



STATE OF MICHIGAN  
**DEPARTMENT OF TRANSPORTATION**  
LANSING

RICK SNYDER  
GOVERNOR

KIRK T. STEUDLE  
DIRECTOR

**November 1, 2017**

***Orientation 101: DBE Orientation***

**Owners of new and recertifying Disadvantaged Business Enterprises (DBEs)  
must attend DBE Orientation.**

In order to successfully bid as a new or recertifying firm, the disadvantaged owner(s) and/or company officer(s) must attend Orientation. To receive credit, attendees must stay for the entire duration of the program. Other key employees of DBE firms are encouraged to register, especially those who are vital to your firm's advancement.

Feel free to dress business casual as this is an interactive session where you will receive valuable information about MDOT's contracting, bidding processes and Support Services Program. We will answer frequently asked questions as well as take time to hear and respond to your specific questions and concerns as we discuss the following:

- Overview of the Basic Training Curriculum and Certificates of Completion for each class passed
- Who should be prequalified and how to maintain it?
- How to maintain your certification; correctly complete the Annual Affidavit and find MDOT forms.
- When are you not performing a Commercially Useful Function (CUF)?
- When can you bid as a prime?
- Who can bid as a subcontractor?
- When and how can you obtain reimbursements?
- Why is it important to network?
- How do you build a strong pool of DBEs with whom you can partner?
- Are there contractual opportunities beyond MDOT and who are MDOT's partners?
- What programs, workshops or individuals are available to assist me as a DBE?

To register for this session, please call JoAnn Harris toll free at 866-323-1264 or 517-373-3282, or register by email at [Harrisj@michigan.gov](mailto:Harrisj@michigan.gov). **Register no later than Wednesday, November 29<sup>th</sup> to confirm your attendance.**

**Tuesday, December 5, 2016  
9:00 a.m. - 12:00 p.m.  
Comfort Inn & Suites  
2424 S. Mission St.  
Mt. Pleasant, MI 48858**