



QUICK REFERENCE GUIDE:

DBE Certification

Background:

- This process is for internal staff who are adding, editing, or removing a DBE Certification to a vendor in AASHTOWare Project.
- 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 Admin, CRO User

Navigation: Reference Data → Vendors → Choose Vendor → DBE

Quick Link → Vendor DBE Summary

Add DBE/ACDBE Certification:

- **Certification tab** – The **DBE Certifying Entity** will always default to AUCP and the **DBE Certification Status** will default to Not Certified. To certify a DBE firm:
 - Change the **DBE Certification Status** to **Certified**
 - Select a **Certified Gender**
 - Enter or select a **DBE Certification Date**
 - Enter or select a **DBE Certification Annual Review Date**
 - Select the **DBE Type**
 - Select the **Ethnic Group**
- Optional Information to enter:
 - Checkbox for **Small Business Enterprise**
 - Checkbox for **GFE Required?**
 - Checkbox for **ACDBE**
 - Select **Home State Certification**
 - Add **Bond Limit** amount
 - **Comments**
 - **Business Description**
 - **Web Site**
- Populate checkboxes, if applicable, in the **Support Services** container
- Click **Save** – the system will auto-generate the next available **DBE Certification Number**

Maintain DBE/ACDBE Certification:

The following tabs are available to use to maintain DBE Certification information, followed by the fields in the tab

- Work Codes tab
 - NAICS Codes
 - Work Categories
- Work Locations tab
 - Borough
 - Region
- Events tab
 - Events/Actions
 - Assigned To
 - Due/Expected Date
 - Assigned Date
 - Completed By
 - Completed Date
- Additional Vendor Types tab
 - ID – Type of Vendor
 - Effective Date
 - Inactive Date
 - Comments
- Gross Receipts tab
 - Year
 - Select Submittal Type
 - Enter or select Submittal Date
 - Annual Affidavit Date
 - Gross Receipts
 - Comments
 - Number of Employees
 - 3-yr Avg will be auto-calculated
 - 5-yr Avg will be auto-calculated
- Officer Net Worth tab (you must have a Contact entered on the Vendor quick link, Contacts tab – see below)
 - Search and select Officer ID
 - Enter a Certification Year
 - Select a Submittal Type
 - Enter or select Submittal Date
 - Enter Personal Net Worth
 - If applicable, enter Comment

Vendor Quick Link – DBE Information

- **Bidder's Registration** tab
 - Select **State of Incorporation**
 - Enter the **Year Firm Established**
 - Select **Range Annual Gross Receipt**
 - Enter or select **Bidder Registration Submittal Date**
 - The system will display the **Small Business Enterprise** indicator and the **DBE Certification Status** for this vendor
 - Enter the **Registered Bidder Information**, as applicable
 - Enter the **Types of Contracts/Proposals bid by firm**, as applicable
 - Click **Save**
- **Addresses** tab
 - Click the **New** button
 - In the **Address ID** field select **DBE**
 - Add the DBE firm's mailing address details to the remaining available fields
 - Click **Save**
- **Contacts** tab
 - Enter a **Name**
 - Check the **Primary DBE Contact** box if this is the contact to receive correspondence from the Civil Rights office. (only one per Vendor)
 - Use the pull-down menu to indicate if this contact is an **On-Site Contact**
 - Add any Contact details to the remaining available fields
 - Click **Save**
- **Professional Licenses** tab
 - Search and select the **Professional License Type**
 - If applicable, enter or select an **Expiration Date**
 - If applicable, enter a **License Holder**
 - Click **Save** – the system will auto-populate the sequence number as each license is added

Available Reports:

- ACDBE Annual Approval Letter
- ACDBE Certification of Qualification
- ACDBE Directory
- ACDBE Welcome Letter
- Certified DBEs – Date Range
- DBE ANC Firms
- DBE Annual Approval Letter
- DBE Annual Review Letter
- DBE Certificate of Qualification
- DBE Directory – Alphabetical
- DBE Directory by NAICS
- DBE Directory by Work Category
- DBE Email List
- DBE Email List – Prof Services Work Cat
- DBE Email List – Professional Services
- DBE Email List – Work Categories
- DBE Final Decertification Letter
- DBE Intent to Remove Eligibility Letter
- DBE Welcome Letter
- Removed DBEs – Date Range



Generate Letters and Reports:

The following information must be populated in a **Vendor** record for the letter to generate properly.

- **Contacts** tab – only the contact with the **Primary DBE Contact** box checked will receive the letters
- **DBE** quick link, **Certification** tab
 - **DBE Certification Status** must be set to **Certified**
 - **DBE Certification Annual Review Date** must have a date
 - For ACDBE Letters or Reports the **ACDBE** box must be checked

Generate Multiple Letters:

Currently, this is available for the **DBE Annual Review Letter**. At the Global Actions Menu select Generate Report

1. Search and select the **DBE Annual Review Letter**
2. The first time you generate this report, click the **Advanced** filter
3. In the **Filters**
 - a. Select **DBE Certification Annual Review Date**
 - b. Select **Is Later Than** and enter a date
 - c. Pull down the next menu and select **And**
 - d. Select **DBE Certification Annual Review Date**
 - e. Select **Is Earlier Than** and enter a date
4. At the **Apply Settings** heading, enter a name for this advanced filter
5. Click **Save and Apply** (*this filter will now be saved and the next time you want to generate the letters, update the dates*)
6. Data will be displayed for all DBE firms that have a **DBE Certification Annual Review Date** between the dates you've selected
7. Select any or all DBE firms in the list
8. Use the **Arrow**   to scroll right to **Set Parameters**
9. Enter or select the **Date Documents Due**
10. Click **Execute**