

Guidelines for presenting to the MBE/WBE and Small Business Enterprise Procurement Program Advisory Committee (Advisory Committee)

The following questions have been developed as a guide when presenting to the Advisory Committee. Do prepare to address all relevant questions below. PowerPoint presentations may be prepared to assist you. If electronic presentations are made, bring the presentation on a flash drive and do email a copy to the Staff Liaison. If paper copies are provided, be prepared to provide 10 copies for the committee members and staff.

1. Please provide an overview of the project.
2. Has firm hired an Outreach Coordinator? If not, what are firm's outreach plans; what has been done to-date?
3. What are the project goals? Did firm break out or look at breaking into packages? (Firms are strongly encouraged to separate project into phases or packages.)
4. Identify project's major scopes and estimate of bid packages.
5. What is participation to-date? If project is separated into phases or packages, provide participation percentages based upon phase or package.
6. Confirm if goals will be met or exceeded on the project. (If goals are not being met, explain why and what the plans are to meet or exceed goals, i.e. what is recovery plan?)
7. Provide percent (%) of project completion.
8. Provide an estimate or breakdown of where anticipated participation will occur.
9. How is firm using SMBR and Trade Associations as resources?
10. For Professional Services- If a design team has not been formed, identify firm's outreach plans.

*The Committee may request firm's SubKs to be provided for each presentation. Please be prepared to provide copies, see note above on paper copies.