

**CDOT B2G USER MANUAL  
FOR SUBCONTRACTORS**

**FEBRUARY 2017**

# TABLE OF CONTENTS

I.	OVERVIEW.....	pg. 1
	<i>a.</i> <i>Account Information</i> .....	pg. 1
II.	CONFIRMING PAYMENT.....	pg. 2
III.	IMPORTANT CONTACTS.....	pg. 4

## I. OVERVIEW:

CDOT uses B2G software to track small business participation on professional services contracts. This user manual will show you how to use B2G software.

### a. Account Information

Firms that are registered, prequalified and/or who have DBE/ESB certification already have a B2G account. Some firms have multiple vendor accounts, which can cause problems in the system. If your firm has multiple accounts, please have a representative from your company contact B2G at [info@b2gnow.com](mailto:info@b2gnow.com) to merge the accounts. Each vendor account allows you to use multiple addresses, or “contacts”, so that your staff can have personal access to the system. You may also create personal access for your staff by adding a contact to the vendor account.

If you know your username and password, you can log-in to B2G at <https://cdot.dbesystem.com>.

If you do not know your account information, follow the steps below to access your vendor account. **Do not create a new vendor account for different offices.**

Please note, the home page is currently undergoing revisions, so it will not look exactly like the screen below. If you have technical log-in questions, you can contact B2G at [info@b2gnow.com](mailto:info@b2gnow.com).

### Finding Account Information:

The screenshot shows the homepage of the Certification Management System. At the top, there is a purple banner with the text "Certification Management System" and a "Log In" button. Below the banner, there are several navigation panels: "BUSINESS LINKS" (with links for ESB Program, UCP DBE Directory, DBE Program, and Connect2DOT), "ABOUT THE SYSTEM" (with a link for Information for Vendors), "VENDOR CERTIFICATION" (with a link for Apply for / Manage Certification and an ESB Directory link), and "ACCOUNT ACCESS" (with a link for Account Lookup). A red box highlights the URL <https://cdot.dbesystem.com>. A green box with an arrow points to the "Account Lookup" button, with the text "Click 'Account Lookup'".

The screenshot shows the "Business Center" page of the Certification Management System. The page header includes the CDOT Colorado Department of Transportation logo and the text "Business Center". Below the header, there is a breadcrumb trail: "You are here: Home / Business Center / Civil Rights & Business Resource Center / Certification Management System". The main content area is titled "Account Lookup" and contains instructions: "Search the system's user directory to find your account. You can then send yourself a username/password reminder by email and/or fax. Enter search parameters below and click the Search button. Search results are displayed below. If you do not see your business listed in the search results, or the contact information is incorrect, please email Customer Support. Include your business' and personal contact information for account verification. We may need to request for security purposes." There are three search options: "Search by Business Name or DBA" (with a text input field and a tip: "Tip: Try just a few letters of the firm's name."), "Search by Tax Identification Number" (with a text input field and a tip: "Tip: Must be 9 numbers; do not enter spaces or dashes."), and "Search by Contact Person" (with a text input field and a tip: "Tip: Use the first letter"). A green box with an arrow points to the search fields, containing the text: "Search for your business using your business name or tax ID number. It is recommended that you use your company's tax ID number to streamline the search. Some companies have multiple accounts. If your company has multiple accounts, you must contact B2G to merge the accounts." The page footer includes "Home/Login", "Contact Information", and "CDOT Civil Rights & Business Resource Center 4301 East Arkansas Avenue Denver, CO" and a link to "en Español sobre la CRBRC".

**Account Lookup**

Search the system's user directory to find your account. You can then send yourself a username/password reminder by email and/or fax. Enter search parameters below and click the Search button. Search results are displayed below.

If you do not see your business listed in the search results, or the contact information is incorrect, please email [Customer Support](#). Include your business' and personal contact information for account verification. We may need to request additional information for security purposes.

Business	Contact Person	
Fort Dearborn Enterprises, Inc		[Request New User]
» Tom Alessi		[Username/Password Reminder] [Change Info]
E: info@fdb-inc.com		
P: 708-544-9600 F: 708-544-9602		
A: 4115 W. ST. CHARLES RD., BELLWOOD, IL		
» Daun Colombo		[Username/Password Reminder] [Change Info]
E: Daun.Colombo@FDB-INC.com		
P: 708-544-9600 F: 708-544-9602		
A: 4115 W. ST. CHARLES RD., BELLWOOD, IL		
» Jill Israel		[Username/Password Reminder] [Change Info]
E: jill.israel@fdb-inc.com		

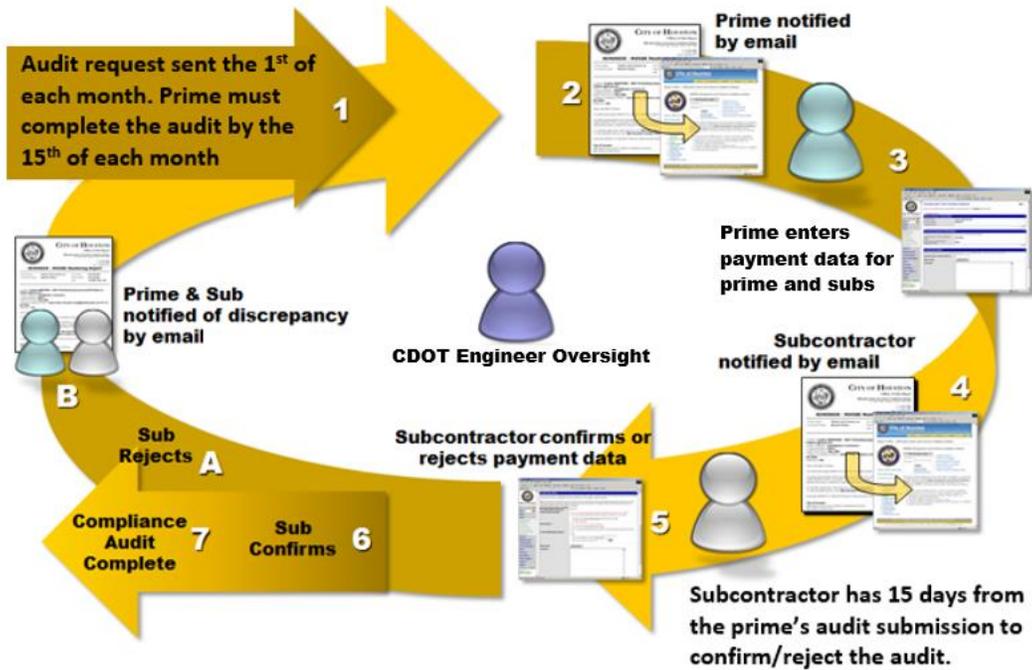
To add personal access for staff in your office who are not listed under your company's vendor account, click 'Request New User'

Locate your vendor account information by clicking 'Username/Password Reminder.' An email will be sent to the address listed to help you access the account information. If the address is not current, click 'Change Info.'

**II. CONFIRMING PAYMENT & THE "AUDIT" PROCESS:**

Under the prime consultant's contract terms, the prime is required to pay subconsultants 7 days after payment. CDOT uses B2G as a tool to ensure compliance with prompt pay requirements.

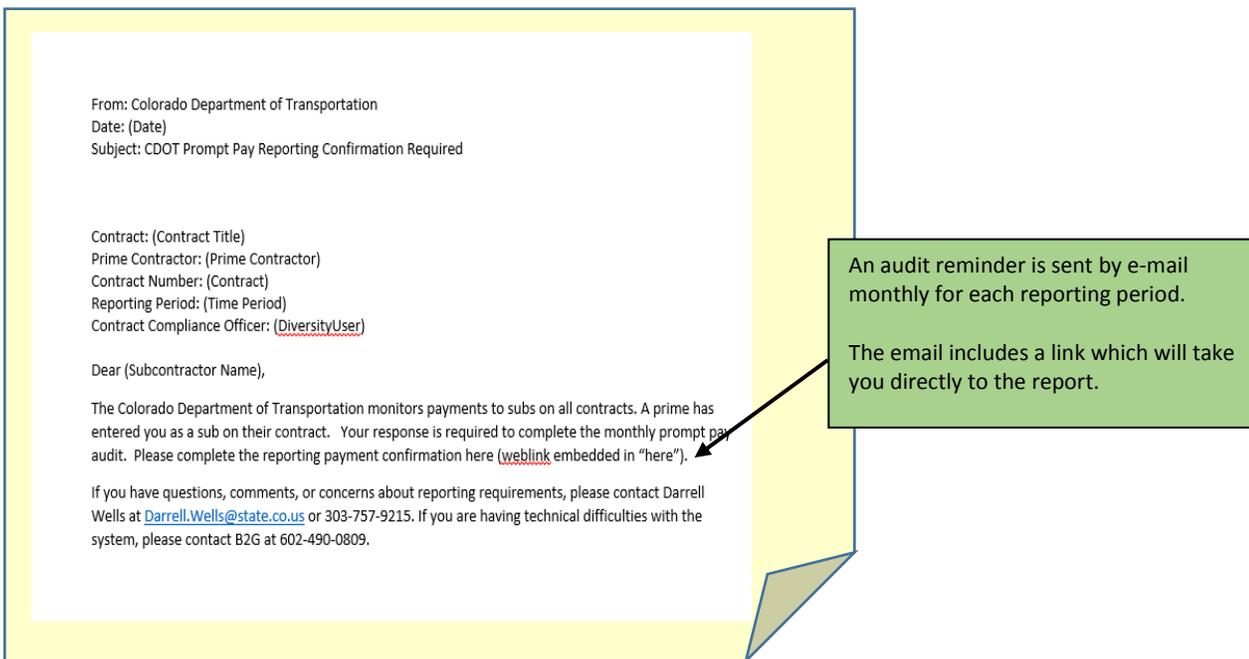
Below is a visual of the overall process:



### Step 1: E-mail

You will receive a CDOT prompt pay confirmation e-mail each month indicating reported payment to your firm. To ensure you receive these e-mails, make sure that the contact indicated on Form 205 is the contact that will be responsive to these prompt payment confirmation requests. You must complete the prompt pay confirmation (whether you confirm, deny, or would like to report a discrepancy about the payment) within 15 days. If the prompt pay confirmation is not completed within 15 days, the subcontractor will waive CDOT’s resolution assistance if a payment resolution is needed on that payment. Please note that this does not waive a subcontractor’s legal remedies for payment resolution, if any.

Each audit is delayed by one month (e.g. a June audit will be received in July). If your firm was not paid in a given month, the prime will report \$0 in the audit.



### Step 2: Complete the Report

Complete this quick report by confirming or denying the payment report information.

Please note that you may also complete the audit confirmation by logging into your B2G account, following the steps below:

Contract Main | View Contract | Subcontractors | Compliance Audit List | Messages | Comments | Reports

Colorado Department of Transportation  
 123456: KW Construction Test Transfer UP  
 Prime: CDOT Prime Test 1

Status: Open  
 10/10/2015 - 10/10/2019  
 Current Value: \$1,000,000

This is an audit notice for the contract listed below. Submit a response for each item listed below by clicking each link in the **Audit Actions** table. It is possible that some actions are not available at a specific time due to pending reports from other contractors.

Audit Information	
Time Period	December 2016
Date & Time Posted	Local: 1/4/2017 12:43:30 PM CST System: 1/4/2017 12:43:30 PM CST

Submit a response for each item listed below by clicking each link. It is possible that some actions are not available at a specific time. As a **subcontractor** Click 'Confirm payment received' or higher level subcontractors.

Audit Actions		Action Required & Response Due Date
Tier 1 Subcontractor to CDOT Prime Test 1	Sub: <b>Confirm payment received</b>	due by 1/19/2017 audit lock on 1/20/2017

Compliance Officer Information	
Contact Person	<a href="#">Katherine Williams</a>
Organization	Colorado Department of Transportation
User Number	30000046-023

Buyer/Project Manager Information	
Contact Person	<a href="#">Contact Administrator</a>
Department	Region 2
User Number	10003212-001

You may detail discrepancies in the screen that follows:

**\* required entry**

Audit Information	
Audit Time Period	September 2012

Prime Information	
Prime Contractor	Prime Contracting, Inc.
Prime Vendor Number	20000279

Prime Payment Information	
Amount Paid TO Prime for September 2012	\$65,300.00 by City of Philadelphia to Prime Contracting, Inc.
Date Paid TO Prime	9/15/2012

Audit Information	
Displayed are the reported payments by the Prime for this audit period, and the last one. Also listed are the totals to the date of the audit period.	
Amount Reported by the prime contractor for September 2012 as PAID to You	
	<b>\$5,000.00</b>
Confirm Reported Amount? *	
<a href="#">Show all options and fields</a>	<input type="radio"/> Correct - the amount reported by the prime contractor as PAID to us is correct (\$5,000.00). <input type="radio"/> Incorrect - the amount reported by the prime contractor as PAID to us is not correct.
Final Payment? *	
	<input type="radio"/> No - our work on this contract continues. <input type="radio"/> Yes - this is our last payment for this contract. <input type="radio"/> N/A - we have not begun work on this project or we have not been paid yet for our work.
Is Prime Withholding Retainage? *	
	<input type="radio"/> No <input type="radio"/> Yes

**Please Note:** If there is any dispute regarding payment during this period, please select 'Incorrect.' For example, if the prime did pay you the amount indicated in the report, but you believe the prime should have paid you a different amount, select 'Incorrect' and write details about the dispute in the comment section

### III. IMPORTANT CONTACTS:

If you need help, please use the following resources:

- **B2G Technical Support:** [cdot@dbesystem.com](mailto:cdot@dbesystem.com)
- **Pre-Award Questions:**
  - Darrell Wells -303-757-9215 or [Darrell.Wells@state.co.us](mailto:Darrell.Wells@state.co.us)
- **B2G Process Questions:**
  - Megan Coontz McAllister - 303-512-4147 or [Megan.McAllister@state.co.us](mailto:Megan.McAllister@state.co.us)
  - Katherine Williams - 303-757-9162 or [Katherine.Williams@state.co.us](mailto:Katherine.Williams@state.co.us)
- User manuals & instructional videos available