

June 14, 2022 | Bid Letting Reminders

General Reminder:

- 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.

Bid Day Reminders:

- If your company has not signed up for eSubmit, please take some time this week to do so. Taking the time now will allow our office to approve and test any 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. Check for the May 2022 questions/updates that will be posted this week.

GFE Reminders:

- **Save the Date! New GFE Rubric Information Session: August 3, 2022. 9:30 am – 10:30 am. TEAMS invite will follow sometime this week.**
- We are moving towards a new, simplified version of the GFE rubric beginning October 2022. Solicitation and sound reasoning will require a yellow or green color rating. With this in mind, please review and (if needed) update the current solicitation document(s) your company uses. Also, below are some helpful tips to keep in mind regarding sound reasoning:
 - Be creative and give greater scrutiny to quote(s) that can help your company reach the DBE goal. For example, if your company receives an incomplete DBE quote for a work type that a non-DBE provided a complete quote for. Consider the following:
 - Carefully compare both quotes
 - Look for logical items that could be grouped together as a smaller DBE package
 - Contact both companies to see if there is interest and flexibility to untie some items so the DBE firm can receive a partial award. This may or may not result in an award to a DBE, but it highlights to our office that an earnest and sincere attempt was made to increase DBE participation and meet the DBE goal.
 - Use the **prime contractor comments** field in the **solicitation tab** of the DT1202 Excel Workbook to provide more information and context regarding the bid letting process so the DBE office is aware of the challenges that were present for a particular proposal. For example:
 - Municipality where project is located decided to supply a certain material – limited DBE opportunity
 - DBE trucking opportunity is limited, and all DBE trucking firms contacted stated the project is too far away for the amount of work
 - If you are not doing so already, create a solicitation letter or email template and solicit WisDOT Subcontractors the same time your company is soliciting DBEs. Strongly encourage WisDOT Subcontractors to utilize DBE materials, supplies, and/or DBE trucking in their quote. Evaluate quotes based on the amount of DBE participation the WisDOT Subcontractor can provide.
- If your company has any GFE related questions, I am always available for a GFE 1:1 session.