

WORKSHOPS COMING SOON!

- **Property-Casualty Insurance & Your Business (online)**
- **Essential Marketing Materials for Your Business (online)**

DBE NEWS



VOLUME 4, ISSUE 2

SUMMER 2009

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Your feedback is needed:

We are beginning to plan the 2009 Maine Business Matchmaker. Please contact us at info@mainedbe.org with ideas for a panel discussion (members for the panel, topics, etc.) and any primes that you would like to meet with during the event. Thank you!

Federal Highway Audits of ARRA Projects

The Federal Highway Administration (FHWA) will be conducting monthly audits on all American Recovery and Reinvestment Act (ARRA) projects. Once the inspector has collected the data, a report is completed and submitted to the U.S. Department of Transportation Federal Highway Administration. There are specific criteria they will be reviewing which will be covered below. The FHWA will be auditing DBE, OJT, Payment of Predetermined Minimum Wage, Nondiscrimination, Project Bulletin Boards, Non-segregated Facilities and Flaggers.

DBE: DBE utilization will be reviewed; whether or not there is a DBE company on site at the time of inspection and review the work they are performing. The inspector will want to see the DBE Utilization Form.

OJT: Any On-the-Job Trainees will be interviewed and any applicable paperwork will be reviewed.

Payment of Predetermined Minimum Wage: The inspector will randomly interview laborers to ensure the proper wages are being paid as well as confirm whether or not certified payroll has been entered into the Elations Software system.

Nondiscrimination: The inspector will audit all postings to ensure that the proper posters are on the job site.

Project Bulletin Boards: The project bulletin boards will be assessed to confirm that all federal and state postings are present, including wage rates.

Non-segregated Facilities: The inspector will inspect all facilities and ensure that they are handicap accessible and non-segregated.

Flaggers: The inspector will interview a random number of flaggers to ensure that they are properly certified (certification card) and have the required safety equipment.

The inspector will document any resolution that needs to be completed to ensure compliance in all of these areas and forward this information to the project Resident. Each ARRA project will be audited once a month by a FHWA inspector. Make sure you are compliant with all regulations and have the proper paperwork on site at all times.

Property & Casualty Insurance for Maine Small Businesses

NEW ONLINE WORKSHOP

This two-part workshop will introduce you to the various types of property and casualty insurance coverages and help you to understand the coverage options available for your business, including home-based businesses. It will explore the questions that you should ask to assure that your business is adequately covered against the risk of loss. Part one covers property and liability insurance and part two covers workers' compensation and automobile insurance.

To view these workshops visit our website at www.mainedbe.org.

Schedule of Events

July, 2009

Online

Project/Casualty Insurance
and Your Business

July, 2009

Online

Essential Marketing
Materials for Your
Business

November 12, 2009

Augusta, ME

Maine Business

Matchmaker

hosted by DBE Supportive
Services

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MaineDOT website:
www.maine.gov/
MaineDOT

Elation Systems

As many of you know, the MaineDOT has implemented a new electronic payroll submission system called Elation Systems. This web-based program is now being used by all MaineDOT contractors and subcontractors on all ARRA projects. The launch of Elation Systems has been well received and has been very successful in tracking ARRA projects for the MaineDOT. In the near future, the MaineDOT will be implementing this system for all of their projects.

If you are working on an ARRA project, register with Elation Systems by following the steps below. If you are not sure if you are working on an ARRA project, speak to the prime contractor for the project you are working on.

1. Go to www.elationsys.com.
2. Click on "New Registration" and enter promo code: MaineDOT.
3. Complete the online registration application.
4. Respond to the 1st of two emails by clicking the link in the 1st email message. The 2nd email will confirm that your account has been activated.
5. Log in to the system. Click on the green "Get Started" link located near the upper right corner of your screen. This will provide online instructions on how to get started with the system.
6. Elation support help: 510-764-1870 or Support@elationsystems.com.

Need help getting started? DBE Supportive Services can assist all Maine certified DBEs with the set up of their profile in Elation Systems. Please contact us anytime at 207-942-6389 or info@mainedbe.org for assistance.

DBE Supportive Services Online Workshops

Project Management for Small Businesses -

This workshop presented by Lee Cheever of Maine SBDC 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.

Connecting with Contractors -

Networking is one of the most important marketing tools you can utilize. Making connections with other businesses is a great way to create potential business opportunities. This workshop presented by Lee Cheever of Maine SBDC discusses how to identify, research, prepare and connect with contractors.

What to Expect in a Subcontract -

As a subcontractor, you should know what to expect in a subcontract document and what information is expected from you. This presentation by Karen West Morgan of C & P Management Services examines the terms and conditions of a subcontract document as well as project specific and mandatory flow-down clauses from the federal government.

To view these workshops visit our website at www.mainedbe.org and click on the Online Workshops link.

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.

Farewell

Amy Stewart, Project Manager of DBE Supportive Services, has resigned and we will be saying goodbye to her on June 10th. Amy is taking on a new opportunity and she and her family will be moving back to Pennsylvania.

Amy has been a wonderful asset to the DBE Supportive Services program and she will be greatly missed. We wish her well!!!



Upcoming MaineDOT Projects



Projects Under Advertisement (As of 06/08/09)

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

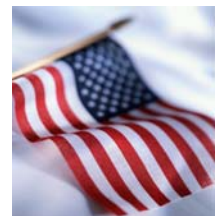
Bid Date	PIN(s)	Municipality	Location	Work Type
7/1	PH20090527GD	Statewide	Various Locations Statewide	Geotechnical Drilling
6/24	LAP016156.00	Bath	Bath Rail Station	Bath Rail Station Parking Area Reconstruction
6/24	011844.00	Portland	From Eastern Promenade to Preble Street	Bike/ Pedestrian Rail Trail
6/24	007965.65R	Prospect-Verona	Penobscot Narrows Bridge	Cable Anti-Corrosion System
6/24	015610.00	Standish-Windham	Whites Bridge Road over Sebago Lake	Bridge Replacement
6/17	015100.00A	Lisbon	Durgin Bridge	Structural Steel
6/17	PH20090513VS	Islesboro and Lincolnville	Islesboro and Lincolnville	Passenger Ferry Service
6/17	LAP20090527SP	Fort Fairfield	Fort Fairfield	Sidewalk Pavement
6/17	PH20090527GD	Statewide	Various Locations Statewide	Geotechnical Drilling
6/17	015087.00	Augusta	Route 100/201 Approximately 3.2 miles South of Town Line	Bridge Replacement

For additional information on these and other projects go to:

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

American Recovery and Reinvestment Act Notice

As of June 5th, 60 projects from the American Recovery and Reinvestment Act (ARRA) have been posted by the MaineDOT and 51 have been awarded. The MaineDOT has a target date of June 24th to advertise all ARRA projects.





Supportive Services

Disadvantaged Business Enterprise

40 Harlow Street
Bangor, ME 04401



in partnership with



MaineDOT
Civil Rights Office

Congratulations to Our Newly Certified DBEs!

Ann Kearsley Design

Landscape Architecture and Urban Design
Contact: Ann Kearsley ★ Phone: (207) 756-8899

FMC Cadd Engineering

Facility Mapping Services, Raster to Vector Conversions, Drafting Redline Services, Reprographics Services, Large and Small Format Copies, Color Copies, Color Printing and Plotting, Scanning/Archiving "A" thru "E", 3D Visual Rendering Presentations, Interior Rendering and Exterior Rendering Services.
Contact: Stephen S. Andrews ★ Phone: (207) 878-8511

Hurley Travel Experts, Inc

Travel Agency
Contact: Pamela Hurley-Mosher ★ Phone: (207) 874-7400

Maine Traffic Resources

Traffic Engineering and Planning Studies including traffic studies and traffic signal design.
Contact: Diane W. Morabito ★ Phone: (207) 582-5252

Project Flagging, Inc.

Flagging and Traffic Control
Contact: Barbara Mahoney ★ Phone: (207) 729-5158

Sustainable Design Studio

Site Civil Design including Storm Water Management, Site Selection, Layout and Grading, Utilities, Permitting-Federal, State and Local.
Contact: Ann Archino Howe ★ Phone: (207) 210-8543

W. Bernier & Son Logging

Logging & Hauling
Contact: Wayne Bernier ★ Phone: (207) 854-3678