



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



You still have time to register for the 1st ever DBE Summit. This is a great opportunity for all DBE's to network with other businesses as well as attend the event that you have all been asking for: *The lunch with the primes and an opportunity to meet and network with the primes.*

Remember, this event is free and we will have the following educational opportunities to attend before and after the Networking Event:

- Good Faith Effort
- Understanding EEO & Labor
- Estimating and Bidding
- How to Keep the Lights ON
- The Truth about the Bakken
- Finding CASH!!!
- Build a website for FREE!
- Marketing and Social Media

Every attendee will receive your business card, you can still provide 200 business cards to the DBE Supportive Services office at: *MDT DBE Program, P O Box 201001, Helena, MT 59620-1001.* WE NEED THEM ASAP!!!

The DBE Program is STRONGLY encouraging all DBEs to participate in this event! You asked for a time to network with the primes, IT IS HERE!!

To Register: <http://www.regonline.com/builder/site/Default.aspx?EventID=1157397> or call 406-261-3200



**Welcome,
Recently
Certified DBEs!**

INROADS

Telstar Associates Inc
Jose Maria Telleria
Data Processing,
Engineering, Graphic
Design



MONTANA DEPARTMENT OF TRANSPORTATION
MDT holds two bid lettings each month.
Proposed for letting January 2013:

UPN/UNIT	PROJECT ID	FINANCIAL DISTRICT	PROJECT DESIGNATION	TYPE OF CONSTRUCTION	LENGTH MILES
3871 001	IM 90-6(101)304	2	BOZEMAN STRUCTURES	BRIDGE REHAB WITH ADDED CAPACITY	
3871 002	IM 90-6(113)306	2	W BOZEMAN INTERCHANGE-BOZEMAN	BRIDGE REPLACEMENT WITH ADDED CAPACITY	
7574 000	IM 90-6(141)308	2	BOZEMAN – EAST (I-90)	RESURFACING – SEAL & COVER	5.5
7623 000	IM 15-4(132)196	3	HELENA – NORTH	RESURFACING-ASPHALT (THIN LIFT<=60.00MM)(INC SAF IMP) (PAVE PRES)	9.2
2544 002	NH 50-1(28)42	2	TURN LANES-GALLATIN CANYON	ROADWAY & ROADSIDE SAFETY IMPROVEMENTS	
4014 000	NH 8-2(55)43	3	BENTON & LYNDAL – HELENA	RESTORATION & REHAB - PCCP	

DBE participation for MDT Awarded Contracts for September and October:

Prime DBE	Location	Project	DBE Participation
<i>H L Construction Inc</i>	SF109-Bridge Rail S of Harlowton	HSIP 45-2(11)33	100%
Knife River – Belgrade <i>Gaston Engineering</i> <i>Quality Landscape Seeding</i> <i>L & J Construction Group</i> <i>Highway Specialties</i>	Amsterdam Road	IM 90-6(126)298	9.13%
LHC Inc	Libby Dam – South	CBI 33-1(39)10	0%
Nelcon Inc <i>Arrow Striping</i>	Shawmut – East	NH 14-3(29)116	2.58%
Prince Inc <i>Yellowstone Environmental Contracting</i> <i>Arrow Striping</i>	Boyes – East & West	NH 23-2(28)97	3.20%
Schellinger Construction Co Inc	Maxwell Coulee – 22 M E Jordan	BR 57-5(36)235	0%
T & T Contracting Inc	Kindsfater Weland	STPX 56(56)	0%
Williams Civil Division Inc	Slide Repair – 13 M E Glendive	IM-ER 94-6(56)228	0%

Total Participation 4.63 %



7 Year-End Tax Tips for Small Business

By Alyssa Gregory, About.com Guide

The end of the calendar year means a lot of things for small businesses. It's time to start thinking about what you want to achieve next year and work on your formal [goal setting](#) process. You are probably in the midst of [holiday shopping](#) for your employees, vendors, clients and colleagues. And, of course, it's time to start closing out your books for this calendar year.



In fact, right now is the time to check-in with your accountant to see if there is anything you should be doing to make sure your business ends the year fiscally healthy. A few small changes can make a big difference in your total income and tax liability for the year.

To get you started, here are a few important year-end tax preparation steps you can take in order to close out the year financially and take advantage of additional deductions:

1. Review Your Reports

How was your year financially? This info is vital for your goal setting process and to ensure your books are up-to-date and accurate. Have your bookkeeper or accountant run all of the reports that are relevant for your business and schedule a time to walk through them together if you need more explanation on the numbers and specific breakdowns.

2. Defer Income

Any income received by December 31 counts as income for the current year. Shifting income to after January 1 delays it from being counted as income until the following year, and this can save you a significant amount of money, depending where you income levels are each year. So ask your accountant if it makes sense to defer December payments until January to cut your tax bill.

3. Make Purchases

Now is the time to spend money on items your business needs so you can maximize deductions. Does your equipment need to be upgraded? Can you stock up on office supplies? Are there vendor payments you can make in advance? Make a list of purchases you can make now to get the most out of your deductions.

4. Run an Inventory Check

If there has been a drop in market value of your inventory, you may be able to claim additional deductions. This depends on your accounting methods, so make sure you check with your accountant to see if this makes sense for your small business.

5. Start or Contribute to a Retirement Plan

Make payments to your [retirement plan](#) or set one up before December 31 to reduce your income for this year. Now is the time to max out your contributions. If you haven't yet set up a retirement account, talk to a financial advisor to determine which plan is best for your business.

6. Contribute to Charity

Not only is making a charitable contribution from your small business a great thing to do during the holiday season, but it can also be a good idea for your business finances. And you don't have to donate money. You can also donate items such as clothing, toys and other goods, and claim a deduction for the fair market value. Just be sure to get proper documentation and a receipt for your records.

7. Start Preparing for Next Year Now

Remember the slight panic that set in when you started thinking about closing out your books, digging for the data your accountant or bookkeeper asked for and through about your business finances as a whole? Get a jump on next year now by outlining a system you can use to make the process even smoother next year. Getting organized now will make next year a breeze!

How to Reduce Small Business Costs

Use Technology

Technology allows us to save money and advance our businesses in ways that weren't possible even five years ago. Examples: Teleconference services, online payment services, open-source software

Go Paperless

Don't print unless necessary, use a digital invoice and bill payment system, and file all important paperwork on your computer instead of a hard copies can help you reduce some of the most common business costs.

Market Your Business Online

If you have yet to jump on the Internet marketing bandwagon, you are missing the potential of fast-paced, high-result, low-cost marketing. Try using social media or online advertising

Create and Stick to a Budget

Make sure you have a clear idea of the money you have coming in and going out of your business every month. A daily budget can become a tool for reducing your business costs effectively.

Buy Refurbished Equipment

Buying brand new equipment is a big business cost. You can reduce the expense by buying refurbished furniture and equipment. Check on the web for great deals!

MDT Civil Rights Bureau Directory

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Getting ready to set your New Year's Resolutions? Read this:

by Diane Helbig

A new year is nearly upon us and that can prompt people to do some goal setting or resolutions. Goal setting is a great practice. When we engage in it we have a chance to think about where we want to go, what we want to achieve. The danger is when we only go that far.

A goal is great, but it won't get you where you want to be. You have to create the plan for achieving those goals. Here are some ideas to get you to your goals:

Set realistic and measurable goals – They can have some stretch to them but you don't want them to be so far out that they are unattainable. You also want to be sure they can be measured.

Visualize what your business looks like once the goal has been met – How much revenue are you realizing? What kinds of clients are you working with? How are you spending your time? Now that you have a clear picture, work backward to set shorter term goals.

Break short term goals into specific action steps – What can you do immediately to start the process? Make sure you add due dates to these action steps. You can also put them on a calendar so that they have a time to be done.

Create a monitoring system – One that works well is to set some time on the last day of the month to review how things have gone. What worked? What didn't work? Did you hit your goals? What plan should you make or tweak for the coming month?

When you do this, you are making sure you are adjusting in the moment. One of the mistakes we make is not monitoring our progress. Then we get close to the end of the year and discover that we are nowhere near where we wanted to be. Unfortunately, it's too late to do anything about it! So, choose to monitor your goals on a regular basis and make adjustments as needed.

It's great to make goals. One of them should be a commitment to the process of action planning. When you make that commitment you will yourself achieving more of your goals

January

1/9 DBE Summit, see above!
Gateway Center, Helena
7:30 am to 4:30 pm
To Register:
<http://www.regonline.com/builder/site/Default.aspx?EventID=1157397>
or call 406-261-3200

1/10 - 11 Grant Proposal Writing Seminar
Montana Tech, Butte
8:30 am – 5 pm
Contact Janet Cornish at 723-7993 or
<http://cdsofmontana.com>

