



Compliance Programs

CS-6AAA Online

Bidder User Manual

Table of Contents

CS-6AAA Online – software requirements.	3
CS-6AAA Home	3
Fill Out - CS-6AAA Form Online:.....	4
Logging Onto the CS-6AAA Application.....	4
CS-6AAA login messages	7
CS-6AAA Page one (1) Bidders Assurance	8
How to Add a Firm to Firms list / Item to Items list?	10
How to Delete a Firm?	12
CS-6AAA Page two (2) Attachment to Form CS-6AAA.	12
How to Add Items to a Specific DBE Firm?	13
How to Add an Item?	14
CS-6AAA Invalid Form.	15
CS-6AAA Print Preview - Viewing the Completed Form.	17
CS-6AAA E-Mail Invalid Form.	19
CS-6AAA Session Time-Out.	21
CS-6AAA Form Approval Notification.....	22
CS-6AAA Form Description of Work.	22
Furnish and Install:.....	23
Furnish and Install Examples:.....	23
Hauling Only Examples:.....	23
Labor and Equipment:.....	23
Labor and Equipment Examples:.....	23
Labor Only Example:	23
Supply and Materials	24
Supply and Hauling Examples:	24

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/>

DOTD A-Z | CONTACT US | SITE MAP | EMPLOYEE PORTAL

Search for Projects, Services, Manuals or Other Information

About DOTD | Employment | GIS / Maps | News & Events | My DOTD

RESIDENTS In My Community | BUSINESS Working With DOTD | GOVERNMENT State and Local Resources | INSIDE La DOTD

Home > Administration > Compliance Programs

CS-6AAA On-Line Information

CS-6AAA On-Line tool is provided for your use in completing these documents prior to the required submittal date. It is the Bidders responsibility to check the final created document for any errors in subcontractor(s) selected, items listed, quantities, unit prices, and dollar value.

The Bidder will login to the CS-6AAA web application tool using the same criteria required to login to Bidder registration.

The Bidder is responsible for filling out the CS-6AAA forms within the required ten (10) business days of the contract letting date whether the CS-6AAA Web Application tool is used or not.

The signed CS-6AAA form with signatures of the prime contractor and all DBE subcontractors must be scanned and emailed to the Compliance Programs Section by 5:00 PM on the date as indicated in the return e-mail from Compliance Programs.

Notice of Disclaimer: The Louisiana Department of Transportation and Development (LADOTD) makes the CS-6AAA document available on an "as is" basis. All warranties and representations of any kind with regard to said documents are disclaimed, including the implied warranties of merchantability and fitness for a particular use. Under no circumstances will the LADOTD, or any of its officers or employees be liable for any consequential, incidental, special or exemplary damages even if appraised of the likelihood of such damages occurring. The LADOTD does not warrant the documents against deficiencies of any kind. The use of any of these documents for work which is under contract with the LADOTD, does not relieve the contractor from any obligations assumed by the contract, or from complete and proper fulfillment of the terms of the contract, nor does it entitle the contractor to compensation for damages or loss which could be attributed to such use.

Please direct any questions or comments to DOTDCS6AAACompliance@la.gov

SITE MAP | LA DOTD HEADQUARTERS 1201 Capitol Access Road, Baton Rouge, LA, 70802 Telephone: (225) 379-1232 Email: dotdcs@la.gov

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.

The screenshot shows the CS-6AAA On-line LOGIN page. At the top left is the LADOTD logo. The top right contains navigation links: DOTD A-Z, CONTACT US, SITE MAP, and EMPLOYEE PORTAL. Below these is a search bar and social media icons for Facebook, YouTube, and Twitter. A secondary navigation bar includes links for About DOTD, Employment, GIS / Maps, News & Events, and My DOTD. The main navigation bar features four categories: RESIDENTS (In My Community), BUSINESS (Working With DOTD), GOVERNMENT (State and Local Resources), and INSIDE La DOTD. The breadcrumb trail reads: Home > Administration > Compliance Programs > CS-6AAA. The page title is "CS-6AAA On-line LOGIN". The main content area contains a paragraph explaining the tool's purpose and a "Notice of Disclaimer" regarding the "as is" basis of the documents. Below the disclaimer are two input fields: "Bidder Login ID" and "Bidder Password", followed by a blue "LOGIN" button. The footer includes a "SITE MAP" link, the address "LA DOTD HEADQUARTERS 1201 Capitol Access Road, Baton Rouge, LA, 70802", the telephone number "(225) 379-1232", and the email address "dotdcs@la.gov".

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 screenshot shows the DOTD Louisiana Department of Transportation & Development website. The header includes the DOTD logo and navigation links for RESIDENTS, BUSINESS, GOVERNMENT, and INSIDE. The main content area is titled "CS-6AAA On-line LOGIN" and contains a disclaimer, a login form, and a location selection dropdown. A red arrow points to the location selection dropdown.

Information
CS6AAA Entry Form
Bidder User Manual
Good Faith Effort Entry Form
Good Faith Effort User Manual

Home ▶ Administration ▶ Compliance Programs ▶ CS-6AAA

CS-6AAA On-line LOGIN

This tool is provided for your use in completing these documents prior to the required submittal date. It is the bidder's responsibility to check the final created document for any errors in subcontractor(s) selected, items listed, quantities, unit prices, and \$value.

Notice of Disclaimer: The Louisiana Department of Transportation and Development (LADOTD) makes the CS-6AAA document available on an "as is" basis. All warranties and representations of any kind with regard to said documents are disclaimed, including the implied warranties of merchantability and fitness for a particular use. Under no circumstances will the LADOTD, or any of its officers or employees be liable for any consequential, incidental, special or exemplary damages even if appraised of the likelihood of such damages occurring. The LADOTD does not warrant the documents against deficiencies of any kind. The use of any of these documents for work which is under contract with the LADOTD, does not relieve the contractor from any obligations assumed by the contract, or from complete and proper fulfillment of the terms of the contract, nor does it entitle the contractor to compensation for damages or loss which could be attributed to such use.

Bidder Login ID

Bidder Password

Select Location

- HARVEY, LA 70058
- BOUTTE, LA 70039
- BATON ROUGE, LA 70809
- FRANKLINTON, LA 70438

▶ SITE MAP LA DOTD HEADQUARTERS 1201 Capitol Access Road, Baton Rouge, LA, 70802 Telephone: (225) 379-1232 Email: dotdcs@la.gov

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.

DOTD A-Z | CONTACT US | SITE MAP | EMPLOYEE PORTAL

Search for Projects, Services, Manuals or Other Information

About DOTD | Employment | GIS / Maps | News & Events | My DOTD

RESIDENTS In My Community | BUSINESS Working With DOTD | GOVERNMENT State and Local Resources | INSIDE La DOTD

Home > Administration > Compliance Programs > CS-6AAA

CS-6AAA On-line LOGIN

This tool is provided for your use in completing these documents prior to the required submittal date. It is the bidder's responsibility to check the final created document for any errors in subcontractor(s) selected, items listed, quantities, unit prices, and \$value.

Notice of Disclaimer: The Louisiana Department of Transportation and Development (LADOTD) makes the CS-6AAA document available on an "as is" basis. All warranties and representations of any kind with regard to said documents are disclaimed, including the implied warranties of merchantability and fitness for a particular use. Under no circumstances will the LADOTD, or any of its officers or employees be liable for any consequential, incidental, special or exemplary damages even if appraised of the likelihood of such damages occurring. The LADOTD does not warrant the documents against deficiencies of any kind. The use of any of these documents for work which is under contract with the LADOTD, does not relieve the contractor from any obligations assumed by the contract, or from complete and proper fulfillment of the terms of the contract, nor does it entitle the contractor to compensation for damages or loss which could be attributed to such use.

	LETTING DATE	CONTRACT ID	CS-6AAA DUE DATE
Select	9/25/2013	H.001688.6	10/9/2013
Select	12/11/2013	H.008008.6	12/27/2013

CANCEL

SITE MAP LA DOTD HEADQUARTERS 1201 Capitol Access Road, Baton Rouge, LA, 70802 Telephone: (225) 379-1232 Email: dotdca@la.gov

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.

	LETTING DATE	CONTRACT ID	CS-6AAA DUE DATE
Select	9/25/2013	H.001688.6	10/9/2013
Select	12/11/2013	H.008008.6	12/27/2013

CANCEL

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.

Home ▶ Administration ▶ Compliance Programs ▶ CS-6AAA

CS-6AAA On-line LOGIN

This tool is provided for your use in completing these documents prior to the required submittal date. It is the bidder's responsibility to check the final created document for any errors in subcontractor(s) selected, items listed, quantities, unit prices, and \$value.

Notice of Disclaimer: The Louisiana Department of Transportation and Development (LADOTD) makes the CS-6AAA document available on an "as is" basis. All warranties and representations of any kind with regard to said documents are disclaimed, including the implied warranties of merchantability and fitness for a particular use. Under no circumstances will the LADOTD, or any of its officers or employees be liable for any consequential, incidental, special or exemplary damages even if appraised of the likelihood of such damages occurring. The LADOTD does not warrant the documents against deficiencies of any kind. The use of any of these documents for work which is under contract with the LADOTD, does not relieve the contractor from any obligations assumed by the contract, or from complete and proper fulfillment of the terms of the contract, nor does it entitle the contractor to compensation for damages or loss which could be attributed to such use.

Bidder Login ID

Bidder Password

Login Failed. Invalid Id or Password. Try Again!

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.

No Contracts Found for Current Letting!

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.

After CS-6AAA Project Forms Have been Approved! Changes are not Allowed!
Contact Compliance Programs for Further Assistance!

OK

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.

DOTD A-Z | CONTACT US | SITE MAP | EMPLOYEE PORTAL

Search for Projects, Services, Manuals or Other Information

About DOTD | Employment | GIS / Maps | News & Events | My DOTD

RESIDENTS In My Community | BUSINESS Working With DOTD | GOVERNMENT State and Local Resources | INSIDE La DOTD

Home ▶ Administration ▶ Compliance Programs ▶ CS-6AAA

FORM CS-6AAA BIDDERS ASSURANCE OF DBE/SBE PARTICIPATION

S.P.#	H.008008.6	Contract Amount: \$	2,226,749.94
F.A.P.#	H008008	DBE Goal Percentage	10.00
Letting Date	12/11/2013	DBE Goal Dollar Value: \$	222,674.99

By its signature affixed hereto, the contractor assures the DOTD that one of the following situations exist (check only one box):

The project goal will be met or exceeded.

A portion of the project goal can be met, as indicated below. Good faith effort documentation is attached.

DBE Goal Participation Amount: 0 % \$ 0

The contractor certifies that each firm listed is currently on the DBE list as maintained by DOTD and is certified for the items of work shown on the attachment(s). The contractor having assured that the goal for DBE participation prescribed in the special provisions will be met or exceeded, or that the portion of the DBE goal will be met or exceeded, attests that negotiations are in progress or complete and that a subcontract(s) will be executed with the firm(s) listed below within 60 calendar days after award of contract.

Select DBE Firm

CONTRACT GOAL \$	222,674.99	FIRMS TOTAL \$.00
------------------	------------	----------------	-----

Cancel Save Next Page

*For supplier list only the value of the subcontract that can be credited toward the DBE goal. This amount shall be equal to the amount shown for the supplier on the Attachment to Form CS-6AAA. Details are listed on the attachment(s) to Form CS-6AAA.

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.

The contractor assessed the capability and availability of named firm(s) and sees no impediment to prevent award of subcontract(s) as described on the attachments.

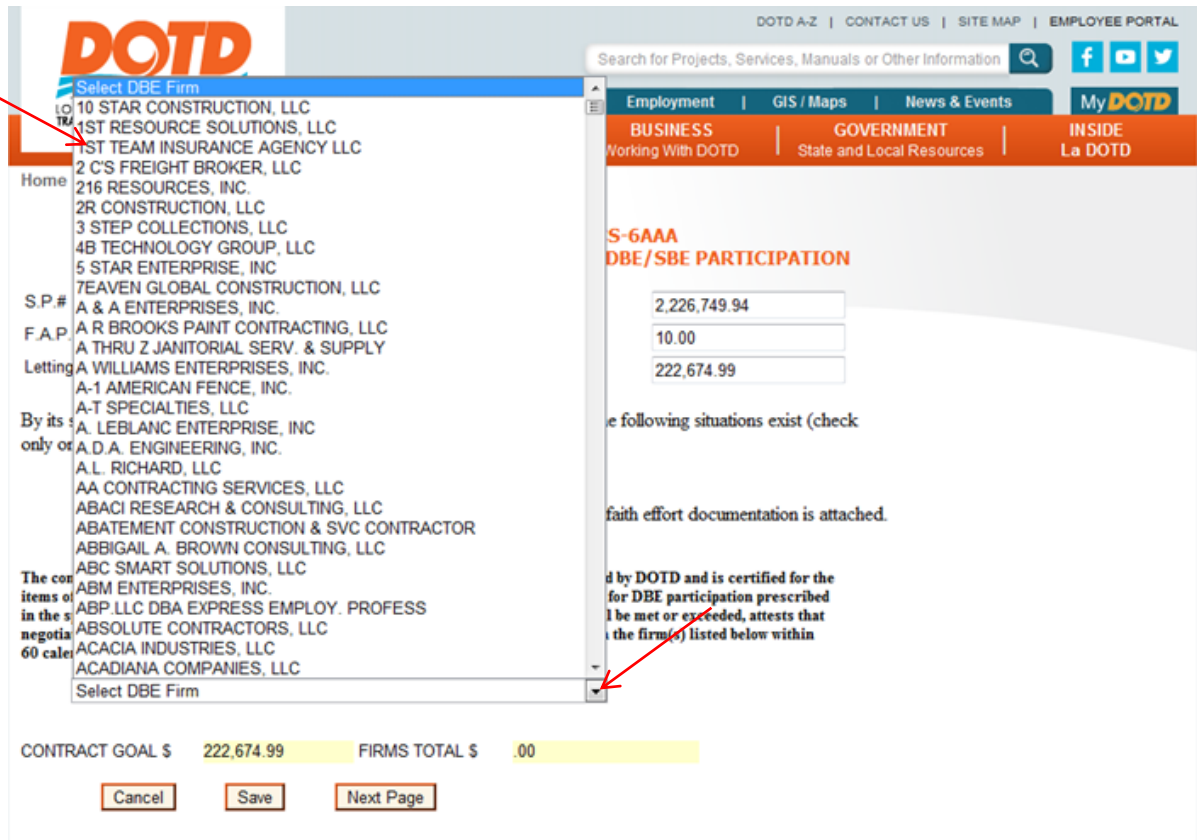
The contractor shall evaluate the subcontract work or services actually performed by the DBE to ensure that a commercially useful function is being served in accordance with the Required Contract Provisions for DBE Participation in Federal Aid Construction Contracts. The contractor understands that no credit toward the DBE goal will be allowed for DBE that do not perform a commercially useful function.

NAME OF CONTRACTOR	BARRIERE CONSTRUCTION CO., LLC		
AUTHORIZED SIGNATURE			
TYPED OR PRINTED NAME			
TITLE			
CONTRACTOR'S DBE LIAISON OFFICER (typed or printed name)			
PHONE NUMBER			
DATE		TAX ID#	610624047

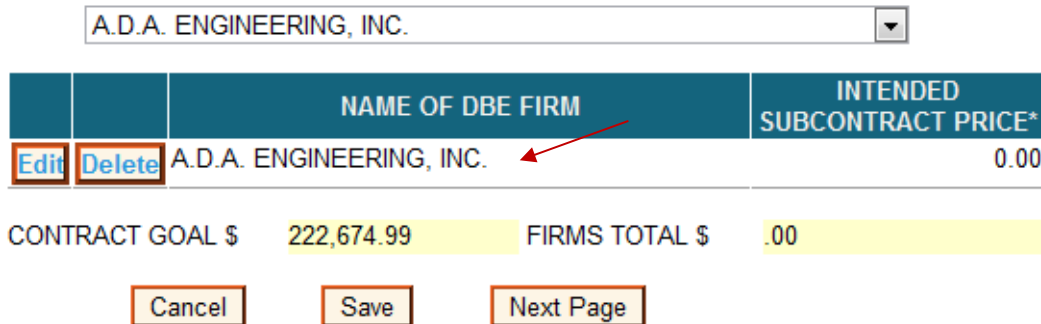


HOW TO ADD A FIRM TO FIRMS LIST / ITEM TO ITEMS LIST?

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.

A.D.A. ENGINEERING, INC. ▼

	NAME OF DBE FIRM	INTENDED SUBCONTRACT PRICE*
Update Cancel	A.D.A. ENGINEERING, INC.	200000.00

CONTRACT GOAL \$ 222,674.99 FIRMS TOTAL \$.00

Cancel **Save** **Next Page**

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

A.D.A. ENGINEERING, INC. ▼

	NAME OF DBE FIRM	INTENDED SUBCONTRACT PRICE*
Edit Delete	A.D.A. ENGINEERING, INC.	200,000.00

CONTRACT GOAL \$ 222,674.99 FIRMS TOTAL \$ 200,000.00

Cancel **Save** **Next Page**

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.

CONTRACT GOAL \$ 222,674.99 FIRMS TOTAL \$ 200,000.00

Cancel **Save** **Next Page**

DBE Goal has NOT been Met

If a valid phone number has not been typed in the following message will be displayed,

CONTRACT GOAL \$ 21,642.86 FIRMS TOTAL \$ 22,208.00

Cancel **Save** **Next Page**

Invalid Phone Number - Correct Format is 999-999-9999.

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.

DOTD
LOUISIANA DEPARTMENT OF TRANSPORTATION & DEVELOPMENT

DOTD A-Z | CONTACT US | SITE MAP | EMPLOYEE PORTAL

Search for Projects, Services, Manuals or Other Information

About DOTD | Employment | GIS / Maps | News & Events | My DOTD

RESIDENTS In My Community | BUSINESS Working With DOTD | GOVERNMENT State and Local Resources | INSIDE La DOTD

Home > Administration > Compliance Programs > CS-6AAA

ATTACHMENT TO FORM CS-6AAA

Contractor shall submit a separate attachment for each DBE listed on Form CS-6AAA

S.P.# F.A.P.#

NAME OF DBE

Phone # Contact Person:

Fully describe the work to be performed (furnish materials and install, labor only supply only, manufacture, hauling, etc.) quantity, unit price, and dollar value for each item to be subcontracted to the DBE listed below.

FIRM GOAL AMOUNT \$ FIRM ITEMS TOTAL \$


Describe the types of assistance, if any, the contractor will provide to any DBE on this project.

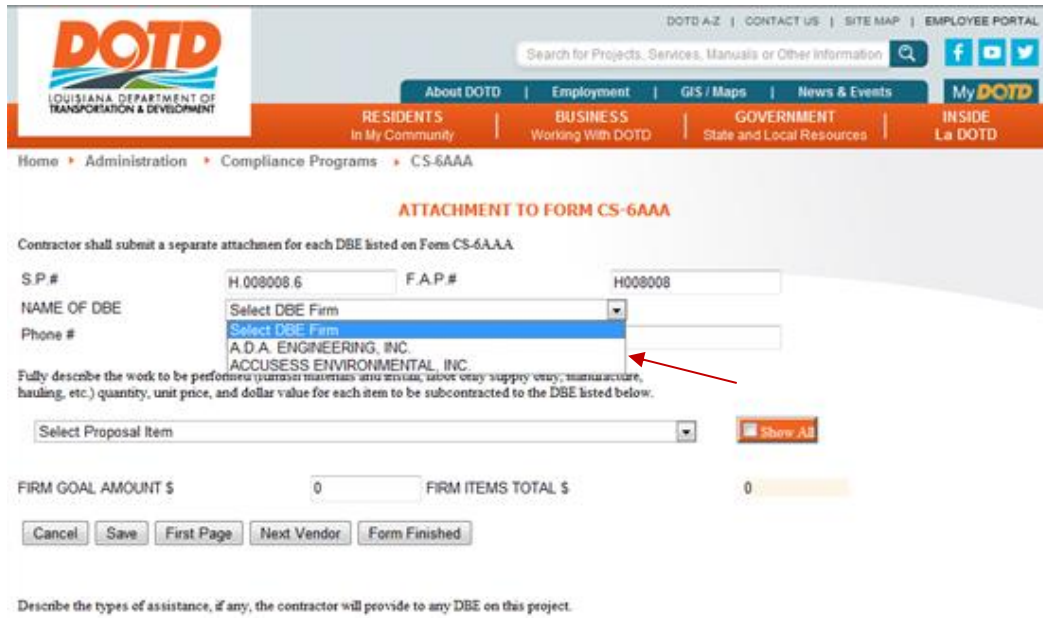
The contractor and DBE subcontractor attest that a subcontract will be executed for the items of work listed above. The contractor acknowledges that it will only receive credit toward the DBE goal if the subcontractor performs a commercially useful function. The DBE understands that it is responsible for performing a commercially useful function.

As with page 1, use the scroll bars on the right of the browser to scroll to the bottom of the form.

DBE CONTRACTOR'S SIGNATURE	<input type="text"/>
TYPED OR PRINTED NAME	<input type="text"/>
TITLE	<input type="text"/>
DATE	<input type="text"/> TAX ID# <input type="text"/>
PRIME CONTRACTOR'S SIGNATURE	<input type="text"/>
TYPED OR PRINTED NAME	<input type="text"/>
TITLE	<input type="text"/>
DATE	<input type="text"/>

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.



ATTACHMENT TO FORM CS-6AAA

Contractor shall submit a separate attachmen for each DBE listed on Form CS-6AAA.

S.P.# F.A.P.#

NAME OF DBE

Phone #

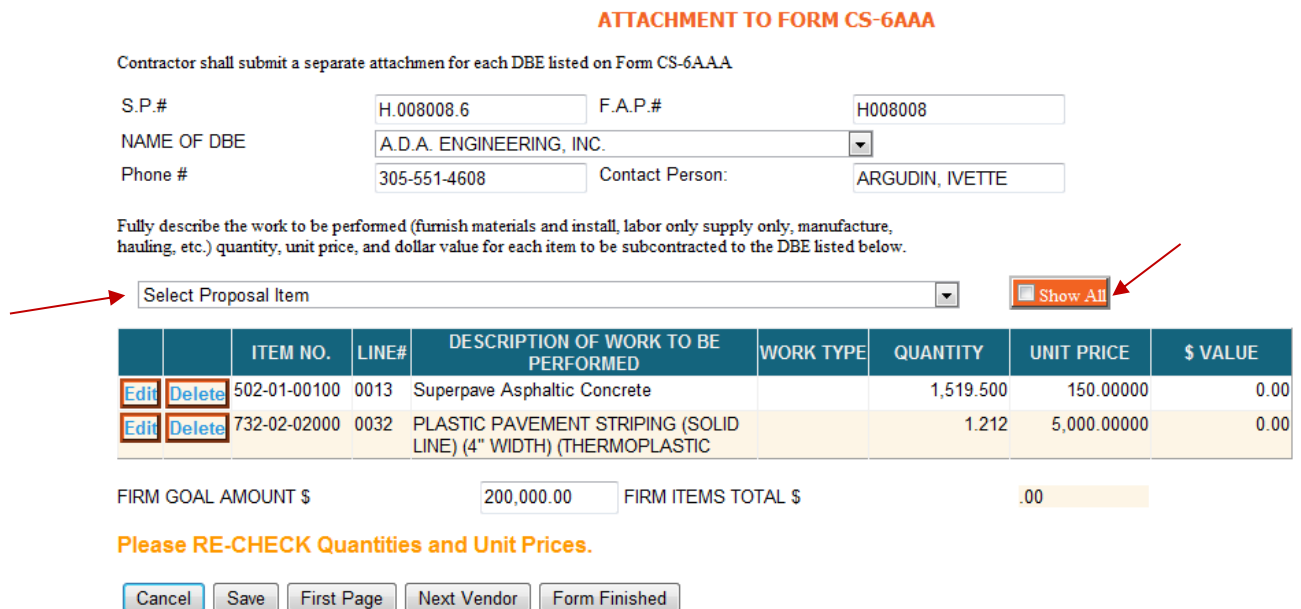
Fully describe the work to be performed (furnish materials and install, labor only supply only, manufacture, hauling, etc.) quantity, unit price, and dollar value for each item to be subcontracted to the DBE listed below.

Select Proposal Item

FIRM GOAL AMOUNT \$ FIRM ITEMS TOTAL \$

Describe the types of assistance, if any, the contractor will provide to any DBE on this project.

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.



ATTACHMENT TO FORM CS-6AAA

Contractor shall submit a separate attachmen for each DBE listed on Form CS-6AAA.

S.P.# F.A.P.#

NAME OF DBE

Phone # Contact Person:

Fully describe the work to be performed (furnish materials and install, labor only supply only, manufacture, hauling, etc.) quantity, unit price, and dollar value for each item to be subcontracted to the DBE listed below.

Select Proposal Item


		ITEM NO.	LINE#	DESCRIPTION OF WORK TO BE PERFORMED	WORK TYPE	QUANTITY	UNIT PRICE	\$ VALUE
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	502-01-00100	0013	Superpave Asphaltic Concrete		1,519.500	150.00000	0.00
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	732-02-02000	0032	PLASTIC PAVEMENT STRIPING (SOLID LINE) (4" WIDTH) (THERMOPLASTIC		1.212	5,000.00000	0.00

FIRM GOAL AMOUNT \$ FIRM ITEMS TOTAL \$

Please RE-CHECK Quantities and Unit Prices.

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)

		ITEM NO.	LINE#	DESCRIPTION OF WORK TO BE PERFORMED	WORK TYPE	QUANTITY	UNIT PRICE	\$ VALUE
Edit	Delete	502-01-00100	0013	SUPERPAVE ASPHALTIC CONCRETE	F&I	1,000.500	150.00000	150,075.00
Edit	Delete	732-02-02000	0032	PLASTIC PAVEMENT STRIPING (SOLID LINE) (4" WIDTH) (THERMOPLASTIC)		1.212	5,000.00000	0.00
FIRM GOAL AMOUNT \$				<input type="text" value="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.

		ITEM NO.	LINE#	DESCRIPTION OF WORK TO BE PERFORMED	WORK TYPE	QUANTITY	UNIT PRICE	\$ VALUE
Edit	Delete	502-01-00100	0013	SUPERPAVE ASPHALTIC CONCRETE	F&I	1,000.500	150.00000	150,075.00
Update	Cancel	732-02-02000	0032	PLASTIC PAVEMENT STRIPING (SOLID LI	Please Select	1.212	5,000.00000	0.00
FIRM GOAL AMOUNT \$				<input type="text" value="200,000.00"/>	FIRM ITEMS TOTAL \$		150,075.00	

Please Select

- Please Select
- F&I
- MANUFACTURE
- LABOR ONLY
- SUPPLY
- TRUCKER
- MOBILIZATION

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.

		ITEM NO.	LINE#	DESCRIPTION OF WORK TO BE PERFORMED	WORK TYPE	QUANTITY	UNIT PRICE	\$ VALUE
Edit	Delete	502-01-00100	0013	SUPERPAVE ASPHALTIC CONCRETE	F&I	1,000.500	150.00000	150,075.00
Edit	Delete	732-02-02000	0032	PLASTIC PAVEMENT STRIPING (SOLID LINE) (4" WIDTH) (THERMOPLASTIC)	F&I	1.000	49,925.00000	49,925.00
FIRM GOAL AMOUNT \$				<input type="text" value="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.

Select Proposal Item

		ITEM NO.	LINE#	DESCRIPTION OF WORK TO BE PERFORMED	WORK TYPE	QUANTITY	UNIT PRICE	\$ VALUE
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	502-01-00100	0013	SUPERPAVE ASPHALTIC CONCRETE	F&I	1,000.500	150.00000	150,075.00
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	732-02-02000	0032	PLASTIC PAVEMENT STRIPING (SOLID LINE) (4" WIDTH) (THERMOPLASTIC	F&I	1.000	490,925.00000	490,925.00

FIRM GOAL AMOUNT \$ FIRM ITEMS TOTAL \$ 641,000.00

DBE Firm SubContract Amount DOES NOT Match DBE Firm Items Total!

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 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.

CS-6AAA Form Finished.

The screenshot displays the DOTD website interface. At the top left is the DOTD logo with the text "LOUISIANA DEPARTMENT OF TRANSPORTATION & DEVELOPMENT". To the right of the logo is a search bar and social media icons for Facebook, YouTube, and Twitter. Below the search bar are navigation tabs for "About DOTD", "Employment", "GIS / Maps", "News & Events", and "My DOTD". A secondary navigation bar includes "RESIDENTS In My Community", "BUSINESS Working With DOTD", "GOVERNMENT State and Local Resources", and "INSIDE La DOTD". The main content area shows a breadcrumb trail: "Home > Administration > Compliance Programs > CS-6AAA". On the left side, there is a vertical menu with "Information" and links to "CS6AAA Entry Form Bidder User Manual", "Good Faith Effort Entry Form", and "Good Faith Effort User Manual". The main content area contains a "Notice of Disclaimer" from the Louisiana Department of Transportation and Development (LADOTD), stating that the CS-6AAA document is available on an "as is" basis and that LADOTD does not warrant the documents against deficiencies of any kind. Below the disclaimer are three links: "Print Preview Form", "Email Completed Form to DOTD Compliance", and "Fill Out Another Form". An "Adobe Reader" logo is also present. At the bottom of the page, there is a footer with "SITE MAP", "LA DOTD HEADQUARTERS 1201 Capitol Access Road, Baton Rouge, LA, 70802", "Telephone: (225) 379-1232", and "Email: dotdca@la.gov".

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.

**FORM CS-6AAA
BIDDERS ASSURANCE DBE PARTICIPATION**

S.P. #	337-17-0010	Contract Amount: \$	1,455,827.15
F.A.P.#	3707(512)	DBE Goal Percentage:	5.00
Letting Date:	03/31/2010	DBE Goal Dollar Value: \$	72,781.38

By its signature affixed hereto, the contractor assures the DOTD that one of the following situations exist (check only one box):

The Project goal will be met or exceeded.

A portion of the project goal can be met, as indicated below. Good faith effort documentation is attached.
 DBE Goal Participation Amount _____ % \$ _____

The contractor certifies that each firm listed is currently on the DBE list as maintained by DOTD and is certified for the items of work shown on the attachment(s). The contractor having assured that the goal for DBE participation prescribed in the special provisions will be met or exceeded, or that the portion of the DBE goal will be met or exceeded, attests that negotiations are in progress or complete and that a subcontract(s) will be executed with the firm(s) listed below within 60 calendar days after award of contract.

NAME OF DBE FIRMS(S)	INTENDED SUBCONTRACT PRICE*
SIMPLEX CONSTRUCTION SUPPLIES, INC.	1,212.37
POTT'S DISTRIBUTING, INC.	8,1843.45
<input type="checkbox"/> Additional Firms	PAGE TOTAL \$
	\$72,855.82

*For supplier list only the value of the subcontract that can be credited toward the DBE goal. This amount shall be equal to the amount shown for the supplier on the Attachment to Form CS-6AAA. Details are listed on the attachment(s) to Form CS-6AAA.

The contractor assessed the capability and availability of named firm(s) and sees no impediment to prevent award of subcontract(s) as described on the attachments.

The contractor shall evaluate the subcontract work or services actually performed by the DBE to ensure that a commercially useful function is being served in accordance with the Required Contract Provisions for DBE Participation in Federal Aid Construction Contracts. The contractor

DRAFT



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.

The screenshot shows the DOTD website interface. At the top left is the DOTD logo (Louisiana Department of Transportation & Development). The top navigation bar includes links for 'About DOTD', 'Employment', 'GIS / Maps', 'News & Events', and 'My DOTD'. Below this is a secondary navigation bar with 'RESIDENTS In My Community', 'BUSINESS Working With DOTD', 'GOVERNMENT State and Local Resources', and 'INSIDE La DOTD'. The breadcrumb trail reads: Home > Administration > Compliance Programs > CS-6AAA. On the left sidebar, there is an 'Information' section with links to 'CS6AAA Entry Form', 'Bidder User Manual', 'Good Faith Effort Entry Form', and 'Good Faith Effort User Manual'. The main content area features a 'From:' field with the email address 'gay.giroir@la.gov' and a 'SEND MAIL' button. Below this is a disclaimer: 'Submitting a completed form to Compliance DOES NOT guarantee that the CS-6AAA form has been or will be approved. The Bidder will receive an email from Compliance notifying whether or not the form has been approved..'. A 'Notice of Disclaimer' follows, stating that the Louisiana Department of Transportation and Development (LADOTD) makes the CS-6AAA document available on an 'as is' basis and disclaims all warranties. At the bottom, there is a 'Location Information' table with the following data:

Location Information	
Mailing Address	DOTD Compliance Programs P.O. Box 94245 Baton Rouge, LA 70804-9245
Physical Address	1201 Capitol Access Rd. Baton Rouge, LA 70802
Phone Number	(225) 379-1382
Fax Number	(225) 379-1865

The footer contains the text: 'LA DOTD HEADQUARTERS 1201 Capitol Access Road, Baton Rouge, LA, 70802 Telephone: (225) 379-1232 Email: dotdcs@la.gov'.

If the e-mail was successful, the following message will be displayed.

The screenshot shows the DOTD website interface. At the top left is the DOTD logo with the text 'LOUISIANA DEPARTMENT OF TRANSPORTATION & DEVELOPMENT'. The top navigation bar includes links for 'DOTD A-Z', 'CONTACT US', 'SITE MAP', and 'EMPLOYEE PORTAL'. A search bar is present with the text 'Search for Projects, Services, Manuals or Other Information'. Below the search bar are menu items: 'About DOTD', 'Employment', 'GIS / Maps', 'News & Events', and 'My DOTD'. A secondary navigation bar features 'RESIDENTS In My Community', 'BUSINESS Working With DOTD', 'GOVERNMENT State and Local Resources', and 'INSIDE La DOTD'. The main content area shows a breadcrumb trail: 'Home > Administration > Compliance Programs > CS-6AAA'. Below this is a 'From:' field containing 'gay.giroir@la.gov' and a 'SEND MAIL' button. A prominent orange message reads: 'H.008008.6 CS6AAA Form Status Updated and E-mailed Successfully!'. The message text states: 'Submitting a completed form to Compliance DOES NOT guarantee that the CS-6AAA form has been or will be approved. The Bidder will receive an email from Compliance notifying whether or not the form has been approved..'. A 'Notice of Disclaimer' follows, stating that the LADOTD document is available on an 'as is' basis and disclaims all warranties. At the bottom, a 'Location Information' table provides contact details for DOTD Compliance Programs.

Location Information	
Mailing Address	DOTD Compliance Programs P.O. Box 94245 Baton Rouge, LA 70804-9245
Physical Address	1201 Capitol Access Rd. Baton Rouge, LA 70802
Phone Number	(225) 379-1382
Fax Number	(225) 379-1865

At the bottom of the page, there is a footer with 'SITE MAP', 'LA DOTD HEADQUARTERS 1201 Capitol Access Road, Baton Rouge, LA, 70802 Telephone: (225) 379-1232 Email: dotdcs@la.gov'.

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.

The screenshot shows the Louisiana Department of Transportation & Development (DOTD) website. The header includes the DOTD logo, navigation links (About DOTD, Employment, GIS / Maps, News & Events, My DOTD), and a search bar. The main content area displays a breadcrumb trail: Home > Administration > Compliance Programs > CS-6AAA. Below this, there is an email form with the 'From' field containing 'gay.giroir@la.gov' and a 'SEND MAIL' button. A red error message states: 'CS-6AAA form has Not been filled out correctly! The form CANNOT be E-mailed for Compliance Approval! Please Review your form and make Corrections before trying to E-Mail again!'. Below the error message, a disclaimer explains that submitting a completed form does not guarantee approval and that the contractor remains responsible for damages. At the bottom, a table provides contact information for DOTD Compliance Programs.

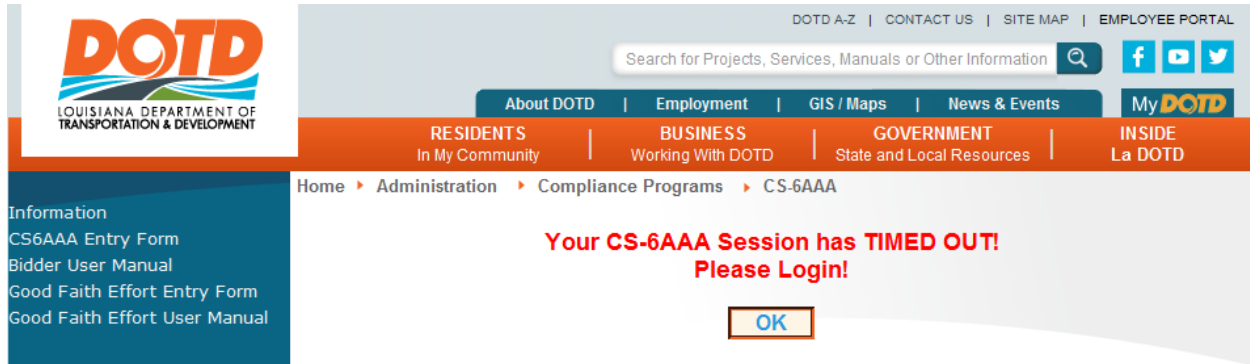
Location Information	
Mailing Address	DOTD Compliance Programs P.O. Box 94245 Baton Rouge, LA 70804-9245
Physical Address	1201 Capitol Access Rd. Baton Rouge, LA 70802
Phone Number	(225) 379-1382
Fax Number	(225) 379-1865

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-6AAAs 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.

Item No:	Work Description	Quantity	Unit Price	\$ Value
202-02-00200	Furnish and Install	729	15.00	10,935.00

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

Item No:	Work Description	Quantity	Unit Price	\$ Value
502-01-00200	Furnish and Install Partial - Driveways Only	818.6	135.00	110,511.00

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

Item No:	Work Description	Quantity	Unit Price	\$ Value
204-07-00100	Hauling \$3/Ton	222	3.00	666.00

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.

Item No:	Work Description	Quantity	Unit Price	\$ Value
509-01-00100	Labor and Equipment	45,362	.36	16,330.32

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

Item No:	Work Description	Quantity	Unit Price	\$ Value
705-06-00200	Labor Only	4,185	15.44	64,616.40

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.

Item No:	Work Description	Quantity	Unit Price	\$ Value
502-01-00100	Supply Asphalt	430	597.50	154,155.00

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

Item No:	Work Description	Quantity	Unit Price	\$ Value
502-01-00100	Hauling Ton	430	25.50	10,965.00
502-01-00100	Supply Asphalt	430	597.50	154,155.00

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# carton148 @ \$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 **1** = \$ 5,621.95

Item No:	Work Description	Quantity	Unit Price	\$ Value
602-02-00200	Sealing Supply	1	5,621.95	3373.17

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.