



Office of Business and Economic Opportunity (OBEO)

## **DISADVANTAGED BUSINESS ENTERPRISE SUPPORTIVE SERVICES (DBE/SS)**

Caltrans 2012-13 DBE/SS contracts for Northern and Southern California were awarded to GCAP Services, Inc. (GCAP). These contracts provide technical assistance, training, and outreach to highway construction and professional services certified DBEs and potential DBEs. Each DBE/SS participant will be asked to complete a needs assessment form, which will customize their technical assistance and training as well as provide Caltrans the necessary data to ensure our DBE/SS program addresses current barriers to DBE business growth and utilization in Caltrans contracts.

The DBE/SS Northern California contract covers Caltrans Districts 1 through 4, and the Southern California contract covers Caltrans Districts 7, 8, 11, and 12. DBE/SS are available to eligible certified and potential DBEs free of charge. Examples of the services offered are listed below.

### **TECHNICAL ASSISTANCE**

- Developing a business plan and improving immediate and long-term business management, recordkeeping, and financial accounting capabilities.
- Applying for DBE certification and submitting annual update affidavits.
- Reading standard specifications, project plans, and requests for proposals.
- Navigating highway construction and professional services contract Web sites (electronic bidding, bid advertising and award).
- Enhancing expertise in complying with business and employment law, labor compliance/Davis-Bacon Act, workers compensation insurance requirements, construction management, project management, and construction site safety.
- Contract compliance (daily logs, invoicing, reports, certified payroll, and close out).
- Developing a transition plan to contribute to long-term development, increased opportunities, and eventual self-sufficiency.

### **TRAINING**

- American Association of State Highway and Transportation Officials (AASHTO) audit guidelines.
- Business law.
- Business plans, management, and marketing.
- Certified payroll and prevailing wage.
- Construction math.
- Construction/professional services contracts, estimating, and bidding.
- Contract compliance.
- DBE certification application and annual updates.
- How to read standard specification sheets, project plans, and RFPs.
- Intermediate-level computer course, specific to Caltrans business opportunities.
- Interview panel preparation.
- Project management.
- Safety.

Please visit [www.gcapservices.com/dbe-support-services](http://www.gcapservices.com/dbe-support-services) for more information. A direct link to GCAP's DBE/SS website is also posted on Caltrans OBEO website at [www.dot.ca.gov/hq/bep](http://www.dot.ca.gov/hq/bep).

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