



# The Contracting Academy

*Developing and Growing  
Government Contractors*

September 9, 2021

**PRESENTED and HOSTED BY**



**WISCONSIN ECONOMIC  
DEVELOPMENT CORPORATION**



A Procurement Technical  
Assistance Center (PTAC)

Wisconsin  
Procurement  
Institute



# State of Wisconsin Certifications for Minority, Woman and Service-Disabled Veteran Owned Businesses

**September 9 | 1:00pm CST**

Tondra Davis; WI Department of Administration  
Adonica Randall; Abaxent, LLC



# RESPONDING TO STATE OF WISCONSIN OPPORTUNITIES

STATE BUREAU OF PROCUREMENT



# THE CONTRACTING ACADEMY PROCUREMENT AGENDA

- i General procurement
- i Successful bidding strategies
- i Common errors and how to avoid them
- i Requirements and compliance considerations



# GENERAL PROCUREMENT

- i Agencies and campuses purchase goods and services needed to support operations under authority of state statute (Chapter 16)
  - i Construction and Architecture/Engineering will be discussed in Hour 3
- i Agencies must adhere to the policies and procedures outlined in the State Procurement Manual
- i All procurement activity must follow a transparent, fair, and open process
- i All vendors must receive fair and equitable treatment



# GENERAL PROCUREMENT: METHODS

## Simplified Bid

- Informal bidding method
- Minimum of three quotes
- Agency provides requirements and suppliers provide pricing
- Can be verbal or in writing

## Request for Bid (RFB)

- Formal bidding method
- Agencies provide requirements
- Suppliers agree to meet all requirements and provides cost
- Awarded to low-cost bidder



## Request for Proposal (RFP)

- Formal bidding method
- Agencies ask suppliers to propose solutions
- Suppliers respond with solutions and provide cost
- Proposal responses evaluated, ranked, cost factored in
- Awarded to highest scoring proposer

# GENERAL PROCUREMENT: MBE/DVB CONSIDERATIONS

- ; State statute allows agencies to award to a vendor other than lowest bidder or highest scoring proposer if that vendor is a Wisconsin Certified Minority Business Enterprise (MBE) or Disabled-Veteran Owned Business Enterprise (DVB)
  - ; Vendors are certified through the [Wisconsin Supplier Diversity Program](#)
  - ; State has a goal of spending 5% with WI certified MBEs who receive a 5% price preference
  - ; State has a goal of spending 1% with WI certified DVBs who receive a 5% price preference



# MBE/DVB PREFERENCE – RFB EXAMPLE

- ; Non-Minority Bidder - \$100, no preference – **5% added**, becomes **\$105**.
- ; Diverse (MBE/DVB) Bidder - \$102, preference - 5% not added, remains **\$102**.
- ; WI is a low bid state - **\$102** selected.
- ; Diverse Bidder awarded the contract.



# MBE/DVB PREFERENCE – RFP EXAMPLE

- i Non-Minority Proposal – 80 points, no preference – no points added, remains **80 points**
- i Diverse (MBE or DVB) Proposal – 80 points, 5% preference, so points added to become **84 points**
- i In general, proposal with highest points wins – **84 points**
- i Diverse Proposal would be awarded the contract



# SUCCESSFUL BIDDING STRATEGIES

- | Carefully review the instructions in a solicitation
  - | Contact information, due dates
- | Review the solicitation to fully understand the scope of the project/contract.
  - | Start by reviewing the mandatory bidder requirements/qualifications
  - | If you are not able to meet a mandatory requirement, you might be disqualified



# SUCCESSFUL BIDDING STRATEGIES

- | Ask us questions about a solicitation if there is unclear or insufficient information.
- | Follow communication instructions, timeline in solicitation
- | Ask for information or data that you may need in order to respond to a bid (beyond what is already posted).



# SUCCESSFUL BIDDING STRATEGIES

- Follow the instructions in submitting a bid or proposal, including all required forms
  - Do not modify any forms for a solicitation unless instructions expressly permit edits
- Regardless of solicitation type, responsive pricing must be provided by a due date and cannot be accepted afterwards
- Do not expect that an agency will ask for clarifications or additional opportunities to supplement your bid or proposal



# COMMON BIDDING MISTAKES

- ; Not reading the solicitation in its entirety
  - ; Reviewing both bidder and contractor requirements
- ; Revising forms or submitting own forms in place of required forms
- ; Submitting pricing information outside of the format prescribed by the solicitation
- ; Missing deadlines (questions, clarifications, due dates)
- ; Waiting until the last minute to submit a response



# BASIC REQUIREMENTS OF STATE CONTRACTORS

## All Amounts

- Sales/Use Tax
- Registered to do business in Wisconsin
- Insurance coverage
- Non-Discrimination
- Services performed in US

## Over \$50K

- Affirmative Action/Non-Discrimination Plan

## Over \$100K

- Attest to not participating in economic boycotts



# ADDITIONAL REQUIREMENTS OF STATE CONTRACTORS

- i If service being performed requires a license or certification
- i If agency is using federal funds, must not be a federally debarred contractor
- i Additional requirements or qualifications will depend on the bid/RFP





# Thank You!

- Save the Date -



**The  
Contracting  
Academy**

*Developing and Growing  
Government Contractors*

**December 7, 2021**

**- Virtual -**

*Details will be posted at [wispro.org/events](https://www.wispro.org/events)*



## Upcoming Training & Events



A Procurement Technical  
Assistance Center (PTAC)

- *Acquisition Hour* Webinar Series
- *Cyber Friday* Webinar Series
- Special events announced regularly
- **Save the Date:**
  - Dec 8-9 Marketplace Wisconsin – In Person



# Nominations Now Open



Marketplace runs a competitive awards program (minority, woman, service-disabled veteran) to recognize Wisconsin companies that exemplify business excellence, with dedicated award categories for larger and smaller, newer and more established businesses. In addition, the conference honors individuals and organizations that are providing leadership in the business communities served by Marketplace.

Visit <https://www.marketplacewisconsin.com/awards/>



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## Agenda

**1:00 pm** State of Wisconsin Certifications for Minority, Woman and Service-Disabled Veteran Owned Businesses

**2:00 pm** Locating and Evaluating State of Wisconsin Opportunities and Requirements - non-construction / goods and services

**3:00 pm** Responding to State of Wisconsin Opportunities





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# Locating and Evaluating State of Wisconsin Opportunities and Requirements - non- construction / goods and services

**September 9 | 2:00pm CST**

Cheryl Edgington; WI Bureau of Procurement



**WISCONSIN ECONOMIC  
DEVELOPMENT CORPORATION**

**WPI** Wisconsin  
Procurement  
Institute  
A Procurement Technical  
Assistance Center (PTAC)

# LOCATING AND EVALUATING STATE OF WISCONSIN OPPORTUNITIES

STATE BUREAU OF PROCUREMENT



# THE CONTRACTING ACADEMY

## SECOND HOUR AGENDA

- | What opportunities exist?
- | Where do I find the opportunities?
- | How does the State purchase?
  - | Purchasing thresholds and processes
- | Reviewing bid documents
- | Evaluating opportunities for your company



# TOP CATEGORIES OF STATE SPEND

Information  
Technology Services

IT Hardware &  
Software

Social, Medical &  
Client Services

Food & Related  
Services

Pharmaceuticals &  
Chemicals

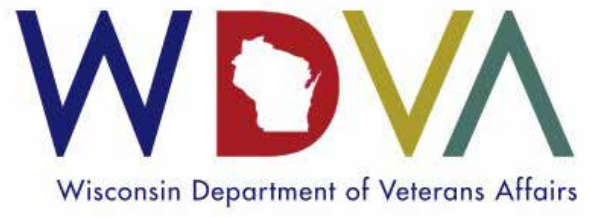
Vehicles,  
Accessories,  
Maintenance &  
Fuel

Management  
Consultant & Other  
Professional  
Services

Facilities  
Maintenance &  
Repair

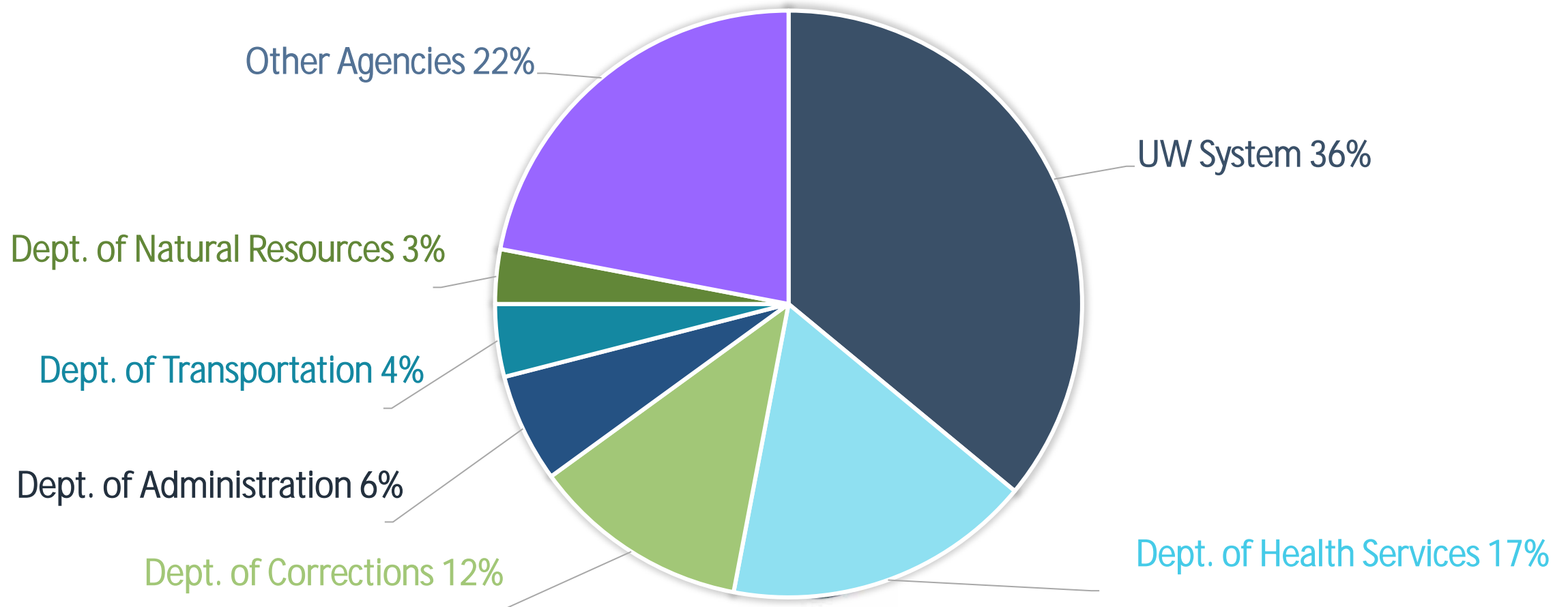


# WHO'S BUYING?



# OVERVIEW OF STATE AGENCY PURCHASES

Enterprise spend in FY 20 was \$1,738,499,377 of goods and services.



# WHERE ARE BID OPPORTUNITIES?

## eSupplier

- ; Used by state agencies
- ; View bid opportunities
- ; Online bid retrieval and submittal

## VendorNet

- ; Used by UW campuses and some municipalities
- ; View bid opportunities
- ; Online bid retrieval only (hard copy submittal)



# WISCONSIN ESUPPLIER PORTAL

- ; The Wisconsin eSupplier Portal for Bidders offers:
  - ; Bid/Proposal search (no login required)
  - ; Upcoming solicitations (if agency elects)
  - ; FAQs and comprehensive guide
  - ; Links to agency acronyms, VendorNet, Wisconsin public notices site
  - ; Access to technical and general procurement help desks



# WISCONSIN ESUPPLIER PORTAL

- ; Online bid and proposal response capabilities
- ; In-system question/answer features
- ; Self-service maintenance of your company's contact and registration information
  - ; All bidders register using eSupplier even if responding to bid opportunities on VendorNet



# REGISTER IN 3 EASY STEPS

eSupplier - 1, 2, 3





## Bidder Portal: Registration and Sign-in Process

The State of Wisconsin's Web Access Management System (WAMS) allows authorized individuals to access state internet applications using the same means of identification for all State Web applications. If you don't have a WAMS ID, you will need to go through the registration process.

### 1 WAMS

Create a WAMS ID for your organization and verify new account

- Click the **Create your WAMS ID** link
- Read and Accept the *Wisconsin Web Access Management System User Acceptance Agreement*. Scroll to the bottom of the page to click the **Accept** button.



- Complete the information on the Self-Registration page and click **Submit**. You will be asked to verify your email address. Click **OK**.

**NOTE:** All fields with a yellow asterisk \* are required fields. All other fields are optional.

### Self-Registration

\* Indicates Required Field

Profile Information

First Name	<input type="text"/>
Middle Initial	<input type="text"/>
Last Name	<input type="text"/>

- A message will be sent to your email. Click on the link in the email that you receive. Enter your user ID and password to verify your newly created account. You will receive a congratulations message if your account was properly verified.
- Once your WAMS ID has been created, return to the eSupplier page to continue with the Bidder registration process.



## Registration and Sign-in Process for Bidders

The State of Wisconsin's Web Access Management System (WAMS) allows authorized individuals to access state internet applications using the same means of identification for all State Web applications. If you don't have a WAMS ID, you will need to go through the registration process.

### 2 LOGIN

Log in to eSupplier with your newly created WAMS ID

- After creating a WAMS ID, return to the eSupplier login page
- Enter your WAMS ID and password to sign in

### 3 REGISTER

Register as a bidder in eSupplier

- Click on **Register** button
- Enter the email address associated with the WAMS ID you created
- Fill in the **Bidder Registration** form

- Check the box to agree with the User Acceptance agreement
- Click **Save**
- You will receive a confirmation email with a bidder ID.
- Be sure to access the **My Information** section of the home page to edit profile information, select NIGP codes, and view any responses and communications related to sourcing events that you have bid on.

# VENDORNET

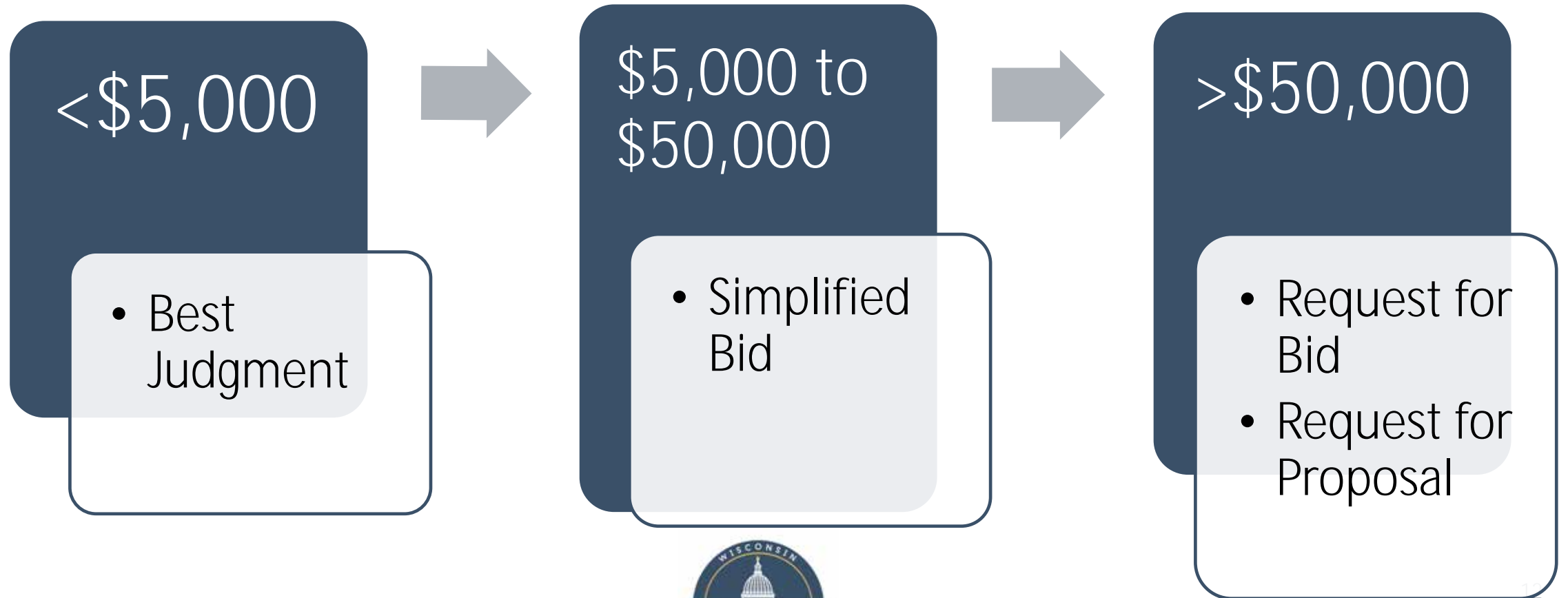
STATE OF WISCONSIN • BUREAU OF PROCUREMENT

**VendorNet System**

- ; [VendorNet.wi.gov](http://VendorNet.wi.gov)
- ; Access general procurement information
- ; Download required forms
- ; Search bids and existing contracts



# HOW DOES THE STATE PURCHASE: THRESHOLDS AND PROCESSES



# BEST JUDGMENT

- i If there's no mandatory or agency contract, agencies can award a vendor best judged able to supply for goods or services under \$5,000.
- i "Best able to supply" = delivery location, quality, price, conformity of specifications, purpose, date, etc.
- i Best judgment purchases of goods are often paid for using a state purchasing card (P-Card)



# SIMPLIFIED BIDDING

- ; Get a minimum of 3 quotes by telephone, verbal, catalog, web, etc., and confirm in writing
- ; Award to lowest responsible bidder
- ; Agencies are strongly encouraged to post simplified bid opportunities on the eSupplier Portal for Bidders; campuses strongly encouraged to post these bids on VendorNet



# OFFICIAL SOLICITATIONS (> \$50,000)

## Request for Bid (RFB)

- i Agencies use this process when they know the needs and outcome and can develop detailed specifications
- i RFBs must be posted on required systems (eSupplier or VendorNet)
- i Receive written responses with cost to meet the specifications
- i Award to the lowest responsible bidder

## Request for Proposal (RFP)

- i Agencies use this process when they know their intended outcome but require solutions from the supplier community in the form of scored proposals
- i RFPs must be posted on required systems (eSupplier or VendorNet)
- i Receive written proposals and award to the highest score, taking technical and cost factors into account
- i Award to the highest scoring proposer



# REVIEWING BID DOCUMENTS

- | Read the bid documents carefully
- | Pay particular attention to mandatory requirements, qualifications, specifications
  - | “Bidder shall/must...”
  - | Minimum number of years in business
  - | Required licenses/certifications
- | Ask questions if there is unclear or insufficient information



# EVALUATING OPPORTUNITIES

- | 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
  - | Consider:
    - | Statewide coverage vs. regional or site-specific
    - | Ongoing service need vs. one-time purchase
    - | Required staff, licenses, experience



# EVALUATING OPPORTUNITIES

- ; It is important to ensure that the scope and requirements of the contract are a good fit for your company
- ; Failure to perform on a contract could result in:
  - ; Corrective Action Plan
  - ; Financial penalties (liquidated damages)
  - ; Contract termination



# EVALUATING OPPORTUNITIES

- | If there are some aspects of the contract that are a good fit but not all, other possibilities to consider:
  - | Sub-contracting
  - | Joint ventures/cooperatives
    - | Bid document will identify if allowed and provide instructions for how to notify agency of intent





**Thank You!**

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# Responding to State of Wisconsin Opportunities

**September 9 | 3:00pm CST**

Cheryl Edgington; WI Bureau of Procurement

Audra Jervey; WI Department of Administration

Matt Klaila; WI Division of Facilities Development and Management



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**WPI** Wisconsin  
Procurement  
Institute  

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A Procurement Technical  
Assistance Center (PTAC)

# WINNING STATE OF WISCONSIN A/E CONTRACTS

DIVISION OF FACILITIES DEVELOPMENT



# AGENDA

1. Locating Current A/E Selection Opportunities
2. Pursuing A/E Opportunities
3. Selection Process
4. Contracting Process



# 1. LOCATING CURRENT A/E SELECTION OPPORTUNITIES

[HTTPS://DOA.WI.GOV/PAGES/DOINGBUSINESS/AE\\_SELECTION.ASPX](https://doa.wi.gov/pages/doingbusiness/ae_selection.aspx)



# DFD A/E PROJECTS

- Project type based on total project budget:
  - Small Projects: up to \$300,000
  - Monthly Projects: \$300,000 - \$7.4M
  - Major Projects: over \$7.4M



# PROJECT LISTINGS

## 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 thresholds and bidding requirements for state construction projects. In summary, effective April 5, 2018, several approval thresholds, including the threshold for small projects and projects requiring single prime bids, increased to \$300,000. In addition, effective July 1, 2018, this law creates an exemption for certain construction projects. Under the new law, if 85% or more of the estimate could be completed by a single trade MEP (mechanical, electrical, plumbing, or fire) 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 April 5, 2018.

The new law also made changes to Architect/Engineer (A/E) selection requirements. The threshold for projects requiring major A/E Selection with interviews has increased. 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 [Registration/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 intent in their 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

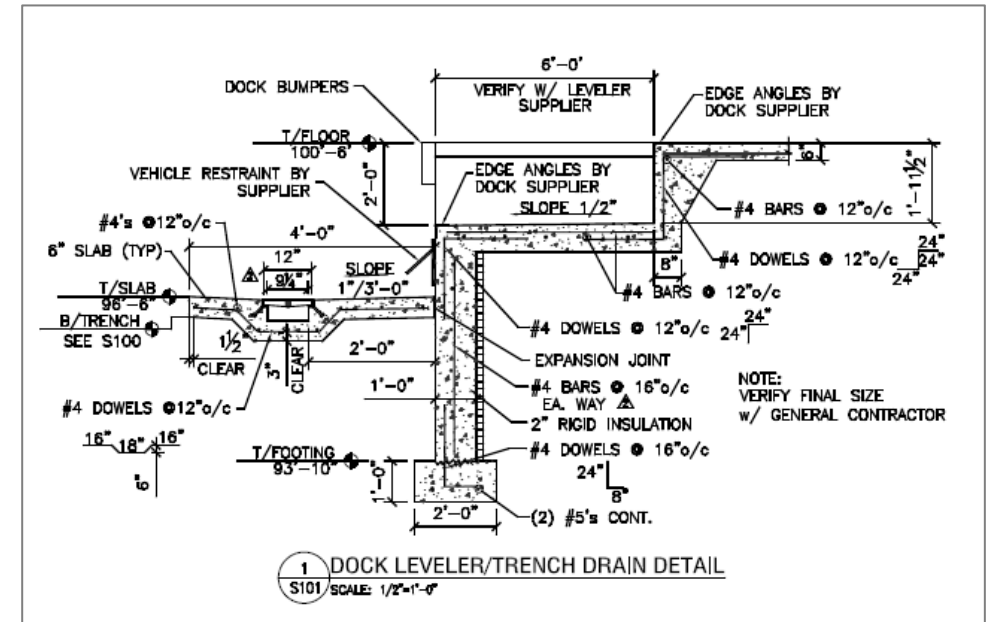
- [Current A/E Selection Opportunities and Results - \\$7.4 Million and Above](#)

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

<b>Project No.:</b> <b>Project Name:</b> <b>Institution:</b> <b>Location:</b> <b>Construction Cost:</b> <b>AE Submittal Date:</b> <b>Last Item Update:</b> <b>Comments:</b> <b>Invitation file:</b> <b>Support file 1:</b> <b>Support file 2:</b> <b>Support file 3:</b> <b>Support file 4:</b>	21E2W <b>Cofrin Technology &amp; Education Center</b> UNIVERSITY OF WISCONSIN/GREEN BAY CAMPUS CITY OF GREEN BAY, Wisconsin \$72,727,000 9/1/2021 3:30:00 PM 9/1/2021 2:43:44 PM Solicitation revised Aug. 17 to reflect a rescheduled interview date of Wednesday, October 6, 2021 <a href="#">21E2W_Qualification_Solicitation.docx</a> (116 kB) <a href="#">21E2W_AE_Service_Request.pdf</a> (539 kB) <a href="#">21E2W_AE_Contract.pdf</a> (167 kB) <a href="#">21E2W_Screening_Form.xls</a> (88 kB) <a href="#">21E2W_Fee_Rate_Sheet.xls</a> (55 kB) <a href="#">Click here for a list of AEs interested in this project.</a>
<b>Project No.:</b> <b>Project Name:</b> <b>Institution:</b> <b>Location:</b> <b>Construction Cost:</b> <b>AE Submittal Date:</b> <b>Last Item Update:</b> <b>AE Submitting Qualifications:</b> <b>AE Shortlist:</b>	21E12 <b>SWVMC Phase VI Expansion</b> VETERANS AFFAIRS/SOUTHERN WI VETERANS MEMORIAL CEMETERY-UNION GROVE TOWN OF DOVER, Wisconsin \$10,703,000 8/6/2021 2:30:00 PM 8/16/2021 1:18:29 PM 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
<b>Project No.:</b> <b>Project Name:</b> <b>Institution:</b> <b>Location:</b> <b>Construction Cost:</b> <b>AE Submittal Date:</b> <b>Last Item Update:</b> <b>AE Submitting Qualifications:</b>	2011T <b>Center for the Arts Parking Ramp &amp; Police Building Addition</b> UNIVERSITY OF WISCONSIN/LA CROSSE CAMPUS CITY OF LA CROSSE, Wisconsin \$17,391,000 7/7/2021 2:30:00 PM 7/12/2021 4:44:24 PM Bloom Companies, LLC BWBR Architects, Inc. Engberg Anderson, Inc. in assoc. with WGI, Inc. GRAEF

# SMALL A/E PROJECTS

- Up to \$300,000
- Project Types
  - Programming, studies, investigations
  - Health/safety or time-sensitive projects
  - Emergency repairs and maintenance
  - A/E On-Call



# MONTHLY A/E PROJECTS

- | \$300,000 - \$7.4 million
- | Project Types
  - | Classroom renovations
  - | Mechanical system repairs/upgrades
  - | Building expansions



# MAJOR A/E PROJECTS

- | Over **\$7.4 million**
- | Project Types
  - | New building construction
  - | Large scale renovations and additions
  - | Utility and mechanical expansions



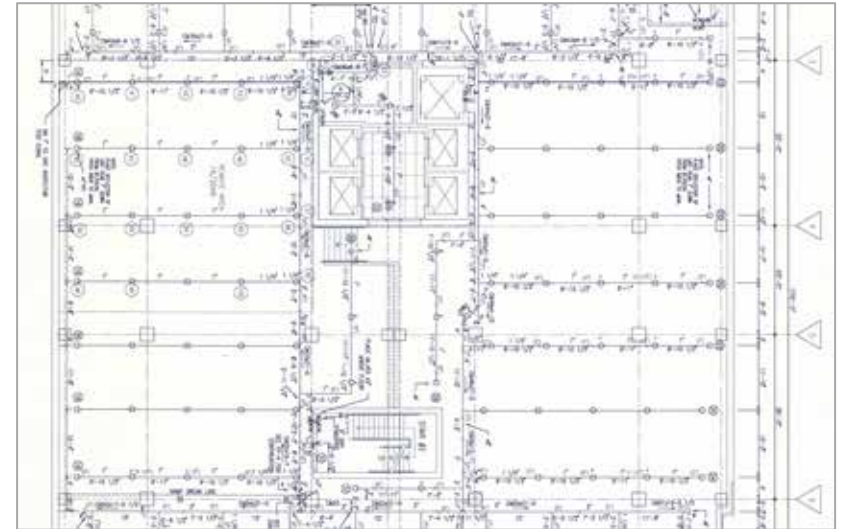
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## 2. PURSUING A/E OPPORTUNITIES



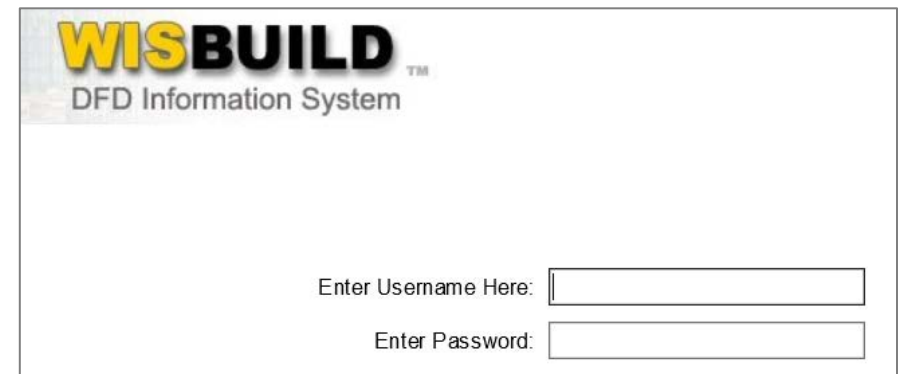
# PURSUING DOA A/E OPPORTUNITIES

- 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 DOA WisBuild logon is required to express interest in A/E Projects.



# WISBUILD

- | Create or Maintain DOA WisBuild Account
  - | Online project management tool
  - | Used by staff, architects, engineers, and contractors working on State building projects
  - | Registration required for access
  - | Email: [doawisbuild@wisconsin.gov](mailto:doawisbuild@wisconsin.gov) to register



The screenshot shows the WISBUILD login page. At the top left, the logo reads "WISBUILD™" in bold yellow and black text, with "DFD Information System" in smaller black text below it. On the right side, there are two input fields: the top one is labeled "Enter Username Here:" and the bottom one is labeled "Enter Password:". Both fields are empty and have a thin black border.



# WISBUILD A/E FUNCTIONALITY

Upload project qualification submissions

[https://doa.wi.gov/Pages/DoingBusiness/AE\\_Selection.aspx](https://doa.wi.gov/Pages/DoingBusiness/AE_Selection.aspx)

Access and maintain A/E Data Record

Firm Contacts

Liability Insurance

Fee Rate Sheets

View Evaluation Scores

View Current Status Points

Process Pay Requests

Process Change Orders

Communication Tool

Architect/Engineer Data Record for Audra the Engineer & Associates, Inc. 9/22/15

Basic Data			
Year Established	1932	Phone Number	(608) 608-6080
Address1	520 W. 13th Street		
Address2			
City	Pleasanton		
Organization	Sole Owner	Corporation	Yes LLC Association
Principals of Firm: Audra Jervey			
DFD Contact Person	Jervey, Audra	Email Address	
*This person will receive communication from DFD and will be the primary liaison project issues.*			
Professional Liability Insurance Data			
Insurance Carrier	Pretty Good Insurance		
Amount\$	100,000		
Staff At This Office			
1	Architects	0	Registered Surveyors
4	Structural Engineers	2	Designers
2	Civil Engineers	0	Drafters/CAD Operators
0	Mechanical Engineers	1	Planners
0	Electrical Engineers	0	Landscape Architects
0		0	Estimators
0		2	Administrative Support
0		0	Technical Support
0		0	Construction Admin.
Services Offered			
<input checked="" type="checkbox"/> Provide services for projects with overall value less than \$100,000. Present Fee Schedule in: <a href="#">Fee_Scale_2015.pdf</a> (uploaded on 9/22/15 4:41:43 PM)			

Name:	Audra the Engineer & Associates, Inc. (Please submit a <a href="#">WisBuild Help Desk</a> ticket to request)
Address:	520 W. 13th Street Pleasanton, WI 12345
Phone:	(608) 608-6080
Fax:	() -
Email:	
Web Site:	
Contacts:	<a href="#">Jervey, Audra</a> - Architects/Engineer
InActive?	No
Last Updated By:	Audra Jervey

[Add New Contact to Your Own Firm](#)  
[A/E Data Record](#)  
[Contract Status Report](#)  
(Report will open in a new window)  
[Performance Scoring](#)

**WISBUILD**

# PURSUING DOA A/E OPPORTUNITIES

- | Small Projects – Chosen by Agency and Project Manager
- | Monthly Projects
  - | Submit Letter of Interest (LOI) in WisBuild
  - | A/E Selection Committee Makes Decision
- | Major Projects
  - | Formal Submission in WisBuild
  - | Interview Process
  - | DFD Selection Committee Makes Decision



# COMMON MISTAKES WHEN RESPONDING TO SOLICITATIONS

- i Submissions are not received on time
- i Letters of interest are not tailored to specific projects (too generic)
- i Minimum project qualifications are not met
- i Firm is new or unknown



---

## 3. SELECTION PROCESS



# SELECTION PROCESS: SMALL PROJECTS

- i Delegated Selection
  - i Chosen by Agency and Project Manager
- i Selection Considerations:
  - i Prior experience
  - i Current DFD workload
  - i Office location
- i Typically one firm with no sub-consultants



# SELECTION PROCESS: MONTHLY PROJECTS

- | Selection Process
  - | Letter of Interest submission
  - | DFD Selection Committee makes recommendation
- | Often prime firm with sub-consultants
- | Monthly Project A/E service requests posted to DFD website in batches once a month:

[https://doa.wi.gov/Pages/DoingBusiness/AE\\_Selection.aspx](https://doa.wi.gov/Pages/DoingBusiness/AE_Selection.aspx)

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

In order to be considered for projects under \$300,000, the A/E must indicate interest in small projects in 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



# SELECTION PROCESS: MAJOR PROJECTS

- Selection Process
  - Request for A/E Services posted to DFD website
  - Formal submission and interview process
  - DFD Selection Committee
    - Holds Screening Meeting to narrow down submissions
    - 3 – 4 firms typically invited to formally interview

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

In order to be considered for projects under \$300,000, the A/E must indicate interest in small projects in 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](#)



# SELECTION PROCESS: MAJOR PROJECTS CONT.

- | Selection Considerations
  - | Strength of team
  - | Demonstration of past experience
  - | Evaluation scores
  - | Current DFD project workload
  - | Office locations
- | Always prime firm(s) and sub-consultants



# 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 points
- ; Be proactive in addressing concerns
- ; Perform well on projects!



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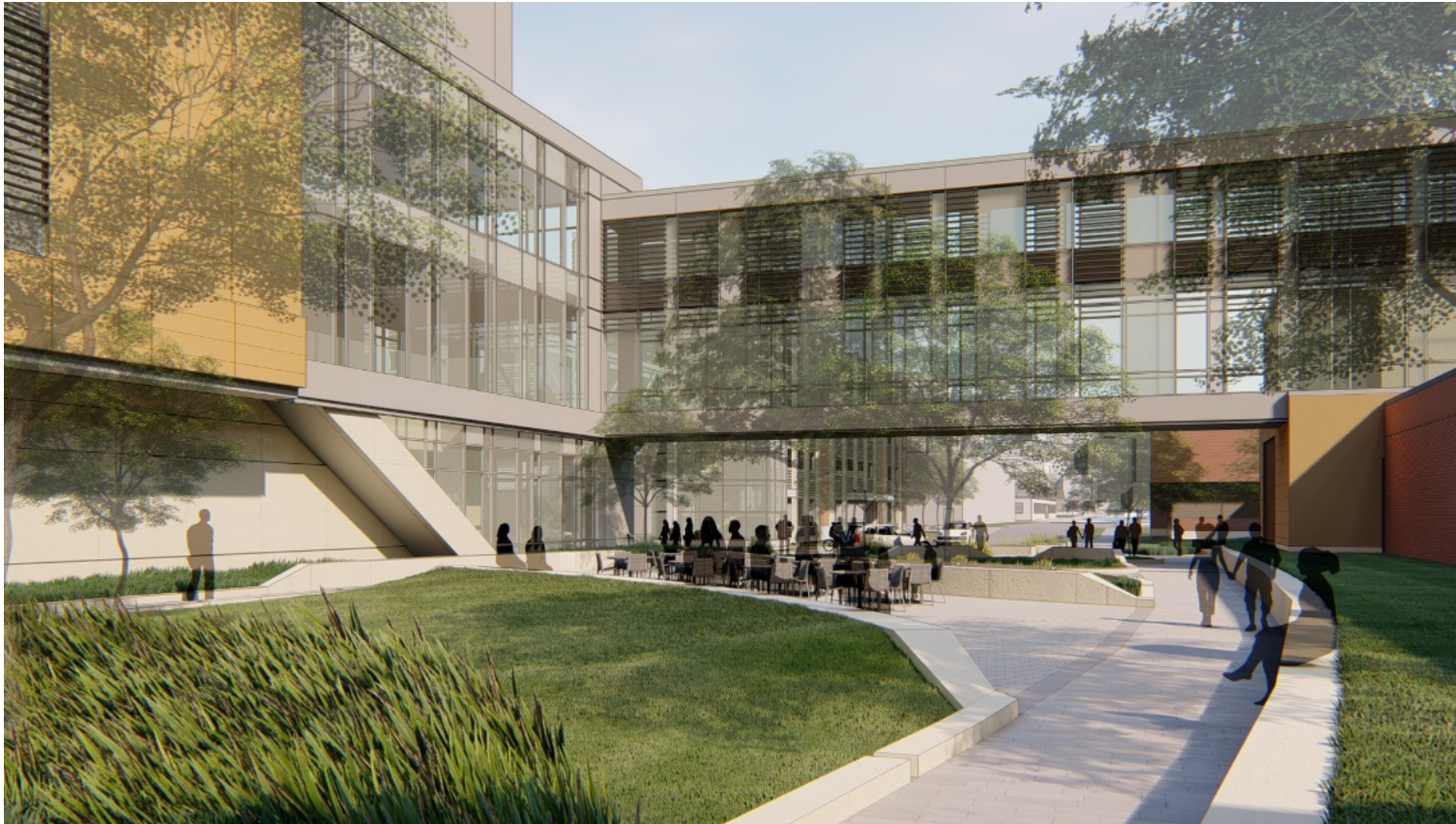
## 4. CONTRACTING PROCESS



# CONTRACTING PROCESS

- | Selected firm receives notification letter via email
- | Kick off meeting scheduled to establish:
  - | Project scope
  - | Project schedule
  - | Project budget
- | DFD executes contract
  - | ~ 30 days after receipt of final proposal from A/E





PLEASE HOLD  
YOUR  
QUESTIONS  
UNTIL THE END.

# WINNING STATE OF WISCONSIN CONSTRUCTION CONTRACTS

DIVISION OF FACILITIES DEVELOPMENT



# DOA STATE CONSTRUCTION PROJECTS

- ; University Campuses
- ; Administrative Facilities
- ; Military / Veteran Affairs
- ; Correctional Institutions
- ; Historical Society Buildings
- ; Natural Resources



# PURSUING DOA BIDDING OPPORTUNITIES

1. Locate DOA Projects Out For Bid
2. Create a WisBuild Account and Apply for Contractor Certification
3. Bid on Project
4. Managing Awarded Contract



# 1. LOCATING DOA PROJECTS OUT FOR BID

([HTTPS://WISBUILDNET.DOA.STATE.WI.US/\(S\(YU3PPI5MLEG04V2NPJJWKCMP\)\)/PUBLIC/BIDLIST\\_PUBLIC.ASPX](https://wisbuildnet.doa.state.wi.us/(S(YU3PPI5MLEG04V2NPJJWKCMP))/PUBLIC/BIDLIST_PUBLIC.ASPX))



Project Number	Plans Available On	Bid Date	Project Title/Bid Documents	Agency/Institution/Building	A/E	Estimate Construction Cost	Project Manager	Prebid Tour Date	Prebid Tour Mandatory
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
1811GREBID2 MEP	11/30/2020 <a href="#">Plan Holders</a>	1/5/2021	<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
20G2A (Proposal)	11/30/2020 <a href="#">Plan Holders</a>	1/5/2021	<a href="#">Plaza Conference Rooms Renovation</a> Addenda to Date: 1	ADMINISTRATION/ ADMINISTRATIVE FACILITIES / STATE EDUCATION BLDG-GEF III	<a href="#">McGowan Architecture LLC</a>	\$121,000	<a href="#">Crawford</a>	12/14/2020	No
18H3E-02 GPC	10/23/2020 <a href="#">Plan Holders</a>	12/17/2020	<a href="#">Gymnasium and Natatorium Replacement</a> Addenda to Date: 3	UNIVERSITY OF WISCONSIN/ MADISON CAMPUS / GYMNASIUM-NATATORIUM	<a href="#">Kahler Slater Inc</a>	\$83,500,000	<a href="#">von Below</a>	11/9/2020	No

# DFD PROJECT CODES

- i MEP = Mechanical, Electrical, Plumbing & Fire Projection
- i GPC = General Prime Contractor
- i AAC = Asbestos Abatement Contractor
- i STC = Single Trade Contractor (project is at least 85% Mechanical, Electrical, Plumbing or Fire Protection division of work)
- i Proposal = Small Project Program with a total project budget of \$300,000 or less



# PROPOSAL TYPES

- | Small Projects - \$300,000 or less
  - | Contractors submit their bid using their own selected subcontractors
- | Projects greater than \$300,000
  - | Require Single Prime bidding and contracting



# SINGLE PRIME BIDDING & CONTRACTING (PROCESS FOR PROJECTS OVER \$300,000)

**MEP Bid Opening, then 2 weeks later GPC Bid Opening.**

## MEP Bid Opening

- MEP Tabulations posted within 48 hours.
- MEP Identified 1-week later.
- MEP ID assigned.

## GPC Bid Opening

- GPC uses MEP ID to submit bid.
- GPC Tabulations posted within 48 hours.
- Contract offered within 30 Days.  
(lowest, qualified responsible bidder - certified)
- DFD Contract with GPC Only.
- MEP's contract through GPC.



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## 2. CREATE WISBUILD ACCOUNT AND APPLY FOR CONTRACTOR CERTIFICATION



# WHO NEEDS CONTRACTOR CERTIFICATION?

- | Contractors bidding directly on construction projects over \$50,000
  - | Email [dfdcertification@wisconsin.gov](mailto:dfdcertification@wisconsin.gov) or select any project title for the DOA Contractor Certification link
- | Those Bidding on Specific Divisions of Work
  - | Fire Protection (Div. 21)
  - | Plumbing (Div. 22)
  - | Mechanical (Div. 23)
  - | Electrical (Div. 26 27 & 28)
  - | Roofing and Asbestos Abatement
- | All General Prime Contractors
- | Second-tier subcontractors who do **not bid directly** to the state are **not** required to be WisBuild 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



# WISBUILD FOR CONTRACTORS

- i All contractors are encouraged to obtain a WisBuild account, regardless of certification requirements
- i Obtain WisBuild Account:
  - i DOA Projects Out for Bid Webpage
    - i Search “WI DOA Projects out for Bid”
    - i Click any project title to register
  - i Email - [DOADFDAdminServices@wisconsin.gov](mailto:DOADFDAdminServices@wisconsin.gov)

Document Type	View/Download File
MEP A-1, Invitation to Bidders	<a href="#">1811GREBID2-00-BD-MEP- A-1 Doc.pdf</a> (171.68 KB)
MEP Volume 1 Specification Table of Contents	<a href="#">1811GREBID2-00-BD-MEP-TOC.pdf</a> (744.98 KB)
MEP Volume 1 Specifications	<a href="#">Login Required</a>
GPC A-1, Invitation to Bidders	<a href="#">1811GREBID2-00-BD-GPC- A-1 Doc.pdf</a> (152.64 KB)
GPC Volume 1 Specification Table of Contents	<a href="#">1811GREBID2-00-BD-GPC-TOC.pdf</a> (746.90 KB)
GPC Volume 1 Specifications	<a href="#">Login Required</a>
Volume 2 Specification Table of Contents	<a href="#">1811GREBID2-00-BD Specs Vol2 -TOC.pdf</a> (599.08 KB)
Specifications Volume 2	<a href="#">Login Required</a>
Drawings Volume 1	<a href="#">Login Required</a>
Addendum	<a href="#">Login Required</a>

[Forgot Your Password?](#)

[New WisBuild Account Request](#)

# 3. BID ON PROJECT



# CONTRACT AWARD AND MBE/DVB EVALUATION PROCESS

- i DFD awards the contract to the lowest qualified responsible certified bidder. (MEP, Small Project, Single Prime)
- i If a Minority Business Enterprise / Disabled Veteran-Owned Business



# DIVERSE CONTRACTOR 5% BID PREFERENCE – DVB & MBE

- ; 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.



# COMMON MISTAKES WHEN SUBMITTING BIDS

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



# SUCCESSFUL STRATEGIES

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



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## 4. MANAGING AWARDED CONTRACTS



# MANAGING AWARDED CONTRACTS

- | Return Contract
  - | Signed
  - | Completed
- | Notice to Proceed
  - | Usually within 1 week
- | Project Specifications
  - | Compliance
  - | Requirements



THANK YOU



- Save the Date -



**The  
Contracting  
Academy**

*Developing and Growing  
Government Contractors*

**December 7, 2021**

**- Virtual -**

*Details will be posted at [wispro.org/events](https://www.wispro.org/events)*

# Nominations Now Open



Marketplace runs a competitive awards program (minority, woman, service-disabled veteran) to recognize Wisconsin companies that exemplify business excellence, with dedicated award categories for larger and smaller, newer and more established businesses. In addition, the conference honors individuals and organizations that are providing leadership in the business communities served by Marketplace.

Visit <https://www.marketplacewisconsin.com/awards/>



## Upcoming Training & Events



A Procurement Technical  
Assistance Center (PTAC)

- *Acquisition Hour* Webinar Series
- *Cyber Friday* Webinar Series
- Special events announced regularly
- **Save the Date:**
  - Dec 8-9 Marketplace Wisconsin – In Person





# The Contracting Academy

*Developing and Growing Government Contractors*

September 9, 2021

## Agenda

**1:00 pm** State of Wisconsin Certifications for Minority, Woman and Service-Disabled Veteran Owned Businesses

**2:00 pm** Locating and Evaluating State of Wisconsin Opportunities and Requirements - non-construction / goods and services

**3:00 pm** Responding to State of Wisconsin Opportunities

