



Consultant DBE Overview

What WisDOT is required to
report

New object codes

Changes to work process



What WisDOT is required to report

For each contract on an Recovery Act funded project

DBE goal, commitment and payment

Highway contract DBE information will come from
Trns*port and CRCS

- Additional Special Provision (ASP) 7, inserted in all Recovery Act Contract Proposals



Consultant DBEs

No change to the consultant DBE goals

Consultant contract DBE commitments and payments will be derived from amounts associated with new object codes

The object codes have been set up to distinguish obligations and payments to DBE consultants and non-DBE consultants



New Object Codes

Three new codes

- 5600 – Management Consultant ARRA DBE
- 5601 – Engineering Fees ARRA DBE
- 5603 – Other Contract Fees ARRA DBE

Non DBE codes

- 5500 – Management Consultant Contract
- 5501 – Engineering Contractual Fees
- 5503 – Other Improvement Contractual Fees



Changes to Contracts and Invoices

When setting up a contract

- Show a breakdown of DBE and non-DBE amounts by object code
- Expenditure Accounting keys encumbrance from header pages and basis of payment page

DT 1510 Invoice

- New attachment to invoice to ensure proper coding of expenditures (payments)



Changes to TIPS and EAPS

When setting up a requisition or finalizing a purchase order

- Separate encumbrances by DBE and non-DBE codes
- Separate payments by DBE and non-DBE codes



Who at WisDOT is responsible

Before awarding

- FIIPS Coordinators, delivery estimates
- MCs and Project Managers, negotiating
- Contract Specialists, preparing contract

Awarding / encumbering

- Contract Specialists

Payments

- Contract Specialists
- MCs and Project Managers
- Expenditure Accounting Unit



Contacts

FIIPS questions

- Marty Morin, Program Finance Unit

For Contract Terms

- Greg Jacobson, Audit and Contract Administration Section

For invoicing and payments

- Eric Jepperson, Expenditure Accounting Unit