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## Chapter 15 – CRO DBE Commitments

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## 15.1 DBE Commitments

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When the notice of apparent low bidder has been issued, the low bidder begins submitting hard copies or PDFs of DBE commitment information to the regional contracts offices. The CRO (Civil Rights Office) will receive these via email or zend to from the contracts offices. The CRO DBE User role has the ability to enter the DBE Commitment information into AASHTOWare Project (AWP).

1. Log into AWP (see Chapter 1).
2. Make sure you are in the **CRO DBE User** role (see Chapter 2 for more info on roles).
3. (Figure 15.1) From the Proposal Overview component on the dashboard, (A) search for and (B) select your proposal. NOTE: A minimum of a three (3) character string is required for the system to search. You can search by Proposal ID (State/IRIS number) or the Proposal Name.

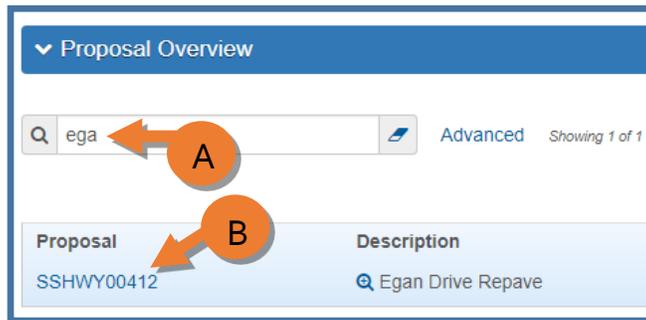


Figure 15.1

4. In the Proposal Summary component, click the **Proposal Vendors** quick link at the top of the screen (Figure 15.2).



Figure 15.2

(Figure 15.3)

5. In the Proposal Vendor Summary component, locate the vendor that the DBE Commitment will be entered for. NOTE: The vendor's rank and bid amount appear under the bidder ID and bidder name.
6. (A) Expand the proposal vendor row **action menu**.
7. (B) Select **Add DBE Commitments**.

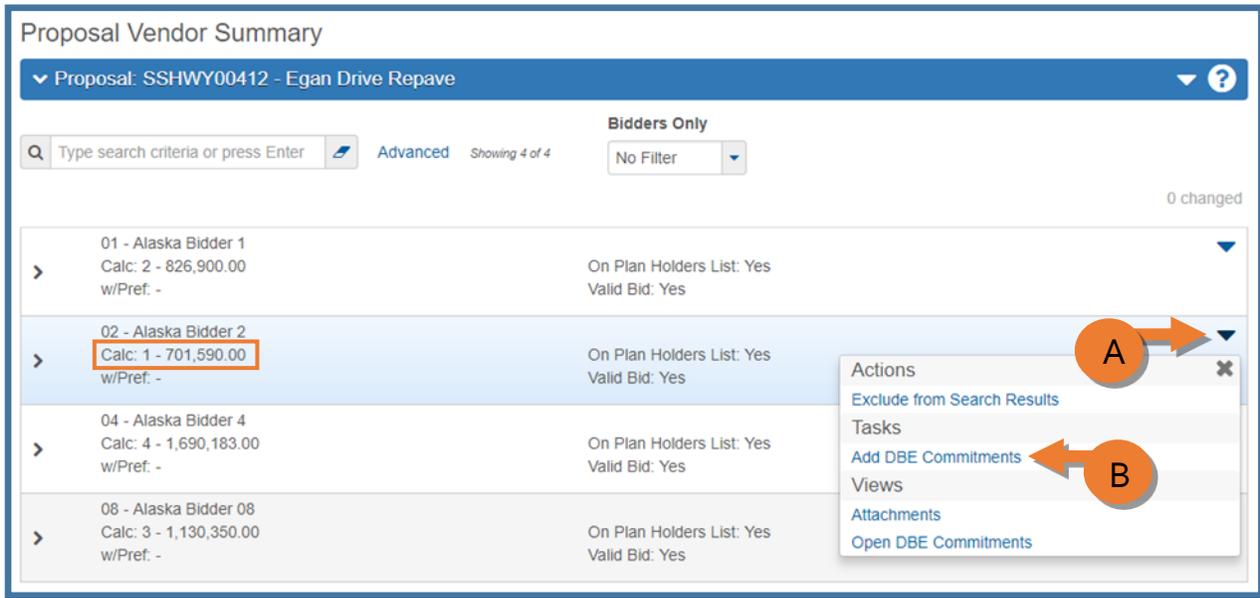


Figure 15.3

(Figure 15.4)

8. (C) In the **Vendor ID** field, search for and select the name of the DBE.
9. (D) In the **Commitment Amount** field, enter in the total amount of the DBE commitment.
10. (E) In the **Race Conscious Amount** field, enter in the race conscious DBE commitment amount.
11. (F) In the **Race Neutral Amount** field, enter in the race neutral DBE commitment amount.
12. (G) Click **<Save>**.

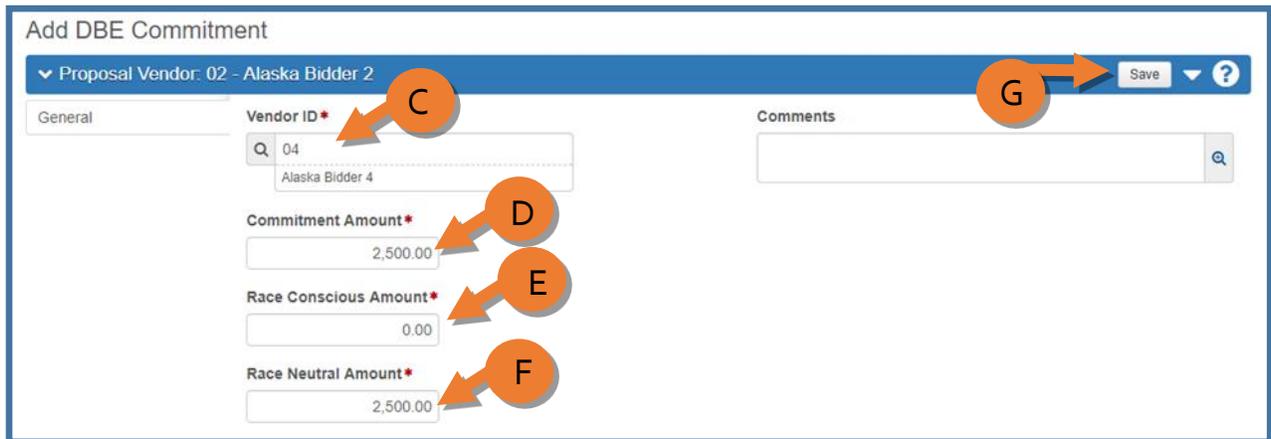
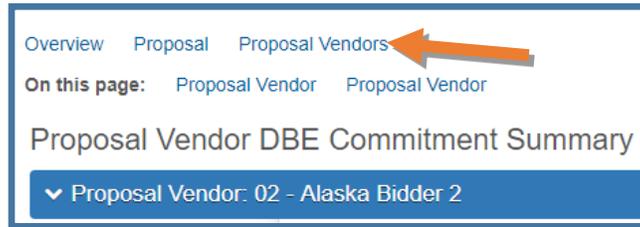


Figure 15.4

If you have multiple DBE Commitments to enter for the apparent low bidder, it may be most efficient to create the basic DBE Commitment info for each DBE before entering all the more detailed information. Once the basic DBE Commitment info is entered for each DBE, it is easy to switch back and forth between DBE commitment records.

13. To do this, return to the Proposal Vendor Summary component by clicking the Proposal Vendors quick link at the top of the screen (*Figure 15.5*).



*Figure 15.5*

14. Repeat steps 5 – 12 for all DBEs.

The Proposal Vendor DBE Commitment Summary component is broken into two parts (*Figure 15.6*). The top part is the overall DBE Commitment information for the prime contractor. The lower half of the screen is for the individual DBE commitment information. Though the top part will remain the same, for all DBE Commitment basic info added in the steps above, you can switch between DBEs by clicking the DBE Vendor dropdown and selecting another DBE to add commitment information for.

### Proposal Vendor DBE Commitment Summary

▼ Proposal Vendor: 02 - Alaska Bidder 2 Save ?

<b>General</b>	<b>Prime Vendor Id</b>	<b>Prime Vendor Name</b>
Revised Goals	02	Alaska Bidder 2
Good Faith Effort	<b>Calculated Vendor Bid Item Total</b>	<b>Total Race Conscious Amount</b>
Revised Commitment	701,590.00	0.00
Approval	<b>Total Commitment Amount</b>	<b>Total Race Conscious Percent</b>
	11,400.00	0.00
	<b>Total Commitment Percent</b>	<b>Total Race Neutral Amount</b>
	1.62	11,400.00
	<b>DBE Sub Commitment Amount</b>	<b>Total Race Neutral Percent</b>
	11,400.00	1.62
	<b>DBE Sub Commitment Percent</b>	<b>Revised Commitment</b>
	1.62	No
	<b>DBE Goal Percent</b>	
	15.60	
	<b>DBE Approval Comments</b>	

**Prime Contractor overall DBE Commitment Info**

▼ DBE Commitments 0 marked for deletion 0 changed

04	No	2,500.00	▼
Alaska Bidder 4			
<b>DBE Vendor ID</b>	<b>Ethnic Group</b>	<b>DBE Prop Vendor</b>	<b>Commit Amt</b>
IRIS#10	NON - NON-MINORITY	No	8,900.00
<b>DBE Vendor Name</b>			
Oberdiek Contracting			

**List of all DBE Commitments added to the Proposal Vendor record**

▼ Proposal Vendor: 02 - Alaska Bidder 2 Save ?

DBE Vendor: 04 - Alaska Bidder 4 ← → 04 - Alaska Bidder 4 1 of 2 ← →

IRIS#10 - Oberdiek Contracting

<b>General</b>	<b>Reference Vendor ID</b>	<b>Reference Vendor Name</b>
Work Items	04	Alaska Bidder 4
Materials	<b>Commitment Amount*</b>	<b>Primary DBE WBE</b>
Trucking	<input type="text" value="2,500.00"/>	
Revised Commitment	<b>Race Conscious Amount*</b>	<b>Ethnic Group</b>
Review	<input type="text" value="0.00"/>	
	<b>Race Neutral Amount*</b>	<b>DBE Proposal Vendor</b>
	<input type="text" value="2,500.00"/>	No
	<b>Revised Commitment Date</b>	
	<b>Comments</b>	
	<input type="text"/>	

**Individual DBE Commitment Info**

Figure 15.6

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## 15.2 Adding Individual DBE Commitment Info

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As stated earlier, the lower half of the Proposal Vendor DBE Commitment Summary component is for filling out the individual DBE commitment information.

(Figure 15.7)

1. The General tab Amount fields will populate with the amounts that were entered in the initial DBE Commitment record (see Figure 15.4) and DBE/WBE and Ethnic Group information from the DBEs vendor record. If you need to modify the original commitment amounts entered initially, you can do that here and click **<Save>**.

The screenshot shows a web application interface for editing a DBE Commitment record. The title bar reads "Proposal Vendor: 02 - Alaska Bidder 2" and includes a "Save" button and a help icon. Below the title bar, there is a dropdown menu for "DBE Vendor" set to "04 - Alaska Bidder 4" and a "1 of 2" indicator with navigation arrows. The main content area is divided into two columns. The left column contains a vertical list of tabs: "General" (selected), "Work Items", "Materials", "Trucking", "Revised Commitment", and "Review". The right column contains the following fields: "Reference Vendor ID" (04), "Reference Vendor Name" (Alaska Bidder 4), "Commitment Amount\*" (2,500.00), "Primary DBE WBE", "Race Conscious Amount\*" (0.00), "Ethnic Group", "Race Neutral Amount\*" (2,500.00), "DBE Proposal Vendor" (No), and "Revised Commitment Date". At the bottom, there is a "Comments" text area.

Figure 15.7

To add work item information (Figure 15.8):

2. (A) Click the **Work Items** tab.
3. (B) In the **Bid Item** field, search for and select the work item.
4. (C) In the **DBE Work Item Commitment Amount** field, enter the amount of the commitment attributed to this item.
5. (D) In the **DBE Work Item Commitment Amount for DBE Credit** field, enter the portion of the DBE Work Item Commitment Amount that is allowed for DBE credit.
6. (E) If there is an adjusted commitment amount for this item, enter it in the **DBE Work Item Adjusted Commitment Amount** field.
7. (F) If there is an adjusted creditable DBE amount for this item, enter it in the **DBE Work Item Adjusted Commitment Amount for DBE Credit** field.
8. (G) In the **Comments** box, enter any comments related to this work item for this DBE commitment.
9. (H) Click **<Save>**.
10. (I) To add another work item record for this DBE Commitment, click the **<New>** button and repeat steps 3 – 9.

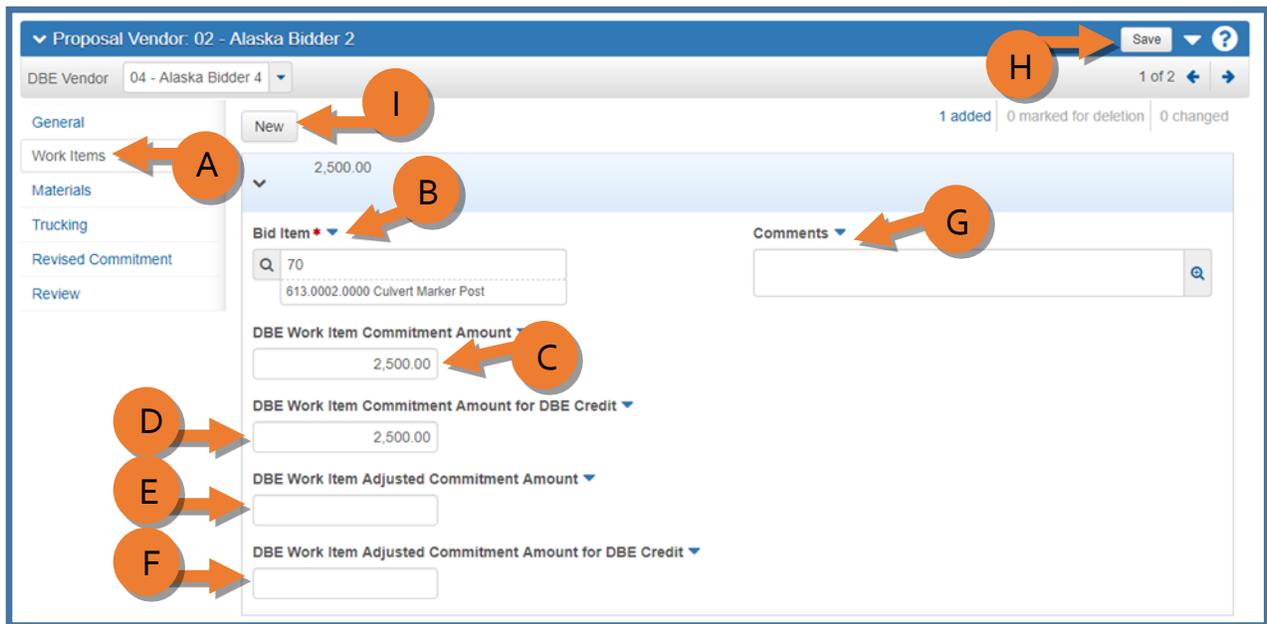


Figure 15.8

To add DBE materials commitment information (Figure 15.9):

1. (A) Click the **Materials** tab.
2. (B) Check the **Supplier/Manufacturer/Broker/Regular Dealer** box if applicable.
3. (C) In the **DBE Supplier Total Amount** field, enter the total amount for the supplier.
4. (D) In the **DBE Supplier Percentage Credit Allowed** field, enter the percent of the DBE supplier total amount that will be creditable. NOTE: Once you click <Save> the DBE Supplier Dollar Credit Allowed amount will auto-calculate.
5. (E) Select Yes or No in all the listed dropdown fields as applicable.
6. (F) Uncheck the **Original Commitment** box if this is not the original commitment.
7. (G) Click <Save>.

Proposal Vendor: 02 - Alaska Bidder 2

DBE Vendor: 04 - Alaska Bidder 4

Save 1 of 2

General

Work Items

Materials

Trucking

Revised Commitment

Review

Supplier / Manufacturer / Broker / Regular Dealer

DBE Supplier Total Amount

2,000.00

DBE Supplier Dollar Credit Allowed

250.00

DBE Supplier Percentage Credit Allowed

12.50

100% of the cost of the material/supplies purchased from DBE manufacturers was counted toward the DBE goal because the materials used on the proposal were manufactured by the DBE on the DBE's premises. If YES, then 100% DBE credit is given. If NO, DBE credit is not allowed.

Manufacturer

The entire amount of fees or commissions charged to the prime contractor for procuring and/or transporting materials or supplies for the proposal have been counted toward the DBE commitment. If YES, the cost of the materials and/or supplies are not to be counted toward the DBE goal.

Broker

The cost of the materials and/or supplies are to be counted toward the DBE goal.

DBE Procures Material?

DBE Delivers Material?

Delivered By Others?

60% of the cost of materials supplied for this project are to be counted toward the DBE goal if the DBE delivered the materials or supplies using equipment they own or lease on a long term basis.

Regular Dealer

The cost of delivering the materials or supplies are incidental to the cost of the materials or supplies, but when delivery costs are calculated separately.

DBE Owns Equipment?

Equipment Under Long Term Lease?

Owns Or Leases Equipment?

Original Commitment

Figure 15.9

To add DBE commitment trucking information (Figure 15.10):

1. (A) Click the **Trucking** tab.
2. (B) If the DBE is a trucker or truck broker, check the **Trucker / Broker** box.
3. (C) In the **DBE Trucker Total Amount** field, enter the amount of the DBE's trucking or broker commitment.
4. (D) In the **DBE Trucker Percentage Credit Allowed** field, enter the percentage of the DBE trucker total amount that is creditable.
5. (E) Click **<Save>**.

Proposal Vendor: 02 - Alaska Bidder 2  
DBE Vendor: 04 - Alaska Bidder 4

General  
Work Items  
Materials  
Trucking (A)  
Revised Commitment  
Review

Trucker / Broker (B)

DBE Trucker Total Amount (C)

DBE Trucker Percentage Credit Allowed (D)

Save (E) ?

Figure 15.10

To revise the commitment information for the DBE (Figure 15.11):

1. (A) Click the **Revised Commitment** tab.
2. (B) In the **Revised Commitment Amount** field, enter the total amount of the revised commitment.
3. (C) In the **Revised Commitment Percent** field, enter the new revised commitment percent.
4. (D) In the **Revised Race Conscious Amount** field, enter in revised race conscious amount, if applicable.
5. (E) In the **Revised Race Neutral Amount** field, enter in revised race conscious amount, if applicable.
6. (F) Click **<Save>**.

Proposal Vendor: 02 - Alaska Bidder 2  
DBE Vendor: 04 - Alaska Bidder 4

General  
Work Items  
Materials  
Trucking  
Revised Commitment (A)  
Review

Revised Commitment Amount (B)

Revised Commitment Percent (C)

Revised Race Conscious Amount (D)

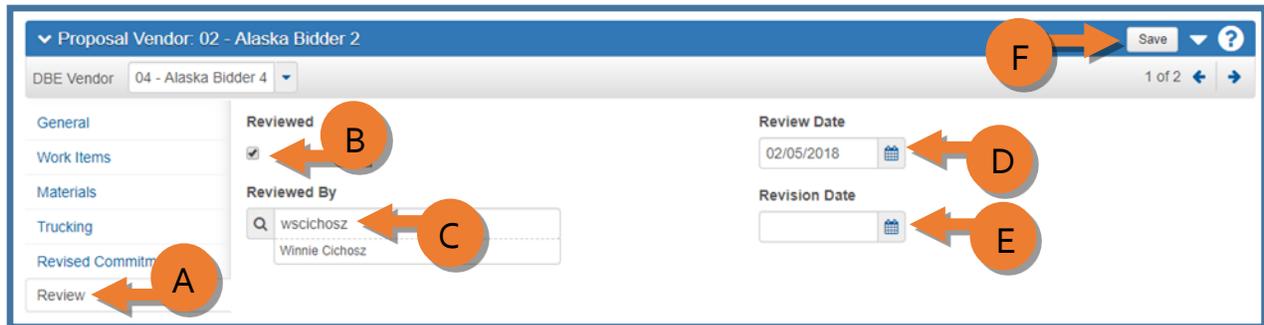
Revised Race Neutral Amount (E)

Save (F) ?

Figure 15.11

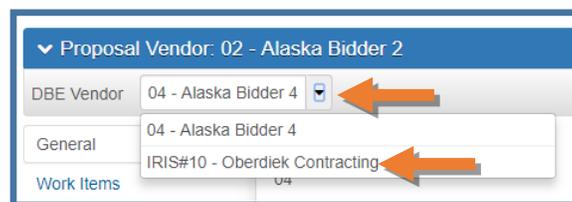
To enter DBE Commitment review/reviewer information (*Figure 15.12*):

1. (A) Click the **Review** tab.
2. (B) Check the **Reviewed** box once the DBE Commitment has been entered and reviewed.
3. (C) In the **Reviewed By** field, search for and select the person who reviewed the DBE commitment information.
4. (D) Click the **Review Date calendar icon** and select the date the DBE Commitment information was reviewed.
5. (E) If there was a later revision to the DBE commitment, once the Revised Commitment tab is populated, click the **Revision Date calendar icon** and select the date the DBE commitment was revised.
6. (F) Click **<Save>**.



*Figure 15.12*

Switch to the next DBE to enter the commitment info (*Figure 15.13*). Click the **DBE Vendor** dropdown and select the next DBE. Repeat Adding Individual DBE Commitment Info steps for all DBEs.



*Figure 15.13*

### 15.3 Adding Overall DBE Commitment Info

Once all individual DBE commitment information has been entered, populate the Proposal Vendor (Prime Contractor) DBE Commitment Information on the top half of the Proposal Vendor DBE Commitment Summary component.

The General tab has read-only fields with information about the proposal DBE goal, the vendor's total bid amount and various DBE commitment information (*Figure 15.14*).

General	Prime Vendor Id	Prime Vendor Name
Revised Goals	02	Alaska Bidder 2
Good Faith Effort	Calculated Vendor Bid Item Total	Total Race Conscious Amount
Revised Commitment	701,590.00	0.00
Approval	Total Commitment Amount	Total Race Conscious Percent
	11,400.00	0.00
	Total Commitment Percent	Total Race Neutral Amount
	1.62	11,400.00
	DBE Sub Commitment Amount	Total Race Neutral Percent
	11,400.00	1.62
	DBE Sub Commitment Percent	Revised Commitment
	1.62	No
	DBE Goal Percent	
	15.60	
	DBE Approval Comments	

*Figure 15.14*

If DBE Goals were revised after bids were opened or after award, enter the new information in the Revised Goals tab (*Figure 15.15*):

1. (A) Click the **Revised Goals** tab.
2. (B) Check the **Revised Goal** box if the goal was revised.
3. (C) In the **Revised Goal Percent** field, enter the revised DBE goal percent.
4. (D) In the **Revised Goal Approved By** field, search for and select the person who revised the goal.
5. (E) Click the **Revised Goal Approval Date** calendar icon and select the date the revised goal was approved.
6. (F) If there are any comments relating to the DBE goal revision, enter them in the **Revised Goal Comments** box.
7. (G) Click **<Save>**.

Figure 15.15

To enter the vendor's good faith effort information (Figure 15.16):

1. (A) Click the **Good Faith Effort** tab. NOTE: This tab is a replication of the current contact form.
2. (B) In the **DBE Vendor** field, search for and select the DBE that was contacted.
3. (C) In the **Person Contacted** field, type the name of the person that was contacted.
4. (D) From the **Reason Code** dropdown, select the reason given on the form.
5. (E) Click the **Contact Date calendar icon** and select the date the DBE was contacted.
6. (F) Click the **Response Date calendar icon** and select the date the DBE responded.
7. (G) In the **Explanation of Failure to Achieve an Acceptable Sub-Bid** container, select the appropriate explanation.
8. (H) In the **Reasons** container, select the reason given by the DBE. Also, add the dates for Date Prime provided requested information and Date will provide quote by and add any comments to the **Other Result Notes** field.
9. (I) In the **Work Category** field, search for and select the work category the DBE was contacted to work in.

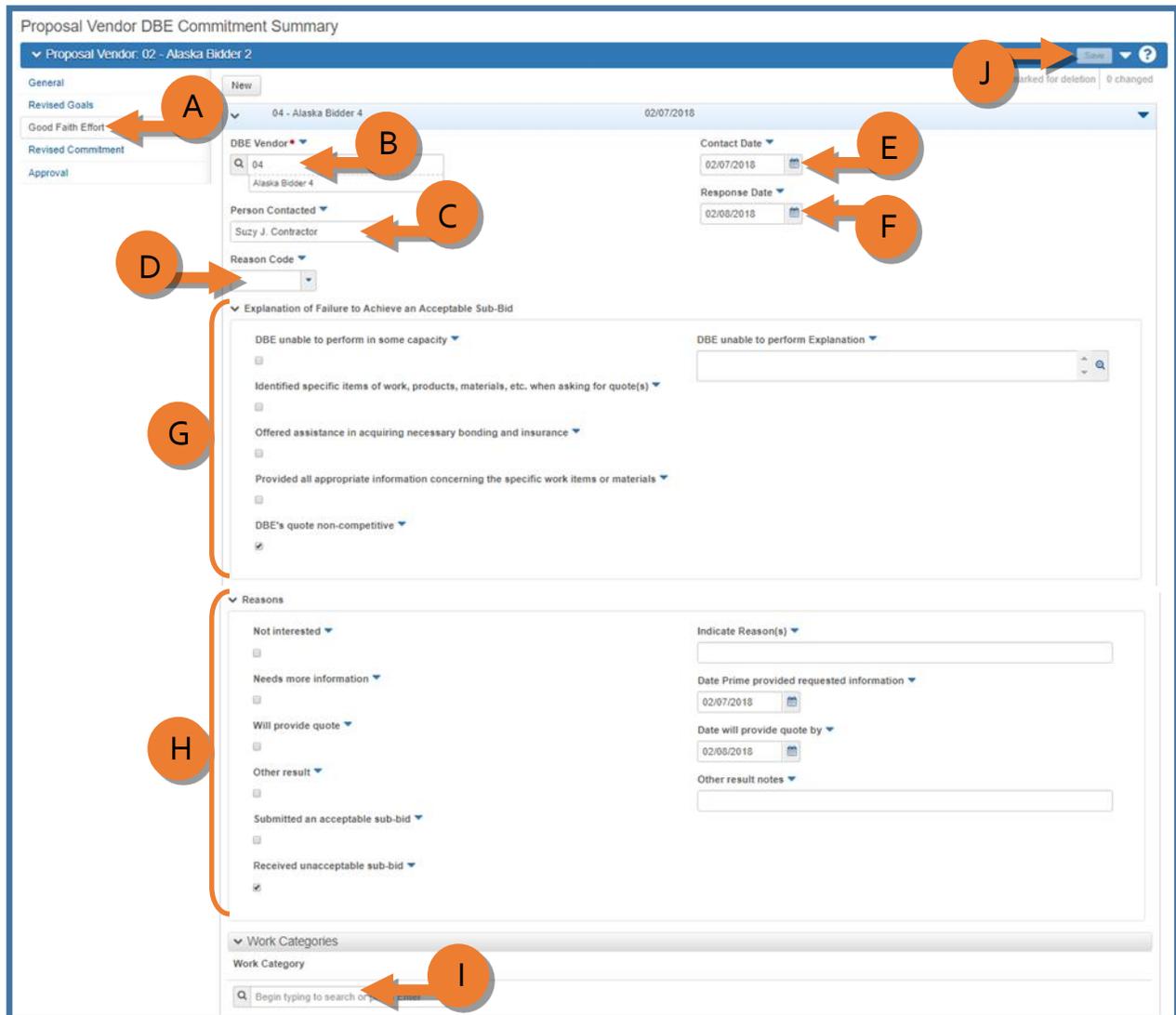


Figure 15.16

The Revised Commitment tab has read-only fields that reflect any DBE commitment revisions from the individual DBE commitment area in the lower part of the component screen (Figure 15.17).

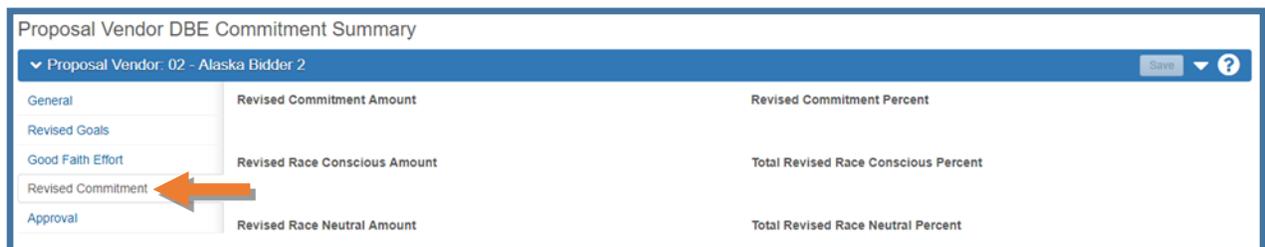


Figure 15.17

To approve the overall DBE commitment and Good Faith Effort (*Figure 15.18*):

1. (A) Click the **Approval** tab.
2. (B) Check the **DBE Commitment Approval** box.
3. (C) In the **Approved By** field, search for and select the person approving the DBE commitment information.
4. (D) Click the **Approval Date calendar icon** and select the date the DBE commitment is approved.
5. (E) If there are any comments relating to the approval of the DBE commitment, enter them in the **DBE Approval Comments** box.
6. (F) From the **Good Faith Effort** dropdown, select the status of the Good Faith Effort.
7. (G) If the DBE commitment was revised, in the **Revised Commitment Approved By** field, search for and select the person approving the revised DBE commitment information.
8. (H) If the DBE commitment was revised, click the **Revised Commitment Approval Date calendar icon** and select the date the revised DBE commitment was approved.
9. (I) If there are any comments relating to the approval of the GFE, enter them in the **GFE Approval Comments** box.
10. Click **<Save>**.



Figure 15.18

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## 15.4 Opening DBE Commitments

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Once DBE commitment info has been created, you may need to open the DBE commitments to view or modify the data.

1. Log into AWP (see Chapter 1).
2. Make sure you are in the **CRO DBE User** role (see Chapter 2 for more info on roles).
3. (Figure 15.19) From the Proposal Overview component on the role dashboard, (A) search for and (B) select your proposal. NOTE: A minimum of a three (3) character string is required for the system to search. You can search by Proposal ID (State/IRIS number) or the Proposal Name.

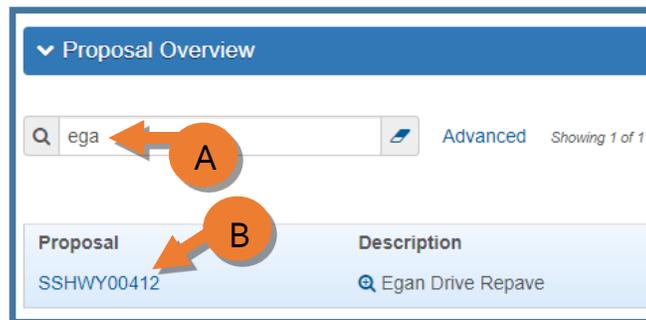


Figure 15.19

4. In the Proposal Summary component, click the **Proposal Vendors** quick link at the top of the screen (Figure 15.20).



Figure 15.20

(Figure 15.21)

5. In the Proposal Vendor Summary component, locate the vendor that the DBE Commitment will be entered for. NOTE: The vendor's rank and bid amount appear under the bidder ID and bidder name.
6. (A) Expand the proposal vendor row **action menu**.
7. (B) Select **Open DBE Commitments**.

Proposal Vendor Summary

▼ Proposal: SSHWY00412 - Egan Drive Repave

Q Type search criteria or press Enter **Advanced** Showing 4 of 4 **Bidders Only** No Filter

0 changed

>	01 - Alaska Bidder 1 Calc: 2 - 826,900.00 w/Pref: -	On Plan Holders List: Yes Valid Bid: Yes	▼
>	02 - Alaska Bidder 2 Calc: 1 - 701,590.00 w/Pref: -	On Plan Holders List: Yes Valid Bid: Yes	▼
>	04 - Alaska Bidder 4 Calc: 4 - 1,690,183.00 w/Pref: -	On Plan Holders List: Yes Valid Bid: Yes	▼
>	08 - Alaska Bidder 08 Calc: 3 - 1,130,350.00 w/Pref: -	On Plan Holders List: Yes Valid Bid: Yes	▼

Actions

- Exclude from Search Results
- Tasks
- Add DBE Commitments
- Views
- Attachments
- Open DBE Commitments

Figure 15.21

Follow the steps in the previous sections to navigate to the area of the Proposal Vendor DBE Commitment Summary component that you want to view or modify.