



Wisconsin Supplier Diversity Program
JOINT VENTURE
Guidelines for Applying for a Joint Venture

A Joint Venture (JV) is formed when two or more business entities join to create a separate entity for the purpose of bidding on and obtaining a one-time State of Wisconsin contracting opportunity. At least one of the business entities must be certified by the Wisconsin Supplier Diversity Program as a Minority-Owned Business Enterprise (MBE), Service-Disabled Veteran-Owned Business (DVB), or Woman-Owned Business Enterprise. The Certified Supplier(s) must own, control and manage at least 51% of the Joint Venture. While each contracting opportunity must be for a specific State Project and for a specified period of time, Joint Ventures may submit more than one project.

Applying for a Joint Venture

1. Develop a Joint Venture Agreement that includes:

- Managing MBE/DVB/WBE (Designated Sponsor) responsible for the overall supervision of the project.
- Statement of the reason(s) for the Joint Venture and description of the business function(s) the Joint Venture will perform.
- How profits or losses will be distributed amongst the Venture Partners after completion of the State Contract. Note: The percentage of profits and losses should reflect each Venture Partner's share of the capital contributions of the Joint Venture.
- How Joint Venture will meet the indemnity, surety bonds, and any other guarantees required by the State Contract. Note: Liabilities must be proportional to the ownership percentages for the Venture Partners.
- Contribution of working capital and all other funds required for performance of the State Contract.
 - Include start-up capital from each Venture Partner or other sources.
 - Identify lines of credit or other resources required to complete the State Contract.
- How control will be exercised by each Venture Partner. Note: Control of the Joint Venture should reflect each Venture Partner's share of capital contributions.
- Designated Financial Institution where Joint Venture funds will be kept. Identify:
 - Person(s) authorized to draw checks, make deposits, and execute loan agreements from the designated Financial Institution.
 - Personnel responsible for Joint Venture payroll functions.
- Designated location where account records will be kept and maintained and the person(s) responsible for Joint Venture ledgers.

- List of resources each Venture Partner will contribute towards the completion of the State Contract:
 - Identify machinery, equipment, and inventory from each Venture Partner, including identifying any rental agreements for any of the above.
 - List the duties and responsibilities of each Venture Partner and the work that each Venture Partner will do.
 - Identify specific technical and management assistance not evidenced within the Venture Partners. Identify the degree of outside sub-contracting needed to complete the State Contract
 - Identify the labor resources needed from each Venture Partner to complete the State Contract, including parties with managerial and supervisory responsibilities.
- Provisions in the event of insolvency, bankruptcy or dissolution of any of the Venture Partners.
- Benefits to the Certified MBE, DVB, and/or WBE Supplier(s) for participating in the Joint Venture.
- Experience and Capability of the non-certified Venture Partner(s).
- Signature by Principals representing each Venture Partner.

Note: The Joint Venture Agreement may be made contingent upon being awarded the identified State Contract(s).

2. Complete Online Certification Application on Wisdp.wi.gov based upon the Joint Venture's majority owner – MBE, DVB, or WBE:

- Business – Joint Venture Name
- Owners – Entities/Businesses forming the Joint Venture. Include % Ownership for each Venture Partner.
- Primary Contact for the Joint Venture
- Primary Office Location of Joint Venture

3. Upload the following Documents:

- Joint Venture Agreement that includes each of the elements from #1.
- Documentation of Control of Designated JV Bank Account.
- Document Indicating the Specific State Contract the Joint Venture is interested in bidding. Include the Name of the Project, Contract #, Contracting Office Location, Contracting Officer, Bid Closing Date, Length of Time Joint Venture will be engaged in State Contract.

4. Contact the WI Supplier Diversity Program – WisdpWebApplication@wi.gov.
(SDP staff will adjust Application to “Bypass Minimum Documents.”)

5. Verify and Submit Application.

6. Application Review within 10 business days.