



PWSBE & VOB On-Site Review for Construction Subcontractors/ Suppliers/Manufacturers/Regular Dealers

This document is used to ensure compliance with the Commercially Useful Function requirements by Public Works Small Business Enterprise (PWSBE) and/or Veteran Owned Business (VOB).

WSDOT staff will perform PWSBE and/or VOB On-Site Reviews on each PWSBE and/or VOB firm certified by the Office of Minority and Women Business Enterprises (OMWBE) or Washington State Department of Veterans Affairs (WDVA) performing work on the project. If PWSBE and/or VOB is a Supplier or Manufacturer and they are not on the project site, this review will be conducted via phone.

The PWSBE and/or VOB 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 PWSBE and/or VOB firm's work on the project. Please provide as much information as possible when completing the review.

1. Project Title		2. Contract Number
3. PWSBE/VOB 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
10. Is the PWSBE/VOB firm certified by OMWBE/WDVA for the above listed work? If No, please explain. ☐ Yes ☐ No		
11. PWSBE/VOB Start Date	12. PWSBE/VOB Anticipated Completion Date	13*. Date of On-Site Review
PWSBE/VOB Employee Interview Information		
14a. First Name	14b. Last Name	14c. Phone Number

***Check directions pages for additional information on filling out this section**

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

***Check directions pages for additional information on filling out this section**

PWSBE/VOB Performance

22. Are the PWSBE/VOB employees able to perform their work without interference from the Prime contractor or other subcontractor?

If No, please explain. ☐ Yes ☐ No

23. Do the PWSBE/VOB 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 PWSBE/VOB employees have the knowledge and skills for the work they are performing?

If No, please explain. ☐ Yes ☐ No

25. Are the PWSBE/VOB personnel under the direct supervision of an on-site supervisor employed by the PWSBE/VOB firm?

If No, please explain. ☐ Yes ☐ No

26. If the PWSBE/VOB 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

27. List any additional comments or observations

***Check directions pages for additional information on filling out this section**

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.		

Instruction Guide

Subcontractors/Suppliers/Manufacturers PWSBE/VOB 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 PWSBE/VOB 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 but can be found on the RTS.
- Block #8:** Enter a description of the work being performed or, for Design-Build projects, a description of the work activity or locate bid item numbers on the RTS.
- Block #9:** Enter the dollar amount contracted to the PWSBE/VOB firm. For Design-Build projects, this is located on the RTS.
- Block #10:** PWSBE/VOB firms are certified by OMWBE and the VOB firms certified by WDVA. Check [Office of Minority and Women's Business Enterprises](#) or the [WDVA](#) websites for certified firms and associated NAICS/Commodity codes.
- Block #11:** Enter the date the PWSBE/VOB firm began working on the project.
- Block #12:** Enter the date the PWSBE/VOB 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 PWSBE/VOB employee was interviewed for this review.
- Block #14:** Provide the name and contact phone number of the PWSBE/VOB firm employee being interviewed for this on-site review.
- Block #15:** Ask the PWSBE/VOB employee if they work for any other firms and note any other firms they work for. If they are union employees, note union employees in the comment box.
- Block #16:** Check the PWSBE/VOB firm certified payroll to ensure the employee is listed.
- Block #17:** List the names of any other PWSBE/VOB 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 PWSBE/VOB employees are on any other certified payrolls.
- Block #19:** Ask the PWSBE/VOB employee who owns the company they work for.

- Block #20:** Check the corresponding box to note whether the PWSBE/VOB firm owner has been on the project site to the best of your knowledge.
- Block #21:** List pieces of equipment that are a substantial part of the PWSBE/VOB 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 PWSBE/VOB 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 PWSBE/VOB 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 PWSBE/VOB firm.
- Block #23:** The PWSBE/VOB firm should have all of the equipment necessary to perform the work they have been subcontracted to perform. If the PWSBE/VOB 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 PWSBE/VOB employees have the appropriate skills and knowledge to perform their subcontracted work to contract standards?
- Block #25:** Indicate whether the PWSBE/VOB firm has a site supervisor on-site that is a permanent employee of the PWSBE/VOB 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 PWSBE/VOB firm employee.
- Block #29:** Print the title of the person performing the interview of the PWSBE/VOB 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 PWSBE/VOB firm.