

# Updated Proposed DBE Goal & Methodology

Federal Fiscal Years  
2025-2027

Tuesday, June 25,  
2024

Zoom Meeting



# Welcome

- Introductions
- Questions
- Written Comments

# Original FY22-24 DBE

- Goal: 0.11% race-neutral
- Started meeting goal in FY 2024 after award of multiple contracts.

# Update

- Determined that an update was needed to ensure all federal dollars allocated for anticipated projects were included within these years.
- Continue to seek DBEs in future contract awards.

# Proposed New Goal

- 0.09% with the entire amount projected to be met through race-neutral measures
- How did we calculate it?

# Step 1- Contractor and Certified DBE Inventory

- Used past participation from previously selected vendors of similar projects
- Expanded area to include surrounding counties
  - Caswell, Rockingham, Davidson, Guilford, Orange, Randolph, Chatham Counties

# Step 1- Determine weight of each type of work by NAICS Code

	NAICS Code	Project	Amount of DOT funds on project:	% of total DOT funds (weight)
1)	238990	All Other Speciality Trade Contractors	\$0.00	0.0000
2)	541611	Administrative Management and General Management Consulting Services	\$150,000.00	0.0179
3)	236220	Commercial & Institutional Building Construction	\$1,500,000.00	0.1786
4)	485113	Transit Operations	\$6,750,000.00	0.8036
Total FTA-Assisted Contract Funds			\$8,400,000.00	1

# Step 2- Base Figure Calculation

## *Used:*

- 2024 County Business Patterns from the US Census
- NCDOT Unified Certification Database

DBEs: 10

Total Firms: 724

$10/724 = 0.0138$  or 1.38% DBE firm  
availability within the service area



# Step 2- Base Figure Calculation

	NAICS Code	Project	Number of DBEs available to perform this work	Number of all firms available (including DBEs)	Relative Availability	
1)	238990	All Other Speciality Trade Contractors	3	71	0.0423	
2)	541611	Administrative Management and General Management Consulting Services	6	293	0.0205	
3)	236220	Commercial & Institutional Building Construction	1	356	0.0028	
4)	485113	Transit Operations	0	4	0.0000	
		Combined Totals	10	724	0.0138	Overall availability of DBEs

# Step 3- Adjustment

Weighted base = (weighted average by NAICS)\*(relative availability of DBE firm)

Overall DBE program goal for federally-assisted contracts is 0.09% or \$7,285.16 for FY 25-27.

# Step 3- Weight Base Figure

	NAICS Code	Project	Weight	x	Availability	Weighted Base Figure
1)	238990	All Other Speciality Trade Contractors		x	0.04225	
2)	541611	Administrative Management and General Management Consulting Services	0.01786	x	0.02048	0.0004
3)	236220	Commercial & Institutional Building Construction	0.17857	x	0.00281	0.0005
4)	485113	Transit Operations	0.80357	x		
					<b>Total</b>	0.0009

# Race Neutral Measures

- City of Burlington will continue to use race neutral means.
- City of Burlington believes this will allow for increased DBE participation and likelihood of reaching our goal.

# Contract Goals

- Used to meet any portion of the overall goal it does not project being able to meet using race-neutral means.
- City will use as needed based on the circumstances of each contract (i.e. type of location of work, availability of DBE contractors).

# Public Participation

- Written comments will be accepted up to 45 days after the posting of the DBE goal.
  - Posted 6/15/2024
  - Written comments accepted until 7/26/2024
  - Final draft with comments incorporated posted by 8/1/2024
- Written comments should be submitted to the Transit Manager. Contact info on next slide.

# Public Participation

## ***Contact Information***

John C. Andoh, CPM, CCTM

Transit Manager

234 East Summit Avenue

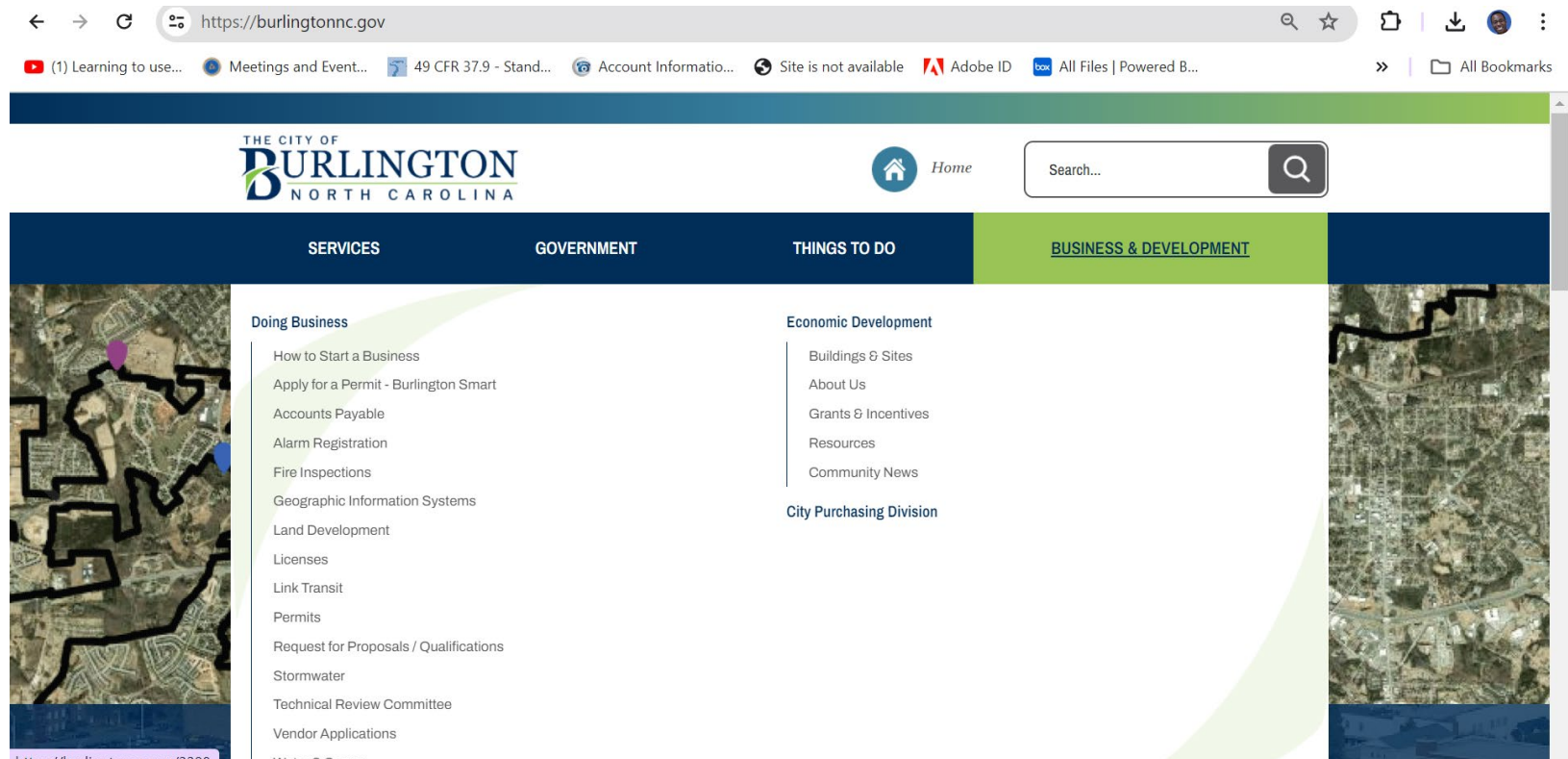
Burlington, NC 27216

336-222-7351 Office

[jandoh@burlingtonnc.gov](mailto:jandoh@burlingtonnc.gov) (preferred method)

**John Andoh is the City's DBELO.**

# Where to Find Information About Being a Vendor & Bid/Proposal Opportunities






# Becoming a Vendor

← → ↻ <https://burlingtonnc.gov/132/Purchasing> 🔍 ☆ 📄 📥 👤 ⋮


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[Vendor Information](#)  
[MWBE](#)  
[Vendor Registration](#)  
[Bids/Proposals](#)

[Home](#) › [Government](#) › [Departments](#) › [Finance / Risk Management](#) › [Purchasing](#)

## Purchasing



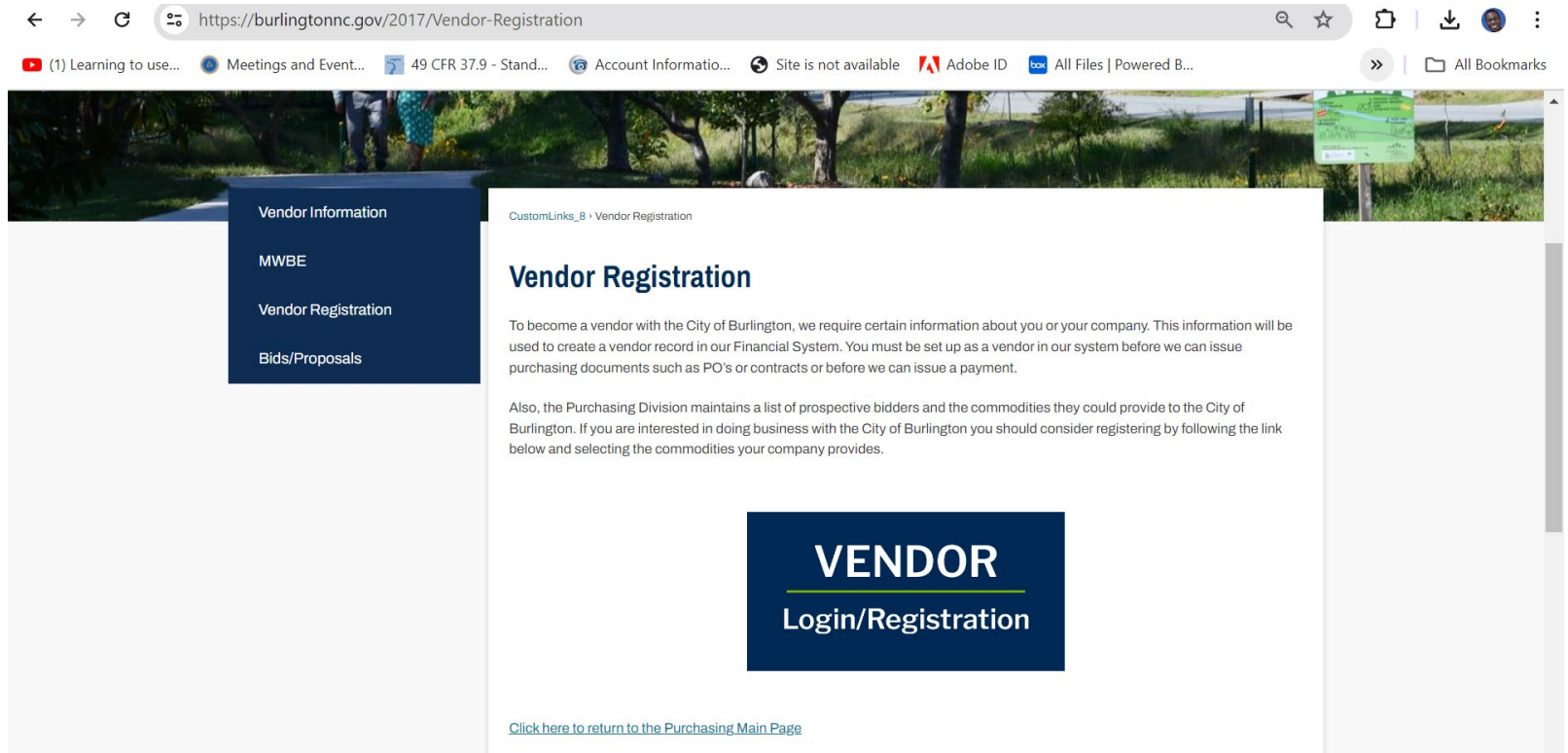
**PURCHASING DIVISION**  
237 West Maple Avenue  
P.O. Box 1358  
Burlington, NC 27216

Phone: 336-222-5010  
Fax: 336-222-5019

Welcome to the City of Burlington Purchasing Division webpage. The Purchasing Division is responsible for the purchasing of all goods and services for the City of Burlington. Purchases for the City are made in accordance with North Carolina General Statutes and Federal law.

**Mission**

# Becoming a Vendor



The screenshot shows a web browser window with the address bar displaying <https://burlingtonnc.gov/2017/Vendor-Registration>. The browser's address bar and tabs are visible at the top. The page content features a dark blue sidebar on the left with the following menu items: Vendor Information, MWBE, Vendor Registration, and Bids/Proposals. The main content area has a header image of a park with trees and a path. Below the header, the page title is "Vendor Registration". The text explains that to become a vendor with the City of Burlington, certain information is required to create a vendor record in the Financial System. It states that vendors must be set up in the system before purchasing documents like PO's or contracts. A second paragraph mentions that the Purchasing Division maintains a list of prospective bidders and commodities, and encourages interested parties to register by following a link. At the bottom of the main content area, there is a dark blue button with the text "VENDOR Login/Registration". A link at the bottom of the page reads "Click here to return to the Purchasing Main Page".

Vendor Information

MWBE

Vendor Registration

Bids/Proposals

CustomLinks\_8 > Vendor Registration

## Vendor Registration

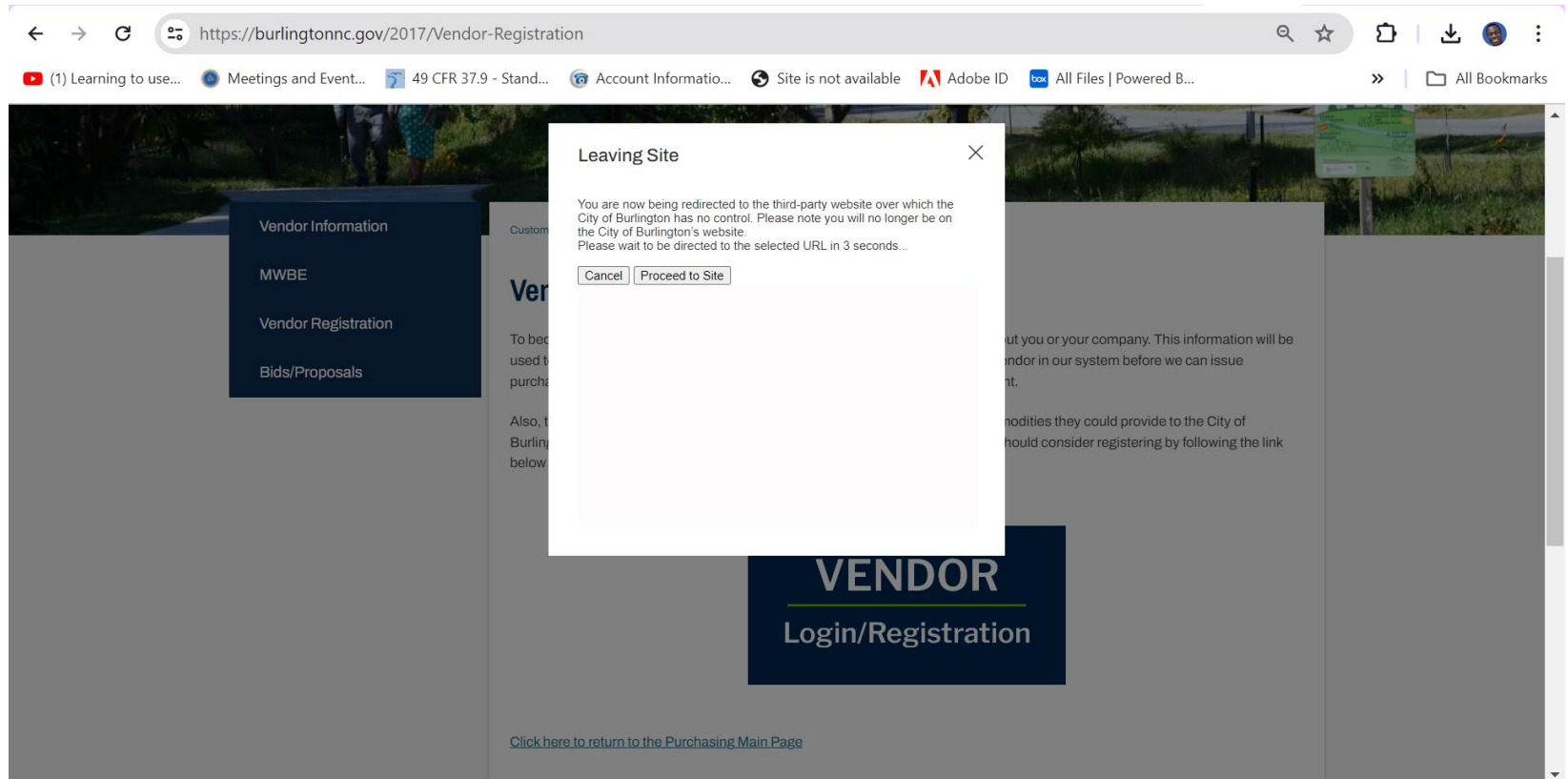
To become a vendor with the City of Burlington, we require certain information about you or your company. This information will be used to create a vendor record in our Financial System. You must be set up as a vendor in our system before we can issue purchasing documents such as PO's or contracts or before we can issue a payment.

Also, the Purchasing Division maintains a list of prospective bidders and the commodities they could provide to the City of Burlington. If you are interested in doing business with the City of Burlington you should consider registering by following the link below and selecting the commodities your company provides.

**VENDOR**  
Login/Registration

[Click here to return to the Purchasing Main Page](#)

# Becoming a Vendor



# Becoming a Vendor

← → ↻ <https://vrapp.vendorregistry.com/Vendor/Selection/SubscriptionSelection?buyerSource=burlington-nc-vendor-registration> ☆

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Already have a Vendor Registry Profile? [Log in](#) to complete your registration with Burlington.

Monthly ☒ Annually

### Agency

## FREE

Limited access

Access bids from **Burlington**

[SIGN UP FOR FREE](#)

This package includes:

- ✓ Get bids from one agency only
- ✓ Receive agency-sent notifications

### State

## \$42 / month

Billed Annually

Access bids from Burlington  
+ 2666 agencies in North Carolina

[SELECT](#)

All features from **Agency** package

**PLUS**

- ✓ Access local, state and Federal bids
- ✓ Receive keyword based bid alerts
- ✓ View current and past bids

### National

## \$158 / month

Billed Annually

Access bids from Burlington  
+ 102337 agencies in all 50 States

[SELECT](#)

All features from **State** package

**PLUS**

- ✓ Access bids throughout the country
- ✓ Customized support and training

# Becoming a Vendor



The screenshot shows a web browser window with the URL `vrapp.vendorregistry.com/Vendor/Register/Index/burlington-nc-vendor-registration`. The page is titled "Registration" and features the Burlington logo. The main heading is "Welcome to the Burlington Vendor Registration System". Below this, a message states: "Burlington is pleased to offer a free, online vendor registration system, powered by Vendor Registry. Begin your registration by entering the information below and clicking 'Get Started.'". A sidebar on the right asks, "Already have a Vendor Registry Profile?" and provides a "Log in" link. The registration form includes a "TITLE" dropdown menu (currently showing "-Select-"), and text input fields for "FIRST NAME \*", "LAST NAME \*", and "COMPANY NAME \*". A chat bubble in the bottom right corner says, "Have any questions? I'm happy to help." The browser's address bar and bookmarks are visible at the top, and the macOS dock is at the bottom.

Chrome File Edit View History Bookmarks People Tab Window Help

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vrapp.vendorregistry.com/Vendor/Register/Index/burlington-nc-vendor-registration

Apps Durham Technical... Local Government... American Express... Deferred Compen... Amazon Credit Card Coastal Credit Uni... MUNIS Burlington Other Bookmarks

 powered by  Vendor Registry

## Registration

### Welcome to the Burlington Vendor Registration System

Burlington is pleased to offer a free, online vendor registration system, powered by [Vendor Registry](#).

Begin your registration by entering the information below and clicking "Get Started."

Already have a Vendor Registry Profile?

[Log in](#) to complete your registration with Burlington.

TITLE

-Select-

FIRST NAME \*


First Name

LAST NAME \*

Last Name

COMPANY NAME \*

Company Name


 Have any questions? I'm happy to help.

# Bid/Proposal Opportunities

← → ↻ 🔍 ☆ 📁 ⬇️ 👤 ⋮  
https://burlingtonnc.gov/132/Purchasing

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» 📁 All Bookmark



Vendor Information


MWBE

Vendor Registration

Bids/Proposals

Home > Government > Departments > Finance / Risk Management > Purchasing

## Purchasing



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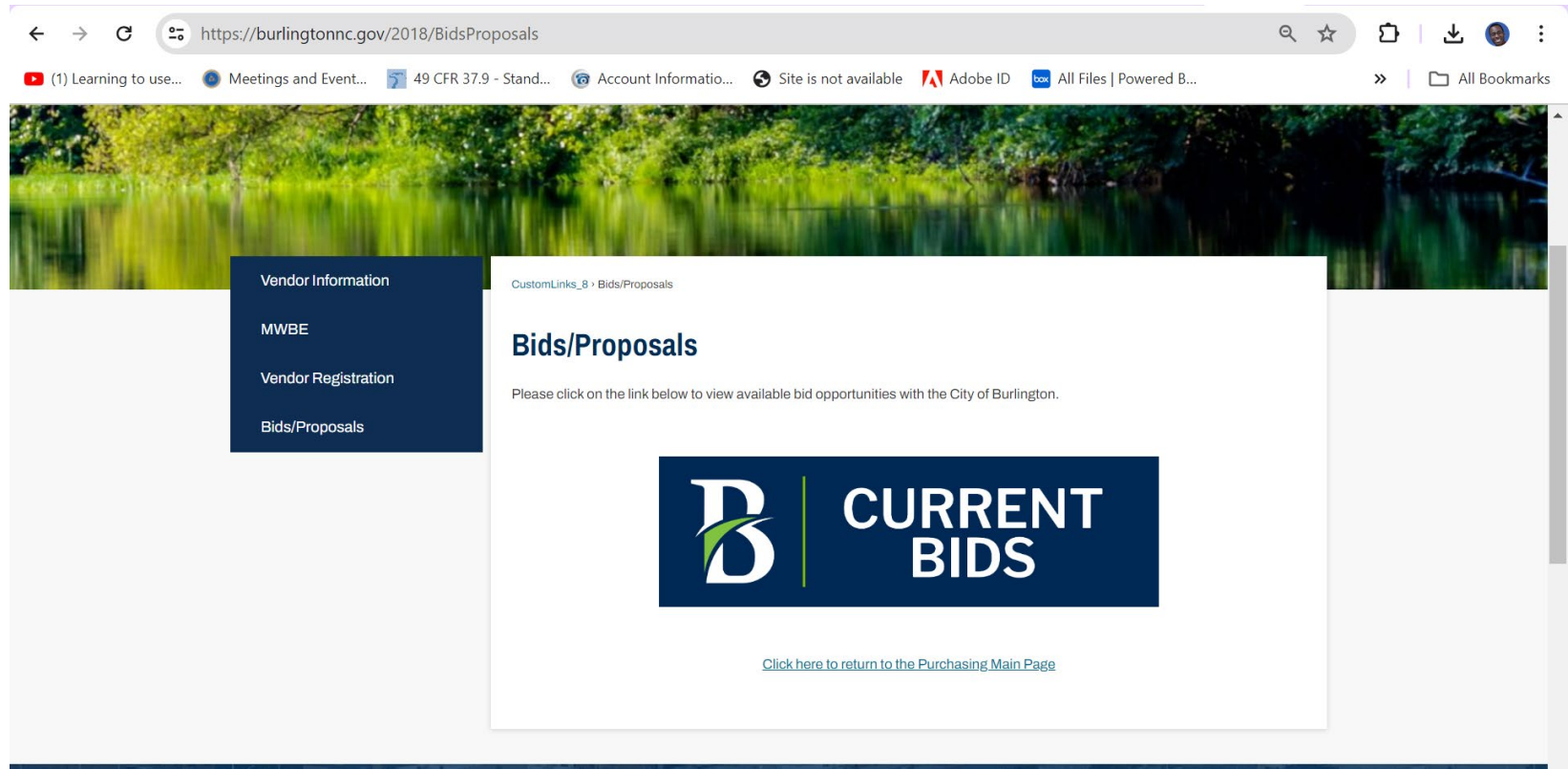
Phone: 336-222-5010  
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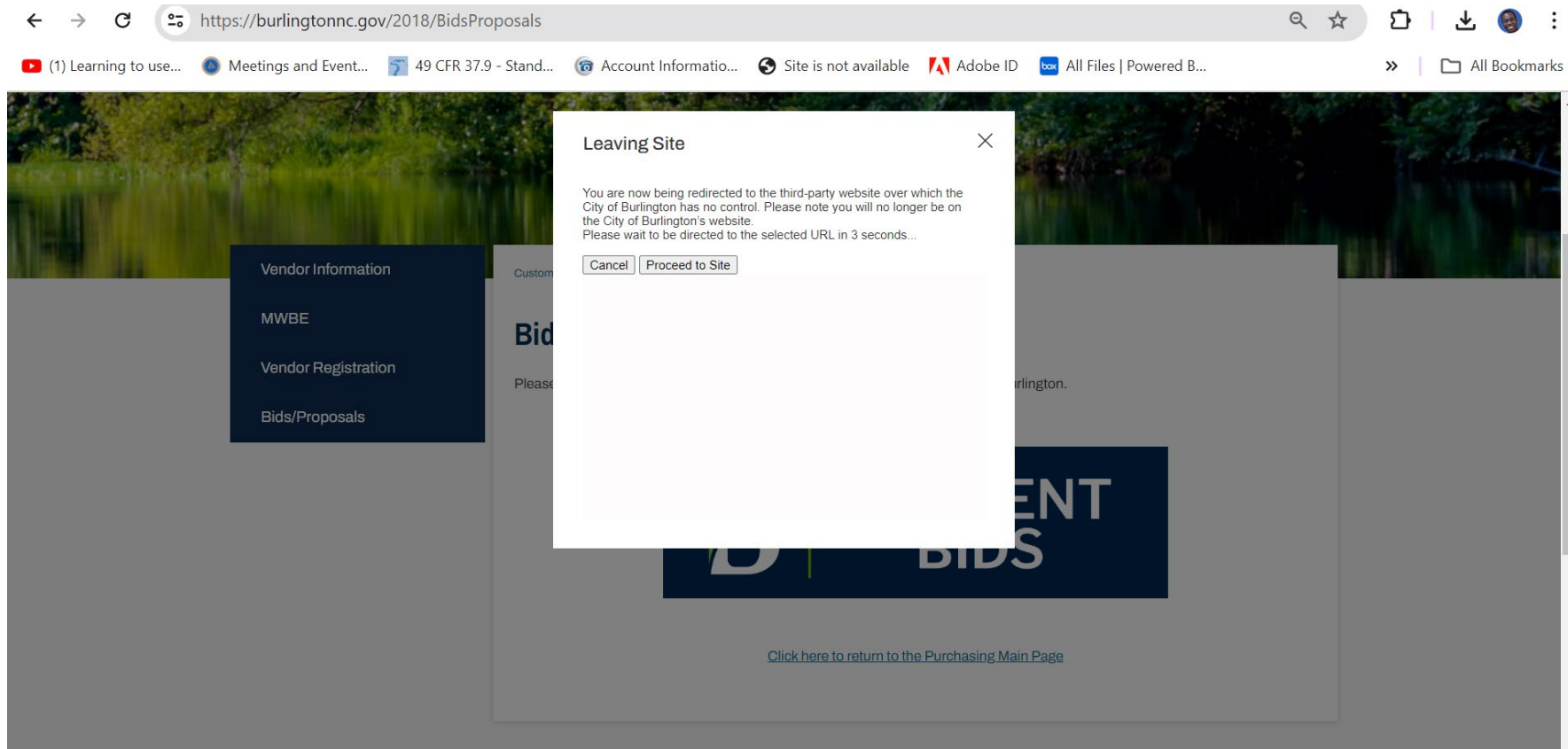
**Mission**



# Bid/Proposal Opportunities



# Bid/Proposal Opportunities





# Bid/Proposal Opportunities @ burlingtonnc.gov

← → ↻ 🔍 https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=ba08e334-a388-471a-8cee-c13f60311531 ☆ 📁 ⬇️ 👤 ⋮  
📺 (1) Learning to use... 🌐 Meetings and Event... 📄 49 CFR 37.9 - Stand... 🛡️ Account Informatio... 🌐 Site is not available 📄 Adobe ID 📄 All Files | Powered B... >> 📁 All Bookmarks



vendor registry powered by

## Solicitations From Burlington

**Current** Expired No Deadline

Register your business with us to be on our vendor list. This ensures that you are set up and ready to bid when the opportunity arises.

[REGISTER MY BUSINESS](#)

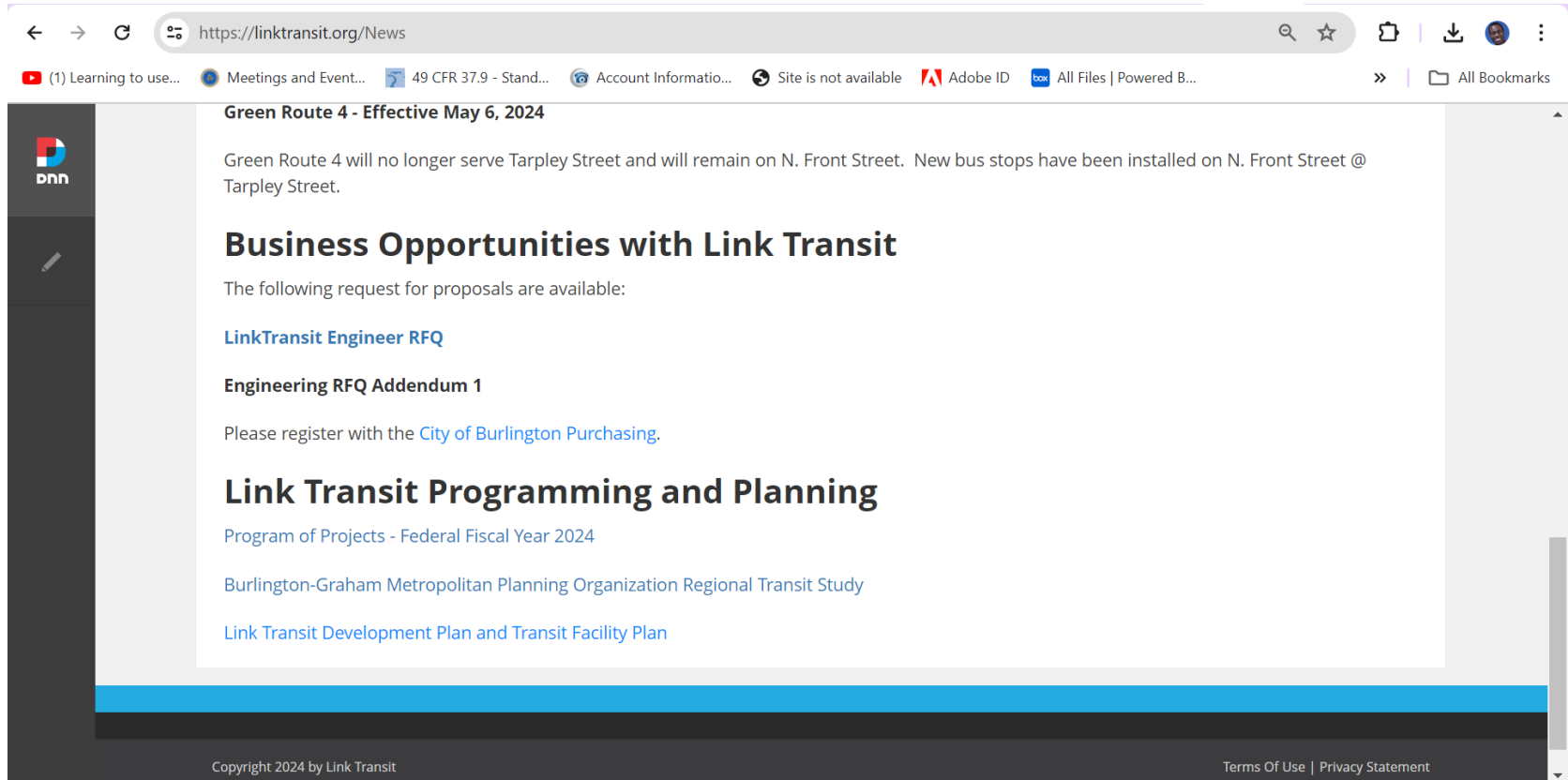
[Print Results](#)

Type	Description	Status	ID #	Deadline	Pre-Bid Meeting	Docs
Sealed Solicitation	Consultant Services to Deliver Link Transit Passenger Amenities Program	Open		6/21/2024 3:00 PM		2

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# Bid/Proposal Opportunities @ linktransit.org



# Becoming a Certified DBE

## Qualifications

- Firm is a for-profit business that performs, or seeks to perform, transportation related work (or concession activity) for USDOT funds
- Your personal net worth is under \$1.32 million
- The firm is at least 51% owned by a socially and economically disadvantaged individual(s) who also controls the firm
- All DBEs who wish to be certified in the state of North Carolina must be certified in their home state prior to applying

The DBE process is also used to become a certified MBE/WBE with NCDOT.

# Becoming a Certified DBE

WEBSITE:

<https://www.ncdot.gov/about-us/board-offices/offices/civil-rights/Pages/disadvantaged-business-enterprise.aspx>

In-State (North Carolina) applicants need:

- Application Cover Page
- Application
- Supporting Documents Checklist
- Personal Net Worth Statement

Inter-state applicant: Certification is not automatic reciprocity.

# Becoming a Certified DBE

## Benefits of becoming a certified DBE

- Probability of being selected by prime contractors is increased because they are able to count your participation as a DBE toward their contract goals; and
- Business Opportunity and Workforce Development Officer offers assistance to certified DBEs to help them compete in the marketplace in their current business area or transition into other business areas.

For more information about becoming a DBE, check out the Connect NCDOT Business Partner Resource website.

# THANK YOU

Thank you for taking the time to attend the consultation meeting.

If you have questions related to the plan that were not answered, please feel free to ask.

If you have questions related to becoming a vendor or bid/proposal opportunities with the City, please call or email Sonjia Cross.

If you have a written comment you would like to submit, please either mail or email (**preferred**) them.

# Final Thoughts...

Any questions for the good of the group?