

May 10, 2022 | Bid Letting Reminders

Bid Day Reminders:

- If your company has not signed up for eSubmit, please take some time this week to do so. Taking the time now will allow our office to approve and test any 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>

GFE Reminders:

- GFEs moving forward will now have standard and specific feedback. Please take a moment to review the standard feedback below to identify any opportunities your company can incorporate into your DBE process to increase DBE participation.
- When feasible, please perform a like-item quote analysis if you receive quotes that are not identical. Performing a like-item(s) analysis can also help your company identify potential “untying” opportunities where a DBE can be utilized for part of the work. *(Note: if a like-item analysis is not feasible, please indicate why in the Intent to Award/Sound Reasoning. For example: item in quote 1 is only materials and item in quote 2 is materials and labor)*
- Please review DT1202 - #5 and be mindful of the reasons why your company is rejecting a DBE. *Provide sufficient evidence that a DBE was rejected for sound reasons such as past performance, relevant business experience and stability, safety record, business ethic and integrity, technical capacity and/or other tangible factors.*



**OBOEC FEEDBACK TO PRIME CONTRACTOR
ON GOOD FAITH EFFORT REQUEST**

Standard feedback is listed first, followed by prime contractor feedback specific to this GFE request.

Standard feedback

1. Review your Solicitation Letter and Email Strategy:

- (a) When was the last time your company updated your DBE solicitation letter and/or email(s)?
- (b) Does your DBE solicitation letter or email include all required language such as: your company is willing to accept quotes in areas your company typically self-performs.
- (c) OBOEC recommends selected work items are clearly identified on solicitation letters/emails
- (d) Does your company send a **separate** solicitation to WisDOT Subcontractors encouraging DBE utilization with DBE trucking firms and DBE suppliers?
- (e) Does your company have a DBE meeting prior to the bid letting (or include DBE utilization as an agenda item with other bid meetings)?
- (f) Has your company reached out to rejected DBEs **after** the bid letting to provide feedback on their quote(s) so they might be more competitive in future bid lettings?
- (g) Has your company reached out to new and/or existing DBE firms between bid lettings?

2. Please download the most current version of the UCP DBE Directory for each bid letting. This is an Excel Document that can be modified and copied into the "Solicitation Log" tab of this workbook.

<https://wisconsindot.gov/Pages/doing-bus/civil-rights/dbe/certified-firms.aspx>

3. When advertising in the Daily Reporter, OBOEC recommends that sub-contractable opportunities are identified. Consider listing 4-5 work types with the most DBE opportunity.

4. On the SBN Posting, consider a concise standard message that incorporates the assistance in the "comment" section:

- (a) Where DBEs can find plans and specifications on the WisDOT website and/or your company's plan room
- (b) Your company is willing to accept quotes for work area(s) your company might self-perform
- (c) Your company is willing to assist with any questions regarding bonding, credit, insurance, equipment, supplies and materials
- (d) Quote deadline and who to contact if DBE has questions

5. Sound Reasoning/Quote Analysis guidance:

- (a) Avoid making rejection decisions based strictly on cost.
- (b) Per number 5 on the DT1202, please describe reasons (other than cost alone) why a DBE is rejected. Other reasons include: past performance, relevant business experience and stability, safety record, business ethic and integrity, technical capacity and/or other tangible factors.

We recommend greater scrutiny of bids especially in situations where the DBE goal could have been achieved had the DBE quote(s) been selected:

- (c) When reconsidering these quotes, why was a XX%/\$ increase unreasonable?
- (d) When evaluating the entire bid, look for other areas where a reduction is possible, thus making meeting the DBE goal possible.

6. Does your company have a written Diversity & Inclusion policy?

7. If your company has a DBE webpage and/or is considering adding one to your company's website, consider the following suggestions:

- (a) Add language from the DBE solicitation letter that will always apply such as: Your company accepts quotes for work types your company might self-perform
- (b) Your company will assist with questions regarding bonding, credit, insurance, equipment, material/supplies
- (c) Consider adding a statement that your company encourages all WisDOT subcontractors quoting your company to utilize DBE trucking and DBE suppliers
- (d) Highlight DBE partnership with recent projects with DBE participation, FFY2021 DBE Statistics, FFY2022 DBE goals (ex: increase DBE participation by X%) and current project opportunities.
- (e) Align DBE message on the website with **all** other DBE facing communications such as the solicitation letter & email. There is language from the letters to both DBEs & WisDOT subcontractors that can be added to the webpage.

Specific Feedback related to this GFE request

8.

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