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| This document is used to ensure compliance with the Commercially Useful Function requirements by Minority, Small, Veteran, and Women Business Enterprises. WSDOT staff will perform MSVWBE On-Site Reviews on each MSVWBE firm certified by the Office of Minority and Women Business Enterprises (OMWBE) or registered with the Department of Enterprise Services (DES) through WEBS performing work on the project. If the MSVWBE is a Supplier or Manufacturer and they are not on the project site, this review will be conducted via phone. The MSVWBE On-Site Review will be performed once during the project or yearly for multi-year projects, and must be conducted prior to the completion of the MSVWBE firm’s work on the project. Please provide as much information as possible when completing the review. |
| **1.** Project Title  | **2.** Contract Number  |
| **3.** MSVWBE Firm Name  | **4.** Prime Contractor  |
| **5.** WSDOT Project Engineer  | **6.** Region  |
| **7\*.** Bid Item Number | **8\*.** Work Being Performed (to include items supplied by a  Supplier/Manufacturer) | **9\*.** Dollar Amount |
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| **10.** Is the MSVWBE firm certified by OMWBE or registered with DES to perform the above listed work? If No, please explain. [ ]  Yes [ ]  No |
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| **11.** MSVWBE Start Date  | **12.** MSVWBE Anticipated Completion Date  | **13\*.** Date of On-Site Review  |
| **MSVWBE Employee Interview Information** |
| **14a.** First Name  | **14b.** Last Name  | **14c.** Phone Number  |
| **\*Check directions pages for additional information on filling out this section** |

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| **15.** Is the MSVWBE firm employee exclusively employed by the MSVWBE firm? If No, please explain. [ ]  Yes [ ]  No |
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| **16\*.** Is the MSVWBE employee shown on the MSVWBE firm’s certified payroll? [ ]  Yes [ ]  No |
| **17.** List the Names and Crafts of all MSVWBE employees observed on the project |
| Name | Craft |
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| **18\*.** Are any of the above listed employees shown on any other contractor’s payroll? If Yes, please explain. [ ]  Yes [ ]  No |
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| **19.** Does the MSVWBE employee know who owns the MSVWBE firm? If Yes, please indicate name provided. [ ]  Yes [ ]  No |
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| **20.** Has the owner of the MSVWBE firm been present on the project site? [ ]  Yes [ ]  No |
| **21.** List the major equipment used by the MSVWBE on this project (use additional sheets, if necessary) |
| Make / Model / Description | Owned / Leased | Firm Logo or Markings |
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| **\*Check directions pages for additional information on filling out this section** |

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| **MSVWBE Performance** |
| **22.** Are the MSVWBE employees able to perform their work without interference from the Prime contractor or other  subcontractor? If No, please explain. [ ]  Yes [ ]  No |
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| **23.** Does the MSVWBE employees have the personnel, equipment, and resources necessary to perform the work for each bit  item listed? If No, please explain. [ ]  Yes [ ]  No |
|   |
| **24.** Do the MSVWBE employees have the knowledge and skills for the work they are performing? If No, please explain. [ ]  Yes [ ]  No |
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| **25.** Are the MSVWBE personnel under the direct supervision of an on-site supervisor employed by the MSVWBE firm? If No, please explain. [ ]  Yes [ ]  No |
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| **26.** If the MSVWBE firm is a Supplier/Manufacturer providing materials, has a copy of the materials invoice been provided to the  WSDOT Project Engineer? If No, please explain. [ ]  Yes [ ]  No |
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| **27.** List any additional comments or observations |
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| **\*Check directions pages for additional information on filling out this section** |

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| **Note: Attach any documents related to this review, i.e., Invoices, Photos, Daily Reports, Correspondence, etc.** |
| **28.** Review Conducted By (Print Name)  | **29.** Title (Print)  |
| **30.** Signature | **31.** Date  |
| **32.** Request to Sublet Approval Date  |
| **This form must be completed in its entirety and submitted to Region OEO Staff within two (2) weeks of completion. If the form is submitted with missing or incomplete information, it may be returned to the WSDOT Project Engineer Office for correction or completion.** |

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| **Instruction Guide** |
| Subcontractors/Suppliers/Manufacturers MSVWBE On-site Review Form |
| **Block #1:** | Enter the full project name. |
| **Block #2:** | Enter the WSDOT contract number with or without leading zeroes, i.e. 009206 or 9206. |
| **Block #3:** | Enter name of the MSVWBE firm that is the subject of the on-site review. |
| **Block #4:** | Enter the name of the Prime Contractor. |
| **Block #5:** | Enter the name of the WSDOT Project Engineer responsible for this project. |
| **Block #6:** | Enter the WSDOT Region where the project is located. |
| **Block #7:** | Enter the contract bid item number. On Design-Build contracts, this box will be blank |
| **Block #8:** | Enter a description of the work being performed or, for Design-Build projects, a description of the work activity. |
| **Block #9:** | Enter the dollar amount contracted to the MSVWBE firm. For Design-Build projects, this box may be blank. |
| **Block #10:** | MSVWBE firms are certified by OMWBE or registered by DES. Check Office of Minority and Women's Business Enterprises or the WEBS websites for certified firms and associated NAICS/Commodity codes. |
| **Block #11:** | Enter the date the MSVWBE firm began working on the project. |
| **Block #12:** | Enter the date the MSVWBE firm is projected to be finished with its contract work. |
| **Block #13:** | Enter the date the on-site review was conducted. If additional information is to be provided by the WSDOT Project Engineer Office, list the date the MSVWBE employee was interviewed for this review. |
| **Block #14:** | Provide the name and contact phone number of the MSVWBE firm employee being interviewed for this on-site review. |
| **Block #15:** | Ask the MSVWBE employee if they work for any other firms and note any other firms they work for. If they are union employees, note union employee in the comment box. |
| **Block #16:** | Check the MSVWBE firm payroll to ensure the employee is listed. On Design-Build contracts, there may not be certified payrolls if the work does not require it. |
| **Block #17:** | List the names of any other MSVWBE employees working on the project and the type of job being performed, i.e. laborer, flagger, etc. |
| **Block #18:** | Check certified payrolls to see if any of the MSVWBE employees are on any other certified payrolls. On Design-Build projects, there may not be certified payrolls so this question may not apply. |
| **Block #19:** | Ask the MSVWBE employee who owns the company they work for. |
| **Block #20:** | Check the corresponding box to note whether the MSVWBE firm owner has been on the project site to the best of your knowledge. |

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| **Block #21:** | List pieces of equipment that are a substantial part of the MSVWBE firm’s ability to perform the work they are subcontracted to perform, i.e. grader, compressor, PCMS; list whether the company owns or is leasing the equipment and whether the piece of equipment has the MSVWBE firm’s logo on it. You do not need to list items such as hand tools, cones and barrels, and other materials. |
| **Block #22:** | For this question, you should be looking for independence of the MSVWBE firm in the performance of their subcontracted work. The Prime contractor or other subcontractors should not be taking over any of the work that should be performed by the MSVWBE firm. |
| **Block #23:** | The MSVWBE firm should have all of the equipment necessary to perform the work they have been subcontracted to perform. If the MSVWBE firm is using equipment belonging to the Prime or another subcontractor, you should note that in the comment section. |
| **Block #24:** | In your opinion, do the MSVWBE employees have the appropriate skills and knowledge to perform their subcontracted work to contract standards? |
| **Block #25:** | Indicate whether the MSVWBE firm has a site supervisor on-site that is a permanent employee of the MSVWBE firm. |
| **Block #26:** | Indicate whether the Supplier/Manufacturer material invoice has been provided to the WSDOT Project Engineer. |
| **Block #27:** | List any observations or comments you feel is relevant to the review. There is no such thing as too much information. |
| **Block #28:** | Print the name of the person performing the interview of the MSVWBE firm employee. |
| **Block #29:** | Print the title of the person performing the interview of the MSVWBE firm employee. |
| **Block #30:** | Signature associated with Block #28. |
| **Block #31:** | Date the form was signed. |
| **Block #32:** | Date the WSDOT Project Engineer approved the request to sublet associated with the MSVWBE firm. |