

Tools Used to Submit a Successful Bid

Bid Express Account, see <https://wisconsindot.gov/Pages/doing-bus/contractors/hcci/default.aspx> for electronic bidding information.

AASHTOWare Project Bids

Login to www.bidx.com

Download

- **Bid File(s)** -- *.ebsx and addendum (addenda, if applicable). **Download** by proposal or letting
 - If *.zip file is used, extract all files
- **Current DBE .bin** file downloaded *must* be saved in the same location as the .ebsx file

DT1506

- Using Project Bids
 - Upload Completed DT1506.pdf within the Miscellaneous Tab **OR**
 - Enter DBE Firms within the DBE Commitment/DT1506 Tab

Attachment A's or DBE Quotes

- Include Attachment A's or quotes for all DBEs included on commitment. *See additional options for Attachment A submittal in Bid Day reminder section below*

Good Faith Effort

- Indicate if the DBE goal was met. If not, submit DT1202 and supplementals by 11:00 AM Wednesday

Pre-Bid Day Reminders

Before each bid letting, complete a test submission using eSubmit and Project Bids to ensure both platforms are working properly.

- Submit Bid including DBE Firms electronically, via [Project Bids](#)
- Submitting additional documentation via [eSubmit](#) provides prime contractors with an immediate email response back that documents have been uploaded.
- Verify you have the most current DBE .bin file downloaded.

eSubmit Questions: Ijeoma O'Rorke – ijeoma.ororke@dot.wi.gov (Phone: 414-550-2839)

BidX Questions: Deanna Goebel – Deanna.goebel@dot.wi.gov (Phone: 608-267-6967)

Review your Solicitation Letter and Email Strategy:

- When was the last time your company updated your DBE solicitation letter and/or email(s)?
- Does your company send a separate solicitation to all subcontractors encouraging DBE utilization with DBE trucking firms and DBE suppliers?
- Does your company discuss the DBE commitment prior to the bid letting (or include DBE utilization as an agenda item with other meetings)?
- Has your company reached out to new and/or existing DBE firms between bid lettings?

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☐ **Always use the most updated version of the UCP DBE Directory.** Only certified DBE firms will count towards the DBE goal. <https://wisconsindot.gov/Pages/doing-bus/civil-rights/dbe/certified-firms.aspx>

Remember to check the DBE Updates Summary that is also listed on the same webpage as the UCP DBE Directory. The updates are listed in EXCEL format and each month is a separate tab.

Updates include:

- DBE Contact Updates
- Change to DBE Firm Name
- Newly Certified DBE Firms
- Decertified/Withdrawn DBE Firms
- NAICS Code Expansion(s)
- NAICS Code Reduction(s)
- Change to DBE Firm Classification

Bid Day Reminders

- ☐ **On Tuesday triple check the DT1506 or DBE Commitment/DT1506 Tab for the following:**
- All DBEs listed on the commitment are certified firms and are included in the most current version of the UCP DBE Directory
 - Check that your math on the DBE commitment and Attachment A's match with Project Bid entries
 - If you realize you have an error after submitting the commitment and your bid will no longer meet the DBE goal, submit form DT1202 and GFE supplemental materials through eSubmit to keep your bid responsive

Non-responsive bid may result:

- If you include non-certified DBE firm(s) on your DT1506 or DBE Commitment/DT1506 Tab and do not meet the goal after they are removed. Your company will be required to submit a GFE request by 11:00 AM, Wednesday. If the DBE office does not receive a GFE request, your bid will be non-responsive.
- If you do not include all required Attachment A's/quotes electronically with bid by 11:00 AM Tuesday OR via eSubmit by 12:00 noon on Tuesday. Final versions of Attachment A's are required by 11:00 AM Wednesday via eSubmit.

Tips:

- Consider developing a standardized DBE Bid Practice checklist that is printed out and/or maintained on a shared network and followed by all employees involved with bid letting responsibilities. The checklist can include pre-bid day, bid day, and post-bid day tasks. This checklist can be included in the documentation backup for a future GFE request under DBE Outreach.
- Make it a practice to always check the DT1506 or DBE Commitment/DT1506 Tab with at least two people in your company to confirm all Attachment A's and/or quotes are included by 11:00 am if submitting through BidX or 12:00 noon when submitting through eSubmit



DBE Wisconsin Department of Transportation program support

- Remember to include Attachment A's for all DBE trucking firms listed on the DT1506/DT1506 tab. We always need the first Attachment A from a DBE trucking firm at bid time – Attachment A's for the *DBE truckers listed on the commitment* will not be required again. Make a practice of counting out each Attachment A to make sure it matches the DT1506 or DBE Commitment/DT1506 Tab.
- If a prime and subcontractor are using the same DBE trucking firm, submit two Attachment A's. Do not combine the DBE amounts onto one Attachment A.
- Do not cross-out information on the Attachment A's. If amounts change, please complete a new Attachment A with signatures.
- After the DT1506 or DBE Commitment/DT1506 Tab is finalized, consider sending an email to all DBEs to let them know they have been **included** (not awarded) on the DT1506 or DBE Commitment/DT1506 Tab. If your company reads low on Wednesday after 12:00 noon, DBEs are on notice that they may have upcoming work if your company is ultimately awarded the project. If the project is rejected for any reason, please follow-up with all DBEs as well.

Make Your Bid Responsive

Submit additional documents (not submitted with bid) through eSubmit. [Follow these steps.](#)

Document	When needed to be responsive
DT1506 or DBE Commitment/DT1506 Tab	Tuesday 11:00 a.m. (Project Bids)
Attachments A or DBE quote(s) From all identified DBEs on the DT1506 or DBE Commitment/DT1506 Tab	Tuesday 11:00 a.m. (Project Bids)
Attachments A or quotes from all identified DBEs on the DT1506 or DBE Commitment/DT1506 Tab	Tuesday 12:00 noon (eSubmit)
Attachments A (for unsigned Attachments A and/or DBE quotes submitted on Tuesday) Signed and dated by DBE	Wednesday 11:00 a.m. (eSubmit)
DT1202 and supplemental materials If DBE goal is not met	Wednesday 11:00 a.m. (eSubmit)