**Go Sheet (ZJ44), Accurate Advertising Dates, and Ad Certainty**

A team of CDOT employees, including the SAP Project Systems team and Contracts and Market Analysis Area Engineers, has created a new and improved CDOT Go Sheet. The Go Sheet is published weekly to inform contractors about upcoming bid openings for CDOT construction projects. The new Go Sheet has much the same information as the current sheet, but it is printed in landscape and easier to read. The new Go Sheet consists of the following four reports:

1. Projects Advertised Revised this Week
2. Advertised Project Lettings
3. Projects to be Advertised within the next 90 days
4. Local Agency Projects

Information populating the Go Sheet now comes from SAP instead of Trns\*port. It is very important for Project Managers to update project information in SAP, including the Current Planned Ad Date, Scheduled Ad Date, the Project Personnel, Budget, and Contract Type. Currently only the Region Business Office can update the Scheduled Ad Date, but in the near future Project Managers also will be able to maintain this date.

A new required field called “Ad Certainty” has been added to the Project Manager’s tab. The system will prompt you to choose one of three options (Green, Yellow, or Red) to indicate the likelihood of meeting the Scheduled Ad Date. Green indicates a 90 to 100 percent likelihood of meeting the Scheduled Ad Date, Yellow indicates 50 to 90%, and Red indicates less than 50%.

The Pre-bid Meeting Date and DBE Goal will also appear on the new Go Sheet. The Project Manager will need to coordinate entering in the Pre-bid Meeting Date and DBE Goal. These fields are on the Award Tab in SAP, so the Project Manager will need to notify the Awards Officer to enter this information.

Finally, a new system-generated email will be sent to Project Managers and Resident Engineers one week before the Project is added to the “Projects to be Advertised within the next 90 days” report to remind them to check Project Ad dates before projects appear on the report. If the project is not going to ad in the next 90 days it is important that you update the Scheduled Ad Date.

The new Go Sheet is active and users can generate the current Go Sheet reports in SAP by using the transaction, ZJ44. In addition, the Go Sheet will continue to be available on CDOT’s external web page. Instructions will soon be available in SAP with tips for updating Ad Dates and Ad Certainty fields, as well as for generating reports. The document below has instructions for generating the new reports:



If you would like additional information on the new Go Sheet changes, please contact Laura Zamora at (303) 757-9233 or Roselle Drahushak-Crow at (303) 757-9015. If you need help modifying Ad Dates, Ad Certainty, or any other data, please contact one of the SAP Project Systems BPXs.

Tawnya Nicholson Valerie Metaiguer

tawnya.nicholson@state.co.us valerie.metaiguer@state.co.us

(303)512-5207 [7-5207] (303)757-9837 [7-9837]

To update Go Sheet information in the *Project Development Manual*, print-out the attached file and insert the new pages at the end of Section 2:



**References:**

Design Bulletins can be found on the CDOT intranet at:

<http://www.coloradodot.info/business/designsupport/bulletins_manuals/design-bulletins>