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CS-6AAA Online is a tool that has been developed to aid the bidder/prime contractor in filling out the CS-6AAA form required for DOTD federally funded DBE goal projects. Using the tool will cut down on typographical errors and some calculation errors. Much of the information will be automatically filled in for the preparer, after the appropriate selections have been made. The Bidder/Prime contractor must be diligent in saving the information after typing it in.

CS-6AAA ONLINE – SOFTWARE REQUIREMENTS.

An internet connection, a valid e-mail address, a browser viewer, and a *.pdf file format reader

CS-6AAA HOME

The Contractor can type in the Internet URL

http://wwwapps.dotd.la.gov/administration/compliance/cs6aaa/
FILL OUT - CS-6AAA FORM ONLINE:

After clicking on CS6AAA Entry Form on the left menu, the following login page will be displayed. In order to use this tool, each Bidder/Prime Contractor must login just as they do for electronic bidding using the same login ID and password.

LOGGING ONTO THE CS-6AAA APPLICATION.

Fill in your Login Id and password then click the LOGIN button.

If the Bidder/Prime has several locations that they bid for, a page similar to the following will be displayed.
The Bidder/Prime contractor is required to check the location of the bid. Once the location has been checked or if the contractor only has one bid location then a page similar to the following will be displayed. Letting Date, Projects/proposals, and CS-6AAA Due Date where the contractor has been determined to be the low bidder and requiring a CS-6AAA form will be listed.
Next, the Contractor is required to select which project to create a CS-6AAA form for by clicking the **SELECT** button. When the contractor clicks the **SELECT** button, the first page of the CS-6AAA form will be displayed.

<table>
<thead>
<tr>
<th>LETTING DATE</th>
<th>CONTRACT ID</th>
<th>CS-6AAA DUE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select 9/25/2013</td>
<td>H.001688.6</td>
<td>10/9/2013</td>
</tr>
<tr>
<td>Select 12/11/2013</td>
<td>H.008008.6</td>
<td>12/27/2013</td>
</tr>
</tbody>
</table>

Click the **CANCEL** button to return to the CS-6AAA Home page.
CS-6AAA LOGIN MESSAGES.

The following message will be displayed if the contractor has tried to login with an invalid Login ID or Password. Type in the correct Login ID and Password, then click the LOGIN button. Click the CANCEL button to return to the CS-6AAA Home page.

The following message will be displayed if there are no projects/proposals since the last letting where the contractor has been determined to be the low bidder or the associated CS-6AAA due date has passed. Click the OK button to return to the CS-6AAA Home page.

The following message will be displayed if all required CS-6AAA forms submitted have been approved by Compliance Programs. This does not mean that the contract has been awarded or that Signed CS-6AAA forms have been received by Compliance Programs. Click the OK button to return to the CS-6AAA Home page.
CS-6AAA PAGE ONE (1) BIDDERS ASSURANCE.

Project header information and Contractor Tax ID will be automatically populated. The contractor cannot change this information. Click on the box to check the appropriate assurance situation.

PLEASE NOTE – if you are only able to meet a portion of the goal then you must complete the Good Faith Effort Form before going any further. Please go to http://wwwapps.dotd.la.gov/administration/compliance/cs6aaa/PubDocs/GFE_Manual.PDF to see the manual on how to complete this form.
Next, use the scroll bar on the right of the browser to scroll to the bottom of the form. Fill in the applicable information. If the Typed or Printed Name and Title are filled in, then these fields will not have to be filled in again for the current form.

<table>
<thead>
<tr>
<th>NAME OF CONTRACTOR</th>
<th>BARRIERE CONSTRUCTION CO., LLC</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORIZED SIGNATURE</td>
<td></td>
</tr>
<tr>
<td>TYPED OR PRINTED NAME</td>
<td></td>
</tr>
<tr>
<td>TITLE</td>
<td></td>
</tr>
<tr>
<td>CONTRACTOR’S DBE LIASON</td>
<td></td>
</tr>
<tr>
<td>OFFICER (typed or printed name)</td>
<td></td>
</tr>
<tr>
<td>PHONE NUMBER</td>
<td></td>
</tr>
<tr>
<td>DATE</td>
<td></td>
</tr>
<tr>
<td>TAX ID#</td>
<td>610524047</td>
</tr>
</tbody>
</table>
HOW TO ADD A FIRM TO FIRMS LIST / ITEM TO ITEMS LIST?

1. Click the down arrow next to the dropdown list.

2. When the list displays, start typing the DBE Firm name.
3. When the DBE firm name displays click on the firm name to select it.
4. Once selected click any white space on the form.
5. Wait for the firm name to display in the Firms list under Names of Firms.

6. Repeat steps 1 thru 5 to add addition firms.
How to Add an Intended Price?

1. Click the Edit button.
2. When the Update button displays, type in an intended amount. The amount can be typed in with or without commas.

3. Click the Update button to save the information in the display list.

4. Click the Save button to save the page information
5. Repeat steps 1 thru 4 for each additional firm.

As each firm’s “Intended Subcontracted Price” is added to the list, the price will be added to the “FIRMS TOTALS” field. The Contractor can readily see if the DBE goal is met.

When the Contractor has finished adding all the Firms and intended amounts, click the Next Page button to display page 2 of the CS-6AAA form. The following message (see display below) will be displayed if the DBE goal has not been met. This error will NOT allow the Contractor to go to the CS-6AAA attachment page to add the individual firm’s items.

If a valid phone number has not been typed in the following message will be displayed,
HOW TO DELETE A FIRM?

Click the **Delete** button next to the Firm that needs to be removed. When a Firm is deleted from the list, all references to the DBE for the current form will be removed including Firm items if applicable.

CS-6AAA PAGE TWO (2) ATTACHMENT TO FORM CS-6AAA.

As with page 1, use the scroll bars on the right of the browser to scroll to the bottom of the form.
HOW TO ADD ITEMS TO A SPECIFIC DBE FIRM?

1. Click the down arrow next to the DBE Firm name drop-down box.
2. Click on the DBE Firm name to select it.

3. When the DBE firm has been selected, the Items drop-down box will contain the proposal items the selected DBE firm has been certified for, if any.

4. If the proposal item is not in the list, click the Show All button, to display all bid items.
HOW TO ADD AN ITEM?

1. Click the down arrow next to the Items drop-down box to see the list of proposal items.
2. Next, click on the item to select it, and add it to the firm’s item list. (same as adding a firm)

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>LINE#</th>
<th>DESCRIPTION OF WORK TO BE PERFORMED</th>
<th>WORK TYPE</th>
<th>QUANTITY</th>
<th>UNIT PRICE</th>
<th>$ VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>502-01-00100</td>
<td>0013</td>
<td>SUPERPAVE ASPHALTIC CONCRETE</td>
<td>F&amp;I</td>
<td>1,000.50</td>
<td>150,000.00</td>
<td>150,075.00</td>
</tr>
<tr>
<td>732-02-02000</td>
<td>0032</td>
<td>PLASTIC PAVEMENT STRIPING (SOLID LINE) (4&quot; WIDTH) (THERMOPLASTIC)</td>
<td>F&amp;I</td>
<td>1.212</td>
<td>5,000,000.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

FIRM GOAL AMOUNT $ 200,000.00  
FIRM ITEMS TOTAL $ 150,075.00

3. Click the Edit button after the Item has been added to the list.
4. Select the WORK TYPE
5. Change the Quantity, and/or the Unit Price if applicable.

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>LINE#</th>
<th>DESCRIPTION OF WORK TO BE PERFORMED</th>
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<td>1.212</td>
<td>5,000,000.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

FIRM GOAL AMOUNT $ 200,000.00  
FIRM ITEMS TOTAL $ 150,075.00

6. Click the Update button to save list information.
7. Repeat steps 1 thru 6 to add the next item.

When the Update button is clicked the $ Value will be automatically calculated using the Quantity and Unit Price.

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>LINE#</th>
<th>DESCRIPTION OF WORK TO BE PERFORMED</th>
<th>WORK TYPE</th>
<th>QUANTITY</th>
<th>UNIT PRICE</th>
<th>$ VALUE</th>
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<tr>
<td>502-01-00100</td>
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<td>F&amp;I</td>
<td>1,000.50</td>
<td>150,000.00</td>
<td>150,075.00</td>
</tr>
<tr>
<td>732-02-02000</td>
<td>0032</td>
<td>PLASTIC PAVEMENT STRIPING (SOLID LINE) (4&quot; WIDTH) (THERMOPLASTIC)</td>
<td>F&amp;I</td>
<td>1.000</td>
<td>49,925.000</td>
<td>49,925.00</td>
</tr>
</tbody>
</table>

FIRM GOAL AMOUNT $ 200,000.00  
FIRM ITEMS TOTAL $ 200,000.00

When finished adding this firm’s items click the Save button to save the information. Click Next Vendor or select the next firm from the DBE Firm list.

When finished selecting items for each DBE firm, click the Form Finished button. The following page will be displayed.
How to Delete an Item?

Click the **Delete** button next to the item that needs to be removed.

**CS-6AAA INVALID FORM.**

If the DBE Firm’s items total does not match the “Intended Subcontract Price” from page one (1) then the following error will be displayed. The bidder will be able to click on the **Next Vendor** and **Form Finished** buttons however, the form will be considered invalid. The bidder will NOT be able to e-mail a form that is considered invalid.

If the DBE Firm’s items total does not match the “Intended Subcontract Price” from page one (1) and the bidder considers the calculations to be correct, for example: the calculated price may be slightly off due to percentage calculations. The bidder can do either of the following:

1. Change the **Firm Goal Amount** and the click the **Save** button. This will automatically correct the first page.
2. Click the **First Page** button and correct the Firm’s “Intended Subcontract Price” to match the DBE Firm’s items total.
The Contractor has the choice of previewing, printing and/or emailing the finished CS-6AAA form, or returning back to the login page and filling out another form.
CS-6AAA PRINT PREVIEW - VIEWING THE COMPLETED FORM.

When the user clicks on the Print Preview Form, the completed CS-6AAA form in PDF format will be displayed in a new window. All print previews will be displayed as a “DRAFT” copy. DOTD Compliance Programs, upon approval will e-mail the Contractor a copy of the form without the “DRAFT” watermark that the Contractor can be printed and used for obtaining signatures.

When finished viewing the document, click the Back Arrow button to return to the Form Finished page.
E-Mail Completed Form to Compliance.

Once the user clicks Email Completed Form to DOTD Compliance Programs, the following page (see below) will be displayed as long as form has valid totals. The FROM: email address will be automatically populated using the information from the Bidders Registration, if one exists. Otherwise, the user is required to type in his/her e-mail address. Finally, the user clicks the **SEND MAIL** button.

If the e-mail was successful, the following message will be displayed.
The user can now exit the browser, or click any of the top or left menu links.

**CS-6AAA E-MAIL INVALID FORM.**

A CS-6AAA form will be considered invalid, and will NOT be e-mailed to DOTD Compliance Programs for approval under any one of the following conditions:

1. The sum total of the DBE Firm(s) “Intended Subcontract Price” does not meet or exceed the DBE Goal dollar value, or meet the Partial Goal amount respective to the box that is checked.
2. A DBE Firm’s “Intended Subcontract Price” does not match the items “$ Value” total.
3. If the sum of all the DBE Firm(s) “Intended Subcontract Price” and the sum of all the DBE Firms items “$ Value” totals do not match.
4. A DBE Firm’s item has a missing work description.
If the Contractor tries to e-mail an invalid form the following will be displayed.

If the above message is displayed, the contractor can correct the form by clicking on “Fill Out Form” on the left menu, and logging in again.

Note: When the pre-approved CS-6AAA form is returned to the Contractor by e-mail from Compliance Services as an attachment, it is ready for signatures. The CS-6AAA form attachment will be watermarked with “APPROVED” and cannot be altered in any way other than to obtain the required signatures.
CS-6AAA SESSION TIME-OUT.

If the application session times-out, then the following message will be displayed. Click on OK to be taken back to the Login page when a button is clicked.

Basically, if the above message is displayed, the contractor must login in again.
CS-6AAA FORM APPROVAL NOTIFICATION.

After the Contractor e-mails the CS-6AAA form to DOTD Compliance, he/she must wait until he/she receives an e-mail back from DOTD Compliance.

The DOTD Compliance Programs person will include in the e-mail statements similar to the following:

1. **Your CS6AAA form Needs Revisions** for the following reasons. Please make the following corrections and resubmit to Compliance Programs prior.
2. **Your CS6AAA form has been approved** and ready for original signatures. The approved CS-6AAA document will be included in the e-mail, as attachment with an “APPROVED” watermark.

If the Contractor receives an e-mail with a message similar to either of the above, the e-mail will included the DOTD Compliance Program contact’s name, phone number, and e-mail address.

If the Contractor receives a message **Your CS6AAA form Needs Revisions**, similar to one (1) above, they should do the following:

- Logon to CS-6AAA Online and make the appropriate changes, and e-mail the corrected form.
- Phone and/or e-mail the DOTD Compliance Program contact named in the e-mail.

If the Contractor receives a message **Your CS6AAA form has been approved** similar to two (2) above, they should do the following:

- Print the document that is included in the e-mail, and obtain appropriate signatures.
- Scan all approved CS-6AAA forms with signatures and send to DOTD. Prime contractors must return approved, signed CS-6AAA forms electronically within the allotted 10-day window.
- The original CS-6AAs and Attachments must be returned to DOTD Project Control along with the documents (bonds, insurance, etc.) required for the execution and approval of the contract.

CS-6AAA FORM DESCRIPTION OF WORK.

Each item that is added to the DBE firm’s items list on the “Attachment to form CS-6AAA” is required to have a “Description of Work”. The description of work IS NOT a description of the proposal item bid. The proposal item description does not need to be included in the description of work. The description of work is an actual description of the work that the DBE firm will perform to fulfill all or part of the proposal item.

For Example:

1. Manufacturer – 100% DBE goal credit
2. Furnish materials and install (F & I) – 100% DBE goal credit
   a. Includes materials, equipment, and labor
3. Installation/Install/Labor Only – 100% DBE goal credit
4. Hauling/Trucking Only – Full or Partial - 100% DBE goal credit
5. Supply - Full or Partial – 60% DBE goal credit
6. Equipment Rental/Supply of Equipment – 60% DBE goal credit
7. Labor and Equipment – 100% DBE goal credit
CS-6AAA Special Cases.

FURNISH AND INSTALL:

Firm furnishes or provides the materials, equipment, and labor to complete a bid item.
**NOTE:** If “SUPPLY” appears anywhere within the work description the $Value WILL BE automatically calculated at 60%.

FURNISH AND INSTALL EXAMPLES:

**Example 1:** Firm is responsible for completing a bid item including purchasing materials.

<table>
<thead>
<tr>
<th>Item No:</th>
<th>Work Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>$ Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>202-02-00200</td>
<td>Furnish and Install</td>
<td>729</td>
<td>15.00</td>
<td>10,935.00</td>
</tr>
</tbody>
</table>

**Example 2:** Firm is responsible for completing only part of a bid item. A description of what part must be included in the Work Description.

Proposal Item 502-01-00200 = Asphaltic Concrete, Drives, Turnouts, and Miscellaneous 1,228.8 Tons

<table>
<thead>
<tr>
<th>Item No:</th>
<th>Work Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>$ Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>502-01-00200</td>
<td>Furnish and Install Partial Driveways Only</td>
<td>818.6</td>
<td>135.00</td>
<td>110,511.00</td>
</tr>
</tbody>
</table>

HAULING ONLY EXAMPLES:

**Example 1:** Proposal Item 204-07-00100 = Temporary Stone Construction Entrance, 2@3,093.14 Partial Trucking Only: = 222 Tons @ $3.00/ Ton

<table>
<thead>
<tr>
<th>Item No:</th>
<th>Work Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>$ Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>204-07-00100</td>
<td>Hauling $3/Ton</td>
<td>222</td>
<td>3.00</td>
<td>666.00</td>
</tr>
</tbody>
</table>

LABOR AND EQUIPMENT:

Firm furnishes labor and equipment similar to furnish and install except there are no materials supplied.

LABOR AND EQUIPMENT EXAMPLES:

**Example 1:** Firm is responsible for completing a bid item.

<table>
<thead>
<tr>
<th>Item No:</th>
<th>Work Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>$ Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>509-01-00100</td>
<td>Labor and Equipment</td>
<td>45,362</td>
<td>.36</td>
<td>16,330.32</td>
</tr>
</tbody>
</table>

LABOR ONLY EXAMPLE:

**Example 1:** The bid item quantity and unit price do not apply.

Proposal Item 705-06-00200 = Labor Only: = 4,185 Hours @ $15.44/Hour

<table>
<thead>
<tr>
<th>Item No:</th>
<th>Work Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>$ Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>705-06-00200</td>
<td>Labor Only</td>
<td>4,185</td>
<td>15.44</td>
<td>64,616.40</td>
</tr>
</tbody>
</table>
SUPPLY AND MATERIALS

The intended subcontract price for materials purchased from a DBE for use on the project is determined by whether the DBE supplies or manufactures the items to be purchased. Contact the DBE to ensure the correct category is applied.

A supplier purchases and sells material to the public. Only 60% of the purchase price for material purchased from a DBE supplier can be applied to the DBE goal. On the ATTACHMENT TO FORM CS-6AAA, show the full unit price within the unit price column. The $VALUE column will be automatically calculated at 60%. Note: If “SUPPLY” appears anywhere within the work description the $Value WILL BE automatically calculated at 60%.

A manufacturer is a firm that operates a factory or facility that produces the material on the premises. 100% of the price for materials purchased from a DBE manufacturer is applied to the DBE goal. Show the full amount in the unit price column and the $VALUE column will be automatically calculated at 100%. Note: If “SUPPLY” appears anywhere within the work description instead of “MANUFACTURE” the $Value WILL BE automatically calculated at 60%.

SUPPLY AND HAULING EXAMPLES:

When the DBE Supplier charges a separate hauling, freight, shipping, handling fee, etc., the cost of supplies can be calculated at 60%, and the hauling costs can be added on a separate line and calculated at 100%.

Example 1: Supply and Hauling

Proposal Item 502-01-0010 =  
Supply: = 430 Tons @ $597.50/Ton  
Hauling: = 430 Tons @ $25.50/Ton

The Supply line MUST be added and calculated at 60% first.

<table>
<thead>
<tr>
<th>Item No:</th>
<th>Work Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>$ Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>502-01-00100</td>
<td>Supply Asphalt</td>
<td>430</td>
<td>597.50</td>
<td>154,155.00</td>
</tr>
</tbody>
</table>

Once the Supply line has been added, the bid item can be added to the list again to calculate cost at 100%.

<table>
<thead>
<tr>
<th>Item No:</th>
<th>Work Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>$ Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>502-01-00100</td>
<td>Hauling Ton</td>
<td>430</td>
<td>25.50</td>
<td>10,965.00</td>
</tr>
<tr>
<td>502-01-00100</td>
<td>Supply Asphalt</td>
<td>430</td>
<td>597.50</td>
<td>154,155.00</td>
</tr>
</tbody>
</table>

Example 2: List or group of materials needed used to perform single bid item task purchased from a single vendor.

Proposal Item 602-02-00200 =  
Sealant/ASTM 3405, 35# carton 148 @ $24.15 + tax = $3,913.75  
Backer Road 5/8” Dia. 12,000 @ .09 + tax = $1,182.60  
Backer Road 7/8” Dia. 4000 @ .12 + tax = $525.60  
Total itemized materials=$5,621.95

Supply Only Quantity of [I]= $5,621.95

<table>
<thead>
<tr>
<th>Item No:</th>
<th>Work Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>$ Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>602-02-00200</td>
<td>Sealing Supply</td>
<td>1</td>
<td>5,621.95</td>
<td>3373.17</td>
</tr>
</tbody>
</table>

The calculated price may be slightly over the actual invoice price, or the original quoted price. Just click the First Page button and change the Intended Price to match the items total.