Script 4-3 - (NPS) Complete and Submit Master Contract Utilization Plan (popup, tutorial, manual)

Responsible Parties Consultant

Revision Date 06/2022

Procedure

Within five (5) calendar days of selection as the "most qualified" proposer, the Consultant will receive a notice from CDOT to complete and submit a Utilization Plan via B2GNow. In order to complete the Utilization Plan, the Consultant shall list all DBE, ESB, and nonDBE/ESB Subconsultants and Suppliers/Vendors included as part of its "most qualified" team. The Utilization Plan shall also include all Commitments by percentage. Requests for Task Orders under the Master Contract will not be submitted until there is a Master Contract Utilization Plan approved by CDOT in the B2GNow system.

See Civil Rights Requirements.

Once awarded a contract, the prime will complete a Utilization Plan for the Master Contract in B2GNow. This is prior to the contract being signed to document their teams and commitments chosen for the NonProject Specific (NPS) contract. All subs and suppliers/vendors on the teams that perform work will receive binding, contractual obligations from the proposal. The Operating Agreement cannot be executed until CDOT Civil Rights processes and approves the Master Contract Utilization Plan.

For NPS contracts, finalization of commitments and \$ amounts for each sub or supplier/vendor will be at the task order level. The advisory goal will be passed down to each task order that is created under the master contract and every task order will have DBE participation to meet the DBE commitments.

Consultants may request a reevaluation of the passed down DBE goal. If a reevaluation is completed, the CRBRC will set up a new UP template for the task order involved.

Once submitted, CDOT will approve or return the plan for corrections. If there is no reevaluation of the goal, the Master Advisory goal is passed down to the task order and no new UP is completed.

Access the Utilization Plan

Your firm will receive a prompted email requesting to complete the UP. Log in to the B2GNow system at <u>https://cdot.dbesystem.com/</u>

Dashboard		Displaying records assigned to	your company
Contract			
Total			2
Open			2
Contract Audits	Total	< 90 days	> 90 days
Total Audits	1	1	<u>0</u>
Incomplete Audits *	1	1	0
Certifications	Active	Pending	Renewing
Status	2	0	0
Utilization Plans			Total
Pending Confirmation as Subcontractor »			2

On the *Home* screen, if you have personalized your dashboard, find *Utilization Plans*. Utilization plans requiring your attention will be in red. Access any UP by selecting the red, underlined text or numbers on the right.

Utilization Plans	Total
Pending Submission »	1
Returned, Pending Resubmission »	1
Approved »	10

From the list of your UPs pending submission, identify the project you want to submit a plan for and click "Submit"

<u>Submit</u>	Pending Submission
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Completing the Utilization Plan

Follow the instructions on the UP in the *Additional Instructions to Vendor* and the *Special Instruction to Vendor* boxes.

Complete with the amount of your Not to Exceed Amount in the contract by selecting either "Update" or "Fill in Utilization Plan Details"



The NTE amount can be found in the contract advertisement.

For NPS contracts, add the small business targets information from the *Special Instructions to Vendor* box in the *Fill in Utilization Plan Details* comment box when the goal is set at 0%. If there is a goal, the Small Business Targets statement will be added in the Waiver Box if there is a goal since all the commitments for your subs, vendors/suppliers will be zero.

Add all nonDBE, DBE, ESB and noncertified subs and suppliers/vendors listed on your proposal.

Utiliza	tion Plan Summary	200 200
Organiza Proposa	Utilization Plan: Enter Plan Details	CLOSE WINDOW
Reference Phase Status	In this section provide comments and attach files related not already entered by the organization.	ated to the plan as required by the organization. You may also be required to enter the estimated bid/transaction amou
Notificati	* required entry	User M.
Due Dat Submiss	Utilization Plan Details	
Review I Reviewe Assigned	ESTIMATED BID/TRANSACTION AMOUNT *	2,000,000
	ATTACHED FILE(S)	Attach File
Step 1 Use thi	COMMENTS	Small Business Targets: Small Business Participation and Contingency Plan; Variety of DBE Subs and Supplier/Vendors (Maximum of 10% Vendors); Small Business Contract Compliance Oversight; 4/5 possible incentive points

NPS Master Contract UPs - DO NOT put dollars or percentages for any subs or suppliers/vendors. Keep at zero. Commitments and dollars will be submitted in the task orders UP.

Click "Add Subcontractor"

Add Subcontractor

Search Subcontractor using "Get subcontractor" link

May want to add vendor # or compliance person's name for easier find of the correct account

Subcontractor Assignment		
Subcontractor *	Get Subcontractor from vendor database	
Contact Person *	None selected V	
Address *	None selected V	

Complete all required fields for every sub or supplier/vendor

For NPS contracts, all sub, supplier/vendor amounts and percentages will be set at **zero dollars and percentages** on the Master Contract's UP plan.

NOTE: As stated above, if the DBE goal for the contract is set at zero, the required small business information will be placed in the Utilization Plan Details comment box.

Type of Participation * © Subcontractor/Gobornutant select DBE. DBE certified firms will have a list of accepted work codes. You must select all applicable work codes for the project. Click assign. © Subcontractor/Gobornutant Select DBE. Work Coder © Subcontractor/Gobornutant © Subcontractor/Gobornutant Select DBE. Work Coder © Subcontractor/Gobornutant © Subcontractor/Gobornutant Select DBE. Charter - Package: Broker, Distrib, Wholesaler, Mand. Rep. © Joint Venture CDOT is not currently using ESB option. Work Coder © Trocking & Hauling Brokerage © Conventure approximation Broker ESB option. Kathmared 7 Conventure approximation Codes No Codes Assigned Immiddlywysi Attache Fil Attach File Attach File Immiddlywysi	Subcontractor Tier * Proposed Amount & Percent Count Towards Goal *	Yes for all DBEs No for Noncertified DBEs o ESB	or	Subcontracts to [Prime] CDOT Prime Test 1 By Amount: 5 By Prevent:	If DBE, always
	Type of Participation * DBE cert accepted select all work Coder Work Coder Eastmand 8 Essinand Fi Comments	ified firms will have a list of I work codes. You must applicable work codes for ect. Click assign.		Subcertractor/Subcersultant Suppler - Manufacturer Suppler - Regular Dealer Suppler - Regular Dealer Suppler - Regular Dealer Jant Venture Piece & Commission Biokar Jant Venture Piece & Commission Biokar Trucking & Hauling Trucking & Hauling Currently estomed and codes Currently estomed and codes Currently estomed and codes Codes Assigned Add Work Codes Cick base for see any available work codes assigned to recognized certifications (mm/dd/yvys) (mm/dd/yvys) Attach File	select DBE. CDOT is not currently using ESB option.

Clickassign

NOTE: DBE Primes will mark themselves as NOT counting toward the goal. If DBE Primes are contributing to the contract goal, the Prime will set themselves up a second time as a subcontractor and will contact Civil Rights to be added as a Self-Performing Prime Contractor.

Type of Participation *	Self-Performing Prime Contract	or		~
	Percent of payments to be counted:	100.0	%	
	Amount not to be included in award	verification	\$ 0.00	

Complete the Waiver

Depending on the type of contract and the input of the commitments, the waiver box may pop up if the goal is not met. If the waiver box pops up, you will copy and paste the *Special Instructions to Vendor* Small Business sentence here.

Submitting the Master Contract Utilization Plan

In the B2GNow system, click "Submit Utilization Plan", complete the required fields

Click "Submit Utilization Plan" again to submit the plan

Your firm's UP will be reviewed by CDOT and you will be notified through the system if your plan is approved or returned for corrections

Waiver is required rocess; an investigation ttach document r attempting to	uired if the Utilization Pla entory profile; an explana hts specifically related to complete another step.	in has a status of be ation as to why a wa the waiver request	low goal. To request a waiver pro liver is being requested; and a su click Attach Waiver Files . When	ovide a detailed explanation upplier/subcontractor diversit finished click Save Waiver D	of the prime's business y plan or policy if applicable. To Jetails before leaving the plan		
Goal & Wa	iver Summary						
Goal Type	Goal	Plan	Status	\$ to Reach Goal	Waiver Status		
DBE	13.00%	0.00%	-13.00% below goal	\$3,445,000	Waiver required		
	Enter DBE waiver request	details and attachm	ents:	Att	Attach Waiver Files (clear details)		
ESB	0.00%	0.00%	Met goal				
ESB - Target	0.00%	0.00%	Met goal				
-	40.000/	0.00%	-13.00% below goal	\$3 445 000			

Remember: If the contract goal is zero, you will not receive a waiver box since the goal is met. You will need to put YOUR small business target information in the *Utilization Plan Details* comment box.

Click "Save Waiver Details", if applicable