

# WISCONSIN SUPPLIER DIVERSITY PROGRAM

BUSINESS CERTIFICATIONS – MBE, DVB & WBE

*TONDRA DAVIS, DIRECTOR*



# AGENDA

- 1) State Business Certifications
- 2) Goods and Services Opportunities
- 3) Architecture and Engineering Opportunities
- 4) Construction Opportunities
- 5) Q & A



*We certify Minority-Owned Business Enterprises (MBEs), Service-Disabled Veteran-Owned Businesses (DVBs), and Woman-Owned Business Enterprises (WBEs), which provides better opportunity for them to do business with the State of WI, other government entities, and private businesses.*

**SUPPLIER  
DIVERSITY  
PROGRAM  
MISSION**

**[SupplierDiversity.wi.gov](http://SupplierDiversity.wi.gov)**

# CERTIFICATION REQUIREMENTS - OVERVIEW

	MBE	WBE	DVB
≥ 51% Owned, Managed & Controlled	✓	✓	✓
Useful Business Function	✓	✓	✓
Federal Business Taxes	1 year	3 years	3 years
Application Fee	\$0	\$150	\$150
Certification Period	3 years	3 years	3 years

# BENEFITS *of* CERTIFICATION

- Permissive 5% Bid Preference (MBEs, DVBs)
  - \$100 Low Bid
  - MBE/DVB can bid up to \$105 (5% more) and win bid
- MBE – 5% State Purchasing Goal – 5% of \$3B = \$150M
- DVB – 1% State Purchasing Goal – 1% of \$3B = \$30M
- Business Listed in Database of Certified Suppliers – [SupplierDiversity.wi.gov](http://SupplierDiversity.wi.gov)
- Broader Reach to Public and Corporate Buyers
- Authenticate Diverse Ownership
- Logos



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# IS STATE CERTIFICATION RIGHT FOR YOUR BUSINESS?

- 
- Is your service/product something the State purchases or could purchase?
  - Are you capable of providing quality products/services on a large scale? RWA?
  - Are you willing to share your business information?
  - Do you understand you will need to put effort into winning state contracts?

# APPLY *for* CERTIFICATION

[SupplierDiversity.wi.gov](http://SupplierDiversity.wi.gov)

- Self Assessment/Eligibility Quiz
- Gather Checklist Documents
- Apply – Entirely Online
- Application Review Within 30 Days
- APPROVED...work begins!



Wisconsin Supplier Diversity Program

**Document Checklist - Minority-Owned Business Enterprise (MBE)**

Place an X in the box next to each Document Type uploaded into your business account on  
SupplierDiversity.wi.gov.

MBE

1 No Fee for MBE Certification.



2	<b>EVIDENCE OF MINORITY STATUS - Wis. Admin. Code §§ 84.02(29) and 84.04</b>	
	<i>Must be documented by 1 or more of the following, for <u>each</u> minority owner:</i>	
	Birth Certificate	
	Native American Tribal Registration	
	Naturalization or Permanent Residence Certificate	
	Birth Certificate of Blood Parent or Grandparent	
	Other Evidence of Minority Status (if none of the above are available). - Driver's License, Passport, or State-Issued ID - Other Records which Document Ethnicity or Racial Heritage	

3	<b>DOCUMENTATION OF 51% OWNERSHIP BY MINORITY OWNER(S) - Wis. Admin. Code § Adm 84.06</b>	
	<i>Minimum Documentation Required:</i>	
	3 Years of Federal Business Tax Forms: Upload Signature Page or Form 9879 <u>AND</u> the Tax schedules/forms listed below.	
	1040/1040A: Schedule C and Schedule E (if available)	
	1120: Schedule G and Form 1125E (if available)	
	1120S: Schedule K-1, Schedule G-1, and Form 1125E (if available) 2016, 2017, 2018, 2019 ext	
	1065: Schedule K-1, Schedule B-1, and Form 1125 (if available)	
	Buy-Out or Purchase Agreement(s), if applicable	
	Corporate By-Laws, if applicable	
	Partnership Agreement, if applicable	
	Financial Agreements	
	Stock Certificates or Stock Affirmation Forms, if applicable	
	<i>Additional Documentation <u>may</u> be requested:</i>	
	Articles of Incorporation/Organization, if applicable (corporations, LLCs)	
	Salary and Profit-Sharing Records	
	Corporate-Borrowing Resolution (corporations)	
	Canceled check(s) used to purchase ownership (sole proprietorships)	
Current Business Financial Statements (Profit & Loss or Balance Sheet)		
Business Licenses		
Minutes of Corporate Meetings		
Joint Venture Agreement (Must be signed by all of the joint venturers and must include the information provided in Wis. Admin. Code § Adm 83.25(e)1.-2.)		

4	<b>DOCUMENTATION OF 51% CONTROL BY MINORITY OWNER(S) - Wis. Admin. Code § Adm 84.08</b>	
	Documents required if exist.	
	Documentation of Control of Bank Accounts with owner <u>and</u> business name (Ex: Signature Card, Business Debit/Credit Card, Bank Statement)	
	<b>All Business Agreements are required.</b>	
	Operating Agreements	
	Signed Bids and Contracts	
	Signed Loans	
	Signed Hiring Decisions	
Resumes		

5	<b>DOCUMENTATION OF ACTIVE MANAGEMENT BY MINORITY OWNER &amp; USEFUL BUSINESS FUNCTION</b>	
	Wis. Admin. Code § Adm 84.10 & 84.12	
	Documents required if exist.	
	Signed Invoices, Contracts, and Purchase Orders Sent to Your Customers (at least three), required	
	Managing authority (organizational chart, list of staff under owner's direct supervision or position description, if available)	
	Business Equipment Inventory/List	
	Leases	
	Employee Contracts	
Loans		
Payroll Records		

6	<b>OUT-OF-STATE BUSINESSES - Businesses whose headquarters is not in the State of Wisconsin.</b>	
	Wis. Admin. Code §§ Adm 84.22, & 84.23	
	Home State MBE/DBE Certification (letter of certification or most recent certificate). Please contact Supplier Diversity if not certified in home state.	
Business Registration in Wisconsin - see wdfi.org		

7 **UPLOAD COMPLETED DOCUMENT CHECKLIST INTO YOUR BUSINESS ACCOUNT ON wisdp.wi.gov (Optional).**

Please email SupplierDiversity@wi.gov to discuss missing documents.



# *Leveraging* YOUR CERTIFICATION

**NETWORK  
BID | WIN | PERFORM**

[SupplierDiversity.wi.gov](http://SupplierDiversity.wi.gov)

- NETWORK
- BID – Locate the Bid Opportunities (Bulletin)
- WIN – Low or Competitive Bid
- PERFORM
  - Complete Project to Satisfaction of Agency or Campus
  - On Time
  - Quality
  - Communicate!
- Teaming/Partnering/Subcontracting
- Joint Ventures



# CONTACT INFORMATION

**Tondra Davis**

[tondra.davis1@wi.gov](mailto:tondra.davis1@wi.gov)

**[SupplierDiversity.wi.gov](http://SupplierDiversity.wi.gov)**

**608.267.7806**



# GOODS AND SERVICES CONTRACTS

PRESENTED BY: CHERYL EDGINGTON, DIRECTOR, STATE BUREAU OF PROCUREMENT



# TOP CATEGORIES OF STATE SPEND: GOODS AND SERVICES

Information  
Technology  
Services

IT Hardware &  
Software

Social, Medical &  
Client Services

Food & Related  
Services

Pharmaceuticals &  
Chemicals

Vehicles,  
Accessories,  
Maintenance &  
Fuel

Management  
Consultant & Other  
Professional  
Services

Facilities  
Maintenance &  
Repair



# HOW DOES THE STATE PURCHASE?

<\$5,000

- **Best Judgment**
  - No competition required
  - Use vendor best able to meet needs

\$5,000 to  
\$50,000

- **Simplified Bid**
  - Must get minimum of three quotes
  - Can post opportunity online, not required

>\$50,000

- **Request for Bid or Proposal (RFB/RFP)**
  - Must post online
  - Registered vendors receive automatic notification



# WHERE ARE THE GOODS & SERVICES OPPORTUNITIES POSTED?

## eSupplier

- <https://esupplier.wi.gov> (Wisconsin Bidder Portal)
- State agencies
- Official sealed bids (required), simplified bids (optional)
- Online bid retrieval and submittal

## VendorNet

- <https://vendornet.wi.gov>
- UW campuses and some municipalities
- Online bid retrieval only (hard copy submittal)
- Also used to download forms, search contracts and view general procurement information



# BIDDER REGISTRATION: ESUPPLIER

**My Information**

Please login to respond to solicitations. If you do not have an account, please click on the [Create your WAMS ID](#) link below

WAMS Username:   
 Password:

Need help registering as a bidder?  
**Log in Assistance:**  
 What is WAMS?  
 Create your WAMS ID  
 Forgot your WAMS ID and/or password?  
**System Requirements:**  
 Minimum System Requirements

**Announcements**

The Wisconsin eSupplier Portal for bidders provides easy access to information about state agency bidding opportunities related to purchases of goods and services. This portal will also be the source for bidders to manage their company information, replacing this feature of VendorNet. For more information about this transition, see [VendorNet](#).

**All Upcoming Solicitations**

SOLICITATION REFERENCE	TITLE	AGENCY	AVAILABLE (Target)
AD230933	Auto Class Repair and Replacement	DOA	06/17/22 1:00PM

Note, all times are local Madison WI - Central Time

**Current Solicitations**

**Most Recent Solicitations**

SOLICITATION REFERENCE	TITLE	AGENCY	DUE DATE/TIME
ETB0047-49	Third Party Administration of the Well Wisconsin Program	ETF	08/04/22 12:00PM
437003-G22-0002000	Statewide Domestic Violence Services	DCF	07/20/22 2:00PM
28385-AW	Request for Information for Prosecutor Case Management Solution	DOA	07/12/22 2:00PM
23-348-36	Law Enforcement Records Management System	DNR	07/09/22 10:00AM
JD-822-1358	Comparison Microscope	DOJ	06/23/22 3:00AM
8-1063 DMS-23	Revenue Modernization Services	DHS	06/21/22 2:00PM
510473	Academy Gun Range Repairs	WisDOT	06/14/22 2:00PM
28380-WEG	Print and Mail Managed Services	DOA	06/13/22 2:00PM
AD230938	Rideshare Services	DOA	06/09/22 1:00PM
I-1161 DES-22	Video Creation and Distribution Platform	DHS	06/09/22 2:00AM

Note, all times are local Madison WI - Central Time

**Quick Links**

VendorNet  
 Lookup Agency Acronyms  
 Public Notices Website

**FAQs**

- How do I use the Bidder Home Page?
- How do I update my Bidder information?
- How do I register as a Bidder?
- How do I search for Solicitations?
- How do I respond to an Event?
- How do I update bid factor after it has been revised by the State?
- New eSupplier FAQ Guide

[Return to Supplier Portal](#)

**Help Desk**

**Questions related to Solicitations**  
 Please reference the Agency Contact on the solicitation page.

**General Procurement Questions**  
 State Bureau of Procurement  
 Email: [DOAWSP@wisconsin.gov](mailto:DOAWSP@wisconsin.gov)  
 Phones: (800) 462-7813 (U.S. only) or 608-264-7897  
 Hours: 7:30 am – 6:00 pm CST (M-F)

**Technical Questions**  
 Email: [STARSupport@wisconsin.gov](mailto:STARSupport@wisconsin.gov)  
 Phones: (844) WIS-STAR (947-7827)  
 Hours: 7:30 am – 6:00 pm CST (M-F)

■ The Wisconsin eSupplier Portal for Bidders is the free registration system for bidders (goods/services only) for opportunities in both eSupplier and VendorNet

- Need valid email and accurate contact information for your company
- Register for specific NIGP codes
- Includes FAQs on registering, searching for and responding to opportunities



# MBE/DVB BID PREFERENCE – GOODS & SERVICES

- The State has the following spend goals:
  - **Minority-Owned Business Enterprise (MBE)**
    - Spending Goal – 5% of Chapter 16 spend
  - **Disabled Veteran-Owned Business Enterprise (DVB)**
    - Spending Goal – 1% of Chapter 16 spend
- The State has a 5% bid/proposal preference for WI Certified MBEs and DVBs
- Agencies may award the contract to a certified MBE/DVB when:
  - A qualified bid is not more than 5% higher than the low bid (Request for Bid)
  - A qualified proposal is no more than 5% lower than the apparent high point score (Request for Proposal)





# EVALUATING OPPORTUNITIES – IS THE PROJECT RIGHT FOR YOUR BUSINESS?

- Review the scope of the solicitation and the contract requirements to ensure it's a good fit for your capabilities
  - Overview of agency needs typically located in the Introduction, Background/Scope section
  - Carefully review the Mandatory Requirements
    - Qualifications a bidder must have before being considered for an award (i.e., length and type of experience, staff qualifications, licensure, etc.)
- Determine if the contract allows for subcontracting opportunities
  - Could provide opportunity if your company can perform some but not all the requirements



# DOs – RESPONDING TO BID OPPORTUNITIES

- Carefully review and follow all instructions
- Ask questions if there is unclear or insufficient information by following the process outlined in the bid
- Note all deadlines in the bid (Q & A, Due Date, etc.) to ensure you can meet them
- Submit all required documents in the format prescribed



# DON'Ts – RESPONDING TO BID OPPORTUNITIES

- Don't assume that you'll have the opportunity to answer questions or provide clarifying information
  - Ensure you fully answer all questions in the format prescribed
- Don't communicate with anyone about the bid outside of the instructions provided in the bid
- Don't wait until the last minute to submit your bid in case you encounter technical or logistical challenges



# CONTACT INFORMATION



[DOAWisPro@wisconsin.gov](mailto:DOAWisPro@wisconsin.gov)



(608) 264-7897

- Mailbox and phone line are monitored by a team in the State Bureau of Procurement and a great resource for:
  - General procurement questions
  - Technical assistance with bidder registration



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# STATE OF WISCONSIN ARCHITECTURE AND ENGINEERING OPPORTUNITIES

AUDRA JERVEY, DIVISION OF FACILITIES DEVELOPMENT



# TYPES OF DFD A/E PROJECTS

- Project type and selection process based on total project budget:
  - **Small Projects: up to \$300,000**
    - Programming, studies, investigations, health/safety, time-sensitive projects...
  - **Monthly Projects: \$300,000 - \$7.4M**
    - Classroom renovations, mechanical system repairs/upgrades...
  - **Major Projects: over \$7.4M**
    - New building construction, large scale renovations and additions...



# ARCHITECTURE/ENGINEERING OPPORTUNITIES

- Project listings found on the Division of Facilities Development website:  
[https://doa.wi.gov/Pages/DoingBusiness/AE\\_Selection.aspx](https://doa.wi.gov/Pages/DoingBusiness/AE_Selection.aspx)

## A/E Selection

### Quick Links

[State Building Program](#)  
[State Construction Projects](#)  
[Current A/E Selection Opportunities](#)  
[Construction Project Bidding](#)  
[DFD Document Library](#)  
[WisBuild - Login Screen](#)

### Contact Us

#### Mailing Address

Facilities Development  
 PO Box 7866  
 Madison, WI 53707-7866

#### Street Address

101 E Wilson Street, 7th Floor  
 Madison, WI 53703

#### Division of Facilities

#### Development Front Desk

(608) 266-2731

#### Fax

(608) 267-2710

**NOTICE:** The 2017 Wisconsin Act 237 made numerous changes to project approval requirements for state construction projects. In summary, effective April 5, 2018, several changes to the threshold for small projects and projects requiring single prime bidding were increased to \$300,000. In addition, effective July 1, 2018, this law creates an exception for certain construction projects. Under the new law, if 85% or more of the estimated project cost could be completed by a single trade MEP (mechanical, electrical, plumbing, or fire protection), the Department may bid and contract all work for that construction project directly to a single trade contractor. Changes for single trade contracting take effect for projects advertised for bid after July 1, 2018.

The new law also made changes to Architect/Engineer (A/E) selection requirements for projects requiring major A/E Selection with interviews. The threshold for projects requiring major A/E Selection with interviews has increased to \$7.4 million. Changes take effect for Requests for Services issued on or after April 5, 2018.

A WisBuild login is required to express interest in the projects listed below. See the [A/E Selection](#) web page and the [Registering/Maintaining your A/E Data Record](#) web page for additional information.

### Small Projects - \$300,000 or Less

In order to be considered for projects under \$300,000, the A/E must indicate interest on their A/E Data Record and upload a [Consultant Fee Schedule](#).

### Monthly Selection - \$300,000 to \$7.4 Million

- [Current A/E Selection Opportunities - Under \\$7.4 Million](#)
- [Instructions for Uploading a Letter of Interest](#)
- [A/E Solicitation Results - Under \\$7.4 Million](#)

### Major Project Selection - \$7.4 Million and Above

- [Current A/E Selection Opportunities and Results - \\$7.4 Million and Above](#)

## Current A/E Selection Opportunities and Results - \$7.4 Million and Above

**Project No.:** 21E2W  
**Project Name:** **Cofrin Technology & Education Center**  
**Institution:** UNIVERSITY OF WISCONSIN/GREEN BAY CAMPUS  
**Location:** CITY OF GREEN BAY, Wisconsin  
**Construction Cost:** \$72,727,000  
**AE Submittal Date:** 9/1/2021 3:30:00 PM  
**Last Item Update:** 9/1/2021 2:43:44 PM  
**Comments:** Solicitation revised Aug. 17 to reflect a rescheduled interview date of Wednesday, October 6, 2021  
**Invitation file:** [21E2W Qualification Solicitation.docx](#) (116 kB)  
**Support file 1:** [21E2W AE Service Request.pdf](#) (539 kB)  
**Support file 2:** [21E2W AE Contract.pdf](#) (167 kB)  
**Support file 3:** [21E2W Screening Form.xls](#) (88 kB)  
**Support file 4:** [21E2W Fee Rate Sheet.xls](#) (55 kB)  
[Click here for a list of AEs interested in this project.](#)

**Project No.:** 21E1Z  
**Project Name:** **SWMC Phase VI Expansion**  
**Institution:** VETERANS AFFAIRS/SOUTHERN WI VETERANS MEMORIAL CEMETERY-UNION GROVE  
**Location:** TOWN OF DOVER, Wisconsin  
**Construction Cost:** \$10,703,000  
**AE Submittal Date:** 8/6/2021 2:30:00 PM  
**Last Item Update:** 8/16/2021 1:18:29 PM  
**AE Submitting Qualifications:** SmithGroup, Inc.  
 Stantec Consulting Services, Inc.  
 Tribute Design Systems, LLC in assoc. with Bloom Companies, LLC  
 SmithGroup, Inc., Stantec Consulting Services, Inc., Tribute Design Systems, LLC in assoc. with Bloom Companies, LLC  
**AE Shortlist:**

**Project No.:** 20J1T  
**Project Name:** **Center for the Arts Parking Ramp & Police Building Addition**  
**Institution:** UNIVERSITY OF WISCONSIN/LA CROSSE CAMPUS  
**Location:** CITY OF LA CROSSE, Wisconsin  
**Construction Cost:** \$17,391,000  
**AE Submittal Date:** 7/7/2021 2:30:00 PM  
**Last Item Update:** 7/12/2021 4:44:24 PM  
**AE Submitting Qualifications:** Bloom Companies, LLC  
 BWBR Architects, Inc.  
 Engberg Anderson, Inc. in assoc. with WGI, Inc.  
 GRAEF



# REQUIREMENTS TO PURSUE DFD A/E OPPORTUNITIES

- No DFD certification required
  - Must meet professional license requirements per the Department of Safety and Professional Services:
    - <https://dsps.wi.gov/Pages/Professions/Default.aspx>
  - A DFD WisBuild logon\* is required to express interest in A/E Projects
    - [wisbuild@wisconsin.gov](mailto:wisbuild@wisconsin.gov)
- \* WisBuild to be replaced this year





# SUPPLIER SELECTION PROCESS

- Small Projects(< \$300,000):
  - Firm Chosen by Agency and Project Manager (PM)
- Monthly Projects (\$300,000 - \$7.4M):
  - Firm Submits Letter(s) of Interest (LOI) in WisBuild
  - A/E Selection Committee makes recommendation to DOA Secretary
- Major Projects (> \$7.4M):
  - Firm submits Formal Qualification Submission in WisBuild
  - Interview process
  - A/E Selection Committee makes recommendation to DOA Secretary



# MBE & DVB SUPPLIERS

- No permissive preference given to MBE or DVB suppliers for A/E selection
- MBE and DVB firms encouraged to pursue DFD A/E projects as Prime A/E
- Firms encouraged to include minority involvement as part of sub-consultant design team
- Involvement goals:
  - 5% MBE
  - 1% DVB
  - Women-Owned Business Enterprises do not currently count towards minority involvement goals



# SUCCESSFUL STRATEGIES

- Express interest and be persistent
- Get to know agencies, institutions, and the DFD PMs in your area of expertise
- Ask for feedback for awarded and non-awarded projects
- Monitor evaluation scores and DFD workload
- Be proactive in addressing concerns
- Perform well on projects!



# COMMON MISTAKES

- Submissions are not received on time
- Letters of interest are not tailored to specific projects (too generic)
- Minimum project qualifications are not met
- Firm has not introduced themselves to PM
- Firm has not addressed/resolved poor past performance



# CONTACT INFORMATION



THANK YOU

Audra Jervey

Enterprise Contract Officer  
Division of Facilities Development  
Capital Budget & Construction Administration

[audra.jervey@wisconsin.gov](mailto:audra.jervey@wisconsin.gov)

608-266-1330



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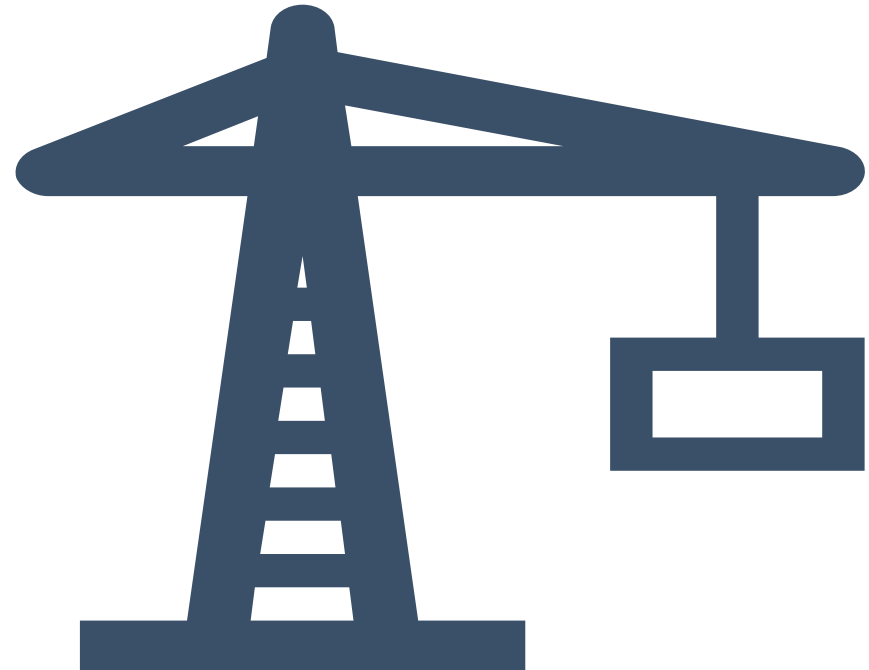
# STATE OF WISCONSIN CONSTRUCTION CONTRACTS

MATT KLAILA, DIVISION OF FACILITIES DEVELOPMENT



# DOA STATE CONSTRUCTION PROJECTS

- University Campuses
- Administrative Facilities
- Correctional / Health Service Institutions
- Natural Resources
- Military / Veteran Affairs
- Historical Society





# PROJECTS OUT FOR BID WEBSITE

[HTTPS://WISBUILDNET.DOA.STATE.WI.US/\(S\(YU3PPI5MLEG04V2NPJWKCMP\)\)/PUBLIC/BIDLIST\\_PUBLIC.ASPX](https://wisbuildnet.doa.state.wi.us/(S(YU3PPI5MLEG04V2NPJWKCMP))/PUBLIC/BIDLIST_PUBLIC.ASPX)

Search: "Wisconsin State Projects Out for Bid"

<u>Project Number</u>	<u>Plans Available On</u>	<u>Bid Date</u>	<u>Project Title/Bid Documents</u>	<u>Agency/Institution/Building</u>	<u>A/E</u>	<u>Estimate Construction Cost</u>	<u>Project Manager</u>	<u>Prebid Tour Date</u>	<u>Prebid Tour Mandatory</u>
18B1F GPC	11/11/2020 <a href="#">Plan Holders</a>	1/21/2021	<a href="#">Brookside Envelope Repair and HVAC Improvements</a> Bid opening in Eau Claire, WI. Addenda to Date: 1	HEALTH SERVICES/ NORTHERN WISCONSIN CENTER, CHIPPEWA FALLS / BROOKSIDE	<a href="#">Wendel Architectural Resources, Inc.</a>	\$4,300,000	<a href="#">Ehmke</a>	12/16/2020	No
1811GREBID2 GPC	11/30/2020 <a href="#">Plan Holders</a>	1/20/2021	<a href="#">Campus Fiber Optic Backbone Replacement</a> Bid opening in Eau Claire, WI Addenda to Date: 1	UNIVERSITY OF WISCONSIN/ SUPERIOR CAMPUS / UTILITY - ELECTRICAL	<a href="#">LHB, Inc</a>	\$650,000	<a href="#">Lux</a>	12/9/2020	No
19J1E GPC	11/23/2020 <a href="#">Plan Holders</a>	1/7/2021	<a href="#">Ballistic Glass Upgrade</a> GPC Only Addenda to Date: 1	CORRECTIONS/ MILWAUKEE WOMENS CORRECTIONAL CENTER / MILWAUKEE WOMENS CORRECTIONAL CENTER	<a href="#">Venture Architects</a>	\$270,000	<a href="#">Hoffmann</a>	12/14/2020	No
18B1F MEP	11/11/2020 <a href="#">Plan Holders</a>	1/6/2021	<a href="#">Brookside Envelope Repair and HVAC Improvements</a> Bid opening in Eau Claire, WI. Addenda to Date: 1	HEALTH SERVICES/ NORTHERN WISCONSIN CENTER, CHIPPEWA FALLS / BROOKSIDE	<a href="#">Wendel Architectural Resources, Inc.</a>	\$4,300,000	<a href="#">Ehmke</a>	12/16/2020	No
20G2Y (Proposal)	12/1/2020 <a href="#">Plan Holders</a>	1/6/2021	<a href="#">Programmable Logic Controller Door Controls</a> Addenda to Date: 1	CORRECTIONS/ OAKHILL CORRECTIONAL INSTITUTION, OREGON / ADMINISTRATION	<a href="#">Powrtek Engineering Inc</a>	\$95,000	<a href="#">Stehly</a>	12/22/2020	No



# CONTRACTOR CERTIFICATION

- Who Needs It?
- Application Requirements
- How to Apply?



# CONTRACTOR CERTIFICATION – WHO NEEDS IT?

- Contractors bidding directly on construction projects over \$50,000
- General Prime Contractors
- Contractors who perform the following divisions or work:
  - Fire Protection (Div. 21)
  - Plumbing (Div. 22)
  - Mechanical (Div. 23)
  - Electrical (Div. 26, 27 & 28)
  - Roofing and Asbestos Abatement
- Second-tier subcontractors who do not bid **directly** to the state are **not** required to be certified



# CONTRACTOR CERTIFICATION – APPLICATION REQUIREMENTS

- Must be in business for at least 12 months
- Completed at least one project for a government entity
- Provide two references if never previously contracted with DOA
- Include bonding letter from bonding company that states contractor's **single per project** bonding limit



# CONTRACTOR CERTIFICATION – HOW TO APPLY

**Email:**

[dfdcertification@wisconsin.gov](mailto:dfdcertification@wisconsin.gov)

**Website:**

<https://doa.wi.gov/Pages/DoingBusiness/ContractorCertification.aspx>



# DOA SINGLE PRIME SUBCONTRACTING

## Projects > \$300,000

(MEP subcontractors are selected via State bidding process.  
Primes don't choose MEP subcontractors.)

- MEP subcontractors submit their bid two weeks prior to the GPC bid opening (certification is required)
- The State identifies the lowest qualified bidder for each MEP division of work for the GPC to use on their bid
- All other non-MEP subcontractors are selected by the GPC (certification not required)

## Projects <= \$300,000

(Primes choose all subcontractors.)

- Prime Contractors submit their bid using their own selected subcontractors
- Certification is not required for subcontractors who do not bid directly to the State
- Subcontractors may obtain a WisBuild account to appear on plan holders lists for projects they are interested in



# CONTRACT AWARD AND MBE/DVB EVALUATION PROCESS

- DFD awards the contract to the lowest, qualified, responsible, certified bidder.
- If a Minority Business Enterprise / Disabled Veteran-Owned Business (MBE/DVB) submits a bid within 5% of the low bid, under Wis. Stats. §. 16.855(10m)(am)3, DFD may award a contract to an MBE/DVB if the business is a qualified, responsible, certified bidder.
  - Applies to General Prime, Single Trade, and Small Projects
  - Does not apply to MEPs



# MBE & DVB PREFERENCE

## Wis. Stats. §. 16.855 (10m) (am) 3

- Low Bidder = \$100,000
- Diverse (MBE/DVB) Bidder = \$104,000
- 5% of the low bid of \$100,000 = \$5,000
  - The Diverse (MBE/DVB) bid is within 5% of the low bid, so both contractors are considered for the project.
  - Vetting process to ensure both firm's capacity.
  - Diverse (MBE/DVB) Bidder is awarded the contract if all requirements are met.



# SUCCESSFUL STRATEGIES

- Visit the DOA website frequently
- Review project plans/specs thoroughly
- Allow sufficient time to submit bids
- Ask questions





# COMMON ERRORS

- Bids are not delivered/emailed on time
- Bids contain unsolicited information
- Addendums are not acknowledged
- Missing pages or unsigned bid forms



# CONTACT INFORMATION



THANK YOU

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# Q U E S T I O N S



# Automatic Saving Initiative in Milwaukee

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Saving automatically is the best way to save successfully and doing that through work is the easiest method

- Motivate small to medium size employers to use free resources and materials to encourage their employees to save automatically for emergencies
- Educate and motivate employees to take advantage of systems to save automatically that are appropriate and safe
- Increase the number of workers saving through split deposit
- Help workers believe they can save, even small amounts, to help defray financial costs of life's unexpected events
- Help employers position themselves strategically in competitive labor market