



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
**DEPARTMENT OF TRANSPORTATION**  
LANSING

KIRK T. STEUDLE  
DIRECTOR

**September 13, 2018**

***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:

- How to maintain your certification, correctly complete the New Annual Affidavit and find MDOT forms.
- Who should be prequalified and how to maintain it?
- The Small Business Program (for all small construction and service firms)
- Prompt Pay and Wage Rate Update
- When are you not performing a Commercially Useful Function (CUF)?
- When can you bid as a prime and who can bid as a subcontractor?
- DBE Reimbursement and when and how can you obtain them?
- The importance of networking & how do you build a 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 you as a DBE?
- Bonding and Education Program.
- And much, much more!

To register, please call Kathleen Jones toll free at (313) 965-2350 or register by email at [JonesK49@michigan.gov](mailto:JonesK49@michigan.gov) . **Register to confirm your attendance.**

**Thursday, November 8, 2018**  
**9:30 am – 3:30 p.m.**  
**MDOT - Detroit Operations and Service Center**  
**Fisher Conference Room – 2<sup>nd</sup> Floor**  
**Parking in rear of building**  
**1060 W. Fort St. – Detroit, MI 48226**