

Wisconsin Department of Transportation
DBE Support Services Office
SMALL BUSINESS NETWORK SUBSCRIPTION AGREEMENT

THIS AGREEMENT is BETWEEN the Wisconsin Department of Transportation: DBE Support Services Office (hereinafter, "Agency") and the _____ (Hereinafter, "Company"), a Wisconsin Department of Transportation (WisDOT) – Certified Disadvantaged Business Enterprise (hereinafter, "DBE").

WHEREAS, the Agency has purchased a block of Small Business Network (SBN) Accounts from Bid Express (Hereinafter, "Bidx"), and wishes to encourage more DBE subscriptions to the service by providing access to a no cost subscription to SBN for the Company consistent with the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the promises, covenants and representations in the Agreement, the parties agree as follows:

- a) **CONSIDERATION:** In the interest of promoting fairness, diversity, and equal opportunity for DBE's, the Agency shall make the subscription payment on behalf of the Company for the basic services on a Bidx SBN Account. The company shall be responsible for any additional services it subscribes to said SBN Account.
- b) **DURATION:** The Agency shall contribute toward the payment for said basic services for as long as the Agency in its sole discretion, desires to do so. Upon notification by the Agency that it will no longer contribute toward the payment for the Company's basic services on its SBN Account, the Company will perform one of the following:
 - i. Cancel its SBN Account subscription with Bidx; or
 - ii. Assume all payments on the SBN Account subscription.
- c) **CANCELLATION:** The Agency may cancel the Company's SBN Account subscription upon occurrence of the following:
 - i. The Company notifies the Agency that it no longer wants the SBN Account subscription;
 - ii. The Company is no longer a WisDOT Certified DBE; and/or
 - iii. The Company has not used the electronic bidding services of the SBN Account subscription for a continuous period of three months.
- d) **AGENCY REPRESENTATIVE:** The Agency's designated representative is *Paul Ndon* for the purpose of administering the provisions of this Agreement. The Agency's representative also may act by and through other Agency employees as directed by the Agency's designated representative.
- e) **COMPANY REPRESENTATIVE:** _____ (the representative) for the purpose of administering the provisions of this Agreement. The Company's representative may also act by and through other Company employees as directed by the Company's designated representative.
- f) **ASSIGNMENT:** The Company shall not assign, delegate, or transfer any interest in this Agreement to another.
- g) **AMENDMENTS:** Any changes to the provisions in this Agreement, whether by modification or supplementation, must be accomplished by a formal written amendment signed and approved by the duly authorized representatives of the Company and the Agency.

IN WITNESS WHEREOF, the parties have entered into this Agreement on the date last written below.

Executed by the Company; this _____

Executed by the Agency; this _____

Wisconsin Department of Transportation

Michele Carter
(Agency's Representative)

Michele Carter
(Signature)
DBE Program Chief
(Title)

(Company's Name)

(Company's Representative)

(Signature)

(Title)