

November 8, 2022 | Bid Letting Reminders

Welcome to the November 8, 2022 bid letting! Because of the size of this letting, we are sending out reminders a bit earlier. Take special note of the bullet points highlighted in green. As always, please forward to any staff not included in this email who are also involved in your company's bid letting responsibilities.

General Reminders to keep in mind as we start FFY2023:

- **NEW!** Bid letting reminders are now on-line. Please visit the “Contracting with a DBE” webpage. Bid letting reminders are under “What’s New” organized by FFY: <https://wisconsindot.gov/Pages/doing-bus/civil-rights/dbe/contracting-with-dbe.aspx>
- **NEW!** Consider adding language to your solicitation letter, email and/or website that your company may consider ****smaller work packages**** within the larger advertised work types. For ex: if your company is bidding on a proposal where you would consider a DBE to clear/grub 2 out of the 6 miles on a project – state that in your solicitation efforts and include some other smaller work package examples as well. This may encourage more participation from DBEs who are new to WisDOT work to respond.
- **REMINDER!** Consider developing your company website with current bid letting information – **highlight your website information** in your email and/or letter solicitations so it becomes a one-stop shop for all DBE related information.
- **REMINDER!** Encourage DBE utilization (DBE trucking, materials and/or supplies) from non-DBE WisDOT subcontractors with a separate solicitation.
- **REMINDER!** The start of FFY2023 is a great time to consider bulk purchases (ex: fuel or saw blades). Example: If a prime contractor purchases \$50,000 in fuel at the beginning of the fiscal year, a portion of the DBE credit can be applied throughout the year at bid time on projects when required documentation is submitted. The process is outlined in ASP-3 8(b)(5).
- **REMINDER!** Please visit the DBE Alert web [page](#) that includes the monthly DBE email blast reminding DBEs of our events and opportunities. A document included with the monthly message to DBEs may be useful to your estimating team identifying the sub-contractable DBE opportunities per proposal and per region. This can serve as a starting point with your solicitation efforts. November 2022 alert to be posted soon!
- **REMINDER!** Request 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.

Bid Day Reminders:

- **REMINDER!** The DT1506 form has been updated with revised Attachment A language for DBE Trucking (see #5 under Attachment A Instructions). See also the bottom of the Attachment A which now clarifies the number of trucks (DBE and/or non-DBE) used on the project. This suggestion was a result of our prime contractor visits this summer.
- **REMINDER!** If we receive a fully executed Attachment A (signed by the DBE) submitted with your bid or within one hour of bid closing, that was not included in your Bid Express electronic commitment or DT1506 pdf, we will accept it and combine it with any other DBE commitments included with Bid Express.
- **REMINDER!** Bin file reminder. If you do not see a DBE in the Bid Express .bin file but know the DBE has been newly certified – please submit a pdf DT1506 and Attachment A for that DBE if you are entering DBE credit electronically. If you are attaching a pdf DT1506 instead of electronic entry, add the DBE to the commitment. We will review and confirm DBE credit and combine into (1) DBE commitment.

GFE Reminders:

- **NEW!** Great start to FFY2023 with **ZERO** GFE requests on both non-low **and** apparent low bids. October 2022 was a small letting of 7 proposals, but we started FFY2023 on the right foot with bids in all regions **exceeding** the assigned DBE goal average. **Great job!**
- **REMINDER!** The simplified version of the GFE Rubric is now effective. 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.
- **UPDATED!** Final FFY2021 & FFY2022 “GFE Report Cards” have been sent to almost all prime contractors; as a matter of practice going forward, GFE Report Cards will be included with all GFE requests. Report card 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.

Thank you and looking forward to a successful FFY2023!