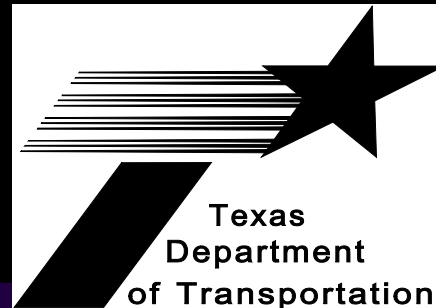


Let's Do Business



TxDOT
Business Opportunity Programs
Berdell Collins
Business Development Specialist

Texas Department of Transportation



TxDOT!

The mission of the Texas Department of Transportation is to provide safe, effective and efficient movement of people and goods.

Business Opportunity Programs Section

- Comprised of 4 branches
- Responsible for administering the Department's DBE/HUB/SBE Programs

The Certification and Audit Branch

certifies and audits firms interested in performing work as a DBE on TxDOT federally-funded projects

(512) 486-5530

The **Compliance and Complaints Branch** monitors the work of DBEs, HUBs, SBEs, Prime Contractors and TxDOT personnel to ensure program compliance

(512) 486-5510

The **Goal Setting and Data Reporting Branch** establishes and monitors TxDOT DBE, HUB and SBE participation goals

(512) 486-5500

The **Education and Outreach Branch** promotes and educates DBEs, HUBs and SBEs on how to do business with TxDOT **(512) 486-5540**

TxDOT Minority Business Development Programs



- **ONE On ONE Vendor Appointment Program**
- **Technical Assistance Program (TAP)**
- **TxDOT LINC Mentor Protégé Program**
- **TxDOT Specialized Training Workshops**
- **TxDOT IFB Program**

What TxDOT Purchases



- 4 main categories
 - **Goods & Services**
 - **Construction & Maintenance**
 - **Professional Services**
 - **Information Technology**

Goods & Services



- Computers and related supplies
- Office supplies
- Printing
- Janitorial
- Right-of-Way appraisals
- Information Technology

Construction



- Heavy highway construction
- Sub-contracting
- Hauling
- Construction materials

- *Prime Contractors must be pre-qualified & fill out a bidders questionnaire to bid on TxDOT projects.*

Maintenance



- Highway maintenance
- Roadside rest areas
- Facility maintenance

Professional Services



- Engineering
- Architectural
- Surveyors

- *Must be pre-certified*

Information Technology

Information Technology Staffing & Services
that require State CISV certification.

- Programming
 - Management Services
 - Software Development
 - Web-Page Development

District /Division Contacts



- 25 TxDOT Districts
 - contact people for each of the 4 categories within each district
- Agency – wide departmental contacts

Doing Business With TxDOT Bulletin

FY '07
TxDOT Spent



\$667,815,899

with DBE/HUB Firms

10.4 % of Total Agency Expenditures

What do we purchase?



Construction = \$484,352,775

vs.


Goods & Services = \$36,148,674

One On One Vendor Appointment Program



- BOP staff attends various Economic Forums and Conferences statewide
- Participating businesses complete a Profile Form which provides specific information regarding their products and services that they wish to market to TxDOT
- BOP staff reviews business CMBL information and arranges appointments with appropriate TxDOT purchasers and/or contract management employees

BUSINESS PROFILE SHEET



**Business Opportunity Programs
Business Profile**

Name _____ Title _____

Organization/Company Name _____

Address _____

Ethnicity/Gender _____

Phone _____

Fax _____

E-Mail _____

Are you certified if so, check all that apply

TxDOT DBE HUB Other _____

Central Masters Bidders List (CMBL)
 Qualified Information Systems Vendor (QISV)

If not are you interested in becoming certified? Yes No

Type of Business: (*brief description*)

Construction
(*heavy highway construction & subcontracting, etc.*)
 pre-qualified bidders questionnaire

Goods & Services
(*computer hardware/software, office supplies, printing, etc.*)
 QISV CMBL

Maintenance
(*mowing, guardrail repair, landscape maintenance, litter pick up*)
 bidders questionnaire

Professional Services
(*engineers, architects, surveyors, etc.*)
 pre-certification

Have you ever done business with TxDOT? Yes No

Are you currently working on a TxDOT project? Yes No

Project Info. #/Dist. _____

Would you like us to arrange for you to meet with TxDOT buyers?
 Yes No

Please return this form to: Business Opportunity Programs Section, TxDOT,
125 East 11th St., Austin, TX 78701-2483. Phone (512) 486-5513, Fax (512) 486-5529

BOP ONE DATABASE

The screenshot displays the BOPONE software interface. At the top, a menu bar includes icons for Client, Purchasers, Other, Reports, Import TAP, Users, Exit, and Search. The main window is titled "Client Information" and features a list of clients on the left and a detailed form on the right. The client list includes entries such as "1CC- 329", "21st Century Metal Works, Inc.- 21", and "A & B Environmental- 588". The form on the right contains fields for Client ID, Name, Contact, Email, and Phone, along with dropdown menus for District (Dallas), Business Category (Goods & Service), Ethnicity (Other), and Gender (F). There are also checkboxes for HUB, DBE, CMBL, QISV, Pre-certification bidders, and Questionnaire. A table at the bottom of the form has columns for Purchaser, District, Meeting Date, Status, Eval, Contract, and Added By. The Windows taskbar at the bottom shows the Start button, Novell GroupWise, a file explorer window for T:\BOP\BOP\Power..., Microsoft PowerPoint, and the BOPONE application window, with the system clock showing 1:31 PM.

Client Information

Client ID: Address:

Name: City:

Contact: State, ZIP:

Email: Fax:

Phone:

HUB District: Business Category: Ethnicity: Gender:

DBE

CMBL

QISV

Pre-certification bidders

Questionnaire

Comments:

Purchaser	District	Meeting Date	Status	Eval	Contract	Added By
-----------	----------	--------------	--------	------	----------	----------

VENDOR APPOINTMENT CONFIRMATION



APPOINTMENT CONFIRMATION

Date: April 19, 2002
To: Antonio Rico
Company: Electrosystems Engineering Inc.
Fax: (915) 587-7708 (Sent via E-Mail to jarico@esei.com)
From: Education & Outreach/Eli Lopez
Telephone: (512) 486-5511
Subject: Office Business Appointment

An appointment has been scheduled for you with **Scott Burford** of the **Information Systems Division**. Please review and confirm the following:

Date: May 29, 2002
Time: 2:30 PM
Location: 3712 Jackson, Bldg, 6
Phone: 512-302-2095
Email: sburford@dot.state.tx.us

Please forward a confirmation reply to Eli Lopez via Fax: 512-486-5529 or email: elopez3@dot.state.tx.us.

If for any reason you need to cancel, please contact Scott Burford at (512) 302-2095; or Eli Lopez at (512) 486-5511 to reschedule at least 3 days prior to your appointment date.

VENDOR PREPARATION CHECK LIST

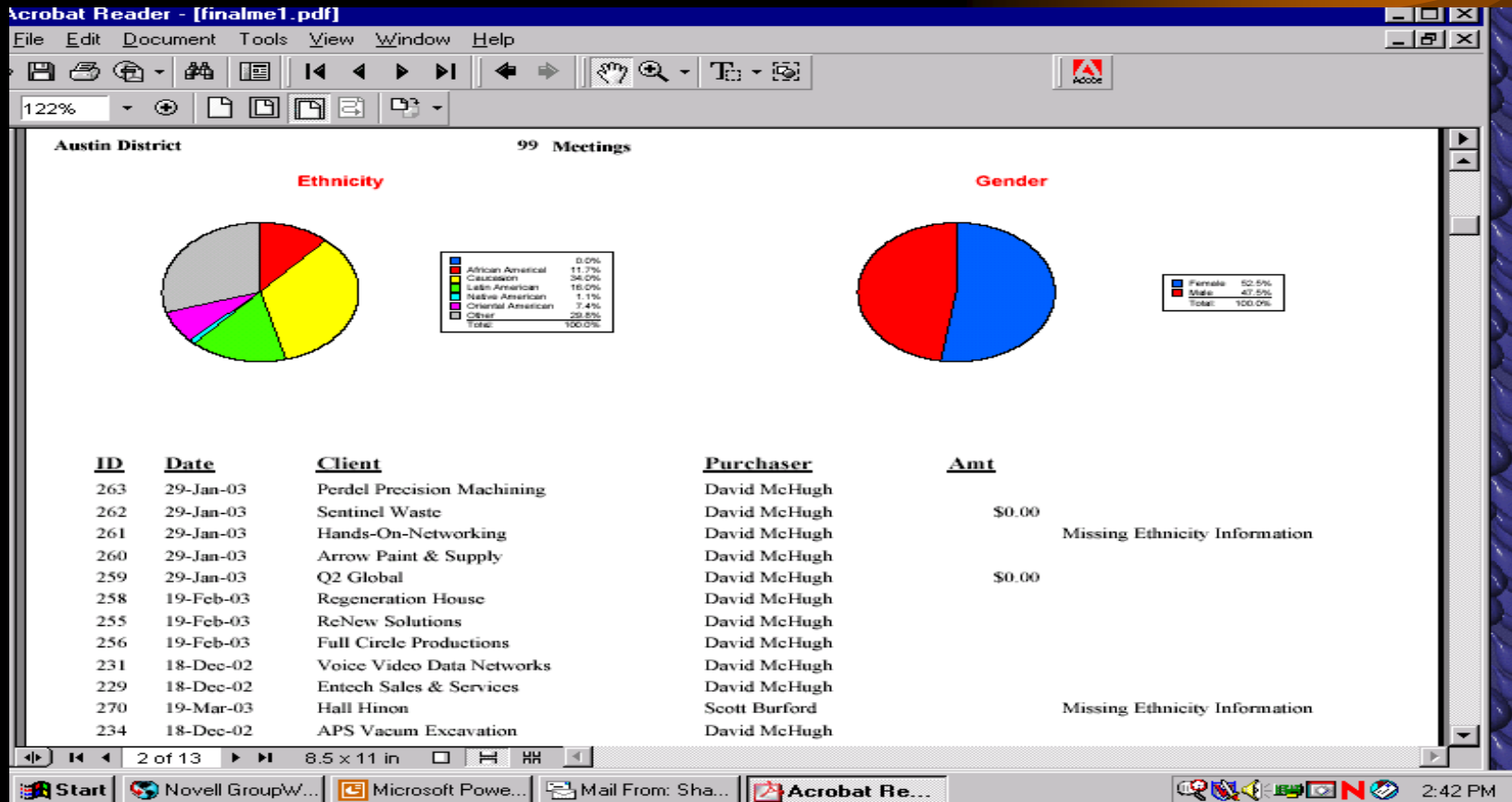
VENDOR PREPARATION CHECK LIST

This document is to be used to assist you in preparing for your One On One Meeting.

VENDOR PREPARATION & RESPONSIBILITIES

- Introduce product or service.
- Determine if product or service is purchased at district/division.
- Determine how often the district/division buys the product or service.
- Discuss company reliability.
- Discuss product/service quality.
- Discuss timeliness of delivery.
- Understand state purchasing terms (CMBL/QISV/State Contracts/GSC Term Contracts/delegated commodity purchases/open market purchases/local letting procedures).
- Determine if purchase or service is on state contract and, if so request expiration date.
- Fully understand the mechanics of the bidding process (specifications/bid package/terms and conditions/insurance and bonding, if applicable).
- Contact designated POC if there is a need to cancel or reschedule.
- Complete and mail/fax Vendor Appointment Evaluation Form.
- Follow up appointment with a letter, telephone call or fax.
- Complete and mail/fax Vendor Appointment Evaluation Form II.

BOP 1 REPORT




Technical Assistance Program (TAP)



- Provides free training to DBEs
- Designed to complement and/or enhance business skills
- Gives small businesses a competitive edge when proposing and/or performing on TxDOT projects
- Categories of training include: construction, bonding, accounting/cash flow, business law/EEO, business management/marketing, computer, safety requirements

Technical Assistance Program

- 
- 32 Providers Statewide
 - 21 are Certified DBE/HUB Providers
 - DBEs receive up to \$2,500.00 in training

LINC Mentor - Protégé Program



4 Industry LINC Programs

- Construction
- Goods & Services
- Information Technology
- Professional Services

LINC Objectives

- **Increase the number of small businesses bidding and performing on TxDOT contracts.**
- **Prepare DBEs, HUBs, and SBEs to bid and perform on TxDOT contracts through technical assistance training.**
- **Introduce TxDOT Purchasing Department personnel, key TxDOT staff and other public and private organizations to those firms interested in doing business with TxDOT and the State of Texas.**

Construction Technical Assistance



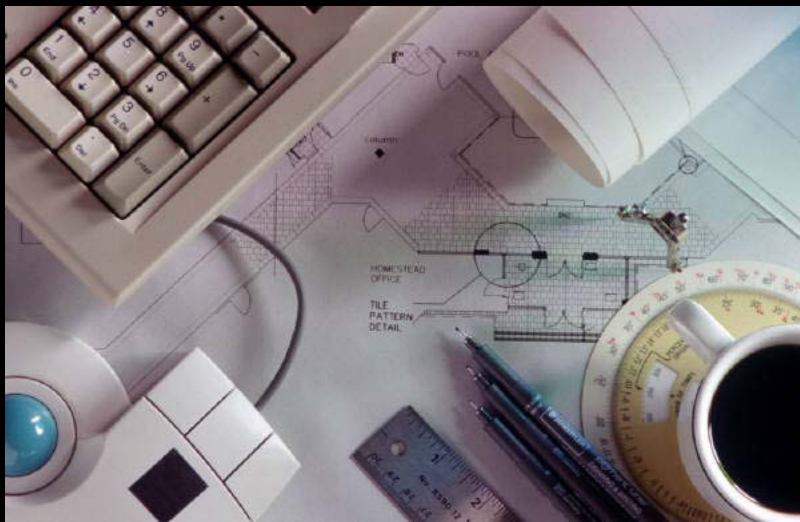
- **Bidding & Estimating**
- **Contract Administration**
- **Plans On-Line**
- **Financial Management**
- **Safety**
- **Labor Compliance**
- **Marketing**

Goods & Services Technical Assistance



- Business Management
- E-Business
- Financial Development
- Bid Packet Training
- Marketing

Information Technology Technical Assistance



- **Bid Packet Training**
- **OSHA Regulations**
- **Financial Management**
- **Legal Issues**
- **IT Project Mgt.**
- **Bonding**
- **Marketing**

Professional Service Technical Assistance



- **Pre Qualification**
- **Proposal Writing**
- **Bonding**
- **Marketing**
- **Portfolio**
- **Interviewing**

Networking Opportunities



- **Meet District Purchasing Staff**
- **Meet Key TxDOT Contract Staff (end-user)**
- **Meet TxDOT Prime Contractors**
- **State Agency/ Private Sector Contacts**



TxDOT LINC Protégés



Vital Statistics

- 238 Protégés Selected
- 185 Protégé Graduates

105 Male Protégé Graduates
80 Female Protégé Graduates

66 Hispanic
50 African American
7 Asian
62 White

***\$37,808,916.88 awarded
TxDOT LINC Protégés***



Specialized Workshops



- **Web-Site Development**
- **Bonding**
- **Business Financing**
- **Construction Safety Training & Certification**

TxDOT IFB Program Invitation for Bid Program



Bids that are \$2,000.00 to \$25,000.00 are forwarded to program participants via e-mail or fax for quotes.



*How can I find out about
upcoming procurement opportunities?*

- Internet sites
- BOP newsletter
- Liaison Committee Meetings
- Economic Opportunity Forums

Internet Sites



- Texas Department of Transportation
 - www.dot.state.tx.us/
- CPA
 - www.cpa.state.tx.us/
- Electronic State Business Daily
 - www.esbd.cpa.state.tx.us

BOP Quarterly Newsletter



Volume 1, No. 1 Business Opportunity Programs Section Publication March 1999



Let's do business.
James Dossett.

From The Director

LET'S DO BUSINESS

As director of the Business Opportunity Programs (BOP) Section, I am pleased to introduce a newsletter that has been designed to assist small businesses in better understanding our agency's purchasing and contracting needs and requirements. The purpose of the newsletter is to provide information and to respond to frequently asked questions regarding the Texas Department of Transportation's (TxDOT) Disadvantaged Business Enterprise (DBE) and Historically Underutilized Business (HUB) programs.

The objective of our office is to provide one location in TxDOT to respond to all DBE and HUB program issues

and to increase DBE/HUB participation on TxDOT contracts. We feel that the key to increasing small business participation on TxDOT contracts is to provide information to small businesses, TxDOT personnel, prime contractors, consultants and other organizations. I encourage you to take advantage of the enclosed Order Form to receive additional information and to ask questions you would like addressed in a future newsletter.

The BOP Section has a staff ready to assist you. Do not hesitate to contact us for assistance. We look forward to a productive business relationship. ♣

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DBE/HUB Profile:

Epsilon Engineering

Contributed by James Wong, P.E.

The success of James Wong and Epsilon Engineering, Inc. is a tribute to the opportunities afforded by the Disadvantaged Business Enterprise program of the Texas Department of Transportation and other governmental agencies in the Houston area. James Wong was born in the Totsan Province of China in 1949. James' family immigrated to the United States and settled in Houston, TX, where they owned and operated a neighborhood grocery store. After completing high school and during his attendance at the University of Houston, James continued to work at the family business and later became a cooperative education employee of



the Texas Highway Department. He graduated with a Bachelor of Science in Civil Engineering in 1973.

Upon graduation, James continued working for the Texas Highway Department. After gaining experience in traffic engineering, advance planning and design, he was employed by Bovay Engineers, Inc. in Houston, where he rose to the position of Principal Engineer. He was also employed by HDR, Inc. as project engineer for the I-27 project in Lubbock, TX. On Feb. 14,

(Continued on page 8)

DBE/HUB/SBE Liaison Committee

- A quarterly networking opportunity held in various TxDOT districts around the state



Statewide meeting attendees

Purpose of Liaison Committee



- Enhance communication between the DBE/HUB/SBE community and TxDOT
- Generate new ideas for better ways to do business with TxDOT
- Identify issues and concerns of DBE/HUB/SBEs doing business with TxDOT
- Serve as vital link between the DBE/HUB/SBE community and TxDOT

TxDOT LIASON MEETING



EQUAL OPPORTUNITY FORUMS



Economic Opportunity Forums



Economic Opportunity Forums are statewide training sessions sponsored by state entities and organizations that provide information to DBE/HUB/SBEs.

Additionally, vendors are given opportunities to network and discuss bidding opportunities with state agency purchasing representatives.

*Texas Department of
Transportation*



Disadvantage Certification Program
(DBE)

Disadvantaged Business Enterprise (DBE) Certification Standards:

- Small business 51% owned and controlled by one or more economically and socially disadvantaged individual(s) involved in **day-to-day** operations
- **Bona fide** disadvantaged status of 51% owner(s)
- Contributions, ownership, and daily management control **clearly** documented
- Independent business controlled by 51% owner(s)

Federal DBE Program

Certification Requirements:

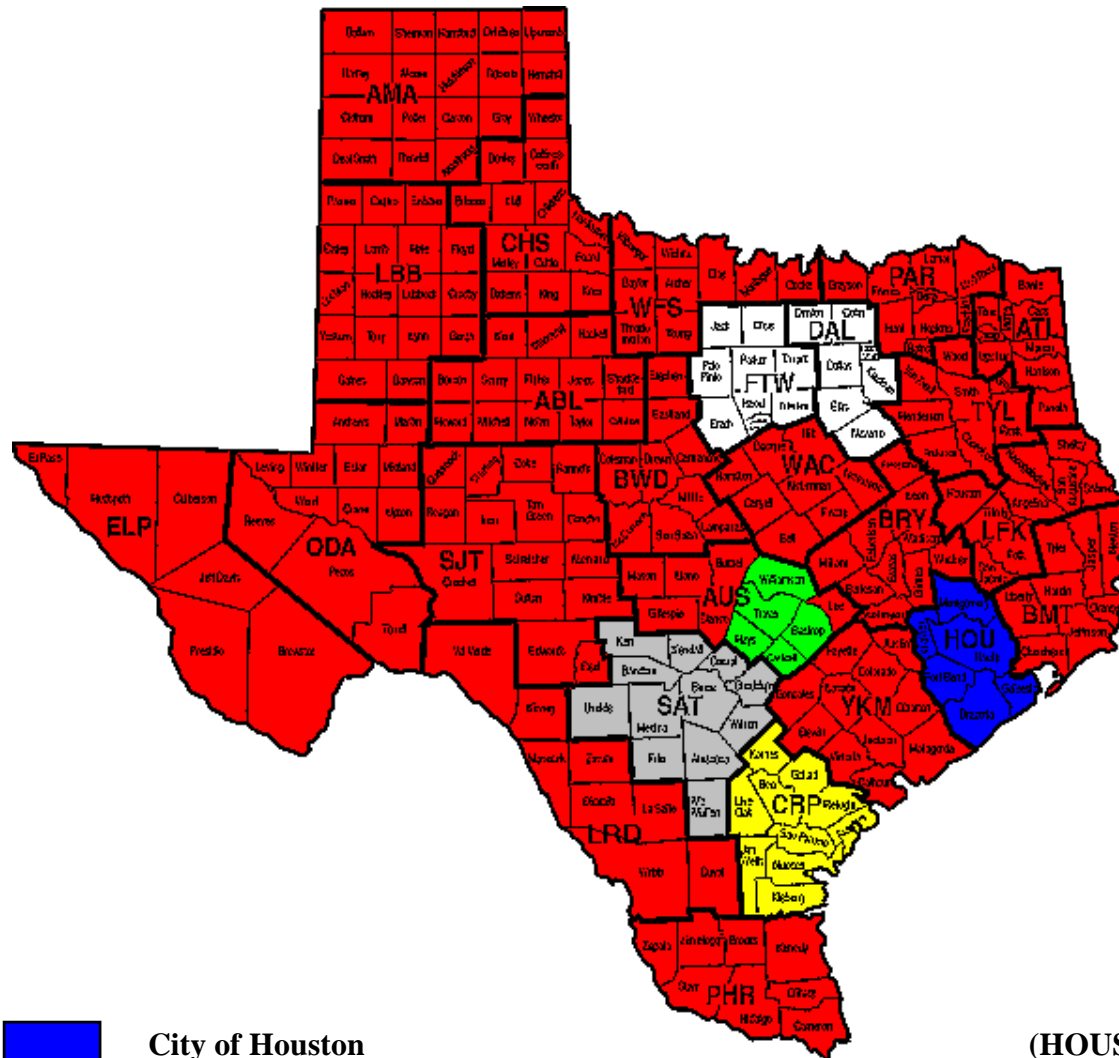
- Business applying for DBE certification must receive an on-site business office visit by TxDOT
- The primary economically disadvantaged owner(s) must fill out a **personal net worth** statement
- Personal net worth must be less than \$750,000 & excludes primary residence & value of business.

UCP in Texas



One-Stop Certification for DBEs

- 6 certification entities certifies DBEs by region in Texas
- One application for DBEs in Texas
- All DOT recipients will become part of the TUCP with TxDOT maintaining the unified certification database and directory
- TUCP has been operational by October 2002



City of Houston

(HOUSTON)

City of Austin-Hays, Travis, Williamson, Caldwell, Bastrop

(AUSTIN)

Corpus Christi Regional Transportation Authority

(CCRTA)

North Central Texas Regional Certification Agency

(NCTRCA)

South Central Texas Regional Certification Agency

(SCTRCA)

Texas Department of Transportation

(TXDOT)

Making It Happen One Business At A Time



Contact Us

Business Opportunity Programs (BOP)



For assistance, please contact us at

(512) 486-5500

Toll free 1-866-480-2518