



November 2016

Title VI

The Idaho Transportation Department (The Idaho Transportation Department (ITD) is committed to compliance with Title VI of the Civil Rights Act of 1964 and all related regulations and directives. In accordance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), the Age Discrimination Act of 1975 and Executive Orders 12898 (Environmental Justice) and 13166 (Limited English Proficiency), ITD does not and will not exclude from participation in or deny the benefits of its programs or activities; or subject anyone to discrimination or treat persons unfavorably based on race, color, national origin, sex, age, disability, limited English proficiency or economic status. In addition, ITD will not retaliate against any person who complains of discrimination or who participates in an investigation of discrimination.

Liz Healas, Editor

Idaho Transportation Department
Office of Civil Rights



B2GNow Update

*Civil Rights Manager **Diane Steiger** announces the latest with our online Diversity Tracking System. Vendors actively working on our projects can expect emails from us this month with further instructions!*

Hello! As mentioned in previous newsletters, we are finding nuances in our diversity tracking system that require a few modifications and certainly more detailed communication for our contractors, consultants, service providers and suppliers (aka “vendors”).

The following is an outline of the steps we’ve identified so far to get everyone on the same page, with ITD’s plan of action for each. We truly appreciate your patience as we work toward full implementation of this system.

1. Active construction contracts communication

- a. An email will be sent to “active” vendors who have received ITD payments on current projects, requesting them to complete their

contract setups in the B2GNow system by adding all of their sub-contractors on each project with paid-to-date information for each. Vendors should see this email later this month.

Remember that all communication in B2GNow is electronic, so it’s very important that correct email addresses are listed in the contact section.

- b. An email will be sent to vendors recently awarded new contracts, requesting they complete their contract setup in the B2GNow system *prior* to the first payment by ITD. This includes adding or revising contact information in the

(Continued on page 2)



FY17 DBE Benefits

Small Business Saturday

MHAFB Vendor Day

National Apprenticeship Week

Thank-You Notes to Primes

Nominate a SBPOY

Boise Safety Fest

Lizapalooza in Eastern Idaho

ITD Procurement

SBIR Solicitation



Our Website Has It All (Mostly)

How about one-stop-shop website for all your ITD Civil Rights needs? www.itd.idaho.gov/ocr/index.aspx does it all for you! (Well, nearly all. We're delighted to take suggestions for additions or improvements.)

So go ahead and save this web address as one of your browser

favorites. If you can't find what you're looking for, just click on the "Contact Us" graphic on the bottom of the page — after all, any website is a work in progress, and we're always tweaking ours.

HOWEVER — please know that ITD is currently overhauling its entire website, and none of us will be able to make updates or changes for some weeks to come. If some of the information, such as the training notices, seem a little stale, we're just biding our time until we can begin posting again.

(B2GNOW, Continued from page 1)

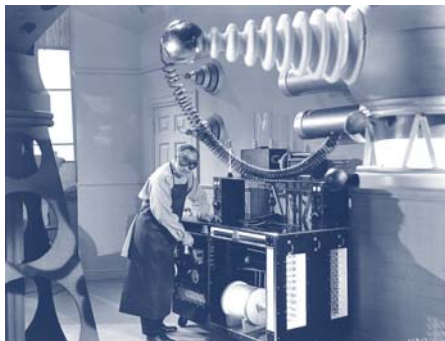
system and adding all of the approved subcontractors on each project.

2. Professional Services Agreements

a. ITD contin-

ues to develop the necessary interface between our current Professional Agreement Tracking System (PATs), our financial database and the B2GNow Diversity Tracking system.

We have identified five vendors to test the interface once completed, and will be working closely with them to identify any issues and suggestions for the rollout to



Our technicians are working tirelessly to bring the tracking system fully "live".

b. If the field is not editable, please email our office at CivilRights@itd.idaho.gov and explain what change(s) are necessary.

If you need a refresher on how to use the B2GNow Diversity Tracking system you can access the many on-line tutorials at: <https://itd.dbesystem.com>.

Thank you again for your patience and assistance!

the other 500+ vendors.

3. What to do if you find discrepancies

a. If the field in error is editable, go ahead and make the necessary change(s).

What is a DBE?

A Disadvantaged Business Enterprise (DBE) is a small, for-profit business concern that is at least 51% owned and controlled by socially and economically disadvantaged individuals. The US Department of Transportation's (USDOT) DBE Program is designed to foster equal opportunity for minority, female and disadvantaged business owners on federal-aid transportation projects, and help them improve their business efficiency and flexibility.

This monthly newsletter is published by ITD's DBE Supportive Services as an informational and educational resource for DBs, contractors, consultants and federal-aid agencies on EEO, procurement and business issues. If you'd like to receive this newsletter regularly, please contact us for a **free subscription**.

Want to learn more about the DBE Program? Visit www.youtube.com/watch?v=5i1vZPLLOXE for a quick online presentation.

Looking for DBEs? It couldn't be easier. Just view our slick, new, continually updated online, on-demand **DBE Directory** at <https://itd.dbesystem.com>. You can browse by work categories, keywords, NAICS Codes, or just download the whole thing to Excel.

Looking for a nationwide directory? Check out: <https://faa.dbesystem.com>.

FFY17 Benefits for Idaho DBEs

ITD continues its agreement with the Idaho SBDC to provide intensive, one-on-one consulting services to Idaho DBEs statewide.

The Idaho Transportation Department has entered its third year of partnership with the Idaho Small Business Development Center (SBDC) to provide supportive services to Idaho-based DBEs.

The Federal Highway Administration (FHWA) requires state transportation departments to create Business Development Programs (BDPs) for their DBEs which will provide firm-specific training and counseling in management, finance and marketing, with measurable goals and outputs.

The objective is building strong DBEs
(Continued on page 4)

Clue for this month's "Where in Idaho are You?" (front page) Believe it or not, this from September 1942 until March 1945, this was the second-largest U.S. naval training station in the world. During the 30 months it was operational, it trained 293,381 recruits and over 25,000 service school attendees.



Answer to October Issue (photo shown above): **Idaho Museum of Clean** in Pocatello. For past issues, visit www.itd.idaho.gov/ocr/ocrBUSINESSNEWS.aspx.

Nominate Your Favorite Small Business Person

(FYI: it's the business, not the person, that has to be small). The Boise District SBA Office is now seeking 2017 Small Business Week Awards Nominations.

Every spring since 1963, National Small Business Week has been recognizing the special impact made by outstanding entrepreneurs and small business owners.

During this week, the U.S. Small Business Administration (SBA) recognizes business owners and key executives in small businesses for their outstanding achievements and success in their businesses and also their contributions to their communities.

But first, the SBA needs nominations for Small Business Person of the Year (SBPOY).

SBPOY winners are marketed and recognized in news releases, local news stories, e-newsletters, as guest speakers at SBA events, and in various other marketing and communications materials.

Each state's SBPOY winner travels to



As long as his business meets the small business size standards, he's good to go. Although ideally, SBPOY nominees should not be terrorizing the populace.

Washington, D.C. during Small Business week and is automatically entered to be a finalist for the SBA National SBPOY.

To nominate your very own SBPOY, visit <http://awards.sba.gov> provides criteria and guidelines for who's eligible, and how to submit a nomination.

This year, the nomination criteria have been streamlined and simplified. In years past, multiple forms, letters and documents were required; now the nominees are only required to submit one form and questionnaire.

All completed nomination packages must be submitted by January 10, 2017 to your SBA District Office. In southern Idaho, it's the Boise SBA Office (www.sba.gov/id); north of Adams County, it's the Spokane SBA Office (www.sba.gov/wa).

Awards will be announced in May 2017.

Small Business Saturday

*For those of us who successfully survive Thanksgiving-with-our-loved-Ones, it's on to Black Friday. For those of us who survive THAT, there's less-stressful -non-gliadatorial **Small Business Saturday.***

Your community is rallying together to encourage businesses to participate in Small **Business Saturday** on November 26th, 2016.



You're invited to participate!

Small Business Saturday is an

(Continued on page 4)

(SHOP SMALL, Continued from page 3)

event that began in 2010 as a way to encourage people to shop at small businesses on the Saturday after Thanksgiving. The sponsor, American Express, has helped grow the movement into a national celebration, fostering a community of local, independent businesses.

Last year, many downtown Boise businesses participated in this growing movement, but we can do even more to encourage this effort in 2016.

The U.S. Small Business Administration (SBA) has registered as a Neighborhood Champion. Other local establishments like Boise Downtown Association, Buy Idaho, the Capital City Public Market, Rediscovered Books, the Boise Metro Chamber of Commerce, Boise Farmers Market and Idaho Small Business Development Center have joined forces with the SBA to support and/or register as



One point in favor of Small Business Saturdays: the complete loss of personal dignity on Black Fridays.

Neighborhood Champions to rally our downtown neighborhood and encourage other local businesses to participate.

We encourage local vendors to host special in-store events on Small Business Saturday, like discounts or live music.

When you register on American Express's Small Business Saturday website (www.americanexpress.com/us/small-business/shop-small), you will receive a downloadable folder from American Express of promotional graphics you can use to advertise in advance, as well as customizable marketing materials and free online ads.

If you have any special events for Small Business Saturday, alert the media and as soon as possible! Hashtag #shopsmallboise and #shopsmall on social media to stay in the know and inform others of what your business is up to on Small Business Saturday.



Boise Safety Fest of the Great Northwest!

Registration for the 12th Annual Safety Fest of the Great Northwest in Boise starts soon. Don't hesitate, because this free event fills up unbelievably fast.

Safety Fest is an annual four-day training event that offers free safety and health training to workers, supervisors, and managers of all levels. This event focuses on methods to reduce hazards that may cause fatalities, injuries and illness.

The Boise Safety Fest will be held January 24-27, 2017 and includes a vendor

show on January 24th and 25th.

Almost 60 classes will be offered this year, including some old favorites and some new ones, like:

- OSHA 10 hr. Construction
- OSHA 10 hr. General Industry

(Continued on page 5)

(SUPPORTIVE, Continued from page 3) who can successfully compete for federal-aid highway design/construction contracts and agreements.

The DBE BDP offered through the Idaho SBDC has two components: a **Developmental Stage** and a **Transitional Stage**.

To participate, DBEs must meet certain program criteria, such as being a small emerging business based in Idaho; being primarily engaged in highway design/construction activities; and being "ready, willing and able" to bid on ITD highway design, construction and maintenance solicitations.

This will not be limited to DBE firms in the Treasure Valley area; SBDC offices in six locations throughout Idaho — Post Falls, Lewiston, Boise, Twin Falls, Pocatello and Idaho Falls — will all be on hand to work one-on-one with DBEs.

The **Developmental Stage** will focus on identifying DBE strengths and weaknesses through a Business Self-Assessment completed by each firm owner.

(Continued on page 5)



The six Idaho SBDC locations. Learn more at <http://idahosbdc.org>.

(SUPPORTIVE, Continued from page 4)

From this, the DBEs will be assisted by the SBDC in creating customized, comprehensive business plan for themselves which will be reviewed at regularly scheduled check-up meetings with their business counselor.

The advanced **Transitional Stage** will be for DBEs who are long past the “beginner” stage, and are determined either to become prime contractors or to expand into new areas of expertise in highway design or construction.

Program participants will set milestones for their development, advancement and achievement.

Up to \$1,000 will be made available to each program participant to reimburse expenditures made in pursuing business plan goals.

Program coordination is performed by Lee Velten, whom many of you will already know from the Idaho Procurement Technical Assistance Center (PTAC).

ITD has already enrolled a number of Idaho DBEs ideally suited for the BDP. Are you a certified Idaho DBE who is interested in enrolling as well? Email Liz Healas at elizabeth.healas@itd.idaho.gov to discuss!

MHAFB Vendor Day 2016

Here’s a rare chance for vendors on December 7 to market themselves at Mountain Air Force Base.

On December 7*, Vendors will have the opportunity to set up booths marketing their goods and services to the many buyers of the 366th Contracting Squad-

(Continued on page 6)

(SAFETY FEST, Continued from page 4)

- Confined Spaces
- Electrical Hazards
- Respiratory Protection
- First Aid
- Hazmat
- Trenching Safety

All sessions are FREE!

Local highway agencies, small and large contractors in the construction and general industry, plus professional technical educators and anyone who desires to improve the safety performance of their



Seriously, though, can you imagine this company’s workers’ comp rates?

Wednesday at noon. This is a great opportunity to see new safety products and services and talk with the company representatives directly plus win some cool prizes.

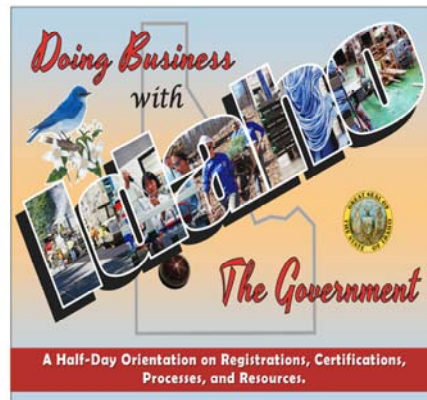
Wagons Ho for Eastern Idaho!

“Lizapalooza” journeys to eastern Idaho in December to provide beginner’s orientations on the often confusing world of Doing Business with the Government. Great for newbies, great as a refresher, too!

Doing Business with the Government (aka “Lizapalooza”) continues its 2016-2017 tour next month with engagements in Salmon, Idaho Falls, Soda Springs and Pocatello.

Attendees will learn direct from experts from the Idaho

Transportation Department Office of Civil Rights, the Small Business Administration, the Idaho Procurement Technical Assistance Center (PTAC) and the U.S. Forest Service about identifying and competing for government projects, the various business certifications such as DBE, HUBZone and 8(a), and where to go for assistance.



Extra bonus: a meaty resource handbook with helpful contact information.

Even if you’ve attended past sessions, it’s always a good idea to get a refresher — also, regulations are always changing, and we have a hard

enough time keeping up with them ourselves!

Here are the registration links:

Salmon, December 6

www.ptassist.com/services/ptac_register.php?id=C07E048857

(Continued on page 6)

(LIZAPALOOZA, Continued from page 5)

Idaho Falls, December 7

www.ptassist.com/services/ptac_register.php?id=C4C9848859



Road trip to eastern Idaho in December? Sweet!

Soda Springs, December 8

www.ptassist.com/services/ptac_register.php?id=70F8248860

Pocatello, December 9


www.ptassist.com/services/ptac_register.php?id=4D0EF48861

If you're truly interested in attending,

don't dither on signing up online — if we have less than 5 people registered for a location, we'll cancel the workshop.

In January, we'll be swinging

through Twin Falls and Hailey; February will find us in Fruitland, Grangeville and Lewiston. We haven't yet set up registration sites for them, though.

So stay tuned as we begin to confirm these and other Lizapalooza dates and locations throughout the state in 2017. 

(MHAFFB, Continued from page 5)

ron at Mountain Home Air Force Base (MHAFFB).

MHAFFB, like other military bases, operates much like self-contained city, with stores, hospital, lodging, outdoor recreation program, and business/industrial/maintenance shops.

Squadron purchases in Fiscal Year 2014 alone was \$30 million; credit card purchases during that period totaled \$8.4 million. (This doesn't include major infrastructure projects overseen by the U.S. Army Corps of Engineers.)


That's why MHAFFB represents great buying potential to so many businesses.

However, being a military base, visitor security is extremely tight. There *is* no "I was just dropping by since I was in the neighborhood."

This is why it's important to take advantage of "Open Houses" like this one.

In addition to the vendor fair at the Gunfighter Club, there will also be a workshop on general MHAFFB contracting practices, presentations from the Small Business Administration & the Idaho Procurement Technical Assistance Center, and break-out sessions on construction services and government purchasing cards.

The event runs from 9am-2:45pm, with booth set-up and registrations running from 7:30-9am). Lunch will be served.

If you're interested in attending, RSVP to Second Lieutenant Connor J. Lyons, USAF, (208) 828-2116 / connor.lyons.1@us.af.mil so he may make the appropriate arrangements for a security screening and access to the base. 

**The 75th Anniversary of the Attack on Pearl Harbor, for those of you keeping track.*

Apprenticeship Idaho

Idaho Celebrates National Apprenticeship Week at the College of Western Idaho on November 17.

On November 17, join the Idaho Department of Labor in celebrating **Apprenticeship Idaho**. As part of National Apprenticeship Week, this event will feature presentations from several companies who effectively use the apprenticeship programs to help fill the gaps within their workforce.



Occupations in hot demand: heavy equipment operators. Not so much: telegraph operators.

opportunities for millions of workers and more than 150,000 businesses over the past 75 years.

The benefits are substantial - companies that offer Registered Apprenticeship Programs can diversify their workforce, improve productivity and

profitability, standardize training, reduce turnover and receive tax credits.

For apprentices, the average starting annual wage is more than \$50,000, and workers will earn an average of \$300,000 or more over their lifetime than their non-apprentice peers.

Getting started is easier than you think. ApprenticeshipUSA (www.dol.gov/featured/apprenticeship) helps compa-

The event starts at 7:30am at the College of Western Idaho's Micron Center for Career Technical Education and is free and open to the public and business community.

From careers in health care, energy and information technology, to manufacturing, transportation and more, the Registered Apprenticeship program has had a positive impact on the lives, careers and

(Continued on page 7)

Thank-You Notes to Our Primes

A spotlight on prime contractors who extend equal opportunity to our DBEs to participate on ITD projects.

DL Beck, Inc.

FY17 D5 Bridge Preservation, awarded 4/21/16

DBE: *Eagle Rock Blasting, Inc.*

Specialized Pavement Marking, Inc.

Durable Pavement Markings, awarded 8/11/16

DBE: *North Star Enterprises, Inc.*

More ITD Opportunities

Not all ITD procurement is highway-related. We buy goods and services for Maintenance, Safety, Aeronautics, Public Transportation and Motor Vehicles, too.

Visit www.itd.idaho.gov/business/business.htm (*Bid & Contract Information—ITD Goods & Services*) for bid notices for: Building Construction; Maintenance and Repair; Facility and Yard Improvements; Highway Maintenance and Repair; Site Clearing and Demolition.

These notices are available as free pdf documents and include relevant drawings and specifications. After bid opening, brief bid abstracts and award information are also posted.

Bigger solicitations of all sorts (services, consulting, equipment and supplies) are posted by the Idaho Division of Purchasing on its e-procurement page. For an overview of Idaho Electronic Procurement (IPRO), visit <http://purchasing.idaho.gov/ipro.html>.

ITD Procurement

ITD Highway Construction & Design

ITD highway construction plans and specifications are available only through Quest Construction Data Network (QuestCDN). To obtain or view plans, first visit ITD's Contractor Page at www.itd.idaho.gov/design/contractors/contrinfo.htm.

On the blue-shaded menu on the left side of the screen is the "Browse Projects & View Plan holders" option. This directs you to a screen where you can either search for projects, or choose "Show all."

After clicking on individual project names, you can view plan holders or addenda, and of course download plans and specifications.

You'll need QuestCDN membership in order to do this: the cost is \$10 per each plan set. Monthly or annual download plans are also available. Instructions for accessing the QuestCDN site, creating an account and viewing plans are included on the ITD Contractor Page.

At the main ITD Contractor Page you

(*APPRENTICESHIP, Continued from page 6*) nies develop a world-class, customized training model that combines work-based learning with related classroom instruction using the highest industry standards.

Refreshments and light breakfast will be served. The event agenda and other



Curious to see our big Master Plan of design and construction? Visit www.itd.idaho.gov and click on the icon shown above for our five-year project list.

can also view bid openings and abstracts (when available), as well as contract awards.

Don't miss the link to the Local Highway Technology Assistance Center (LHTAC), where their plans and specifications are listed as pdf documents.

Another important part of our highway-related procurement is professional services: engineering, environmental, public involvement and all the other components of transportation design.

Consultants: mark this website in your "favorites": www.itd.idaho.gov/design/cau/cau.htm. Learn here how ITD uses professional services for highway project development and improvements.

Requests for Proposal are posted here; be sure to pay particular attention to getting on ITD's Term Agreement List, too! You'll also find important contact information, overhead rates, and other important need-to-know information.

information will be provided following registration at www.eventbrite.com/e/treasure-valley-apprenticeship-idaho-event-registration-28534528543.

For more information, contact John Russ at IDOL (208) 364-7785 ext. 3303 / John.Russ@labor.idaho.gov with any questions.



Idaho Transportation Department
Office of Civil Rights
PO Box 7129
Boise, ID 83707-1129

Small Business Innovation Research Program

Do you have a genius idea for revolutionizing transportation, but need money for research & development? USDOT is welcoming proposals from small businesses until December 21.

The U.S. Department of Transportation's (USDOT) Office of Small and Disadvantaged Business Utilization (OSDBU) is pleased to highlight the **Small Business Innovation Research (SBIR)** program's fiscal year 2017 solicitation.

This solicitation will be issued through the Office of the Assistant Secretary for Research and Technology, John A. Volpe National Transportation Systems Center (Volpe Center), and the program will be extended through September 30, 2017.

The USDOT SBIR program is a highly competitive, awards-based program that encourages domestic small businesses to engage in research or research and development (R/R&D) addressing high priority research areas within the USDOT. This program favors research



Urgently desired: specifications for a clean-burning, energy-efficient Crank Car. With GPS. And heated seats. And cup-holders.

that has the potential for commercialization through products and applications sold to the private sector transportation industry, State Departments of Transportation, USDOT, or other federal agencies.

Small businesses that participate in the USDOT's SBIR program have developed numerous new and innovative technologies benefitting the department and the public, while providing small businesses a basis for growth.

The solicitation will be open until December 21, 2016. The purpose of this solicitation is to invite U.S. small businesses to submit innovative research proposals that respond to the research topics described in the solicitation.

The SBIR program solicitation and any related documents can be accessed at www.volpe.dot.gov/work-with-us/small-business-innovation-research.

Offerors desiring to receive electronic notification of this solicitation's posting and availability for downloading should register on FedBizOpps (www.fbo.gov) at any time.

For further details or questions, contact the USDOT SBIR Hotline 617-494-2051 / dotsbir@dot.gov.