



January 2025

Re: California Department of Transportation Disparity Study Focus Group

To whom it may concern,

The California Department of Transportation has commissioned BBC Research & Consulting (BBC) to conduct a *disparity study* to measure the participation and availability of person of color (POC)- and woman-owned firms in the contracts and procurements Caltrans awards with Federal Transit Administration (FTA) funds. As part of the 2025 Caltrans Disparity Study, BBC is contacting Caltrans' subrecipient agencies to invite you or another representative from your agency to participate in a 60- to 90-minute-long focus group with BBC.

If you or another employee are willing, BBC would like to conduct a virtual focus group to understand the types of contracts your agency procures using FTA-funds, how Caltrans' contract requirements are communicated to your agency and interact with your agency's procurement policies, and your experiences implementing DBE program requirements on the contracts you award using FTA-funds. The study team will use information from this discussion to improve its recommendations for contracting policies and programs. Your input would be much appreciated.

Information provided during the focus group will be integrated into the final disparity report, but your comments will be treated anonymously, and the study team will remove any potentially identifying information.

BBC has scheduled the focus group for February 3rd and February 4th, at 3pm, virtually. If you are able to participate, please email bsava@bbcresearch.com with your preferred focus group date.

Warm regards,
Betsy Sava



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