

Missouri
Department
of Transportation



2309 Barrett Station Road
Ballwin, MO 63021
(314) 301-1440
athena.nance@
modot.mo.org

Pete K. Rahn, Director

**ADDENDUM 001
REQUEST FOR PROPOSAL
D609-047-RB DBE Supportive Services and Business Consultation
Program**

Offerors shall acknowledge receipt of Addendum 001 (ONE) by signing & including with the original proposal. The due date for receipt of this proposal remains the same as per the original. Accordingly, the following clarifications, questions, & answers are believed to be of general interest to all potential offerors. All terms and conditions remain unchanged & in full force.

CLARIFICATION

**Note: There were some formatting and typographical errors.
This addendum will address those errors.**

Name and Title of Signer (Print or type)	Name and Title of Department Authority Athena Nance Sr. Procurement Agent
Bidder Signature	Department of Transportation <i>Athena Nance</i>
<input type="text" value="Signature of person authorized to sign"/>	<input type="text" value="Authorizing Signature"/>
Date Signed:	Date Signed: 11/20/08

**THIS PAGE MUST BE SIGNED AND RETURNED
ALONG WITH ORIGINAL RFP SIGNED PAGES.**

SECTION (2):

SCOPE OF WORK

- 1) **Services:** The Offeror shall provide professional services relating to the Disadvantaged Business Enterprises (DBE) Supportive Services Pilot Partnership Program and Business Consultation Program.

The Offeror will provide to the General Services Procurement Unit six (6) copies of a program proposal, which will include the following:

Develop and implement the “DBE Supportive Services Pilot Partnership Program” and the “Business Consultation Program.”

2) Specific Requirements:

a) DBE Supportive Services Pilot Partnership Program

OVERVIEW

The DBE Supportive Services Pilot Partnership Program will provide a variety of services specific to the needs of each firm participating. The program will coordinate a targeted approach to assist DBE firms to increase their capacity and business acumen in specific and measurable areas over a two-year periods outlined by MHTC and the MHTC administrator.

Thirty firms (30) statewide will be sponsored for this program. (The firms will be selected at the discretion of the MHTC administrator.) The firms participating in this initiative will be placed into two groups, developmental and transitional. This grouping is in accordance with the DBE Business Development Program Guidelines in 49 CFR Part 26, Appendix C. Firms selected to participate will be divided into one of the groups based on the firm’s business development needs as determined by MHTC. For purposes of this initiative, firms in the development stage will meet the following criteria:

1. At least one year experience as a certified DBE in the firm’s home state.
2. Demonstrated interest in working on MHTC contracts as evidenced by consistently bidding on MHTC work.
3. In good standing on all tax obligations.
4. A member of an under-utilized group related to the state MHTC’s DBE participation.
5. An established business structure including an internal bookkeeping system, marketing materials, and office administration structure.

Additionally, DBE firms in the transitional phase of development are those firms meeting the following criteria:

1. At least three years experience as a DBE.
2. Gross revenues in excess of \$250,000/year.
3. Profitable operations in at least two of the previous three years.

4. Capable of providing annual financial statements.
5. In good standing on all tax obligations.

While these criteria above represent the basic requirements for firms participating in this initiative, the MHTC will have the authority to adjust the criteria to meet the objectives of this program. The Offeror will be responsible for coordinating with MHTC administrator monthly meetings to determine if all criteria have been met in conjunction with this program.

The Offeror will be responsible for working with these firms to provide all the necessary tools to succeed. Therefore, the Offeror must have past experience in servicing firms in both the developmental and transitional stages.

SCOPE OF SERVICES

- (1) The Offeror shall enroll thirty (30) DBE firms sponsored (by MHTC) to participate in the Pilot Partnership Program with the following regional breakdown: ten (10) DBE firms in the western region; eight (8) DBE firms in the central region; twelve (12) DBE firms in the eastern region.
 - (a) The Pilot Partnership Program is a statewide initiative using the Kaufmann Foundation's FastTrac training module. The Offeror shall provide FastTrac training or an approved equivalent to the thirty (30) firms sponsored to participate.
 - (b) The Offeror must present the training curriculum (including course outlines and credentials of the trainer or trainers.) The MHTC administrator must approve the submitted curriculum and proposed trainers prior to contract award.
 - (c) As part of the training curriculum, the Offeror must identify and present an assessment tool model that will yield a business improvement plan and a comprehensive business plan on behalf of the firms sponsored to participate.
- (2) **The Offeror shall provide program participants with individualized assistance and business coaching that will support and enhance the business development training.**

b) Business Consultation Program

OVERVIEW

Firms that are certified as DBEs by the Missouri Regional Certification Committee with the MHTC as its parent agency will be eligible to receive two (2) one-on-one business consultation hours in each of nine (9) business assistance categories through the Business Assistance Centers' (eastern, central and western regions) "Business Consultation Program

An Offeror will be hired to manage the Business Consultation Program, under MHTC guidelines, in which case said Offeror would administer services from external providers (a pool of business analysts).

The following is a list of services The Offeror must provide in the Business Consultation Program. Others may be added as needs arise.

1. Joint Venturing/Teaming Assistance
2. Business Planning Assistance/Business Coaching
3. Financial Assistance (loan application packaging)
4. Bonding Assistance (bonding application packaging)
5. Marketing Assistance (presentation skills and materials)
6. Technical Assistance Program (bidding/estimating and project management training)
7. Accounting System and Financing Reporting Assistance
8. Safety and Operations Training
9. Limited Legal Assistance (contracts, legal structure)

The Offeror must have demonstrated experience in servicing firms in a business consultation capacity. The Offeror will also be responsible for marketing the consultation services to MHTC certified DBEs.

SCOPE OF SERVICES

- (1) The Offeror will coordinate, implement, manage and market (targeting eligible DBEs) the Business Consultation Program; which will administer one-on-one consultation services from external providers (a pool of business analysts) to MHTC certified DBEs. The Offeror will provide a minimum of two (2) hours of consultation each in the following nine (9) business assistance categories:
 1. Joint Venturing/Teaming Assistance
 2. Business Planning Assistance/Business Coaching
 3. Financial Assistance (loan application packaging)
 4. Bonding Assistance (bonding application packaging)
 5. Marketing Assistance (presentation skills and materials)
 6. Technical Assistance Program (bidding/estimating and project management training)
 7. Accounting System and Financing Reporting Assistance
 8. Safety and Operations Training
 9. Limited Legal Assistance (contracts, legal structure)
- (2) The Offeror will submit a plan of implementation (which will include key personnel, proposed service providers/business analysts, a detailed description of the business assistance categories consulting services, and budget); a marketing plan {targeting eligible DBEs}; and a production schedule (which will include timetables, tasks and milestones) for the Business Consultation Program.
- (3) The MHTC administrator must approve the plan of implementation, the marketing plan and the production schedule prior to contract award.

c) **Goals and Performance Measures**

Gauging the success of this program is critical, and therefore goals and performance measures are an important component of this initiative.

- i) **Goal 1:** The Offeror will meet with the MHTC Administrator during the initial start-up period to confirm progress report schedules and formats, production update meetings and meeting minutes and/or other project management tools that the Offeror will need to implement on behalf of the **DBE Supportive Services Pilot Partnership Program** and the **Business Consultation Program**.

- (1) **Performance Measure:** The Offeror must provide a progress report schedule and format (for the term of the contract,) a production update meeting schedule and sample meeting minutes format with method of transmittal (Email preferred,) and additional tools/recommendations for effective and efficient project progress management to the MHTC Administrator thirty (30) days after contract award for the **DBE Supportive Services Pilot Partnership Program** and the **Business Consultation Program**.

The Offeror may provide a narrative describing how each goal and accompanying performance measures will be achieved. The narrative may include, but not be limited to exhibits, samples, recommendations, etc.

- ii) **Goal 2:** The Offeror shall provide targeted and customized business development assistance to select DBE firms in underutilized areas of DBE participation through the **DBE Supportive Services Pilot Partnership Program**.

- (1) **Performance Measure:** The Offeror shall enroll up to thirty (30) DBE firms in the program with the following regional breakdown: ten (10) DBE firms in the western region; eight (8) DBE firms in the central region; twelve (12) DBE firms in the eastern region: The Offeror will notify DBEs of their sponsorship, confirming their consent to participate or documenting their decline to participate, and securing a letter of commitment from each confirmed participant. The Offeror must present copies of written notices sent to DBEs sponsored; a report of DBEs declining to participate; and copies of letters of commitment from DBE participants to the MHTC Administrator forty-five (45) days after contract award.

- (2) **Performance Measure:** The Offeror shall assure that each firm in the program participates in an assessment tool that yields a business improvement plan outlining short and long term strategies for business growth:

- 1) The Offeror will present a written assessment tool and a written sample business improvement plan to be used on behalf of DBEs participating in the Pilot Partnership Program. The Offeror will submit the assessment tool and business improvement plan to the MHTC Administrator sixty (60) days after contract award.
- 2) The Offeror will submit written final assessment tools and business improvement plans for each of the thirty (30) DBE participants in the Pilot Partnership Program. The Offeror will submit the assessment tools and business improvement plans to the MHTC Administrator ten (10) months after contract award

- (3) **Performance Measure**: The Offeror shall provide resources to address items identified in the business improvement plan for each firm participating in the Pilot Partnership Program, ensuring that each firm in the program has a comprehensive business plan and the financial documents necessary to apply for financing or a surety bond:
- 1) The Offeror will submit a written sample business plan to be used on behalf of DBEs participating in the Pilot Partnership Program. The Offeror will submit the business plan to the MHTC Administrator sixty (60) days after contract award.
 - 2) The Offeror will submit a written report outlining the resources they anticipate using to address items of improvement identified in the business improvement plan. The Offeror will submit this report to the MHTC Administrator sixty (60) days after contract award.
 - 3) The Offeror will submit final business plans for each of the thirty (30) DBE participants in the Pilot Partnership Program. The Offeror will submit the business plans to the MHTC administrator twenty-three months (23) after the contract award.

The Offeror may provide a narrative describing how each goal and accompanying performance measures will be achieved. The narrative may include, but not be limited to exhibits, samples, recommendations, etc.

iii) **Goal 3**: The Business Consultation Program shall strive to increase the capacity of DBE firms participating in the program in the areas of bonding, financing and business planning, marketing and technical assistance. The Offeror shall document its efforts to market the program to eligible DBEs; the number of eligible DBEs requesting consultation through the program; and the type of consultation provided to DBEs through the program.

- (1) **Performance Measure**: The Offeror shall design and implement a record-keeping system (log) that will document the number of eligible DBE firms solicited to participate in the Business Consultation Program. The Offeror shall also document the responses of those solicited; and the type of assistance (including number/amount of consulting hours granted) provided to each firm receiving assistance. The Offeror must submit a sample of the record-keeping system thirty (30) days after contract award.
- (2) **Performance Measure**: The Offeror shall document the number of firms requesting assistance from the Business Consultation Program. The Offeror shall submit this log on a monthly basis, commencing ninety (90) days after contract award.
- (3) **Performance Measure**: The Offeror shall document the number of firms receiving assistance and the type of consultation provided (along with total consultation hours.) The Offeror shall submit this log on a monthly basis, commencing ninety (90) days after contract award.

The Offeror may provide a narrative describing how each goal and accompanying performance measures will be achieved. The narrative may include, but not be limited to exhibits, samples, recommendations, etc.

iv) **Goal 4**: The Offeror, in conjunction with MHTC, shall strive to increase DBE participation in the state on behalf of those participating in the Pilot Partnership Program and the Business Consultation Program.

- (1) **Performance Measure**: The Offeror shall design and implement a record-keeping system (log) that will document the number of bids/requests for proposals submitted by, and the number of bids/requests for proposals won by DBE firms participating in the Pilot Partnership Program and the Business Consultation Program. The Offeror must submit a sample of the record-keeping system thirty (30) days after contract award.
- (2) **Performance Measure**: The Offeror shall document the number of bids/requests for proposals submitted by DBE firms participating in the Pilot Partnership Program during the two-year program period. The Offeror shall submit this log on a quarterly basis, commencing ninety (90) days after contract award.
- (3) **Performance Measure**: The Offeror shall document the dollar amount and number of bids/requests for proposals won by firms participating in the Pilot Partnership Program. The Offeror shall submit this log on a quarterly basis, commencing ninety (90) days after contract award.
- (4) **Performance Measure**: The Offeror shall document the number of bids/requests for proposals submitted by DBE firms participating in the Business Consultation Program. The Offeror shall submit this log on a quarterly basis, commencing ninety (90) days after contract award.
- (5) **Performance Measure**: The Offeror shall document the dollar amount and number of bids won by firms participating in the Business Consultation Program. The Offeror shall submit this log on a quarterly basis, commencing ninety (90) days after contract award.

The Offeror may provide a narrative describing how each goal and accompanying performance measures will be achieved. The narrative may include, but not be limited to exhibits, samples, recommendations, etc.

- v) **Goal 5**: The Offeror shall strive to increase the capacity of DBE firms participating in the program by diversifying areas of work for individual firms participating in the Pilot Partnership Program and those receiving assistance from the Business Consultation Program.

- (1) **Performance Measure**: The Offeror shall design and implement a record-keeping system (log) that will document the number of DBE firms who have expanded their North American Industry Classification System (NAICS) code by one or more service/product; and the type of service/product that comprises that expansion on behalf of participants in the Pilot Partnership Program and those receiving assistance from the Business Consultation Program. The Offeror must submit a sample of the record-keeping system thirty (30) days after contract award.
- (2) **Performance Measure**: The Offeror shall document the NAICS code expansion on behalf of firms participating in the Pilot Partnership Program. The Offeror shall submit this log on a quarterly basis, commencing ninety (90) days after contract award.

- (3) **Performance Measure**: The Offeror shall document the NAICS code expansion on behalf of firms participating in the Business Consultation Program. The Offeror shall submit this log on a quarterly basis, commencing ninety (90) days after contract award.

The Offeror may provide a narrative describing how each goal and accompanying performance measures will be achieved. The narrative may include, but not be limited to exhibits, samples, recommendations, etc.