|  |  |
| --- | --- |
| 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: 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. |

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\*If answered yes, please attach a separate copy detailing the requested documents.

|  |  |
| --- | --- |
| 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 OFFICE USE ONLY:

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

Date of DBE Program Engineer review: Click or tap to enter a date.

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

Recommendations for DBE Firm:

Click or tap here to enter text.