

WORKSHOPS COMING SOON!

- **Property-Casualty Insurance & Your Business (online)**
- **Jumpstart Business Planning**
- **Project Management for Small Businesses (online)**

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How can we help you?

DBE Supportive Services is here to help. If you have any suggestions about what we can do to better assist you and your business, contact Amy Stewart at 942-6389 or email astewart@emdc.org

DBE NEWS



VOLUME 4, ISSUE 1

SPRING 2009

Tips on Responding to a Bid Solicitation

Things are gearing up for the 2009 construction season. The MaineDOT has released a list of their projected Recovery Plan projects under the American Recovery and Reinvestment Act of 2009. Project bid solicitations are already rolling out. You will begin receiving bid solicitations, if you have not already, from prime contractors looking to bid on these MaineDOT projects. Since the construction season is upon us, we decided to get some feedback from a few prime contractors here in Maine about the bid solicitation process. We asked them about the challenges they face when soliciting bids for projects. Based on their responses, below are a few helpful tips on how to respond to a bid solicitation:

Respond to all bid solicitations. Even if you are not interested in bidding, you should inform the prime contractor of your intention. Most prime contractors request a response either way. You should inform the prime contractor if you do not intend to bid on a solicitation. For example, "Thank you for your bid solicitation, however we are not interested in bidding on this project. Please keep us in mind when looking for a subcontractor on future projects." If you are unresponsive, you could be in danger of being removed from a prime contractor's contact list of subcontractors and this could mean fewer subcontracting opportunities in the future for your business. It is best to provide your response in the same manner in which you received the solicitation (i.e. fax, e-mail, mail).

Submit your quote on time. Keep in mind that the prime contractor has a deadline. MaineDOT now requires all bidders to submit their list of subcontractors with their bid. They no longer have until 4:30 on bid day. Send your quote in enough time for the prime contractor to incorporate it into their bid submission.

Solicit prime contractors. All MaineDOT construction projects are posted online at <http://www.maine.gov/mdot/comprehensive-list-projects/project-information.php>. Each project has a list of plan holders with their contact information. If you are interested in bidding on one of these projects, contact the prime contractors on that list and request to submit a quote for that project. For the most part, the prime contractors are doing all of the leg work, soliciting subcontractors for quotes. A great way to market your business and to get noticed is to reach out to prime contractors and be proactive with your bidding. By contacting them you give the impression to the prime that you are motivated and eager to work. This will set you apart from the competition.

Remember, how you respond to a bid solicitation is a reflection on you and your business, so be sure to respond appropriately to each solicitation you receive. This is a great opportunity to use your response as a marketing tool even if you are not bidding on the current project.



Schedule of Events

March, 2009

Online

Project Management for
Small Businesses

April 8, 2009

Augusta, ME

Jumpstart Business
Planning -
presented by Maine SBDC

April, 2009

Online

Property/Casualty
Insurance and Your
Business!
(2 parts)

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MaineDOT website:

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MaineDOT](http://www.maine.gov/MaineDOT)

Consultant Businesses: MaineDOT Prequalification

As a consultant business interested in working with the MaineDOT, you may consider applying to become prequalified. You may be unsure of what being prequalified with the MaineDOT means and why you should complete this process. Here we will explore some of the reasons why it may be beneficial for your company to become a prequalified MaineDOT consultant.

If you are interested in working directly with the MaineDOT on a project, you MUST be prequalified. However even as a sub-consultant, it is recommended that you still become prequalified. The MaineDOT department head must approve any sub-consultant working through a prime consultant on a project; therefore if you have already been prequalified you will be automatically approved making sub-consulting easier.

Because the prequalification process meets federal guidelines for project notification, consultant projects under \$500,000.00 are not advertised on the MaineDOT website like construction projects. Instead, MaineDOT project managers use the prequalification list to find consultant businesses to work on their projects. Each prequalified company is ranked within each service area based on their qualifications and this ranking is used by the project managers to award projects. Being on this list will provide a chance for you to be contacted by the MaineDOT if a project arises that they feel you could work on based on your prequalification ranking.

Another benefit to being on the "Consultant Prequalification List" for the MaineDOT is that the MaineDOT is not the only entity to refer to this list. Although they are not required to, many prime consultants use this list to find sub-consultants. Other government entities such as municipalities and state agencies may review it as well.

If you decide to complete this process and you are approved, remember that the key to any successful business relationship is communication. Once prequalified, find out who the project manager is for your service and contact that person. (Go to http://www.maine.gov/mdot/contact_dot.php to see a list of MaineDOT department contacts.) Also, if you are interested in sub-consulting, use the prequalified consultant list posted on the MaineDOT website to find larger consultant companies you would like to work with and contact them. It is important to market your company to the MaineDOT and prime consultants.

If you have any questions about this process, please contact us at 207-942-6389 or info@mainedbe.org.

(Note: The prequalification process is on-going and companies can apply for prequalification at any time.)

Website Development Program

Have you been thinking about having a website for your business? Does your current website need to be updated or enhanced?

DBE Supportive Services offers website development to all Maine certified DBEs. We utilize student interns from the University of Maine at Augusta, Computer Information Systems (CIS) College to create or enhance your website. The website development program takes approximately four months, the length of a semester. You work directly with the student intern throughout the entire process providing feedback to ensure your website meets your needs. Both DBE Supportive Services and the CIS Faculty Advisor are involved as well to supervise the project.

To see examples of DBE websites created through this program, visit any of these websites: www.portlandairconditioning.net, www.howieswelding.com, www.mainerebarservices.com

This website development opportunity is available to Maine certified DBEs at no cost. You will be responsible for purchasing your domain name and providing a website host. Contact us now to take advantage of this opportunity and be placed on our mailing list.



Upcoming MaineDOT Projects



Tuition Reimbursement

Do you need training or further education in a field that will benefit your business? Through our tuition reimbursement program, DBE Supportive Services assists Maine certified DBEs with attaining the education and training they need to succeed. What is the tuition reimbursement program? The program provides reimbursement for pre-approved courses from institutions of higher education or professional training. To receive reimbursement the following criteria must be met:

- You must apply for and receive approval of the course in advance.
- The course must directly benefit your business growth.
- You must successfully complete the pre-approved course.

For more information or to request the pre-approval form, contact us with the information regarding the course you are interested in.

Jumpstart Business Planning
April 8, 2009
University of Maine at Augusta
Student Center
Augusta, ME
8:00 am to 3:00 pm

An intensive one day workshop where discussion will be facilitated around each section of the business plan and how you can start or update your own business plan immediately. Participants will be shown how to prepare a cash flow projection and will begin to prepare their own business financial information. For more information contact Amy Stewart by email at astewart@emdc.org.

Projects Under Advertisement (As of 03/11/09)

Attention to all Contractors & Suppliers: The latest bid packages cannot normally be purchased prior to the advertising date given on the notice to contractors.

Bid Date	PIN(s)	Municipality	Location	Work Type
3/18	015737.00 015739.00 015746.00 045747.00 015757.00 015832.00 015843.00	Clinton Fairfield Oakland Oakland Waterville Oakland Fairfield	Baker Street Route 23 Route 23 Pleasant Street Oak Street Route 11 Route 139	Highway Resurfacing
3/18	015613.00	Darmariscotta/ Nobleboro	Belvedere Road over Oyster Creek	Bridge Replacement
3/18	012754.00 015750.00 015830.00 015831.00 015840.00 015918.00	Litchfield Randolph Gardiner Litchfield West Gardiner Edgecomb	Route 9/126 Route 9 Water Street Route 9 Route 126 Route 1	Highway Resurfacing
3/18	015716.00 015719.00 015720.00	Lovell Sebago Standish	Main Street Sebago Road Route 114	Highway Resurfacing
3/18	015790.00 015875.00	Palmyra	Route 152	Highway Resurfacing
3/18	015851.00 015943.00 015948.00	Bangor Bangor Hampden	Route 15 (Broadway) Route 15 (Broadway) Route 202 (Western Ave)	Highway Resurfacing
3/18	PH200902 25GS	Statewide	Various Locations Statewide	Guardrail Services
3/18	011312.00 012204.00 012205.00 014802.00	Portland	Ocean Ave. Stevens Ave. Stevens Ave. Ocean Ave.	Highway Resurfacing
3/18	016673.00	Mount Desert	Acadia National Park	Highway Resurfacing
3/18	012694.00	Hollis	Route 117	Culvert Rehabilitation
3/18	012681.00	New Portland	Route 16	Culvert Rehabilitation
3/18	015985.00	Sidney	I-95 at Exit 120 Lyons Road	Highway Lighting
3/18	015676.00	South Portland	Route 77 & Broadway from Cottage Rd. & Waterman Dr.	Traffic Signal System

For additional information on these and other projects go to:

<http://www.maine.gov/mdot/comprehensive-list-projects/project-information.php>



Supportive Services

Disadvantaged Business Enterprise

40 Harlow Street
Bangor, ME 04401



in partnership with



Congratulations to Our Newly Certified DBEs!

Casco Bay Engineering, Inc.

Structural and Civil Engineering

Contact: Carolyn C. Bird ★ Phone: (207) 842-2800

Coastal and Woodland Surveying

Land Surveying including perimeter boundaries, lot division, setbacks, location of features, existing structures, research.

Contact: Pamela Mount ★ Phone: (207) 443-1480

Helen Watts Engineering, Inc.

Provide structural design, review, repair and maintenance planning, management and inspection, including inspections using rope access. Residential, Condominium, Commercial and Industrial structures.

Contact: Helen C. Watts ★ Phone: (207) 522-9366

New Online Workshop! PROJECT MANAGEMENT FOR SMALL BUSINESSES

For your convenience DBE Supportive Services has posted a new online workshop on our website. The **Project Management for Small Businesses** workshop outlines a project management process that can be used to plan, organize and manage projects to their successful completion. The workshop covers the basics of project management including how to use a statement of work, work breakdown structure, cost estimating, scheduling and problem solving to launch and complete a project whether it is large or small. Improving your project management skills will benefit you by improving your ability to successfully complete projects on time with accuracy and efficiency. To view this workshop visit our website at www.mainedbe.org and click on the Online Workshops link.