



# 31st Annual Small Business Development Conference

# 2011



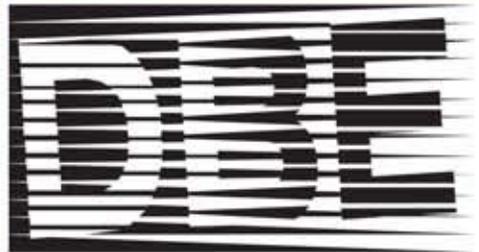
March 21-22, 2011  
Marriott Centerpoint  
Pontiac, MI



**DISADVANTAGED BUSINESS**



**ENTERPRISE**





STATE OF MICHIGAN  
**DEPARTMENT OF TRANSPORTATION**  
LANSING

RICK SNYDER  
GOVERNOR

KIRK T. STEUDLE  
DIRECTOR

## 2011 DBE Small Business Development Conference

### Conference Registrants:

We are pleased to announce the 2011 DBE Small Business Development Conference. It will be held March 21<sup>st</sup> and March 22<sup>nd</sup> at the Marriott Hotel in Pontiac, Michigan. This will be our 31<sup>st</sup> annual conference and it promises to be another informative and enjoyable event.

The conference agenda and the conference registration form are included in this packet, as well as information and directions to the host hotel. Feel free to copy the registration form if more than one person from your organization will attend. **We will need a registration form for each registrant.** As you review this material you will see that we have excellent speakers and breakout sessions so you will want to return your registration form(s) as soon as possible. As in previous years there will be no registration fee so space is limited. We have an early registration gift if you return your registration form(s) by February 4<sup>th</sup>. You will receive a "New (2011 Edition) MDOT Standard Specifications for Construction Manual." Once your attendance is verified we will mail the manual to you (one per company).

Fax your completed registration form(s) to **517-335-6859** or mail your form(s) in the included self addressed envelope. **Please fax or mail your registration form(s) no later than Friday, March 11, 2011.** You should also make your hotel reservations as soon as possible. To receive the special conference rate at the Marriott, you must reference the "*MDOT Business Development Conference.*"

Contact Connie Durham at 517-373-2377 or at our toll-free number, 1-866-DBE-1264 (1-866-323-1264) if you have questions. We look forward to receiving your registration form and seeing you on March 21<sup>st</sup> and 22<sup>nd</sup>.

Sincerely,

Dr. Patricia A. Collins  
DBE Program Administration

### Attachments

**Michigan Department of Transportation's (MDOT)  
 31<sup>st</sup> Annual  
 DBE Small Business Conference  
 March 21<sup>st</sup> and March 22<sup>nd</sup>, 2011**

**Conference Registration Form**

*Please Complete One Form for Each Person Attending*

**Day 1: Monday, March 21<sup>st</sup> (Please print clearly)**

<b>I am a:</b> (Please Check One)	<input type="checkbox"/> DBE	<input type="checkbox"/> Prime Contractor	<input type="checkbox"/> MDOT Employee	<input type="checkbox"/> Other
<b>Company Name:</b>				
<b>Company Address:</b>				
<b>City, State, Zip:</b>				
<b>Phone Number:</b>				
<b>E-Mail Address:</b>				
<b>Name of Attendee:</b>				
<b>I plan to attend the conference on Monday, March 21<sup>st</sup> (If NO go to day two)</b>	<b>Yes</b>	<b>No</b>		
<b>I plan to attend breakfast on Monday (7:30 a.m. – 8:30 a.m.) EARLY BIRD DRAWING: MUST BE PRESENT TO WIN</b>				
<b>I plan to attend the opening keynote address: John Lindstrom, Gongwer News Service Topic: The Future of Transportation in Michigan</b>				
<b><i>Please check the breakout session you plan to attend (Morning sessions will repeat in the afternoon)</i></b>				
<b>I plan to attend this Monday morning breakout session (10:15 – 11:45) (Check only one. These sessions repeat at 1:30)</b>				
<b>Small Business Funding Resources</b> There are several funding resources currently available for small businesses available both at the state and federal level. A panel of experts will explain many of the available options (loans, bonding, etc.) and requirements for taking advantage of these resources.				
<b>MDOT Prompt Pay Procedure: The Federal Highway Administration Perspective</b> Staff at the Michigan Division of the Federal Highway Administration will discuss MDOT's prompt payment process.				
<b>Resolving Work Related Conflicts</b> Handling conflict so that it results in successful problem resolution is an important business skill. This session will focus on effective methods for dealing with typical conflicts that occur on projects.				
<b>MDOT's Service and Construction prequalification Process: How to Get and Stay Prequalified</b> This session will explain MDOT's prequalification process including which companies must be prequalified to work on an MDOT project. Prequalification specialists will also explain how to remain prequalified, in order to continue to bid on MDOT projects.				
<b>Successful Project Administration (PE, Contractor and Consultant Panel)</b> A panel of construction and service contractors, as well as MDOT representatives, will discuss expectations of firms working on an MDOT project.				

## Conference Registration Form

*Please Complete One Form for Each Person Attending*

	Yes	No
<b>I plan to attend the luncheon</b> Keynote Address: Greg Johnson, MDOT's Chief Operations Officer	<input type="checkbox"/>	<input type="checkbox"/>
<b>I plan to attend this Monday afternoon breakout session (1:30 – 3:00) (Check only one)</b>		
<b>Small Business Funding Resources</b> There are several funding resources currently available for small businesses available both at the state and federal level. A panel of experts will explain many of the available options (loans, bonding, etc.) and requirements for taking advantage of these resources.	<input type="checkbox"/>	<input type="checkbox"/>
<b>MDOT Prompt Pay Procedure: The Federal Highway Administration Perspective</b> Staff at the Michigan Division of the Federal Highway Administration will discuss MDOT's prompt payment process.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Resolving Work Related Conflicts</b> Handling conflict so that it results in successful problem resolution is an important business skill. This session will focus on effective methods for dealing with typical conflicts that occur on projects.	<input type="checkbox"/>	<input type="checkbox"/>
<b>MDOT's Service and Construction Prequalification Process: How to Get and Stay Prequalified</b> This session will explain MDOT's prequalification process including which companies must be prequalified to work on an MDOT project. Prequalification specialists will also explain how to remain prequalified, in order to continue to bid on MDOT projects.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Successful Project Administration (PE, Contractor and Consultant Panel)</b> A panel of construction and service contractors, as well as MDOT representatives, will discuss expectations of firms working on an MDOT project.	<input type="checkbox"/>	<input type="checkbox"/>
<b>General Session: Federal Highway Administration (FHWA) Update (3:15 p.m. – 4:00 p.m.)</b> The Federal Highway Administration (FHWA) has many upcoming changes that will impact the DBE program. FHWA officials will explain the who, what, when, and why of these changes.	<input type="checkbox"/>	<input type="checkbox"/>
<b>I plan to attend the DBE/Prime Contractor Networking Session (with Vendor Tables) (4:00 p.m. – 6:00 p.m.)</b> This will be an opportunity to both promote your business and take advantage of an ideal networking session.	<input type="checkbox"/>	<input type="checkbox"/>
<b>I plan to attend the Mix and Mingle Reception (6:00 p.m.)</b>	<input type="checkbox"/>	<input type="checkbox"/>

## Day 2: Tuesday, March 22<sup>nd</sup>

## Conference Registration Form

*Please Complete One Form for Each Person Attending*

	Yes	No
<b>I plan to attend the conference on Tuesday, March 22<sup>nd</sup></b> <i>(If your answer is NO, you are done with this form)</i>	<input type="checkbox"/>	<input type="checkbox"/>
<b>I plan to attend the breakfast on Tuesday (7:30 a.m. – 8:30 a.m.)</b> <b>EARLY BIRD DRAWING: MUST BE PRESENT TO WIN</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>8:45 – 9:15 Keynote Address: Colette Holt, Colette Holt &amp; Associates</b> <b>Topic: The DBE Program: A Historical Perspective</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>9:15– 10:15 Keynote Address: Panel Discussion</b> <b>Topic: Free State and Federal Resources for Small Businesses</b> A panel of federal and state representatives will cover a range of free services available to small business owners.	<input type="checkbox"/>	<input type="checkbox"/>

## Conference Registration Form

*Please Complete One Form for Each Person Attending*

*Please check the breakout session you plan to attend*

<b>I plan to attend this Tuesday morning breakout session (10:30 – 12:30):</b>		<b>(Check only one)</b>	
<b>How to Get a Non-Highway State Government Contract</b> MDOT lets hundreds of contracts a year. The same is true for other state of Michigan Departments such as the Michigan Department of Technology; Management and Budget; Corrections; Civil Rights as well as county and city governments. Representatives from various government agencies will discuss their contract opportunities and requirements for getting a contract.			
<b>The Benefits of Workforce Diversity: Industry and Community Perspectives</b> This roundtable discussion will include prime contractor(s); DBE contractor(s)/consultant(s); community organizers and MDOT personnel. Roundtable participants will discuss the importance of workforce diversity from both a societal standpoint and bottom-line business perspective. They will also discuss the opportunities and the challenges their organizations face while trying to capitalize on the benefits of diversity.			
<b>How to Prepare an MDOT Bid</b> Are you having a problem preparing a successful MDOT construction contract quote or service contract proposal? Do you want to improve your process? If your answer is yes, then plan to attend this session.			
<b>Overview of Federal DBE Program Legislation</b> This workshop will explain, in detail, federal DBE program regulations. By the end of this session you will understand the federal requirements of the DBE program as well as MDOT staff, DBE and prime contractor responsibilities.			
<b>Using Websites, Social Media and Other Electronic Devices to Grow Your Business</b> Technology is constantly changing and becoming an integral part of both running and promoting your business. This workshop will explain these tools and how to use them effectively.			
<b>I plan to attend the luncheon on Tuesday</b> <b>Speaker: Kirk Steudle, MDOT Director</b>		<b>Yes</b>	<b>No</b>
<b>I plan to stay at the hotel (check which day(s))</b>		<b>Sunday</b>	<b>Monday</b>

**Please fax the completed form(s) to 517•335•6859,  
or e-mail to [durhamc@michigan.gov](mailto:durhamc@michigan.gov),  
or mail in the envelope provided (no postage required)**

Conference Materials will be Available Sunday, March 20<sup>th</sup>  
5:00 p.m. to 7:00 p.m. in the Hotel Lobby

**EARLY BIRD REGISTRATION!!!!**

Fax/E-Mail/Mail your registration by Friday, February 4<sup>th</sup> and receive a complimentary copy of the current "New (2011 Edition) MDOT Standard Specifications for Construction Manual"

Note: This is a free conference so please register early, space will be limited.  
Deadline for registration is Friday, March 4<sup>th</sup>.

Schedule is subject to change

**Marriott Hotel  
3600 Centerpoint Parkway  
Pontiac, MI 48341  
Toll-Free: 1-800-228-9290**

ALL CONFERENCE ATTENDEES ARE RESPONSIBLE FOR  
MAKING THEIR OWN HOTEL ACCOMMODATIONS.

Rates at the Marriott are \$93.00 per night when you mention  
“MDOT Business Development Conference.”

For Reservations Contact:

**Marriott Hotel**  
Detroit Pontiac at Centerpoint  
3600 Centerpoint Parkway  
Pontiac, MI 48341  
Toll-Free: 1-800-228-9290

