



DBE Business Coaching Program



For questions concerning the
DBE Business Coaching Program
Please contact:

**Supportive Services
External Civil Rights Division
MO Dept. of Transportation
1590 Woodlake Drive
Chesterfield, MO 63017
314-340-4234
Fax: 314-340-4172**



PURPOSE

The Business Coaching Program provides assistance to certified Disadvantaged Business Enterprises (DBEs) in Missouri, in areas that will enhance their ability to work on Missouri Department of Transportation (MoDOT) projects.



OVERVIEW

The Business Coaching program demonstrates MoDOT's commitment to supporting DBE firms in Missouri. The program is managed by Philips & Associates, based in St. Louis.



WHO IS ELIGIBLE TO RECEIVE ASSISTANCE?

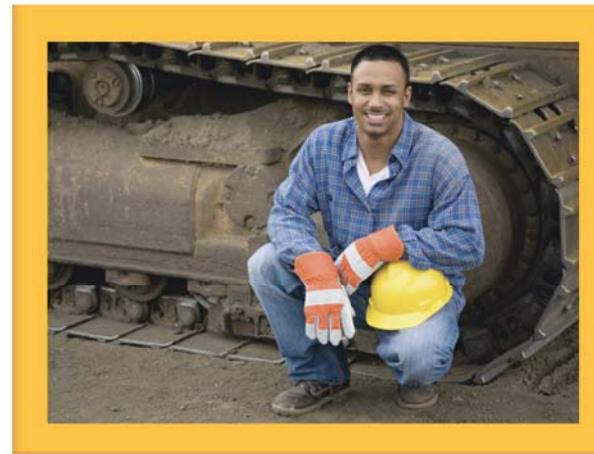
- Firms certified as a Disadvantaged Business Enterprise (DBE) by MoDOT.
- Other DBE firms certified by partner agencies in Missouri in the Uniform Certification Program (on a case by case basis).
- DBE firms currently bidding on or working on a MoDOT project receive priority.
- DBE firms that have not bid on a project but have interest in bidding may be eligible if they can demonstrate that coaching will improve their capacity to bid on MoDOT projects.



- Unless otherwise approved by MoDOT, the owner of the firm will be the recipient of the assistance.
- A DBE firm is eligible for up to two hours of coaching assistance during MoDOT's fiscal year (July 1- June 30). Firms may be eligible to receive coaching in more than one category, provided funding is available.

ASSISTANCE CATEGORIES

- **Accounting:** guidance for accounting and book-keeping
- **Bidding:** effective methods for submitting a competitive bid
- **Bonding:** techniques for packaging bond applications
- **Business Law:** legal issues related to contract performance
- **Business Plan:** developing or modifying your business plan
- **Collaboration/Teaming:** considerations for successful joint efforts in business
- **Estimating:** techniques to estimate the cost of work
- **Financial Information:** preparing financial information for loan applications
- **Information Technology:** guidance for technology applications in business
- **Marketing:** promoting and growing your business
- **Project Management:** managing materials, equipment and services to ensure quality, compliance and completion
- **Safety:** safety regulations related to construction



HOW TO APPLY

1. Complete the attached application form and return it to MoDOT.
2. A MoDOT representative will contact you to discuss your specific needs and identify a coach to work with you.
3. A MoDOT representative will assist in setting an agreeable schedule (time and location) for the coaching session to take place.
4. MoDOT retains the option to bring together multiple clients with similar needs to offer the coaching in a group setting.

FOLLOW UP PROCEDURES

You will receive an evaluation form to give MoDOT feedback and suggestions for the program's continued success.

You must agree to participate in a follow-up survey within six months of the coaching session regarding the impact of the assistance on your business.

DBE Business Coaching Program Application

Name/Title: _____ Company name: _____

Address/City/State/Zip: _____

Phone number: _____ Email address: _____

Primary product/service of your firm: _____

DBE certified? Yes No Name of certifying agency: _____

Briefly describe the nature of the assistance requested: _____

