|  |  |
| --- | --- |
| Company: | Email: |
| Contact Person: | Phone: |
| [Work Classification:](https://wisconsindot.gov/Pages/doing-bus/civil-rights/dbe/default.aspx) | [NAICS Code:](https://www.naics.com/everything-sic/) |

**General Business Information**

1. Enter the year your business was established under its current name:
2. Enter the Employer Identification Number (EIN) or (TIN) for this business: EIN or TIN
3. What is your Unique Entity ID SAM: Unique Entity ID SAM. If none, go to [SAM.gov](https://sam.gov/content/home) to get your UEID SAM.
4. WI UCP DBE Certification Date: Click or tap to enter a date.
5. In addition to your UCP DBE certification, select your other business certification(s) if applicable:

[Interstate DBE certification](https://wisconsindot.gov/Documents/doing-bus/civil-rights/dbe/interstate-certification-procedure.pdf) States: States, more states.

[City of Milwaukee Small Business Enterprise certification](https://city.milwaukee.gov/Equity-and-Inclusion/Certification) Year certified: Year

[Women-Owned Small Business Federal Contract certification](https://www.sba.gov/federal-contracting/contracting-assistance-programs/women-owned-small-business-federal-contract-program) Year certified: Year

[WI Supplier Diversity certification](https://doa.wi.gov/Pages/StateEmployees/HowtoApply.aspx)  Year certified: Year

[National Minority Supplier Diversity Council certification](https://nmsdc.org/) Year certified: Year

None

1. In your own words, what is the [vision](https://www.score.org/resource/article/keys-understanding-vision-values-goals-and-strategy?gclid=Cj0KCQjwtO-kBhDIARIsAL6LorcKcczJbUNsGACzhotZKmMfUCYXqhtdhXCzuUS_dt-IthFRq8ksrNcaAv2SEALw_wcB) mission and/or purpose for your business?

Click or tap here to enter text.

1. Define your [company’s core values](https://www.score.org/resource/article/keys-understanding-vision-values-goals-and-strategy?gclid=Cj0KCQjwtO-kBhDIARIsAL6LorcKcczJbUNsGACzhotZKmMfUCYXqhtdhXCzuUS_dt-IthFRq8ksrNcaAv2SEALw_wcB): Click or tap here to enter text.
2. Do you a have a [business plan](https://www.youtube.com/watch?v=uSpHa0NQ-Fo) in place for this business?  Yes\*  No
3. Do you have [capability statement](https://www.sba.gov/event/11894) in place for your business?  Yes\*  No
4. Did you complete a [S.W.O.T analysis](https://www.businessnewsdaily.com/4245-swot-analysis.html) for your business?  Yes\*  No
5. Do you have [administrative support](https://www.score.org/business-education/business-planning-financial-statements-template-gallery) for your business?  Yes  No
6. Identify the key staff positions for your business:

Insert each employee in a new line

1. Do you have a mentor who is committed to the development of your business?  Yes  No
2. Identify your business customers/areas, check all that apply:

Local area businesses

Surrounding counties

Government agencies

Wisconsin DOT

Federal government

Non-profit organizations

Private owners of commercial construction projects

Prime contractors

Residential homeowners

Interstate State DOTs

**Financial Management**

1. Do you have an established accounting system?  Yes  No
2. If yes, identify the accounting system you use for your business:
   * 1. Accounting system name: Accounting system
     2. Are you trained to use this system?  Yes  No
     3. Name your accounting system manager or CPA: CPA
3. Do you use a CPA to prepare your year-end financial statements?  Yes  No
4. How do you track the following financial records:

|  |  |  |
| --- | --- | --- |
| [**Accounting Records**](https://en.wikipedia.org/wiki/Accounting_records) | Checkmark the box for records generated  for your business | Identify person/company who prepares the accounting record for your business.  (CPA, Employee, Spouse, Self. Etc.) |
| Accounts Receivable |  | Name/ Company |
| Annual Budget |  | Name/ Company |
| Balance Sheet |  | Name/ Company |
| [Cash Flow Projections](https://www.score.org/resource/template/12-month-cash-flow-statement) |  | Name/ Company |
| Cash Flow Statement |  | Name/ Company |
| Certified & Weekly Payroll |  | Name/ Company |
| Expense Report |  | Name/ Company |
| General Ledger |  | Name/ Company |
| Income Tax Returns |  | Name/ Company |
| Invoice Ledger |  | Name/ Company |
| IRS 1099 Form |  | Name/ Company |
| IRS 941 Form |  | Name/ Company |
| Loan Amortization Schedule |  | Name/ Company |
| Profit and Loss Statement |  | Name/ Company |
| Form 940 annual FUTA tax |  | Name/ Company |
| W2’s – W3’s |  | Name/ Company |
| [Wisconsin UIC Quarterly Wage Reports](https://dwd.wisconsin.gov/uitax/forms-publications.htm) |  | Name/ Company |
| Wisconsin WT 6 Withholding |  | Name/ Company |
| Wisconsin WT 7 |  | Name/ Company |

1. What type of report does your CPA prepare for your business:

Audit  Review  Compilation  None/NA

1. Check the method(s) used to prepare your financial statements:

Cash method Percentage complete: Percentage%

Accrual method Contracts complete: Contracts

Combination Not sure: Explain why

1. Are you delinquent on any of your financial obligations? If yes, provide details below.  Yes No

What is the amount owed? $$

Number of days delinquent in your payments: Days

Number of entities you owe: Entities

1. Are you on time with payments to suppliers, workers and subcontractors?  Yes  No
2. Do you anticipate any cash flow issues if awarded a DOT subcontract?  Yes  No
3. Have you applied for a [WisDOT DBE Loan Mobilization Guaranty](https://wisconsindot.gov/Documents/doing-bus/civil-rights/dbe/dbe-loan-mobilization-brochure.pdf)?  Yes  No
4. Do you maintain a positive working capital (assets – liabilities)?  Yes  No
5. Do you maintain a positive net worth for your business?  Yes  No
6. What is your [debt equity ratio](https://www.accountingcoach.com/blog/debt-equity-ratio) ? Ratio
7. Do you have a Surety Bond line of credit?  Yes  No
8. Have you ever defaulted on a bond or a loan?  Yes  No
9. Have you filed bankruptcy in the last 10 years for any business under your control?  Yes  No
10. Do you currently have any outstanding business loans?  Yes  No

Loan 1

Type of debt/loan: Answer

Name of lender: Answer

Outstanding amount: Answer

Original limit sanctioned: Answer

Collateral provided: Answer

Rate of Interest: Answer

Monthly Installment: Answer

Date of maturity: Date

Loan 2

Type of debt/loan: Answer

Name of lender: Answer

Outstanding amount: Answer

Original limit sanctioned: Answer

Collateral provided: Answer

Rate of Interest: Answer

Monthly Installment: Answer

Date of maturity: Date

1. Provide the names of the entities you have a business relationship with:
   1. Bank Name: Answer
   2. Business Insurance: Answer
   3. Surety Company: Answer
   4. Business Lawyer: Answer
2. Have you been declined for a loan in the last two years on any business?  Yes  No
3. Do you prepare an [annual financial plan](https://www.smartsheet.com/free-financial-planning-templates) to control costs and monitor staffing?  Yes  No
4. Do you have a business lawyer on call to review your subcontracts?  Yes  No

**Human Resources**

1. How many construction workers/drivers are under contract: Answer
2. Do you provide job descriptions for new employees?  Yes  No
3. Are you familiar with the [prevailing wage system](https://dwd.wisconsin.gov/er/laborstandards/prevailingwage/#:~:text=Prevailing%20wage%20laws%20apply%20to,repealed%20Wisconsin's%20prevailing%20wage%20laws.) for employees?  Yes  No
4. Are you a union contractor who relies on the union for its workforce?  Yes  No
5. Identify the unions you have a signatory agreement with:

Enter each union in a new line

1. Are you a member of [ABC of Wisconsin](https://www.abcwi.org/about-abc-wi/)?  Yes  No
2. Do you have any apprentices or interns in your workforce?  Yes  No
3. Are you familiar with [WisDOT HCST Preapprentice program](https://wisconsindot.gov/Pages/doing-bus/civil-rights/labornwage/hcst.aspx)?  Yes  No

**Project Management and Safety**

1. Have you ever been awarded a DOT subcontract?  Yes  No
2. Have you ever primed a DOT contract?  Yes  No
3. Do you maintain a [job costing system](https://www.jobpow.com/blog/what-is-construction-job-costing/) on projects awarded to your business?  Yes  No
4. Are you familiar with the [WisDOT Standard Specification for highway and](https://wisconsindot.gov/pages/doing-bus/eng-consultants/cnslt-rsrces/rdwy/stndspec.aspx)

[Structured Construction](https://wisconsindot.gov/pages/doing-bus/eng-consultants/cnslt-rsrces/rdwy/stndspec.aspx)?  Yes  No

1. Does your business have an established process for administrating subcontracts?  Yes  No
2. Who is responsible for submitting quotes and/or bid on DOT contracts: Responsibility
3. Who is responsible for preparing progress reports to owners: Responsibility
4. Are you registered [with Info Tech Small Business Network Bid Express](https://www.infotechinc.com/bidexpress/)?  Yes  No
5. Do you have plans to expand your business into other [work areas/NAICS Code](https://wisconsindot.gov/Documents/doing-bus/civil-rights/dbe/work-area-expansion-request.pdf)?  Yes  No
6. Do you have a company safety policy in place for your employees to access?  Yes  No
7. Are you familiar with [29 CFR OSHA Standards for Construction](https://www.govinfo.gov/content/pkg/FR-2020-02-18/pdf/2020-00207.pdf)?  Yes  No

­­ **References**

|  |  |
| --- | --- |
| Name: Reference Name. | Contact Number: Contact Number. |
| Relationship: Relationship to Reference | Contact Email: Contact Email. |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*If answered yes, please attach a separate copy detailing the requested documents. Attach a resume of past performance on construction or any projects with the contract amount awarded.

|  |  |
| --- | --- |
| Company: | Email: |
| Contact Person: | Phone: |
| [Work Classification:](https://wisconsindot.gov/Pages/doing-bus/civil-rights/dbe/default.aspx) | [NAICS Code:](https://www.naics.com/everything-sic/) |

|  |  |
| --- | --- |
| Signature | Click or tap to enter a date. |
| Certified DBE Signature | Date CBBA Completed |

DBE Coach Name: Click or tap here to enter text.

Date of initial interview with DBE firm: Click or tap to enter a date.

Comments from Interview

Click or tap here to enter text.

DBE OFFICE USE ONLY:

|  |  |
| --- | --- |
| Signature | Click or tap to enter a date. |
| DBE Support Services Officer | Date CBBA Reviewed |

Comments, Recommend Services or Next Steps:

Click or tap here to enter text.