



TENNESSEE DEPARTMENT OF TRANSPORTATION (TDOT)

BUSINESS DEVELOPMENT PROGRAM

TDOT's Civil Rights Division Small Business Development Program is currently accepting applications from TDOT and TNUCP-certified Disadvantaged Business Enterprise (DBE) firms for the Business Development Program. This program will provide extended business development and supportive services to approximately eight DBE firms (two per region) looking to develop their self-sufficiency and enhance their competitiveness.

DBEs selected to participate in this specialized program will receive the highest levels of technical assistance possible through expert one-on-one support and development services. Targeted technical assistance is available to help under-utilized DBEs who are ready, willing, and able to compete for, and perform on state highway contracts. Marketing, Financial, Accounting, Information Technology, Human Resources and Business Planning are a few of the many types of assistance offered through this program.

Enrolled DBEs will receive a comprehensive assessment to determine the strengths and weaknesses in their company, as well as to evaluate the DBE owner's business knowledge as it pertains to daily operations and growth of their business. The results will then be compiled into a Plan of Action which will outline steps to help DBE owners grow their business throughout the contract period. All DBEs enrolled in the program will be required to set aside pre-designated times to engage in specialized one-on-one technical assistance services. These services will be reviewed periodically to determine DBE performance in reaching set goals.

Any DBE interested in enrolling in this year-long program should complete the attached application and e-mail (preferred), fax or mail to the address at the bottom of this page. If there are any questions, please e-mail David.Neese@tn.gov, or call 615-741-3681 or toll free at 1-888-370-3647.

*****Note: This is an ongoing program. The program is open to a maximum of eight DBEs at any one time. Applications will be reviewed for consideration as space allows*****

Please e-mail all applications to: David.Neese@tn.gov or Fax to: 615-741-3169

Tennessee Department of Transportation (TDOT)
Attn: David Neese
Civil Rights Division, Suite 1800
505 Deaderick Street
Nashville, TN 37243



TENNESSEE DEPARTMENT OF TRANSPORTATION (TDOT)
SMALL BUSINESS DEVELOPMENT PROGRAM
BUSINESS DEVELOPMENT PROGRAM APPLICATION

Date: _____

Name of Firm:		
Address of Firm:		
City:	State:	Zip:
Mailing Address:		
City:	State:	Zip:
Business Phone Number(s):		
Contact Person:		
E-mail Address:	Website:	

1. Description of DBE-certified work categories: _____

2. Geographical Location Served: List the states, counties, etc. which the firm serves or is capable of serving: _____

3. Please check all that apply to your business:
- Demonstrated interest in working on State contracts as evidenced by consistently bidding on State work.
 - A member of an under-utilized group related to the State's DBE participation.
 - An established business structure including an internal bookkeeping system, marketing materials and office administration structure.
 - Capable of providing annual financial statements.
 - In good standing on all tax obligations.
 - Pre-qualified for bonding. Amount: _____

Please provide information on any of the above items that does not apply to your business (or any additional comments) as necessary:

4. Has your firm been enrolled in one of TDOT's Business Assistance Programs in the past?
 YES NO

If so, when: _____

5. In which of the following categories does your business need assistance (check all that apply):

- Joint Venturing/Teaming Assistance
- Business Planning Assistance
- Financial Assistance (loan application packaging)
- Bonding Assistance (bonding application packaging)
- Marketing Assistance (presentation skills and materials)
- Bidding/Estimating and Project Management Training
- Preparation for the General Contractors License or a Specialty License Exam
- Human Resources Program Development
- Accounting System and Financing Reporting Assistance
- Safety and Operations Training
- Guidance in Diversification and Expansion
- Information Technology (Computer Training)
- Limited Legal Assistance (contracts, legal structure)
- Other _____
- Other _____

6. Would you be available to have a Supportive Services consultant for TDOT conduct an assessment of your business, provide a written plan of action for your business *and* work with you throughout the year on strengthening and improving your business?
 Yes No

Please explain how you will make yourself available for these services:

7. Please provide any additional information regarding your business that may help TDOT consider you for the specialized assistance offered through this program:
