

## BEYOND THE BASICS

# Optimizing DBE Consultant Utilization for Primes



Communication, trust, and mutual respect help define expectations of common goals which create opportunities to level the playing field, providing a solid foundation for Generational Success.

What are practical ways this can be achieved?

### PRE-SOLICITATION MEETINGS

- Does your company have a pre-solicitation meeting with all responsible staff members present?
  - Owner(s)
  - Project managers
  - Professional support staff
- Does your company have a standard agenda that includes the current month's solicitations and/or look ahead solicitations your company is interested in?
- Does your company receive the monthly **DBE Alert email**?
- Does your company review information in the DBE Alert at your pre-solicitation meetings?
  - Design
  - Construction Management
- Does your company reach out to potential partnering firms to discuss the inclusion of DBE firms and the scope of work for DBE utilization?
- Does your firm explore utilization of DBE firms listed and/or not listed on the Consultant Roster?
- Do you review previous posted selections for similar types of work and awarded primes identifying DBE primes?



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**TRUST** Mutual Respect **COMMON VALUES**  
**OPPORTUNITY** Common Goals **EQUITY**  
**LEVEL THE PLAYING FIELD** **INCLUSION**  
**INCLUSION** Generational Success Trust Equity Success  
**Communication** Common Goals **Defined Expectations**  
Trust **MENTORSHIP** **PARTNERSHIP**  
Common Goals **Mutual Respect** Opportunity

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### NOI SUBMITTAL/INTERVIEWS

- Does your company have a standard process that addresses partnering success strategies to optimize DBE participation?
- Does your firm include DBE firms in the final NOI process?
  - Do your partners receive a final draft of the NOI?
- Does your company track any potential or known challenges your company perceives as a trending issue during the NOI preparation or submittal process?
- Does your firm include partner DBE firms if selected to interview?

### POST-SELECTION MEETINGS

- Does your company have a post-selection meeting with all partners and responsible staff members present?
  - Teaming partners
  - Project managers
  - Professional support staff

- Does your company request a debriefing meeting with WisDOT if you were not selected?
  - If so, do you encourage all partners to attend the meeting?
  - If not, requesting such a meeting might help identify certain shortcomings and help better prepare for future solicitations/NOI submittals

### SCOPING/NEGOTIATION MEETINGS

- Does your company have a process/protocol to attend scoping/negotiation meetings?
  - Are all partners involved in the scoping/negotiation meeting?
  - Are roles and scope of work clearly defined with partner firms prior to the scoping meet?
  - Are the division of fees based on scope of work agreed to among all partners prior to meeting?
  - Have you gone through the scoping/negotiation process with your DBE partners?

### TAKE A MOMENT TO VISIT THE WISDOT WEBSITE

Many resources are available on the [Consultant Services](#) webpages, [DBE Program](#) webpages.

Are you ready to build a lasting relationship with a DBE Professional Services firm?

**Consider the Mentor/Protégé Program!**

The **Mentor/Protégé Program** is a business-to-business relationship that allows prime consulting firms to share their expertise with DBE consulting firms to create a stronger economy with a more competitive business environment. DBE firms benefit as the protégé by learning best practices and building upon their existing strengths in a structured setting with industry professionals. Mentors assist with growing the DBE community by teaching valuable technical and/or business skills on a 1:1 basis.

To receive information, please contact:

**Rosalind Roberson**

rosalind.roberson@dot.wi.gov

(414) 266-1172