

January 10, 2023 | Bid Letting Reminders

Welcome to 2023! We look forward to a productive year of continued DBE engagement on projects throughout the state. We are pleased to announce we have made some updates to the GFE Toolkit and GFE Toolkit Appendix (attached) which is also posted online. Please read carefully and reach out if you have any questions – prior to the next bid letting.

GENERAL REMINDERS:

- **SPECIAL NOTE/REMINDER!** The DBE staff is not available by telephone or by email to answer questions during bid lettings (Tuesday – Wednesday). Please direct any questions you have to Madalena Maestri (madalena.maestri@dot.wi.gov (608) 267-2093) and avoid sending individual emails to the DBE staff.
- **SPECIAL NOTE/REMINDER!** Prime contractors are responsible for checking DBE NAICS codes on the UCP DBE Directory for any work being claimed by a DBE for DBE credit for that project.
- **SPECIAL NOTE/REMINDER!** The Annual DBE Workshop and Networking Summit is quickly approaching (3/2/2023 – 3/3/2023). We encourage everyone to register: [Annual DBE Event & Networking Summit \(eventsair.com\)](https://eventsair.com)
 - Register by **1/31/2023** for the Early Bird Rate of \$99.00!
- **NEW!** The bid letting [advertisement](#) is now in a different format. The old and new version will be posted for the January 2023 letting. Starting in February 2023, only the new format will be posted.
- **REMINDER!** 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.
- **REMINDER!** Request for contact information – Please let us know who should be receiving DBE communications (such as this email) at your company. We maintain a prime contractor contact list and need your help to make sure our messages are getting to the people who need them.

BID DAY REMINDERS:

- **REMINDER!** It is very helpful to our office if you place **Attachment As** in the order they appear either on your electronic bid submission or the **DT1506 pdf form**.
- **NEW!** The **stand-alone** DT1506A can be found [here](#) on the WisDOT website.
- **REMINDER!** There is a lot of information online to assist prime contractors with the bid letting process. In addition to reviewing this information online, consider keeping an **updated bid letting binder** (so the information is readily available) with the following sections: Monthly Bid Letting Reminders (YTD FFY2023 attached – FFY2022 pdf versions are online), Bid Letting Checklist, and **the updated GFE Toolkit & GFE Toolkit Appendix which includes an Intent to Award and GFE Strategy/Overview example (attached)**. These resources are meant to be effective guides for your company, so every bid is responsive, primes have tools they need to achieve DBE goals, and can often answer questions you might have.
 - If your company does not bid frequently, make sure to review the bid letting steps and processes with staff **before** bid letting day
 - Create a process so E1506 or DT1506 forms are double checked by different people against the Attachment As – especially when 60% supplier credit is involved

DBE SOLICITATION AND OUTREACH REMINDERS:

- **NEW!** In addition to bid letting specific solicitation efforts, consider **communication to DBEs between bid lettings** such as:
 - Highlight recorded workshops from the 2022 Annual DBE Workshop (<https://wisconsin.dot.gov/Pages/doing-bus/civil-rights/annual-event-page.aspx>) that could be useful to DBEs such as “Navigating the Highway Construction Contract Information (HCCI) website https://www.youtube.com/watch?v=a8S_z19JweY or Basic Plan Reading <https://www.youtube.com/watch?v=nql6z2AvCpc> (as mentioned above as information to post on your website) – **Review the recordings and emphasize a few points your company think are important for DBEs to know – especially if they are new to WisDOT work**
 - Highlight a recent project with DBEs in action that demonstrate your company’s commitment to the DBE community. Give a brief description of the project, DBEs that were utilized, and what their contribution meant to the project overall
 - These types of communication can be included in a GFE request

Wisconsin Department of Transportation support services

- **REMINDER!** We continue to see many prime contractors either adding or updating DBE information on their website. This helps newer DBEs navigating the program see a consistent message throughout the state that their participation on projects is sought after and valued. We again encourage all prime contractors to 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. Also consider incorporating the following elements on your website:
 - With permission, add pictures of DBEs working on a recent project
 - Add a testimonial from DBEs that your company has worked with
 - Encourage DBE utilization (DBE Trucking, materials and/or supplies) from hiring subcontractors and provide the link to the UCP DBE Directory: <https://wisconsindot.gov/Pages/doing-bus/civil-rights/dbe/certified-firms.aspx>
 - Highlight DBE statistics -- for example: Gross amount and number of DBEs paid during FFY2022.
 - **NEW!** Consider providing a link to recorded workshops from the [2022 Annual DBE Workshop](#) that could be useful to DBEs such as [Navigating the Highway Construction Contract Information \(HCCI\) website](#) or [Basic Plan Reading](#)
- **REMINDER!** 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 example: 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!** 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. January 2023 alert to be posted soon!

GFE REMINDERS:

- **NEW!** With **(34) projects** in December 2022, we only had **(1) GFE request** in the NE region which was approved (4.00% DBE assigned goal)
 - **FFY2023 Approved GFE Requests Total = 2 (YTD)**
 - FFY2022 Approved GFE Requests Total = 46
 - FFY2021 Approved GFE Requests Total = 50
- **NEW!** The GFE Toolkit & Appendix has been updated and can be found [here](#).
 - Slides 7, 8, 9 & 19 are new
 - Slide 20 has been updated
 - **What is your GFE story? Take a moment to review slide 7 for any future GFE request – this concept will be part of the GFE Best Practice Workshop at the DBE Annual Event on 3/2/2023**
- **REMINDER!** FFY2021 & FFY2022 “GFE Report Card” information can be incorporated into the GFE strategy/overview tab (**New tab in the DT1202 Excel Workbook Template**) as optional information that will be considered under “other GFE activities” on the GFE Rubric (see pg. 18 in GFE Toolkit Appendix for an example).
- **REMINDER!** The simplified GFE Rubric is now in effect. Kathleen Panak is 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.