

October 2008

# INROADS

Paving the Way for Montana's Disadvantaged Business Enterprises



DBE Program  
Civil Rights Bureau  
Montana Department of Transportation  
P.O. Box 201001  
Helena, Montana 59620-1001

Volume 8, Issue 5

## People Worth Knowing: Patti Renevier

Are you ready to do business with the government? Patti Renevier can help you decide. Featured speaker at the upcoming DBE conference, Patti is the Manager of the Procurement Technical Assistance Center (PTAC) at Prospera Business Network (formerly the Gallatin Development Corporation) in Bozeman. As a PTAC manager, she provides technical assistance to businesses in Broadwater, Cascade, Gallatin, Jefferson, Lewis and Clark, Madison, Meagher, and Park Counties. For businesses outside those counties, Patti answers immediate questions and provides referrals to the appropriate PTAC offices in Billings, Kalispell, or Missoula.

"I really encourage Montana DBEs to attend the conference on October 21 to find out if they're ready for government contracting. I hope to pique their interest and help determine what the next steps are. Readiness depends upon a number of factors, including their products or services, how long they have been in business, their financial stability, and their capacity to meet government demands," Patti said. "Often, it's a matter of feeling out the market to see if government contracts are something the business is capable of doing. For example, a business needs to be financially sound because it can take 60 to 90 days to get paid. You need to be sound enough to withstand that type of delay in payment, especially if you are the prime and need to pay your subs or pay for materials."

Patti serves from 200 to 500 businesses at any given time. She can help with just about every aspect of government contracting from securing a Data Universal Numbering System (DUNS) number and registering with Central Contractor Registration (CCR) to reviewing bids and proposals. One especially valuable service of PTAC is electronic bid matching. "Once we have determined that a business is ready to contract with the government and have identified their potential government markets, we can notify them when a suitable state or federal bid request comes out," Patti explained. "Sometimes it helps just to have somebody to talk to about your business, to ask *am I thinking about this in the right way?*"

All PTAC services are free of charge, thanks to funding from the Defense Logistics Agency of the U.S. Department of Defense. Prospera Business Network and TechLink Center match funds for the Bozeman PTAC office. But businesses must do a certain amount of research and make it a priority to position themselves for government contracting. Patti noted, "Whether or not to contract with the government is a serious business decision because time is money, and this takes time. This is not an overnight process. Businesses must commit to dedicate so many hours per week of researching agencies and agency needs, and think about what agencies they should market to. Is it the Forest Service, Veteran's Hospital, Defense Supply Services? The people who are successful invest the time. It's also important to keep in mind that you don't always get the first project you bid on, or even the fifth. It can be discouraging to put time into writing proposals and not get the job. Successful businesses learn from each bid. It also takes time to build relationships with key staff at the agencies you want to do business with."

Patti's experience in government purchasing, procurement, and proposal writing are especially valuable to PTAC clients. Before working for the PTAC, Patti was a senior buying agent at the University of California and other government enterprises. "All of my professional experience involves purchasing and procurement and writing proposals, so I know how to write them and what government agencies are looking for. I can't help people actually write their bids or comment on pricing, but I can review bids and proposals and offer advice." Patti is a Chicago native and holds a Bachelor of Sciences in Business and Management from University of Redlands. She and her husband have two sons.



**DBE CONFERENCE—LIVINGSTON  
OCTOBER 21-22  
DETAILS INSIDE!**

**R**egister now for the Montana DBE Conference "Make Connections to Profitability."

Registration -\$50 Includes Conference & Meals  
To Register go to:

<http://app.mt.gov/cgi-bin/confreg/register/index.cgi?CONFERENCEID=2705>

*Or Contact*

Shannon Hahn  
DBE Supportive Services Coordinator  
1-800-335-7592  
E-mail - [shahn@mt.gov](mailto:shahn@mt.gov)

Highway-related DBEs may request reimbursement for the conference registration fee.

Contact Patti at (406) 587-3113 or [prenevier@prosperabusinessnetwork.org](mailto:prenevier@prosperabusinessnetwork.org)

# INROADS

## Bid and Contracting Opportunities

**MONTANA DEPARTMENT OF TRANSPORTATION**—Proposed for letting November 6, 2008

UPN/UNIT	PROJECT ID	FINANCIAL DISTRICT	PROJECT DESIGNATION	TYPE OF CONSTRUCTION	LENGTH MILES
5297 000	IM 0002(752)	2	BUTTE AREA BRIDGE DECK REPAIR	MINOR BRIDGE REHABILITATION	
6755 000	IM 90-8(165)455	5	JOHNSON LANE 1-90 SIGNAL	TRAFFIC SIGNALS AND LIGHTING	
4480 000	STPS 430-1(6)1	3	CANYON FERRY ROAD	RECONSTRUCTION—WITHOUT ADDED CAPACITY	3.8
4498 000	STPU-CM-STPE 8117(3)	1	HIGGINS/HILL/BECKWITH-MISSOULA	TRAFFIC SIGNALS AND LIGHTING	
5574 000	STPU	5	SIGNAL-MIDLAND RD—BLGS	TRAFFIC SIGNALS AND LIGHTING	

**NOTICE: MDT WILL NO LONGER WAIT UNTIL 10:00 A.M. TO READ BIDS.**

### MONTANA DEPARTMENT OF TRANSPORTATION

Solicitation #	Description	Closing Date	Closing Time
308882	Troy Rest Area Maintenance	October 8	3:00 p.m.
308912	23- and 25- passenger Buses	October 8	3:00 p.m.
308913	Emigrant Rest Area Maintenance	October 8	3:00 p.m.

### MONTANA DEPARTMENT OF NATURAL RESOURCES AND CONSERVATION

Solicitation #	Description	Closing Date	Closing Time
095050 CSO	Seedling Growing Contract	October 8	2:00 p.m.
095060 CSO	Load, transport, and install portable bridge	October 8	2:00 p.m.



### Web Site Quick Tip: Know Your Web Terminology

**Y**ou can improve your communication with your website designer if you speak the same language.

**Web Site:** All the pages, pretty pictures, text, and videos you see when you go to a web address

**Home Page:** The first or front page of a web site

**Hosting Server:** A powerful computer that runs many web sites

**Hosting Account:** A portion of a Hosting Server where your web site pages, graphics, and files physically reside. This is the physical computer that people go to when they see your website (For example, www.yourcompany.com)

**Domain Name:** The name people use to reference and go directly to your web site. (For example, www.yourcompany.com)

**IP Address:** The numeric address that computers read to access your website, for example: http://667.192.87.213 is the computer number for http://www.johnsons.net.

**SSL:** Secure Sockets Layer—the protocol that securely encrypts your data (such as credit card information) while in transit so it cannot be viewed by others.

*Tobe Johnson is a web consultant with Johnsons.Net in Helena. Visit his web site at: http://www.johnsons.net*

### Meetings, Workshops, and Training Opportunities

- Oct. 7** **Assistance for Business Clinic**  
Review of Employment and Tax Laws  
\$35-\$40  
Lake County Health Department, Polson, MT  
Contact: Job Service Employer Committee  
(406) 883-7885
- Oct. 8** **Assistance for Business Clinic**  
Review of Employment and Tax Laws  
\$35-\$45  
Quality Inn, Missoula, MT  
Contact: Missoula Chamber of Commerce  
(406) 543-6623
- Oct. 16** **Small Business Expo 2008**  
Free of Charge  
Holiday Inn, Great Falls, MT  
Contact: Rebecca Engum:  
regnum@gfddevelopment.org
- Oct. 21-22** **Montana DBE Conference**  
Grow your business with prime contractors  
\$50—Yellowstone Inn, Livingston, MT  
Contact Shannon Hahn: (406) 444-7287

- Nov. 5** **Entrepreneur Bootcamp**  
Planning, positioning, and pitching for start-up companies  
\$20  
Best Western Gran Tree Inn, Bozeman, MT  
Contact: Tech Ranch (406) 556-0272
- Nov. 11-13** **International Warm-Mix Asphalt Conference**  
Marriott Nashville Airport  
Nashville, TN  
Contact: www.warmmixasphalt.com
- Nov. 18-19** **Small Business Contracting Summit**  
The preeminent small business West Coast contracting summit  
\$350—\$425  
Seaport Marina Hotel, Long Beach, CA  
Contact: Nat'l Assn. of Small Business Contractors (888) 861-9290

### Welcome, Recently Certified DBE!

**INTERIORS BY DECORATING DEN**  
Velda Shelby  
35634 Clairmont Rd.  
Ronan, MT 59864  
Phone: (406) 675-3577  
Fax: (406) 675-3577  
E-Mail: VELDAS@BRESNAN.NET  
Website: http://www.decdens.com/vshelby  
Work Types: Interior Design

# MAKING CONNECTIONS TO PROFITABILITY

## 2008 MONTANA DBE CONFERENCE

**When:** October 21-22, 2008  
**Where:** Best Western Yellowstone Inn  
 1515 W. Park Street  
 Livingston, MT  
 One-half mile north of I-90  
 Livingston exit

**Registration fee:** \$50.00

### Benefits to you:

1. **Meet the Prime Contractors**  
 Hear what services they want and need and how to contract with them and grow your business.. Meet the managers of Montana companies that you can partner with.
2. **Learn**  
 Learn how to prepare bids and proposals, understand contracting language, deliver great customer service, use the most powerful communication and marketing techniques, and increase your company's profitability.
3. **Make Connections**  
 Network and consult with prime contractors, and other DBE firms.
4. **Have Fun!**  
 Go home with new information, and opportunities.

### Bonuses:

- ◆ All meal costs are covered, including a steak fondue dinner on Tuesday night!

### TUESDAY, OCTOBER 21

- 9:30 Registration  
 10:00 Welcome  
 10:45 Life Lessons from a DBE  
 11:45 Introductions, Lunch, and Networking  
 12:45 Government Procurement—Secrets and Pointers to Success  
*Patti Renevier, Procurement Technical Assistance Center*  
 1:30 Tips, Tricks, and the Basic How-To's of Winning State and Federal Government Contracts  
 2:00 Bankers Panel - Q & A  
 2:45 The Short-Term Lending Program  
*Lilly Keeffe, Small Business Transportation Resource Center Project Director*  
 3:45 Grow Your Business: Five Ways to Greater Profitability  
*Rod Trahan, Action Coach Streamline Enterprises*  
 6:00 Pitchfork Fondue and Meet & Greet Social

### WEDNESDAY, OCTOBER 22

- 7:00 Hearty Breakfast Buffet  
 8:00 Welcome  
 8:15 Prime Contractors Panel  
*Ask the questions you need answered to get a subcontract.*  
 10:00 Powerful Communications  
*Beki Brandborg, Building Better Workplaces, Helena. How to get your marketing messages across as effectively as possible, in four, simple-to-execute steps.*  
 11:00 How to Win Contracts with the Montana Department of Transportation  
*MDT Panel*  
 12:00 Saddle Up for Customer Service  
*Jeri Mae Rowley, Great Falls. A very active and fun professional skills-building session and a joyful learning experience.*  
 1:00 Adjourn and Lunch-to-Go



### LODGING RESERVATIONS

*Best Western Livingston Inn*  
 (406) 222-6110 or 800-770-1874

*Discount room rates available through October 10—mention DBE Conference for discounted rate.*

## Useful Resources

Governor's Indian Affairs Liaison: Jennifer Perez Cole, 406-444-3713, jpcole@mt.gov  
 Governor's Office of Economic Development: 406-444-1366  
 Montana Indian Business Alliance: <http://www.mibaonline.org/SmallBusinessResources.html>  
 Southeastern Development Corporation: <http://www.semcd.org/>  
 Montana Cooperative Development Center: <http://www.mcdc.coop/>

### Contracting opportunities:

State of Montana: <http://www.mt.gov/doa/gsd/osbs/>  
 Montana General Services Division: [www.gsd.mt.gov](http://www.gsd.mt.gov)  
 City of Billings: [www.ci.billings.mt.us](http://www.ci.billings.mt.us)  
 Great Falls Tribune: [www.greatfallstribune.com](http://www.greatfallstribune.com)

**Online representation and certifications applications:** <http://orca.bpn.gov>

### Business topics/ Starting a business:

<http://humanresources.about.com>  
[www.business.com](http://www.business.com)  
<http://www.entrepreneur.com/bizstartups>  
 Small Business Administration: <http://www.sba.gov/>  
 Internal Revenue Service: [www.irs.gov/businesses/small](http://www.irs.gov/businesses/small)

### Business training:

Montana Business Connection: <http://www.mbc.umt.edu/calendar/default.asp>  
 Montana Small Business Development Center: <http://commerce.mt.gov/>  
 Indianpreneur and NxLevel training: Phil Belangie, Montana Department of Commerce, 406-721-3663, pbelangie@mt.gov

**National Highway Specifications:** <http://www.fhwa.dot.gov/construction/>

**Online Courses:** [www.elementK.com/corp/catalog.html](http://www.elementK.com/corp/catalog.html)

## SEND US YOUR NEWS!

**Roads**, the Montana DBE Newsletter, is your tool to gain new ideas, meet new people, network with other businesses, blow your own horn, and move your business down the road to success.

- ◆ Have you or an associate won an award or been promoted?
- ◆ Do you have an idea for an article, or would you like to have your firm profiled in the newsletter?
- ◆ Do you want to show off your good looks or your contracting handiwork?
- ◆ Do you want to hire an employee or buy/sell a business-related item?

Let us know what's new! Send questions, comments, ideas, photos, and want-ads to: [turnerandassocmt@aol.com](mailto:turnerandassocmt@aol.com) or call (406) 443-8096.

## MDT Civil Rights Bureau Directory

Leslie Wootan-Hartung DBE Program Manager	lwootanhartung@mt.gov	(406) 444-6337
Shannon Hahn DBE Supportive Services Coordinator	shahn@mt.gov	(406) 444-7287
Andy Hyatt-Marcucci Compliance Technician	ahyattmarcucci@mt.gov	(406) 444-6331
Alice Flesch ADA Coordinator	aflesch@mt.gov	(406) 444-9227
Bill Anderson Title VI & EEO Compliance Specialist	bianserson@mt.gov	(406) 444-6334
Jim Phillips EEO & Labor Compliance Specialist	jamphillips@mt.gov	(406) 444-6045
Sheila Cozzie Civil Rights Bureau Chief	scozzie@mt.gov	(406) 444-6335

**Montana Department of Transportation—Civil Rights Bureau**  
 2701 Prospect Avenue  
 P.O. Box 201001  
 Helena, MT 59620-1001  
 Phone: (406) 444-6331  
 Fax: (406) 444-7685  
 TTY: (800) 335-7592

**McHUMOR.com** by T. McCracken



"I'm sorry, but your permit only allows roads made out of lo-cal gravel."

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