

**California Department of Transportation
DBE Race-Neutral Measures**

1. Maintain One-Stop Disadvantaged Business Enterprise (DBE) certification with the California Department of Transportation (Caltrans) and ten other certifying agencies.
2. Continue paid advertisement in newspapers and trade and focus papers to increase participation for all programs.
3. Maintain flowchart of Caltrans advertising, bid opening, awards, and approval on Caltrans program Web sites.
4. Continue California Community College Chancellor's Office contract to provide free supportive services and technical assistance to DBEs statewide through ten Small Business Development Centers (SBDCs).
5. Continue Monthly Statewide Small Business Council and subcommittee meetings.
6. Host District Procurement Fairs.
7. Ensure District Small Business Liaisons (DSBLs) continue to conduct business communication, outreach events, and training on "How to do Business with Caltrans."
8. Host focused outreach events for small businesses, including DBEs.
9. Host project-specific outreach events for small businesses, including DBEs.
10. Market State Loan Guarantee Program statewide through the DSBLs and industry partnership agreements.
11. Continue contract administration training through the DBE Supportive Services Consultant.
12. Outreach and market DBEs for participation in Caltrans emergency contracts.
13. Meet routinely with construction and Architectural & Engineering (A&E) prime contractors.
14. Increase number of DBE certifications by 500 annually.
15. Provide "Look Ahead" information to DBEs for proposed construction and A&E contracting opportunities.
16. Develop a Civil Rights Data Management System to capture all business contracting activities.
17. Improve communication channels between Caltrans Headquarters (HQ) and Districts for real-time information and decision making.
18. Continue distribution of Caltrans Quick Reference Guide; e.g., Builder's Exchange.

19. Consider providing A&E software for small businesses, including DBEs.
20. Provide at no cost, Caltrans plans and specification for small businesses, including DBEs statewide. The plans are also available on the Caltrans Web site.
21. Market Caltrans opportunities, including working with banks, surety, and insurance companies in their districts.
22. Developing a standard "Outreach Marketing Kit" for all Districts to include a procurement fair guide, a mandatory pre-bid guide, a project specific guide, and an outreach guide.
23. Standardize/improve HQ/District Web sites, connect to one another, consolidate all contract-type information on one Web site, and redesign Caltrans main Web page to highlight contracting opportunities.
24. Cross-train internal staff on functional contract requirements and process.
25. Streamline certification process by establishing online DBE Certification applications and Renewals.
26. Streamline certification process for firms already certified as Small Business Administration (SBA) 8(a).
27. Send periodic e-mail blasts to small businesses, including DBEs, on "Look Ahead" contracting opportunities.
28. Producing a compact disc of "How to do Business with Caltrans" and will make it available online to include certification packages and Marketing Kits.
29. Explore ways to model certification queries on the Web site after Department of General Services' Web site.
30. Implement Mentor-Protégé Program statewide for construction and A&E.
31. Maintain Director's Policy on Race-Neutral Measures to include and ensure District training and implementation.
32. Propose legislation to raise floor limits for Performance Bonds.
33. Discuss "On Shore" versus "Off Shore" liability insurance with Department of Insurance to help small businesses.
34. Improve access to bid openings by teleconference, Web-based video or Internet.
35. Consider small business contract goals and good faith efforts on federal and State- funded contracts.

36. Explore administrative enforcement of prompt payment between prime contractors and subcontractors.
37. Make more use of the Caltrans Contractor Interest Registry and remove barriers for registration.
38. Develop and offer alternatives or creative incentives to encourage DBE certification.
39. Balance project delivery (advertising and bid openings) so prime contractors and subcontractors are not overloaded.
40. Breakdown A&E contracts into smaller units, including dollars and items of work.
41. Recognize prime contractors for hiring small businesses, including DBEs statewide.
42. Refer prime contractors who use small businesses, including DBEs statewide, as brokers, while claiming full credit.
43. Design and institute measurement standards for all race-neutral measures.
44. Explore Performance-Based Accountability to contracting practices.
45. Maintain Bidder's List from disparity study findings.
46. Improve DBE/Small Business Enterprise cross-registration with other State agencies and departments.
47. Report monthly small businesses, including DBE participation, on State and federal-funded contracts, including local agencies, directly into a data management system.
48. Assign all bidders an identification number for capturing all businesses that bid Caltrans work.
49. Track and circulate DBE usage by District and discuss monthly at Directorate level.
50. Provide consistent and accurate data collection of DBE utilization.
51. Explore CHAMPS payment reporting system.
52. Explore use of construction management system for data collection.
53. Centralize tracking of all race-neutral activities Districtwide via Civil Rights.
54. Appoint staff for data collection, verification, measurement, oversight, technical assistance, and reporting.

55. Explore a partnership with Contractor’s State License Board to provide an exchange of contractor information, Caltrans DBE certification, and transportation construction opportunities to licensed contractors.
56. Mandate utilization data reporting of all small businesses, including DBEs, on all State and federal-aid contracts.
57. Consider using small business set-asides; e.g., set aside certain contracts for competition only among small businesses, regardless of race or gender under a race-neutral measure program.
58. Recognize prime contractors for using small businesses, including DBEs.
59. Improve DBE cross-registration or certification acceptance with other entities, such as the California Public Utilities Commission.
60. Collaborate with associations, such as Associated General Contractors and Engineering & Utility Contractors Association, to increase DBE participation.
61. Provide a \$250 incentive to prime contractors quarterly for subcontractor reports.
62. Request reallocation of Century Freeway Bond Guarantee Program funds (\$4.3 million) for bonding and line of credit guarantees for one of two transportation construction projects in Los Angeles County.
63. Implement the SBA Surety Bond Guarantee Program.
64. Provide an "Opt-In" feature to the Caltrans Web site to allow subcontractors or suppliers to be considered for providing subbids without ordering a plan set.
65. Expand the use of mandatory pre-bid meetings in construction contracts.
66. Hold quarterly “Look Ahead” meetings for prime contractors and subcontractors, including DBEs and any interested parties.
67. Contact certified small minority- and small women- business enterprises (SMBE/SWBEs) to invite them to apply for DBE certification.
68. Contact all firms applying for SMBE/SWBE certification to invite them to apply for DBE certification.
69. Update business preference information in the California Unified Certification Program database of those entities that are “ready, willing, and able” to perform Caltrans work.
70. Appoint the Business, Transportation and Housing Agency Small Enterprise Officer to conduct focused outreach and networking sessions statewide.