

ADOT Business Engagement and Compliance

DBE Contract Goal Setting Application User Manual

Table of Contents

Glossary.....	2
Workflow.....	3
Creating and Accessing Your Account.....	4
ADOT Goal Requestors.....	4
Local Public Agency Goal Requestors	4
Trouble Shooting Error Messages	5
Change Your Password.....	5
Forgot Your Password	5
Resend Activation Email.....	5
Navigate the Main Menu	5
Navigate the Dashboard	5
Dashboard Columns	6
Sorting Columns: Submit Date, Project Number and Status	7
Create a Goal Request	9
Goal Worksheet	9
Goal Worksheet Types	9
Work Categories.....	12
Print a Submitted Goal Request.....	13
Print an In-Process Goal Request.....	14
Goal Request Approved	15
Resubmit a Returned Goal Request	15
Resubmit an Expired Goal Request.....	15
Copy a Previously Submitted Goal Into a New Goal	15
Request to Expire a Goal.....	16
Request to Add a New Project Number	17

Glossary

ADOT – Arizona Department of Transportation

BECO – Business Engagement and Compliance

CARF – Computer Access Request Form

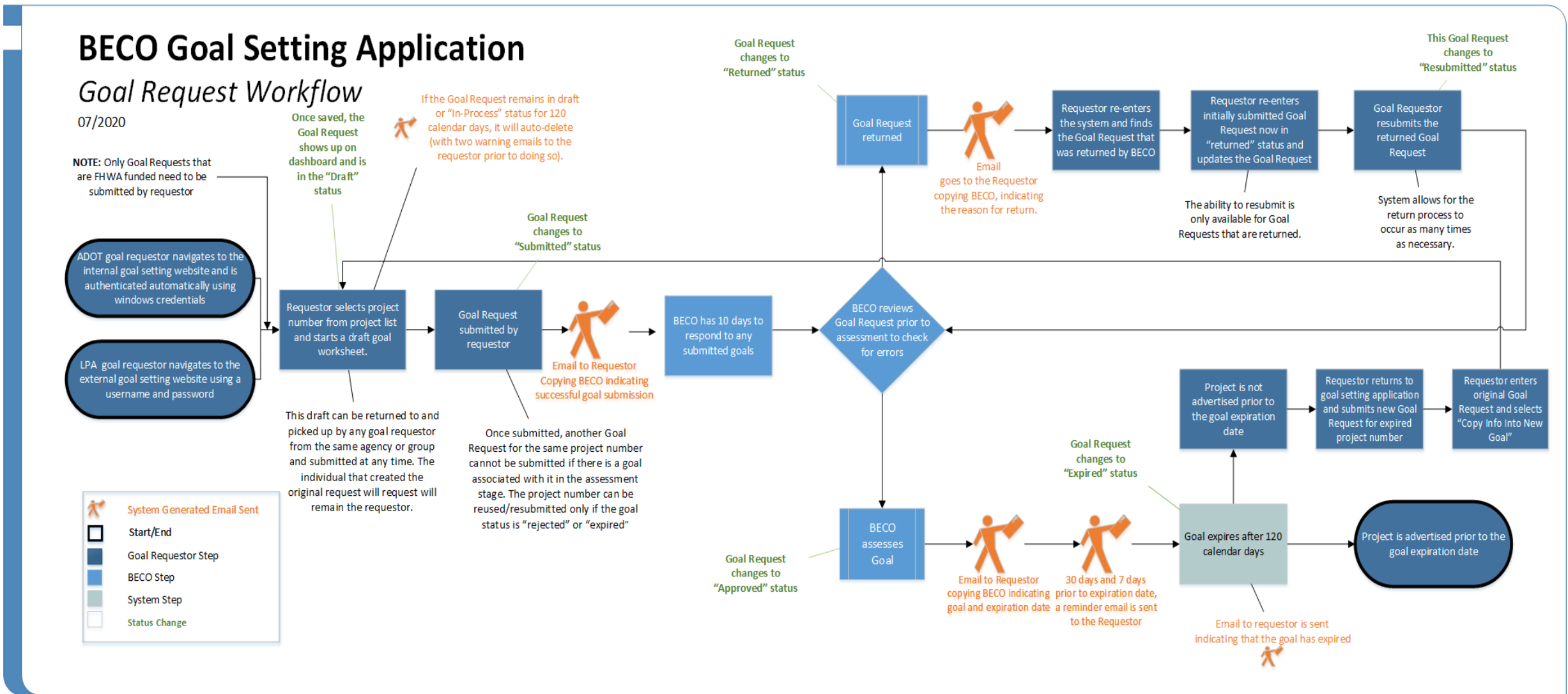
Goal Request – The entire request submitted by the Goal Requestor comprised of the Goal Worksheet and the Work Category Page

Goal Requestor – The person submitting the Goal Request

Goal Worksheet – The page where the project information about the Goal Request is provided

LPA – Local Public Agency

Work Category Page – The page where the project work category information for the Goal Request is provided



Creating and Accessing Your Account

ADOT Goal Requestors

As an ADOT Goal Requestor, if you already have access to the system, you will navigate to the [internal Goal Setting Application](#) page and will be authenticated (i.e., logged in) automatically.

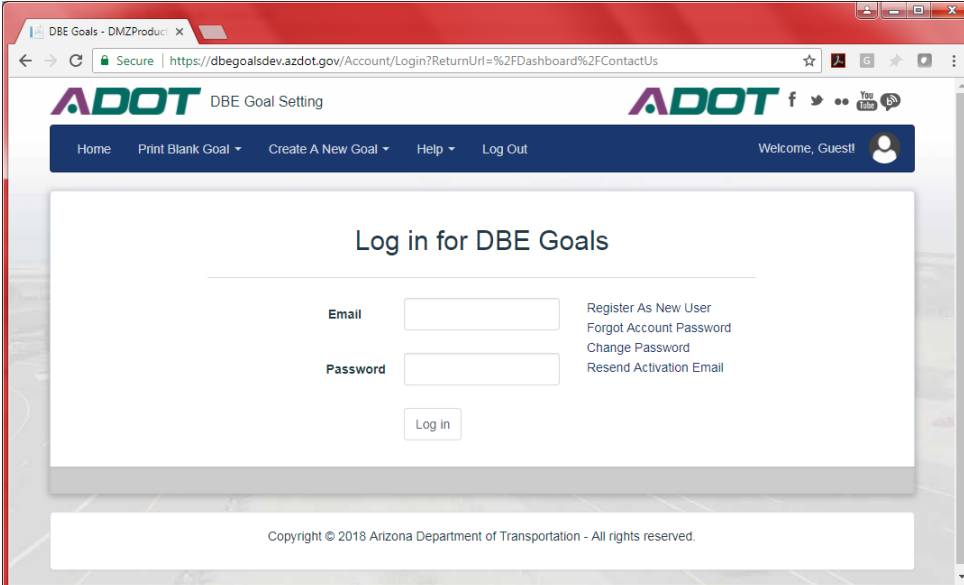
If you do not have access to the Goal Setting application yet, you should submit a ticket to the service desk by either calling (602) 712-7249 or using the self-service, [service desk portal](#) and ask for access to the BECO Goal Setting Application with a “User” role. A [CARF](#) is required. You should allow for up to five (5) business days to receive access after you submit a CARF, depending on whether the CARF is submitted and approved by the appropriate supervisor in a timely manner.

Local Public Agency Goal Requestors

As an LPA Goal Requestor, if you already have access to the system, you will navigate to the [external Goal Setting Application](#) page and use the credentials you created to log in.

If you do not have an account, you will navigate to the [external Goal Setting Application](#) page, click on the “[Register As New User](#)” link, fill out the form, and follow the step-by-step instructions. You must activate your account via email as soon as you create your login and password. If you do not activate your account within 48 hours using the email sent to you during the registration process, you will need to request a new Activation Email. This step completes the account creation process. See [Resend Activation Email](#) for further instructions if you did not activate your account within 48 hours.

Once you establish your log in credentials, you will need to contact BECO to be given the appropriate access within the system. To do that you should email your full name, the email that you registered with, your phone number and the name of the Agency that you work for to DBEContractGoals@azdot.gov. You should allow for up to two (2) business days to receive access after you contact us, if the appropriate information is provided in the original request.



The screenshot shows a web browser window displaying the ADOT DBE Goal Setting login page. The browser's address bar shows the URL: <https://dbegoalsdev.azdot.gov/Account/Login?ReturnUrl=%2FDashboard%2FContactUs>. The page features the ADOT logo and a navigation bar with links: Home, Print Blank Goal, Create A New Goal, Help, and Log Out. A user greeting "Welcome, Guest!" is visible. The main content area is titled "Log in for DBE Goals" and contains a login form with fields for "Email" and "Password", a "Log in" button, and links for "Register As New User", "Forgot Account Password", "Change Password", and "Resend Activation Email". The footer states: "Copyright © 2018 Arizona Department of Transportation - All rights reserved."

Trouble Shooting Error Messages

If you requested access and received an email stating you have access but every time you try to log in you get an error message try manually typing in your user name and password.

Using autofill and other prompted fill in responses sometimes contain extra spaces that cannot be seen. You can also try changing your password by following the instructions below.

Change Your Password

To change your password, navigate to the [external Goal Setting Application](#) page and click “Change Password” and follow the on screen instructions.

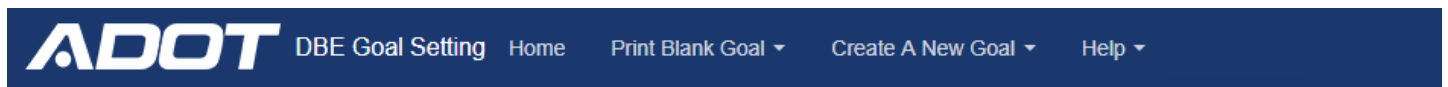
Forgot Your Password

If you forgot your password, navigate to the [external Goal Setting Application](#) page and click “Forgot Account Password” and follow the on screen instructions.

Resend Activation Email

If you did not click on the link in your registration validation email within 48 hours of creating your credentials, navigate to the [external Goal Setting Application](#) page, click “Resend Activation Email” and follow the on screen instructions.

Navigate the Main Menu



The Main Menu is located at the top of the page, regardless of which page you are on in the application. The Main Menu consists of the:

- “Home” button which takes you to your Dashboard which consists of all goals initiated by you and anyone in the agency or group that you are a part of.
- “Print Blank Goal” dropdown menu which gives you the option to download a blank goal for the three types of Goal Worksheets.
- “Create A New Goal” dropdown menu which gives you the option to start any of the three types of Goal Worksheets.
- “Help” dropdown menu which includes the User Manual and a Contact Us section for BECO.
- “Log Out” button that is applicable to LPA’s using the external application only. This button will log you out of the application.

Navigate the Dashboard

Your dashboard consists of a list of all Goal Requests initiated by you and all other goal requestors within your same agency or group. Goal Requests can be searched for by Project Number or by Requestor. Because you share your dashboard with all of the other requestors within your same agency or group, Goal Requests can be picked up by any goal requestor in your agency or group and can be updated or submitted by them at any time.

To run a search, select the Project Number and/or the Requestor Name and click “Search”

Project No. Requestor

Search

Viewing 1-1 of 1

Submit Date	Project Number	Project Description	Contract Estimate	Final Goal Assessed	Status
4/2/2018	H804801E	MP 80 - MP 105.3	\$123,456	11.58%	Expired

You can display up to 100 goals per page by selecting the desired number of goals in the dropdown menu at the bottom right hand corner of the page; the default is 25 goals per page.

10
25
50
100

<< < 1 > >>

Status ↑

Expired

<< < 1 > >> 25 ▲

To review a Goal Request, click on the Project Number of the Goal Request that you would like to review.

Submit Date	Approval Date	Expiration Date	Project Number	Project Description	Final Goal Assessed	Status
3/2/2018			F001401	SAN SIMON POE	10.95%	Submitted
3/2/2018			F012901D	System Preservation (Engineering)	15.02%	Submitted
3/2/2018			H316703C	BULLHEAD DRNG INSP C/O #8	20.96%	Submitted

Dashboard Columns

Project No. Requestor

Search

Viewing 1-1 of 1

Submit Date	Project Number	Project Description	Contract Estimate	Final Goal Assessed	Status
4/2/2018	H804801E	MP 80 - MP 105.3	\$123,456	11.58%	Expired

- “Submit Date” is the date the Goal Request was submitted to BECO for assessment. If the Goal Request is not submitted yet, this column will be blank.
- “Project Number” is the ADOT project number and a hyperlink that you need to click to access the Goal Request associated to that particular project.
- “Project Description” is the description of the project or main project header.

- ## Sorting Columns: Submit Date, Project Number and Status

- For example, with the Submit Date column – click the “arrow” in the title twice, the column will sort in ascending order from earliest date to present date, two clicks places the column in descending order.
- This sorting can be applied to the other sortable columns as well (Project Number and Status).

Default:

Ascending:

Page 7 of 17

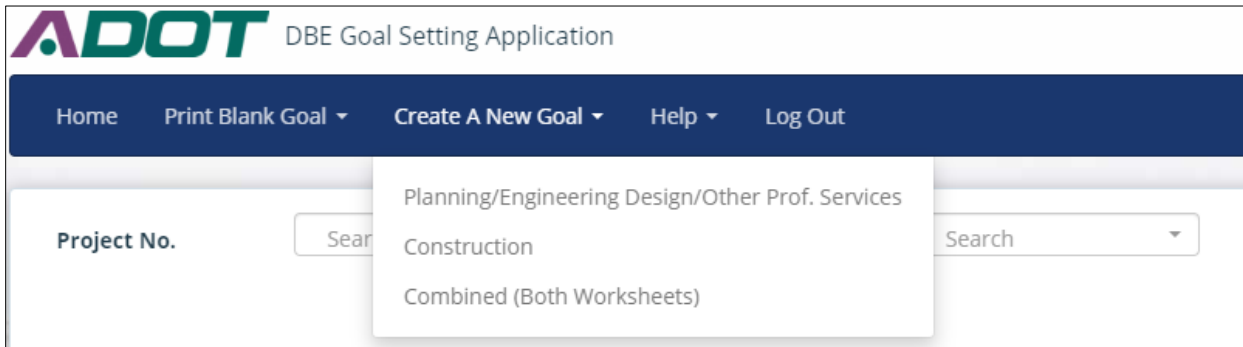
Descending:

Viewing 1-25 of 532		
Submit Date ↓		Expira
6/25/2020		
6/25/2020	6/25/2020	6/25/20
6/25/2020	6/25/2020	6/25/20
6/25/2020	6/25/2020	6/25/20
6/24/2020	6/24/2020	10/22/
6/24/2020	6/24/2020	10/22/
6/24/2020	6/24/2020	10/22/
6/24/2020	6/24/2020	10/22/
6/24/2020	6/24/2020	10/22/
6/24/2020	6/24/2020	10/22/
6/24/2020	6/24/2020	10/22/
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6/24/2020	6/24/2020	10/22/
6/24/2020	6/24/2020	10/22/
6/24/2020	6/24/2020	10/22/
6/24/2020	6/24/2020	10/22/
6/23/2020		
6/23/2020	6/23/2020	10/21/
6/23/2020	6/23/2020	10/21/
6/23/2020	6/23/2020	10/21/

Create a Goal Request

Note: Only FHWA funded contracts need to be submitted through the goal setting application.

Goal Worksheet



The screenshot shows the ADOT DBE Goal Setting Application interface. At the top, there is a navigation bar with links: Home, Print Blank Goal, Create A New Goal, Help, and Log Out. Below the navigation bar, there is a section for selecting a project. On the left, there is a label 'Project No.' and a search input field. On the right, there is a dropdown menu with three options: 'Planning/Engineering Design/Other Prof. Services', 'Construction', and 'Combined (Both Worksheets)'. The dropdown menu is currently open, showing these options.

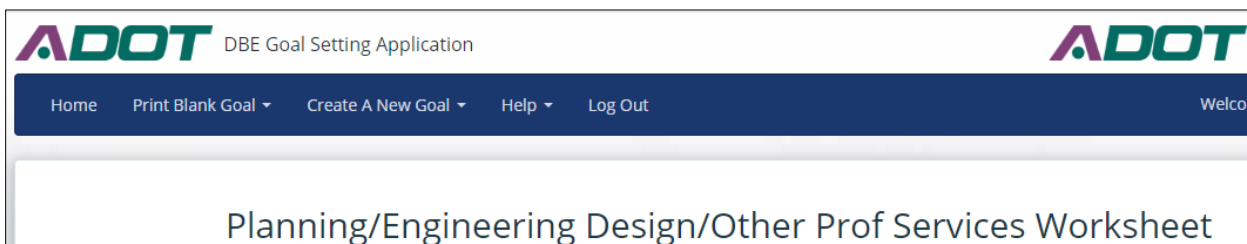
From any screen, click on the “Create A New Goal” dropdown on the Main Menu at the top of the page and select the type of Goal Worksheet that you would like to start.

Goal Worksheet Types

Choose your goal worksheet carefully. If you submit a Goal Request on the incorrect worksheet you cannot copy the information to another worksheet type. If you are unsure, contact BECO. BECO’s contact information is provided in the Main Menu under the “Help” dropdown.

- “Construction” is the worksheet for construction projects
- “Planning/Engineering Design/Other Professional Services” is the worksheet for Engineering Design, Planning, or Professional Services projects
- “Combined (Both Worksheets)” is the worksheet for projects that have both construction and design components.
 - If you feel you need to submit a “Combined” worksheet, contact BECO prior to submitting your request. BECO’s contact information is provided in the Main Menu under the “Help” dropdown.

Once you select your worksheet type, the proper Goal Request will generate. The worksheet header will indicate the type of worksheet that you chose at the top of the page.



The screenshot shows the ADOT DBE Goal Setting Application interface. At the top, there is a navigation bar with links: Home, Print Blank Goal, Create A New Goal, Help, and Log Out. Below the navigation bar, there is a section for selecting a project. On the left, there is a label 'Project No.' and a search input field. On the right, there is a dropdown menu with three options: 'Planning/Engineering Design/Other Prof. Services', 'Construction', and 'Combined (Both Worksheets)'. The dropdown menu is currently open, showing these options.

Select the ADOT Project Number that you would like to submit for a Goal Request for by either scrolling through the ADOT Project Number dropdown menu or by typing within the ADOT Project Number field as shown below. If your project number is not listed, see the [Request to Add a Project Number](#) section of this document.

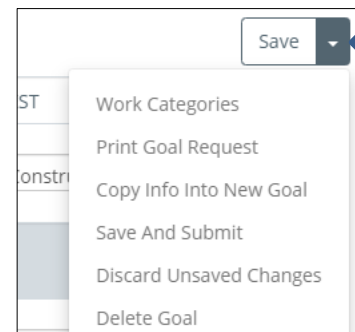
Planning/Engineering Design/Other Prof Services Worksheet

ADOT Project Number Project Type Project Title	<div style="border: 1px solid #ccc; padding: 5px;"> Select ADOT Project/... <input type="text" value="f"/> <div style="background-color: #0056b3; color: white; padding: 2px;">Add ADOT Project/TRACS No.</div> <div style="background-color: #f0f0f0; padding: 2px;">F007201C</div> </div>	Contract/Agreement Number Contract Work Type
---	---	---

Once you have selected your project number, complete Contract/Agreement Number, Project Type, Contract Work Type and Project Title. Once you have completed those sections, save the Goal Worksheet. Saving will open the rest of the Goal Worksheet and create a Draft that will show up on your dashboard.

Once your Goal Worksheet is saved and the rest of the worksheet is opened, the Save button will show an additional dropdown menu which will provide various other options, such as

- “Work Categories”, the second component to your Goal Request. It includes a page of work categories based on the type of Goal Worksheet selected. This page is where you break down the components of your project based on work categories and assign dollar estimates for each one.
- “Print Goal Request” which will allow you to download and save or print your Goal Request.
- “Copy Info Into New Goal” copies your Goal Request information into a new Goal Request.
- “Save and Submit” saves your Goal Worksheet and Work Category page and submits it to BECO.
- “Discard Unsaved Changes” erases any unsaved changes that occurred since the last time you saved.
- “Delete Goal” deletes the entire Goal Request permanently.



Save ▼


Work Categories
 Print Goal Request
 Copy Info Into New Goal
 Save And Submit
 Discard Unsaved Changes
 Delete Goal

NOTE: You can complete the entire Goal Request in one sitting, or you can save and return to it later. You can also print draft Goal Requests at any time during this process. See Print Goal Worksheet for more information. Your drafts can also be returned to and picked up by any other Goal Requestor in your agency or group and can be submitted by them at any time. The individual that created the original request will remain the requestor unless the person submitting the goal replaces their name with the original requestor’s name. Additionally, if you’re Goal Request remains in “draft” status for 120 calendar days, the system will auto-delete it with two warning emails to you prior to doing so. Keep in mind, the timer to auto-delete will reset every time the draft goal is saved.


To continue the Goal Worksheet, complete the Federal Aid Number, Project County, Total Contract Estimate, Federal Funding %, and all other information. All sections are required and must be provided to submit the Goal Request, with the exception of the secondary contact information. **LPA CA Agency Goal Requestors, however, are required to list the DBE Compliance Officer as the secondary contact. If that information is not listed, the goal will be returned by BECO.**






- The secondary contact section is provided as a convenience to allow you to copy someone else on the system generated communications for your Goal Request. The secondary contact will only be copied on system generated communications for that specific project Goal Request and not for all of your submitted Goal Requests.

ADOT DBE Goal Setting Application **ADOT** f t You Tube

Home Print Blank Goal Create A New Goal Help Log Out Welcome, Marissa! 

Planning/Engineering Design/Other Prof Services Worksheet

Save 

ADOT Project Number	<input type="text" value="2009-043"/>  	Contract/Agreement Number	<input type="text"/>
Project Type	<input type="text" value="Select Project Type"/>	Contract Work Type	<input type="text" value="Select Contract ..."/>
Project Title	<input type="text" value="Full Service Construction Admin."/>		
Federal Aid Number	<input type="text"/>	Federal Funding Type	<input type="text" value="FHWA"/> 
Total Contract Estimate	<input type="text" value="0"/>	Project County	<input type="text" value="Select Project C..."/>
Funding Source	<input type="text" value="Federal"/>	Federal Funding %	<input type="text" value="0.00"/>
Estimated Bid/Advertisement Date	<input type="text" value="06/24/2020"/> 	Estimated Award/Selection Date	<input type="text" value="06/24/2020"/> 
Goal Requestor Name	<input type="text" value="Marissa Eskridge"/>		Email address
Phone Number	<input type="text"/>		
Secondary Contact Name	<input type="text" value="(Optional)"/>	Secondary Contact Email Address	<input type="text" value="(Optional)"/>
Secondary Contact Phone Number	<input type="text" value="(Optional)"/>		
LPA/Subrecipient Name	<input type="text" value="City of Chandler"/>	Procuring Department	<input type="text" value="LPA/Subrecipients"/>
Scope Of Work Description	<input type="text" value="Additional notes about the project (optional) and project scope (mandatory)."/>		

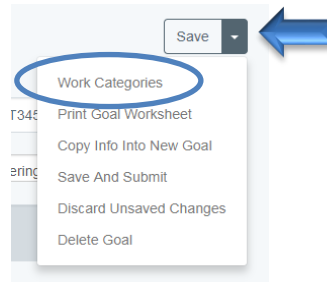
- If you do not list yourself as the Primary Contact for the goal, you will receive a message stating “You are not listed as the primary requestor on this goal, continue?”(see below), click “ok” then save and submit.

dbegoalsuat.azdot.gov says

You are not listed as the primary requestor on this goal, continue?

Work Categories

Once the Goal Worksheet has been completed, go to the Work Categories page by clicking on the dropdown next to the save button within the Goal Worksheet.



On the Work Categories Page, the dollar amount estimates for each work category on the project must be listed. As you fill out the page, keep in mind that the sum of the dollar amounts for all of the listed work categories should equal the Total Contract Estimate provided on the Goal Worksheet. The calculator at the top of the Work Category Page will assist you by showing the Total Contract Estimate from the Goal Worksheet and total all of the work category dollar amounts as you add them to the page.

A screenshot of the ADOT DBE Goal Setting application. The header shows the ADOT logo and navigation links: Home, Print Blank Goal, Create A New Goal, Help, and Log Out. The main heading is 'Planning/Engineering Design/Other Prof Services Work Categories'. Below this, there is a summary section with 'Total Contract Estimate: \$50,000' and 'Added Work Categories Total: \$15,000'. A blue arrow points to the 'Save' button next to the total. Below the summary is a section titled 'Original Work Categories'.

There are three work category sections:

- Original Work Categories
- Additional Work Categories
- New Work Categories
 - New Work Categories are limited to four categories and cannot represent more than 10% of the Total Contract Estimate. This is because the work category list is comprehensive and you should be able to find an existing category to use. If you feel the need to use a New Work category contact the BECO office for assistance. BECO's contact information is provided in the Main Menu under the "Help" dropdown.

Once you complete the Work Categories, save and return to the Goal Worksheet by using the dropdown next to the Save button and clicking "Go to goal page".

Now that the required information is complete on both the Goal Worksheet and the Work Category Page, and the dollar amount of the Work Categories equals the Total Contract Estimate, your Goal Request can be submitted. To submit your Goal Request, click on “Save and Submit” within the dropdown menu next to the Save button on the Goal Worksheet page.

Once submitted, the Goal Request will change from “draft” status to “submitted” status and you and the secondary contact, if one is provided, will receive an email confirming that you have successfully submitted your Goal Request. An email will also be sent to the BECO office indicating that your Goal Request was successfully submitted and is ready for review.

NOTE: Once a Goal Request is submitted, another Goal Request with the same project number cannot be submitted again if a Goal Request is associated with it in the “submitted” status. A second Goal Request for the same project number can only be submitted if the original Goal Request for that project number is either in “returned” or “expired” status.

Print a Submitted Goal Request

After you submit your Goal Request, you may re-enter it at any time from your dashboard. The Goal Worksheet and Work Categories page will be “Read-Only”. You do, however, have the option to print and/or save your goal request for your records.

Print an In-Process Goal Request

Combined Worksheet

Save

Contract/Agreement Number TEST

Contract Work Type Constr

ABLE DUMMY #

Federal Funding Type FHWA

Project County Apache

Work Categories

Print Goal Request

Copy Info Into New Goal

Save And Submit

Discard Unsaved Changes

Delete Goal

Printing your goal request is a copy of the goal with the information that was submitted for your project. The Goal Request must be submitted, approved or in draft status. Once the request has been printed, a PDF form will download and appear at the bottom of the screen for your records.

ADOT Arizona Department of Transportation
Business Engagement & Compliance Office Submitted On 05/21/2020
DBE Contract Goal Setting - Combined

Project Information Summary:

ADOT Project Number DT Contract/Agreement Number TEST

Project Type CONST-Pavement Markings Contract Work Type Procurement - Material and Installation

Project Title Software, Renewal Maintenance & Licensing for WizeHive

Federal Aid Number 230154 Federal Funding Type FHWA

Total Contract Estimate \$3,000,000.00 Project County Graham

Funding Source Federal Federal Funding % 9.40%

Est. Bid/Advertisement Date 05/22/2020 Est. Award/Selection Date 06/12/2020

Goal Requestor Name Manuel Email Address

Phone Number (602)554-5454

2nd Contact Name Other Tester 2nd Contact Email Address

2nd Contact Phone Number (602)333-3333

Procuring Department City of Glendale

Project Within Tribal Lands? NO Estimated Working Days 30

Scope Of Work Description test

Goal Request Approved

After your goal request is submitted, BECO has ten (10) business days to review your Goal Request, if all the appropriate information is provided. When your Goal Request is approved by BECO, you will receive an email indicating the goal assessed and the expiration date, in addition to other helpful information. You will receive two more emails as the expiration date comes closer, as a reminder of the upcoming expiration date. You will also receive a final email once the goal has expired.

Resubmit a Returned Goal Request

When a Goal Request is returned, you will receive an email with the returned reason. Once you receive the notification email that your Goal Request was returned, you can re-enter the system and find the previously submitted Goal Request. Your Goal Request will be in the in “Returned” status on your dashboard. Enter the Goal Request, make any required changes and then save and resubmit it. Once you resubmit the returned Goal Request, the status will change to “resubmitted”.

NOTE: The resubmit option is only available on Goal Requests that are returned by BECO staff. The system will allow for the rejection process to occur as many times as necessary.

Resubmit an Expired Goal Request

A submitted approved goal expires 120 calendar days after submission, with the status reading “expired”. If the goal expires and the project is not advertised prior to the goal expiration date, you can re-enter the system and submit a second goal request. To do this, find the original Goal Request and copy it into a new Goal Request by using the **Copy Info Into New Goal** feature.

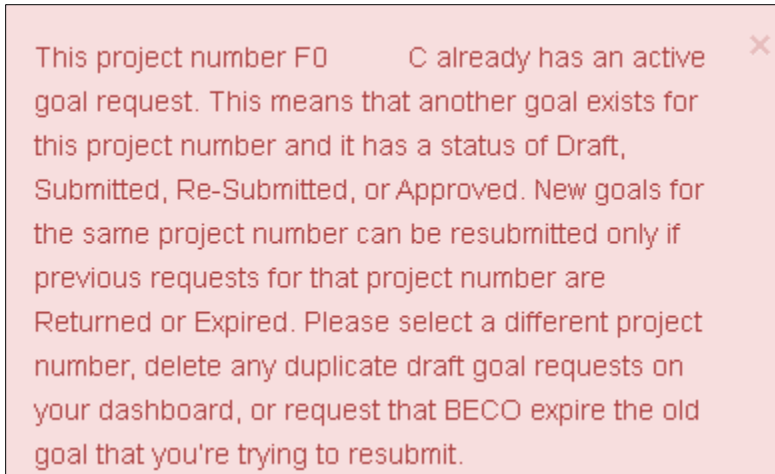
Copy a Previously Submitted Goal Into a New Goal

To copy a previously submitted Goal Request into a new goal, return to the Goal Request that you would like to copy from and select “Copy Info Into New Goal” from the dropdown on the top right corner next to Work Categories. Make sure your previous goal has been Returned or Expired.

The screenshot displays the ADOT DBE Goal Setting web application. The header includes the ADOT logo, navigation links (Home, Print Blank Goal, Create A New Goal, Help, Log Out), and a user welcome message (Welcome, Marissal). The main content area is titled 'Planning/Engineering Design/Other Prof Services Worksheet'. It contains several input fields: 'ADOT Project Number' (2018-006), 'Project Type' (CONST-Roadway Widenin...), 'Project Title' (Project Development On-Call), 'Contract/Agreement Number' (SRTJUERT), and 'Contract Work Type' (Engineer). On the right side, there is a 'Work Categories' dropdown menu. This menu is open, showing three options: 'Print Goal Worksheet', 'Copy Info Into New Goal', and 'Delete Goal'. A blue circle highlights the 'Copy Info Into New Goal' option, and a blue arrow points to it from the right.

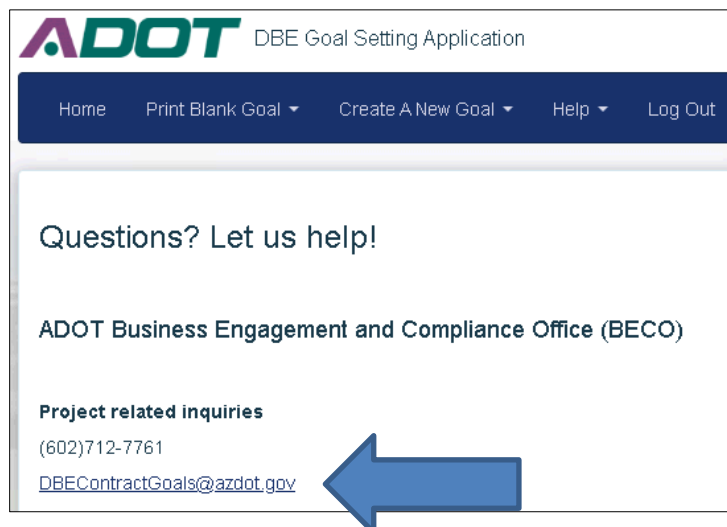
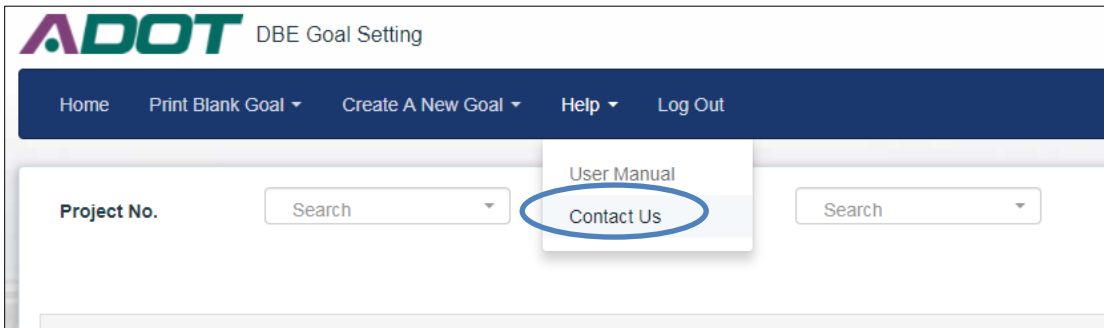
(cont.)

If your previous goal isn't Returned or Expired you will receive the following message and will not be able to save and submit your goal.



Request to Expire a Goal

To request to expire a goal prior to the expiration date, call or email the BECO office and provide the project number. Click on "Help" on the Main Menu and select "Contact Us" and BECO's Contact information will display. The "Questions? Let us help!" screen will display and there will be a link provided under "Project related inquiries" that can be clicked on (DBEContractGoals@azdot.gov – 2nd screenshot below) and a new email message will generate to assist you with sending your request.



Virtru Protection OFF ⓘ

To: DBEContractGoals@azdot.gov X |

Subject:

[Business Engagement & Compliance Office](#)
 1801 W. Jefferson St.,
 Phoenix, AZ 85007
 (602) Direct
www.azdot.gov

 Business Engagement and Compliance

Request to Add a New Project Number

If the Project Number that you would like to submit a Goal Request for is not found in the project list and a draft for the Project has not been started, you should request to have the Project Number added by beginning to type in the project number section and selecting “Add ADOT Project/TRACS No.” from the dropdown menu.

ADOT Project Number

Project Type

Select ADOT Project/TRAC... ▲

Test 1234

Add ADOT Project/TRACS No.

When you see the Project Request window, provide the project number and description and click “Submit”.

Project Number Request X

Before submitting a project number request, work with your ADOT project manager or ADOT program manager to ensure that the ADOT Project /TRACS number is not already listed.

Any project number requests will be evaluated and confirmed by the ADOT project manager or program manager before being added to this list. The completion of your request may take up to three business days to allow for the required auditing process.

Project Number:

Description:

Submit **Cancel**

END