



QUICK REFERENCE GUIDE:

2.4 DBE Goal Item Selection

Background:

The DBE item selection process varies from region to region. Those with the Proposal User role or the RCCL User role can designate proposal items as DBE items and select the work category for the item.

Roles:

Proposal User, RCCL User, CRO User

Navigation:

Preconstruction > Proposal Overview

1. From the Proposal Overview search for the project to be included in the proposal by entering at least three (3) characters of the Project ID or the Project Name in the search box.
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**.

Next Steps:

Notify the RCCL to complete the goal creation process. The next step is DBE/OJT Goal Creation.

If you need further assistance please contact your Module Admin
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