3.1 DBE Goal Creation

Background:

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 or CRO User role will create DBE goals in AWP and enter the goal data.

Roles:

RCCL User, CRO User

Navigation:

Preconstruction > Proposal Overview

1. From the Proposal Overview search for and select the proposal.
2. In the Proposal Summary component, click the **Sections and Items** quick link.
3. Select the **Proposal Items** tab.
4. Check the **DBE** checkbox for DBE items.
5. In the **DBE Work Category** field, search for and select the appropriate work category for the item.
6. Repeat for all DBE items.
7. Click **Save**.
8. Return to the Proposal Summary component by clicking on the **Proposal** quick link.
9. Expand the Proposal Summary component **Action Menu**.
10. Under the Reports section, select the **DBE Goal Set** report.
11. On the Generate Reports component bar, click **Execute**.

12. Return to the Proposal Summary component by clicking the **Previous** button.
13. In the General tab, navigate to the **Contract Compliance – DBE** container at the bottom of the screen.
14. From the **DBE Goal** dropdown, select the appropriate DBE goal type for the proposal.
15. In the **DBE Goal Percent** field, enter the DBE Goal percentage from the DBE Goal Set report (the Total Subcontract Percentage).
16. In the **DBE Aspirational Goal Percent** field, enter the Department's aspirational goal for race neutral proposals.
17. Click **Save**.
18. Save the DBE Goal Set report as a PDF to your files and attach to the **Proposal Summary** component.

Next Steps:

Create an OJT goal for a proposal. See QRG - *OJT Goal Creation*.