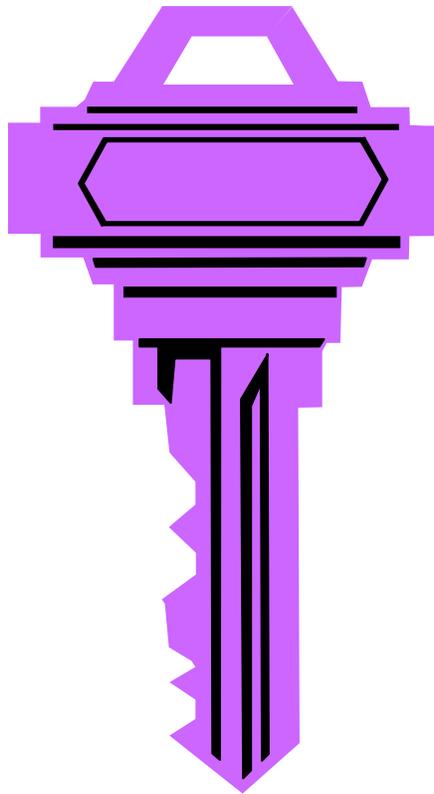


Technical Assistance Program



Business Outreach and Program Services
General Services Division
Texas Department of Transportation
125 E. 11th Street
Austin, TX 78701-2483

February 2008

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For questions concerning the Technical Assistance Program, contact the Business Outreach and Programs Services at (512) 374-5390 or toll-free 1-866-480-2518

Technical Assistance Program Purpose

The Technical Assistance Program (TAP) is designed to provide assistance to certified Disadvantaged Business Enterprises (DBEs) in areas relating to construction, maintenance, professional services, financial/business management, bonding, contract law, computer, safety, environmental document compliance, and communication skills. This assistance is designed to complement and/or enhance the business skills of DBEs, thereby giving them a competitive edge when proposing and/or participating on Texas Department of Transportation (TxDOT) projects. The desired result is at least 10% of those served will bid on TxDOT contracts.

Overview

Welcome to our TAP Program! Your participation in TAP demonstrates your commitment to partnering with TxDOT in providing supportive services to small businesses. This program operates with three distinct participants – the firms providing the training/technical assistance (providers), the DBEs receiving the assistance (clients), and the agency sponsoring the program, TxDOT. The Business Outreach and Program Services (BOP) Section of the General Services Division of TxDOT is responsible for and manages the TAP program. Each participant must follow certain procedures to ensure the program is equitable to everyone. Detailed instructions and sample forms follow. If you have questions or comments regarding these procedures, contact the Business Outreach and Program Services at toll free 1-866-480-2518, or (512)374-5390.

Task (Forms are listed in Bold Caps)	Responsible Party		
	Provider	Client	B O P
Market Providers' services to DBEs	✓		✓
Determine if training/technical assistance is needed, and if so, which category of services, and how much training is desired		✓	
Complete Technical Assistance Request Form #	✓		
Complete Client's Preliminary Questionnaire Form #		✓	
Sign Technical Assistance Request Form #	✓	✓	
Send Request Checklist, TAP Request Form #, training plan description, Client's Preliminary Questionnaire to BOP	✓		
Process request; authorize services			✓
Generate and sign TAP Approval Form , then fax to Provider			✓
Submit TAP Training Schedule Form # within 10 working days	✓		

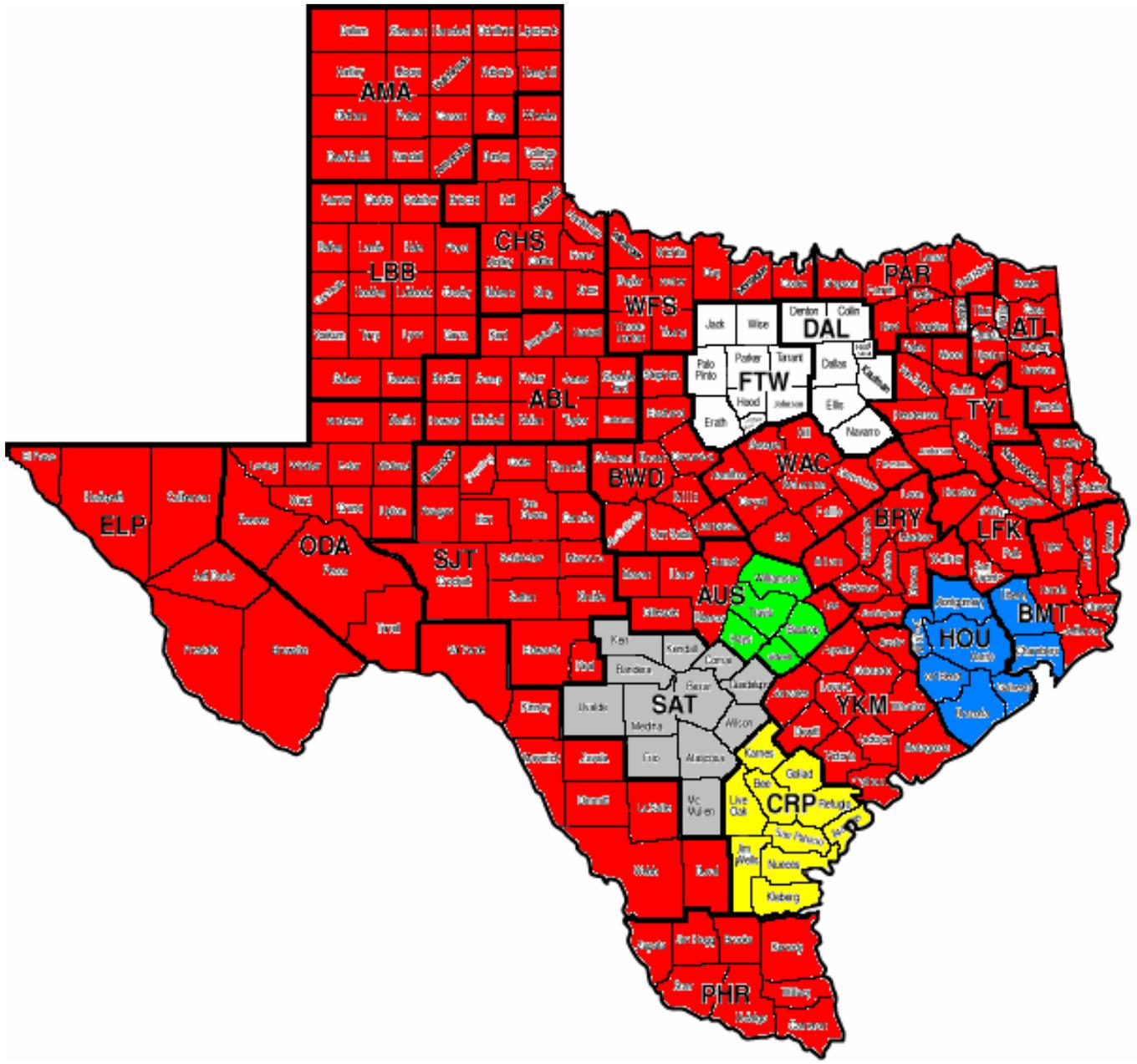
Provide services	✓		
Audit training			✓
When assistance is completed . . .			
Generate letter (on Client's letterhead) confirming service, and		✓	
Complete Evaluation form # . Put <i>both</i> items (letter and Evaluation form) in envelope and seal it. Give to Provider		✓	
Send Invoice Checklist, Invoice and sealed envelope to BOP along with deliverables (training manual and/or end product), if applicable	✓		
Process <i>Invoice</i> for payment			✓

DBE Certification

DBEs are certified by one of the six certifying agencies in Texas as listed below. For questions regarding a potential TAP Client’s certification, contact the appropriate agency based on the county in which the client is located.



	Agencies	Counties
	City of Houston George Edwards 611 Walker, 20 th Floor Houston, TX 77002 Phone: 713-837-9005 Fax: 713-837-9050	Brazoria Harris Chambers Liberty Fort Bend Montgomery Galveston Waller
	City of Austin Sonny Nugent P.O. Box 1088 Austin, TX 78767-1088 Phone: 512-974-7600	Bastrop Caldwell Hays Travis Williamson
	Corpus Christi Regional Transportation Authority Lamont Taylor 5658 Bear Lane Corpus Christi, TX 78405 Phone: 361-289-2712	Aransas Kleberg Bee Live Oak Goliad Nueces Jim Wells Refugio Karnes San Patricio
	North Central Texas Regional Certification Agency John Kelly 616 Six Flags Dr. Suite 216 Arlington, TX 76011 Phone: 817-640-0606 Fax: 817-640-6315	Collin Kaufman Dallas Navarro Denton Palo Pinto Ellis Parker Erath Rockwall Hood Somervell Jack Tarrant Johnson Wise
	South Central Texas Regional Certification Agency Bridget Negrón Booth 301 South Frio, Suite 310 San Antonio, TX 78207 Phone: 210-227-4722 Fax: 210-227-5712	Atascosa Kendall Bandera Kerr Bexar McMullen Comal Medina Frio Uvalde Guadalupe Wilson
	Texas Department of Transportation R.D. Brown 125 E 11 th Street Attn: CST-BOP (RA 200) Austin, TX 78701-2483 Phone: 866-480-2518 toll-free or 512-486-5530 Fax: 512-486-5539	All other remaining Counties in Texas



- City of Houston
- City of Austin
- Corpus Christi Regional Transportation Authority
- North Central Texas Regional Certification Agency
- South Central Texas Regional Certification Agency
- Texas Department of Transportation

Section I

Client Procedures

Who is eligible to receive assistance?

- Clients must be certified as a DBE in a highway related work category to be eligible to receive training/technical assistance. If a client does perform a highway related job function, but does not have highway work category codes listed in the TUCP database, please have the client submit a **Nature of Business** form which authorizes TxDOT to assign a specific highway work category code.

Six agencies in Texas provide this certification through the Texas Unified Certification Program (TUCP). This program allows a company to be certified as a DBE by only one agency, and this certification is recognized by all agencies throughout the state. Each of the six agencies provides certification services for specific counties. (See page 2) A company would use the appropriate agency to which their county is assigned.

DBE certification information is found in the TUCP Directory at the following website: <http://www.dot.state.tx.us/> Click e-Business, then TUCP

OR

Contact the appropriate agency based on the county in which the client is located.
(See page 2)

- Also, clients must be either bidding on or working on a TxDOT Highway Construction Project. (Submit a copy of the contract, purchase order, or bidding document to the provider with your request.)
- In some cases, BOP will approve a request from clients who have not bid on TxDOT projects, but have shown an interest in bidding or can demonstrate that the TAP assistance will improve their capacity to bid on TxDOT projects.
- A client may be eligible for up to \$5,000 worth of TAP training/assistance (considering funds are available) per TxDOT fiscal year (September 1 to August 31).
- Clients may receive training/assistance more than once, but only up to a maximum of \$10,000. Once this amount has been reached, a client is “graduated” from the TAP Program.
- BOP will verify client’s eligibility.

What type of training or technical assistance do you need?

- A list of training categories is included in **Section III**. Read through the descriptions. Evaluate the needs of your company, by completing the needs analysis survey and determine what services you need.
- Selection of training should reflect categories that have not been utilized in previous training . Clents will not be approved for the same category twice.

Determine which Provider to contact

- Once you have determined what services you require, refer to the list of providers in **Section IV** and select companies that offer the desired services in the region in which you are located.
- You may contact as many providers as you wish and select whom you want.
- If you have received previous TAP training/assistance and would like additional training, your new training plan will need to differ from the previous training and you must have submitted all necessary follow-up surveys or requests for information regarding previous TAP Assistance.

Individual or Group training

- Providers may choose to give service to individual clients or to a group of clients. TxDOT may determine that it would be in the best interest of the program to provide services to a group rather than an individual client.
- An **individual** client is one company; this can include more than one person.
- A **group** is more than one company/client.
- BOP may choose to group individual clients with similar training plans together.

Signatures

- Unless indicated otherwise, the owner of the company **must** sign all forms.
- If the company has more than one owner, the owner who signs the initial Request must sign all subsequent forms for that particular request.

Confirmation Letter

- When assistance is completed, prepare a letter (**on your company's letterhead**) confirming the following:
 - what assistance/training received
 - the dates of assistance/training
 - the number of hours of assistance/training
 - who received the assistance/training
- Be prepared to deliver this letter to the instructor, in the envelope provided by TxDOT, on the last day of training/assistance.

Evaluation Form & Survey

- On the last day of assistance, the instructor will provide an Evaluation form to the client and self-addressed envelope. Please complete it immediately. Put it in the envelope with your confirmation letter, seal the envelope and give it to the instructor.

Do not fax it!

- Each client (company) who received assistance will need to complete an Evaluation form.
- Client will agree to participate in a follow-up survey in approximately 6 months regarding the impact of this training on their business operations.

Section II

Provider Procedures

Marketing your services

- You are responsible for marketing your services to DBEs
- You may market as much as you feel is appropriate, however any use of the official TxDOT Logo on marketing material is prohibited.
- Ask the client about previous TAP assistance they have received.

NOTE: If the client has received previous TAP training/assistance and would like additional training, their new training plan will need to differ from the previous training and they must have submitted all necessary follow-up surveys or requests for information regarding previous TAP Assistance.

Individual or Group training

- Providers may choose to give service to individual clients or to a group of clients.
- BOP may choose to group individual clients with similar training plans together.
- An **individual** client is one company; this can include more than one person.
- A **group** is more than one company/client.

Trainers/Instructors

- All trainers/instructors must be approved by BOP, in writing, **prior to providing any services**. Use the **Instructor Request Form**.
- In order for a trainer to be approved, the following information must be provided:
 - Use the **Instructor Resume Form** and follow the same experience guidelines detailed in the Invitation for Bid.
 - Trainer must have a minimum of (3) three years experience in each assistance category.
 - Trainer should also have a minimum of two (2) years of training experience with small businesses.

Requests for assistance

- List only one client on the Technical Assistance Request Form.
- For group requests, complete a separate Request form for each client. Submit them together.
- A **Training Plan** (signed by Client and Provider) and a completed Client's Preliminary Questionnaire (signed by Client) must accompany each request for assistance.
- Upon approval of request, the Provider must submit a **Training Schedule Form** to BOP within (10) ten working days or the request will be cancelled.
- **Training/assistance must be completed within (2) two months of approval.**

Training Plan must identify:

- The specifics to be taught, i.e. syllabus (page 2 of the **TAP Request Form**)
- Time frame for each item of training
- The instructors for each item of service to be given
- Deliverables (training manual and/or end product) that the client will receive.

Signatures

- Unless indicated otherwise, an owner of the Client's company must sign all forms.
- If the company has more than one owner, the owner who signs the initial Request must sign all subsequent forms for that particular request.

Who is eligible to receive assistance?

- Clients must be certified as a DBE to be eligible to receive training/technical assistance.
- Clients' DBE certification must include highway construction related work categories. If a client does perform a highway related job function, but does not have highway work category codes listed in the TUCP Directory, please have the client submit a **Nature of Business** form which authorizes TxDOT to assign a specific highway work category code.
- Also, clients must be either bidding on or working on a TxDOT Highway construction project. Clients must provide documentation (a copy of the contract, purchase order, or bidding document) to the provider that supports their bidding or working on a TxDOT project.
- In some cases, BOP will approve a request from clients who have not bid on TxDOT projects, but have shown an interest in bidding or can demonstrate that the TAP assistance will improve their capacity to bid on TxDOT projects.
- A client may be eligible for up to \$5,000 worth of TAP training/assistance (considering funds are available) per TxDOT fiscal year (September 1 to August 31).
- Clients may receive training/assistance more than once, but only up to a maximum of \$10,000. Once this amount has been reached, a client is "graduated" from the TAP Program
- The BOP Office will verify each client's eligibility.

Verify DBE certification and Work Categories

- DBE certification and work category information is found in the TUCP Directory at the following website: <http://www.dot.state.tx.us/> Click e-Business, then TUCP.
- To obtain the DBE's certification number:
 - Get a copy of the letter notifying them of their certification from their certifying agency; it should include their certification number.
 - OR**
 - Contact their certifying agency. (See page 2)
 - Six agencies in Texas provide DBE certification through Texas Unified Certification Program (TUCP). This program allows a company to be certified as a DBE by only one agency, and the certification is recognized by all agencies throughout the state. Each of the six agencies provides certification services for specific counties. (See page 2) A company would use the appropriate agency to which their county is assigned.*
- If a client is DBE certified, but does not have highway work category codes, please have client submit a **Nature of Business Form** which authorizes TxDOT to assign a specific highway work category code.

Items to submit to BOP

- Request Checklist
- TAP Request
- Client's Preliminary Questionnaire
- Training Plan
- Documentation of DBE's certification
- Documentation of bidding on or working on TxDOT project
- Nature of Business form (if necessary)

Upon approval of request

- Upon approval of request, the Provider must submit a training schedule to BOP within 10 (ten) working days or the request will be cancelled.
- **Training/assistance must be completed within 2 months of approval.**
- You will be sent an Evaluation form with a self-addressed envelope. (Each client {company} who received training/assistance will need to complete an Evaluation form.)
- Bring it to the last day of training/assistance and encourage them to fill it out then. The Client should bring with them a letter, on their letterhead, confirming they received the service. They should put both the Evaluation form and Confirmation letter in the self-addressed envelope, seal it, and give it to you. You should send that envelope, your invoice and deliverables to BOP.
- Client will agree to participate in a follow-up survey in approximately 6 months regarding the impact of this training on their business operations.

To Receive Payment:

Mail the following :

- Invoice Checklist
- Invoice
- Evaluation Form
- Client's Confirmation Letter
- Deliverables (Training Handouts and/or End Product)

To: Business Outreach and Program Services
General Services Division
Texas Department of Transportation
125 E. 11th St.
Austin, TX 78701-2483

Do not fax!

✓ Invoice

- send invoice only **after all training/assistance** for that request is **complete**
- invoice should be for one (1) request only and be for the total amount (See Group Request information below)
- must include: (on the Invoice, not as an Attachment)
 - Invoice # (the Provider should generate this number; do not use number again)
 - Invoice date
 - Purchase Order # (B442003xxx. . .)
 - Request # (BOP assigns this number)
 - name of client
 - location of assistance (Client's office, Provider's office, or specify other address)
 - dates of assistance (actual dates)
EXAMPLE: Oct 10, 19-21, 2003
 - category of assistance, number of hours, and hourly rate for each category
 - dollar amount for each category
 - total dollar amount
 - names of persons who received assistance
 - names of provider trainers for each category
- see the following **SAMPLE** invoice
- **Group Request invoices:**

Prepare the invoice same as above except for these changes:

- Include all request numbers and the corresponding client names
- Submit 1 invoice for the Group

Consultant Co., Inc.

INVOICE

To: Business Outreach and Program
Services
General Services Division
Texas Department of
Transportation
125 E. 11th St.
Austin, TX 78701-2483

Invoice #:
Invoice Date:
PO # B442003xxxxxxxxx

Client: Subcontractor Co., Inc.

BOP Request #: 21

Location of assistance: Client's office

Dates of assistance: March 3, 7, 10, 12, 2008

Hours, category, rate, dollars of assistance:	5 hrs	Construction/Bidding	\$50/hr	\$250
	10 hrs	Financial Mgmt/Accounting	\$50/hr	\$500

Trainers:

Persons receiving assistance:

TOTAL amount of INVOICE: \$750.00

*Leave a space about this size
(4½" x 2")
available for BOP use.*

✓ Evaluation Form

Each client is provided a TAP Evaluation Form. This form must be received by the Business Program and Services Outreach Branch prior to approval of payment of an invoice for completed training. TxDOT reserves the right to cancel a purchase order when a vendor receives three poor performance ratings on the TAP Evaluation Form from clients within a one calendar year period.

The BOP Section will review all “No” responses and/or any negative statements that clients may provide on their TAP Evaluation Form. Upon completion of the review, a determination will be made as to whether the provider will receive a rating of poor performance for that particular training. (See Evaluation form on page 62.)

✓ Client’s Confirmation Letter

Client will prepare a letter, on their letterhead, confirming that they received the service and will give it to the Provider after training is completed.

✓ Training Handouts/End Product

Provider must include a copy of the training handouts or manuals given to the Client and, if applicable, a copy of the end product with the invoice. If handouts or manuals are on file please list them on the invoice and attach the first page of each, in addition to the manual please submit a deliverable that reflects the training provided(examples: manual, handouts, web-page, etc.) with the invoice.

Section III

Technical Assistance/Training Categories and Items

Category 1 Construction – Training includes:
--

Item 1 Construction Methods

Train client on proper methods or techniques in evaluating and executing construction or maintenance contract specifications and other contractual obligations as directed within a contract.

Item 2 Bidding

Train client on effective methods or techniques necessary to submit a responsive and competitive bid in hopes of securing the award of a construction or maintenance contract or becoming a subcontractor. An award does not have to be secured for the service to be considered complete.

Item 3 Prime Contractor – Subcontractor Relations

Train client on duties, obligations and responsibilities shared between the prime contractor and their contractually obligated subcontractors in the performance of a TxDOT contract.

Item 4 Project Management

Train client on how to manage or direct the supply of materials, equipment and other incidentals as needed to successfully complete a construction or maintenance project and carry out all the duties and obligations imposed by a TxDOT contract.

Item 5 Estimating

Train client on effective methods or techniques needed to develop a statement of the cost of work to be performed on a project.

Item 6 Plan Reading

Train client on interpreting and understanding plan drawings so as to effectively bid on and/or execute the described work.

Item 7 Pre-Bid Conferences

Train client on responsibilities and TxDOT expectations in reference to a pre-bid conference agenda, which may include but is not limited to, a general review of the completed plans and specifications plus a detailed review of the project's special requirements.

Item 8 Pre-Qualifications

Train client on interpreting and completing all pre-qualification documentation as specified by TxDOT.

Category 2 Bonding – Training and Technical Assistance includes:

Item 9 Train client on a variety of techniques to enhance clients’ abilities to expand their bonding resources

Item 10 Bonding requirements.

Item 11 Preparation of bonding packages for TxDOT contracts.

Service includes presenting a bonding package, with the client, to as many as three assurance companies. Bonding does not have to be secured for the service to be considered complete.

Category 3 Financial Management – Training includes:

Item 12 Accounting

Train client on processing and submitting certified payrolls, accounts receivable and payable techniques, accounting software, and any other relevant information.

Item 13 Cash Flow Management

Train client on how to determine costs associated when scheduling projects and move-in costs. The utilization of cash flow models using computer spreadsheet programs, timeline and other methods to determine cost associated with TxDOT projects.

Item 14 Financial Packages

Train client on the preparation of financial packages. Service includes presenting a financial package, with the client, to as many as three lending institutions. A loan does not have to be secured for the service to be considered complete.

Category 4 Business Management – Training includes:

Item 15 Business Management

Train client on techniques for effectively managing a business, including total quality management, and any other relevant information.

Item 16 Business Plan

Train client on the development and modification of successful business plans.

Item 17 Marketing

Train client on methods of promoting client business to the public. An example of marketing as it applies to TxDOT projects may include identification of information the prime contractor expects from potential subcontractors during a construction letting. Another example would be how to assist engineering firms with the identification of potential projects and advice in the development of proposals.

Category 5 Business Law, EEOC & Affirmative Action – Training includes:
--

Item 18 Business Law

Train client and provide specific information concerning business law issues that may affect the ability of the DBE to perform subcontract agreements, worker's compensation, Davis-Bacon wage rate compliance and other relevant issues addressed with a TxDOT contract. Contract document review to provide basics of standard contract forms.

Item 19 Equal Employment Opportunity (EEO) and Affirmative Action

Train client and provide specific EEO, civil rights or affirmative action information to meet the requirements listed within the specifications of TxDOT contracts.

Category 6 Computer – Training includes:

Item 20 Computer

Train client in the use of application software for business applications such as word-processing software, spreadsheet software, accounting software, payroll software, engineering software, Internet usage (i.e. TxDOT's website), website design software, and other relevant software.

Category 7 Safety – Training includes:

Item 21 Safety Requirements

Train client in safety requirements imposed by federal and state regulations or statutes, such as OSHA requirements, in addition to the training of safety techniques necessary to carry out duties of a TxDOT contract. This includes field worker safety and environmental worker training.

Category 8 Environmental Document Compliance – Training includes:

Item 22 Environmental Document Compliance

Train client on the required environmental documentation to be in compliance with TxDOT contracts and relevant government regulations.

Category 9 Professional Services – Training includes:

Item 23 Professional Services

Train client on interpreting and completing all precertification documentation as specified by TxDOT for Professional Services contracts.

Category 10 Communication Skills – Training shall include technical language skills both written and verbal in:

Item 24 Business Correspondence

Train client in the technical production of manuals, proposals, letters, presentations and other documents that require technical writing or verbal communication expertise.

Item 25 Safety regulations

Train client in safety regulations specific to highway construction, OSHA requirements and other such safety issues specific to federal aid highway projects.

Item 26 Human resource policies

Train client in human resource policies as required by state and federal government, including, but not limited to, benefits, agency policies and procedures, training programs, recruitment and other employee activities.

Section IV

Provider Contact Information

Alpha Sim Technology

Ms. Shuba Mantri

5870 Hwy. 6 N., Ste. 303

Houston, TX 77084

281-856-0581 ext. 112

281-856-0582 fax

smantri@alphahou.com

alphasim@alphahou.com

Alphonso Solomon and Co., Inc.

Mr. Alphonso Solomon

213 Sandy Creek Place

DeSoto, TX 75115-5354

972-223-6920

972-223-9103 fax

alpsolom@aol.com

Beacon Training Services, Inc.

Ms. Diana Stein

6757 Arapaho Road, Ste. 711-250

Dallas, TX 75248

972-404-0069

972-404-0059 fax

Diana@beacontraining.com

Bilcol, Inc.

Ms. Laverne Foster

6250 Westpark, #320

Houston, TX 77057

713-782-0005

713-782-4111 fax

BILCOL9000@aol.com

C & C Financial

Mrs. Shirley Clark

2818 Green Creek Dr.

Missouri City, TX 77489

713-557-2675

281-416-3293 fax

syclark9@hotmail.com

CandCNET Associates, Inc.

Mr. Cornell L. Johnson

5330 Griggs Rd., Ste. D108, Box 43

Houston, TX 77021

713-845-2532

713-845-2533 fax

engineering@candcworld.net

Capital Linkage, Inc.

Mr. Frank Rodriguez

P.O. Box 1271

Austin, TX 78767

512-916-9583

512-916-9593 fax

CaplinkFR@cs.com

Curtis Business Solutions

Ms. Glenda Curtis

P.O. Box 851161

Richardson, TX 75085

972-669-0203

972-356-8176 fax

glenda@curtisbusiness.com

Data Vise Information Tech. Service, Inc.

Mr. Carl Huntley

1824 East Oltorf St.

Austin, TX 78741

512-472-2932

512-472-2933 fax

carl.huntley@datavise.net

Dispute Management Group, LLC
Mr. Jose L. Hernandez
1101 Capital of Texas Highway South,
Bldg. A., Ste. 103
Austin, TX 78746
512-329-8111
512-329-8175 fax
DMGAustin@aol.com

Garza Communications
Ms. Norma Garza
1122 Colorado St., Ste. 305
Austin, TX 78701
512-477-1668
512-478-0811 fax
ng@airmail.net

Gomez & Co.
Mr. Benjamin Gomez
6750 W. Loop S., Ste. 520
Houston, TX 77401
713-666-5900
713-666-1049 fax
ben@gomezandco.com

Grijalva & Allen, P.C.
Mr. Manuel Ugues
4801 Woodway, Ste. 210
Houston, TX 77056
713-784-1181 ext. 221
713-784-2705 fax
mugues@gacompanies.com

Instructional Design Consortium
DBA Design2Train
Ms. V. Karen Miller
4747 Research Forest Drive, Ste. 180-188
The Woodlands, TX 77381
281-543-1692
281-681-1283 fax
miller@idc-tx.com

Jennifer Jacobs & Associates
Ms. Jennifer Jacobs
P.O. Box 31726
Houston, TX 77231-0726
281-416-7457
281-416-7728 fax
jjnassoc@wt.net

Leon (Anthony Leon Davis)
Mr. Anthony Davis
5800 Leedale Street, #6
Houston, TX 77016
832-654-3585
713-655-1555 fax
Davantho@aol.com

Media Riders, Inc.
Ms. Nancy Hickman
10903 Grapevine Lane
Austin, TX 78759
512-619-0398
512-996-8374 fax
jmonroe@mediariders.com

Minority Contractors Alliance of Texas
Mr. Ulysses Grady
17000 El Camino Real, Ste. 101-B
Houston, TX 77058
409-457-9144
281-480-0662 fax
ugjr1@juno.com

Miratek Corp.
Mr. Joe L. Diaz
8201 Lockheed, Ste. 218
El Paso, TX 79925
915-772-2852
915-772-1764 fax
jdiaz@miratekcorporation.com

Monday N. Rufus, P.C.
Mr. Monday N. Rufus
7701 N. Lamar, Ste. 515
Austin, TX 78752
512-380-0799
512-380-0797 fax
monday@ecpi.com

MRSW Management, LLC
Mr. Melvin White
P.O. Box 6941
Austin, TX 78762
512-322-2347
512-322-2360 fax
dgw@texas.net

OC3 Technology, Inc.
Mr. Willie Dozier
2710 Commerce
Dallas, TX 75226
214-752-9495
469-916-2119 fax
willie@oc3technology.com

PSA Consulting
Ms. Gloria P. Smith
P.O. Box 1610
Missouri City, TX 77459-8610
281-438-5614
281-438-4122 fax
glpsmith@flash.net

Quest Testing & Development
Ms. Lela Pickens
5131 Glenridge
Houston, TX 77053
713-433-6264
713-433-2671 fax
training@quest-dev.com

RZ & Associates, Inc.
Mr. Salvador Valdez
10301 River Plantation
Austin, TX 78747
512-233-6754
512-233-6756 fax
aramirez@rzaustin.com

S.N.A.P. Management Group
Mr. Darrell W. Pierce
P.O. Box 93205
Austin, TX 78709-3205
512-899-8788
512-899-8789 fax
snapmgt.dp@sbcglobal.net

Separation System Consultants, Inc.
Ms. Helen I. Hodges
17041 El Camino Real, Ste. 200
Houston, TX 77058-2629
281-486-1943
281-486-7415 fax
helen@sscienvironmental.com

T & T Engineering, Inc.
Ms. Lisa Taylor
552 Hogan
Kyle, TX 78640
512-262-7428
512-442-3251 fax
lisa_taylor@tntengineering.com

Texas Association of Minority Business
Enterprises (TAMBE)
Ms. Barbara Burton
P.O. Box 6206
Austin, TX 78762-6206
512-322-0177
512-442-8216 fax
tambe@io.com

Texas Mgt. Associates, Inc.
Mr. Raul A. Mendoza
9107 Marbach Road, Ste. 225
San Antonio, TX 78245
210-673-8422
210-673-3622 fax
lbrehm@t-m-a.com

The Software Force, Inc.
Ms. Jeanette S. Lee
2695 Villa Creek Dr., Ste. 278
Dallas, TX 75234
214-426-1418
214-426-1419 fax
jslee@softwareforce.com

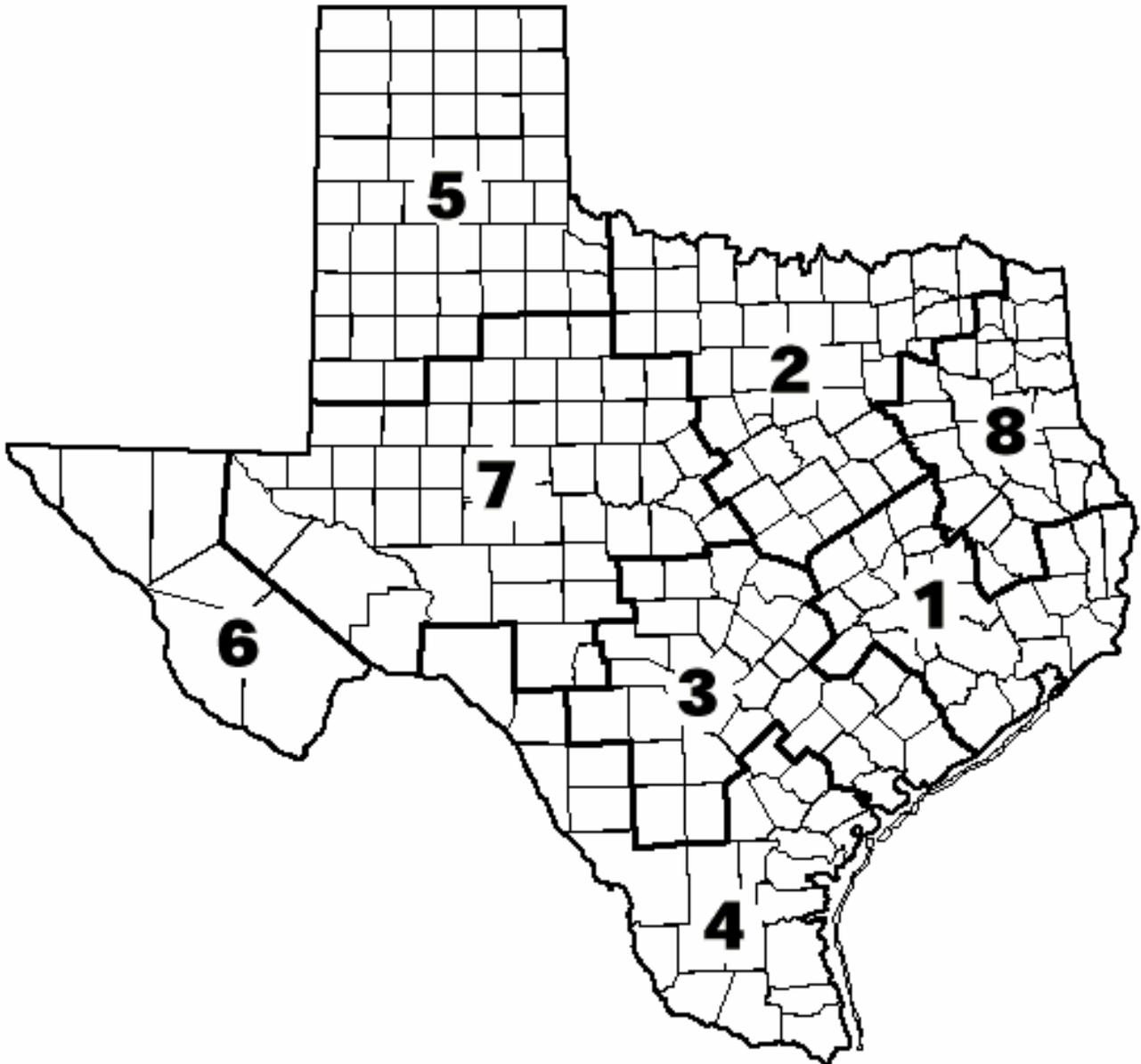
Thomas Love Associates
Mr. Thomas D. Love
11508 Sweetwater Trail
Austin, TX 78750-1937
512-250-9871
512-249-5454 fax
tlove@texas.net

TVD Enterprises, Inc.
Mr. Tyrone Johnson
1246 West Laurel
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Section V

Map of TxDOT Regions



TxDOT Districts - Regions

Districts Alphabetically		
District #	District Name	Region #
8	Abilene	7
4	Amarillo	5
19	Atlanta	8
14	Austin	3
20	Beaumont	1
23	Brownwood	7
17	Bryan	1
25	Childress	5
16	Corpus Christi	4
18	Dallas	2
24	El Paso	6
2	Fort Worth	2
12	Houston	1
22	Laredo	4
5	Lubbock	5
11	Lufkin	8
6	Odessa	7
1	Paris	2
21	Pharr	4
7	San Angelo	7
15	San Antonio	3
10	Tyler	8
9	Waco	2
3	Wichita Falls	2
13	Yoakum	3

Numeric by Region		
District #	District Name	Region #
20	Beaumont	1
17	Bryan	1
12	Houston	1
18	Dallas	2
2	Fort Worth	2
1	Paris	2
9	Waco	2
3	Wichita Falls	2
14	Austin	3
15	San Antonio	3
13	Yoakum	3
16	Corpus Christi	4
22	Laredo	4
21	Pharr	4
4	Amarillo	5
25	Childress	5
5	Lubbock	5
24	El Paso	6
8	Abilene	7
23	Brownwood	7
6	Odessa	7
7	San Angelo	7
19	Atlanta	8
11	Lufkin	8
10	Tyler	8

Alphabetical List of Counties with

TxDOT Districts and Region

County	Region #	District Name
Anderson	8	Tyler
Andrews	7	Odessa
Angelina	8	Lufkin
Aransas	4	Corpus Christi
Archer	2	Wichita Falls
Armstrong	5	Amarillo
Atascosa	3	San Antonio
Austin	3	Yoakum
Bailey	5	Lubbock
Bandera	3	San Antonio
Bastrop	3	Austin
Baylor	2	Wichita Falls
Bee	4	Corpus Christi
Bell	2	Waco
Bexar	3	San Antonio
Blanco	3	Austin
Borden	7	Abilene
Bosque	2	Waco
Bowie	8	Atlanta
Brazoria	1	Houston
Brazos	1	Bryan
Brewster	6	El Paso
Briscoe	5	Childress
Brooks	4	Pharr
Brown	7	Brownwood
Burleson	1	Bryan
Burnet	3	Austin
Caldwell	3	Austin
Calhoun	3	Yoakum
Callahan	7	Abilene
Cameron	4	Pharr
Camp	8	Atlanta

County	Region #	District Name
Carson	5	Amarillo
Cass	8	Atlanta
Castro	5	Lubbock
Chambers	1	Beaumont
Cherokee	8	Tyler
Childress	5	Childress
Clay	2	Wichita Falls
Cochran	5	Lubbock
Coke	7	San Angelo
Coleman	7	Brownwood
Collin	2	Dallas
Collingsworth	5	Childress
Colorado	3	Yoakum
Comal	3	San Antonio
Comanche	7	Brownwood
Concho	7	San Angelo
Cooke	2	Wichita Falls
Coryell	2	Waco
Cottle	5	Childress
Crane	7	Odessa
Crockett	7	San Angelo
Crosby	5	Lubbock
Culberson	6	El Paso
Dallam	5	Amarillo
Dallas	2	Dallas
Dawson	5	Lubbock
Deaf Smith	5	Amarillo
Delta	2	Paris
Denton	2	Dallas
DeWitt	3	Yoakum
Dickens	5	Childress
Dimmit	4	Laredo

County	Region #	District Name
Donley	5	Childress
Duval	4	Laredo
Eastland	7	Brownwood
Ector	7	Odessa
Edwards	7	San Angelo
El Paso	6	El Paso
Ellis	2	Dallas
Erath	2	Fort Worth
Falls	2	Waco
Fannin	2	Paris
Fayette	3	Yoakum
Fisher	7	Abilene
Floyd	5	Lubbock
Foard	5	Childress
Fort Bend	1	Houston
Franklin	2	Paris
Freestone	1	Bryan
Frio	3	San Antonio
Gaines	5	Lubbock
Galveston	1	Houston
Garza	5	Lubbock
Gillespie	3	Austin
Glasscock	7	San Angelo
Goliad	4	Corpus Christi
Gonzales	3	Yoakum
Gray	5	Amarillo
Grayson	2	Paris
Gregg	8	Tyler
Grimes	1	Bryan
Guadalupe	3	San Antonio
Hale	5	Lubbock
Hall	5	Childress
Hamilton	2	Waco
Hansford	5	Amarillo
Hardeman	5	Childress
Hardin	1	Beaumont
Harris	1	Houston
Harrison	8	Atlanta

County	Region #	District Name
Hartley	5	Amarillo
Haskell	7	Abilene
Hays	3	Austin
Hemphill	5	Amarillo
Henderson	8	Tyler
Hidalgo	4	Pharr
Hill	2	Waco
Hockley	5	Lubbock
Hood	2	Fort Worth
Hopkins	2	Paris
Houston	8	Lufkin
Howard	7	Abilene
Hudspeth	6	El Paso
Hunt	2	Paris
Hutchinson	5	Amarillo
Irion	7	San Angelo
Jack	2	Fort Worth
Jackson	3	Yoakum
Jasper	1	Beaumont
Jeff Davis	6	El Paso
Jefferson	1	Beaumont
Jim Hogg	4	Pharr
Jim Wells	4	Corpus Christi
Johnson	2	Fort Worth
Jones	7	Abilene
Karnes	4	Corpus Christi
Kaufman	2	Dallas
Kendall	3	San Antonio
Kenedy	4	Pharr
Kent	7	Abilene
Kerr	3	San Antonio
Kimble	7	San Angelo
King	5	Childress
Kinney	4	Laredo
Kleberg	4	Corpus Christi
Knox	5	Childress
La Salle	4	Laredo
Lamar	2	Paris

County	Region #	District Name
Lamb	5	Lubbock
Lampasas	7	Brownwood
Lavaca	3	Yoakum
Lee	3	Austin
Leon	1	Bryan
Liberty	1	Beaumont
Limestone	2	Waco
Lipscomb	5	Amarillo
Live Oak	4	Corpus Christi
Llano	3	Austin
Loving	7	Odessa
Lubbock	5	Lubbock
Lynn	5	Lubbock
Madison	1	Bryan
Marion	8	Atlanta
Martin	7	Odessa
Mason	3	Austin
Matagorda	3	Yoakum
Maverick	4	Laredo
McCulloch	7	Brownwood
McLennan	2	Waco
McMullen	3	San Antonio
Medina	3	San Antonio
Menard	7	San Angelo
Midland	7	Odessa
Milam	1	Bryan
Mills	7	Brownwood
Mitchell	7	Abilene
Montague	2	Wichita Falls
Montgomery	1	Houston
Moore	5	Amarillo
Morris	8	Atlanta
Motley	5	Childress
Nacogdoches	8	Lufkin
Navarro	2	Dallas
Newton	1	Beaumont
Nolan	7	Abilene
Nueces	4	Corpus Christi

County	Region #	District Name
Ochiltree	5	Amarillo
Oldham	5	Amarillo
Orange	1	Beaumont
Palo Pinto	2	Fort Worth
Panola	8	Atlanta
Parker	2	Fort Worth
Parmer	5	Lubbock
Pecos	7	Odessa
Polk	8	Lufkin
Potter	5	Amarillo
Presidio	6	El Paso
Rains	2	Paris
Randall	5	Amarillo
Reagan	7	San Angelo
Real	7	San Angelo
Red River	2	Paris
Reeves	7	Odessa
Refugio	4	Corpus Christi
Roberts	5	Amarillo
Robertson	1	Bryan
Rockwall	2	Dallas
Runnels	7	San Angelo
Rusk	8	Tyler
Sabine	8	Lufkin
San Augustine	8	Lufkin
San Jacinto	8	Lufkin
San Patricio	4	Corpus Christi
San Saba	7	Brownwood
Schleicher	7	San Angelo
Scurry	7	Abilene
Shackelford	7	Abilene
Shelby	8	Lufkin
Sherman	5	Amarillo
Smith	8	Tyler
Somervell	2	Fort Worth
Starr	4	Pharr
Stephens	7	Brownwood
Sterling	7	San Angelo

County	Region #	District Name
Stonewall	7	Abilene
Sutton	7	San Angelo
Swisher	5	Lubbock
Tarrant	2	Fort Worth
Taylor	7	Abilene
Terrell	7	Odessa
Terry	5	Lubbock
Throckmorton	2	Wichita Falls
Titus	8	Atlanta
Tom Green	7	San Angelo
Travis	3	Austin
Trinity	8	Lufkin
Tyler	1	Beaumont
Upshur	8	Atlanta
Upton	7	Odessa
Uvalde	3	San Antonio
Val Verde	4	Laredo
Van Zandt	8	Tyler
Victoria	3	Yoakum

County	Region #	District Name
Walker	1	Bryan
Waller	1	Houston
Ward	7	Odessa
Washington	1	Bryan
Webb	4	Laredo
Wharton	3	Yoakum
Wheeler	5	Childress
Wichita	2	Wichita Falls
Wilbarger	2	Wichita Falls
Willacy	4	Pharr
Williamson	3	Austin
Wilson	3	San Antonio
Winkler	7	Odessa
Wise	2	Fort Worth
Wood	8	Tyler
Yoakum	5	Lubbock
Young	2	Wichita Falls
Zapata	4	Pharr
Zavala	4	Laredo

Section VI

Providers for Categories by Region

Region 1

Construction

CandCNet Associates
Grijalva & Allen
Leon
Minority Contractors Alliance of TX
OC3 Technology
TAMBE

Bonding

C&C Financial
Grijalva & Allen
Minority Contractors Alliance of TX
TAMBE

Financial Management

Alphonso Solomon & Co., Inc.
C&C Financial
Capital Linkage, Inc.
Gomez & Co.
Grijalva & Allen
Instructional Design Consortium
Media Riders, Inc.
Minority Contractors Alliance of TX
Monday N. Rufus, P.C.
MRSW Management LLC
OC3 Technology

Business Management

Alpha Sim Technology
Alphonso Solomon & Co., Inc.
C&C Financial
Capital Linkage, Inc.
Curtis Business Solutions
Data Vise
Garza Communications
Gomez & Co.
Grijalva & Allen
Instructional Design Consortium
Media Riders, Inc.
Monday N. Rufus, P.C.
MRSW Management LLC
OC3 Technology
Quest Testing
TAMBE
Texas Mgmt. Associates, Inc.
Thomas Love Associates
Wayman L. Prince, Law Offices of

(Region 1 continued)

**Business Law/EEOC/
Affirmative Action**

Alphonso Solomon & Co., Inc.
Capital Linkage, Inc.
Grijalva & Allen
Instructional Design Consortium
Wayman L. Prince, Law Offices of

Computer

Alpha Sim Technology
Beacon Training Services, Inc.
Bilcol
CandCNet Associates
Data Vise
Gomez & Co.
Instructional Design Consortium
Media Riders, Inc.
Monday N. Rufus, P.C.
OC3 Technology
PSA Consulting
Quest Testing
T&T Engineering

Safety

Alpha Sim Technology
Grijalva & Allen
Minority Contractors Alliance of TX
Separation System Consultants, Inc.
TVD Enterprises

**Environmental Document
Compliance**

Alphonso Solomon & Co., Inc.
Dispute Management
Minority Contractors Alliance of TX
Separation System Consultants, Inc.

Professional Services

Alphonso Solomon & Co., Inc.
Minority Contractors Alliance of TX
Separation System Consultants, Inc.
Texas Mgmt. Associates, Inc.

Communication Skills

Alpha Sim Technology
Beacon Training Services, Inc.
C&C Financial
Capital Linkage, Inc.
Grijalva & Allen
Instructional Design Consortium
Jennifer Jacobs & Associates
Thomas Love Associates

Region 2

Construction

CandCNet Associates
Grijalva & Allen
OC3 Technology
TAMBE

Bonding

C&C Financial
Grijalva & Allen
TAMBE

Financial Management

Alphonso Solomon & Co., Inc.
C&C Financial
Capital Linkage, Inc.
Gomez & Co.
Grijalva & Allen
Media Riders, Inc.
Monday N. Rufus, P.C.
MRSW Management LLC
OC3 Technology
S.N.A.P. Management

Business Management

Alphonso Solomon & Co., Inc.
C&C Financial
Capital Linkage, Inc.
Curtis Business Solutions
Garza Communications
Gomez & Co.
Grijalva & Allen
Media Riders, Inc.
Monday N. Rufus, P.C.
OC3 Technology
TAMBE
Thomas Love Associates

Business Law/EEOC/ Affirmative Action

Alphonso Solomon & Co., Inc.
Capital Linkage, Inc.
Grijalva & Allen
OC3 Technology

(Region 2 continued)

Computer

Alpha Sim Technology
Beacon Training Services, Inc.
CandCNet Associates
Data Vise
Gomez & Co.
Media Riders, Inc.
Monday N. Rufus, P.C.
OC3 Technology
PSA Consulting
Quest Testing
S.N.A.P. Management
T&T Engineering
The Software Force

Safety

Alpha Sim Technology
Grijalva & Allen
TVD Enterprises

**Environmental Document
Compliance**

Alphonso Solomon & Co., Inc.
CandCNet Associates
Dispute Management
Separation System Consultants, Inc.

Professional Services

Alphonso Solomon & Co., Inc.
CandCNet Associates
Dispute Management
Separation System Consultants, Inc.
Texas Mgmt. Associates, Inc.

Communication Skills

Alpha Sim Technology
Beacon Training Services, Inc.
C&C Financial
Capital Linkage, Inc.
Grijalva & Allen
Jennifer Jacobs & Associates
Media Riders, Inc.
MRSW Management LLC
PSA Consulting
TAMBE
Thomas Love Associates

Region 3

Construction

CandCNet Associates
Grijalva & Allen
Minority Contractors Alliance of TX
Miratek Corp
MRSW Management LLC
OC3 Technology
RZ & Associates, Inc.
TAMBE
Texas Mgmt. Associates, Inc.

Bonding

C&C Financial
Grijalva & Allen
Miratek Corporation
RZ & Associates, Inc.
TAMBE

Financial Management

Alphonso Solomon & Co., Inc.
C&C Financial
Capital Linkage, Inc.
Gomez & Co.
Grijalva & Allen
Media Riders, Inc.
Minority Contractors Alliance of TX
Miratek Corporation
Monday N. Rufus, P.C.
MRSW Management LLC
OC3 Technology
RZ & Associates, Inc.
TVD Enterprises

Business Management

Alphonso Solomon & Co., Inc.
C&C Financial
Capital Linkage, Inc.
Curtis Business Solutions
Data Vise
Garza Communications
Gomez & Co.
Grijalva & Allen
Media Riders, Inc.
Miratek Corporation
Monday N. Rufus, P.C.
MRSW Management LLC
Quest Testing
RZ & Associates, Inc.
TAMBE
Texas Mgmt. Associates, Inc.
Thomas Love Associates
TVD Enterprises
Wayman L. Prince, Law Offices of

Business Law/EEOC/ Affirmative Action

Alphonso Solomon & Co., Inc.
Capital Linkage, Inc.
Grijalva & Allen
Miratek Corporation
RZ & Associates, Inc.
Texas Mgmt. Associates, Inc.
Wayman L. Prince, Law Offices of

(Region 3 continued)

Computer

Alpha Sim Technology
Beacon Training Services, Inc.
Bilcol
Bocknite & Associates
CandCNet Associates
Data Vise
Gomez & Co.
Media Riders, Inc.
Minority Contractors Alliance of TX
Miratek Corporation
Monday N. Rufus, P.C.
MRSW Management LLC
OC3 Technology
PSA Consulting
Quest Testing
S.N.A.P. Management
T&T Engineering
Texas Mgmt. Associates, Inc.
TVD Enterprises

Safety

Alpha Sim Technology
Grijalva & Allen
Miratek Corporation
RZ & Associates, Inc.
TVD Enterprises

**Environmental Document
Compliance**

Alphonso Solomon & Co., Inc.
Minority Contractors Alliance of TX
Miratek Corporation
Separation System Consultants, Inc.

Professional Services

Alphonso Solomon & Co., Inc.
Minority Contractors Alliance of TX
Miratek Corporation
Texas Mgmt. Associates, Inc.

Communication Skills

Alpha Sim Technology
Beacon Training Services, Inc.
C&C Financial
Capital Linkage, Inc.
Grijalva & Allen
Jennifer Jacobs & Associates
Media Riders, Inc.
Minority Contractors Alliance of TX
Miratek Corporation
MRSW Management LLC
PSA Consulting
RZ & Associates, Inc.
TAMBE
Texas Mgmt. Associates, Inc.
Thomas Love Associates

Region 4

Construction

Grijalva & Allen
OC3 Technology
RZ & Associates, Inc.
TAMBE
Texas Mgmt. Associates, Inc.

Bonding

C&C Financial
Grijalva & Allen
RZ & Associates, Inc.
TAMBE

Financial Management

Alphonso Solomon & Co., Inc.
C&C Financial
Capital Linkage, Inc.
Gomez & Co.
Grijalva & Allen
Media Riders, Inc.
Monday N. Rufus, P.C.
MRSW Management LLC
OC3 Technology
RZ & Associates, Inc.
Texas Mgmt. Associates, Inc.
TVD Enterprises

Business Management

Alpha Sim Technology
Alphonso Solomon & Co., Inc.
Bocknite & Associates
C&C Financial
Capital Linkage, Inc.
Data Vise
Garza Communications
Gomez & Co.
Grijalva & Allen
Media Riders, Inc.
Monday N. Rufus, P.C.
MRSW Management LLC
OC3 Technology
PSA Consulting
Quest Testing
RZ & Associates
Separation System Consultants, Inc.
TAMBE
Texas Mgmt. Associates, Inc.
Thomas Love Associates
TVD Enterprises
Wayman L. Prince, Law Offices of

(Region 4 continued)

**Business Law/EEOC/
Affirmative Action**

Alphonso Solomon & Co., Inc.
Capital Linkage, Inc.
Grijalva & Allen
RZ & Associates, Inc.
Wayman L. Prince, Law Offices of

Computer

Alpha Sim Technology
Beacon Training Services, Inc.
Bilcol
Bocknite & Associates
Data Vise
Gomez & Co.
Media Riders, Inc.
Monday N. Rufus, P.C.
OC3 Technology
PSA Consulting
Quest Testing
T&T Engineering
Texas Mgmt. Associates, Inc.
TVD Enterprises

Safety

Alpha Sim Technology
Grijalva & Allen
RZ & Associates, Inc.
TVD Enterprises

**Environmental Document
Compliance**

Alphonso Solomon & Co., Inc.
Dispute Management
Separation System Consultants, Inc.

Professional Services

Alphonso Solomon & Co., Inc.
Dispute Management
Separation System Consultants, Inc.
Texas Mgmt. Associates, Inc.

Communication Skills

Alpha Sim Technology
Beacon Training Services, Inc.
C&C Financial
Capital Linkage, Inc.
Grijalva & Allen
Jennifer Jacobs & Associates
Media Riders, Inc.
MRSW Management LLC
PSA Consulting
RZ & Associates, Inc.
TAMBE
Texas Mgmt. Associates, Inc.
Thomas Love Associates

Region 5

Construction

Grijalva & Allen
Miratek Corporation
OC3 Technology
TAMBE

Bonding

Grijalva & Allen
Miratek Corporation
TAMBE

Financial Management

Capital Linkage, Inc.
Gomez & Co.
Grijalva & Allen
Media Riders, Inc.
Miratek Corporation
Monday N. Rufus, P.C.
MRSW Management LLC
OC3 Technology

Business Management

Capital Linkage, Inc.
Curtis Business Solutions
Garza Communications
Gomez & Co.
Grijalva & Allen
Media Riders, Inc.
Miratek Corporation
Monday N. Rufus, P.C.
MRSW Management LLC
OC3 Technology
Quest Testing
TAMBE
Texas Mgmt. Associates, Inc.

Business Law/EEOC/ Affirmative Action

Capital Linkage, Inc.
Grijalva & Allen
Miratek Corporation

(Region 5 continued)

Computer

Beacon Training Services, Inc.
Bocknite & Associates
Data Vise
Gomez & Co.
Media Riders, Inc.
Miratek Corporation
Monday N. Rufus, P.C.
OC3 Technology
PSA Consulting
Quest Testing
T&T Engineering

Safety

Alpha Sim Technology
Grijalva & Allen
Miratek Corporation

**Environmental Document
Compliance**

Miratek Corporation

Professional Services

Miratek Corporation

Communication Skills

Alpha Sim Technology
Beacon Training Services, Inc.
Capital Linkage, Inc.
Grijalva & Allen
Media Riders, Inc.
Miratek Corporation
MRSW Management LLC
PSA Consulting
TAMBE

Region 6

Construction

Grijalva & Allen
Miratek Corporation
OC3 Technology
TAMBE

Bonding

C&C Financial
Grijalva & Allen
Miratek Corporation
TAMBE

Financial Management

Alphonso Solomon & Co., Inc.
C&C Financial
Capital Linkage, Inc.
Gomez & Co.
Grijalva & Allen
Media Riders, Inc.
Miratek Corporation
Monday N. Rufus, P.C.
MRSW Management LLC
OC3 Technology

Business Management

Alphonso Solomon & Co., Inc.
Bocknite & Associates
C&C Financial
Capital Linkage, Inc.
Curtis Business Solutions
Data Vise
Garza Communications
Gomez & Co.
Grijalva & Allen
Media Riders, Inc.
Miratek Corporation
Monday N. Rufus, P.C.
MRSW Management LLC
OC3 Technology
PSA Consulting
Quest Testing
TAMBE
Texas Mgmt. Associates, Inc.

(Region 6 continued)

**Business Law/EEOC/
Affirmative Action**

Alphonso Solomon & Co., Inc.
Capital Linkage, Inc.
Grijalva & Allen
Miratek Corporation

Computer

Alpha Sim Technology
Bocknite & Associates
C&C Financial
Data Vise
Gomez & Co.
Media Riders, Inc.
Miratek Corporation
Monday N. Rufus, P.C.
OC3 Technology
PSA Consulting
Quest Testing
T&T Engineering

Safety

Alpha Sim Technology
Grijalva & Allen
Miratek Corporation

**Environmental Document
Compliance**

Alphonso Solomon & Co., Inc.
Miratek Corporation

Professional Services

Alphonso Solomon & Co., Inc.
Miratek Corporation

Communication Skills

Alpha Sim Technology
C&C Financial
Capital Linkage, Inc.
Grijalva & Allen
Jennifer Jacobs & Associates
Media Riders, Inc.
Miratek Corporation
MRSW Management LLC
PSA Consulting
TAMBE

Region 7

Construction

Grijalva & Allen
Miratek Corporation
OC3 Technology
TAMBE
Texas Mgmt. Associates, Inc.

Bonding

Grijalva & Allen
Miratek Corporation
TAMBE

Financial Management

Alphonso Solomon & Co., Inc.
Capital Linkage, Inc.
Gomez & Co.
Grijalva & Allen
Media Riders, Inc.
Miratek Corporation
Monday N. Rufus, P.C.
MRSW Management LLC
OC3 Technology
Texas Mgmt. Associates, Inc.
TVD Enterprises

Business Management

Alphonso Solomon & Co., Inc.
Capital Linkage, Inc.
Curtis Business Solutions
Garza Communications
Gomez & Co.
Grijalva & Allen
Media Riders, Inc.
Miratek Corporation
Monday N. Rufus, P.C.
MRSW Management LLC
OC3 Technology
Quest Testing
TAMBE
Texas Mgmt. Associates, Inc.

Business Law/EEOC/ Affirmative Action

Alphonso Solomon & Co., Inc.
Capital Linkage, Inc.
Grijalva & Allen
Miratek Corporation

(Region 7 continued)

Computer

Alpha Sim Technology
Bocknite & Associates
Data Vise
Gomez & Co.
Media Riders, Inc.
Miratek Corporation
Monday N. Rufus, P.C.
MRSW Management LLC
OC3 Technology
PSA Consulting
Quest Testing
T&T Engineering
Texas Mgmt. Associates, Inc.
TVD Enterprises

Safety

Alpha Sim Technology
Grijalva & Allen
Miratek Corporation
Texas Mgmt. Associates, Inc.
TVD Enterprises

**Environmental Document
Compliance**

Alphonso Solomon & Co., Inc.
Miratek Corporation

Professional Services

Alphonso Solomon & Co., Inc.
Miratek Corporation
Texas Mgmt. Associates, Inc.

Communication Skills

Alpha Sim Technology
Capital Linkage, Inc.
Grijalva & Allen
Jennifer Jacobs & Associates
Media Riders, Inc.
Miratek Corporation
MRSW Management LLC
PSA Consulting
TAMBE
Texas Mgmt. Associates, Inc.

Region 8

Construction

CandCNet Associates
Grijalva & Allen
OC3 Technology
TAMBE

Bonding

Grijalva & Allen
TAMBE

Financial Management

Alphonso Solomon & Co., Inc.
Capital Linkage, Inc.
Gomez & Co.
Grijalva & Allen
Media Riders, Inc.
Monday N. Rufus, P.C.
MRSW Management LLC
OC3 Technology

Business Management

Alphonso Solomon & Co., Inc.
Capital Linkage, Inc.
Curtis Business Solutions
Garza Communications
Gomez & Co.
Grijalva & Allen
Media Riders, Inc.
Monday N. Rufus, P.C.
Quest Testing
TAMBE
Thomas Love Associates

Business Law/EEOC/ Affirmative Action

Alphonso Solomon & Co., Inc.
Capital Linkage, Inc.
Grijalva & Allen

Computer

Beacon Training Services, Inc.
Bocknite & Associates
CandCNet Associates
Data Vise
Gomez & Co.
Media Riders, Inc.
Monday N. Rufus, P.C.
OC3 Technology
PSA Consulting
Quest Testing
S.N.A.P. Management
T&T Engineering

Safety

Alpha Sim Technology
Grijalva & Allen

Environmental Document Compliance

Alphonso Solomon & Co., Inc.
CandCNet Associates
Dispute Management
Separation System Consultants, Inc.

(Region 8 continued)

Professional Services

Alphonso Solomon & Co., Inc.
CandCNet Associates
Dispute Management
Separation System Consultants, Inc.
Texas Mgmt. Associates, Inc.

Communication Skills

Alpha Sim Technology
Beacon Training Services, Inc.
Capital Linkage, Inc.
Grijalva & Allen
Jennifer Jacobs & Associates
Media Riders, Inc.
MRSW Management LLC
PSA Consulting
TAMBE
Thomas Love Associates

Section VII

Sample Forms

- Instructor Request Form
- Instructor Resume Form
- TAP Request Form/Work Plan
- Client's Preliminary Questionnaire
- Nature of Business Form
- Request Checklist
- TAP Training Approval
- Training Schedule
- Invoice
- Evaluation Form
- Client's Confirmation Letter
- Invoice Checklist
- End of Training Survey

Instructor Request

Instructor Resume

Welcome

The following Hot-Keys will help you with this form:

- Ctrl-F1** -- To reactivate this help menu.
- Ctrl-S** -- To spell-check the document.
- Ctrl-A** -- To add a row to the table on page 1
- Ctrl-T** -- To open Categories/Training window.
- Ctrl-W** -- To open Work Categories window.

Privacy Statement

The Texas Department of Transportation maintains the information collected through this form. With few exceptions, you are entitled on request to be informed about the information that we collect about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you also are entitled to receive and review the information. Under Section 559.004 of the Government Code, you are also entitled to have us correct information about you that is incorrect.

Note: For questions contact Forms Support: 512-416-2309.

Instructions

OWNER - an owner of the company must be listed as a contact person.

** This will be the person who **signs** this form and all subsequent forms related to this request. **

A **signed** TRAINING PLAN must accompany each request for assistance. It must identify:

- * the specifics to be taught, i.e., syllabus
- * the time frame for each item of training, and
- * the instructors for each item of training to be given

A completed SIGNED **Client's Preliminary Questionnaire** must accompany each request for assistance.

Upon approval of request, the Provider must submit a training schedule to BOP

within 10 working days

or the request will be cancelled.

Exit **PRINT THIS WINDOW**

TAP request form – page 1

TAP request form – page 2

Work Categories
X

Work Categories

PRINT THESE INSTRUCTIONS

PLEASE INDICATE THE NATURE OF YOUR BUSINESS. Check the type of work that makes up 75 percent or more of the dollar volume of work done by your business. Should your firm's type not be listed below, indicate service provided under Miscellaneous.

<input type="checkbox"/> ASPHALT - includes seal coats and surface treatments, limestone rock asphalt, cold-mix asphalt concrete pavement, hot mix asphalt concrete pavement, etc.	<input type="checkbox"/> MAJOR STRUCTURES - includes structural excavation, drill shafts, piling, concrete for columns, bents, abutments, slabs, structural steel, rebar, etc.	<input type="checkbox"/> TRAFFIC CONTROL DEVICES - includes traffic signals, signs, barricades, pavement markers, buttons, edge lines, striping, etc.
<input type="checkbox"/> CONCRETE PAVING AND INCIDENTALS - includes jointed concrete pavement and continuously reinforced concrete pavement.	<input type="checkbox"/> MATERIAL SUPPLIERS - suppliers of construction materials kept in inventory for public sale.	<input type="checkbox"/> UNDERGROUND AND UTILITY WORK - includes <ul style="list-style-type: none"> <input type="checkbox"/> Water and sewage line, PVC pipe, etc. <input type="checkbox"/> Power and communication transmission line, underground conduit, utility telephone lines, etc.
<input type="checkbox"/> EARTHWORK, BASE AND SUBBASE - includes preparing ROW, clearing, removing old concrete, roadway and channel excavation, embankments, subbase courses, base courses, etc.	<input type="checkbox"/> MINOR STRUCTURES AND MISCELLANEOUS CONCRETE - includes CGM and RC pipe, inlets, manholes, sewers, box culverts, sidewalks, driveways, riprap, curb and gutter, concrete bridge railing, concrete median barrier, etc.	<input type="checkbox"/> Banks owned and controlled by disadvantaged individuals.
<input type="checkbox"/> FENCING - includes wire, chain link and metal beam guard fence, metal bridge railing, etc.	<input type="checkbox"/> PAINTING - includes painting of structural steel and concrete structures.	Aviation. Please specify <input style="width: 100%;" type="text"/>
<input type="checkbox"/> HAULING - includes hauling of base material, gravel, sand, hot mix, etc.	<input type="checkbox"/> PROFESSIONAL SERVICES - includes consulting <ul style="list-style-type: none"> <input type="checkbox"/> Engineers <input type="checkbox"/> Architects <input type="checkbox"/> Surveyors 	Public Transportation. Please specify <input style="width: 100%;" type="text"/>
<input type="checkbox"/> ILLUMINATION - includes placement of conduit and wire, poles, roadway and bridge lights, etc.	<input type="checkbox"/> REST AREAS - includes steel, masonry or wood fabrication and erection, electrical wiring, plumbing, etc.	MISCELLANEOUS - Please specify. <input style="width: 100%;" type="text"/>
<input type="checkbox"/> LANDSCAPING - includes roadside planting, erosion control, sodding, seeding, etc.		<div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid gray; padding: 5px 15px; font-weight: bold;">OK</div> <div style="border: 1px solid gray; padding: 5px 15px;">Clear Previous Answers</div> </div>

Categories/Items of Training/Technical Assistance [X]

Categories/Items of Training/Technical Assistance

Choose one item:

1. Construction

- 1. Construction Methods
- 2. Bidding
- 3. Prime Contractor - Subcontractor Relations
- 4. Project Management
- 5. Estimating
- 6. Plan Reading
- 7. Pre-Bid Conferences
- 8. Pre-Qualifications

2. Bonding

- 9. Techniques to enhance clients' abilities to expand their bonding resources.
- 10. Bonding requirements
- 11. Preparation of bonding packages for TxDOT contracts

3. Financial Management

- 12. Accounting
- 13. Cash Flow Management
- 14. Financial Packages

4. Business Management

- 15. Business Management
- 16. Business Plan
- 17. Marketing

5. Business Law, EEOC and Affirmative Action

- 18. Business Law
- 19. Equal Employment Opportunity (EEO) and Affirmative Action

6. Computer

- 20. Computer

7. Safety

- 21. Safety Requirements

8. Environmental Document Compliance

- 22. Environmental Document Compliance

9. Professional Services

- 23. Professional Services

10. Communication Skills

- 24. Business Correspondence
- 25. Employee Functional Trades
- 26. Safety Regulations
- 27. Human Resource Policies required by state and federal government

ERASE CURRENT ROW

DELETE CURRENT ROW

Preliminary Questionnaire

Request Checklist

TAP Approval form

Training Schedule

Consultant Co., Inc.

INVOICE

To: Education and Outreach Branch
Business Opportunity Programs
Construction Division
Texas Department of Transportation
125 E. 11th St.
Austin, TX 78701-2483

Invoice #:
Invoice Date:
PO # B442003XXXXXXXXXX

Client: Subcontractor Co., Inc.

BOP Request #: 21

Location of assistance: Client's office

Dates of assistance: March 3, 7, 10, 12, 1999

Hours, category, rate, dollars of assistance:	5 hrs	Computer	\$50/hr	\$250
	10 hrs	Accounting/Cash Flow	\$50/hr	\$500

Trainers:

Persons receiving assistance:

TOTAL amount of INVOICE: \$750.00

Leave a space about this size

(4½" x 2")

available for BOP Office use.

200 Street Address City, Texas 99999 (512) 555-####

Evaluation form



Number One Corporation
205 N. Shane Way • News, TX 72211

June 28, 1999

Pat Merrill
CST/Business Opportunity Programs
Texas Department of Transportation
125 E. 11th ST
Austin, TX 78701

Dear Ms. Merrill:

In your own words, the text of this letter should indicate that you received the TAP training and what the categories of training were. You should also indicate how satisfied you were with the training and how it will help your company. Any other applicable comments may be included in this letter.

Sincerely,

Zolina Epstine
President & CEO

SAMPLE

Invoice Checklist

End of Training Survey

NOTES