



The Oregon Department of Transportation Small Business Information and Certification Workshop

Tuesday, April 7 - 9 am to noon

**ODOT's Downtown Portland Building
123 NW Flanders**

**Don't miss this FREE opportunity to learn how to
do business with ODOT!**

- 9:00 a.m. Ronda Hollis will discuss **bonding and insurance on ODOT Projects**. Insurance and bonds play a critical role in protecting the assets of a contractor's business. Not understanding how insurance and bonds apply to your work could create huge challenges in your business. This session will focus on helping small contractors understand what insurance and bonds really cover; how ODOT assesses risk and makes decisions about insurance and bond requirements in contracts; and how to assess your own business risks.
- 10:00 a.m. Lily Keefe will provide a brief overview of the **Short-Term Lending Program** offered by the Office of Small and Disadvantaged Business Utilization at the U.S. Department of Transportation
- 10:10 a.m. Mark Dostal will review the requirements for certified payroll submission and how to overcome common errors contractors make. His presentation includes a **"Certified Payroll Checklist for Project Managers and Contractors"** and an overview of technical assistance and training available.
- 10:40 a.m. ODOT's Procurement Office will discuss **"How to Do Business with ODOT"** and provide information on Small Business Contracting Programs and other opportunities with the agency.

Throughout the workshop, staff from the Office of Minority, Women and Emerging Small Business will assist businesses with applications for DBE, MBE, WBE and ESB certification, answer questions, and get you going to your "next steps!"

**Light refreshments
will be available!**



For more information, call Jill at
503-986-4355 or visit
www.odotsmallbusinesssupport.com

co-sponsored by National Association of Minority Contractors
and ODOT's Office of Civil Rights