

DBEs: No-cost DBE SBN Account, Subscription Agreement, and Training

Greetings Certified DBE Business Owners:

On behalf of the WisDOT Office of Business Opportunity and Equity Compliance (OBOEC) DBE Support Services Office, we invite DBEs who are actively seeking and quoting WisDOT contract opportunities to request and use a free Bid Express Small Business Network (SBN) account – the secure Internet bidding, quoting, and communications system between WisDOT, primes and DBE Subcontractors.

As you may know, effective March 9, 2010, WisDOT only accepts Primes Bid Submittals electronically via Bid Express (with some exceptions). Bid Express has upgraded the Small Business Network (SBN), to include identifying work types in DBE accounts, to having solicitations sorted by work types, as well as messaging features including alerts to DBEs when solicitations for quotes are posted by primes, prime-DBE communications, in addition to the standard creating and submitting of DBE quotes to primes through the SBN system.

To request a free DOT SBN Account:

- a) Click this link <https://www.bidx.com/wi/main> to go to the WisDOT Bidx home page
- b) Click on the “Request DOT SBN Sponsorship” link, which takes you to the Bid Express SBN/DBE Account Request form
- c) Complete and submit the “Request Account form” (Please enter a valid email address to which you wish to have quote requests received).
- d) Upon approval you will receive an email correspondence confirming your account, a preliminary password, and additional account set-up guidance.
- e) In addition, you will begin to receive other periodic messages including training opportunities.

WisDOT SBN Subscription Agreement:

WisDOT requires all DBE firms in the WisDOT sponsored block of accounts to complete and return the ***Small Business Network Subscription Agreement*** for us to continue providing a no-cost SBN Account in your DBE firm’s name.

Note - please complete and submit this revised form even if you completed a similar form earlier.

Print out the SBN Subscription Agreement and fill in the following:

- The Company’s name in the first paragraph
- The Company’s Representative ‘Section e)’ [Person responsible for authorizing/administrating this agreement]
- Fill in your Company Name, Representative Name, Title and Sign.

Scan, E-mail or mail your completed SBN Subscription Agreement to Paul Ndon (See Below)

A fully executed/signed WisDOT Small Business Network Subscription Agreement will be returned to you for your files.

Note: If you do not use you will lose your no-cost SBN account; see Subscription Agreement Cancellation terms and conditions.

SBN Training:

Once your account is approved, you will receive notices of SBN training opportunities on how to effectively navigate and utilize all of the new SBN features which you can access from your business computers and phones via a training Webinar. In addition, you can contact Bidx/SBN Customer Support at 1.888.352.2439 or customer.support@bidx.com for responsive one-to-one SBN user support, as well as contacting Paul Ndon for various group or individualized SBN training opportunities.

Ongoing SBN User Feedback:

WisDOT welcomes your feedback as you utilize your SBN account. There is a commitment to make SBN as efficient and effective as possible as a standard business practice for obtaining WisDOT project information, solicitations for quotes, project communications and creating/exchanging project quotes. If there are any comments and/or suggestions which may improve your use of SBN please do not hesitate to contact Paul Ndon and we will work to address your specific concerns and recommendations.

For questions, additional information and/or to submit SBN user feedback, please contact:

WisDOT DBE Support Services Office
Attention: Paul Ndon
6150 W. Fond du Lac Avenue
Milwaukee, WI 53216
Paul.Ndon@dot.wi.gov

Thank you for your continued interest in and use of SBN!