant will forward to the DBE firm