Chapter 15 – CRO DBE Commitments

Contents

DBE Commitments

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.
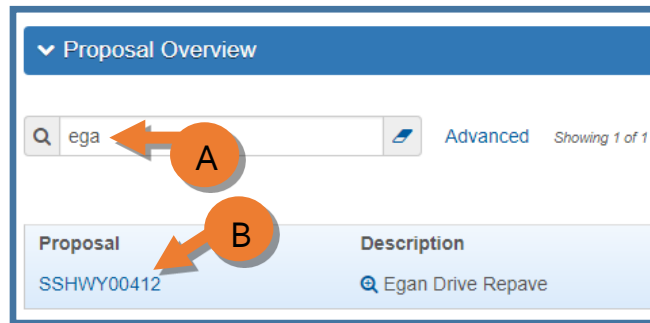

Figure 15.1

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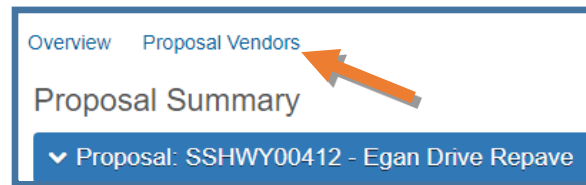

Figure 15.2

(*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**.
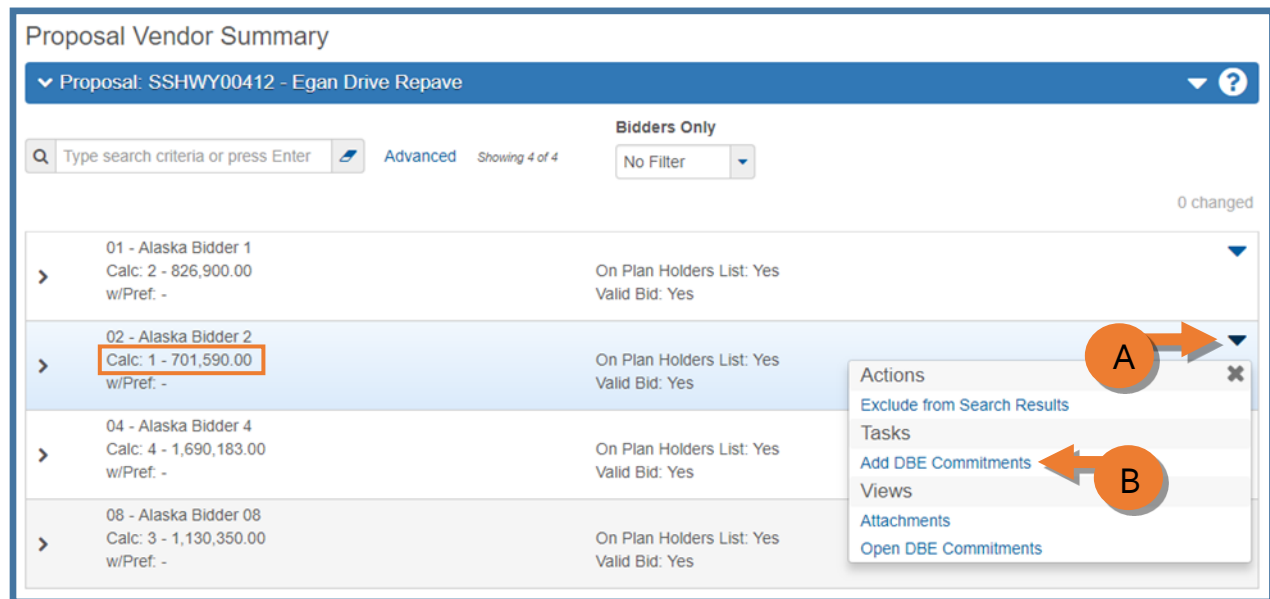7. (B) Select **Add DBE Commitments**.

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*).
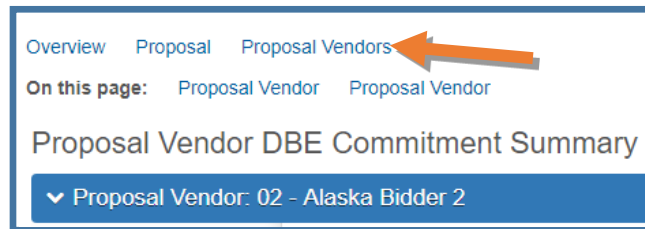

Figure 15.5

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.

Figure 15.6

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>**.

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>**.

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>**.

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** 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>**.

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

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*).

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

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.
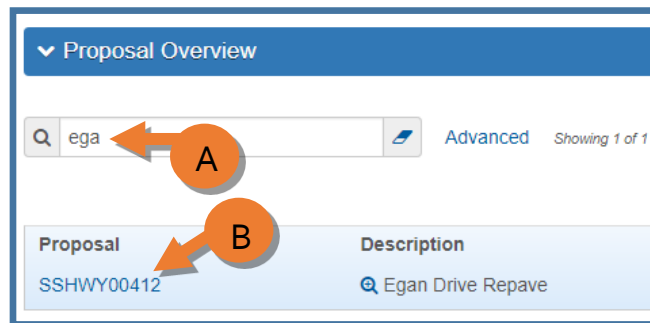

Figure 15.19

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**.

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.