

## October 11, 2022 | Bid Letting Reminders

### General Reminders to keep in mind as we start FFY2023:

- **NEW!** Please take time to review ASP-3 which is updated and effective October 2022 (attached). Changes include:
  - All DBE documentation not submitted with bid must be submitted through eSubmit
  - The GFE Rubric has been updated. See training session [here](#).
  - Process updates already in place that are now added to ASP-3:
    - Offsite hauling reporting
    - Bulk Supply and Commodity purchase process
    - Info session recording <https://youtu.be/kLPqjC1vXzM> here
- 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. See October edition, attached.
- **REMINDER!** As outlined in the Contractors FAQs from Jan 2022 – Prime contractors **can include sales tax and freight** when calculating 60% on a materials quote.
- **REMINDER!** The start of FFY2023 is a great time to consider bulk purchases (ex: fuel or saw blades). Example: If a prime contractor purchases \$50,000 in fuel at the beginning of the fiscal year, a portion of the DBE credit can be applied throughout the year at bid time on projects when required documentation is submitted. The process is outlined in ASP-3 8(b)(5).
- **REMINDER!** Consider specialty or incidental work types when soliciting DBEs. For example, we now have NMR Contractors, LLC that provides **Construction Site Job Trailers** for the duration of a project.
- 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.
- 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.
- A big **\*thank you\*** to all prime contractors who hosted WisDOT this summer. These in-person visits led to great collaboration and process improvement – we will continue these visits throughout the year when time permits.

### **Bid Day Reminders:**

- **NEW!** 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.
  - **NEW!** 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.
- 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/Documents/doing-bus/civil-rights/dbe/contractorquestions.pdf>
- 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:**

- **NEW!** 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.
- **UPDATED!** I will be sending out final FFY2022 “GFE Report Cards” to all primes who has received them so far soon – I am waiting for all FFY2022 awarding decisions to be made by BPD. 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.
- 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.
- 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.