

December 13, 2022 | Bid Letting Reminders

Welcome to the December 13, 2022 bid letting. Although we are winding down calendar year 2022, we are at the beginning of FFY2023. As such, I think this is an important time to recognize the DBE Program achievements and send a periodic reminder about why this program exists. Simply stated DBE Programs across the country strive to **level the playing field** – the attached slide very succinctly captures the essence of the program. Over the past three years WisDOT’s DBE Program has come a long way in doing just that. Remarkably, we are now in our third full fiscal year of tracking **after contract DBE utilization** and continue to see these commitments trend in the right direction – we processed over \$20 million in FFY 2021 and over \$29 million in FFY 2022! We want to acknowledge and thank everyone for your continuing commitment to work with DBEs. This not only helps lower project goals but also highlights the fact that Wisconsin has a robust DBE community that actively participates in the projects throughout the state. WisDOT’s partnership with industry has elevated our DBE Program as a model for other states to follow.

General Reminders to keep in mind as we start FFY2023:

- **SPECIAL NOTE/REMINDER!** Prime contractors are responsible for checking DBE NAICS codes on the UCP DBE Directory for any work being claimed by a DBE for DBE credit for that project.
- **NEW!** We continue to see many prime contractors either adding or updating DBE information on their website. This helps newer DBEs navigating the program see a consistent message throughout the state that their participation on projects is sought after and valued. We again encourage all prime contractors to consider developing your company website with current bid letting information – highlight your website information in your email and/or letter solicitations so it becomes a one-stop shop for all DBE related information. Also consider the incorporating the following elements on your website:
 - With permission, add pictures of DBEs working on a recent project
 - Add a testimonial from DBEs that your company has worked with
 - Encourage DBE utilization (DBE Trucking, materials and/or supplies) from non-DBE WisDOT subcontractors and provide the link to the UCP DBE Directory: <https://wisconsindot.gov/Pages/doing-bus/civil-rights/dbe/certified-firms.aspx>
 - Highlight DBE statistics -- for example: Gross amount and number of DBEs paid during FFY2022.
- **NEW/REMINDER!** If you run across outdated DBE information, please send the information to **DBE_Alert@dot.wi.gov** and be as specific as possible. Lori Green from our team will reach out to you to follow-up.

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- **REMINDER!** Bid letting reminders are now on-line. Please visit the “Contracting with a DBE” webpage. Bid letting reminders are under “What’s New” organized by FFY: <https://wisconsindot.gov/Pages/doing-bus/civil-rights/dbe/ctrcting-with-dbe.aspx>
- **REMINDER!** Consider adding language to your solicitation letter, email and/or website that your company may consider ****smaller work packages**** within the larger advertised work types. For ex: if your company is bidding on a proposal where you would consider a DBE to clear/grub 2 out of the 6 miles on a project – state that in your solicitation efforts and include some other smaller work package examples as well. This may encourage more participation from DBEs who are new to WisDOT work to respond.
- **REMINDER!** Please visit the DBE Alert web [page](#) that includes the monthly DBE email blast reminding DBEs of our events and opportunities. A document included with the monthly message to DBEs may be useful to your estimating team identifying the sub-contractable DBE opportunities per proposal and per region. This can serve as a starting point with your solicitation efforts. December 2022 alert to be posted soon!
- **REMINDER!** Request for contact information – if there are employees who should be receiving DBE communications (such as this email), please let me know. We maintain a prime contractor contact list.

Bid Day Reminders:

- **NEW!** It is very helpful to our office if you place Attachment As in the order they appear either on your electronic bid submission or the DT1506 pdf form.
- **NEW!** There is a lot of information online to assist prime contractors with the bid letting process. In addition to reviewing this information online, consider keeping an **updated bid letting binder** (so the information is readily available) with the following sections: Monthly Bid Letting Reminders (YTD FFY2023 attached – FFY2022 pdf versions are online), Bid Letting Checklist (attached), and the 8/3/2022 power point presentation which includes an Intent to Award and GFE Strategy/Overview example (attached). These resources are meant to be effective guides for your company, so every bid is responsive and can often answer questions you might have.
 - If your company does not bid frequently, make sure to review the bid letting steps and processes with staff **before** bid letting day
 - Create a process so E1506 or DT1506 forms are double checked by different people against the Attachment As – especially when 60% supplier credit is involved

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- **REMINDER!** The DT1506 form has been updated with revised Attachment A language for DBE Trucking (see #5 under Attachment A Instructions). See also the bottom of the Attachment A which now clarifies the number of trucks (DBE and/or non-DBE) used on the project. This suggestion was a result of our prime contractor visits this summer.
- **REMINDER!** If we receive a fully executed Attachment A (signed by the DBE) submitted with your bid or within one hour of bid closing, that was not included in your Bid Express electronic commitment or DT1506 pdf, we will accept it and combine it with any other DBE commitments included with Bid Express.
 - **NOTE: This guidance is corrected to the following:** If we receive an Attachment A submitted with your bid, that was not included in your Bid Express electronic commitment or DT1506 pdf, we will accept it and combine it with any other DBE commitments included with your bid. For any Attachment A submitted without a DBE signature- make sure to submit the DBE-signed Attachment A by 11:00 AM Wednesday following the let in order for the credit to be considered.
 - **NOTE-** this does not change the requirements included here: [Tips for making your bid responsive](#)
- **REMINDER!** Bin file reminder. If you do not see a DBE in the Bid Express .bin file but know the DBE has been newly certified – please submit a pdf DT1506 and Attachment A for that DBE if you are entering DBE credit electronically. If you are attaching a pdf DT1506 instead of electronic entry, add the DBE to the commitment. We will review and confirm DBE credit and combine into (1) DBE commitment.

GFE Reminders:

- **NEW!** Great start to FFY2023! With **(65) projects** in November 2022, we only had **(1) GFE request** in the NE region which was approved (4.00% DBE assigned goal)
 - **FFY2023 Approved GFE Requests Total = 1 (YTD)**
 - FFY2022 Approved GFE Requests Total = 46
 - FFY2021 Approved GFE Requests Total = 50
- **NEW!** FFY2021 & FFY2022 “GFE Report Card” information can be incorporated into the GFE strategy/overview tab (**New tab in the DT1202 Excel Workbook Template**) as optional information that will be considered under “other GFE activities” on the GFE Rubric (see pg. 17 in the attached 8/3/2022 power point for an example).
- **REMINDER!** The simplified version of the GFE Rubric is now effective. I am available for a GFE 1:1 session if your company is in need of a general refresher or tips on how to best document your good faith efforts.