



# OPPORTUNITIES FOR SMALL AND DIVERSE BUSINESSES AT CALTRANS



Under SB 1, Caltrans will be increasing its outreach and training efforts aimed at helping small businesses make connections and learn how to navigate contracting with the State. These efforts include:

## ■ Prime Contractor and Subcontractor Training

Includes information regarding how to search for Caltrans' advertised contracts, bidding processes, Caltrans' construction contract standards, Caltrans' Small Business Programs, documenting work commitments to subcontractors, managing the performance of work, labor compliance, prompt payment requirements, substitution processes, reporting requirements, opportunities for networking with potential primes and subcontractors, and information about Caltrans resources for prime contractors and subcontractors.

## ■ Disadvantaged Business Enterprise (DBE) Certification Workshops

Includes information regarding federal eligibility requirements, the application process, document submittal requirements, on-site visit, and an overview of DBE program benefits.

## ■ "Meet the Primes" Events

Events bring together prime contractors/consultants and subcontractors/subconsultants for information sharing, questions and answers (Q&A), and networking. A panel of prime contractors/consultants provide testimonials to an audience of subcontractors/subconsultants about the type of work they typically pursue, and the manner in which they source subcontractors/subconsultants—what they look for, dos and don'ts, etc.

## ■ Procurement Fairs

Events provide a forum for small businesses to meet face-to-face with Caltrans buyers and/or contract managers from various functional areas. Attendees learn about the types of goods and services Caltrans procures, upcoming procurement opportunities, upcoming statewide contract opportunities, and requirements and procedures for doing business with Caltrans.

## ■ Pre-Bid/Pre-Proposal Meeting

Pre-bid (construction) and pre-proposal (professional services) meetings afford Caltrans an opportunity to communicate project information to prospective bidders and/or proposers prior to the bid/proposal due date. Meetings are contract-specific and open to all interested parties. Meetings include an overview of the project scope, schedule, and budget; presentations from subject matter experts relative to the solicitation method and submittal requirements; and information regarding contract goals and resources for sourcing certified Small Business (SB), Disabled Veteran Business Enterprise (DVBE), and DBE firms, if applicable. Networking is encouraged at the conclusion of the presentations.

## ■ "How To Do Business With Caltrans" Events

Includes information about how to search for Caltrans contracting and procurement opportunities, solicitation methods and processes, Caltrans' Small Business Programs, overview of Caltrans' web site, role of the District Small Business Liaison, and information about resources.

## ■ Calmentor

This program pairs established prime consultants, or mentors, with emerging subconsultants, or protégés, in a structured pairing relationship that lasts from 12-18 months. A steering committee, comprised of Caltrans staff and current and/or former Calmentor participants, reviews and approves applications for prospective mentors and protégés, as well as pairings. Pairings are documented in a formal memorandum of understanding, which includes details regarding performance metrics and program expectations.

For information on these events or other questions related to working with Caltrans, please contact the Office of Business and Economic Opportunity at (916) 324-0449 or send an email to [SmallBusinessAdvocate@dot.ca.gov](mailto:SmallBusinessAdvocate@dot.ca.gov).