



OFFICE OF BUSINESS OUTREACH AND EQUITY COMPLIANCE (OBEOC)

Glossary of Terminology & Acronyms commonly used by WisDOT Civil Rights Staff and Project Managers in Stakeholder Meetings

“Additional Special Provision” (ASP)

- Additional Special Provisions are written directions and requirements applicable for a specific project not otherwise detailed in the Standard Specifications for construction. Provisions can include construction start dates, completion dates, traffic control, DBE participation, new hire and apprenticeship requirements.

“Aspirational Labor Goal”

- A goal set by labor subcommittees to monitor the inclusion of minorities and women on highway construction work. Usually higher than or equal to the DOL labor goal but is not enforceable.

“Bid Express”

- An Internet Bidding Service that allows contractors to submit their bids on-line.

“Bid Letting”

- The process when sealed proposals are submitted to WisDOT, opened on a scheduled “Let Date” in an open forum, and reviewed for the lowest bidder.

“Civil Rights Compliance System” (CRCS)

- CRCS is WisDOT’s state-of-the-art, web-based software system for payment tracking, labor compliance management and the Uniform Certification Program (DBE Directory). This system is designed to fulfill and streamline various federal and state reporting and monitoring requirements.

“Code of Federal Regulations 49 Part 26” (CFR)

- The general and permanent rules published in the Federal Register that covers the USDOT DBE program requirements.

“Contractor”

- An individual or firm’s representative who participates through a contract, subcontract or lease agreement in any manner covered by this program. For the purpose of the WisDOT DBE Program, a consultant is defined as a contractor or subcontractor.

“Department” (WisDOT)

- The Wisconsin Department of Transportation. WisDOT’s annual budget of nearly \$3 billion includes support for all modes of transportation, including state highways, local roads, railroads, public transit systems, airports, harbors and bicycle and pedestrian facilities.

“Deputy Secretary”

- The chief operating officer for the Wisconsin Department of Transportation with over 3,300 employees, dozens of field offices and a \$3 billion annual budget.

“Disadvantaged Business Enterprise (DBE)”

- A small business that is at least 51% owned by one or more socially and economically disadvantaged individuals, or in the case of any publicly owned business, at least 51% of the stock is owned by one or more socially and economically disadvantaged individuals; and whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

“Environmental Assessment” (EA)

- A study of land to determine any unique environmental attributes, considering everything from endangered species to existing hazardous waste to historical significance. Depending on the findings of an EA, an Environmental Impact Statement may or may not be needed.



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“Environmental Impact Statement” (EIS)

- An analysis of the potential effects on the natural environment of a project such as a building development, mining operation, or factory.

“Federal Assisted Contracts”

- Any contract between a recipient and a contractor or a recipient and a lessee that is paid for in whole or in part with USDOT financial assistance

“Federal Highway Administration” (FHWA)

- FHWA is a major agency of the U.S. DOT. FHWA is charged with the broad responsibility of ensuring that America’s roads and highways continue to be the safest and most technologically up-to-date. FHWA Title VI/Nondiscrimination Program is governed by Title VI of the Civil Rights Act of 1964. However, the program includes civil rights provisions of other federal statutes to the extent that it prohibits discrimination based on race, color, national origin, sex, age, and handicap/disability.

“Goal Setting”

- The method by which to set DBE goals on a project by analyzing data on DBEs capacity to perform and the complexity of the work elements. Contractors are required to make a “*Good Faith Effort*” to achieve the DBE goal.

“Highway Construction Contract Information” (HCCI) website:

- The Bureau of Highway Construction maintains the HCCI website providing information on bidding and highway construction in Wisconsin, the DBE Program, and Economic Recovery.
<http://roadwaystandards.dot.wi.gov/hcci>

“Joint Venture”

- Joint Venture is an entity formed between two or more parties to undertake economic activity together. The parties agree to create a new entity by both contributing equity, and they then share in the revenues, expenses, and control of the enterprise

“Labor Goal”

- Established by the United States Department of Labor mandated by federal regulations based on Executive Order 11246.

“Minority-owned business”

- A minority-owned business is defined as a company that is at least fifty-one percent owned, managed and controlled by one or more minority persons: African American, Asian American, Hispanic-American or Native American.

“Minority Business Enterprise Program” (MBE)

- The Minority Business Enterprise Program is designed to increase the opportunity for Wisconsin certified minority owned companies to sell their products or services to the State of Wisconsin and its agencies. The program specifically identifies state business opportunities, reviews and monitors all state contracts in purchasing, contractual services, and state construction for compliance with the MBE goals.

“Mega Projects”

- Mega projects are defined as projects with an estimated total cost of at least \$1 billion or projects approaching \$1 billion with a high level of interest by the public. Other major criteria are projects lasting at least two years in duration, substantial number of hires, and economic impact on the community.

“Mentor Protégé Agreement”

- A Mentor-Protégé agreement is designed to encourage approved Mentors to provide



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various forms of assistance to eligible DBEs as Protégés. The purpose of the Mentor-Protégé relationship is to enhance the capabilities of the protégé and to improve its ability to successfully compete for Federal contracts.

“National Association of Minority Contractors” (NAMC)

- The National Association of Minority Contractors (NAMC) is a nonprofit trade association that was established in 1969 to address the needs and concerns of minority contractors. The organization focuses on construction industry concerns common to African Americans, Asian Americans, Hispanic Americans, and Native Americans.

Office of Business Outreach and Compliance (OBEOC)

- Manages labor compliance and DBE programs for WisDOT to ensure that DBEs have an equal opportunity to receive and participate in USDOT-assisted contracts and to ensure nondiscrimination in the award and administration of all federally assisted contracts.

“Owner Controlled Insurance Program” (OCIP)

- OCIP is a coordinated insurance program that insures all eligible and enrolled Contractors and Subcontractors, and other Owner designated parties for Work performed at the Project Site.

“Plan, Specifications, and Estimate” (PS&E)

- A document that is submitted by the design and engineering team listing all specifications and estimates of

quantities and cost for each phase of a construction project.

“Pre Bid”

- An informational meeting where contractors interested in quoting on WisDOT projects come together to learn about project specifics, share concerns and details about the project with the DOT staff.. Primes and DBEs are given the opportunity to network.

“Pre-Con”

- A Pre-Construction Conference arranged by the WisDOT Project Managers and Prime Contractors before contract execution to review construction operations, utility coordination, schedule of operations, chain of communication and OCIP requirements.

“Prime Contractor”

- As distinguished from a “general contractor” the term Prime contractor is used in transportation construction contracting. WisDOT requires Prime contractors to perform a minimum of 30% of the contract work with their own forces. The term “general contractor” tends to be used in non-highway construction industry.

“Quota”

- Quotas are expressly forbidden by law. Instead WisDOT sets DBE goals based on factors debated by the WisDOT TRAN-AC members who report their recommendation to the Department.

“Record of Decision” (ROD)

- A document separate from, but associated with, an environmental impact statement that publicly and officially discloses the responsible official's decision as to which alternative assessed in the EIS is to be implemented.

“Request for Proposal” (RFP)

- A formal invitation containing a scope of work which seeks a formal response (proposal) describing both methodology and



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compensation to form the basis of a contract. An RFP is prepared by the customer to solicit proposals from potential providers. An RFP lists project specifications and application procedures.

“Secretary”

- The Secretary of the Wisconsin Department of Transportation leading over 3,300 employees and dozens of satellite offices.

“Small Business Network”

- The Small Business Network facilitates the interaction between prime contractors and subcontractors via *Bid Express*. It allows them to exchange sub quotes and communicate about projects.

“Socially and Economically Disadvantaged” individual

- Any person who is a US citizen (or lawfully admitted permanent resident) and who is a Black American, Hispanic American, Native American, Asian-Pacific American, Asian-Indian American, or a woman, and any other minority or individual found to be disadvantaged by the Small Business Administration pursuant to section 8(a) of the Small Business Act. To be considered economically disadvantaged, an individual’s net worth independent of home and business, must be below \$750,000.

“Solicitation”

- A request for proposals, bids or information by the United States federal, state or local government agencies.

“Specification”

- Written directions, provisions and requirements contained in standard specifications or special provisions

together with written method of performing the work, the quantities of work, and the quality of materials to be furnished under the contract.

“Subcontractor”

- A person or organization that has a direct contract with a prime contractor to perform that portion of the work that is required by WisDOT.

Title VI of the Civil Rights Act of 1964

- “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participations in, be denied the benefits, of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance.”
(42 U.S.C. 2000a)

Title VII of the Civil Rights Act of 1964

- It is unlawful for an employer to hire or discharge any individual, or otherwise to discriminate against any individual with respect to his/her compensation, terms, conditions or privileges of employment, because of an individual’s race, color, religion, sex or national origin, This covers hiring, firing, promotions and all workplace conduct.
(42 U.S.C. 2000e)

“TrANS”

- TrANS is WisDOT’s labor development program that prepares minorities, women and other entry-level workers for careers in the construction and transportation industries. The focus is to have a “pool” of workers available for road construction contractors.

“Trans-AC”

- Transportation Advisory Committee is a permanent standing committee formed to advise the WisDOT secretary on matters



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concerning DBEs including annual goals and program revisions.

“Trans-CAC”

- Transportation Consultant Advisory Committee” is a permanent standing committee for WisDOT consultants formed to advise the WisDOT secretary on matters concerning DBEs including annual goals and program revisions.

“Unified Certification Program (UCP)”

- A group comprised of the DBE programs of WisDOT, City of Madison, Dane County and Milwaukee County joined as partners to offer “one stop” shopping for applicants for all DBE certifications within the state.

“UCP Directory”

- This directory allows any CRCS user the ability to see all current DBE certified firms. The directory can print firms from a particular WisDOT region, a series of NAICs values, or by firm name. The directory appears as a button at www.triconsultants.com/wisdot.

“Wisconsin Transportation Builders Association” (WTBA)

- WTBA is trade association whose majority membership is involved in transportation building.