



# *RIVERSIDE TRANSIT AGENCY*

*Opening “DOORS” Program  
Developing Opportunities, Outreach and  
Resources for Success*

## *“HOW DO I GET CERTIFIED?”*

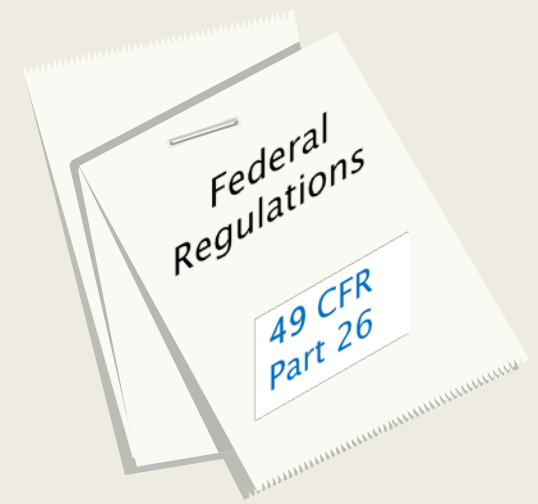
U.S. Department of Transportation




Federal Transit Administration

# *DBE PROGRAM*

The U. S. DOT and FTA administer the Disadvantaged Business Enterprise (DBE) Program in accordance with Federal Regulations 49 CFR Part 26



# *PROGRAM PURPOSE*

- To ensure small DBE's can compete fairly for federally funded transportation-related projects;
  - To ensure that only firms that fully meet the eligibility standards are permitted to participate as DBE's;
  - To assist DBE firms so they can successfully compete in the marketplace outside the DBE Program.
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# *CERTIFICATION OBJECTIVE*

- To ensure the program benefits small, for-profit businesses that meet the eligibility criteria including:
  - Social and Economic Disadvantage
    - Group Membership
    - Personal Net Worth
  - Business Size
  - Ownership
  - Control
  - Other Rules Affecting Certification

# *ELIGIBILITY STANDARDS*

## ➤ 26.69 – Ownership

- At least 51% percent of firm must be owned by a socially and economically disadvantaged individual
- Ownership must be real, substantial and continuing, going beyond pro forma ownership

# *ELIGIBILITY STANDARDS*

## ➤ 26.71 – Control

- The disadvantaged owner must hold the highest officer position.
- The disadvantaged owner must have an overall understanding of, and managerial and technical competence and experience directly related to, the type of business seeking certification.
- Others (non-disadvantaged individuals) may be involved in the business but not possess or exercise the power to control the firm or responsible for the operation of the firm.
  - May delegate authority but must be revocable

# *ELIGIBILITY STANDARDS*

## ➤ **26.63 – Group Membership**

- Citizens & lawfully admitted permanent residents in the following groups are presumed socially and economically disadvantaged individuals:
  - Women
  - Black Americans
  - Hispanic Americans
  - Native Americans
  - Asian–Pacific Americans
  - Subcontinent Asian Americans
  - Other minorities as determined by the SBA

# *ELIGIBILITY STANDARDS*

- **26.67 – Social & Economic Disadvantage**
  - **Personal Net Worth**
    - Each owner claiming social and economic disadvantage is required to submit signed, notarized Personal Net Worth (PNW) Statement with supporting documentation
    - \$1.32 Million Personal Net Worth Cap
      - Excludes Equity in Primary Residence & Applicant Business Interest



# *ELIGIBILITY STANDARDS*

## ➤ 26.65–Business Size

- Must be an existing “Small Business Concern”
  - As defined by SBA business size at 13 CFR Part 121 for work being performed
  - Annual income, calculated by 3 year average gross receipts, cannot exceed for example:
    - \$33.5M for building/heavy construction
    - \$7M for Retail/Service
  - <http://www.sba.gov/content/table-small-business-size-standards>

# *DBE CERTIFICATION*

## ➤ 26.85 – Interstate Certifications (new)

- As of January 2011 UCPs may accept interstate certifications
- Firms that are certified by another state's UCP should contact the California Department of Transportation Office of Business and Economic Opportunity <http://www.dot.ca.gov/hq/bep/>

# *DBE CERTIFICATION*

California agencies that receive DOT funding have implemented the California Unified Certification Program (CUCP). DBE certification for Riverside and the surrounding area is performed by:

- City of Los Angeles – <http://bca.lacity.org>
- Los Angeles County Metropolitan Transportation Authority (Metro) – [www.metro.net](http://www.metro.net)
- California Department of Transportation (Caltrans) – <http://www.dot.ca.gov/hq/bep/>

# *SMALL BUSINESS ENTERPRISE (SBE) PROGRAM*

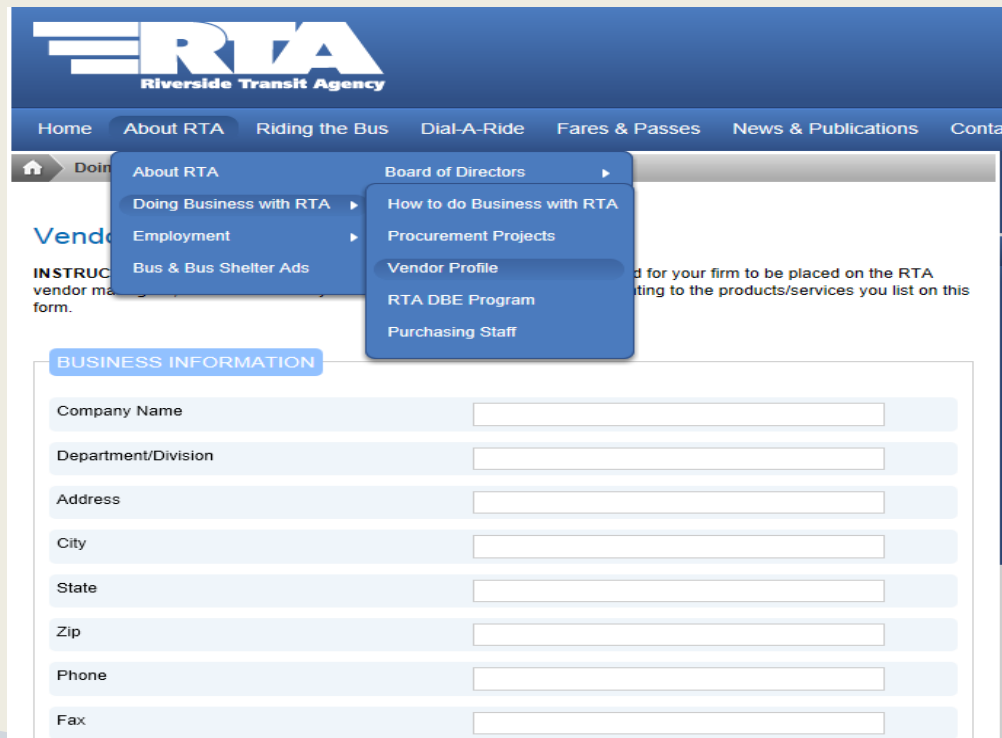
- New requirement under 49 CFR Part 26 changes effective January 2011
  - 26.39 “Fostering Small Business Participation”
  - Becomes an element of the agencies’ DBE Programs
- SBA defined small business (13 CFR Part 121) are allowed to participate.
  - By definition, firms that are certified as DBE’s are considered SBE’s

# Doing Business with RTA

## ▶ Getting Started

- [http://www.riversidetransit.com/home/index.php?option=com\\_breezingforms&view=form&Itemid=170](http://www.riversidetransit.com/home/index.php?option=com_breezingforms&view=form&Itemid=170)

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The screenshot displays the RTA website interface. At the top, the RTA logo is visible, followed by a navigation menu with items: Home, About RTA, Riding the Bus, Dial-A-Ride, Fares & Passes, News & Publications, and Contact. A dropdown menu is open under 'Doing Business with RTA', listing options: Board of Directors, How to do Business with RTA, Procurement Projects, Vendor Profile, RTA DBE Program, and Purchasing Staff. Below the menu, a 'BUSINESS INFORMATION' form is shown with the following fields: Company Name, Department/Division, Address, City, State, Zip, Phone, and Fax. Each field has a corresponding input box.

# Doing Business with RTA

## ➤ Methods of Procurement

- <\$3,000
  - Verbal Request for Quotes
- >\$3,000
  - Written Request for Quotes (RFQ)
  - Invitation for Bid (IFB) = sealed bids
  - Request for Proposals (RFP)
  - Request for Interest & Qualifications (RFIQ)
    - Engineering, Architectural and related services
    - AKA Letter RFP

# Doing Business with RTA

- Board of Directors Approval
  - Sole source purchases >\$25,000
  - Purchases and contracts >\$100,000
  - Change orders and contract amendments >\$100,000

# DBE/SBE PROGRAM REGULATIONS

- ▶ DOT's Office of Small & Disadvantaged Business Utilization:

<http://osdbu.dot.gov>

- ▶ Federal Transit Administration:

<http://fta.dot.gov/civilrights/12326.html>

- ▶ Small Business Administration:

<http://sba.gov>



# RTA Contact Information

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