

## July 12, 2022 | Bid Letting Reminders

### General Reminders:

- The DBE office is traveling the state and visiting prime contractors! If your company wants to schedule an in-person visit, please contact Madalena to arrange a convenient time. This is a great opportunity to discuss any questions and/or concerns you may have. Madalena & Maria or Madalena & Kathleen will be available for these visits. Thank you to the prime contractors who hosted WisDOT in June 2022 – it was both informative and enjoyable to meet face to face and discuss the DBE program.
- **Call 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.**
- Please take time to review ASP-3 Section 9 which covers the DBE Commitment Modification Policy in the event of an increase or decrease in the DBE commitment (ASP-3 is attached).

### Bid Day Reminders:

- If your company has not signed up for eSubmit, please take some time ***this week*** to do so. **eSubmit is the preferred method for submitting DBE attachments, however at this time GFE documentation is still accepted through the DBE Alert mailbox. Beginning with the October 2022 bid letting, letting documents will no longer be accepted through the DBE Alert mailbox.** Taking the time now will allow our office to approve and test any eSubmit issues, so your company is prepared on bid day (eSubmit instructions are attached).
- Please download and review the Bid Checklist document:  
<https://wisconsindot.gov/Documents/doing-bus/civil-rights/dbe/bid-checklist.pdf>
- Please download and review “Monthly questions from contractors”:  
<https://wisconsindot.gov/Pages/doing-bus/civil-rights/dbe/cntrcting-with-dbe.aspx>.  
This is a great resource document that answers many different questions that can come up during the bid letting process.
- Make a habit to download and review the UCP DBE Updates Summary each month. This Excel document highlights new DBE firms, updated DBE contact information and more monthly. <https://wisconsindot.gov/Pages/doing-bus/civil-rights/dbe/certified-firms.aspx>



**GFE Reminders:**

- Please make sure you are registered for the upcoming GFE Rubric Information Session scheduled on 8/3/2022 (9:30 am – 10:30 am). This session will review the updated and simplified GFE Rubric. <https://wisconsindot.gov/Pages/doing-business/civil-rights/dbe/contracting-with-dbe.aspx>
- If your company is interested in receiving a “GFE Report Card” – please let me know. I will prepare a GFE FFY2021 & FFY2022 (to date) spreadsheet which can help inform your company of GFE strategy as we move into FFY2023.