

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

Project code #	Project #	Subcontract start date	Subcontract finish date
Consultant	ESB subconsultant		ESB expiration date
Project Manager name and phone #		Location	

In order to encourage ESB participation on projects, the Colorado Department of Transportation agrees to provide a reimbursement payment to the Consultant 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. The Consultant must submit this form when submitting the final cost proposal. This reimbursement will be paid when the subconsultant has completed work on the project and payment will be based on the final amount paid to the subconsultant as shown on CDOT Form #1260. Fill in the amount below:

_____ x 10% = _____
 committed subcontract amount reimbursement amount

In exchange, the Consultant agrees to:

- retain the "first time" ESB subconsultant named above who has never had a subcontract 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 and purchasing
 - specific services the Consultant agrees to provide are:

- submit a written evaluation of the ESB's performance using CDOT Form #1261 and a completed CDOT Form #1260 to the Project Manager when the ESB's subcontract is completed. Project Manager will forward all forms to the ESB Program Manager for approval.

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 or subconsultants 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 Consultant does not comply with the terms and conditions listed in this agreement.

Consultant representative signature and title	Date
CDOT ESB representative approval	Date