

GENERAL INFORMATION

Any questions relative to the Research Problem Statement must be submitted by e-mail to: mdot-research@michigan.gov. Questions must be received by **April 22, 2011 at 5:00 p.m. EST**. All questions and answers will be placed on the MDOT RFP Web site as soon as possible after receipt of the questions and at least three (3) days prior to the due date listed above. The names of organizations submitting questions will not be disclosed.

The prime contractor must be a Michigan university. An organization located outside of Michigan may be included in the research team, but cannot be the primary contractor. A consultant located in Michigan may be included in the research team, but cannot be the primary contractor. MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to participate as a subcontractor. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

MDOT AND ORBP FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION:

- 5100D – Request for Proposal Cover Sheet
- 5100G – Certification of Key Personnel
- 5100I – Conflict of Interest Statement
- ORBP Research Proposal Budget Form Worksheet
- ORBP Schedule of Research Activities Form
- ORBP Deliverables Table
- ORBP Implementation Project Recommendation Form

**OFFICE OF RESEARCH & BEST PRACTICES
MDOT RESEARCH PROGRAM
2011 PROBLEM STATEMENT**

PROBLEM TITLE

Examining the Disadvantaged Business Enterprise (DBE) Program

ORBP NO.
OR10-049

STRATEGIC PRIORITY NO.

CRITICAL ISSUE CODE

MDOT PROJECT CATEGORY

PROBLEM TO ADDRESS

BRIEFLY DESCRIBE THE PROBLEM TO BE ADDRESSED AND WHY IT IS AN ISSUE FOR MDOT

Key stakeholders need a better understanding of the role, legal responsibilities and accomplishments of the Michigan Department of Transportation (MDOT) Office of Business Development (OBD) and the Disadvantaged Business Enterprise (DBE) Program. The DBE Program recruits and certifies DBE firms, implements an On-the-job Training Program, conducts contractor and DBE monitoring, and conducts external equal opportunity compliance monitoring. Misconceptions about the overall program's mission, role and responsibilities can lead to various questions about the program and the continuous education of stakeholders.

RESEARCH OBJECTIVES AND TASKS

LIST THE RESEARCH OBJECTIVE(S) TO BE ACCOMPLISHED

1. Identify best practices and methods for communicating program role, mission, and responsibilities to key stakeholders.
2. Identify and survey stakeholders to determine levels of knowledge about this program and their ideas about the program's role and responsibilities.
3. Develop a report that summarizes findings, assist with the education/re-education of stakeholders and incorporate national best practices.
4. Develop an action plan to be used to communicate the role, responsibilities, and mission of this program.
5. Create effective communication tools (video/ PowerPoint presentation, etc.) to be used to educate stakeholders, gain support, and assist with the education/re-education of stakeholders.

LIST THE MAJOR TASKS TO ACCOMPLISH THE RESEARCH OBJECTIVES:

ESTIMATED PERSON HOURS

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| <ol style="list-style-type: none"> 1. Literature Search <ol style="list-style-type: none"> a. Conduct a state-of-the-practice survey and literature search of other state Departments of Transportation (DOT) Disadvantaged Business Enterprise programs to identify best practices. b. Conduct a state-of-the-practice survey and literature search of other (non DOT) agencies with legal affirmative action mandates to determine how they communicate their role, mission, and legal mandates. 2. Cognitive Stakeholder Survey/Best Practices Survey <ol style="list-style-type: none"> a. Utilize literature search results to develop and execute a survey of state DOT Disadvantaged Business Enterprise personnel to identify best practices. b. Utilize literature search to develop and execute a survey of non DOT agencies with federal affirmative action mandates to determine how they communicate their role, mission, and legal mandates to stakeholders. c. Utilize literature search to develop and execute a survey of various stakeholders (community groups, elected officials, etc.) to determine their perceptions of the role and responsibility of MDOT's DBE Program. 3. Analysis <ol style="list-style-type: none"> a. Analyze the results of the literature searches and surveys and document results. Written results should identify cost effective ways to communicate study findings. 4. Recommendations <ol style="list-style-type: none"> a. Identify a process for continuously educating stakeholders, with specific communication tools for use by MDOT staff. Tools resulting from this survey can include an educational video, PowerPoint Presentation, etc. Recommendations from stakeholders to be included. | <p>350-450</p> <p>400-500</p> <p>125-200</p> <p>200-300</p> |
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ESTIMATED COST AND TIMELINE

ESTIMATE THE COST OF THIS RESEARCH STUDY (Please provide a cost range [min. and max.] associated with the person hours by task above)
Tier II (\$100,00 – 250,000)

PROVIDE A PROPOSED TIMELINE FOR THE PROJECT (At minimum, the expected duration of the project)
8/31/2011 to 8/30/2012

REQUIRED COMPLETION DATE (At minimum, the date by which results are needed to be applicable)
Completion date is August 30, 2012

BUDGET INFORMATION

(For each FY, list suggested minimum and maximum budgets as targets. Indirect Cost Rate is for ORBP use only.)

TOTAL BUDGET (BY FY)	FY1	FY2	FY3	FY4	INDIRECT COST RATE
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DELIVERABLES

WHAT DELIVERABLES SHOULD BE RECEIVED AT THE END OF THIS PROJECT? (e.g., usable technical product, design method, techniques, training, workshops, report, manual of practice, policy, procedure, specification, standard, software, hardware, equipment, training tools, etc.)

A research report study findings and recommendations. A technical manual and appropriate communication tools (video/PowerPoint presentation, etc.) to be used by OBD at listening sessions, workshops, briefings, etc. Identification and documentation of steps/techniques OBD staff can take/use after the research project is complete. Including information about stakeholder perceptions is important.

MDOT INVOLVEMENT (What will MDOT provide for this project and when)

Background information, assistance identifying stakeholders, DBE Program Specifics. Assistance with interpretation of federal law and guidelines

URGENCY, PAYOFF POTENTIAL AND IMPLEMENTATION

HOW URGENT IS THIS RESEARCH? IS IT IMPORTANT THAT IT BE DONE SOON? IF SO, WHY?

This is an important project that should start and be completed as soon as possible. There is a high level of interest in programs that impact small businesses as well as a lack of understanding about how this program works and why it exists. A quick completion of this project will be of benefit to MDOT as well as external and internal stakeholders.

DESCRIBE HOW THE PROPOSED RESULTS OF THIS PROJECT CAN BE IMPLEMENTED AT MDOT

The literature review and survey results will be extremely important to MDOT because this is a federally mandated program. Information that increases understanding of this program, assists with meeting federal mandates, identifies best practices, and incorporates suggestions and perceptions of internal and external parties is always beneficial to MDOT. Implementation will primarily consist of sharing study results with both internal and external stakeholders.

DESCRIBE HOW MDOT WILL BENEFIT FROM THE IMPLEMENTATION OF THIS PROJECT AND WHO THE BENEFICIARIES WILL BE. INCLUDE A DISCUSSION OF HOW MDOT DIVISIONS, OTHER THAN THAT OF THE PROBLEM SUBMITTER, WILL BENEFIT AND HOW.

A recent Federal Highway Administration (FHWA) audit indicated various areas of MDOT, including field engineers, are responsible for assisting in implementing the DBE Program. Interviews with these engineers, as well as other MDOT staff, during the audit indicated these employees were not aware of their role. This project will assist in meeting an important mandate from MDOT executive management and the FHWA in making stakeholders aware of the role and responsibilities of the DBE Program and how the various regions/bureaus/divisions/offices can assist. Also, there are continuous discussions with community organizations, elected officials, contractor associations, and others about the role and responsibilities of this program, and the extent to which it can address numerous community concerns. The results of this study will be of great benefit to not only MDOT personnel within various divisions, offices, and bureaus but also to the DBE community, other State DOT's, federal officials, etc. The resulting video/PowerPoint Presentation and technical report will increase understanding of this program internally.

POTENTIAL OBSTACLES

WHAT RISKS OR OBSTACLES MAY MAKE CARRYING OUT THIS PROJECT DIFFICULT? WHAT STRATEGIES WILL YOU USE TO OVERCOME THEM?

No substantial risk or obstacles are anticipated.

POSSIBLE INVESTIGATOR(S)

DESIRED QUALIFICATIONS IN AN INVESTIGATOR

Some knowledge of, and sensitivity to, federal civil rights programs.