



October 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



Your Expressway to EEO, Contracting & Business Issues

Where in Idaho is this? Clue on page 3.

## Don't Forget Your Audits!

Online payment reporting by prime contractors is now mandatory on all ITD highway construction projects. Subcontractors and suppliers are also required to participate.

ITD requires all contractors, subcontractors, and suppliers to report/confirm project payments to all lower tier subs through its online tracking system, B2GNow.

This is the same system used for ITD's

Bidder Registrations and DBE Certifications.

Among its many functions, the system's audit procedure replaces the old Certifi-

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## The "Get Ready" Top 5

**Russ Rivera**, ITD's Compliance Officer, lists five things to particularly pay attention to during an EEO audit.

When I was in college I made the mistake of asking a history professor for a study guide. He lifted a text book in the air and said ...

"This book contains over 5,000 years of human history in just over three hundred pages. It covers everything from ancient

Mesopotamia to the Defenestration of Prague. This IS YOUR STUDY GUIDE, MR. RIVERA!"

Years later I caught myself doing the same thing when a contractor asked for

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**Thank-You Notes to Primes**

**FY17 DBE Benefits**

**Lizapalooza '17**

**Small Biz Coaching & Workshops**

**ITD Procurement**

**Newly Certified DBEs**

**Reverse Vendor Trade Show**

**MFG Day 2016**

**STP Classes at AGC**

LOOK FOR IT! Environmental Justice Training in late October, provided by the U.S. Environmental Protection Agency (EPA) via webinar at all six ITD District Offices. Perfect for: Local Agencies, Environmental Planners, Non-Profits. Etc. Contact Russ Rivera at [russ.rivera@itd.idaho.gov](mailto:russ.rivera@itd.idaho.gov) ITD to R.S.V.P.



## 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](http://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.

## Thank-You Notes to Our Primes

*Sincere thanks to these prime contractors, who extend equal opportunity to our DBEs to participate on our projects.*

**Geneva Rock Products, Inc.**

**Bingham County Line to SF Snake**

**River Bridge**, awarded 3/30/16

DBE: *Idaho Traffic Safety*

**Ellis to Montana State Line**, awarded 3/17/16

DBE: *Eagle Rock Blasting, Inc., Idaho Traffic Safety*

**Jct. 75 to Ellis**, awarded 4/21/16

DBE: *Eagle Rock Blasting, Inc.,*

**Arco to Trail Creek**, awarded 5/31/16

DBE: *Eagle Rock Blasting, Inc.*

**HK Contractors, Inc.**

**Cinder Butte Curves Road Edge**,

awarded 6/08/16

DBE: *Idaho Traffic Safety*

**Grandview Dr.; Skyline Dr. to Saturn Ave.**, awarded 6/24/16

DBEs: *Eagle Rock Blasting, Inc.; Kershaw Curb & Gutter, LLC*

## Newly Certified DBE Firms

**S&C Associates LLC**

Sherri Newland, Managing Member

PO Box 264, Ketchum, ID 83340

Phone: 208-861-7593

Email: [newlansm@gmail.com](mailto:newlansm@gmail.com)

*Erosion control engineering services; Stormwater; Drainage Design; Construction engineering services; Engineering consulting services; Engineering services.*

**Uzzel Enterprises, Inc.**

Shelley Uzzel Savage, President

4151 W. Silver Terrace Rd., Meridian, ID 83642

Phone: (208) 890-5439

Email: [uzzelsavage@aol.com](mailto:uzzelsavage@aol.com)

*Blimpie Americas Sub Shop – Owner/Operator; Moxie Java – Owner/Operator.*

## 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](http://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>

## Disparity Study Webpage

As announced in previous newsletters, ITD has contracted BBC, Inc. to conduct its newest Disparity Study.

We've dedicated webpages just for our disparity study; the homepage is [www.itd.idaho.gov/ocr/disparity.aspx](http://www.itd.idaho.gov/ocr/disparity.aspx). From here, you can keep up with the latest events, see the project schedule, take a look at the study team, view the Project Initiation slideshow, or merely acquaint yourself with the frequently asked questions (FAQs).

The projected date for completion is January 2017.

Clue for this month's "Where in Idaho are You?" (front page) Looking to bone up on the history of vacuums? How about playing old-time chimney-sweep? Or visiting a 1900 general store? This 75,000 square foot will surprise you!



Answer to September Issue (photo shown above): **Snake River Heritage Center** in Weiser, Washington County. For past issues, visit [www.itd.idaho.gov/ocr/ocrBUSINESSNEWS.aspx](http://www.itd.idaho.gov/ocr/ocrBUSINESSNEWS.aspx).

## 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.*

On October 1, the Idaho Transportation Department enters 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 who can successfully compete for federal-aid highway design/construction con-

tracts and agreements.

The DBE Business Development Program 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

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## Reverse Vendor Trade Show

*This Idaho Public Purchasing Association-hosted event in Boise gives businesses a shot at connecting with important government buyers.*

Swing by the **5h Annual Reverse Vendor Trade Show** on November 2 and participate in a unique event that brings in vendors, suppliers, contractors, and other service providers from across the state to meet and talk directly to government agency purchasing agents.

Starting at 9:30am at Boise State University's Jordan Ball Room, local, state



Action shot of our friends at Buy Idaho advising businesses at last year's Reverse Vendor Trade Show.

and federal procurement representatives will be on hand to provide valuable information to the vendor community on how to do business with their agency.

Not only does this give businesses the opportunity to market their products and services, buyers can also learn about new products

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## Lizapalooza FY17 Tour Begins!

*“Doing Business with the Government” is getting an early start this year with workshops in three locations. Whether you’re a “newbie” to government contracting or you just need a refresher, this is the place to be.*

Doing Business with the Government (aka “Lizapalooza”) is back on tour! Did you miss us? We missed you! We can’t wait to get out and around the state again.



Our perennially popular (and free) Doing Business with the Government presentations appear in Mountain Home and Boise this month, with McCall coming up next month.

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 various federal entities such as Mountain Home Air Force Base (in Mountain Home and Boise) and the U.S. Forest Service (in McCall) 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.

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cation of Payment Forms (Forms ITD-2892 and 2921).

If you missed the statewide trainings or the live webinar on the new reporting process, you can still access a recorded webinar on the Office of Civil Rights’ homepage at: [www.itd.idaho.gov/ocr/index.aspx](http://www.itd.idaho.gov/ocr/index.aspx).

Here are the registration links:

**Mountain Home, October 19**  
[www.ptassist.com/services/ptac\\_register.php?id=7751F48402](http://www.ptassist.com/services/ptac_register.php?id=7751F48402)

**McCall, October 26**

[www.ptassist.com/services/ptac\\_register.php?id=84FE048403](http://www.ptassist.com/services/ptac_register.php?id=84FE048403)

**Boise, November 3**

[www.ptassist.com/services/ptac\\_register.php?id=A40AC48404](http://www.ptassist.com/services/ptac_register.php?id=A40AC48404)

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 December, we’ll be swinging through Salmon, Idaho Falls, Soda Springs, and Pocatello — however, we have not yet set up registration sites for them.

So stay tuned as we begin to confirm these and other Lizapalooza dates and locations throughout the state into 2017. All workshops will be posted at [www.itd.idaho.gov/ocr/training.aspx](http://www.itd.idaho.gov/ocr/training.aspx).

Just click on the “Tracking System” pull-down menu on the right-side of the menu bar, and choose “B2GNow Tracking System Vendor Training (Video)”.

There are also free, on-line live webinars on this process offered by B2GNow on an ongoing basis. Visit <https://itd.dbesystem.com> and choose

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## Buy America Small Purchase Waivers

*FTA Issues guidance clarifying its “Buy American” purchase threshold as tied to the latest transportation funding legislation.*

The Fixing America’s Surface Transportation (FAST) Act changed the Federal Transit Administration (FTA)’s **Buy America Program** by, among other things, defining “small purchases” for general public interest waivers.

FTA’s Buy America statute requires that the steel, iron and manufactured products used in FTA-funded transit projects must be produced in the United States.

However, there’s an exception to this — the small purchase waiver — which applies to “small” purchases regardless of project size and covers capital, planning, or operating assistance made by grant recipients or sub-recipients.

In 1995, FTA issued a waiver to exempt from Buy America requirements purchases of \$100,000 or less.

In December 2014, the waiver increased to \$150,000 when it was tied to the simplified acquisition threshold in the Federal Acquisition Regulation (FAR).

The FAST Act also sets the small purchase waiver at \$150,000 or less; however, that threshold will not increase even with future adjustments made to the simplified acquisition threshold under the FAR.

This FAST Act provision applies to all purchases made after October 1, 2015.

For more information, visit [www.transit.dot.gov/regulations-and-guidance/buy-america/buy-america](http://www.transit.dot.gov/regulations-and-guidance/buy-america/buy-america).

## MFG Day 2016

This second annual event in Meridian is tied into state and national events celebrating modern manufacturing.

The Southwest Idaho Manufacturers' Alliance (SWI-MA) is "Opening Doors & Minds" by celebrating National MFG Day and Idaho Manufacturing Month with a Kick-off **MFG Day** in Meridian on October 5.

The event includes informative breakout sessions, engaging manufacturing exhibits and VIP speakers. There's even a 60-foot Micron STEM Bus. (In case you've never been on the STEM Bus, it's really pretty cool.)

Breakout Sessions include:

- Manufacturing the Invisible: A Guide to Intellectual Property
- "Is Made in America" Really Coming Back?

In order to inspire the next generation of manufacturers, a special "Students-Only" Expo will be previewed from 9:30am-12:30pm.

Continuing the celebration, manufacturers will host factory tours and open houses to showcase their plants, processes and products throughout the month of October.

All events are FREE and open to the public. To register, or for more information, visit [www.swi-ma.org/mfgday](http://www.swi-ma.org/mfgday).



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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.

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



SBDC has six locations statewide. Learn more about them at <http://idahosbdc.org/locations>.

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 Business Development Program. Are you a certified Idaho DBE who is interested in enrolling as well? Email Liz Healas at [elizabeth.healas@itd.idaho.gov](mailto:elizabeth.healas@itd.idaho.gov) to discuss!

### Benefits for DBEs not participating in the Idaho BDP

Since ITD's DBE Supportive Services grant is entirely allocated to our agreement with the Idaho SBDC, cash benefits to DBEs outside of the Idaho Business Development Program are not available. However, we urge all of you to take advantage of the trainings and events held by the SBDC which we will certainly promote as they become scheduled.

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on the market and expand their vendor pool.

The event runs until 2pm, and includes a lunch to give attendees the opportunity to make additional connections with buyers and fellow businesses.

Be sure to register at <http://nigp-idaho.org/meetinginfo.php>; otherwise, you

won't get a free parking code (and trying to find a parking spot outside of the parking garages at Boise State University is challenging).

Individual Registration \$60 – Includes lunch with procurement professionals and one (1) full-day Reverse Trade Show registration. Please register before October 25, 2016 to avoid a late registration fee.

## Supervisory Training Program (STP)

The Idaho Chapter of the Associated Contractors (AGC) begins its six-course construction industry STP this month in Boise, with Idaho Falls classes beginning in November .

Designed specifically to meet the needs of the construction industry, the **Supervisory**

**Training Program (STP)** offers six courses that focus on the knowledge and skills that every supervisor must have to be an effective manager of people, time, equipment, and materials.

Upon completion of all six courses, students will receive an industry-recognized STP Certification.

Courses include:

- Leadership & Motivation
- Communication
- Planning & Scheduling
- Contract Documents
- Cost Control
- Risk Management

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a list of EEO requirements on Federal Aid Projects.

And while it's far simpler to point to the FHWA 1273 and say "here you go..." this month I'd like to highlight some of the simple things ITD looks at during an EEO audit.

This simple explanation will hopefully make sense ... in the same way that "defenestration" comes from the Latin root "fenestra" or window. Thus to defenestrate someone, means to throw them through the nearest window resulting in the Thirty Years' War. So, without further ado here is my short list:



Classes being held during the remainder of 2016 are:

### Boise

- October 14-15—Leadership
- November 18-19—Communication
- December 9-10—Leadership

### Idaho Falls:

- November 18-19—Leadership
- December 16-17—Leadership

These two-day classes run from 8am-5pm, and will held at the Boise and Idaho Falls Idaho AGC offices. The cost is \$316.74 for AGC members, \$421.94 for non-members.

For information on the 2017 schedule, or to register, visit [www.idahoagc.org/events](http://www.idahoagc.org/events).

**Protected classes:** It all starts with a contractor's list of protected classes. There are 6 protected groups enforced by FHWA; race, color, national origin, sex, age, disability. The US Department of labor adds two classes, religion and veteran's status. Additionally, projects funded through the Federal Transit Administration, must include gender identity, and sexual orientation. If a contractor is missing any of the above the department has a deeper conversation with the contractor about the requirements.

**Training:** Employees are randomly in-

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## Small Business Success Coaching & Workshop Conference

*Free Boise event with one-on-one coaching with experienced mentors.*

Follow in the footsteps of hundred of business owners who have seen their dreams realized and thrive by working with Treasure Valley SCORE mentors and business experts to answer their questions and provide advice and guidance — for free.

The conference will be held on October 22 from 8am-2pm at the Boise State University (BSU) Student Union Building.

Events will include:

- One-on-one personal coaching sessions with experienced SCORE business mentors available to tackle the toughest business questions
- Workshops on specific topics including marketing, business plans, human resources, insurance, e-commerce and more
- Interactive round table discussion with successful business owners

Service providers will also be on hand to help participants. This free event also includes a box lunch. To register or for more information, visit

[www.treasurevalley.score.org](http://www.treasurevalley.score.org)

**SCORE** is a national non-profit organization of volunteers who offer one-on-one mentoring to help small businesses. To find the SCORE chapter closest to you, visit [www.score.org/content/find-location](http://www.score.org/content/find-location).

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“System Training”. Contractors are given many choices of topics, including “Introduction to the System” and “Contract Compliance Reporting”.

One important thing we’d like to mention: we had formerly understood that all prime contractors would receive monthly audit notices, based on payments made to the prime during the previous month.

**However, we recently discovered that primes were only receiving these notices if they had already entered subcontractors into the system for that contract.** Those primes who had not entered their subs were not getting “pinged” — i.e., not receiving the notices.

That’s why we’ll be soon sending out notices to all new contract awardees informing them of their obligation to enter all their subcontractors and suppliers into their system for future auditing purposes.

Prime contractors who had been previously “missed” will also be receiving notification of their payment reporting obligations and their need to play catch-up.

The primes’ entry of subcontractors and suppliers, however, will only be successful if these companies are registered as vendors in ITD’s Bidders List and will therefore come up in the prime contractors’ “company searches”.

Therefore, primes are encouraged to have all their subs and suppliers registered as ITD Bidders, even before they have started on the construction project.

As for consultants who have been awarded professional agreements by ITD — we’ll soon be rolling out payment audits for you, as well. ITD is still working on an interface between reporting systems which will allow audits to be performed by them. Stay tuned!



# ITD Procurement

## ITD Highway Construction Plans & Specs

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](http://www.itd.idaho.gov/design/contractors/contrinfo.htm).



Visit [www.itd.idaho.gov](http://www.itd.idaho.gov) and click on the icon shown above to see our big Master Plan of design and construction for the next five years.

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

## Consulting for ITD

Consultants: mark this website in your “favorites”: [www.itd.idaho.gov/design/cau/cau.htm](http://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;

and be sure to pay particular attention to getting on ITD’s Term Agreement List.

You’ll also find important contact information, overhead rates, and other important need-to-know information.

## Other ITD Opportunities

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

Visit [www.itd.idaho.gov/business/business.htm](http://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 at <http://purchasing.idaho.gov/ipro.html>.

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interviewed throughout the duration of the project. All employees should — at a minimum — be aware of the company's policy on discrimination and should know who to contact when filing a discrimination complaint. If an employee does not know, then he or she is not adequately trained per the FHWA-1273. An easy way to address this is by taking 30 seconds every week to discuss the company EEO policy.

**Job applications:** A contractor's employment application tells us a lot about an organization. Does the contractor require that the employee provide a vehicle, cell phone, a valid driver's license, social security number, a list of prior convictions? If the application requires any of the above items you may be in violation of state and federal regulations. Unless a bona fide occupational requirement, an employee can arrive to work on a bus, bicycle, skateboard, dogsled,



Russ Rivera will never be *that guy*. Nor will he defenestrate anyone during the course of a review.

bobsled, or even a horse.

**Paystubs:** Paystubs help us determine if employees earn Davis-Bacon wage and fringe; If fringe rates are paid into a certified trust account; how much is in that trust account; and whether an employee is in the correct classification. Moreover, paystubs showing deductions are required by Idaho Code and willful violation is a misdemeanor charge. Several contractors have already been fined

(or worse) for not providing paystubs to their employees. Not only is it required, but it's the right thing to do.

**Coworker demeanor:** Everyone has an "Uncle Dave" in their family. Uncle Dave doesn't leave a tip, makes inappropriate comments, and he generally makes you wonder why you brought him in the first place. Everyone loves Uncle Dave, but in some cases you may be best leaving him at home. While it's good to hear alternative viewpoints during an EEO audit, the Uncle Dave's of the workplace make me truly wonder how effective a contractor's EEO training may be. This also gives the department a reason to conduct a more in-depth investigation.

With a better understanding of these key components you should be able to sail through your next EEO audit. Feel free to contact the ITD Office of Civil Rights for all of your EEO and Human History needs.

