

January 2011



INROADS

Paving the Way for Montana's Disadvantaged Business Enterprises



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

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Money, Money, Money. Let's Save It.

Most small business owners are very cost-conscious during the year, but even more so as they start to prepare documents for annual tax filing. It's time to take a long, hard look at what you have coming in and where the money is going. This time of year is a great time for a financial review, and perhaps, a time to plan some changes.

Here are some tips for cutting costs and managing your small business finances wisely.

10 Ways to Reduce Small Business Costs

Reducing costs in your small business is about making smarter choices when deciding where to put your small business funds. Here are 10 ways for you to reduce your business costs and improve your bottom line.

- Use Technology* – From teleconference services & online payment services, there are a lot of services available
- Ditch Your Landlines* – You already have a cell phone, use that for all your business to reduce costs
- Go Paperless* - Don't print unless absolutely necessary, transition to a digital invoice and payment system
- Start Marketing Your Business Online* – Start with a business blog, social media marketing or online ads
- Reduce Credit Card Debt* – It will make your business more financially healthy over the long term
- Create and Stick to a Business Budget* – Do you know what is coming in and going out? You should.
- Explore an Alternative Place of Business* – If your lease is up, look at another location or downsize
- Cut Back on Software* – Make sure that you are using the software you have, if not, get rid of it
- Buy Refurbished Equipment* – Buying brand new is a big business cost, by refurbished if you can
- Look Into Bartering* – Exchange your goods or services for goods or services you need without cash

Reduce Small Business Health Insurance Costs

Business health insurance is a major cost of doing business, especially for small companies and mom-and-pop firms. If you're struggling to provide health insurance, here are some tips that could reduce your small business health insurance costs.

Small Business Credit Card Management

A small business credit card is like most financial instruments – responsible use of credit can help your business – misuse of your business credit makes you personally liable in most cases and has the potential to destroy your business and dreams. Use credit cards wisely to ensure that you are effectively managing your credit.

INROADS

Welcome,
Recently
Certified DBEs!

Rebecca Weaver
Pintler Consulting
Services Inc
Civil Engineering

Loree Olson
Time Saver
Firecaulking
Residential and
Commercial Firecaulking



Money is available to highway related DBEs for training and travel. The year started over October 1st, so even if you got money this calendar year, you could be eligible for more!

You must be a certified highway-related DBE and get **prior** approval from Shannon, it's that easy and it's first come, first served.

This year's grants are:
\$250 for travel/per diem costs
\$750 for training costs (this can be for you or your employees)



Bid and Contracting Opportunities

MONTANA DEPARTMENT OF TRANSPORTATION
MDT holds two bid lettings each month.

Proposed for letting February 2011

UPN/UNIT	PROJECT ID	FINANCIAL DISTRICT	PROJECT DESIGNATION	TYPE OF CONSTRUCTION	LENGTH MILES
5747 000	IM 94-1(72)13	5	BALLANTINE-E & W	RESURFACING-ASPHALT (THIN LIFT<=60.00MM)(SCHEDULED MAINTENANCE)	10.9
1027 003	NH 27(21)	1	SCHRIEBER MEADOWS WETLAND	ENVIRONMENTAL	
7434 000	STPS 236-1(13)45	5	CLAGGET HILL SLIDE	RECONSTRUCTION-WITHOUT ADDED CAPACITY	
6425 000	HSIP 0002(895)	1	SF079 LTING-FRTOWN-FLSH-W LOLO	TRAFFIC SIGNALS & LIGHTING	
6423 000	HSIP 38-1(10)1	1	SF079 FLASHERS-S OF WHITEFISH	TRAFFIC SIGNALS & LIGHTING	
6055 000	HSIP 1-6(68)379	3	SF069-FLASHER-US 87-W OF HAVRE	TRAFFIC SIGNALS & LIGHTING	
6064 000	HSIP-NH 24-3(32)98 3		SF069-GUARDRAIL-W OF S-434	ROADWAY & ROADSIDE SAFETY IMPROVEMENTS	
4885 000	BR 9054(10)	3	MUSSELSHELL R-10 KM W TWO DOT	BRIDGE REPLACEMENT WITH NO ADDED CAPACITY	
6431 000	SFCN 38-1(12)3	1	SF079 S&C TWLT-MT 40	ROADWAY & ROADSIDE SAFETY IMPROVEMENTS	

Annual Eligibility Paperwork

All DBEs must submit Annual Eligibility paperwork every year. The packet and notification of your due date is sent at least 6 weeks before the due date. The packet and the required supporting documentation is required by your due date in order to maintain your designation as a DBE.

Lately, more and more DBEs are failing to get their Annual Eligibility documents in on time. This has definitely impacted the DBE program as some DBEs have recently lost their certification because they did not turn in the paperwork.

Some of the most common questions regarding the Annual Eligibility paperwork are:

My paperwork is due February 28, 2011, there is no way my taxes for 2010 will be completed by then. Answer: We need the taxes from 2009, not 2010. Most likely, last year, you submitted taxes for 2008, so we would just need the taxes for the next consecutive year.

Do I really need to submit all the accompanying paperwork every year? Answer: Yes, it is critical that you submit all paperwork every year as the federal regulations require these updates.

What if something changed during the year? Answer: If something changed during the year as far as control of the business, personal net worth, or business size, you need to notify the DBE program and ensure that you are still eligible to be a member of the program.

If you have any questions about your Annual Eligibility requirements, please contact Wendy Stewart, DBE Program Manager at (406)444-6337 or westewart@mt.gov.

DBE participation for MDT Awarded Contracts for August, September and October:

Prime DBE	Location	Project	DBE Participation
Frontier West LLC	Ltl Blackft Rvr-3 M E-Garrison	BR_MT 9039(38)	0.00%
Helena Sand & Gravel Inc <i>Arrow Striping Fencecrafters – Helena Mueller Consulting</i>	I-15 Frontage Road-Helena	IM 25(68)	4.3%
Knife River – Belgrade <i>Arrow Striping</i>	JCT MT 85-East (West Section)	ARRA-STPS 235-1(9)0	.88%
Knife River – Yellowstone <i>Arrow Striping JCT Construction</i>	2 KM North of Belfry-North	STPP 72-1(13)12	.64%
M K Weeden Construction Inc	Taylor Hill Road	MT 234-1(16)21	0.00%
Nelcon Inc <i>Arrow Striping Quality Landscape Seeding</i>	Grant/Harrison Ave – Butte	STPP 29-4(26)87	2.50%
Nelcon Inc <i>Highway Specialties Quality Landscape Seeding</i>	Duck Lake Road	STPS 464-1(12)24	11.92%
Riverside Contracting Inc-Msla <i>Highway Specialties</i>	East of Conrad-East	STPS 218-1(10)19	17.43%
Riverside Contracting Inc-Msla	Mossmain Intch-East	IM 90-8(155)437	6.44%
Riverside Contracting Inc-Msla	Taft-West	IM 90-1(184)0	0.00%
Schellinger Const Inc <i>Arrow Striping</i>	Townsend-South Passing Lanes	NH 8-4(53)82	1.15%
SK Construction Inc <i>JCT Construction</i>	Big Muddy Creek-West	NH-ARRA 1-10(62)633	.61%
Trapper Peak Construction Inc	JCT US 310-South	STPP 72-1(14)16	0.00%
Watson Excavating Inc <i>Kootenai Surveyors Promark</i>	KBP-US 93 Bikepath Connection	NH 15(95)	3.39%
Wickens Construction Inc	30 KM NE of Glendive-NE	NH 20-1(9)19	0.00%
Wickens Construction Inc	Curves-7 miles West of Brookes	STPP 81-1(19)31	0.00%
Average Participation			1.88 %

Do you or your employees need some specialized training?

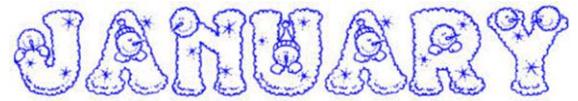
If you need some training for your employees or you would like the DBE program to conduct training or consulting, contact Shannon at 444-7287 and she can set it up!

And watch for upcoming training...February and March are BIG training months!

MDT Civil Rights Bureau Directory

Wendy Stewart DBE Program Manager/Certifications	westewart@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)444-9229
Bill Anderson Title VI & EEO Compliance Specialist	bianderson@mt.gov	(406)444-6334
Kathy Terrio EEO & Labor Compliance Specialist	kterrio@mt.gov	(406)444-9270
Patti McCubbins Civil Rights Bureau Chief	pmcubbins@mt.gov	(406)444-6042

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Fax: (406)444-7685
TTY: (800)335-7592



5 Tips on How to Be More Efficient

- Don't start your office organizing by shopping for containers. Survey what files and books you need to store, measure them, then go to the store.
- File, Act or Toss papers and emails instead of letting them pile high on your desk. You should be able to make a decision immediately as papers cross your desk.
- Take advantage of electronic devices such as email, PDAs and database file management to categorize work.
- Choose the calendar system that's best for your organizational style, and stick with it. If it is computer-based, back up, back up, back up!
- Manage your time ruthlessly. In a sense, it is what you are selling.

Meetings, Workshops, and Training Opportunities

February

- 2/8 21 Excel Tips and Tricks**
Ophir School, Big Sky
Learn about functions that you never knew existed and other tips that will make working in Excel more efficient
Cost: \$44.25
Contact: Extended University, 406-994-6683
- 2/9 Excel – Exclusively Formulas**
20 East Olive Suite LL10, Bozeman
Learn how to build formulas that work
Cost: \$59
Contact: Amanda Schultz, 406-587-3113 OR Extended University, 406-994-6683
- 2/15 Build Your Websites NOW!**
20 East Olive Suite LL10, Bozeman
Give your small business an online presence. Build a functional website that you can update and manage yourself without using computer code.
Cost: \$145
Contact: Extended University, 406-994-6683
- 2/15 Introduction to QuickBooks**
20 East Olive Suite LL10, Bozeman
Hands –on computer lab experience in QuickBooks.
Cost: \$108
Contact: Extended University, 406-994-6683

- 2/17 Strive Towards Sustainability Workshop**
Interact with other business owners, learn how to build a sustainable business that includes a business plan built on equitable labor practices, ethical profits, and responsible use of natural resources.
Basement meeting room of First Interstate Bank, 101 East Front Street, Missoula
Cost: Contact www.sustainablebusinesscouncil.org
- 2/23 Senator Tester's Small Business Jobs Workshop**
If you haven't been yet, this is a great opportunity to meet people you could do work for. There are a lot of federal and state agencies represented at these workshops.
University of Montana's University Center, Missoula
8 am to 1 pm
Cost: free
RSVP at www.testersenate.gov/workshop

