

Important Contact Information

DBE Supportive Services

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DBE Supportive Services
Equal Employment Opportunity Office
PO Box 7129
Boise, ID 83707-1129

Idaho Transportation Department



Supportive Services Benefits for Idaho-Certified Disadvantaged Business Enterprises

**Effective October 1, 2011
through September 30, 2012**



The Idaho Transportation Department's DBE Supportive Services are designed to help with the growth and eventual self-sufficiency of participating DBE firms. The ultimate goal of the benefits listed here is providing DBE firms with the tools and resources that will give them proficiency equal to that of non-disadvantaged firms in competing for contracts and subcontracts.

ITD Contractor Information Page www.itd.idaho.gov/design/contractors/contrinfo.htm

- **Notice to Contractors** Upcoming federal-aid and state highway construction projects let through ITD, with specific details and quantities, names of resident engineers, and brief description of the work to be performed.

- **Quarterly Bidding Forecast**
- **Planholder Lists**
- **Bid Result and**

Bid Abstract Information

- **Contract Award Information**

ITD Purchasing Section

www.itd.idaho.gov/business/business.htm

(choose "ITD Goods and Services")

Bid openings on maintenance buildings, rest areas, sand sheds, mowing, and other services. Notices are hyperlinked to their plans and specifications.

ITD Consultant Administration Unit

www.itd.idaho.gov/design/cau/cau.htm

- **Individual Project Solicitations**
- **Term Agreement Solicitations**

First Class Mail
US Postage Paid
Boise, Idaho
Permit No. 143



Cash Benefits

Combined Training/Marketing Grant

Reimbursement up to \$800 for training and/or marketing and expenditures.

Eligible training includes seminars, workshops or webinars aimed at improving business or management skills.

Eligible marketing expenditures include those for design/hosting of websites, design and/or printing of business cards or capability statements, exhibitor's fees at tradeshow or professional functions, advertising and professional memberships.

DBEs apply for these grants using a short, simple form that describes what type of training or marketing they intend to pursue, and how it will benefit them.

After pursuing the training or marketing activities, DBE submit copies of the invoices or receipts along with proof of payment to us for reimbursement.

On-Line Plan Room Membership

Reimbursements Up to \$800.*

Overhead Auditing Fee Reimbursements Up to \$500 for professional auditing fees incurred for applying for ITD's Term Agreement List.*

Bonding Fee Reimbursements Up to \$500 for bid and performance bond fees for ITD projects or FHWA/FAA/FTA projects within Idaho.*

**For reimbursement, submit copies of your invoices or other documentation along with proof of payment.*

One-On-One Assistance

(Available to Idaho firms only)

Bidding & Estimating, Contract Clauses, Project Scope & Documentation *(limited to 16 hours per DBE firm.)*

How can we help you succeed?

The services listed in this brochure are just the highlights of what DBE Supportive Services has to offer our DBEs. There are many other benefits as well, including ongoing referrals to other important training, governmental and community organizational services, and more individualized services.



Procurement Assistance

DBE Supportive Services offers many benefits to DBEs who are bidding on ITD highway construction or design projects and working to grow their businesses, including:

Free non-bidders ITD highway construction plans, specifications and addenda

Invitations to Bid from Prime Contractors These

are posted at www.itd.idaho.gov/civil/invitations.htm and forwarded to all DBE plan holders.

On-line DBE Non-Bidders Plan Holders List This is posted at www.itd.idaho.gov/civil/planholders.htm.

Weekly E-mail Listings of Non-ITD projects** *(by request)*

USDOT Short-Term Lending Program (STLP) provides short-term working capital financing for primes or subcontractors performing on USDOT-funded contracts and subcontracts (any mode of transportation). This is done through up to \$750,000 in revolving lines of credit. The contracts' accounts receivable acting as collateral. DBE-, SBA 8(a)-, SDVOSB- and HUBZone-certified businesses are all eligible to apply.

And at the end of the year, we'll follow up with outcome surveys on many of these services to see how they were beneficial. Please be sure to participate; feedback helps us determine future supportive services benefits.

Statewide "Doing Business with the Government" Workshops** featuring speakers from ITD, Small Business Administration (SBA), Idaho Procurement Technical Assistance Center (PTAC), Idaho State Division of Purchasing, and various federal agencies.

Publications

The monthly **DBE News**** contains informative articles on resources available to DBEs and small businesses, outside training opportunities, DBE contracting goals, important government regulations affecting small businesses, and much more. It can either be subscribed to electronically or through the regular US mail. An 12-month archive of past newsletters can also be found on-line at www.itd.idaho.gov/civil/dbefirms.htm.

A **DBE Directory** is printed each quarter for prime contractors and consultants, other government agencies, corporations, and many other recipients. This directory, which is an excellent marketing resource for DBEs, is also updated monthly at www.itd.idaho.gov/civil/dbedir.xls. Company listings can be hyperlinked to capability statements.

Bi-weekly e-mail of statewide Idaho Business Training Calendar** We focus on short, inexpensive trainings for strapped-for-time small business owners in the areas of finance, marketing and business management.



Formal Training**

Throughout the year, DBE Supportive Services will sponsor or present free trainings on various topics including ITD construction specifications, contract administration, business finances, and more.

***Available to non-DBEs at no cost.*