

The Source



News for Small, Minority, Women and Disadvantaged Business Enterprises

Volume 16, Number 2

April 2010

Online Application Forms for M/W/DBE/PDBE/SBE Certifications and Re-certifications

Online application forms are now available for businesses wanting to apply for or renew the following certifications with the City of Houston:

- Minority/Women Business Enterprise (M/WBE)
- Disadvantaged Business Enterprise (DBE)
- Small Business Enterprise (SBE) – for construction related firms only
- Persons with Disabilities Business Enterprise (PDBE)

In the online application process, if applicable, you can also indicate if you are interested in certification as a State Historically Underutilized Business (HUB). If you choose the online application process, you will only need to send in one set of responsive documents to the City's Mayor's Office of Affirmative Action and Contract Compliance, even if you are seeking more than one type of certification. In the future, there are plans to also submit the responsive documents electronically.

A live internet connection is required to access the online feature with this document. The link to the online application forms is found at: <http://www.houstontx.gov/aacc/newmwdbe.html>.

Original hardcopy application forms are still available at <http://www.houstontx.gov/aacc/forms.html>, but electronic applications are encouraged. If you have any questions or need assistance, please call 713.837.9000 (713.837.9040 TDD) for more information or visit the City's website at <http://www.houstontx.gov>.

You Count Please Answer the Census

It is important for all members of our community to complete the 2010 Census. When people in our community go uncounted, we receive less federal funding for our City's programs. Please make sure you answer the census and encourage your employees to complete their forms too. For additional information, go to www.2010census.gov.

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From the Director ~

I would like to thank everyone that helped to make Government Procurement Connections (GPC) 2010 a success. Many business owners had the opportunity to take advantage of the educational and networking opportunities provided. If you have any GPC comments or a success story that you would like to share with us, please send them to me at velma.laws@cityofhouston.net. Your comments or success story could help us to strengthen future events.

We are beginning our 2010 Small Contractors Training Series in April. This is the seventh year that the series has been offered. The curriculum for this series has been designed to provide small contractors with first hand information on what prime contractors want, need, and expect, as well as, management and technical training. Check out this edition of the newsletter on pages 3 and 4 for details about the sessions.

As always, we look forward to working with you and if you have any questions, please let us know.

Sincerely,

Director

News Briefs

Disparity Study

National Economic Research Associates, Inc. was recently selected to conduct for the City a disparity study pertaining to Minority and Women Owned Business Enterprise participation and policy in City construction contracts. Business owners may be contacted to fill out a survey or they may be asked to participate in the study in some other manner. If contacted, remember: your voice counts. Your cooperation will assist the City in getting an accurate assessment.

Got Certification? Workshop

This workshop is designed to help small, minority, women, and disadvantaged business enterprises (S/M/W/DBEs) understand how to do business with the City of Houston. The workshop will cover issues such as contract compliance, doing business with other public agencies, networking, and a host of other topics.

The next workshop will be held on April 22, 2010 at 611 Walker in the 7th floor conference room from 10:00 a.m. to 12:00 noon. For additional information, please contact Roger Harris at 713.837.9024 or you may e-mail him at: roger.harris@cityofhouston.net.

Assistant Director Robert Gallegos Receives Award



The YMCA Minority Achievers recognized Robert Gallegos, Assistant Director of the Mayor's Office of Affirmative Action and Contract Compliance, as a 2010 YMCA Minority Achiever. The YMCA Minority Achievers Program is designed to help minority youth to develop a positive sense and to set high educational and career goals.

The Source for S/M/W/DBE news is published by the Mayor's Office of Affirmative Action and Contract Compliance

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2010 Small Contractors Training Series

Taking Your Business to the Next Level



The City of Houston's Affirmative Action and Contract Compliance Division (AACCD) and the Associated General Contractors of America, Inc., Houston Chapter (AGC) are hosting the 2010 Small Contractors Training Series beginning on April 6, 2010. The event is sponsored by the AACCD; AGC; the Houston Contractors Association (HCA); the Port of Houston Authority; METRO; the Alliance of Minority Contractors of Houston; the National Association of Minority Contractors, Inc., Greater Houston Chapter (NAMC); the Houston Independent School District (HISD); and the Associated Builders & Contractors of Greater Houston (ABC). This is the seventh year that the series has been offered.

The curriculum for this series has been designed to provide small contractors with first hand information on what prime contractors want, need, and expect, as well as, management and technical training to enhance their knowledge in this evolving industry. The theme for the program is "Taking Your Business to the Next Level."

Registration priority will be given to construction industry related companies that have been in business for a year or more. Additionally, first time participants will be given registration priority over those who have previously completed the series. Seating is limited. The series will be held at the AGC Office, 3825 Dacoma St., Houston, Texas 77092.

The workshops for the series will begin on April 6th and end on June 22nd. Individuals who complete at least nine of the twelve workshops will receive a certificate of completion. Certificates will be presented at a graduation ceremony / networking event to be held on June 30th at the AGC office. There will be no charge for the training program.

All twelve sessions are scheduled from 7:30 a.m. to 9:30 a.m. The dates and days of the sessions and the topics to be discussed are:

- | | |
|---------------------|---|
| Tuesday, April 6th | <u>Session 1 – Construction Industry Overview</u> <ul style="list-style-type: none">• Overview of How the Construction Industry Works• What Prime Contractors Look for, Need, and Expect• How One Small Business Owner has been Successful at Getting Work• Resources for Finding Work |
| Monday, April 12th | <u>Session 2 – The Pre-Bid Preparation Phase – Part 1</u> <ul style="list-style-type: none">• Obtaining Bonding• Obtaining Insurance |
| Tuesday, April 13th | <u>Session 3 – The Pre-Bid Preparation Phase – Part 2</u> <ul style="list-style-type: none">• Cost-Effective Marketing Ideas• Setting up Cash Flow Management Systems and Understanding Payment Terms |

Wednesday, April 28th	<u>Session 4 – The Bid is Out – Part 1</u> <ul style="list-style-type: none"> • Delivery Systems • Plans, Specs, Scope of Work • Accessing Contracting Opportunities • Pre-bid Conferences • Communicating with Prime Contractors / Networking
Tuesday, May 4th	<u>Session 5 – The Bid is Out – Part 2</u> The objectives of this session are to help small contractors identify hidden costs and know what questions to ask. <ul style="list-style-type: none"> • Prevailing Wage • Sales Tax • Bidding • Pay Terms • Warranties
Tuesday, May 11th	<u>Session 6 – The Bid is Out – Part 3</u> <ul style="list-style-type: none"> • Estimating, including Staffing
Tuesday, May 18th	<u>Session 7 – The Project is Awarded – Part 1</u> <ul style="list-style-type: none"> • Contract Law • Contracts / Subcontracts
Tuesday, May 25th	<u>Session 8 – The Project is Awarded – Part 2</u> <ul style="list-style-type: none"> • Project Management / Scheduling • Record Keeping • Communication
Tuesday, June 1st	<u>Session 9 – The Project is Awarded – Part 3</u> <ul style="list-style-type: none"> • Cash Flow • Requests for Payment
Tuesday, June 8th	<u>Session 10 – The Project is Awarded – Part 4</u> <ul style="list-style-type: none"> • OSHA Safety • Environmental Issues
Tuesday, June 15th	<u>Session 11 – Employment / HR Issues</u> <ul style="list-style-type: none"> • Hiring, Firing, I-9s, FLSA, Record Keeping Requirements, etc.
Tuesday, June 22nd	<u>Session 12 – Filing Payment Bond Claims</u>
Wednesday, June 30th	<u>Final Session – Graduation and Networking</u>

Schedule is subject to change.

For more information, to get an application for the series, or if you are a person with a disability and need a reasonable accommodation, call the Affirmative Action and Contract Compliance Division at 713.837.9043 (Relay Texas 1.800.735.2989 or 7-1-1). We cannot ensure the availability of appropriate accommodation without prior notification. You may fax your application to 713.837.9053 or you may e-mail it to juan.padilla@cityofhouston.net. Please register as soon as possible because seating is limited. Registration priority will be given to construction industry related businesses that have been in business for a year or more. Additionally, first time participants will be given registration priority over those who have previously completed the series.

Prime Contractors on City Projects Receiving an Outstanding Rating on MWDBE Compliance

Congratulations to the following prime contractors on City projects that received an "Outstanding" rating on MWDBE compliance on projects cleared in January and February 2010.

Company

January 2010

D. L. Elliott Enterprises, Inc.
North Houston Pole Line, L.P.
P.M. Construction & Rehabilitation LP (on 3 city projects)
Troy Construction, LLC

February 2010

Times Construction, Inc.
P.M. Construction & Rehabilitation LP
SpawGlass Construction Corporation



How to Do Business with the City of Houston Seminar



- Each quarter, the City of Houston offers the "How to Do Business with the City of Houston" seminar for business owners wanting to learn the ins and outs of doing business with the City. The next seminar will be held on Thursday, April 21, 2010 at the City Hall Annex from 10:30 a.m. until 12:00 noon. The City Hall Annex is located at 900 Bagby and the seminar will take place in the tunnel level, conference room #1. A representative of the City's Strategic Purchasing Division will conduct the class.
- For more information, to register for the class, or if you are a person with a disability and need a reasonable accommodation, please call the Affirmative Action and Contract Compliance Division at 713.837.9043 (Relay Texas 1.800.735.2989 or 7.1.1) or fill out the registration form on the Upcoming Seminars page of this edition of *The Source* and fax it to the Affirmative Action Division at 713.837.9053. We cannot ensure the availability of appropriate accommodation without prior notification.

The City of Houston's Mayor's Office of Affirmative Action and Contract Compliance
and Houston Business Development, Inc.
are hosting a

Grant Writing 101 Workshop for Small Businesses

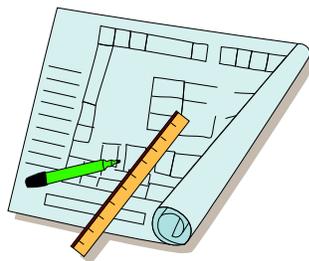


May 7, 2010
9:00 a.m. to 1:00 p.m.
Business and Technology Center (Palm Center)
5330 Griggs, Houston, Texas 77021

This workshop is designed to discuss the federal, foundation, and corporate grant application processes, inform participants of grant programs that are available for small businesses, and provide helpful information to begin the grant application process.

For more information, to register for the class, or if you are a person with a disability and need a reasonable accommodation, please call the City of Houston's Mayor's Office of Affirmative Action and Contract Compliance at 713.837.9043 (Relay Texas 1.800.735.2989 or 7.1.1). You may e-mail your registration by sending your name, company name, address, telephone number, and the name of the class to Juan Padilla at juan.padilla@cityofhouston.net. We cannot ensure the availability of appropriate accommodation without prior notification.

How to Prepare a Successful Bid Package Seminar



- The "How to Prepare a Successful Bid Package" seminar is conducted each quarter for business owners who would like to learn about the components of a bid package for the City, and want to discover how to successfully prepare a City bid. This quarter, the seminar will be held on Thursday, June 10, 2010 at the City Hall Annex from 10:30 a.m. until 12:00 noon. The City Hall Annex is located at 900 Bagby and the seminar will take place in the tunnel level, conference room #1.
- A representative of the City's Strategic Purchasing Division will conduct the class. Participants will learn about City bid opportunities and what they need to do to prepare a City bid.
- For more information, to register for the class, or if you are a person with a disability and need a reasonable accommodation, please call the Affirmative Action and Contract Compliance Division at 713.837.9043 (Relay Texas 1.800.735.2989 or 7.1.1) or fill out the registration form on the Upcoming Seminars page of this edition of The Source and fax it to the Affirmative Action Division at 713.837.9053. We cannot ensure the availability of appropriate accommodation without prior notification.



Public Works & Engineering

More Than Meets the Eye

What trade comes to mind when you hear the name Public Works & Engineering? Pipe layer? Equipment operator? Civil Engineer? Of course, if you guessed any of these jobs you would be correct. With the responsibility of planning and maintaining the City's infrastructure there has always been ample business opportunities for engineers and construction workers in the Public Works & Engineering Department (PWE). But what you don't know may surprise you.

The Public Works & Engineering Department is the largest civilian department in the City of Houston with an operating budget of approximately \$1.2 billion. Department responsibilities include (but are not limited to) the production and distribution of over 146 billion gallons of water per year, treatment of over 90 billion gallons of wastewater per year, maintenance of over 5100 vehicles and equipment, 16,000 miles of streets and 60,000 stormwater manholes. As you can imagine, fulfilling such an extensive list of responsibilities requires the procurement of a substantial amount of goods and services. Some examples of those goods and services include office and janitorial supplies, chemicals, paints and solvents, electrical and plumbing supplies and services, computer installation, printer repair, HVAC, grounds maintenance and much more.

So how do you tap into to all of this business potential?

The Small Business Development Group (SBDG) is your ticket. The SBDG was created to promote equal access to PWE contract and procurement opportunities for Minority, Women and Small Business Enterprises (S/MWBE). Using their department savvy, the SBDG offers a variety of resources such as innovative outreach and networking events, notification of contract opportunities in PWE, assistance with MWBE certification and vendor registration, assistance with meeting/exceeding MWBE goals and more. Additionally, the SBDG works to develop strategies to increase the levels of S/MWBE participation and encourage diversity in firm selections.

Only in its second year, the SBDG has already made significant strides for S/MWBEs. In 2008, the SBDG established two significant business events, "Contracts in Five (CIF)" and "Coffee, Donuts & Contacts (CDC)". The CIF event gave prime consultants and minority subconsultants the opportunity to assemble and conduct brief interviews with the goal of creating business connections. As a result of this event, new business partnerships were formed and minority firms were awarded new business opportunities. After much success with CIF, the SBDG endeavored to develop a forum where S/MWBEs could get direct knowledge about the types of goods and services procured in PWE. Consequently, the "Meet the Buyer" CDC event was established which allowed minority suppliers and service providers to meet directly with PWE buyers. The success of this event launched a City-wide "Meet the Buyer" initiative to include buyers from all City departments.

To learn more about how the PWE Small Business Development Group can help you, call the SBDG Hotline at (713) 837-0819.

This article was submitted by the PWE Small Business Development Group.



City of Houston

611 Walker, 7th floor, Houston, Texas 77002 713.837.9000
Affirmative Action and Contract Compliance Division
Velma Laws, Director

Upcoming Seminars

2010 Small Contractors Training Series

April 6, 12, 13, 28, May 4, 11, 18, 25,
June 1, 8, 15, and 22, 2010
7:30 a.m. to 9:30 a.m.
3825 Dacoma Street
Houston, TX 77092

The curriculum for the series has been designed to provide small contractors with first hand information on what prime contractors want, need, and expect, as well as management and technical training to enhance their knowledge in this industry.

How to Do Business with the City Seminar

April 21, 2010
10:30 a.m. to 12:00 noon
City Hall Annex
900 Bagby, Tunnel Level, Conf. Rm. 1
Houston, Texas 77002

Learn the ins and outs of doing business with the City of Houston including information on bids & proposals for purchasing, professional, construction, and engineering services.

Grant Writing 101 Workshop for Small Businesses

May 7, 2010
9:00 a.m. to 1:00 p.m.
Business and Technology Center
5330 Griggs
Houston, Texas 77021

This workshop is designed to discuss the federal, foundation, and corporate grant application processes, inform participants of grant programs that are available for small businesses, and provide helpful information to begin the grant application process.

How to Prepare a Successful Bid Package Seminar

June 10, 2010
10:30 a.m. to 12:00 noon
City Hall Annex
900 Bagby, Tunnel Level, Conf. Rm.1
Houston, Texas 77002

This seminar is for business owners wanting to learn the components of a bid package for the City of Houston and how to successfully prepare a City bid.

FAX this response form to 713.837.9053 or e-mail the information to juan.padilla@cityofhouston.net to reserve your seat today!

Yes, I will attend the following events:

- 2010 Small Contractors Training Series
- How to Do Business with the City Seminar
- Grant Writing 101 Workshop for Small Businesses
- How to Prepare a Successful Bid Package Seminar

Name _____

Company _____

Address _____

City/State/Zip _____

Phone _____

E-mail Address _____

Call 713.837.9043 (Relay Texas 1.800.735.2989 or 7.1.1) for more information or if you are a person with a disability and need a reasonable accommodation. We cannot ensure the availability of appropriate accommodation without prior notification.



HOUSTON AIRPORT SYSTEM



The 4th Annual
“Runway to Business Opportunities”
NETWORKING FAIR

Thursday May 13, 2010 / 8am - 3:00pm

(Check In: 7am - 7:45am)

Featuring
Keynote Speaker

Jewel Smith



Jewel Smith, manager of supplier diversity for Center Point Energy Inc., is responsible for providing strategic guidance towards enhancing the company's supplier diversity initiatives and the integration of supplier diversity into the company's overall corporate strategy and culture. Jewel is responsible for assisting in the design and implementation of processes and procedures to grow diverse suppliers inclusive of minority, women-owned, and small business relationships and opportunities at CenterPoint Energy.

Jewel is very active and serves on numerous committees and is involved in supplier diversity related issues through such councils and organizations as The Houston Minority Supplier Development Council, Women's Business Enterprise Alliance, The Association of Electric Companies of Texas, The Edison Electric Institute, The National Minority Supplier Development Council, The Women's Business Enterprise National Council, and The National Association of Regulatory Commissioners' Utility Marketplace Access Partnership Initiative.

She has been selected by Minority Business News Magazine as one of the "The Best Of Decade" in the category of Supplier Diversity Directors/Managers.

Humble Civic Center

8233 Will Clayton Parkway
Humble, Texas 77338



[Driving Directions](#) | [VIEW MAP](#)

Topics at the Fair Include:

- **Doing Business With The Airport** - "Chart your own Flight to Success"
- **Understanding The Bid Process** - "A Guidance System for Landing A Contract"
- **Contact To Contracts, Let's Talk Aviation** (Construction, Maintenance, Professional Services and Procurement)
- **Concession:** "Catering to Achievement At The Airport"

FY 2011 Disadvantage Business Enterprise Program Stakeholder Meeting 49 CFR Part 26.45(g)(1)

"Experience A Taste of The Airport" featuring foods provided by Concessionaires of the Houston Airport System

For more information, or to register online for the 4th Annual Business Opportunity Networking Fair, go to: <http://www.eventbrite.com/org/401330787> or call: 281.233.7823

Event is FREE