

North Central Texas  
Council of Governments

# DISADVANTAGED BUSINESS ENTERPRISE

EMILY BECKHAM, GRANTS AND CONTRACTS MANAGER

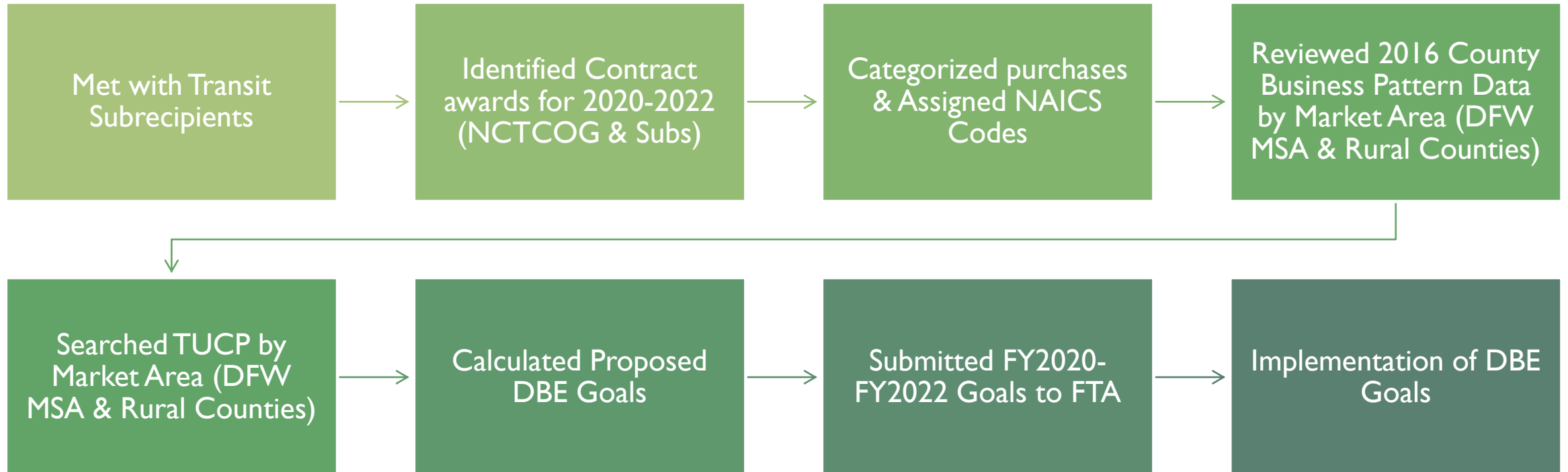
ALLYSHA MASON, TRANSPORTATION PLANNER III

# HISTORICAL APPROACH

- NCTCOG DBE Program and Goal developed without Transit Subrecipient procurement expectations
- NCTCOG reports Subrecipient procurements and purchases in DBE Semi-Annual reports
- Results in Shortfall in NCTCOG's DBE goal attainment
- Triennial Review Findings related to DBE
  - Shortfall Analysis and Corrective Action
  - Prompt Payment



# FY2020-FY2022 DBE GOAL UPDATE



# FY2020-2022 DBE GOAL UPDATE POTENTIAL CONTRACTS AWARDS (FTA – NCTCOG & SUBS)

Procurement Type	Potential Awards (in \$1,000s) FTA
Building Construction	\$275
Marketing, Advertising, and Public Relations	\$268
Office Supplies & Equipment (Rental & Purchase)	\$587
Operational Administrative, Communications, Support Services	\$2,476
Planning/Engineering	\$6,830
Software and Ancillary Information Technology Professional Services	\$383
Vehicle Maintenance and Operations Support	\$4,998
<b>TOTAL</b>	<b>\$15,796</b>

# FY2020-2022 DBE GOAL UPDATE DBE AVAILABILITY ANALYSIS (FTA FUNDING – NCTCOG & SUBS)

Procurement Type	Potential Awards (in \$1,000s)	DBE Firms	Total Firms	DBE Goal
Building Construction	\$275	235	791	29.7%
Marketing, Advertising, and Public Relations	\$268	261	1734	15.1%
Office Supplies & Equipment (Rental & Purchase)	\$587	29	997	2.9%
Operational Administrative, Communications, Support Services	\$2,476	406	8205	4.9%
Planning/Engineering	\$6,830	524	1673	31.3%
Software and Ancillary Information Technology Professional Services	\$383	219	2635	8.3%
Vehicle Maintenance and Operations Support	\$4,998	30	2569	1.2%
<b>TOTAL</b>	<b>\$15,796</b>	<b>1,712</b>	<b>18,708</b>	<b>9.2%</b>
<b>Total Weighted Summary</b>				<b>15.8%</b>

# FY2020-2022 DBE GOAL UPDATE DBE AVAILABILITY ANALYSIS (FTA – SUBS ONLY)

Procurement Type	Potential Awards (in \$1,000s)	DBE Goal	Total Anticipated DBE Contract Value
Building Construction	\$275	29.7%	\$81,700
Marketing, Advertising, and Public Relations	\$218	5.7%	\$12,460
Office Supplies & Equipment (Rental & Purchase)	\$537	1.0%	\$5,636
Operational Administrative, Communications, Support Services	\$2,476	4.9%	\$122,502
Planning/Engineering	\$80	26.7%	\$21,399
Software and Ancillary Information Technology Professional Services	\$213	1.6%	\$3,432
Vehicle Maintenance and Operations Support	\$4,998	1.2%	\$58,129
TOTAL	\$8,776	7.9%	
<b>Total Weighted Summary</b>		<b>3.2%</b>	

# FY2020-FY2020 DBE GOAL IMPLEMENTATION



Notify NCTCOG of Adoption of DBE Program & FY2020-2022 Goal



Procurement Review and Confirmation of DBE Goals



Ongoing Reporting



Documentation of good faith efforts



# IMPLEMENTATION BY PROCUREMENT TYPE

## *MICRO-PURCHASES & QUOTES*

### **Micro-Purchases**

- Subrecipients should maximize purchases at DBEs, where feasible
- Subrecipients can confirm if a company is a DBE through the Texas Unified Certification Program (TUCP)

### **Quotes**

- Subrecipients should sent Request for Quotes to DBEs, where feasible
- Subrecipients can look for DBE firms through the TUCP and/or request DBE vendors from NCTCOG vendor database





# IMPLEMENTATION BY PROCUREMENT TYPE

## COMPETITIVE PURCHASE

- Subrecipients should identify if subcontracting opportunities are available
- If subcontracting opportunities are available, appropriate DBE contract goal should be established in Invitation to/for Bid and/or Request for Proposal
- Subrecipient should search the TUCP and/or request for DBE list from NCTCOG vendor database for applicable project type
  - Include in notification of solicitation
  - Include list in solicitation documentation to alert Prime Contractors for teaming opportunities

### **Example procurement language:**

The Disadvantaged Business Enterprise participation goal must meet the XX percentage goal identified for this type of procurement. Failure on the part of the majority contractor to meet this goal or demonstrate meaningful good faith efforts may be grounds for finding the proposal nonresponsive.



# TEXAS UNIFORM CERTIFICATION PROGRAM

- Subrecipients can access the TUCP here:

<https://www.txdot.gov/business/partnerships/tucp.html>

- Entities who have a valid Certification as a DBE will be included in the TUCP DBE Directory

## Resources

- [TUCP DBE Directory](#)
- [Amended TUCP Standard Operating Procedures](#)
- [TUCP Standard Operating Procedures](#)
- [TUCP Memorandum of Agreement \(MOA\)](#)
- [DBE Application](#)
- [Personal Net Worth Statement \(PNW\)](#)
- [DBE Annual Update Affidavit](#)

### Search by Certification Type

Certifications

- Airport Concessionaire Disadvantaged Business Enterprise (ACDBE)
- Disadvantaged Business Enterprise (DBE)
- Small Business Enterprise (SBE)

### Search by Business Name or DBA

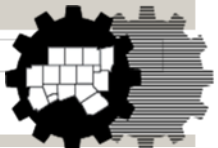
Business Name/DBA

Tip: Try just a few letters of the firm's name.

### Search by Business Description

Business Description

Tip: Try just a few letters of a keyword.



# DBE REPORTING REQUIREMENTS

- DBE reports are required for submission semi-annually:
  - Purchases between Oct. 1<sup>st</sup> and March 31<sup>st</sup> submitted through Period 1 reporting
  - Purchases between April 1<sup>st</sup> and September 30<sup>th</sup> submitted through Period 2 reporting
- FTA funding programs: 5307, 5310, JARC, New Freedom
- Report all purchases incurred using FTA funds passed-through NCTCOG from October 1<sup>st</sup>, 2019 – March 30<sup>th</sup>, 2020.



# DBE REPORTING REQUIREMENTS CONT'D

- Period I Due Dates:
  - Project Managers will communicate with subrecipients the due dates for drafts and final DBE report submission
    - i.e., 1<sup>st</sup> draft may be due second week of April
    - Final report may be due no later than 1<sup>st</sup> week of May
- **Note:** Attach “raw” data (general ledger or other detailed financial statement) in Excel form.



# CHANGES TO THE REPORT FORM

- Signature has been moved to the “Instructions” tab
  - Subrecipient and Project Manager signatures
- Included an Urban Split tab
- Submittal Form has been extended, additional column



# DBE REPORTING FORM-URBAN SPLIT



North Central Texas Council of Governments (NCTCOG) subrecipients that receive Federal Transit Administration (FTA) grant funding through NCTCOG must comply with Disadvantaged Business Enterprise (DBE) requirements found within 49 CFR 26, the NCTCOG-FTA Master Agreement, and executed interlocal agreements.

Please provide your agency's monthly urban split percentage in the table below. (Note: This percentage split is different from the "Federal Reimbursement Rate" on the Submittal Form tab.) The urban split percentage should match the urban percentage requested for reimbursement on your agency's monthly invoice.

<u>Month</u>	<u>Urban Split (%)</u>
October	34%
November	37%
December	36%
January	42%
February	41%
March	35%


Please be sure to input the correct months for the reporting period.

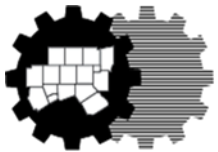
Report Period 1: October 1st to March 31st

Report Period 2: April 1st to September 30th



# DBE REPORTING FORM-SUBMITTAL FORM

 <p>North Central Texas Council of Governments (NCTCOG) subrecipients that receive Federal Transit Administration (FTA) grant funding through NCTCOG must comply with Disadvantaged Business Enterprise (DBE) requirements found within 49 CFR 26, the NCTCOG-FTA Master Agreement, and executed interlocal agreements.</p>											
<b>AGENCY INFORMATION</b>											
Transit Agency: Safety First Transportation						Report Period 1: <input checked="" type="checkbox"/> Oct 1st to March 31st					
Date: 4/17/2020						Report Period 2: <input type="checkbox"/> Apr 1st to Sep 30th					
Current FY DBE Goal: 10%											
Funding Program	Procurement Type	Description of Procurement	DBE Goal	Award Date	Award Completed Date	Total Award Amount	Total DBE Expenditure	Total Procurement Expenditure	Federal Clauses Included	Federal Reimbursement Rate	Urban Split (%)
5307	Micropurchase	Vehicle Maintenance	0%	10/30/2019	10/30/2019	\$ 1,568.00	\$ -	\$ 1,568.00	No	100%	34%
5307	Micropurchase	Tire Purchase	0%	1/27/2020	1/27/2020	\$ 1,127.64	\$ -	\$ 1,127.64	No	100%	42%
						\$ -	\$ -	\$ -			
						\$ -	\$ -	\$ -			



# CONTACT INFORMATION

Emily Beckham

Grants and Contracts Manager

Legal Services

[ebeckham@nctcog.org](mailto:ebeckham@nctcog.org)

817-608-2308

Allysha Mason

Transportation Planner III

Transit Management and Planning

[amason@nctcog.org](mailto:amason@nctcog.org)

682-433-0441