



THE SAN FRANCISCO - OAKLAND BAY BRIDGE SEISMIC SAFETY PROJECTS

CALTRANS BAY AREA TOLL AUTHORITY CALIFORNIA TRANSPORTATION COMMISSION

Small Business Education and Training Program Small Business Survey

Overview

On July 21, 2006 Governor Arnold Schwarzenegger signed Executive Order S-11-06 that included a provision to meet or exceed a 25% small business participation in State contracts. In response to the State's commitment to small businesses, some which are minority owned, the Caltrans Toll Bridge Program, based in District 4, has appointed a Small Business Manager (SBM) to plan and direct small business activities on the San Francisco-Oakland Bay Bridge Seismic Safety Project (Project).

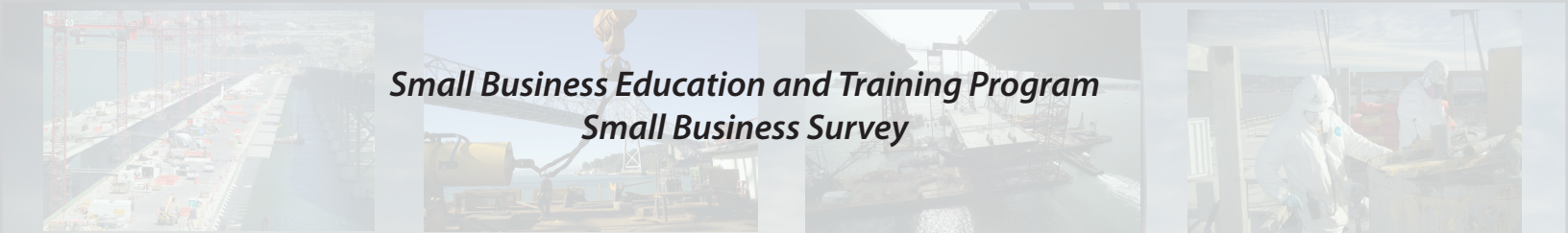
The mission of the SBM is to refine existing procedures and implement new programs in order to increase small and minority owned business participation on the Project. One new program that will be implemented by the SBM is the Small Business Education and Training Program (Program).

Small Business Education and Training Program

In spring 2007, Caltrans District 4 will launch the Program. This program is being developed by the Small Business Manager and the Small Business Education and Training consultant, and it is designed to enhance small business knowledge, assist with resource identification, and position existing businesses for growth. The Program is being presented as construction on the San Francisco-Oakland Bay Bridge continues and with the recent approval of the \$20 billion dedicated to State transportation enhancements.

In order to assist with identifying Program curriculum, we have developed the enclosed survey to gather input directly from the Small Business community, so your participation in this survey is important to us.

The Program will offer a series of professional development courses that will be taught by industry experts, and will address a variety of topics, that will provide real world knowledge and a competitive edge for small and emerging businesses. This program was developed in response to Executive Order S-11-06 and the State's commitment to the Small Business community.



Small Business Education and Training Program
Small Business Survey

We have put together a list of proposed training courses for 2007. We would appreciate your feedback about the proposed training workshop list and other aspects of the program. Participation by local small businesses in this effort is the key to the program's success, so we ask you to please take a moment and complete the survey below. Thank you for your participation.

You can complete and return your response one of two ways:

- 1)** By returning the stamped, self-addressed envelope provided, or
- 2)** By returning the survey to Derek Pool, Small Business Manager
- Toll Bridge Program by fax at: (510) 286-4007

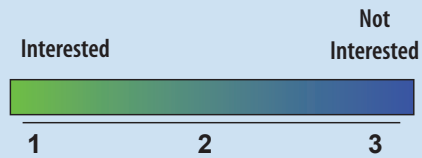
Please respond by July 12, 2007. Please feel free to contact Derek Pool, Small Business Manager - Toll Bridge Program with questions by phone at (510) 286-5821, or by email at: derek.pool@dot.ca.gov.

The data collected from this survey is confidential and will not be shared with outside parties. We appreciate your voluntary participation in this survey.

Small Business Education and Training Program

Small Business Survey

Please review the list of proposed training workshops and rank your interest in attending each workshop on a scale from 1-3.



Surety Bonding – This workshop will address how surety bonds are utilized as a risk management mechanism on construction projects to ensure timely completion and project success. Other topics covered will include types of bonds, contractor prequalification criteria, bond rates and benefits.

Owner Controlled Insurance Program (OCIP) – This workshop will review the use of OCIP's, which are insurance policies taken out by the Owner of the property where construction is taking place. Other topics covered will include OCIP versus contractor-controlled insurance program (CCIP), cost savings for the contractor, and managing potential financial risks involved for the owner/contractor.

Federal Acquisition Regulations (FAR) – This workshop will address the purpose of FAR as it relates to the acquisition of supplies and services procured with federally appropriated funds. Other topics covered will include FAR cost principles, cost allowability, types of cost pools, rates, and a review of FAR Part 31.

Bid Estimating – This workshop will review the bidding process and developing the bid. Other topics covered will include bid document review, coordination with subcontractors/material suppliers, development of cost estimate, specification development, plan review, typical bid forms, addendums, bond considerations, and handling document conflicts.

Small Business Certification Process (State of California) – This workshop will review the purpose of the State's Disabled Veteran Business Enterprise (DVBE) and Small Business (SB) certification process (established to increase business opportunities for Small Business communities). Other topics covered will include the benefits of certification, eligibility requirements, single versus dual certification, prompt payment issues, and additional certifications available to support small business enterprises.

Business Accounting Systems – This workshop will discuss business accounting practices and how to utilize QuickBooks and other small business accounting software programs. Other topics covered will include: customizing financial information to track profit/expenditures, creating purchase orders, invoices and receipts, managing job costs, tracking change orders and integrating QuickBooks and other business accounting software programs for use with existing business software systems.

Billing Process/Payment Systems – This workshop will review customer bill/payment tracking, invoice generation/printing, electronic payment processing systems, and integrating payment processing into a business software application. Other topics covered will include cash flow benefits of an automated system and the cost savings of paperless transactions (invoices/receipts).



Small Business Education and Training Program Small Business Survey

Please list any training workshops you'd like added to the program list.

What is the best time for you to attend the training workshops. Please circle one.

Mornings
(9:00 to 11:00)

Afternoons
(12:00 to 5:00)

Evenings
(after 5:00)

Circle the best day for you to attend the training workshops: Please circle one.

Monday Tuesday Wednesday Thursday Friday Saturday

Can you tell us about your interest in attending the program training workshops?

OPTIONAL

Help us serve you better:

1. What is the nature of your business (e.g. construction, masonry, engineering, fabrication, professional services, goods and services)?
2. Is your business a certified small business with the State of California?

If the answer is yes, how long have you been certified?
3. Has the State certification directly resulted in your business receiving State, local or private contracts?

If yes, please explain.
4. What mechanism do you use to find out about business opportunities (e.g., Local Chamber, small business newsletters and trade magazines, networking venues, professional affiliations, bid notification service)?
5. What's your preferred method of receiving information, by phone, email or United States Postal Service? If it's by email, please provide your preferred business email address.

Additional potential program course offerings include:

Website Design
and Management

Web Based
Marketing

Proposal
Development
(and marketing
techniques)

Electronic Daily
Diary

General Contracting
and Construction
Overview