

DBE Supportive Services

Following certification, supportive services are available to firms free of charge. This program provides training and consulting services to GDOT certified DBEs to assist with obtaining the skills and experience necessary to compete for federally assisted GDOT contracts.

Questions? Call the DBE Help Desk

404.631.1273



UCP Contacts

Lead Agency

GDOT

Equal Employment Opportunity

600 West Peachtree Street, NW (7th Floor)

Atlanta, GA 30308

404.631.1273 Phone

404.631.1943 Fax

Certifying Partner

MARTA

Office of Diversity and Equal Opportunity

2424 Piedmont Road, NE, Atlanta, GA 30324

404.848.5270 | 404.848.4302 Fax

Firms located in Fulton, DeKalb, or Clayton County must submit their applications electronically through MARTA.

<https://marta.diversitysoftware.com/FrontEnd/StartCertification.asp?XID=8903&TN=marta>

IMPORTANT NOTE:

Applicants carry the burden of proof regarding their eligibility and must demonstrate that they meet all requirements concerning group membership or individual disadvantage,



Disadvantaged Business Enterprise Certification

www.dot.ga.gov

How can I become DBE-certified?

First, make sure you and your firm meet the criteria:

Small Business Status: The firm (including its affiliates) must be a small business as defined by Small Business Administration standards. It must not have annual average gross receipts over \$23.98 million over the previous three fiscal years (\$56.42 million for Airport Concessionaires - ACDBEs).

Ownership: The firm must be at least 51% owned by a socially and economically disadvantaged person(s).

Disadvantaged Status: Presumed disadvantaged status automatically applies to permanent U.S. residents that are African-American, Hispanic, American Indian, Asian-Pacific, and subcontinent Asian-Americans, as well as women. GDOT may also determine, on a case-by-case basis, individuals who do not belong to any of these groups to be socially and or economically disadvantaged.

Personal Net Worth: The disadvantaged owner's personal net worth (not including primary residence and ownership in the business) may not exceed \$1.32 million to qualify as economically disadvantaged.

Independence: The firm must not have relationships with another firm in such a way that it compromises the applicant firm's independence and the disadvantaged owner's equity.

Control: The managerial role of the socially and economically disadvantaged owners in the firm's overall affairs must be such that the DBE program administrators can reasonably conclude that the socially and economically disadvantaged owners actually exercise control over the firm's day-to-day operations, management and policy.

I meet the criteria now what?

1. Applicants may download an application package from our website at <http://www.dot.ga.gov/PS/Business/DBE>. Download the application and the Personal Financial Statement (PFS).

2. When the completed application package is received, GDOT will check it for any missing documentation (be sure to follow the supporting documents checklist). Applications missing four or more documents will be returned to the applicant. If necessary, we may ask for additional documentation or information.

3. Once we have determined that the application has the necessary documents, the application will be assigned to a DBE Coordinator. He/she will coordinate a date and time to conduct an on-site visit. GDOT will visit the business to verify the submitted documentation.

4. If all criteria are met, the firm will be certified. GDOT does not issue certificates. The firm will receive a certification letter and the firm's information will be listed in the DBE (UCP) Directory found on GDOT's website. The official record of continued certification is the UCP Directory.

How long does it take?

If your application is complete, the process may take 90 days. Please keep in mind that meeting the 90-day processing time depends on the timeliness of the applicant's response to requests. These requests may include additional information, scheduling of the on-site visit, etc.

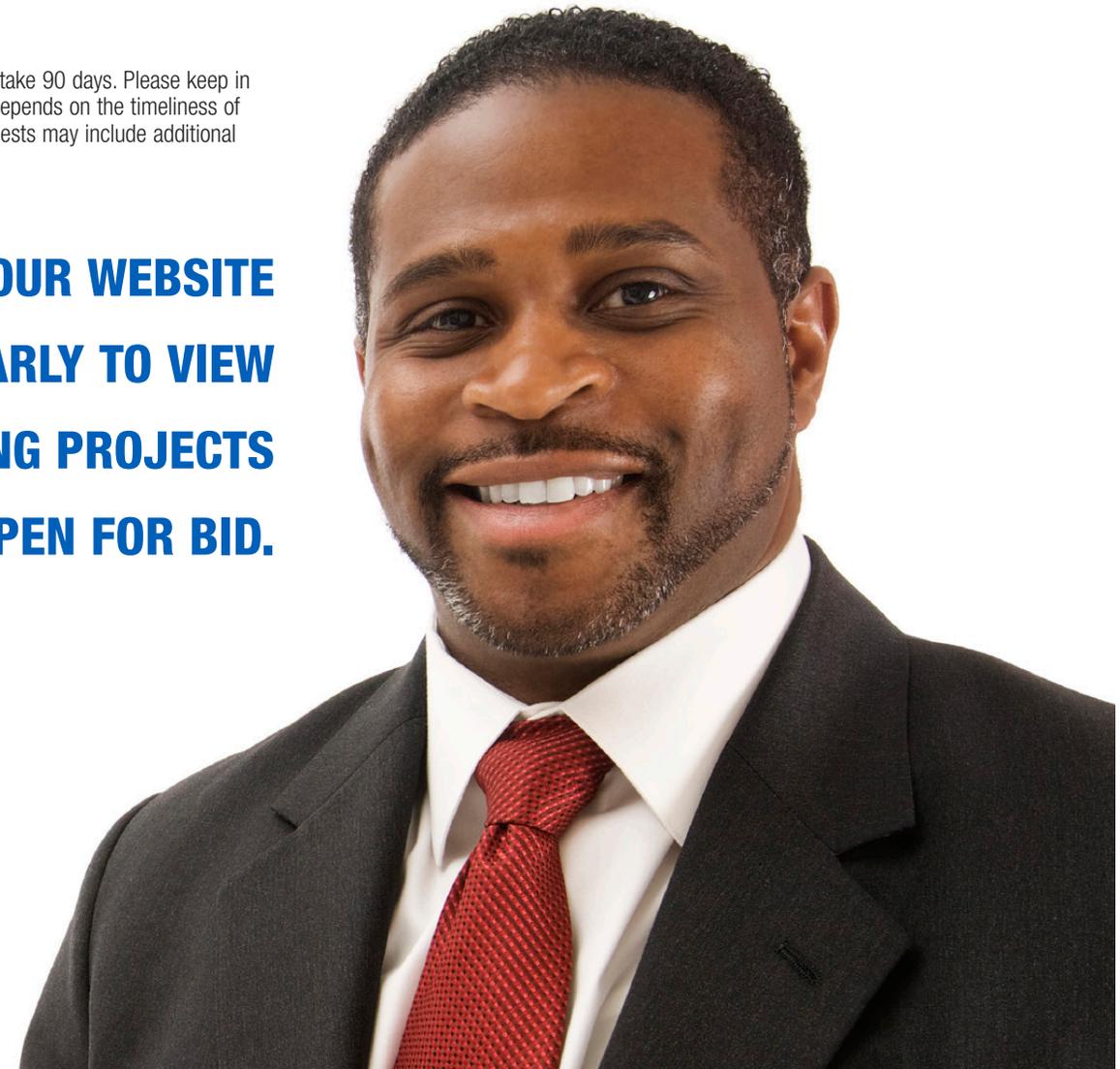
Once I'm certified then what?

To do business with GDOT, all prime contractors, subcontractors, certified DBEs and non DBE firms must be registered with the Department. This is a separate process from the DBE certification and is handled by the Office of Construction Bidding Administration. There is also a prequalification process for all consultants interested in providing services to GDOT. For more information, visit dot.ga.gov/.

Now that all requirements have been met, it's time to build good relationships. You'll likely work with GDOT as a prime contractor or a subcontractor. If you work as a sub, you need to know the primes who work with us. Submit competitive bids to the prime contractors for projects whether highway, airport or transit related.

When contracted to perform work, your firm must perform a commercially useful function. Your firm's participation must be real and substantial, performed by you as a viable, independent DBE owned firm and comply with the spirit of the applicable laws and regulations.

**VISIT OUR WEBSITE
REGULARLY TO VIEW
UPCOMING PROJECTS
OPEN FOR BID.**



The policy of the Georgia Department of Transportation is to ensure compliance with Title VI of the Civil Rights Act of 1964, 49 Code of Federal Regulations, Part 26 and related statutes and regulations in all program activities.

To be eligible for award of a contract with a DBE Goal attached, all bidders are required to submit a list of DBE committed firms. The contractor must utilize the specific DBEs listed to perform the work and supply the materials for which each is listed unless the contractor obtains the Department's written consent to substitute.

When a DBE Goal is specified in GDOT's federally funded contracts, the contractor will strive to achieve additional DBE participation beyond the contract goal in his/her contracts.

Doing work for GDOT

All firms, including Certified DBE firms, wishing to work on a GDOT contract must be registered or prequalified. Please visit the below websites for registration/prequalification information and applications related to your firm's area of work.

A&E Firms

<http://www.dot.ga.gov/PS/Business/Prequalification/PrequalConsultants>

Transportation Services Procurement (404) 631-1148

Construction Contractors

<http://www.dot.ga.gov/PS/Business/Contractors>

Construction Bidding (404) 631-1147

Routine Maintenance Contractors

<http://www.dot.ga.gov/PS/Business/Prequalification/RoutineMaint>

Procurement email Route_Maint_PreQualification@dot.ga.gov

Geotechnical Field Services

<http://www.dot.ga.gov/PS/Business/Prequalification/PrequalConsultants>

Transportation Services Procurement (404) 631-1148

Material Manufacturers

<http://www.dot.ga.gov/PS/Materials/ProductSubmissions>

Materials Testing (404) 608-4810

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IMPORTANT NOTE:

DBE firms must provide a Commercially Useful Function by actually performing, managing, and supervising the work involved. A firm does not serve a commercially useful function if their role is limited to an extra participant for which funds are passed through in order to maintain the appearance of DBE participation.



I'm certified now what?

www.dot.ga.gov

Be Proactive

Becoming certified as a Disadvantage Business Enterprise provides an opportunity for you to market your business; however, it does not guarantee contract work. Learn how to navigate GDOT's project websites.

Construction Project Letting Forecast:

<https://gdotbiext.dot.ga.gov/analytics/saw.dll?Dashboard>

List of Construction Lettings: <https://www.bidx.com/ga/lettings>

All construction bidding for GDOT is electronic through Bid Express.

Consultant Acquisition Needs Forecast:

<http://www.dot.ga.gov/PartnerSmart/Business/Documents/ConsultantResources/ConsultantAcquisitionNeeds.pdf>

Consultant Acquisition Announcements:

http://ssl.doas.state.ga.us/PRSapp/PR_index.jsp

DBE Supportive Services

Supportive services are provided by GDOT for all certified DBE firms free of charge. All supportive services include:

- Construction Management Services
- Financial Management Services
- Business Development
- Business Law
- Training (one-on-one & small group)

Make use of the services available to aid in the successful growth of your firm.

Visit Website: <http://www.dot.ga.gov/PS/Business/DBE>



Market Your Firm

Develop and emphasize your firm's image (your personnel/performance, certifications, website, associations/affiliations, publications/presentations, statement of qualifications). You will need business cards. Prime contractors meet many subcontractors, so make sure your cards are memorable and self-explanatory on your field of work. Answer all calls. Prime contractors may not call a second time and may remove your firm for future calls.

Network

People want to do business with people they know, who communicate well, meet a specific goal and have a strong reputation. How are your social skills in face-to-face conversations? To team with a prime, you must bring value that will help the prime win the contract. Do your homework. Look for opportunities through websites, printed media, networking, associations or affiliations and existing relationships.

Attend mandatory and non-mandatory pre-bid meetings in your area. Bring business cards, a resume that covers at least three years of relevant work experience and your capability sheet. Go early and view the project plans. Give your business cards to the bidding primes and collect cards from other subs you may want to contact for future reference. Primes gauge how prepared you are and use this impression as a measure for consideration in doing business with you.

If you have a good reference from another job, bring copies and staple your business card to it along with your resume and capability sheet. Many primes keep a list of subs to consider doing future business.

Business runs on word-of-mouth referrals. Good news travels in these circles as easily as bad news. Concentrate on doing your best work at all times – its good insurance for future job opportunities.

Remember, GDOT DBE Supportive Services can help you make those needed contacts and documents.

Also, GDOT is not the only game in town. The private industries in airlines, hotels, hospitals, schools, entertainment, banking, sports, information technology, etc., have diversity programs that acknowledge the DBE certification.

Be Prepared

When ready to bid, make sure that your resume and proposal documents are relevant, concise and persuasive. Prime contractors are busy. Respect this fact and keep your resume and capability sheet to one page each.

Resume

1. If you have previously worked on government projects, list the job name, its size, and a contact for each one.
2. Include your contact information. Provide a telephone number where you can be reached at almost any time.
3. Attach a current print out of your federal and/or state business certification.

Capability Sheet

1. Include your contact information and contractor license number.
2. List the services you offer in short descriptive phrases (for example, asphalt paving).
3. State your bonding capacity and insurance.

Contract Award

Congratulations your determination has paid off, but there's still a lot to do. Be able to justify payroll, fringe benefits, overhead, general and administrative costs and profit. Maintain the proper insurance. Understand and adhere to the contract terms and conditions

Commercially Useful Function

A DBE must always perform a commercially useful function (CUF). Evaluation of whether a DBE is performing a CUF on a particular contract will occur every time the DBE is listed to work on a contract. A business performs a CUF when it is:

- Responsible for the execution of a distinct element of work in the contract.
- Carrying out its obligation by actually performing, managing and supervising the work involved.
- Performing work that is normal for its business, services and function.
- Performing or exercising responsibility for at least 30 percent of the total contract with its own work force, and is not further subcontracting a portion of the work greater than that expected to be subcontracted by normal industry practice.

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