



Disadvantaged Business Enterprises

September 2016 Newsletter

New Orleans hosts first regional meeting of the Governor’s Task Force on Transportation Infrastructure Investment

NEW ORLEANS, La. – Regional leaders and stakeholders along with industry and economic development partners attended the first meeting of Governor John Bel Edwards’ Task Force on Transportation Infrastructure Investment. Hosted by GNO, Inc. and the New Orleans Regional Planning Commission, the meeting was held at the Louisiana Department of Transportation and Development’s Regional Transportation Management Center.

The group is co-chaired by DOTD Secretary Shawn Wilson, Ph.D. and Major General John Basilica, vice president and Gulf Coast district leader for HNTB Corporation. Among those in attendance were task force members from the area including Senate President John Alario and State Representative and Speaker Pro-Tempore Walt Leger. All modes of transportation were represented including regional ports, as well as freight and passenger rail advocates, aviation leaders, and engineering and construction representatives. Several private sector business leaders attended as well.



“This is another step in a very critical, but necessary process. I look forward to working collaboratively with this team of leaders representing the many regions and sectors from across the state,” said Dr. Wilson. “Over the next six months, the Task Force will craft a plan for Louisiana to meet its full potential as a leader in multimodal transportation. With sound and sustainable policy, DOTD can and will deliver a transportation system the people of Louisiana deserve when we agree to make the necessary investments.”

Citing the need to reinvest in our roads, bridges, and ports, and re-engage our federal partners, Gov. Edwards announced the [Task Force](#) in June 2016.

“For years, our aging infrastructure system has been neglected. Now, we face a \$12 million backlog in transportation projects,” said New Orleans City Councilmember Jared C. Brossett. “To address this backlog, we have to start investing in our infrastructure and improving our transportation system. This task force is an important step in the right direction. It’s composed of a diverse group of stakeholders who have the expertise needed to develop sustainable short-term and long-term plans to fund our transportation networks and keep pace with our growing infrastructure needs.”



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Baton Rouge, LA 70802
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The duties of the task force include researching, identifying, and making specific actionable recommendations for achieving sufficient increased levels of recurring funding to address on-going needs in all modes of transportation. The task force will make recommendations to Gov. Edwards to improve infrastructure in the state by January 1, 2017.

"Yesterday's regional meeting of the Governor's Task Force on Transportation Infrastructure Investment was productive on many levels. It provided the Secretary and the Task Force a chance to hear about priorities of the regional parishes, and to learn about various funding possibilities. But, most of all, it was a significant step towards building a broad coalition to support strategic infrastructure investment for Louisiana's future," said Michael Hecht, President and CEO of Greater New Orleans, Inc.

For more information, please visit www.dotd.la.gov, email dotdcs@la.gov, or call DOTD's Custom Service Center at (225) 379-1232 or 1-877-4LADOTD (1-877-452-3683). Business hours are 7:30 a.m.-5 p.m., Monday through Friday.

Motorists can access the latest updates on real-time traffic and road conditions using the 511 Traveler Information System by dialing 511 from their telephone and saying the route or region on which they are seeking information. Out-of-state travelers can call 1-888-ROAD-511 (1-888-762-3511). Travelers can also access this information by visiting the 511 Traveler Information Web site at www.511la.org.

-www.dotd.la.gov-



Dear DBE Firm:

The Disadvantaged Business Enterprise (DBE) Program is designed to ensure that small minority and women-owned businesses are able to compete on an equal basis for contracting opportunities within the transportation industry.

Please take a few moments to complete the survey below in order to properly identify areas of concern. Your assistance will aid in creating common solutions and increase contracting opportunities for all.

Business Name: _____

Business Address: _____

Business Email: _____

Business Phone No.: _____ Specialty Areas: _____

Do you actively quote LA DOTD projects? Yes No

If not, why? _____

Do you bid primarily as a: prime contractor or sub-contractor

Are you interested in becoming a prime contractor? Yes No

Have you ever received a LA DOTD job? Yes No

Do you plan to actively bid LA DOTD work in the future? Yes No

If not, why: _____

Are there any barriers you see to quoting LA DOTD jobs? Yes No

If yes, please explain: _____

If barriers listed, what do you see as ways to overcome those barriers?

Accounting & Record Keeping

- Financial Analysis
- Accounting Software

Financial Assistance

- Cash Flow/Working Capital

Business Management

- Business Planning

Marketing

- Marketing Strategies
- Marketing Plan

Contract Compliance

- Federal/State Compliance

Job Cost Control

- Preparing Budgets
- Actual Cost Reports

Scheduling & Planning

- Plans & Specs
- Project Scheduling
- Labor/Bar Chart
- Material Delivery
- Estimating/Bidding

Legal

- Contract Negotiations
- Delay Contract
- Construction Lien Law

Contract Compliance

- Hardware/Software

Please complete and return to SJB Group, LLC

Email: jackie.desbordes@sjbgroup.com

Mail: P.O. Box 1751, Baton Rouge, LA 70821-1751

Fax: 225-769-3596

Please circle the areas of assistance you are interested in being provided.

Violence In The Workplace

What is workplace violence? Workplace violence is any act or threat of physical violence, harassment, intimidation, or other threatening disruptive behavior that occurs at the work site. It ranges from threats and verbal abuse to physical assaults and even homicide. It can affect and involve employees, clients, customers, visitors, and the public. Homicide is currently the fourth-leading cause of fatal occupational injuries in the United States in 2010, 505 were workplace homicides. Homicide is the leading cause of death for women in the workplace. However it manifests itself, workplace violence is a major concern for employers and employees nationwide.

Who is at risk of workplace violence? Nearly 2 million American workers report having been victims of workplace violence each year. Unfortunately many of these cases go unreported. The truth is, workplace violence can strike anywhere, anytime, and no one is immune. Research has identified factors that may increase the risk of violence for some workers at certain worksites. Such factors include exchanging money with the public and working with volatile, unstable people. Working alone or in isolated areas may also impact the likelihood of violence. Additionally, time of day and location of work, such as working late at night or in areas with high crime rates, are also risk factors that should be considered when addressing issues of workplace violence.

How can workplace violence hazards be reduced? In most workplaces where risk factors can be identified, the risk of assault can be prevented or minimized if employers take appropriate precautions. One of the best protection employers can offer their workers is to establish a zero-tolerance policy toward workplace violence. This policy should cover all workers, patients, clients, visitors, contractors, and anyone else who may come in contact with company personnel.

This can be a separate workplace violence prevention program or can be incorporated into an injury and illness prevention program, employee handbook, or manual of standard operating procedures. It is critical to ensure that all workers know the policy and understand that all claims of workplace violence will be investigated and remedied promptly. In addition, the Occupational and Safety Health Administration (OSHA) encourages employers to develop additional methods as necessary to protect employees in high risk industries.

Where can I get information on worker's rights and employers' responsibilities? This information can help you properly prepare to eliminate or reduce the likelihood of violence at your workplace. For other valuable protection information, such as Workers' Rights, Employer Responsibilities and other services OSHA offers, please visit www.osha.gov.

The information cited in this article was taken from the OSHA website. We encourage you to share this valuable information with your employees.

For additional information on occupational noise exposure and to view this article in its entirety, visit the OSHA website at www.osha.gov.

Events & Workshops

EVENTS/WORKSHOPS OFFERED BY THE LOUISIANA SMALL BUSINESS DEVELOPMENT CENTERS:

For more information and to register for these events, visit: <https://www.lsbdc.org/>

On Demand

Five Steps to Secure Financing

On Demand, available until September 30

Topic: Financing and Capital

In this self-paced training video, you will learn the five key steps to financing your small business. After completing this series, you will gain a better understanding of financial planning and assessment, credit and collateral, sources of funding and pitching your business idea. Click the registration link below to get started!

Speaker: Mike Pennison, Senior Business Consultant

Location: **Online**

Fee: \$ 25.00

Create a Winning Sales Strategy

On Demand, available until September 30

Topic: Marketing and Sales

Good relationship skills, strategic planning and product expertise all contribute to effective selling. In Creating a Winning Sales strategy, you will learn practical solutions for profitable sales growth.

Speaker: Presented by Erik Waters, Business Consultant

Location: **Online**

Fee: \$ 25.00

How to Start a Business

On Demand, available until September 30

Topic: Start-up Assistance

This course will introduce you to the basics of creating and financing a successful business. You will learn to evaluate your ideas, choose the best financing options and legally register your business. The course will point you to the resources you need on your entrepreneurial journey. Click the registration link below to get started!

Speaker: Carmen Sunda, Small Business Expert

Location: **Online**

Fee: \$ 25.00

October

OSHA: Overview and Requirements - Celebrating Manufacturing Week [Register](#)

Tuesday, October 04, 2016 10:00 AM to 12:00 PM

Topic: Managing a Business

The LSBDC at ULM will be celebrating Manufacturer's Week 2016 by offering an overview of OSHA's (Occupational Safety and Health Administration) regulations and requirements. Under the OSH Act, employers are responsible for providing a safe and healthful workplace. OSHA's mission is to assure safe and healthful workplaces by setting and enforcing standards, and by providing training, outreach, education and assistance. Employers must comply with all applicable OSHA standards.

Employers must also comply with the General Duty Clause of the OSH Act, which requires employers to keep their workplace free of serious recognized hazards. This class would benefit any company that needs the first steps in becoming OSHA certified, looking for additional information on OSHA regulations, or needs a representative to help with the certification process.

Speaker: Shane Istre, Kheiron, LLC

Location: [LSBDC Training at University of Louisiana, Stubbs Hall Room 117, Monroe](#)

Fee: \$ 25.00

The Entrepreneurial Equation : Financial Strategies for Your Business [Register](#)

Tuesday, October 04, 2016 2:00 PM to 3:30 PM

Topic: Managing a Business

As a business owner, you probably have your hands full minding day-to-day activities. Are you taking advantage of the financial strategies and tools available to help you run your business more effectively? Join us for our presentation The Entrepreneurial Equation (TM) to learn strategies to help you: • Save time • Attract and retain employees • Preserve your business for yourself and your heirs You will also have the opportunity

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to network with other business owners in our community at this event.

Speaker: Marigny C deMauriac, AAMS®, Financial Advisor

Location: [Delgado Community College, H. Giles Martin Hall, New Orleans, LA](#)

[Business Survival Strategy](#) [Register](#)

Wednesday, October 05, 2016 9:00 AM to 11:00 AM

Topic: Disaster Mitigation

If your business has been affected by the recent historical flooding, this workshop is for you. Learn the effects a disaster can have on a small business, how to survive it, how to devise a strategy for recovery and how to prepare your business for future disasters. There is no charge for this event and lunch will be provided.

Speaker: Heidi Melancon, Director, LSBDC at UL Lafayette

Location: [Vermilion Parish Library, Training Room, Abbeville](#)

[Starting & Financing A Small Business](#) [Register](#)

Thursday, October 06, 2016 2:30 PM to 4:30 PM

Topic: Start-up Assistance

This free workshop is highly recommended for all individuals interested in determining the feasibility of their business idea, planning to start or have recently started a small business, seeking a small business loan, or wanting to learn more about business planning. Topics of discussion will include entrepreneurship readiness, writing a business plan, sources of funds for start-up and expansion, and small business resources.

Speaker: Lauren Titus & Phillip Russo, LSBDC Business Consultants

Location: [Lafayette Economic Development Authority, Conference/Media Room, Lafayette](#)

[Facebook Marketing for Business Success - Covington](#) [Register](#)

Tuesday, October 11, 2016 8:30 AM to 10:30 AM

Topic: Marketing and Sales

This presentation is a guide for small businesses or nonprofits who have been using Facebook for social media marketing, but need some tips to take them to an intermediate level. You've thought about what social networks to use for your business or nonprofit, and you're ready to take the next step. Where do you go from there? This seminar will give you a closer look at the popular social media networks – Facebook. We'll show you the benefits of using Facebook, how other organizations are marketing with it, and some dos and don'ts. Facebook is changing constantly! This seminar will share with you the most up to date information with tips on how to tell if your social media activity is working. Core concepts introduced include:

- A closer look at Facebook
- How to tell if it's right for your business
- What kind of content to create and post
- Etiquette
- How to tell if your content is working
- Suggestions on what to do next
- Why social media & email marketing must be used together

Speaker: Kim Walker - 5 Stones Media

Location: [St. Tammany West Chamber of Commerce, Covington](#)

[SEBD Certification - Certification to Grow Your Business](#) [Register](#)

Tuesday, October 11, 2016 2:00 PM to 4:00 PM

Topic: Managing a Business

Business Certifications give businesses access to opportunity in contracting, funding and grant programs. There are a variety of federal, state and local certification programs that can enhance your chances to not only get a contract but also to expand and grow! Learn how your business can benefit from CERTIFICATION as a Louisiana SMALL AND EMERGING BUSINESS. Benefits of free SEBD Certification include: Business developmental assistance, entrepreneurial training, marketing, computer skills, accounting, industry-

(Events & Workshops Continued)

specific assistance and increased procurement opportunities. Learn more about SEBD and other business certification programs. Plan now to attend this free seminar.

Speaker: Tina Langlois, SBDC Consultant
 Location: [Fletcher Technical Community College, Houma](#)

Starting & Financing a Small Business [Register](#)

Tuesday, October 11, 2016 3:00 PM to 5:00 PM

Topic: Start-up Assistance

This workshop is highly recommended for all individuals interested in determining the feasibility of their business idea, planning to start or have recently started a small business, seeking a small business loan, or wanting to learn more about business planning. Topics of discussion will include entrepreneurship readiness, writing a business plan, sources of funds for start-up and expansion, and small business resources. Please register online at www.lsbdc.org/msu under Training, call 337-475-5529, or email us at lsbdc.msu@lsbdc.org so that we can prepare for your attendance.

Speaker: Susan Thibodeaux, Business Consultant
 Location: [LSBDC at McNeese State University: Main Office, SEED Center, *Lake Charles](#)
 Fee: \$ 10.00

SEBD Certification - Certification to Grow Your Business [Register](#)

Wednesday, October 12, 2016 4:00 PM to 6:00 PM

Topic: Managing a Business

Business Certifications give businesses access to opportunity in contracting, funding and grant programs. There are a variety of federal, state and local certification programs that can enhance your chances to not only get a contract but also to expand and grow! Learn how your business can benefit from CERTIFICATION as a Louisiana SMALL AND EMERGING BUSINESS. Benefits of free SEBD Certification include: Business developmental assistance, entrepreneurial training,

marketing, computer skills, accounting, industry-specific assistance and increased procurement opportunities. Learn more about SEBD and other business certification programs. Plan now to attend this free seminar.

Speaker: Wayne Aucoin, SBDC Consultant
 Location: [Vacherie Center, Vacherie Annex Business Satellite Office, Vacherie, LA](#)

QuickBooks for Everyday Business Use - Mandeville [Register](#)

Thursday, October 13, 2016 9:00 AM to 11:00 AM

Topic: Not Set

As a business owner/manager, the primary value of QuickBooks, or any accounting software, is to provide you with the financial and management data that will help you effectively manage your business. Additionally, it should provide you with consistently accurate data for the preparation of any tax or compliance forms required by government or industry agencies. Whether you are using an outside accountant, an internal bookkeeper, or doing the bookkeeping yourself, you need to have a fundamental understanding of how the accounting software generates the numbers that make up your financial and performance reports and understand how the daily bookkeeping processes categorize the data that is used in the reports. It is also vitally important that businesses are familiar with the reports that are important to their industry. Join us for an introductory overview of QuickBooks most commonly used features and how to properly use the software for your daily business operations. Topics to be discussed include: •Accounting Principals •Financial Statements •QuickBooks Online-Work from anywhere and can Share with your accountant •Connecting Bank Accounts for Less Data Entry by downloading transactions •Setting up chart of accounts •Set up customers •Set up Vendors •Invoices/forms •Attaching receipts to transactions •Receiving Payments and deposits •Entering and paying bills •Sales

(Events & Workshops Continued)

Tax •Inventory •Payroll •Reconciling your accounts

Speaker: Mark Weinbrener Clear View Accounting Solutions

Location: [David C. Treen Instructional Technology Center - Conference Center, Mandeville](#)

Starting and Financing A Small Business [Register](#)

Friday, October 14, 2016 10:00 AM to 12:00 PM

Topic: Start-up Assistance

This workshop is recommended for those interested in starting a business. At the end of this workshop, you will have a thorough understanding of the process of starting a business and will be able to implement a required checklist to start your business. The following topics will be discussed during this workshop: determining the feasibility of a business idea, planning to start a small business, required licenses, writing a business plan, sources of funds for start-up, expansion and small business resources. Please feel free to bring laptops!

Location: [Louisiana Technology Park, Baton Rouge](#)

Selecting Your Business Entity - Madisonville [Register](#)

Tuesday, October 18, 2016 10:00 AM to 12:00 PM

Topic: Not Set

When starting a new business, one of the most important decisions is choosing the entity the business will operate as. Key issues to consider in the decision include taxation, state law treatment, nature of the assets, transferability, estate planning, limiting liability, and retention of control. This course provides a general overview of the different business forms, including the issues related to their formation, management, dissolution and taxation. Also, this course will

discuss the necessary things one should do and avoid doing when starting a new business.

Speaker: Michele M. Echols, LL.M., JD, MBA Echols & Associates, L.L.C.

Location: [St. Tammany Parish Library - Madisonville Branch, Madisonville](#)

Holidays; Get Prepped and Stay Ahead! [Register](#)

Tuesday, October 18, 2016 11:30 AM to 1:00 PM

Topic: Managing a Business

This class is retailers and all business owners alike! Whether you have street traffic or do business online, know how to keep your business safe during the holiday hustle and bustle! The workshop will cover shop lifting, parking lot safety, holiday closures, violent customers, alcohol consumption, and how to properly train your employees. The workshop will also include special events and promotions as well as monitoring your website traffic.

Speaker: Virendra Chhikara, LSBDC at ULM Center Director

Location: [LSBDC at ULM Training Event at, West Monroe Chamber of Commerce, West Monroe](#)

Sales and Use Tax [Register](#)

Tuesday, October 18, 2016 2:00 PM to 4:00 PM

Topic: Tax Planning

State Sales and Use Taxes are imposed on all retail sales, taxable services, and leases and rentals of most goods. Don't miss this informative workshop where you'll receive information and tips for collecting and remitting Louisiana Sales and Use Taxes. Seating is limited! Register online:

www.lsbdc.org/msu Call: 337-475-5529 Email: lsbdc.msu@lsbdc.org

Speaker: Bryan Peters, LDR

Location: [LSBDC at McNeese State University: Main Office, SEED Center, *Lake Charles](#)

(Events & Workshops Continued)

QuickBooks for Beginners [Register](#)

Tuesday, October 18, 2016 3:00 PM to 6:00 PM

Topic: Business Accounting

Learn the basic uses and features of QuickBooks including: • Setting up & Getting Started, • Print Forms/Checks/Invoices • Create Bank Accounts • Receive Customer Payments • Creating Monthly Reports • Learn AP and AR • Create Customers and Invoices • Receiving payments, • Create Vendors and Bills • Print Checks This class is most suited to daily use of QuickBooks to record transactions and maintain the business accounting system on the desktop version not the online version.

Speaker: Richard Melancon, CPA / Business Consultant

Location: [Xavier South Room 209, Xavier South, New Orleans, LA](#)

Fee: \$ 50.00

Make Your Holiday Marketing Rock! -

Slidell [Register](#)

Wednesday, October 19, 2016 9:00 AM to 11:00 AM

Topic: Not Set

The holidays present an enormous opportunity for you to succeed with your own promotions during a time when your customers are primed and ready to buy. Attend this seminar to find out how to successfully engage your audience in the inbox and on social media so you can increase your sales this season. Topics to be covered will include: • Ways to make your promotion stand out in a crowded inbox • Creating an email campaign and editing a template • Tracking results and what to do with this information • Permission-based email marketing and becoming a trusted sender • Email list building • Increasing deliverability and open rates • How email and social media marketing work together to achieve goals • Branding your emails with your logo, colors and photos • Creating content that people want to receive and read ADDED BONUS! Small Business Saturday Tips! Small Business Saturday is a national event that is held the Saturday after Black Friday each

year (November 26th). At this workshop we will share information specifically related to developing a campaign to help your business get the most out of Small Business Saturday. Topics will include social media marketing, email marketing, event marketing and more!

Speaker: Kim Walker - 5 Stones Media

Location: [East St. Tammany Chamber of Commerce, Slidell](#)

8(a) Certification Training [Register](#)

Wednesday, October 19, 2016 10:00 AM to 12:00 PM

Topic: Government Contracting

Information will be presented on 8(a) eligibility criteria, GLS, Login, application process, and how the programs work. We will also discuss CCR and SBSS registration and provide general information on doing business with the Federal Government. Detailed information will be provided on the primary purpose of the Section 8(a) Program (business development); the eligibility criteria; length of time in business requirement; how the business development and contracting aspects of the program work; the firm's responsibility as an 8 (a) Program Participant; Electronic Application process; reporting requirements; the importance of updating CCR registration and the SBSS supplemental profile.

Speaker: SBA

Location: [Louisiana Technology Park, Baton Rouge](#)

(Events & Workshops Continued)

Starting and Financing a Small Business [Register](#)

Wednesday, October 19, 2016 6:00 PM to 8:00 PM

Topic: Start-up Assistance

This workshop is recommended for those interested in starting a business. At the end of this workshop, you will have a thorough understanding of the process of starting a business and will be able to implement a required checklist to start your business. The following topics will be discussed during this workshop: determining the feasibility of a business idea, planning to start a small business, required licenses, writing a business plan, sources of funds for start-up, expansion and small business resources.

Speaker: Sonia E. Wilson

Location: [Ascension Parish Library - Donaldsonville Branch, Donaldsonville](#)

2016 Tax Updates Workshop [Register](#)

Thursday, October 20, 2016 8:30 AM to 1:00 PM

Topic: Tax Planning

CPAs, Accountants, and business owners who want to be informed of tax updates going into 2017 should attend this workshop. Representatives from the Louisiana Department of Revenue and the Internal Revenue Service will address recent updates affecting how tax preparers and practitioners do business. Topics will include: * 2016 Federal Tax Law Changes & Updates * 2016 Louisiana Department of Revenue Updates * 2016 Louisiana Tax Amnesty * LDR Tips for Practitioners to Avoid Errors Questions and comments are encouraged. 8:30 - 9:00 Registration 9:00 - 10:15 Updates - LA Department of Revenue 10:15 - 10:30 Break 10:30 - 12:00 Updates – IRS **Certificates of Attendance Will Be Issued** Lunch will be served.

Location: [LSBDC at the University of Louisiana at Monroe, Stubb Hall, Room 100, Monroe](#)

Fee: \$ 30.00

Creating a Winning Funding Proposal [Register](#)

Thursday, October 20, 2016 9:30 AM to 12:30 PM

Topic: Financing and Capital

Identifying and securing the financing you need to grow your business can be a scary and difficult task when you don't know what to do. A winning funding proposal can make a huge difference between getting "No" and getting a "Yes"! In this seminar you will learn what you need and what to do before approaching a lender to finance your business's funding needs. When you know what a lender is looking for and the questions the lender needs answered, you will greatly improve your chances of obtaining the financing that your business needs to start, grow and expand! In this seminar, you will learn: · To identify and assess the financial needs of your business · To identify sources of capital · How to prepare the essential documents for a lender or investor · How to answer the key questions lenders ask You should attend this workshop if you are a business owner: · Who is seeking financing to start or expand their business · Who has been told by a lender to develop projections and a business plan before applying for the loan · Who has been declined for a loan by a bank

Speaker: Michael Pennison, Business Consultant

Location: [Gulf Coast Bank & Trust Harrison Ave Branch, Lakeview](#)

Fee: \$ 40.00

(Events & Workshops Continued)

[Preparing a Winning Proposal - Hammond](#) [Register](#)

Tuesday, October 25, 2016 9:00 AM to 12:00 PM
Topic: Government Contracting

Creating a proposal that addresses all of the solicitation requirements can be a challenge. However, with a clear understanding of how to properly prepare, it does become easier. After this seminar, you will have a better understanding of the overall process. Topics to Be Covered Include: -RFP Planning: The first considerations - Evaluations of a Proposal: How they are evaluated and award determined -Proposal Preparation: What steps to follow -Proposal Content: Format, the written word, graphics, what to say and what “not” to say -Style: The elements of style -Actions After Submitting the Proposal -Review and discussion on a Request for Proposal

Speaker: Cindy Carrier - Louisiana PTAC
Location: [LSBDC at Southeastern Louisiana University: Main Office, Southeast Louisiana Business Center, *Hammond](#)

[SEBD Certification - Certification to Grow Your Business](#) [Register](#)

Tuesday, October 25, 2016 10:00 AM to 12:00 PM

Topic: Managing a Business
Business Certifications give businesses access to opportunity in contracting, funding and grant programs. There are a variety of federal, state and local certification programs that can enhance your chances to not only get a contract but also to expand and grow! Learn how your business can benefit from CERTIFICATION as a Louisiana SMALL AND EMERGING BUSINESS. Benefits of free SEBD Certification include: Business developmental assistance, entrepreneurial training, marketing, computer skills, accounting, industry-specific assistance and increased procurement opportunities. Learn more about SEBD and other business certification programs. Plan now to attend this free seminar.

Speaker: Tina Langlois, SBDC Consultant
Location: [Delgado Community College, H. Giles Martin Hall, New Orleans, LA](#)

[Starting and Financing A Small Business](#) [Register](#)

Tuesday, October 25, 2016 5:30 PM to 7:30 PM
Topic: Start-up Assistance

This workshop is highly recommended for all individuals interested in • Determining the feasibility of their business idea, • Planning to start or have just started a small business, • Expanding their business, • Seeking a small business loan, or • Wanting to learn more about planning. Topics of discussion will include business feasibility, business planning, sources of funds for start-up and expansion, small business resources, and required licenses. There is no charge to attend the workshop, but pre-registration is requested.

Location: [LSBDC at ULM Training Event at, Ruston Chamber of Commerce, Ruston](#)

[Starting and Financing Your Business Idea - Hammond](#) [Register](#)

Wednesday, October 26, 2016 9:00 AM to 12:00 PM

Topic: Start-up Assistance
This workshop is highly recommended for all individuals interested in determining the feasibility of their business idea, planning to start or have recently started a small business, seeking a small business loan, or wanting to learn more about business planning. Topics of discussion will include writing a business plan, sources of funds for start-up and expansion, small business resources, and required licenses.

Speaker: Louisiana SBDC at Southeastern Louisiana University
Location: [LSBDC at Southeastern Louisiana University: Main Office, Southeast Louisiana Business Center, *Hammond](#)

(Events & Workshops Continued)

Branding Your Business On the Net: Branding, Social Media, SEO, Websites [Register](#)

Wednesday, October 26, 2016 4:00 PM to 7:00 PM

Topic: Marketing and Sales

Your brand is your key to being recognized in a sea of competitors. How you present yourself via digital media is a crucial part of your business' marketing strategy. As more and more people gravitate towards the Internet to do business, it is important to stake your claim in this new territory and get your brand out there. "Internet Brand Basics" takes a look at how you can use your Website Content, Social Media, Search Engine Optimization and various other tools to market your brand online. This class will give you an overview of how the Internet can increase sales through recognition of your brand as a provider of products or solutions. We will cover why content is important, how social media can generate sales, what search optimization is and how you can bring your business online with little or no cost, aside from your time. "Internet Brand Basics" is the starting point for growing your business' presence in a growing digital world.

Speaker: Erik Waters, Business Consultant

Location: [Xavier University, Xavier South Rm 224, New Orleans, LA](#)

Fee: \$ 35.00

Professional Selling Skills for Every Business [Register](#)

Thursday, October 27, 2016 11:00 AM to 1:00 PM

Topic: Marketing and Sales

Professional Selling Skills for Every Business is designed to help you, the business owner, take command of your personal and business sales efforts and increase your successful conversion rate! In today's highly competitive market, every entrepreneur, business owner, and organization is seeking to secure a greater share of the market. At the same time the consensus of the general public is to avoid pesky salespeople at all costs. Why is this? The reasons are many people don't trust salespeople, they are viewed as aggressive and pushy, and they try to sell you products and services that are not wanted or needed, just to name a few. Small wonder people don't like salespeople. There's a better way...the right way to sell the products and services you provide. It's called Professional Selling. This seminar will equip you to rise above conventional selling and position yourself (or organization) as a trusted provider that satisfies your customers' needs. This seminar will be a game changer for all who attend.

Speaker: Ron Markham, Business Consultant

Location: [Xavier South Room 209, Xavier South, New Orleans, LA](#)

Fee: \$ 30.00

Letting of 10/12/20166

For more information on lettings or to download construction documents, visit: <http://wwwapps.dotd.la.gov/engineering/lettings/>

Proposal: H.000351.6 DIST 61 BRIDGE DECK JOINT & MISC REPAIRS DBE Goal: 12% ASPHALT PILOT PROJECT This project has been selected as an Asphalt Pilot Project. Special provisions governing asphalt requirements can be found in the construction proposal section titled 2015 ASPHALT PILOT SPECIAL PROVISION.

Description of work: hydro blasting, milling asphalt pavement, grinding concrete pavement, asphalt pavement, latex modified concrete overlay, polymer concrete, polyester concrete, bridge repairs and related work. Parish(es): District 61 Federal Number: H000351 Estimated Construction Cost: \$1,000,000 to \$2,500,000 Construction Proposal Documents

Proposal: H.001413.6 LA 18(4TH ST.EXT.-BURMASTER(GRETNA) Local Public Agency project DBE Goal: 10% ASPHALT PILOT PROJECT: This project has been selected as an Asphalt Pilot Project. Special provisions governing asphalt requirements can be found in the construction proposal section titled 2015 ASPHALT PILOT SPECIAL PROVISION.

Description of work: clearing and grubbing, grading, drainage structures, class ii base course, lime treatment, asphalt concrete overlay, portland cement concrete pavement, lighting, drilled shaft foundations, landscaping, and related work. Parish(es): Jefferson Route(s): LA 18 Federal Number: H001413 Estimated Construction Cost: \$7,500,000 to \$10,000,000 Construction Proposal Documents

Proposal: H.001439.6 LA 1 BRIDGES NEAR GRAND ISLE

H.001439 has been withdrawal from the letting of October 12, 2016.Construction Proposal Documents

Proposal: H.002262.6 DRAIN CANAL BRIDGE ON LA. 45 DBE Goal: 10% ASPHALT PILOT PROJECT: This project has been selected as an Asphalt Pilot Project. Special provisions governing asphalt requirements can be found in the construction proposal section titled 2015 ASPHALT PILOT SPECIAL PROVISION.

Description of work: clearing and grubbing, grading, drainage structures, milling asphalt pavement, class ii base course, lime treatment, asphalt concrete pavement, detour roads and bridging, precast concrete piles, concrete slab span bridge, structural metalwork, and related work. Parish(es): Jefferson Route(s): LA 45 Federal Number: H002262 Estimated Construction Cost: \$1,000,000 to \$2,500,000 Construction Proposal Documents

Proposal: H.002281.6 LA 66: Big Bayou Sara Bridge Rehab

H.002281 has been withdrawal from the letting of October 12, 2016.Construction Proposal Documents

Proposal: H.002622.6 ARKANSAS ROAD (CALDWELL ROAD - LA 143) DBE Goal: 15% OJT Goal: 9 Trainees

Description of work: clearing and grubbing, grading, drainage structures, pavement patching, subgrade treatment, class ii base course, drilled shaft foundations, traffic signalization, alternates for superpave asphaltic concrete or portland cement concrete pavements and related work. Parish(es): Ouachita Route(s): LA 616 Federal Number: H002622 Estimated Construction Cost: \$30,000,000 to \$50,000,000 Construction Proposal Documents

Proposal: H.007265.6 ST. CHARLES AVE (LA AVE - CALLIOPE ST) Local Public Agency project DBE Goal: 15%

Description of work: grading, cold planing asphalt concrete, pavement patching, class ii base course, superpave asphaltic concrete overlay, temporary detour road, concrete curb barrier, and related work. Parish(es): Orleans Federal Number: H007265 Estimated Construction Cost: \$2,500,000 to \$5,000,000 Construction Proposal Documents

Proposal: H.007393.6 HISTORIC MANSURA TRAIN DEPOT MUSEUM Local Public Agency project SBE Goal: 2% CONFERENCE NOTICE TO CONTRACTORS PRE-BID CONFERENCE (OPTIONAL ATTENDANCE) An optional pre-bid

(Lettings Continued)

conference and site visit for this project for all prospective bidders will be held at 100 DEPOT ST. on THURSDAY, SEPTEMBER 22, 2016 beginning 10:00 AM .

Description of work: building renovates, additive alternate 1: renovate freight area; additive alternate 2: track lighting; additive alternate 3: furnish and install bollards; and related work. Parish(es): Avoyelles Federal Number: H007393 Estimated Construction Cost: \$250,000 to \$500,000 Construction Proposal Documents

Proposal: H.007939.6 Indian Bayou Bridge & Approaches DBE Goal: 5%

Description of work: clearing and grubbing, wick drains, excavation and embankment, drainage structures, subgrade treatment, class ii base course, superpave asphaltic concrete, precast concrete piling, precast prestressed concrete girder, temporary detour road, bridge repairs and related work. Parish(es): Calcasieu Route(s): LA 378-SPUR Federal Number: H007939 Estimated Construction Cost: \$2,500,000 \$5,000,000 Construction Proposal Documents

Proposal: H.009028.6 AIRLINE PARK BLVD: W METAIRIE - 0.4 M N DBE Goal: 11% OJT Goal: 2 Trainees

Description of work: grading, drainage structures, pavement patching, class ii base course, traffic maintenance superpave asphaltic concrete, portland cement concrete pavement, cofferdams, pumping station, and related work. Parish(es): Jefferson Federal Number: H009028 Estimated Construction Cost: \$2,500,000 to \$5,000,000 Construction Proposal Documents

Proposal: H.009749.6 WALKER SIDEWALK, PH 3 Local Public Agency project DBE Goal: 9% ASPHALT PILOT PROJECT: This project has been selected as an Asphalt Pilot Project. Special provisions governing asphalt requirements can be found in the construction proposal section titled 2015 ASPHALT PILOT SPECIAL PROVISION.

Description of work: clearing and grubbing, grading, drainage structures, asphalt concrete, sidewalks, and related work. Parish(es): Livingston Route(s): LA 1027 & LA 447 Federal Number: H009749 Estimated Construction Cost: \$500,000 to \$1,000,000 Construction Proposal Documents

Proposal: H.009764.6 NEW ORLEANS CITY PARK MARCONI MULTI-USE PATH Local Public Agency project DBE Goal: 7% ASPHALT PILOT PROJECT: This project has been selected as an Asphalt Pilot Project. Special provisions governing asphalt requirements can be found in the construction proposal section titled 2015 ASPHALT PILOT SPECIAL PROVISION.

Description of work: clearing and grubbing, grading, drainage structures, class ii base course, concrete walk, asphalt concrete pavement, landscaping, and related work. Parish(es): Orleans Federal Number: H009764 Estimated Construction Cost: \$500,000 to \$1,000,000 Construction Proposal Documents

Proposal: H.010055.6 CHERRY WITCHIE & N. CARPENTER ROAD BRIDGES DBE Goal: 8% OJT Goal: 1 Trainees

Description of work: clearing and grubbing, grading, class ii base course (crushed stone), superpave asphaltic concrete, precast concrete piles, precast prestressed concrete girder spans bridge, structural metalwork, and related work. Parish(es): Allen Federal Number: H010055 Estimated Construction Cost: \$2,500,000 to \$5,000,000 Construction Proposal Documents

Proposal: H.010363.6 LA 34: 2608' SOUTH OF LA 1236 TO LA 126 DBE Goal: 4% ASPHALT PILOT PROJECT: This project has been selected as an Asphalt Pilot Project. Special provisions governing asphalt requirements can be found in the construction proposal section titled 2015 ASPHALT PILOT SPECIAL PROVISION.

Description of work: grading, drainage structures, pavement patching, in-place cement stabilized base course, milling asphalt pavement, asphalt concrete pavement, and related work. Parish(es): Winn Route (s): LA 34 Federal Number: H010363 Estimated Construction Cost: \$1,000,000 to \$2,500,000 Construction Proposal Documents

Proposal: H.010941.6 RATCLIFF ROAD BRIDGES OVER DUCK CREEK & OVER FERRY BAYOU DBE Goal: 5% OJT Goal: 1 Trainees

Description of work: site no. 1: clearing and grubbing, bridge removal, drainage structures, class ii base course (stone), precast concrete piles, precast prestressed concrete quad beam girder class p (hpc) span

(Lettings Continued)

bridge, superpave asphaltic concrete pavement and related work. site no. 2:clearing and grubbing, bridge removal, class ii base course (stone), precast concrete piles, precast prestressed concrete quad beam girder class p (hpc) span bridge, superpave asphaltic concrete pavement and related work. Parish(es): Catahoula Federal Number: H010941 Estimated Construction Cost: \$1,000,000 to \$2,500,000 Construction Proposal Documents

Proposal: H.011217.6 DEMOLITION OF 9-MILE TURNAROUND SPANS Local Public Agency project Description of work: removal bridge spans and related work Parish(es): St. Tammany Federal Number: H011217 Estimated Construction Cost: \$1,000,000 to \$2,500,000 Construction Proposal Documents

Proposal: H.011249.6 MAPLE STREET OVERLAY AND WIDENING Local Public Agency project DBE Goal: 9% ASPHALT PILOT PROJECT: This project has been selected as an Asphalt Pilot Project. Special provisions governing asphalt requirements can be found in the construction proposal section titled 2015 ASPHALT PILOT SPECIAL PROVISION. Description of work: drainage structures, in-place cement stabilized base course, asphalt surface treatment, milling asphalt pavement, asphalt concrete pavement, and related work. Parish(es): Livingston Federal Number: H011249 Estimated Construction Cost: \$500,000 to \$1,000,000 Construction Proposal Documents

Proposal: H.011450.6 LA70 REHABILITATION (LA 22 – ST JAMES PL) DBE Goal: 3% OJT Goal: 1 Trainees ASPHALT PILOT PROJECT: This project has been selected as an Asphalt Pilot Project. Special provisions governing asphalt requirements can be found in the construction proposal section titled 2015 ASPHALT PILOT SPECIAL PROVISION. Description of work: grading, drainage structures, milling concrete pavement, class ii base course (stone or recycled pcc), lime treatment, asphalt concrete pavement, and related work. Parish(es): Ascension Route (s): LA 70 Federal Number: H011450 Estimated Construction Cost: \$2,500,000 to \$5,000,000 Construction Proposal Documents

Proposal: H.011587.6 LA 87: LA 320 - LA 3182 DBE Goal: 4% Description of work: drainage structures, cold planing

asphaltic concrete, pavement patching, pavement widening, asphaltic surface treatment, superpave asphaltic concrete overlay, and related work. Parish(es): Iberia Route(s): LA 87 Federal Number: H011587 Estimated Construction Cost: \$2,500,000 to \$5,000,000 Construction Proposal Documents

Proposal: H.011782.6 LA 438: LA 21 - OLD COLUMBIA RD. ASPHALT PILOT PROJECT This project has been selected as an Asphalt Pilot Project. Special provisions governing asphalt requirements can be found in the construction proposal section titled 2015 ASPHALT PILOT SPECIAL PROVISION. Description of work: grading, drainage structures, milling asphalt pavement, in-place cement treated base course, asphalt concrete, and related work. Parish(es): Washington Route(s): LA 438 Estimated Construction Cost: \$1,000,000 to \$2,500,000 Construction Proposal Documents

Proposal: H.011790.6 RIVER ROAD NORTH OVERLAY Local Public Agency project DBE Goal: 9% ASPHALT PILOT PROJECT This project has been selected as an Asphalt Pilot Project. Special provisions governing asphalt requirements can be found in the construction proposal section titled 2015 ASPHALT PILOT SPECIAL PROVISION. Description of work: clearing and grubbing, pavement patching, asphaltic concrete, milling asphaltic concrete and related work. Parish(es): Livingston Route(s): RIVER ROAD Federal Number: H011790 Estimated Construction Cost: \$500,000 to \$1,000,000 Construction Proposal Documents

Proposal: H.011840.6 LA 44 PAVEMENT PRESERVATION Local Public Agency project DBE Goal: 5% ASPHALT PILOT PROJECT This project has been selected as an Asphalt Pilot Project. Special provisions governing asphalt requirements can be found in the construction proposal section titled 2015 ASPHALT PILOT SPECIAL PROVISION. Description of work: grading, milling asphalt concrete, milling concrete pavement, pavement patching, class ii base course (stone), asphalt concrete overlay and related work. Parish(es): Ascension Federal Number: H011840 Estimated Construction Cost: \$500,000 to \$1,000,000 Construction Proposal Documents

Bid Results for the Letting of 9/14/2016

The CS-6AAA Form and Attachments for all DBE Goal Projects are due on Wednesday, September 21, 2016, prepared and submitted as provided in the Proposal. Questions regarding the CS6AAA Form and Attachments can be directed to the Compliance Programs Office at 225-379-1382

<p>H.001838.6 (DBE Goal Project) LA 164: BOSSIER PARISH LINE - LA 163 GRADING, COLD PLANING ASPHALTIC CONCRETE, PAVEMENT PATCHING, SUPERPAVE ASPHALTIC CONCRETE OVERLAY, AND RELATED WORK. Parish(es): Webster Route (s): LA 164 Federal Number: H001838 Estimated Construction Cost: \$1,136,784.60 Apparent Low Bidder: Madden Contracting Co., LLC PO BOX 856 MINDEN, LA 71058 (318)377-0928 \$1,100,535.35</p> <p>H.006738.6-R1 (SBE Goal Project) KIDS ON THE MOVE! (PHASE III) SIDEWALKS, SIGNS, PAVEMENT MARKINGS, AND RELATED WORK. Parish(es): Bossier Federal Number: H006738 Estimated Construction Cost: \$234,674.00 Apparent Low Bidder: MCR CONSTRUCTION LLC PO BOX 792652 New Orleans, LA 70179-2652 (504)710-9004 \$250,462.90</p> <p>H.007940.6-R1 (DBE Goal Project) BAYOU LAFOURCHE CUT-OFF BRIDGE CLEARING AND GRUBBING, GRADING, DRAINAGE STRUCTURE, CLASS II BASE COURSE, LIME TREATMENT, SUPERPAVE ASPHALTIC CONCRETE PAVEMENT, PRECAST CONCRETE PILES, PRECAST PRESTRESSED CONCRETE GIRDER SPANS BRIDGE, AND RELATED WORK. OJT Goal: 2 Trainees Parish(es): Caldwell Route(s): LA 847 Federal Number: H007940 Estimated Construction Cost: \$3,377,732.21 Apparent Low Bidder: James Construction Group LLC 18484 E. Petroleum Drive BATON ROUGE, LA 70809 (225)295-4830 \$3,665,322.74</p>	<p>H.010169.6-R1 Kraemer Lift Bridge Mechanical Repairs Movable Bridge Repairs Parish(es): Lafourche Route(s): LA 307 Federal Number: H010169 Estimated Construction Cost: \$752,500.00 Apparent Low Bidder: COASTAL BRIDGE CO., L.L.C. PO BOX 14715 BATON ROUGE, LA 70898 (225)766-0244 \$873,500.00</p> <p>H.010564.6-R1 (DBE Goal Project) PEARL STREET / LATERAL L-3 CLEARING AND GRUBBING, DRAINAGE STRUCTURES, CLASS II BASE COURSE, PORTLAND CEMENT CONCRETE PAVEMENT, PRECAST CONCRETE PILES, CONCRETE SLAB SPAN BRIDGE, AND RELATED WORK. OJT Goal: 0 Hours Parish(es): Calcasieu Federal Number: H010564 Estimated Construction Cost: \$534,920.60 Apparent Low Bidder: Diamond B Construction Co., L.L.C. PO BOX 7618 ALEXANDRIA, LA 71306 (318)427-1300 \$680,812.40</p> <p>H.010670.6 (DBE Goal Project) LA 27 & LA 1256: 0.97 MI S LA 1133 - I-10 INT CLEARING & GRUBBING, DRAINAGE STRUCTURES, SUB-GRADE LAYER, COLD PLANING ASPHALTIC CONCRETE, SUPERPAVE ASPHALTIC CONCRETE PAVEMENT, AND RELATED WORK. OJT Goal: 1 Trainees Parish(es): Calcasieu Route(s): LA 1256, LA 27 Federal Number: H010670 Estimated Construction Cost: \$8,100,744.96 Apparent Low Bidder: R. E. Heidt Construction Co., LLC 410-A E. COLLEGE STREET LAKE CHARLES, LA 70605 (337)287-4872 \$8,285,821.22</p>
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(Bid Results Continued)

H.011230.6 (DBE Goal Project) LA 48: I-310 - ORMOND BLVD.
 GRADING, DRAINAGE STRUCTURES, MILLING ASPHALT PAVEMENT, PAVEMENT PATCHING, ASPHALT CONCRETE, AND RELATED WORK. Parish(es): St. Charles Route(s): LA 48 Federal Number: H011230 Estimated Construction Cost: \$1,466,368.80
 Apparent Low Bidder:
 Barriere Construction Co., LLC
 PO BOX 1576
 BOUTTE, LA 70039
 (985)785-7700
 \$1,175,866.61

H.011327.6 (DBE Goal Project) US 90: J-TURNS - ST. MARY PARISH
 GRADING, DRAINAGE STRUCTURES, COLD PLANING ASPHALTIC CONCRETE, PAVEMENT PATCHING, CLASS II BASE COURSE (STONE), LIME TREATMENT, PAVEMENT WIDENING, SUPERPAVE ASPHALTIC CONCRETE PAVEMENT, ASPHALTIC CONCRETE (SMA), PORTLAND CEMENT CONCRETE PAVEMENT, DRILLED SHAFT FOUNDATIONS, TRAFFIC SIGNALIZATION, AND RELATED WORK. OJT Goal: 3 Trainees Parish(es): St. Mary Route(s): US 90 Federal Number: H011327 Estimated Construction Cost: \$14,842,579.50
 Apparent Low Bidder:
 Barriere Construction Co., LLC
 PO BOX 1576
 BOUTTE, LA 70039
 (985)785-7700
 \$15,685,526.71

H.011444.6 (SBE Goal Project) LA 308: TURN LANES AT TIGER DRIVE BRIDGE
 GRADING, DRAINAGE STRUCTURES, MILLING ASPHALT PAVEMENT, ASPHALT CONCRETE, AND RELATED WORK. Parish(es): Lafourche Route(s): LA 308 Federal Number: H011444 Estimated Construction Cost: \$206,158.80
 Apparent Low Bidder:
 HUEY P. STOCKSTILL, LLC
 130 HUEY STOCKSTILL ROAD
 PICAYUNE, MS 39466
 (601)798-2981
 \$163,598.70

H.011463.6 (SBE Goal Project) KENNER TRAFFIC SIGNALS UPGRADE
 TREATED TIMBER PILES, TRAFFIC SIGNALS, AND RELATED WORK. Parish(es): Jefferson Federal Number: H011463 Estimated Construction Cost: \$439,669.20
 Apparent Low Bidder:
 Diamond Electrical Co., Inc.
 PO BOX 15501
 BATON ROUGE, LA 70895-5501
 (225)752-7492
 \$331,944.39

H.011910.6 (DBE Goal Project) LA 3132 CABLE BARRIER: I-20 TO LA 523
 HIGH TENSION CABLE BARRIER SYSTEM AND RELATED WORK. Parish(es): Caddo Route(s): LA 3132 Federal Number: H011910 Estimated Construction Cost: \$1,644,837.95
 Apparent Low Bidder:
 MASSANA CONSTRUCTION INC.
 115 HOWELL ROAD
 TYRONE, GA 30290
 (770)632-2081
 \$1,757,670.00

Newly DBE Certified Firms

Firm Name	OWNER'S NAME	EMAIL ADDRESS
<p>Ashley Savarino Unlimited Const. Systems Consulting NEU Environmental 2KB Energy Services Cromedy Construction Core Industrial The Transtec Group TAN Construction</p>	<p>Ashley Savarino Gretchen Adams Sara Cotton Neugaard George Buchanan Billy Cromedy Cynthia Sdregas Dan Rozycki Tannica Gamble</p>	<p>unlimitedconstructionllc@gmail.com accounting@systemcl.com saraneugaard@gmail.com georgeb@2KBenergyservices.com bd@cromedyconstruction.com imcore9@gmail.com dan@thetranstecgroup.com tannicag@gmail.com</p>
<p>Diversified Energy Supply (DES) Foursquare Integrated Trans. Chloeta Fire Doeboy Trucking Tunista Construction DACP Construction</p>	<p>Fernando DeAguro Lora Byala Marl Masters Kiona Morgan Danny Posas</p>	<p>info@diversifiedenergysupply.com gbyala@foursquareitp.com info@chloetafire.com doeboytrucking@yahoo.com dohler@tunistaconstruction.com dacpconstruction@gmail.com</p>

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What can SJB Group do for YOU?

SJB Group, LLC can provide **free assistance** to certified LADOTD DBE firms in the following areas:

- By **preparing company business cards, profile sheets**, and providing information on recommended target areas for your marketing efforts.
- By acting as a **liaison between the DBE Contractor and Prime Contractor** for project information, and in problems occurring on the jobsite.
- By informing of **upcoming LA DOTD lettings**, and project information for other agencies throughout the state. SJB can assist you in locating bid tabulation information as well.
- By providing **assistance and guidance** on material takeoffs, bid preparation and estimating, project scheduling, and planning for projects that DBE firms are bidding or plan to bid in the near future.
- By helping with **office computer operations** to include trouble-shooting problems, Internet access and software installation, and basic to technical computer training.
- By **assisting in financial areas** such as loan and bond package preparations, company financial statements, business plan preparation, and SBA 8(a) and Hub-Zone certification packages.