
Chapter 14 – CRO DBE & OJT Goal Review / Approval

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14.1 DBE Goal Review / Approval

Creating a DBE goal for a proposal is performed entirely in AASHTOWare Project (AWP). The system is set up to allow both the RCCL User (Regional Contracts Compliance Liaison) role and the Proposal User role to select DBE items. However, those with the RCCL User role will create DBE goals in AWP and enter the goal data. Once the DBE goal has been created and the CRO (Civil Rights Office) notified, users with the CRO DBE User role can review and approve the goal.

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 14.1) From the Proposal Overview component on the CRO DBE User 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.

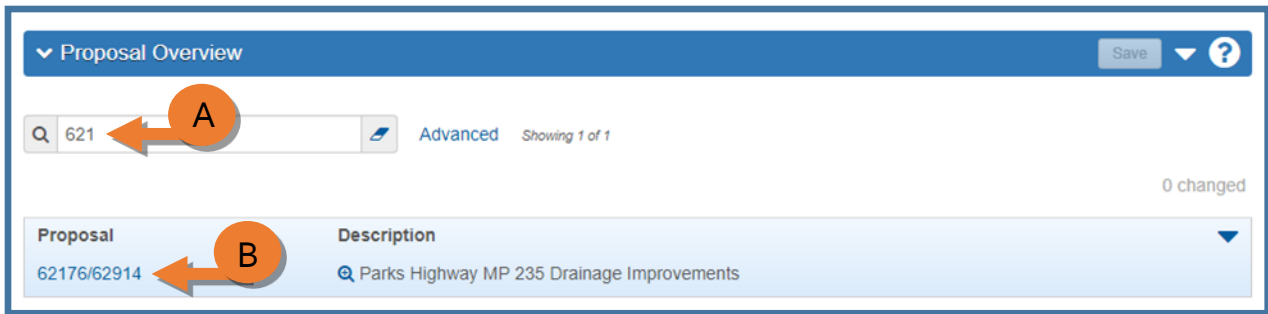


Figure 14.1

(Figure 14.2)

4. (C) Expand the Proposal Summary component **action menu**.
5. (D) Select **Attachments**.

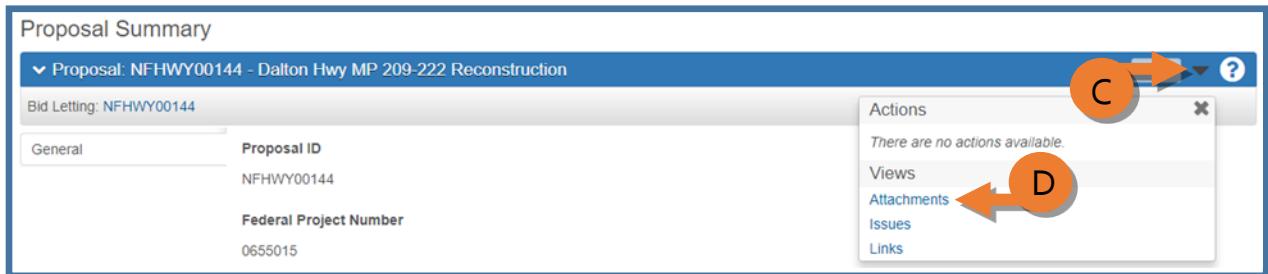


Figure 14.2

6. (E) Click the **attachment name link** to open the attachment (*Figure 14.3*).

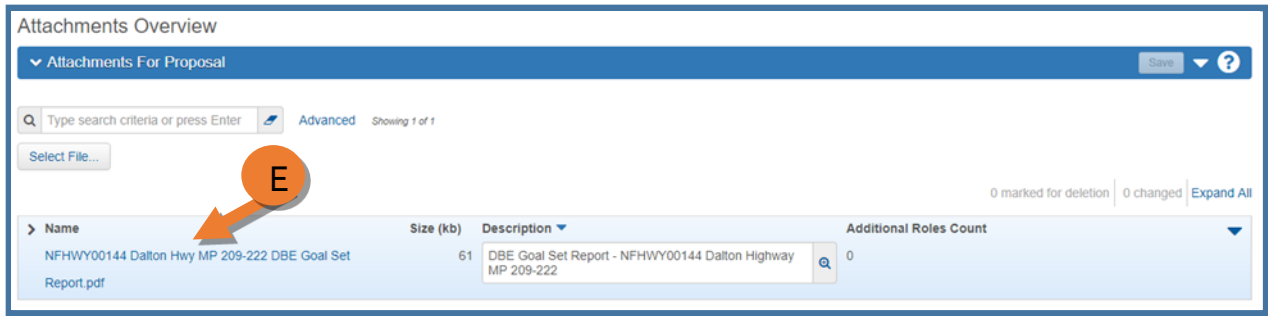


Figure 14.3

The DBE Goal Set report groups the DBE items selected by DBE Work Category (*Figure 14.4*). The report divides the Proposal DBE Total amount by the Estimated Contract Amount to arrive at the Total Subcontract Percentage (or DBE Goal percentage).

7. Verify that the DBE items and associated work categories are correct.

DBE Goal Set			
Federal Number:	0002243	Proposal Descr:	Nenana Little Goldstream Bridge Replacement (#2080)
State Number:	Z635770000	Region:	NR
Work Category:	STANDARD HIGHWAY SIGNS (PERMANENT INSTALLATION)		
Item Number	Item Description	Item Supp Description	Amount
615.0005.0000	Delineator, Flexible		\$28,000.00
Work Category Subtotal			\$28,000.00
Work Category:	SURVEYING LICENSED		
Item Number	Item Description	Item Supp Description	Amount
642.0001.0000	Construction Surveying		\$30,000.00
642.0003.000A	Three Person Survey Party		\$20,000.00
Work Category Subtotal			\$50,000.00
Work Category:	TRAFFIC MAINTENANCE		
Item Number	Item Description	Item Supp Description	Amount
643.0002.0000	Traffic Maintenance		\$200,000.00
Work Category Subtotal			\$200,000.00
Estimated Contract Amount:	\$936,532.00	Proposal DBE Total*:	\$278,000.00
DBE Goal (Estimated Total Subcontract Percentage):	29.68%	Note: Only DBE Work Categories with greater than or equal to three DBEs will appear on this report.	

Figure 14.4

NOTES:

- When the RCCL is creating the goal, if the DBE Goal (Estimated Total Subcontract Percentage) is over the 30% threshold, the number is displayed in red (*Figure 14.5*). This alerts the RCCLs to adjust the DBE items as necessary.

Estimated Contract Amount:	\$936,532.00
DBE Goal (Estimated Total Subcontract Percentage):	30.59%

Figure 14.5

- When no DBE items are selected, no work categories are selected for the DBE items, or when there are not three (3) DBEs certified in your region in a selected work category, the report will display an error message when run (*Figure 14.6*).

DBE Goal Set		
Federal Number: 6512478	Proposal Descr: Lake Otis and Tudor Pedestrian Upgrades.	Region: CR
State Number:		
No Valid Data: Must have DBE Items & Work Categories assigned on Proposal Items and minimum 3 DBEs certified in selected Work Categories for the Region		

Figure 14.6

8. Verify that the DBE information entered in the Proposal Summary component is correct (*Figure 14.7*).
 - a. Navigate to the **Contract Compliance – DBE** container in the lower part of the component.
 - b. (F) In the **DBE Goal** field, verify that that correct goal type for the proposal is selected.
 - c. (G) In the **DBE Goal Percent** field, verify the DBE Goal percentage from the DBE Goal Set report (the Total Subcontract Percentage) entered is correct.
 - d. (H) In the **DBE Aspirational Goal Percent** field, verify that the the Department’s aspirational goal for race neutral proposals is correct.
 - e. (I) In the **DBE Goal Approved By** field, search for and select the person who reviewed/approved the DBE goal.
 - f. (J) Click the **DBE Goal Approved Date calendar icon** and select the date the goal was approved.
 - g. (K) If there are any comments relating to the DBE goal for this proposal, enter them in the **DBE Comments** box.
 - h. Scroll to the top of the page and click **<Save>**.

Contracts Compliance-DBE

DBE Goal F

DBE Goal Percent G

DBE Aspirational Goal Percent H

DBE Goal Approved By I

DBE Goal Approved Date J

DBE Comments K

Figure 14.7

Once the DBE Goal information has been reviewed and approved, notify the appropriate regional personnel by email.

14.2 OJT Goal Review / Approval

Creating an OJT goal for a proposal uses both AASHTOWare Project (AWP) and the OJT Goal excel worksheet. Items are marked in the database as either labor or non-labor. The OJT Goal set report will list all the items on the proposal marked as non-labor with a total at the bottom as well as the engineer's estimate total amount. These two totals will be entered into the OJT Goal worksheet and the number of OJT positions and hours will calculate. The RCCL User role has the ability to run the OJT Goal Set Report and enter goal information into the Proposal Summary component. Once the OJT goal has been created and the CRO (Civil Rights Office) notified, users with the CRO OJT User role can review and approve the goal.

1. Log into AWP (see Chapter 1).
2. Make sure you are in the **CRO OJT User** role (see Chapter 2 for more info on roles).
3. (Figure 14.8) From the Proposal Overview component on the CRO DBE User 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.

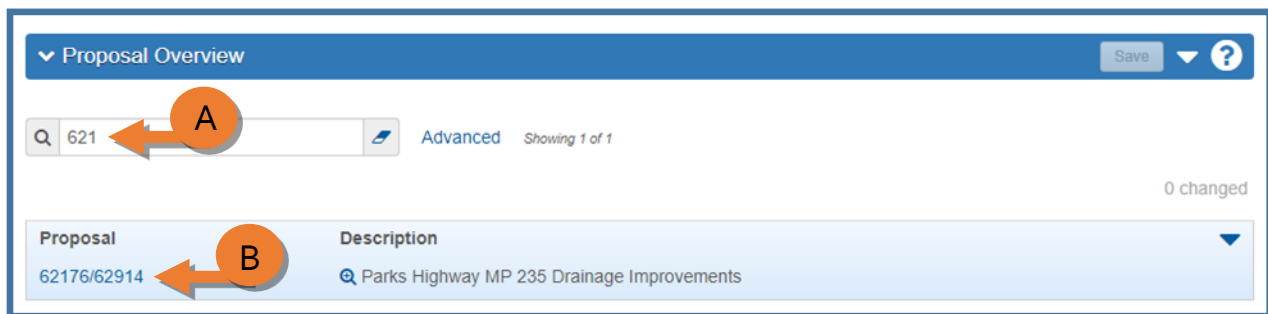


Figure 14.8

(Figure 14.9)

4. (C) Expand the Proposal Summary component **action menu**.
5. (D) Select **Attachments**.

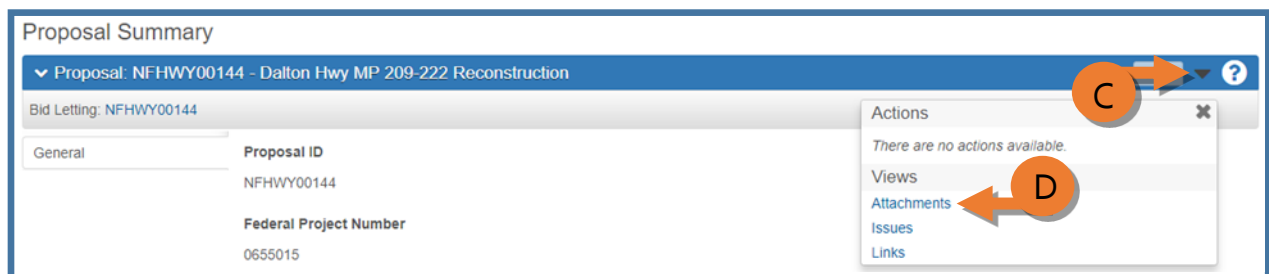


Figure 14.9

(Figure 14.10)

- (E) Click the blue **attachment name link** to open the attached OJT Goal set report.
- (F) Click the blue **attachment name link** to open the attached PDF of the OJT Goal excel worksheet.

Attachments Overview

Attachments For Proposal

Type search criteria or press Enter Advanced Showing 3 of 3

Select File...

0 marked for deletion | 0 changed | Collapse All

Name	Size (kb)	Description	Additional Roles Count
NFHWHY00144 Dalton Hwy MP 209-222 DBE Goal Set Report.pdf	61	DBE Goal Set Report - NFHWHY00144 Dalton Highway MP 209-222	0
NFHWHY00144 Dalton 209-222 OJT Goal Set report.pdf	33	OJT Goal Set Report - NFHWHY00144 Dalton Hwy MP 209-222	0
NFHWHY00144 Dalton 209-222 OJT Goal Worksheet.pdf		OJT Goal Worksheet - NFHWHY00144 Dalton Hwy MP 209-222	0

Figure 14.10

- Review the OJT Goal Set report (Figure 14.11).

OJT Goal Set			
Federal Number:	05700032	Proposal Descr:	Steese Highway MP 0 - 5 Rehabilitation
State Number:	NFHWHY00404		
Item Number	Item Description	Item Supp Description	Amount
401.0004.5228	Asphalt Binder, Grade PG 52-28		\$700,000.00
401.0008.002B	HMA Price Adjustment, Type II; Class B		\$15,000.00
401.0009.0000	Longitudinal Joint Density Price Adjustment		\$15,000.00
401.0010.0001	Pavement Smoothness Price Adjustment, Method 1		\$15,000.00
401.0015.0000	Asphalt Material Price Adjustment		\$15,000.00
641.0001.0000	Erosion, Sediment and Pollution Control Administration		\$12,000.00
641.0003.0000	Temporary Erosion, Sediment and Pollution Control		\$15,000.00
641.0004.0000	Temporary Erosion, Sediment and Pollution Control Additives		\$2,500.00
641.0005.0000	Temporary Erosion, Sediment and Pollution Control by Directive		\$5,000.00
641.0006.0000	Withholding		\$0.00
641.0007.0000	SWPPP Manager		\$10,000.00
644.0001.0000	Field Office		\$25,000.00
644.0006.0000	Vehicles		\$30,000.00
Basic Bid Amount:	\$7,765,443.00	Proposal Non-OJT Items Total*:	\$859,500.00
		*Enter Proposal Non-OJT Items Total in OJT Goal Worksheet to calculate OJT Goal.	

Figure 14.11

9. Review the OJT Goal spreadsheet PDF (Figure 14.12).

1/16/2018 E. Anderson				
Please include the following information from the project:				
Project Number:	NFHWWY00404		Steese Hwy MP 0 - 5	
Basic Bid Amount:	\$7,765,443.00			
Non-Labor Cost:	\$859,500.00			
Minimum # of Positions	3.45	Round up only if over .75		
Minimum # of Hours	1657.43	Round to 500 hours per position		
<i>If the basic bid amount is below \$1.5M there will be no 645 OJT goal.</i>				
Goal: 3 Position				
1500 Hours				

Figure 14.12

10. Verify that the OJT information entered in the Proposal Summary component is correct (Figure 14.13).
- Navigate to the **Contract Compliance – OJT** container in the lower part of the component.
 - (G) In the **OJT Goal – Hours** field, verify the goal hours from the OJT worksheet.
 - (H) In the **OJT Goal – Number of Trainees** field, verify the goal positions from the OJT worksheet.
 - (I) In the **OJT Goal Approved By** field, search for and select the person who reviewed/approved the OJT goal.
 - (J) Click the **OJT Goal Approved Date calendar icon** and select the date the goal was approved.
 - (K) If there are any comments relating to the OJT goal for this proposal, enter them in the **OJT Comments** box.
 - Scroll to the top of the page and click **<Save>**.

Contracts Compliance-OJT

OJT Goal-Hours: 1,500 (Callout G)

OJT Goal-Number of Trainees: 3 (Callout H)

OJT Goal Approved By: nmlucero (Callout I)
Norma Lucero (Callout K)

OJT Goal Approved Date: 02/06/2018 (Callout J)

OJT Comments: (Callout K)

Figure 14.13

Once the OJT Goal information has been reviewed and approved, notify the appropriate regional personnel by email.

OJT item lookup on multi-project proposals:

1. Log into AWP (see Chapter 1).
2. Make sure you are in the **CRO OJT User** role (see Chapter 2 for more info on roles).
3. (Figure 14.8) From the Proposal Overview component on the CRO OJT User 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.
4. On the Proposal Summary component, click the **Sections and Items** quicklink (Fig 14.14).

Overview Proposal Vendors **Sections and Items**

Proposal Summary

▼ Proposal: NFHWY55779 - Steese Hwy MP 0-5

Bid Letting:

General **Proposal ID**
NFHWY55779

Figure 14.14

You will see a list of Proposal and Project Items.

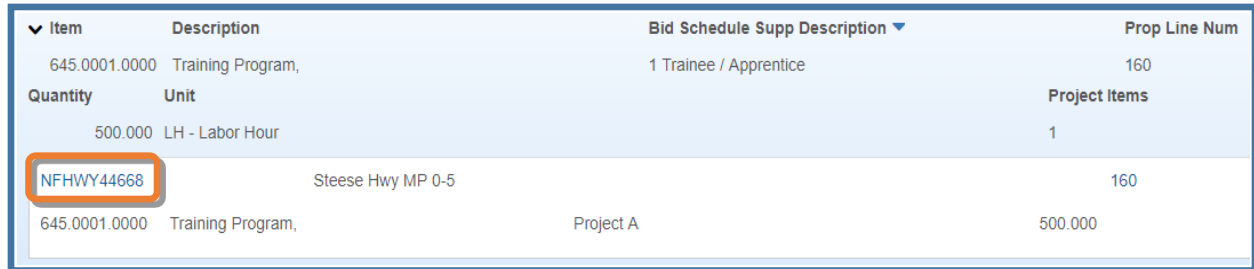
5. Scroll down until you see the 645.0001.0000 Training Program item.
6. Expand the row by clicking the arrow (*Fig 14.15*).



>	645.0001.0 Training Program,	1 Trainee / Apprentice	160
	500.000 LH - Labor Hour		1

Figure 14.15

The project number to which the item is assigned will appear (*Fig 14.16*).



Item	Description	Bid Schedule Supp Description	Prop Line Num
645.0001.0000	Training Program,	1 Trainee / Apprentice	160
Quantity	Unit		Project Items
500.000	LH - Labor Hour		1
NFWY44668	Steese Hwy MP 0-5		160
645.0001.0000	Training Program,	Project A	500.000

Figure 14.16