



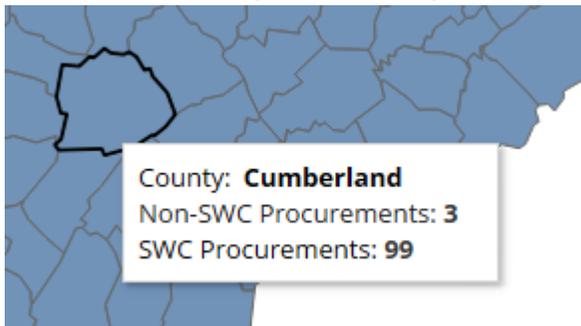
State of TN CPO Training & Compliance: Governor's Office of Diversity Business Enterprise(Go-DBE) Job Aid

Using the Forecast Acquisition Dashboard- Desktop

- Use the dropdown menu to select whether you want to see only statewide contracts, only non-statewide contracts, or both.

Contract Type

- You can use the map to click on a county and filter all the non-statewide contracts to only that county.



- You can also use the Search Bar to search via all the fields in the table, or even search by county instead of using the map. Use the 'Clear Search' button to reset the search bar.

Search Bar

Clear Search

- While using the map, you should be able to click and drag (pan) to move around the map and scroll to zoom in and out to find your county more easily. You can then reset the map by clicking on the map reset button:



- If you type part of your county into the search bar, the map will only highlight the counties that match your search, and you will still need to click on your county. Alternatively, if you type the entire county into the search bar and press 'enter', you can bypass the map entirely.

Using the Forecast Acquisition Dashboard- Mobile

- If you are on a mobile device, you will only search with the search bar, and as before, choose your contract type with the dropdown menu.

Search Bar Contract Type
 (All) ▼

Clear Search

- The table will show which agencies have contracts based on the contract type you've selected and what you have searched via the search bar.

Agriculture
Austin Peay Univ
Chatt State Comm College
Children's Services



- Selecting an agency will then take you to a page of their future contracts with the contract number, the contract description, and either the estimated bid date and estimated value of the contract or the contract's contact info. You can switch between the last two using the "Date & Value"/ "Contact Info" button.

<u>Education</u>		
Back		Contact Info
55220	State report card	8/1/2021 Est. > \$500,000
64135	Educator Management System	9/1/2021 Est. > \$500,000
44346	Individualized Education Plan Data Management Tool	10/1/2021 Est. > \$500,000

<u>Education</u>		
Back		Date & Value
55220	State report card	Grace Shelton 615-393-0753
64135	Educator Management System	Ben Gagne-Maynard 615-917-2817
44346	Individualized Education Plan Data Management Tool	Theresa Nicholls 615-253-2112

- Click the 'Back' button to return to the Agency selection page and to adjust the contract type or your search.