

Consultant FAQs

1. *How can a prime leverage the B2G system to keep track of who a prime has already used as a new relationship? As months stretch to years and staff changes, we are all going to forget.*

Every user associated with the Consultant can access the Consultant's current and past contracts. The new relationship is documented in the notes of the contract. However, we also suggest that Consultants establish internal tracking systems.

2. *Can a Prime use the same DBE/ESB firm as new relationship on two different concurrent proposals? If a prime and sub have fostered a new relationship and want everyone to get the most out of it, are they to only use this new relationship on one of the opportunities? It seems counter to wait to hear if successful on one before trying again. Can the Prime count on them for more than one if they don't know if they will be successful on one, both or neither.*

We encourage Consultants not to submit two concurrent proposals with the same ESB/DBE firm for the first time relationship when there is a likelihood of being awarded both contracts. If a Consultant does so, and is awarded both contracts, the Consultant will need to find another ESB/DBE firm to fulfill the requirement or an equivalent requirement that would result in the same amount of points being awarded. For example, the Consultant could add another Level 1 ESB or provide another ESB firm with an additional 2% participation. If the Consultant is unable to replace, the Consultant must submit the Good Faith Efforts Report form with the Utilization Plan, explaining why the firm could not fulfill the promise.

3. *Section 2 of the Affidavit of Small Business Participation could use clarification. As written, it only asks for "Work Area" and "Approximate Percentage of Participation". Does that mean we don't need to list our DBE subs by name? That's how I read it but we've been listing the subs and their discipline under "work area" because it seems like that is information CDOT would want to know. More clarification would be helpful.*

Thank you for your feedback, we are currently revising this form and we will include clarifications to the final versions so it is easier to understand. Consultants do not need to include DBE subs by name, only the work areas and the approximate percentage of participation attributed to that work area. We will ask for the names of your team members in your Utilization Plan, if your firm is selected for the contract.

4. *Also, the point scoring instructions under Section IV.b. of Attachment 1 could be more clear. Particularly the last sentence, "The ESB Participation, New Relationship, and Level 1 points may all be combined." Does this mean that if one subconsultant meets more than one scoring criteria (ESB participation, new relationship, level 1), the points for that single subconsultant are additive for each criteria the subconsultant meets? If that's the case, then suggest appending the last sentence to read, "...may all be combined for subconsultants meeting more than one of the points criteria". Or does it simply mean that ESB Participation points, New Relationship points, and Level 1 points can be combined to arrive at a total?*

Thank you for your feedback, we are currently revising this form and we include clarifications to the final versions so it is easier to understand. Yes, the points are additive for each criteria the subconsultant meets. For example, if a Consultant plans to use ABC Engineering to complete work to meet the DBE goal of 15%, and ABC Engineering is an ESB, DBE, and a Level 1 ESB that the Consultant has not previously teamed with, the Consultant may check the boxes for Level 1 ESB and new relationship (if applicable) and write '15%' in the ESB participation area of the Affidavit of Small Business Participation.

5. Since the DBE tracking calendar officially started on July 14, 2016, for now it can “technically” can be considered number of DBE not teamed with since July 14, 2016 - correct? In a couple of years the three year span will truly start to make sense.

Yes. Please also note that this is only for awarded contracts. If a Consultant includes a sub on its team in the proposal and but is not selected, it is not tracked as a relationship because the Consultant was not awarded the contract.

6. Also, how is teaming interpreted with existing NPS contracts? Does having a DBE on the NPS team count as teaming, or would it be actual task order executed with the DBE. For example, on our 2014 NPS agreement we have DBE Firm X on the team. However, if we never executed an actual task order using Firm X, does that qualify as “not having teamed”?

When a Consultant is selected for a master contract, CDOT will initiate a utilization plan. In the utilization plan, the Consultant must identify the new teaming relationships. The new relationship report is determined at the time of contract and not at the time of task order. However, if a firm is substituted for good cause during the contract, then CDOT will substitute the ESB with the new firm.

7. Can DBEs be considered under the new relationship scoring criteria?

Yes, the promise to establish a new relationship with a DBE can be considered for this scoring area.