



## TEXAS TRANSPORTATION COMMISSION

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## OFFICE OF CIVIL RIGHTS

Ron Wilson, Director



### OFFICE OF CIVIL RIGHTS

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## WELCOME TO TxDOT'S TECHNICAL ASSISTANCE PROGRAM (TAP)!

As a valuable TxDOT Disadvantaged Business Enterprises (DBE) client, you are eligible to receive training and technical assistance for the purpose of becoming a more competitive bidder on TxDOT contracts.

Accounting, Marketing, Computer, Construction, Bidding and Estimating, and Bonding are examples of training and technical assistance offered by TAP that will allow you and your company to become the next innovative leader of your industry.

The training and technical assistance provided through TAP is taught by a contracted provider with years of experience in their respective training category.

You, as the DBE client, are eligible to receive up to \$10,000 worth of training. TxDOT, along with funds made available by the Federal Highway Administration, picks up the bill and makes this service free of charge for eligible DBE clients certified in **highway construction**.



## TECHNICAL ASSISTANCE PROGRAM



It is the policy of TxDOT to ensure that DBEs, as defined in 49 CFR Part 26, have an equal opportunity to receive and participate in DOT-assisted contracts.



## YOUR NEXT STEPS...

Now that you've seen what kind of training and technical assistance TAP offers, as well as the different providers that will be teaching each course, it's time to select the training you want.

Below are the next steps you, the DBE client, should take to secure your free training.

- 1) Fill out the "DBE Needs Assessment" form online at <http://www.txdot.gov/business/partnerships/dbe.html>. This will help us determine which training you are eligible for.
- 2) Contact [OCR\\_TAP@txdot.gov](mailto:OCR_TAP@txdot.gov) in order to ensure that a training plan to suit your business needs is developed.

If you have any questions or concerns, please contact our office at the above e-mail address.

**WE LOOK FORWARD TO WORKING WITH YOU, OUR VALUABLE DBE CLIENT.**

## CATEGORIES FOR TRAINING OR TECHNICAL ASSISTANCE

### TRAINING CATEGORIES

**T-1) Construction:** Includes courses such as *Bidding and Estimating, Construction Contract Administration, Plan Reading, Pre-Qualification* and *Project Management*. Provider ESB Consulting.

**T-2) Financial Management:** Includes courses in *Accounting, Cash Flow Management* and *Financial Packages*. Provider Alonzo, Bacarisse, Irvine & Palmer.

**T-3) Business Management:** Includes topics such as Equal Employment Opportunity, Human Resources Management and Affirmative Action. Providers include McDaniel Consulting and Quest Testing and Development.

**T-4) Computer Training:** Includes training in word processing and spreadsheet software, Internet usage and engineering software. Providers include Design2Train and Quest Testing and Development.

**T-5) Communication Skills:** Includes training on technical language skills (both verbal and written) in manuals, proposals, letters and presentations. Provider McDaniel Consulting.

### TECHNICAL ASSISTANCE CATEGORIES

**TA-1) Bonding:** Includes technical assistance in preparing and submitting bond applications, as well as in follow-up bond application analysis. Providers include Alamo Surety Bonds; HM Risk Group, LLC; Primus Security & Consulting, LLC; SSP Consulting and Time Insurance Agency.

**TA-2) Construction:** Includes assistance with the review and completion of a TxDOT bidding proposal package. Provider ESB Consulting.

**TA-3) Business Management:** Includes the development of a business/marketing plan, brochures, and marketing materials for promotion of DBE client companies. Provider Quest Testing and Development.

**TA-4) Computer Technical Assistance:** Includes technical assistance in Web site design and maintenance. Providers include Design2Train and Quest Testing and Development.

**TA-5) Financial Packages:** Includes technical assistance in the preparation of loan applications and standard bank forms. Providers include McDaniel Consulting and Primus Security & Consulting, LLC.

**TAP**