12B-0 Approve Local Agency's Consultant Utilization Plan

CDOT HQ (CRBRC)	CDOT Chief Engineer (or designee)	CDOT LA PE/PM	LA PE/PM	CONSULTANT

Start

Does total eligible participation on submitted affadavit meet the DBE contract goal?

YES

NO

Notify CDOT LA PE/PM, LA PE/PM and Consultant to complete and submit Professional Services Good Faith Efforts Report Form

12B-1 Complete Professional Services Good Faith Efforts Report form

Receive Professional Services Good Faith Efforts Report and any additional requested documents

12B-2 Conduct Good Faith Effort Review

CDOT determines proposer has demonstrated good faith efforts

YES

NO

Send notification to LA PE/PM and copy CDOT LA PE/PM and Proposer

Proposer pursues administrative reconsideration?

YES

NO

Notify Local Agency of decision to pursue administrative reconsideration

Chief Engineer (or designee) reviews good faith efforts

Chief Engineer (or designee) determines proposer has demonstrated good faith efforts

YES

NO

Receive determination made by Chief Engineer

CDOT informs LA that contract cannot be awarded to proposer. LA coordinates with CDOT to determine how to proceed. LA may determine to move on to next proposer and submit to CDOT for approval.

End Process

Notify Consultant to submit Master Contract Utilization Plan in B2GNow system. Copy CDOT LA PE/PM and LA PE/PM

12B-3 Submit B2GNow Set-Up form to CRBRC and copy CDOT LA PE/PM

Receive B2GNow system notification to complete the Contract Utilization Plan in B2GNow system

12B-4 Complete Contract Utilization Plan in B2GNow system (including DBE participation and all subconsultants and vendors)

Review Contract Utilization Plan and confirm all subconsultants and vendors have been added appropriately

12B-5 Approve Contract Utilization Plan in B2GNow (and update DBE goal in B2GNow if changed from GFE process)

Go to 12-0 Pre-Award/Contract Solicitation/Award and continue to next step