



## WISCONSIN DEPARTMENT OF TRANSPORTATION Business Contracting Matrix

HOW TO DO BUSINESS WITH . . .		DOT- Construction	DOT- Consulting	DOT- Procurement
F I T	1 What type of goods & services do you solicit?	Road building & related construction	Engineering, Related Services (Design, Construction, Geotechnical, Environmental, etc)	Products & services to support facility operations & maintenance
	2 What certification is accepted to compete for contracts?	DBE	DBE & MBE	MBE
	3 Are any preferences given to small businesses? (set asides, mandated use, goal credit)	Project specific goals	Aspirational goal of 20% for consulting	5% price preference
	4 Qualification criteria to do work for your agency?	Primes' statement of financial ability, equipment, and prior experience	Mostly engineering consulting firms	Must provide a useful business function. Must compete to win bid.
	5 How do you advertise contract opportunities?	Monthly bid lettings	Quarterly and special solicitations	Mail paper bid solicitations.
A C C E S S	6 Where can I find your contracting opportunities?	<a href="http://www.dot.wisconsin.gov/business">www.dot.wisconsin.gov/business</a>	<a href="http://www.dot.wisconsin.gov/business/engrserv/index.htm">www.dot.wisconsin.gov/business/engrserv/index.htm</a>	VendorNet
	7 Where do you advertise contract opportunities?	Website, Daily Reporter, Western Builder	WisDOT website (mentioned above)	Post on VendorNet.
	8 How are winning contractors selected; who determines the winner?	Lowest responsible bidder's sealed bid; DOT BHO Director	QBS (quality based selection) based on e-submitted NOIs; by NOI reviews and/or interviews; Region & CO management	Low bid or Evaluation committee (if selected via RFP)
	9 Do I have to register as a vendor to do business with your agency?	If awarded a contract, you must register on CRCS	Depends on solicitation type (Roster solicitation- firms need to be registered to WisDOT; Open solicitation- no need to register i.e. any firm can apply)	No.
	10 What amount/percentage of your contracts are for small business?	Average of \$40 - \$50 million annually	About 30-40% (various yearly)	Any percentage...program has no set asides
	11 How do you track small business participation/goals?	Track actual payments using web-based system- Civil Rights & Compliance Tracking system	Information input & tracked via, Consultant database	Not tracked
	12 What are your terms of payment?	Primes are paid within 30 days of invoice submission; 10 day prompt	Payment upon invoice received (periodical)	Net 30 days
S U P P O R T	13 What support/assistance do you provide small businesses?	Financial Management, Consultant-Assisted Technical Assistance; Mentoring Connections & Mentor-Protégé Programs, Legal Services, Outreach & Marketing, DBE Workshops and Trainings	Encourage mentoring, partnership with Prime/big firms	No formal support available to all businesses
	14 Do you provide loans?	Yes. With DOT contract as collateral DBEs can apply for mobilization loan with DOT	No	No
	15 Do you provide financial grants?	No	No	No
M A R K E T I N G	16 Who/How do I market my small business?	Solicit Prime contractors on planholders list	Provide opportunities during Design Opportunity Day and Construction Interviews, which are held annually	Register with VendorNet; Contact specific buyers (on website)
	17 Who do I talk to for advice on competitive process?	Project Managers, Prime Contractors, DBE Office	Face-to-face advise, meeting (networking) opportunities during above mentioned events	The bid contract manager or MBE Program Coordinator.
	18 Who monitors your agency (makes sure you do the right thing)?	USDOT, Federal Highway Administration	FHWA (USDOT)	DOA-State Bureau of Procurement