

August 9, 2022 | Bid Letting Reminders

General Reminders:

- The DBE office is hosting a DBE roundtable and networking event with CBG on **9/29/2022 in Wisconsin Dells**. Please let Madalena know if you're willing to participate madalena.maestri@dot.wi.gov
- 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. Madalena & Maria or Madalena & Kathleen will be available for these visits. Thank you to the prime contractors who hosted WisDOT in June & July 2022 – it was both informative and enjoyable to meet face to face and discuss the DBE program.
- **Call 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:

- If your company has not signed up for eSubmit, please take some time ***this 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:

- If your company is interested in receiving a “GFE Report Card” – please let me know. I will prepare a GFE FFY2021 & FFY2022 (to date) spreadsheet which can help inform your company of GFE strategy as we move into FFY2023. 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.
- **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.**