

COLORADO DEPARTMENT OF TRANSPORTATION
EMERGING SMALL BUSINESS CONTRACTOR REIMBURSEMENT AGREEMENT
(First time payment)

Project code #	Project #	Subcontract start date	Subcontract finish date
Contractor		ESB subcontractor	ESB expiration date
Project Engineer name & phone #		Location	

In order to encourage ESB participation on projects, the Colorado Department of Transportation agrees to provide a reimbursement payment to the Contractor for retaining a first time ESB. The reimbursement payment will be 10% of the dollar value of the work subcontracted to and completed by the ESB, not to exceed \$5,000. This form must be submitted with a copy of CDOT Form #205 to the Project Engineer. CDOT Form #980 must be submitted to the Project Engineer. The Project Engineer will forward these forms to the ESB Program Manager for approval. When the subcontractor has completed work on the project the Contractor must submit a billing requesting payment and CDOT Form #981 to the ESB Program Manager and payment will be based on the final amount paid to the subcontractor. Fill in the amount below:

_____ x 10% = _____
 committed subcontract amount reimbursement amount

In exchange, the Contractor agrees to:

- retain the "first time" ESB subcontractor named above who has never had a contract on a CDOT project.
- provide work-related services to the ESB in the performance of the work. The work related services may include, but are not limited to :
 - instructions in scheduling
 - accounting, billing, purchasing, payroll and project superintendence
 - specific services the Contractor agrees to provide are:

- submit a written evaluation of the ESB's performance using CDOT Form #980 to the Project Engineer upon completion of the subcontract work or every six months that the ESB is actively working on the project, if subcontract exceeds 6 months. Project Engineer will forward all forms to the ESB Program Manager for approval.
- submit a completed CDOT Form #981 with a billing requesting payment to the ESB Program Manager when the subcontractor has completed work on the project.

Both parties agree and understand this reimbursement payment may be earned only one time per project regardless of how many ESBs are retained as subcontractors on the project. This reimbursement payment may not be used in conjunction with any other reimbursement payment for this ESB on this project. The reimbursement payment shall not exceed \$5,000.

CDOT may terminate this agreement any time the Contractor does not comply with the terms and conditions listed in this agreement.

Contractor representative signature and title	Date
CDOT ESB representative approval	Date