

SBE Compliance Plan (Form A) Questions & Answers

A completed SBE Compliance Plan (Form A) must be submitted with all DPW bids and is an element of bid responsiveness. **Incomplete or inaccurate** SBE Compliance Plans (Form A) will not be accepted and will render the bid unresponsive. Please see below for answers to frequently asked questions.

Frequently Asked Questions

Q: Do I need to provide copies of the SBE Certificate for all subcontractors as an attachment to this plan?

A: Yes. Copies of certificates can be obtained by contacting the Office of Equity and Inclusion at oei@milwaukee.gov. SBE certified subcontractors should also be able to provide this document.

Q: Do SBE subcontractors need to sign this form prior to bid submission?

A: Yes, the document must be fully executed.

Q: What about contracts that do not require SBE participation?

A: This change only affects contracts with SBE provisions let 02/01/2021 or later

Q: What if I plan to bid using Bid Express?

A: A blank Form A can be downloaded from Bid Express and the completed form and attachments must be uploaded to your bid prior to submittal. A new option to upload a Form A is available for all projects with SBE requirements.

Q: What if I fail to submit a Form A with my bid, or the submitted Form A is incomplete or inaccurate?

These factors are identified as incomplete or inaccurate:

- Not signed by Prime contractor and/or SBE subcontractor(s)
- Does not meet required SBE participation
- No copy of SBE certificate
- An expired SBE certificate submitted
- Certificate not issued by the City of Milwaukee
- SBE subcontractor not providing a commercially useful function on the project, as determined by Office of Equity and Inclusion
- Any submission deemed unacceptable by the Commissioner of Public Works and/or the Office of Equity and Inclusion

A: Your bid will be deemed nonresponsive.

Additional questions can be addressed to DPW Contract Office at DPWBids@milwaukee.gov