

Helpful Tips for DBE, SBE & MWBE Firms

VTA is committed to a process of continual improvement and collaboration with the communities it serves. Because DBE, SBE and MWBE firms play a vital role in helping VTA perpetuate a culture of inclusion and community involvement, we provide the following tips to firms seeking contracting opportunities with VTA.

- Attend Pre-Bid/Pre-Proposal Conferences. These conferences enable you to learn background information regarding the project, including the identities of key staff members and potential competitors. In addition, you can seek clarification regarding specifications and possibly network with other firms to form a more formidable response.
- When responding to a solicitation, become familiar with the submittal requirements, e.g., time, date, location, forms, attachments, licensing, etc. Being responsive and responsible are key elements to award eligibility.
- When responding to a Request for Proposal (RFP) or Request for Qualifications (RFQ), be aware of the evaluation criteria and their weighted values in order to tailor your offer accordingly.
- Seek debriefing. If you submitted a proposal or bid and were not awarded a contract, find out why. Contact the procurement official identified in the solicitation to learn where your proposal or bid could have been enhanced and use this knowledge to become more competitive on future contracting opportunities.
- Become better acquainted with VTA's procurement policies. The Procurement and Contracts website is at <http://www.vta.org/about-us/procurement/vta-camm> . Learning about what VTA does can help you determine how to prepare and respond to a competitive procurement.
- Attend VTA contractor outreach events. These events are typically designed to convey VTA's upcoming business opportunities, past relevant actions, governing regulations, and how firms can become better prepared to meet anticipated requirements.
- Become a visionary. Knowing which projects are forthcoming may help you strategically align your resources in a way that allows the best chance of submitting a successful bid or proposal. Visit VTA's website for solicitations at www.vta.org/solicitations.
- Register online with VTA as a vendor. This will enable you to be automatically notified via e-mail of all procurement opportunities within your sphere of business as they become available at the website at www.vta.org/vendor .
- If eligible, become a certified DBE, SBE and/or MWBE firm through the Office of Small and Disadvantaged Business at www.vta.org/osdb . Becoming a DBE, SBE, and/or MWBE does not guarantee a contract award, but it could mean greater subcontracting opportunities through prime contractors that are dedicated to helping VTA achieve its overall program goals.
- Be patient and persistent. Most large businesses don't typically win contract awards on their first attempt. It's a competitive process that could prove quite fruitful over time.