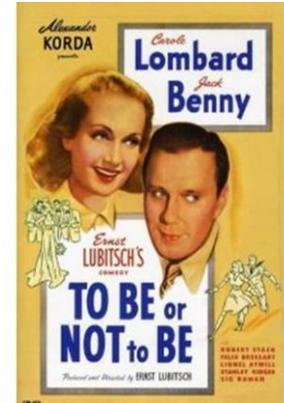




Montana Department of Transportation
 DBE Program
 Civil Rights Bureau
 P.O. Box 201001
 Helena, MT 59620-1001

To Be or Not to Be...Certified, that is the question

Before you can begin business with the government your business must obtain the proper certifications. Small business certifications are like professional certifications; they document a special capability or status that will help you compete in the marketplace. Unlike permits and licenses, you do not need to obtain certifications to legally operate. However, in order to take advantage of business opportunities, such as government contracts, you may need to obtain some certifications. Federal, state and local governments offer business opportunities to sell billions of dollars worth of products and services. Many government agencies require that some percentage of the procurements be set aside for small businesses. Certifying your business can definitely help you successfully compete for government contracts.



How to Certify as a Small Business

The Federal government sets aside certain contract bid opportunities exclusively for small businesses. In order to compete for these contracts, you must first register as a vendor with the government. As part of the registration process, you will be required to enter information about your company in the Central Contractor Registration (CCR) database. In the CCR, you may self-certify yourself as a small business, but you must meet the Federal government's definition of a small business. The US Small Business Administration defines a "small business" in terms of the number of employees over the past year, or average annual receipts over the past three years. Size standards vary by industry.

Other Certifications

As you already know, there is the DBE certification that is very helpful for contracts that use federal dollars. DBE goals are set by agency and can include project specific goals. With projects specific goals, primes need to either meet the goal or provide good faith effort to meet the goals. This certification does not cost anything to obtain.

There is the Women Owned Small Business certification that is sponsored by the Small Business Administration. This is a self-certifying program in which you can certify yourself on the internet. There will be federal jobs that are in need of this certification. Some companies out there have been certified to be a "third-party certifier" and will complete the certification for you for a fee, but why pay if you can do it yourself?

There is another certification we have heard about recently: the Women's Business Enterprise National Council (WBENC) is certifying members to be nationally recognized, but their website is not clear as to how the certification can be used. And there is a fee to join and an annual fee to maintain the certification.

**Welcome,
Recently
Certified DBEs!**

All Mechanical Services of
Montana LLC

Mari Jean Bellander

Heavy equipment repairs,
welding repairs, heavy
equipment parts
manufacturing

Tyler Communication &
Associates LLC

Dr. Tony Tyler

Consulting, training and
education

KSO Metalfab Inc

Dora Kuzelka

Metal manufacturing &
fabricating

**Do you know
someone who
wants to be a
DBE?**

*If they are a small
business owned by
a minority or a
woman and have
less than
\$1,320,000 in
personal net worth
and less than
\$22.41 million in
annual sales
averaged over the
last 3 years, they
may qualify! Have
them contact
Wendy Stewart,
DBE Program
Manager at
(406)444-6337 or
westewart@mt.gov*

INROADS

MONTANA DEPARTMENT OF TRANSPORTATION

MDT holds two bid lettings each month.

Proposed for letting May 2012:

UPN/UNIT	PROJECT ID	FINANCIAL DISTRICT	PROJECT DESIGNATION	TYPE OF CONSTRUCTION	LENGTH MILES
7029 000	IM 90-1(188)5	1	DENA MORA REST AREA	RESTORATION & REHAB	
6442 000	STPU-CM 5201(19)	3	SMELTER AVE-3 RD ST-DIV RD GTF	RECONSTRUCTION -W/O ADDED CAPACITY	0.6
7432 000	UPP 8108(2)	1	MAIN ST -WOODY TO JEFFER	MINOR REHAB	0.6
7430 000	UPP 8199(100)	1	CLEMENTS RD & 3 RD ST	MINOR REHAB	2.0
7431 000	UPP 8120(7)	1	SOUTH AVE - BOW TO HIGGINS	RESURFACING - SEAL & COVER	0.6
7672 000	UPP 8121(4)	1	ARTHUR AVE-S AVE TO BECKWITH	MINOR REHAB	0.6
6671 001	HSIP 24(36)	1	SF089 SKYLINE S PABLO CANAL	ROADWAY & ROADSIDE SAFETY IMPROVEMENTS	
7574 000	IM 90-6(141)308	2	BOZEMAN - EAST (I-90)	RESURFACING - SEAL & COVER	5.5
7629 000	NH 1-5(104)308	3	LOTHAIR - HILL CO LINE	RESURFACING - SEAL & COVER	24.6
7630 000	NH 10-2(34)52	3	LOMA - BOX ELDER	RESURFACING - SEAL & COVER	12.8
7595 000	NH 16-2(13)30	5	TUMBLE WEED - NORTH	RESURFACING-ASPHALT	8.7
7594 000	NH 4-2(37)53	5	LAUREL-SOUTH	RESURFACING-ASPHALT	0.9
7593 000	NH 16-1(52)12	5	NORTH OF BLGS - N	RESURFACING-ASPHALT	11.5
7597 000	NH 57-2(28)34	5	STANFORD-EAST & WEST	RESURFACING-ASPHALT	12.9
7592 000	NH 61-1(15)7	5	NORTH OF ROUNDUP-N	RESURFACING-ASPHALT	6.1
7581 000	STPP 14-1(26)23	2	DEEP CRK CANYON (US-12)	RESURFACING-ASPHALT	9.7
7579 000	STPP-NH 11-1(69)53	2	LIVINGSTON -S (US-89)	RESURFACING-ASPHALT	0.4
7832 000	STPP 20-2(27)63	4	FAIRVIEW INTERSECTION	TRAFFIC SIGNALS & LIGHTING	
7598 000	STPP 28-2(40)56	5	SOUTH OF RED LODGE - S	RESURFACING-ASPHALT	7.9
5565 000	STPX 0002(749)	5, 2	ROSTAD RANCH WETLAND	ENVIRONMENTAL	
7571 000	STPS 254-1(25)9	4	SOUTH OF BLOOMFIELD-S	RESURFACING-ASPHALT	8.0
7409 000	UPP 7406(9)	2	GARNIER AVE-LIVINGSTON	RESURFACING-ASPHALT	0.7
7197 000	HSIP 14-2(31)28	2	SF 099 SO OF WHITE SULPHER SPRINGS	ROADWAY & ROADSIDE SAFETY IMPROVEMENTS	

(The) Dictionary is the only place that success comes before work. Hard work is the price we must pay for success. I think you can accomplish anything if you're willing to pay the price.

Vince Lombardi

DBE participation for MDT Awarded Contracts for February and March:

Prime <i>DBE</i>	Location	Project	DBE Participation
LS Jensen Construction & Ready Mix <i>Gaston Engineering</i>	Georgetown-Phillipsburg	STPP-HSIP 19-1(48)27	.96%
Pavement Maintenance Solutions Inc <i>Wharton Asphalt Arrow Striping</i>	Three Forks – West	IM 90-5(71)274	13.76%
Pumco Inc	Havre West – US 2/MT 11-1	NH 1-6(85)378	14.24%
Riverside Contracting Inc – Msla <i>Arrow Striping</i>	Lodge Grass – South	IM 90-9(110)532	1.8%
Riverside Contracting Inc – Msla	Hardy Cr – North – NB	IM 15-5(120)248	16.28%
Schellinger Const Co Inc <i>Fencecrafters – Helena</i>	Townsend – South	MT-STPE 8-4(44)78	.73%
Sletten Construction Co Inc <i>Gaston Engineering</i>	Crooked Cr – 3 KM NE Shepherd	BR 9056(63)	1.83%
Average Participation			3.18%

How to Create a Mobile Office for Your Small Business

Technology is a powerful thing for small business owners. Using technology can help entrepreneurs do amazing things, including save money, streamline business processes, promote their products and services in new ways, and work more productively.

Technology also gives many small business owners the ability to leave their Home or business offices behind and create mobile offices so they can work from anywhere, at any time. This kind of mobility eliminates geographic challenges, and helps small business owners become nimble and more flexible.



If you are ready to take your business on the road, here is some advice for creating an operational mobile office that allows you to work from anywhere.

Choose the Right Mobile Computer - If your work requires a computer, you will need a light and movable system that you can pick up and take with you when you leave your main office. That eliminates a desktop computer, but you still have other options to consider. Depending on the work you do, you may need a powerhouse laptop, a streamlined netbook, or a tablet computer. Just do some research before you choose.

Get a Reliable and Secure Internet Connection - You can't run a business these days without an Internet connection, but free Wi-Fi hotspots. First, free access points are typically not reliable enough for business work. And second, Wi-Fi hotspots are not secure. Using one with a business computer can put your data at risk.

Make Your Data Accessible - If you have multiple computers (a desktop in your office and a laptop for mobile working, for example), you will need a way to share files between your computers. You can manually email yourself files, or use a USB drive to move files from one computer to the other. This is tedious, however, and can present version control issues. The best option is using an online backup service that will automatically backup and synchronize your data across multiple devices.

Setting up a mobile office can be a very individual process. Start by deciding how much access you really need and work backwards to create your mobile office. Once you perfect your mobile workspace, you may even find that you don't need a stationary central office any longer.

MDT Civil Rights Bureau Directory

Wendy Stewart DBE Program Manager/Certifications	westewart@mt.gov	(406)444-6337
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Alice Flesch ADA Coordinator	aflesch@mt.gov	(406)444-9229
Bill Anderson Title VI & EEO Compliance Specialist	bianderson@mt.gov	(406)444-6334
Kathy Terrio EEO & Labor Compliance Specialist	kterrio@mt.gov	(406)444-9270
Patti McCubbins Civil Rights Bureau Chief	pmccubbins@mt.gov	(406)444-6042

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TTY: (800)335-7592



Take a class anywhere, anytime with the Small Business Training Network (SBTN). The SBTN is a virtual campus offering online courses, publications, and other forms of technical assistance. Courses are self-paced and take about 30 minutes to complete.

Available classes include:

- Strategies for Growth
- Construction Safety & OSHA Compliance
- IRS Resources for Small Business Owners
- Recordkeeping

Access the full listing at:

<http://www.sba.gov/category/navigation-structure/counseling-training>

May

- 5/2 Adobe Photoshop CSS
1 N Last Chance Gulch, Helena
9 am
Understand and use the various elements in the Photoshop CSS interface to efficiently work with the software.
Contact: Kevin McManus 406-209-7381
- 5/14 Introduction to OO Programming with Java
1 N Last Chance Gulch, Helena
8:30 am
Write object-oriented programs in Java.
Contact: Kevin McManus 406-209-7381
- 5/15 Rural Community Conference
Montana State University, Bozeman
8 am
Find solutions, share success stories, adopt new tools, and leave ready to move from waiting to leading, from talk to action.
Contact: Janelle Booth 406-994-6694 or Janelle.booth@montana.edu

Crafting the Essential Elevator Pitch

Make it quick!

Elevator pitches are finely crafted and rehearsed monologues that in 30 to 60 seconds create a positive picture of you, your organization and vision for the future, with a goal of capturing the interest of your audience and leading to positive next steps.

The goal is to engage, entice and quickly get to the next level, whatever that may be (meet, interview, call, present, date). The challenges: keep it short, focused, passionate, incisive and compelling. The biggest mistakes include taking a great concept and making it boring, not doing homework on the audience and using jargon it doesn't understand.

Elevator pitches also can be a handy tool for making a short introduction to a speech or program, preparing for a job interview, making a public relations pitch for media coverage or other situations where you need to communicate big ideas quickly (e.g. speed dating, fast-pitch contests at venture and angel group meetings, cocktail party chatter, etc.).