



# OFFICE OF EQUAL OPPORTUNITY

## DISADVANTAGED BUSINESS ENTERPRISE SUPPORT SERVICES AND BUSINESS DEVELOPMENT PROGRAM

<b>WHAT IS THE VALUE?</b>	All services provided by the Office of Equal Opportunity are at no-cost to Disadvantaged Business Enterprises wishing to work on WSDOT and Local Agency highway-related projects.
<b>HOW ARE THEY DELIVERED?</b>	<ul style="list-style-type: none"><li>◦ One on one time with the Office of Equal Opportunity's Business Development Advisors and partner agencies.</li><li>◦ WSDOT's business consultants specializing in areas including: accounting, marketing, IT, etc.</li><li>◦ With your input more services can be added, just ask OEO.</li></ul>
<b>WHO CAN GET THEM?</b>	Support Services are available to DBEs certified in the highway construction industry to include construction companies, consultants, regular dealers, and manufacturers.
<b>HOW TO GET THEM?</b>	<ul style="list-style-type: none"><li>◦ A firm must be certified as a DBE through the Office of Minority &amp; Women's Business Enterprises.</li><li>◦ Direction is available for those seeking DBE certification.</li><li>◦ Assistance provided under the Business Development Program requires developing a business plan with direction provided by the Office of Equal Opportunity.</li></ul>
<b>NEED ASSISTANCE MAKING A PLAN?</b>	Also at no-cost. To get started, call OEO at 360-705-7088 Or email <a href="mailto:dbess@wsdot.wa.gov">dbess@wsdot.wa.gov</a>

## THE DBE SUPPORT SERVICES PROGRAM OFFERS ASSISTANCE IN THE FOLLOWING AREAS

<b>ACCOUNTING PRACTICES:</b> bookkeeping, understanding Indirect Cost Rate, Federal Acquisition Rules, pricing, audit preparation, tax advice, reporting, best-practices, Safe Harbor, certified payroll	<b>BID PREPARATION:</b> how to prepare a proper response, submit a bid, and scope letter	<b>BILLING AND INVOICING:</b> schedule of values, liens, insurance, intent to pay prevailing wages, sales tax, payment terms, billing for materials on hand, deposits
<b>BONDING ASSISTANCE:</b> understanding requirements	Business plan creation and development	Business certification Requirements
<b>CHANGE ORDER ASSISTANCE:</b> understanding, getting a second look	<b>INFORMATION TECHNOLOGY SUPPORT:</b> application and networking	<b>MARKETING:</b> how-to for contractors and professional service providers, marketing to primes
<b>MANAGING OPERATIONS:</b> dealing with the day-to-day	Understanding the submittals process	<b>SALES ADVICE:</b> in person and over the phone
<b>PROMPT PAY ADVICE:</b> filing statement of intent, record of materials, certified payrolls	<b>SCHEDULING:</b> Understanding requirements from higher-tier contractors	<b>WORKFLOW MANAGEMENT:</b> understanding logistics of people-power and materials movement

**WITH YOUR INPUT MORE SERVICES CAN BE ADDED**



**Americans with Disabilities Act (ADA) Information:** This material can be made available in an alternate format by emailing the Office of Equal Opportunity at [wsdotada@wsdot.wa.gov](mailto:wsdotada@wsdot.wa.gov) or by calling toll free, 855-362-4ADA(4232). Persons who are deaf or hard of hearing may make a request by calling the Washington State Relay at 711.

**Title VI Statement to Public:** It is the Washington State Department of Transportation's (WSDOT) policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with WSDOT's Office of Equal Opportunity (OEO). For additional information regarding Title VI complaint procedures and/or information regarding our non-discrimination obligations, please contact OEO's Title VI Coordinator at (360) 705-7082.