From: CDOT Civil Rights & Business Resource Center <cdot@dbesystem.com>
Sent: Thursday, January 13, 2022 5:01 AM
To:
Subject: [EXTERNAL] CDOT: Prime Contractor Compliance Monitoring Report

COLORADO
Department of Transportation

Colorado Department of Transportation **December 2021** Prime Contractor Contract Compliance
Monitoring Report

Contract: **2**▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮
Prime Contractor▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮
Contract Number: **4310**▮▮▮▮▮
Audit Time Period: **December 2021**
Contract Compliance Officer: ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮
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Dear ,

The CDOT Civil Rights & Business Resource Center monitors participation on all Colorado
Department of Transportation contracts with goals. To assist our office in the monitoring process,
please login to your account in the CDOT Business Management System and provide the requested
subcontractor payment information for **December 2021**.

If you have received this notice, then you are currently listed as a PRIME contractor on an active
Colorado Department of Transportation contract. You are required to respond to this notice with
the payment information requested.

To view the audit notice and respond, visit: https://cdot.dbesystem.com/?GO=397&TID=14549380
To view all audit notices, visit: https://cdot.dbesystem.com/?GO=753&TID=14549380

PLEASE REFER TO THE BOTTOM OF THIS NOTICE FOR ADDITIONAL HELP

CDOT Division of Project Support
2829 West Howard Place
Denver, CO 80204
303-757-9234 Office
303-952-7091 Fax
cdot@dbesystem.com
https://cdot.dbesystem.com

HELP:

System Access: If you have received this email then an account already exists for you. If you do not already have your account username and password, or have forgotten them, please visit https://cdot.dbesystem.com/UserSearch.asp

Duplicate Notices: If you are receiving this notice by email AND fax, and would like to use only one delivery method, you must update your account settings at User info edit: https://cdot.dbesystem.com/?GO=685&TID=14549380

Submitting subcontractor payment information:
1. Log in at https://cdot.dbesystem.com/ or use the link provided above.
2. Front Page - In the Dashboard, look for the highlighted red text and numbers. Click any of the red numbers in the Incomplete Audits line.
3. Vendor Control Panel: Audits - Click on any of the red "incomplete" links.
4. Diversity Management: Audit Notice - Click the View/Submit Response button.
5. Diversity Audit: Vendor List - Your subcontractors will be displayed in the bottom table. Click any of the Submit Response links.
6. Diversity Audit: Prime Contractor Response - Enter the total amount paid to the subcontractor DURING the audit period. Click the Review button at the bottom, and click the Save button on the following page to save your response.
7. The audit response is complete when ALL lines have been submitted.

Notes:
- You are encouraged to respond within 14 days of the first audit notice for the **December 2021** time period. After 60 days, you must contact your contract compliance officer.
- Even if you have not made any payments in the listed time period, you must still login and submit a $0 value.
- To mark the any remaining subcontractors as $0 for the audit period, click Mark Remaining Subcontractors as Zero.
- Edit a response by clicking the Edit link in the corresponding line. Once a subcontractor confirms a payment, you will not be able to change the data and must contact your contract compliance officer.
- If any of the paid to date totals are incorrect, or if a subcontractor is incorrectly listed, click Report Error.
- If you need to change subcontractors, please contact your contract compliance officer. To add subcontractors, follow the instructions displayed when you click Add a Subcontractor.
- If this is the last audit for the contract, click Mark Audit as Final.