

Addendum A to California Department of Transportation
Disadvantaged Business Enterprise Goal and Methodology for FFY 2008

Enhanced Race-Neutral Measures

Prior to May 1, 2006, and Ongoing:

1. One-Stop Disadvantaged Business Enterprise (DBE) certification with Caltrans (CT) and 15 Local Agencies.
2. Paid advertisement in newspapers and in trade and focus papers to increase participation for all programs.
3. Flow chart of CT advertising, bid opening, awards, and approval on CT program websites.
4. Two consultant contracts to provide free supportive services and technical assistance to DBEs statewide.
5. Established Statewide Small Business Council.
6. Hosted numerous District Procurement Fairs.
7. Appointed District Small Business Liaisons (DSBLs) to conduct business communication and outreach events.
8. Developed the Architects & Engineers (A&E) Mentor Protégé Program in District 7 (Los Angeles).
9. Developed the Construction Mentor Protégé Program in District 4 (Oakland).
10. Hosted focused outreach events for small businesses, including DBEs.
11. Hosted project specific outreach events for small businesses, including DBEs.

Since May 1, 2006, and Ongoing:

1. Same as above.
2. DSBLs conduct focused outreach and training on “How to do Business with Caltrans.”
3. Market State Loan Guarantee Program statewide.
4. DBE Supportive Services Consultant provides contract administration training.
5. Proposed \$40 million Surety Bond Guarantee legislation.

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6. Outreach and market DBEs for participation in Caltrans emergency contracts.
7. Caltrans routinely meets with construction and A&E primes.
8. Commitment to increase number of DBE certifications by 500.
9. Provide "Look Ahead" information to DBEs for proposed construction and A&E contracting opportunities.
10. Expand Mentor Protégé Program to Districts 6 (Fresno), 8 (San Bernardino), 12 (Irvine), and 11 (San Diego).
11. Provide technical assistance to DBEs through 11 Small Business Development Centers (SBDCs).
12. Business, Transportation & Housing Agency Small Business Officer conducts focused outreach and networking sessions statewide.

Planned:

1. Same as above and ongoing.
2. Develop a Civil Rights Data Management System to capture all business contracting activities.
3. Improve communication channels between Caltrans Headquarters and Districts for real-time information and decision making.
4. Provide wider distribution of CT Quick Reference Guide; i.e., Builder's Exchange.
5. Consider free A&E software for small businesses, including DBEs.
6. Consider free set of plans and specification for small businesses, including DBEs statewide.
7. Provide technical assistance to small businesses, including DBEs statewide.
8. Create a CT Business Development Unit that markets Caltrans opportunities, including working with banks, surety, and insurance companies, etc.
9. Develop a standard "Outreach Marketing Kit" for all Districts.

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10. Standardize/improve HQ/District websites, connect to one another, consolidate all contract-type information on one website, and redesign CT main web page to highlight contracting opportunities.
11. Cross-train internal staff on functional contract requirements and process.
12. Streamline certification process by establishing On-Line DBE Certification Applications and Renewals.
13. Streamline certification process for firms already certified as SBA 8(a).
14. Send periodic e-mail blasts to small businesses, including DBEs, on "Look Ahead" contracting opportunities.
15. Produce a Compact Disk/Cassette/Digital Video Disk of "How to do Business with Caltrans" and make available online to include certification packages and Marketing Kits.
16. Explore ways to model certification queries on web page after Department of General Services' website.
17. Implement Mentor-Protégé Program statewide.
18. Develop Director Policy on Race-Neutral Measures to include and ensure District training and implementation.
19. Propose legislation to raise floor limits for Performance Bonds.
20. Discuss "On Shore" vs. "Off Shore" liability insurance with Department of Insurance to help small businesses.
21. Improve access to bid openings by teleconference, web-based video or internet.
22. Consider small business contract goals and good faith efforts on federal and State funded
23. Explore administrative enforcement of prompt payment between prime and subcontractors.
24. Make more use of the Emergency Contractor Registry and remove barriers for registration.
25. Develop and offer "alternatives" or creative "incentives" to encourage DBE certification.
26. Balance Project Delivery (advertising and bid openings) so prime and subcontractors are not overloaded.
27. Breakdown A&E contracts into smaller units, including dollars and items of work.

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28. Formally recognize prime contractors for hiring small businesses, including DBEs statewide.
29. Refer prime contractors who use small businesses, including DBEs statewide, as brokers, while claiming full credit.
30. Design and institute measurement standards for all race-neutral measures.
31. Explore Performance-Based Accountability to contracting practices.
32. Develop and maintain Bidder's List from Disparity Study findings.
33. Improve DBE/Small Business Enterprise cross-registration with other State agencies and departments.
34. Report monthly small businesses, including DBE participation, on State and federal funded contracts, including Local Agencies, directly into database Data Management System.
35. Assign all bidders an identification number for capturing all businesses that bid CT work.
36. Track and circulate DBE usage by District and discuss monthly at Directorate level.
37. Provide consistent and accurate data collection of DBE utilization.
38. Explore CHAMPS payment reporting system.
39. Explore use of construction management system for data collection.
40. Centralize tracking of all race-neutral activities District wide via Civil Rights.
41. Appoint a Race-Neutral Program Manager and staff for data collection, verification, measurement, oversight, technical assistance, and reporting, etc.
42. Explore partnership with Contractor's State License Board to provide DBE certification information to small businesses and add information to our database.
43. Mandate utilization data reporting of all small businesses, including DBEs, on all State and federal-aid contracts.
44. Explore Data Management System used by Utah Department of Transportation.
45. Consider using small business set-asides; i.e., set aside certain contracts for competition only among small businesses, regardless of race or gender under race-neutral measures program.

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