



QUICK REFERENCE GUIDE:

DBE Commitments - Proposal

Background:

- This process is for internal staff who are adding or revising a DBE Commitment on behalf of a bidder when the project is in the proposal phase.
- 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(s):

CRO User

Navigation:

Preconstruction → Proposals → Select Proposal → Proposal Vendors
quick link → Proposal Vendor Summary

Add DBE Commitments on Proposal Vendor:

1. Click the **Row Actions Menu** for the appropriate vendor
2. Select **Add DBE Commitments**
3. Search and select the **DBE firm**
4. Enter a **Commitment Amount**
5. Enter a **Race Conscious Amount**
6. Enter a **Race Neutral Amount**
7. If applicable, type any **Comments**
8. In the **Component Actions Menu**, click **Save**
9. Repeat above steps as necessary for each DBE firm on the commitment

Notes:

- The following tabs at the upper Proposal Vendor 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 at the lower Prime Vendor component bar are available to add details to each commitment, if desired
 - Work Types
 - Work Items
 - Materials
 - Trucking
 - Revised Commitment
 - Review

Revise Goals

1. At the **Proposal Vendor DBE Commitment Summary** Page under the upper Proposal Vendor 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. If applicable, enter **Revised Goal Commitments**
7. Click **Save**

Add Good Faith Efforts to the Proposal Vendor

DBE Commitment Summary

1. At the **Proposal Vendor 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

Proposal Vendor:

1. At the **Proposal Vendor DBE Commitment Summary** page under the lower Proposal 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 to the upper Proposal Vendor 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 Proposal Vendor

1. At the **Proposal Vendor Summary** page, click the **Row Actions Menu** for appropriate vendor
2. Select **Open DBE Commitments**
3. At the **Proposal Vendor DBE Commitment Summary** page at the upper Proposal Vendor component bar click the **Approval** tab and uncheck the **DBE Commitment Approval** box.
4. Click **Save**
5. Under the lower Proposal Vendor component bar select the DBE firm for which the commitment will be revised
6. Click the **Revised Commitment** tab and enter a **Revised Commitment Amount**.
7. If applicable, enter the **Revised Race Conscious Amount**, **Revised Commitment Percent**, and the **Revised Race Neutral Amount**
8. Click **Save**
9. Click the **Review** tab for that DBE firm and enter or select the **Revision Date**
10. Click **Save**
11. Scroll to the upper Proposal Vendor component bar and click the **Approval** tab
12. In the **Revised Commitment Approved By** field search and select the approver
13. Enter or select and enter the **Revised Commitment Approved Date**
14. Check the **DBE Commitment Approval** box
15. 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 upper Proposal Vendor 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 upper Proposal Vendor component bar.

Once this proposal is awarded and transitioned to Construction (and CRL) you will not be able to make any further changes to the Proposal Vendor DBE Commitments.

See the **DBE Commitments – Contract** QRG for maintaining DBE Commitments throughout the life of the contract.