



QUICK REFERENCE GUIDE:

DBE Commitments - Contract

Background:

- This process is for internal staff who are adding or revising a DBE Commitment on behalf of a contractor after Contract award.
- If DBE Commitment information was entered and approved on the Proposal, this information can be found in the **Approved DBE Commitments** quick link for the selected contract and is read-only. This information will not be updated when the DBE Commitment is revised. This will remain as historical information at the time of award. Use the **Revise a DBE Commitment on a Contract** instructions to make any revisions to the DBE Commitment.
- If this information was not entered and approved on the Proposal, use the instructions for **Add DBE Commitment(s)**.
- This process is only for vendors that are currently loaded into **AASHTOWare Project**. If a vendor is not in the list of vendors, provide the vendor with a link to **IRIS** registration.
- Fields with red asterisks are required fields and must have data.

Role:

CRO User

Navigation: Civil Rights & Labor → Contracts → Select Contract →

Current DBE Commitments quick link → Contract Current DBE Commitment Summary

Add DBE Commitment(s):

1. Click the lower **Component Actions Menu** (displaying the Prime Vendor name), select **Add**
2. Search and select the **DBE firm**
3. Enter a **Commitment Amount**
4. Enter a **Race Conscious Amount**
5. Enter a **Race Neutral Amount**
6. If applicable, type any **Comments**
7. In the **Component Actions Menu**, click **Save**
8. Repeat above steps as necessary for each DBE firm on the commitment

Notes:

- The following tabs under the Contract component bar are available to either view data or add data:
 - Revised Goal (editable)
 - Good Faith Effort (editable)
 - Revised Commitment (read-only)
 - Approval (editable but the Review tab below must be completed for each DBE firm prior to editing this tab)
- The following tabs under the Prime Vendor component bar are available to add details to each commitment
 - Work Types
 - Work Items
 - Materials
 - Trucking
 - Revised Commitment
 - Review
- Below is guidance regarding each tab

Revise Goals

1. At the **Contract Current DBE Commitment Summary** Page under the Contract component bar click the **Revised Goals** tab
2. Check the **Revised Goal** box
3. Enter the **Revised Goal Percent**
4. Search and select the individual for the **Revised Goal Approved By** field
5. Enter or select the **Revised Goal Approved Date**
6. Click **Save**

Add Good Faith Efforts to the Contract DBE

Commitment Summary

1. At the **Contract Current DBE Commitment Summary** page select the **Good Faith Effort** tab
2. Search and select the DBE firm listed for the contractor's **Good Faith Effort**
3. Enter any/all fields, as needed
4. Click **Save**
5. Click the **New** button for each DBE firm

Review and Approve DBE Commitments on a

Contract:

1. At the **Contract Current DBE Commitment Summary** page under the Prime Vendor component bar click the **Review** tab
2. Check the **Reviewed** box
3. In the **Reviewed By** field search and select the reviewer
4. Enter or select the **Review Date**
5. Click **Save**
6. Repeat 1-5 for all DBE firm commitments and scroll up to the Contract component bar and click the **Approval** tab
7. Check the **DBE Commitment Approval** box
8. Search and select the individual for the **Approved By** field
9. Enter or select the **Approval Date** field.
10. If applicable, indicate if the **Good Faith Effort** was **Compliant** or **Non-Compliant**
11. Click **Save**

Revise DBE Commitments on Contract

1. At the **Contract Current DBE Commitment Summary** page under the Prime Vendor component bar select the DBE vendor for which the commitment will be revised
2. Click the **Revised Commitment** tab and enter a **Revised Commitment Amount**.
3. If applicable, enter the **Revised Race Conscious Amount**, **Revised Commitment Percent**, and the **Revised Race Neutral Amount**
4. Click **Save**
5. Click the **Review** tab for that DBE firm and enter or select the **Revision Date**
6. Click **Save**
7. Scroll up to the Contract component and click the **Approval** tab
8. In the **Revised Commitment Approved By** field search and select the approver
9. Enter or select and enter the **Revised Commitment Approved Date**
10. Click **Save**

Delete a DBE Vendor from a Commitment

1. At the **Contract Current DBE Commitment Summary**, click the **Row Actions Menu** for the DBE Vendor to be deleted
2. Click **Delete**
3. Click **Save**

Next Step:

If a revision to the DBE Commitment has been entered, reviewed, and approved it will be reflected on the General tab under the Contract component bar. The Revised Commitment field will change to Yes.

The total revised amounts for any/all revised commitments can be viewed at the Revised Commitment tab under the Contract component bar.

During the life of the project the DBE Commitment information can be revised to accurately reflect the prime contractor's commitment to meet the DBE goal.