

September 13, 2022 | Bid Letting Reminders

General Reminders:

- **NEW!** Please visit the DBE Newsletter [webpage](#) which will soon include 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. See September edition, attached.
- **NEW!** If you are linking to the WisDOT webpage for plans and specs on your company webpage – please **UPDATE** your link so it links to the current month bid letting information. During some GFE reviews, I have noticed some older links to previous bid lettings.
- **UPDATED!** The DBE office is traveling the state and visiting prime contractors! If your company wants to schedule an in-person visit, please contact Madalena to arrange a convenient time. This is a great opportunity to discuss any questions and/or concerns you may have. Thank you to the prime contractors who hosted WisDOT this summer – it was both informative and enjoyable to meet face to face and discuss the DBE program. We have received valuable feedback and these meetings have spurred future collaboration with industry on initiatives to increase DBE participation on projects.
- **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.**
- Please take time to review ASP-3 Section 9 which covers the DBE Commitment Modification Policy in the event of an increase or decrease in the DBE commitment (See attached).
- Please take time to review ASP-4 which covers retainage – prime contractors are not allowed to withhold retainage without first documenting “just cause” (See attached).

Bid Day Reminders:

- **Last call before the October 2022 letting!** If your company has not signed up for eSubmit, please take some time ***this week or next week*** to do so. **eSubmit is the preferred method for submitting DBE attachments, however at this time GFE documentation is still accepted through the DBE Alert mailbox. *Beginning with the October 2022 bid letting, letting documents will no longer be accepted through the DBE Alert mailbox.*** Taking the time now will allow our office to approve and test any eSubmit issues, so your company is prepared on bid day (eSubmit instructions are attached).
- Please download and review the Bid Checklist document:
<https://wisconsindot.gov/Documents/doing-bus/civil-rights/dbe/bid-checklist.pdf>
- Please download and review “Monthly questions from contractors”:
<https://wisconsindot.gov/Pages/doing-bus/civil-rights/dbe/ctrcting-with-dbe.aspx>.
This is a great resource document that answers many different questions that can come up during the bid letting process.
- Make a habit to download and review the UCP DBE Updates Summary each month. This Excel document highlights new DBE firms, updated DBE contact information and more monthly. <https://wisconsindot.gov/Pages/doing-bus/civil-rights/dbe/certified-firms.aspx>

GFE Reminders:

- **UPDATED!** I will be sending out final FFY2022 “GFE Report Cards” to all primes who has received them so far at the end of September 2022. Please let me know if your company would like to receive a report card. As a matter of practice going forward, GFE Report Cards will be included with all GFE requests if your company has not already received one. This information can be added to the GFE strategy overview tab (***New tab in the DT1202 Excel Workbook Template***) as optional information that can be included under “other GFE activities” on the GFE Rubric.
- **NEW!** Continue to evaluate the solicitation efforts that are impactful to reaching the DBE goal. For example: mailing a hard copy to the DBEs may not be needed when email is just as effective or if your company does not typically receive a response from SBN, evaluate if that is something that can be eliminated.
- **NEW!** 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.
- **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. Please take advantage of this opportunity before FFY2023 when we transition to a new GFE Rubric.**