

# Small Business & DBE Workshop

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### **Purchasing Division**



- Kristi Keller
  - Purchasing Manager
  - kristi.keller@davenportiowa.com
  - 563-888-2077
- Kari Thoren
  - Management Analyst
  - kari.thoren@davenportiowa.com
  - 563-888-2267



#### Bids from 2021



- Tree Removal
- Line Painting
- Demolitions
- Maintenance/Repairs
- Signs
- Office Furniture
- Masonry Work
- Snow Removal
- Painting

- Playgrounds
- Computer Equipment
- Vehicles
- Construction
- Resurfacing
- Pest Control
- Lighting
- Fencing
- Flooring

### E-Bidding System

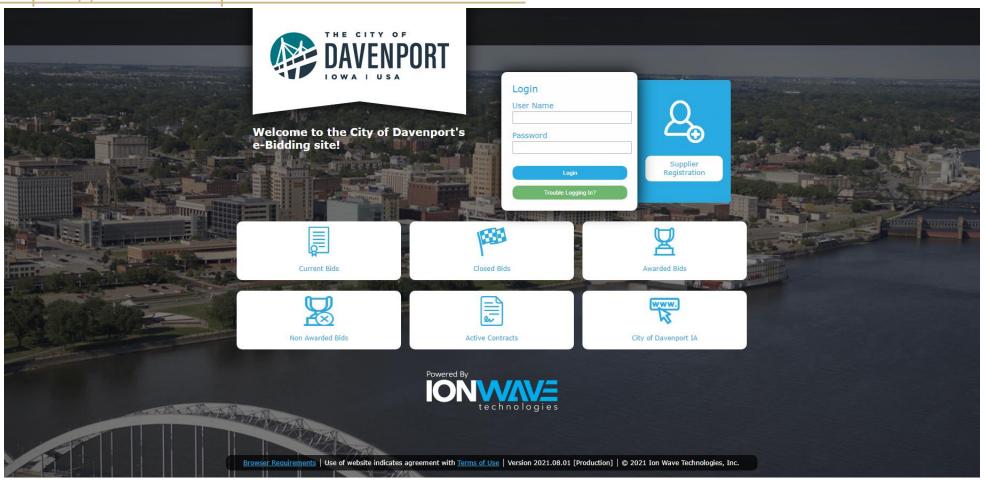


- IonWave
  - How to access open bids
  - How to register
  - How to submit a bid

## **E-Bidding System**



https://davenport.ionwave.net



### **Bidding Process**



- Invitation to bid
  - Bids are sealed until the bid close date
  - Bid tabulation is posted within 24 hours of bid close
  - · Bid tabulation is sent to project manager for review and award
  - If cost is over \$50,000 the award must be approved by City Council
    - Two week cycle
  - Award is processed in IonWave
    - Awarded supplier will receive an award email
    - Other supplier will receive a non-award email
  - If applicable a contract will be sent
  - Project manager will contact vendor with a purchase order number

### **Bidding Process**



- Request for Proposal/Qualifications
  - Proposals are sealed until the close date
  - Proposal tabulation showing respondents is posted within 24 hours of close
  - Proposals are sent to evaluation team for scoring
  - Interviews may be conducted with vendors
  - Project manager reviews evaluations and selects supplier for award
  - If cost is over \$50,000 the award must be approved by City Council
    - Two week cycle
  - Award is processed in IonWave
    - Awarded supplier will receive an award email
    - Other supplier will receive a non-award email
  - If applicable a contract will be sent/services contract will be drafted
  - Project manager will contact vendor with purchase order number



#### What is a DBE



- Disadvantaged Business Enterprise
  - For-profit small business in which a socially and economically disadvantaged individual owns at least a 51% interest and controls management and daily business operations
    - Must meet the Small Business Administration size criteria AND annual gross receipts must not exceed \$23.98 million
    - African Americans, Hispanics, Native Americans, Asian-Pacific and Subcontinent Asian Americans, and women
    - Others can qualify on a case-by-case basis
      - To be regarded as economically disadvantaged, an individual's personal net worth must not exceed \$1.32 million
  - These metrics are set by the US Department of Transportation. The City of Davenport does not set these standards and has no part in the DBE designation process.

# Why is DBE designation important?



- U.S. Department of Transportation regulations require state and local transportation agencies that receive DOT financial assistance to establish goals for the participation of DBEs.
  - Iowa DOT requirements for DBE participation
    - 6.03% of all Federal Highway Administration contracts
    - .15% of all Federal Transit Administration contracts
- The goal DBE program is to level the playing field by providing small businesses owned and controlled by socially and economically disadvantaged individuals a fair opportunity to compete for federally funded transportation contracts.

# How to achieve DBE designation



- To participate in the DBE program, businesses must receive DBE certification
  - Through the Iowa DOT, Administered by the Civil Rights Bureau
- Application can be accessed through the Iowa DOT website
  - <a href="https://iowadot.gov/civilrights/disadvantaged-business-enterprise-program-dbe/dbe-program">https://iowadot.gov/civilrights/disadvantaged-business-enterprise-program-dbe/dbe-program</a>
  - "DBE Uniform Certification Application"

# How to achieve DBE designation



- "How to Become a Certified DBE"
  - Iowa State Extension Office
  - Iowa Department of Transportation
  - <a href="https://www.youtube.com/w">https://www.youtube.com/w</a> atch?v=GrmwhPyu5lo



#### Resources to help



• The Iowa DOT offers supportive services to assist DBE-certified companies, including certified public accountant financial assistance.

• DBE SUPPORT SERVICES PROGRAM MANAGER Yareli Mendoza, DBE external administrator

Email: yareli.mendoza@iowadot.us

Phone: 515-239-1427

## THANK YOU

