



April 2017

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 Heelas, Editor

Idaho Transportation Department
Office of Civil Rights



Your Expressway to EEO, Contracting & Business Issues

Where in Idaho is this? Clue on page 3.

Spotlight Yourself

Get your business information out for everyone to see on the SBA's **Dynamic Small Business Search**. But first you must be registered in SAM.

The System for Award Management (SAM) is the electronic gateway vendor/contractor/grantee database for the federal government. All current and potential contractors are required to register in SAM to receive federal contracts. If you're not registered on the SAM, as far as the federal government is concerned, you don't exist. (And you can't get paid either – SAM handles electronic vendor payment, too!).

Among its many uses, the SAM also serves to partially populate another database, the Small Business Administration (SBA)'s **Dynamic Small Business Search**, or DSBS. The DSBS is the search engine federal contracting officers use when looking for specific types of businesses or performing business market research.

This makes it a valuable marketing tool

for small businesses wishing to make themselves nationally — even internationally — known to the contracting community.

Businesses profiled on the DSBS can be searched by North American Industrial Classification System (NAICS) codes, keywords, location, certification, bonding level, business type, SBA certification, and by women, minority, veteran and service-disabled veteran ownership. References for government contract performance history can and should be posted, too, since past performance is something that contracting officers examine closely.

How do you get registered on the DSBS? By being registered on the SAM. You may or may not have noticed, but at the triumphant conclusion of your initial

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SBA Bonding Webinar

Learn to Spread the Word

Idaho Legislature 2017

Newly Certified DBEs

Invitations to Bid

Business Essentials Summit

Last Lizapalooza (Until Fall)

Beware Phishing Scams

ITD's DBE Directory

ITD Procurement





Our Website Has It All (Mostly)

How about one-stop-shop web-site for all your ITD Civil Rights needs? <http://apps.itd.idaho.gov/apps/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.

(DSBS, Continued from page 1)

registration – assuming you're a small business, and chances are that you are -- you were given the option of going on to fill out the "SBA Supplemental Page."

If you didn't see it, no problem. Most people are too exhausted by this whole procedure to contemplate additional registration, anyway. You can always go back in and update your SAM profile, and thereby get another crack at getting registered on the DSBS.

Much of the information on the DSBS will be populated by your SAM profile; other fields you must take the time to fill in yourself. Make sure your Capabilities Narrative and the Keywords under your DSBS profile contain all the applicable products and services your company provides.

Now go search for yourself. Pretend you're a contracting officer or prime contractor looking for your kind of business – in all the areas of work you perform. Are you coming up in the search results? Are you listed under the correct NAICS codes? "Checked" if you're a

minority/woman/veteran-owned business?

Then take it one step further: study your competition. How are they listed? Are they doing a more effective job of describing themselves in their profiles?

Don't forget to keep all your information current in both the SAM and your DSBS profile, especially your email and web-site addresses. You have to update or renew your SAM registration at least once a year anyway to maintain active status.

The SBA takes care of other updates, like 8(a) Business Development and HUBZone program certification status.

If you're not yet registered on SAM, you'll want to do so if you're serious about contracting directly for a federal agency. Consider contacting your local Procurement Technical Assistance Center (PTAC) for assistance doing that, because it can be a little intimidating/ There's an interactive map at www.dla.mil/HQ/SmallBusiness/PTAC.aspx to help you locate the PTAC closest to you.

Open the Door to Bonding

SBA hosts Surety Bond Guarantee Prior Approval Program Webinar on April 11.

Does this describe your small construction business?

- Limited financial resources
- No prior bonded work experience
- In business less than three years
- Previously denied surety credit
- Thirsting to increase current bonding capacity

Say no more! The U.S. Small Business Administration (SBA) has a Surety Bond Guarantee Program that may help your small business get bonded,

Find out more by joining the SBA's AT&T webinar which will discuss ...

Contract Bonds!

- What they are
- Why they are required
- How to get pre-qualified
- Working capital & bank support

SBA's Surety Bond Guarantee Program!

- Program Eligibility

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(**BONDING**, Continued from page 2)

- Required Information
- Application Process & Fees

The webinar is live on April 11, 11am-Noon Mountain Time. Linda Laws, a Marketing Underwriting Specialist, will be the presenter.

The webinar is free, and registration isn't even required. Just access the webinar 5-10 minutes prior to the start time at: <https://connect16.uc.att.com/sba/meet/?ExEventID=85974601>.

Dial (888) 858-2144 and enter meeting code 5974601# to connect by phone only. (Keep in mind that the presentation will not be viewable in phone-only mode.)

You can also study up on more details about the Surety Bond Guarantee Prior Approval Program online at: www.sba.gov/surety-bonds/prior-approval-preferred-programs.

Clue for this month's "Where in Idaho are You?" (front page) With the run-off from this year's snowpack, Idaho waterfalls should be pretty spectacular this year. One you should check out is this easy-to-hike-to gem tucked in a desert canyon just south of Idaho's vinicultural region.



Answer to March Issue (photo shown above): **The Devil's Washbowl, Malad Gorge**, in Gooding County, For past issues, visit <http://apps.itd.idaho.gov/apps/ocr/ocrBUSINESSNEWS.aspx>.

Business Essentials Summit

Elevate your business! Pick up new information, contacts and skills by attending this business event on April 18 in Boise.

The Business Essentials Summit is a one-day event for new, aspiring and established small business owners and business professionals. By attending, you will learn success strategies to start, grow or innovate your business.

Attend one of the two interactive tracks presented by experts on marketing, business law, taxes, financing, innovation, hiring talent and more.

Get inspired during the lunch time keynote presentation "How I Did It" stories by Sylvia Hampel, President of Clear-view Cleaning, and recipient of the Ida-



The Riverside Hotel is right on Boise's Greenbelt — not a terrible place to be in April!

ho Small Business of the Year and Top Women-Owned Company in Idaho awards.

Network with local entrepreneurs as well as leaders from business organizations and government agencies.

The event takes place on April 18th, 8am-3:30pm, at the Riverside Hotel in Boise. The cost for the summit is \$22 and includes lunch and afternoon snacks.

Space is limited, so you must register in advance to reserve your seat at: www.uidaho.edu/boise/calendar-events/business-essentials-summit.

Learn to Spread the Word

The Ontario Small Business Development Center kicks off its "Learn Away Thursday" workshop series with a marketing workshop on May 18.

Local businesses can help each other promote their goods and services. The key to maximizing these opportunities is a highly engaged, proactive frontline.

Kathie Collins, Certified Customer Service Trainer, will help identify the compelling reasons why businesses should team up and work together.

Attend "**Spread the Word: How to Use Cross Promotion as a Marketing Tool**" to learn more about opportunities to grow and promote your business and our local community.



Promoting together and cross-selling is:

- Cost effective;
- Generates more excitement;
- Highlights the variety of local businesses; and
- Helps to develop new or strengthen connections to customers.

The workshop takes place on April 25 from 8-10:30am at the Four Rivers Cultural Center in Ontario, Oregon. To register or for more information, visit www.eventbrite.com/e/cross-promotion-as-a-marketing-tool-tickets-32892872467

Lizapalooza Finale

“Lizapalooza” ends its 2016-2017 tour with one last workshop (until this fall) in Nampa on April 19. As always, this primer on *Doing Business with the Government* is great for newbies, and great as a refresher, too!

Doing Business with the Government (aka “Lizapalooza”) concludes its 2016-2017 tour this month at the Nampa TECenter.

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 Idaho Army National Guard 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 great big 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.

Register at: www.ptassist.com/services/ptac_register.php?id=A783A49645.

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.

This will be our last “Doing Business with the Government” workshop until this fall, so take advantage of it while you can!

Last-Minute Tax Email Scams

April 18 is the tax season deadline! Don’t be taken in by fraudulent attempts to divert your refunds.

The Internal Revenue Service (IRS), state tax agencies and the tax industry today warned both tax professionals and taxpayers of last-minute phishing email scams, especially those requesting last-minute deposit changes for refunds or account updates.

As the 2017 tax filing season winds down to the April 18 deadline, tax-related scams of various sorts are at their peak. The IRS urged both tax professionals and taxpayers to be on guard against suspicious activity.

The IRS, state tax agencies and the tax industry, acting as the Security Summit, enacted many safeguards against identity theft for 2017, but cybercriminals are ever evolving and make use of sophisticated scams to trick people into divulging sensitive data.

For example, one new scam poses as taxpayers asking their tax preparer to make a last-minute change to their refund destination, often to a prepaid debit card. The IRS urges tax preparers to verbally reconfirm information with the client should they receive last-minute email request to change an address or direct deposit account for refunds.

The IRS also suggests that tax professionals change and strengthen their own email passwords to better protect their email accounts used to exchange sensitive data with clients.

This is also the time of year when taxpayers may see scam emails from their

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2017 Idaho Legislature: Sine Die!

A lot of bills were introduced this season that had the potential to affect Idaho businesses. Which passed? Which failed? For the full text of the following bills, visit: <https://legislature.idaho.gov/sessioninfo/2017/legislation/minidata>.

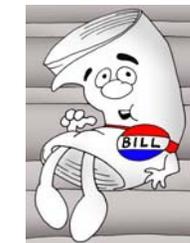
House

H0008 Massage Therapists

Amends existing law to require criminal history checks for licensing.

S Failed

H0024 Taxes Amends existing law to establish taxpayer right to independent administrative redetermination & to provide restrictions on ex parte communications among State Tax Commission staff.



He’s just a bill.
Only a bill.

LAW

H0046 Sign Language Interpreters

Amends/adds to existing law to provide for licensure of sign language interpreters as a quality control issue for health & safety of deaf people statewide.

LAW

H0054 Business Entities Amends existing law to remove/revise fees charged by Secretary of State for business filings.

LAW

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(IRS, Continued from page 4)

tax software provider or others asking them to update online accounts.

Taxpayers should learn to recognize phishing emails, calls or texts that pose as familiar organizations such as banks, credit card companies, tax software providers or even the IRS. These ruses generally urge taxpayers to give up sensitive data such as passwords, Social Security numbers and bank account or credit card numbers.

Taxpayers who receive suspicious emails purporting to be from a tax software provider or from the IRS should forward them to phishing@irs.gov. Remember: never open an attachment or link from an unknown or suspicious source. It may infect your computer with malware or steal information. Also, the IRS does not send unsolicited emails or request sensitive data via email.



Newly Certified DBEs

The latest batch of DBEs, hot off the griddle! Take a moment to visit their websites and become acquainted with their services.

Enjoi Transportation, LLC

Paulette Hamilton, CEO
1545 Clay Suite #1, Detroit, MI 48211
Phone: 313-758-1000
Email: glynn@enjoitrans.com
Homepage: www.enjoitrans.com
Non-Medical Emergency, Special Needs Transportation

The Forrest Group DBA Content Kartel, Fly On My Jet

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Idaho Legislature: Which bills will make it all the way through the finish gate?

(LEGISLATURE, Continued from page 4)

H0061 Employers & Employees Amends existing law to remove rebuttable presumption regarding non-compete clauses & to remove requirement regarding adverse effect on employer's business interests.

Died in H Committee

H0067aaS Income Tax Rates Amends existing law to reduce certain individual & corporate income tax rates.

Sp Signed

H0068 Personal Property Tax Amends existing law to increase maximum exemption from personal property tax from \$100,000 to \$250,000.

Died in H Committee

H0069 Civil Rights Amends existing law to provide freedom from discrimination because of sexual orientation/gender identity.

Died in H Committee

H0071 Commission on Human Rights Amends existing law to prohibit certain acts by an employer; would preclude employers from asking job applicants about salary history.

Died in H Committee

H0072 Minimum Wages Amends existing law to increase Idaho's minimum wage, including for tipped employees & youth workers.

Died in H Committee

H0084 Engineers & Surveyors Amends existing law to provide that certain persons who employ unlicensed engineers or land surveyors shall be guilty of a misdemeanor.

Died in H Committee

H0086 Public Works Construction

Mgmt. Licensing Amends existing law to provide that certain acts regarding public works construction mgmt. licensing shall be unlawful, etc. *LAW*

H0097 Attorney's Fees Repeals/amends existing law to revise provisions regarding attorney's fees in civil actions. *LAW*

H0098 Real Estate Amends existing law to require that real estate broker's business name appears clearly & conspicuously on real estate advertisements. *LAW*

H0099a Real Estate Licenses Amends/adds to existing law to authorize Idaho Real Estate Commission to issue a cooperative license to an out-of-state broker working with an Idaho broker for commercial real estate transaction, etc. *To Gov*

H0119 Real Estate Appraiser Board Authorizes Idaho Real Estate Board to collect & remit fees necessary to provide appraisal mgmt. services in connection with federally-related transactions from an appraisal mgmt. company to appropriate federal agency. *LAW*

H0121 Driving Businesses Amends existing law to revise licensing provisions for driving businesses. *LAW*

H0122 Architects Amends existing law to revise provisions regarding a license by endorsement & temporary practice. *LAW*

H0138 Accountancy Amends existing law to revise definitions; clarify enforcement authority for dishonesty or fraud by licensee. Updates Idaho Accountancy Act to conform

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(*LEGISLATURE, Continued from page 5*)
to current professional (AICPA) standards & professional service offerings now provided by CPA's. *To Gov*

H0155 Sales & Use Tax Amends existing law to revise definition of "retailer engaged in business in this state". Provides rebuttable presumption for the retailer. *Died in H Committee*

H0165 Engineers & Surveyors Amends existing law to provide that certain persons who employ unlicensed engineers or land surveyors shall be guilty of a misdemeanor & to provide exemption for expert testimony in legal proceedings. *Died in H Committee*

H0166 State Procurement Repeals/adds to existing law to establish provisions regarding solicitations, proposed contract awards & contract awards made in violation of State Procurement Act. Repeals existing statute on unlawful state contracts and replaces it with new statute more equitable to contracting parties. *To Gov*

H0167 State Procurement Amends existing law to revise provisions regarding multiple awards. *Died in H Committee*

H0180 Debt Collectors Amends existing law to provide that a collection agency licensee, collection agency or its agent or creditor citizen may collect interest or incidental fees, charges or expenses if expressly authorized by agreement creating debt. *H Passed*

H0192 Property Tax Amends existing law to establish criteria for property tax exemption for business property regarding new or existing plant investment. *Died in H Committee*

H0217 Sales & Use Tax Rebate, Info Tech Adds to existing law to provide sales & use tax rebate to certain developers of certain info technology equipment companies, to provide definitions, establish provisions regarding a claim, and provide for approval by tax commission. *H Passed*

H0249 Wage Claims Revises provisions regarding limitations on actions for collection of wages, penalties & damages. Extends period of time provided for claims to match federal law; decrease amount of damages to 2 times the unpaid wages found due & owing. *Died in H Committee*

H0332 Public Notices Adds to existing law to provide for electronic publication of legal notices on government websites. *Died in H Committee*

House Concurrent Resolutions

HCR006 Public Procurement Stating findings of Legislature and authorizing Legislative Council to appoint committee to undertake & complete study of issues regarding public procurement. *H Passed*

House Joint Resolutions

HJR001 Equal Rights Proposing amendment to Article I of State of Idaho Constitution by addition of new Section 24 regarding rights & responsibilities of the sexes. *Died in H Committee*

Senate

S1007 Engineers & Surveyors Amends existing law to provide that the board may require dispute mediation between professional land surveyors in order to reduce prospect of boundary dispute litigation between property owners. *Died in S Committee*

S1045 Idaho Global Entrepreneurial Mission Council Amends existing law to allow for Idaho Global Entrepreneurial Mission Council subcommittees, to provide subcommittee membership, powers & duties. *Law*

S1051 Persons with Disabilities Amends/adds to existing law to provide that persons with mental or emotional disabilities may be accompanied by support animals in places open to public. *Died in S Committee*
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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.

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

(*NEW DBEs, Continued from page 5*)

Allen Forrest, Managing Member

1422 N. Curson Ave, Ste. 9,
Los Angeles, CA 90046

Phone: 619-808-9798

FAX: 619-808-9798

Email: ceo@tfgla.com

Homepage: tfgla.com

Advertising Agency, Marketing, Travel Agency, Motion Picture and Video, Direct Mail Marketing, Outdoor Advertising, Retail Planning, Food and Beverage.

YOY Inc DBA Verdis

Sandra Young, President

601 E. Front Ave, Suite 205,
Coeur d'Alene, ID 83814

Phone: 208-667-1214

FAX: 208-765-1214

Email: syoung@verdisnw.com

Homepage: www.verdisnw.com

Construction Management, Civil Engineering, Landscape Architecture, Land-use Planning.



Quick! Who's your state legislator or senator? Don't be embarrassed: you can refresh your memory at: <https://legislature.idaho.gov/legislators/whosmylegislator>.



District 1	Coeur d'Alene	(208) 772-1200
District 2	Lewiston	(208) 799-5090
District 3	Boise	(208) 334-8300
District 4	Shoshone	(208) 886-7800
District 5	Pocatello	(208) 239-3300
District 6	Rigby	(208) 745-7781

ITD's DBE Directory

Looking for DBEs? It couldn't be easier. Try out our online, continually updated, on-demand **DBE Directory** at: <https://itd.dbesystem.com>.

You can browse by work categories, keywords, NAICS Codes, districts in which DBEs are interested in bidding, or just download the whole thing to Excel. (Be sure to hit the "Search" Button at the very bottom of the page after you've input your search criteria.)

Invitations to Bid

Seeking bids from DBE subcontractors? Visit our homepage at <http://apps.itd.idaho.gov/apps/ocr/index.aspx>, and choose the pull-down "**Forms**" menu on the top tool bar. The last option will be "Submit an Invitation to Bid".

This will provide you with a pdf form to fill out, save, and email to us with information about the project and the bid date, plus the specialty areas in which you plan to subcontract.

Current invitations can be viewed at: <http://apps.itd.idaho.gov/apps/ocr/invitations.aspx>.

(LEGISLATURE, Continued from page 6)

S1054 Eminent Domain Amends existing law to revise procedures & factors regarding assessment of damage in eminent domain proceedings. *Died in S Committee*

S1066 Identity Theft Amends existing law to provide that a tax preparer who experiences data breach must inform Idaho State Tax Commission. *Died in S Committee*

S1073 Commercial Driver's Licenses Amends existing law to revise provisions regarding skills test fees for commercial driver's licenses. To allow free market to determine prices for CDL skills testing organization with \$190 cap for the test with \$10 to Idaho Transportation Dept. for admin. purposes. *Died in S Committee*

S1092 Renewal of Judgments Adds to existing law to provide that a renewed judgment may be recorded in same manner as original judgment, and the lien established thereby shall continue for 10 years from date of renewed judgment. *Law*

S1105 Theft, types, other equipment Amends existing law to provide for other equipment in certain types of theft. Broadens current law to state that willful or intentional failure to return rented equipment within 48 hours of time set for return in written rental agreement also constitutes theft. *To Gov*

S1162 Highways Adds to/amends existing law to authorize GARVEE bonding to finance

highway transportation projects.

Died in S Committee

S1163 Highways Adds to/amends existing law to provide GARVEE & general bonding authority for highway construction.

Died in S Committee

S1184 Highways Adds to/amends existing law to provide GARVEE & general bonding authority for highway construction.

Died in S Committee

S1188aa Highways Adds to/amends existing law to provide GARVEE & general bonding authority for highway construction.

S Failed

S1195aaH Employment Security Law

Amends existing law to revise average high cost multiple on & after 1/1/18; revise certain rates of income taxation; reduce taxable wage rate used for determining employers' unemployment insurance taxes by adjusting unemployment fund size multiplier downward.

S Failed

S1206 Highways & Roads Adds to/amends/ repeals existing law to authorize GARVEE bonding to finance highway transportation projects, to extend 2015 Surplus Eliminator for 2 years, to provide distribution from sales tax account for certain transportation projects, repeals sunset clauses on cigarette tax and lottery revenues and to revise distributions from strategic initiatives program. *Pres Signed*

ITD Highway Construction, Design & Maintenance (And More)

Business

One-Stop Shop: <http://itd.idaho.gov/business>

Contractor Bidding

Solicitations - Non-Highway Projects

Alternative Contracts

OPIS Bulk Fuel

Consultant Agreements

ITD recently redesigned its website, and one of the changes we feel that you'll like is the consolidation of all procurement-related pages into one, with easy-to-follow tabs.

First, save "<http://itd.idaho.gov/business>" to your favorites on your browser.

The "**Contractor Bidding**" tab will take

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

(PROCUREMENT, Continued from page 7)
you to all highway construction projects currently being bid and awarded. While ITD highway construction plans and specifications are available only through Quest Construction Data Network (QuestCDN) for \$10 per set, you can still take a look at the bid schedule, planholders lists, and other key information. Bid abstracts are often available. There's a 90-Day Bid Forecast, too.

Another important part of our highway-related procurement is professional services: engineering, environmental, public involvement and all the other components of transportation design. To learn about these opportunities, visit the “**Consultant Agreements**” tab. Learn here how ITD uses professional services for highway project development and improvements. This is where Requests for Proposal are posted; be sure

The Future of ITD Procurement is ...

... well, mainly a five-year projection at this point, but here's where you can take a look at the **Idaho Transportation Investment Plan (ITIP)**: <http://itd.idaho.gov/funding/?target=itip>. You can sort it by ITD district, county/city, route or program (i.e., highways, aviation, transit).

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.

Design-Builds? You'll find these notices

under “**Alternative Contracts**” tab. There's even a presentation you can watch which explains the process.

Not all ITD procurement is highway-related. We buy goods and services for building construction, maintenance and repair; facility and yard improvements; highway maintenance and repair; site clearing and demolition. You'll find these solicitations on the “**Solicitations—Non-Highway Projects**” tab. These plans are posted as pdf documents. 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>.

