



**Disadvantaged Business
Enterprise Program
2019 to 2021
Goal Setting
Methodology Plan
REVISED
June 28, 2019**

**For Public Review
&
Comment**

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**Votran
Disadvantaged Business Enterprise Program
FY2017-2019
Goal Setting Methodology**

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1.0 Introduction

The purpose of the Disadvantaged Business Enterprise (DBE) goal setting process is to ensure nondiscrimination in the award and administration of funds received from the U.S. Department of Transportation (DOT). The methodology describes how Votran will create a level playing field on which DBEs can compete fairly for those contracts, and to ensure the DBE Program is narrowly tailored in accordance with applicable law.

Votran is a recipient of Federal Transit Administration funding in excess of \$250,000. Title 49 Code of Federal Regulations (CFR) Part 26 requires the development of this Triennial Overall DBE goal for its grant funds.

2.0 Contracting Program for Fiscal Year 2019 to 2021

Table 1A represents Votran’s expected grant funded contracting program included in this methodology. These projects are anticipated to be awarded during the triennial period.

Base Figure Table 1A				
1A Determine the weight of each type of work by NAICS Code:				
*Enter all FTA-assisted projects below. Project amounts should be assigned relevant NAICS Code(s)				
	NAICS Code	Project	Amount of DOT funds on projects:	% OF Total DOT funds (weight)
1)	485991	Para Transit Services	\$1,800,000	30.58%
2)	541612/541618	Consultant Services for public involvement, civil rights and service planning	\$440,000	7.48%
3)	236210/236220	Rehab/Renov Admn/Maint Facility	\$3,645,910	61.94%
Total FTA-Assisted Contract Funds			\$5,885,910	100.00%

3.0 Goal Methodology

Determination of Base Figure Step 1 §26.45 (c)

To establish a base figure of the relative availability of DBEs to all comparable firms available to participate in Votran contracting opportunities, Votran used the bidder’s list approach. Votran contracts are procured by the Volusia County Purchasing Department, tracking and recording all bidders, both successful and unsuccessful. Bidders on the Volusia County Purchasing list have

been bidding over the period of the last three years. The bidders list was matched to the Florida State UCP. The base figure expresses the availability of DBEs as a percentage of all firms for each NAICS code for which there will be a contracting opportunities.

- A. Votran analyzed the DOT -assisted contracting data from the past years to determine in which NAICS / Commodity Code categories contracts would probably be awarded in the next year.
- B. The estimated expenditures for each NAICS Commodity Code category was calculated as a percent of the total estimated expenditures.
- C. A listing by each NAICS / Commodity Code or all "ready, willing, and able" firms in the local geographic area that registered as bidders was compiled
- D. From this list, the number of Disadvantaged Business Enterprises (DBE) were extracted for each NAICS / Commodity Code.
- E. The number of DBEs was divided by the total number of bidders in the NAICS / Commodity Code Category to arrive at a percentage for each category.
- F. The NAICS Commodity Code category anticipated spending percentage was multiplied by the percentage of DBEs in each category
- G. The results from each NAICS / Commodity Code were summed and multiplied by 100 to arrive at the Base Goal Figure.

Base Figure Table 1B					
1B Determine the weight of each type of work by NAICS Code:					
*Use DBE Directory, census data and/or a bidders list to enter the number of available DBE firms & Available firms.					
This table shows the Volusia County Procurement office bidders list of DBE firms					
	NAICS	Project	Number of DBEs available to perform this work	Number of all firms available (including DBEs)	Relative Availability
1)	485991	Para Transit Services	2	5	40.00%
2)	541612/541618	Consultant Services for public involvement, civil rights and service planning	22	208	10.58%
3)	236210/236220	Rehab/Renov Admn/Maint Facility	2	39	5.13%
	Combined Totals		26	252	10.32%
					Overall DBE Availability

Base Figure Table 1C					
1C (Weight) X (Availability) = Weighted Base Figure					
	NAICS	Project	Weight	Availability	Weighted Base Figure
1)	485991	Para Transit Services	0.3058	0.4000	0.1223
2)	541612/541618	Consultant Services for public involvement, civil rights and service planning	0.0748	0.1058	0.0079
3)	236210/236220	Rehab/Renov Admn/Maint Facility	0.6194	0.0513	0.0318
				Total	0.1620
			Base Figure Expressed as %		16.20%

Adjusting the Base Figure Step 2 §26.45 (d)

Subsequent to establishing the base figure, Votran examined the available evidence to determine whether an adjustment would be required to ensure a narrowly-tailored goal. The following paragraphs describe factors considered for adjusting the base figure.

There has been a continuous decrease in the number of small and disadvantaged businesses taking advantage of the SBA Small Business Development Center services located at the Daytona State College (DSC). The program and has implemented a training program that ensures DBE opportunities.

The Paratransit Contracted Services have continued to decrease the percentage of service for operated at Votran due to the loss of a certified vendor, even though there has been continued growth in transportation caused by an increased influx in population in our County.

For these reasons we have used past participation to find the historical median for the calculation of the 7.72% DBE goal shown below.

Table 2 Adjust Base Figure			
Past participation		Adjustment	
2014	3.18%	Historical Median	5.30%
2015	5.30%	Base Figure	16.20%
2016	4.30%	Sum	21.50%
2017	9.60%		
2018	9.40%		
DBE Goal	average of Historical Median + Base		10.75%

4.0 Race/Gender-Neutral and Race/Gender-Conscious Division of Goal (§ 26.45(F) (3))

The guidance from FTA concerning use of Race/Gender Conscious methods is for circumstances when the goal cannot be met through race neutral methods.

To calculate the race/gender-neutral and race/gender-conscious split of the overall goal, Votran analyzed DBE participation over prior five years over the stated goals. The median amount of attainment of DBE participation was 5.3% in 2015, when prior goal of 3.18%. For the past five years the median amount by which participation exceeded the goal was 1.78% and we expect that the Race Neutral efforts have been effective enough to surpass the established goal. Should the Race Neutral efforts fall short, we would undertake Race Conscious strategies for the goal of 1.78% to bring participation up to the overall goal of 10.75%.

Race Neutral - Race Conscious Split				
Fiscal Year	Achieved	Goal	Exceed	
2014	3.18%	3.18%	0.00%	
2015	5.30%	3.18%	2.12%	
2016	4.30%	3.18%	1.12%	
2017	9.60%	7.62%	1.98%	
2018	9.40%	7.62%	1.78%	
Median	5.30%		1.78%	

The overall goal of 10.75% will be split into the Race/Gender Neutral goal of 8.97% and 1.78% Race/Gender Conscious.

5.0 Race/Gender-Neutral Methods (§ 26.51(b))

Recognizing that the DBE Program goals should be met through a mixture of race conscious and race neutral methods and, that by definition, DBE firms are Small Businesses, Votran seeks to implement a Small Business element (Objective (49 CFR Part 26.39) into its current DBE policy in accordance with applicable law. Votran is including this element to facilitate competition by and expand opportunities for small businesses. Votran is committed to taking all reasonable steps to eliminate obstacles to small businesses that may preclude their participation in procurements as prime contractors or subcontractors.

The Votran will meet its objectives using a combination of the following methods and strategies:

- Standards for bidders on the prime contract in multi-year, design-build contracts or other large contracts (e.g.. for “megaprojects”) to specify elements of the contract or specifics that are of a size that small businesses, including DBEs, can reasonably perform.
- Requirement for prime contractors on contracts with no DBE goals to provide subcontract opportunities of a size that small businesses, including DBEs. could reasonably perform, rather than self-performing all the work involved.
- Identification of alternative acquisition procurements strategies structured to facilitate the ability of consortia or joint ventures consisting of small businesses, including DBEs, to compete for and perform prime contracts.
- Procedures to meet the portion of the overall goal projected through a race-neutral measure which ensures that a reasonable number of prime contracts are of a size that small businesses, including DBEs, can reasonably perform.
- Steps to eliminate unnecessary and unjustified bundling of contract requirements that may preclude small business participation in procurements as prime contractors or subcontractors.

Since many DBE firms are small business enterprises some additional measures are being taken with the Volusia County Procurement Office. The following procurement and process modifications have the objective to attract and assist local small and disadvantaged businesses:

- Contracts with total value less than \$3,000.00 require only a single quote;
- Designing service contract bids as performance-based contracts instead of rigorous, detail specifications-based contracts;
- Arranging bid closing dates and times and pre-bid conference times for convenience of DBEs;
- Unbundling large procurements packages so that more firms have an opportunity to bid on small projects;
- In order to ensure prompt payment of invoices including provisions for same week payments; Removing / reducing performance bonding requirements from bids when not required by law or to protect the taxpayers interests (health, safety or welfare)[100% performance and pay bonds are required by Florida Statute 255.05 for public construction projects greater than \$200,000];
- Removing bid bond requirements when not required by law;
- Reducing insurance requirements to a minimum to protect taxpayer's and worker's interests;
- Removal of contract retainage requirements when practical and feasible (balancing or risk to taxpayers with benefits to DBEs) and increase draw allotments when practical and feasible;
- Drafting the solicitation requirements for specifications and quantities to maximize opportunities by DBEs;
- Payment using VISA cards so vendors have access to their funds within 24-48 hours;
- Payment to invoices by electronic funds transfers when requested;
- Workshops and seminars on conducting business, with local governments;
- Workshops and information exchanges between DBEs and prime contractors;

- Pre-bid conferences to explain requirements and to solicit input and ideas on contract requirements and other options;
- DBE trade fairs so DBE vendors can show their goods and services to the people that may need their services and to increase communications between suppliers and users;
- Publishing and distribution of the DBE directory to all local construction and consulting firms and on electronic disk-updated every January (new changes to the web site are in the process)
- Close coordination with Small Business Development Centers at Daytona State College and University of Central Florida for training and education opportunities; Close coordination with Bethune Cookman University, a historical minority college, for training and education opportunities, for new start up and developing business.
- Working with numerous business incubator programs (City of Daytona Beach, City of DeLand) to assist with new business incubator start-ups and expansions; The Central Florida Community Development Corporation (CFCDC) which is the only Certified U.S. Small Business Administration Micro Loan Provider in Central Florida.
- Assisting DBEs in preparing proposals through historical and market research and debriefing on prior contract awards;

6.0 Goal Advertisement and Public Participation Process (§ 6.45(G)(1)(2))

In accordance with the goal-setting and public participation regulatory requirements, Votran conducted public participation in a variety of ways. A detailed list of good faith efforts to engage potential DBE participants is represented in Appendix 1.

- Votran published a web page in March 2017 <http://www.votran.org/about-us/doing-business.shtml> . A link was provided to this methodology document. This methodology draft goals document was published June 28, 2019.
- Published legal notices about public meetings that were held in November 2018 and May of 2019. Votran’s DBE goals were discussed and information about DBE participation was provided to participants, the published document was available for review at the meeting and the link to the online document was provided.
- Votran’s DBE Liaison Officer participated in the several radio programs, where the community was informed of the opportunity to participate in the DBE Program of VOTRAN. There were numerous calls requesting information on how to apply for the DBE certification and where to apply.

Comments received during public consultation were that business representatives acknowledge the effort shown by Votran to encourage participation in funding opportunities. In most cases these representatives have continued communications with the DBELO about their Florida State UCP status and bid opportunities within the region. There have not been any comments received about changes needed to the methodology or the established goal. Votran is committed to ongoing community outreach efforts.

To further our efforts of increasing DBE/SBE participation, Votran hosted two meetings in the town hall format in November 2018 and May 2019. The focus of was to interview DBEs who have been successful in bidding as prime contractors, and ascertaining from other DBEs the barriers they attribute to their reluctance to embrace the “prime” contractor role.

The following is an overview on how Votran works toward achieving and updating our DBE goals:

- Votran works with the Volusia County Purchasing Office to conduct outreach programs targeted at local small and disadvantaged businesses to encourage them to participate in the Votran contracting processes. These outreach programs run in conjunction with the U.S. Small Business Administration (SBA), Daytona State College (DSC), Small Business Development Center (SBDC), Bethune Cookman University (BCU), the Volusia County School Board, the Cities and County Economic Development offices and all of the area Chambers of Commerce. All of these business groups have representation from minority, women’s and general contractor groups. The objective of the outreach programs will be to contact local small and disadvantaged businesses that are not currently involved in the DBE program, including individuals that may want to start a new business, and assist in getting them actively involved in the contracting processes. This will increase the quantity of available small and disadvantaged businesses that can be solicited by potential prime contractors and subcontractors. These outreach efforts will also serve as a feedback mechanism to listen to individuals and firms and make necessary changes to any obstacles they may have encountered. Workshops and seminars provide opportunities for DBEs to find out how to conduct business with local government. These information exchanges between DBE's and prime contractors, along with trade fairs, let DBE vendors show their goods and services to the people that may need, thereby improving communications between suppliers and users.
- Along with the outreach programs, Votran will continue to provide technical assistance to existing and potential DBEs in order for each of them to increase their probability of success. This will include not only coordination with the business advocacy organizations cited above, but facilitation of expertise by specific providers that can assist the individual or firm in areas such as accounting, banking, project management, sales and marketing, risk management, insurance and bonding, and other specific technical issues. This initiative will also include assisting DBEs in preparing proposals by researching prior contract awards relative to costs, prices, vendor performance and other data each may need to offer a complete, competitive bid proposal.
- The Central Florida Community Development Corporation (CFCDC) is the only certified U.S. Small Business Administration Micro Loan provider in Volusia County. The CFCDC and the County's DBE Minority & Small Business Program promoted several Business Assistance Fair's in cooperation effort between, the Cities, Chambers of Commerce, Community Base Organizations, U.S. SBA, SCORE; SBDC-DBSC, Legal

firms, Banking Institutions and Procurements Departments, to advise and offer DBE's information on how to start or expand your business, and what is required for business loans through Central Florida Community Development Corporation (CFCDC).

The Volusia County Procurement Office has established an electronic listing of small & disadvantaged businesses to email contracting opportunities whenever a bid is opened. The site has links to active bids, and describes resources available to become a bidder.

<https://www.volusia.org/services/financial-and-administrative-services/purchasing/doing-business-with-volusia-county/>. The site provides access to historical contract data that is available to small disadvantaged businesses.

Participation by Votran in the Florida Unified Certification Program (FUCP) has assisted in expanding the opportunities for utilization of more registered DBEs listed on the (FUCP) Biz Net System. Votran participates in Business Development Programs sponsored by the Central Florida Community Development Corporation (CFCDC), and the City of Daytona Beach for economic development grants and assistance. Other opportunities include the Halifax Chamber of Commerce Business workshop and the local Community Minority Contract Compliance Forum.

Appendix 1 – Public Participation Activity

July 27, 2018 Participated in a meeting with Charlita Evans, owner of Charlita Concrete Finishing, Inc. a certified DBE reference her upcoming recertification DBE contract at Votran.

July 28, 2018, Attended Conference of Minority Transportation Officials (COMTO) National Conference for all Transit Organizations, been held in Baltimore Maryland until August 1, 2018. The workshops and training, are beneficial for the compliance of those Agencies, that also includes the latest Federal Rules and guidelines for (CFR 49 Part 26) for the Federal Transit Administration (FTA).

August 14, 2018, Meeting with Kenisha Cole, KEC, LLC, ref her DBE application and acquire the documentation that is required for certification.

September 21, 2018 Corresponded with Marc Pentino on 9/21/18 for DOT Regular Dealers who are DBE's or Agencies to participate and to register for 9/26 or 9/27 at 1:00PM, notified DBEs who would participate in this meeting.
<https://connectdot.connectsolutions.com/dotdealerlisteningession>

October 4, 2018 Meeting about No Change Affidavit for M & K Excellent Cleaners, also received the renewal DBE application for Bender Properties and Acquisitions, also received No Changed Affidavit for Community Care Transportation (CCT), LLC., and Updated the files into the DBE listing of Vendors on an Excel spreadsheet with UCP, EOG ISA System.

October 29, 2018 Coordinated with Keneshia Cole ref establishing a date for site visit, to 1025 Eagle Lake Trail, Port Orange, Fl. And Cycily Thomas ref the status of her DBE file, establish a date and time to meet for a Site Visit at Skie Blue 240 Beach Street Daytona Beach, FL 32114.

November 6, 2018 Request from Andrew Moore, 386-316-5231 in South Daytona, to participate in a local Community Radio Program, to address the DBE program and what opportunity are available to start up business and how to register with the County and become Certified has a DBE Vendor.

November 26, 2018 Phone calls to all DBEs on next day DBE Meeting. Agnes M. Reed 904-624-1005, Kevin Yorke 386-631-5830, Jeffrey Bender 407-493-5892, Kimberly St. Peuax 407-579-4302, Charlita Lowe 305-305-4695, Stephanie D. Hoback 407-377-7540, Ken Middleton, 1-904-699-0601, Kenishia Cole 816-756-7434, Deborah Williams, 386-446-1700, Lonnie Davis 386-846-2609, Milagros M. Rodriguez/ Manuel Lopez 386-668-0835, Cycily Thomas 386-848-1348, Don Apokama 386-801-8156, Roseann Tornatore 386-290-0039, Stephen Notice 386-313-1246

November 27, 2018 Public meeting attended by the following: Agnes M. Reed, Kevin Yorke, Jeffrey Bender, Kimberly St. Peuax, Charlita Lowe, Stephanie D. Hoback, Kenishia Cole, Lonnie Davis, Cycily Thomas,

ABSENT FROM THE MEETING:

Roseann Tornatore, Don Apokama, Stephen Notice, Ken Middleton Deborah Williams
Milagros M. Rodriguez/ Manuel Lopez

December 5, 2018 Meeting with J. Bender & Assoc., 1430 Sky Ridge Place, Deland, ref Site visit. Departed for All Volusia Transit, 1540 S SR 15A Unit #45 for Site Visit Mtg., departed for M & K, M. Rodriguez 605 Hayman Court Unit D, Debary, FL 32713, ref Site Visit to be completed for all three DBEs.

December 13, 2018, Call to Kenishia Cole 816-756-7434 ref the Site Visit to be finalized, at the business location 210 Beach Street, Daytona Beach, FL.

December 18, 2018, Met with All Volusia transport 1540 SR 15A Unit 45, Deland, FL , Don Apokama reference the Site Review, and schedule date for documents to be completed.

January 9, 2019 On Site Visit completed, with Jeffrey Bender at 1430 Sky Ridge place, Deland, FL 32724, Departed for M & K Excellent Cleaning, at 605 Hayman Court, Debary, FL 32713, to collect documents for recertification.

January 14, 2019 Site Visit meeting with Don Apokama with All Volusia Transport 1540 S SR 15A Unit #45, Deland, FL. 32738, all documents completed and signed.

January 16, 2019, 1025 Eagle Lake Trail, P.O., FL 32729, for a Site Visit meeting. Meeting about location of vending machines at 210 N. Palmeto Ave. Day Bch., FL

January 17, 2019 Site visit with M & K Excellent Cleaning, 605 Hayman Court, Debary, FL 32713 Returned to O. B.

January 31, 2019 Meeting at UNITED WAY, 3735 International Speedway, Daytona Beach, FL., For a Hispanic Chamber meeting.

February 6, 2019, Meeting with R. A. Tornatore with Wholesale Lighting, Inc. at 2500 South Nova Road, returned to Votran.

February 18, 2019 Corresponded about upcoming UCP Conference Reviewed and documented info for the UCP upcoming workshop in Pompano, FL
February 20 to February 22-2019.

February 19, 2019 Participation at UCP workshop in Pompano, FL 2-20 to 2-22-2019.

April 9, 2019 Phone call from M. Holmes with GOA 407-825-7132 ref a transfer application, also reviewed the files of all DBE and update Directory listing of all members.

April 15, 2019 Processed new DBE application for Energex Lubricants, Inc. for Gershwin Stephen, 324 East Church Street, Ste. 108, Deland, FL 32724, Ph. 321-578-0625. Received file from GOA Authority to complete the certification.

April 23, 2019, Phone call from Exergen Lubricant 321 578-0625, ref setting up a site Visit today.

May 15, 2019 Prepared legal ad about May 29 public meeting for News Journal.

May 29, 2019 Public meeting about DBE opportunities.

June 6, 2019 Coordinated meeting with Ronda Carter at Votran, with Impressive Janitorial Services, LLC, ref updating information for her DBE Application.



November 27th, 2018

NAME & COMPANY	Address	Phone #	Fax#	email	Vistor #	time in	time out
Blue-BAND	2549 Crowley Terr Deltona 32738	386-631-5830		kevin@blue-band.net	010	5:57	7:02
EcoPartners Innovations, LLC	1709 Elaine ave Altamonte sps 32701	407 752 9083	-	stevan.e.hibac@ecopartners.com	011	5:59	6:59
Jeff Bender	1430 Skyridge Dr Deland FL 32724	407-493-5892		jbproperties1@aol.net	012	5:59	7:04
Lonnies Concrete Lonne Davis Sergan Anderson	4101 Fletcher Way Daytona Beach 32114	386-846-2609	-	daytdavis@aol.com	013	5:58	7:05
JoAnn Anderson	Same as above	Same as above		Same	014	6:00	6:59



November 27th, 2018

NAME & COMPANY	Address	Phone #	Fax#	email	Visitor #	time in	time out
Charlita Concrete Finishing	719 Berkshire Rd DB PL 32114	305 305 4685		Charlita@amb yahoo.com	015	6:00	7:03
Knesha Cole	1025 Eagle Lake Trail Apt 404 PO FL 32129	816.765.7434		knesha.cole @gmail.com	016	6:00	7:02
Marlon D. Innis-Dixon	Same As Above	816.209. 0854			017	6:00	7:02
AGNES M. REED A & M Business	900 WIMBLEDON 4601 E Moody Blvd Bunnell FL 32110	321 863-1217		GOLF4FUN 321@gmail.com	018	6:00	7:05
Faye Louras A & M Business	4601 E Moody Blvd D# Bunnell FL 32110	904 624-1005		faye@ambusiness .biz	019	6:08	7:05



November 27th, 2018

NAME & COMPANY	Address	Phone #	Fax#	email	Visitor #	time in	time out
Community Connections Transpottations	2785 Bishop Ln Deltana FL 32725	407-579 4302	—	Kimber.sp@ cctranspottations	020	6:05	7:45
SARGE SMT	2785 Bishop Ln Deltana FL	407-579 4302	—	Antonina-Joy cctranspottations Tutisns.com	021	6:10	7:05
Cydy Thea's Sky Blue Tech	206 W Beach St Ste 201 Daytona Beach	302-713-5371	N/A	Charmelle@skyblue tech	022	6:10	7:05

VOTRAN

MAY 29, 2019

Name & Company	Address	Phone #	Fax #	Email Address	Time in	Time out
Kimber Saint-Prox CCT Community Connections Transportation	2785 Bishop LN Deltona FL 32725	407- 579- 4302		Kimber.SP@cctransportations.com	6:09	7:00
Antoine Sandpreez CCT	2785 Bishop LN Deltona FL 32725	907- 579-4302		Antoine.SP@ cctransportations.com	6:09	7:00
Jeff Bender Bender properties	1430 Skyridge Dr Deland, FL 32724	407- 493-5892		jbproperties1@ att.net	6:12	6:53
Kevin Yorke Blue-Band	1445 Dolymer Pkwy Sanford FL 32771	386 631 5930			6:45	7:00
Stephanie Huback Ecu PARTNERS FRANCHISE	1708 Claire Ave Antwanole Spr Fl 32701	407 756 9023		Stephanie.Huback @ecupartners.com	6:25	7:00

VOTRAN

MAY 29, 2019

Name & Company	Address	Phone #	Fax #	Email Address	Time in	Time out
Gershwin Stephen Energen Lubricants Inc.	324 E Church St. Deland 32724	321- 578- 0625		gershwin@energenlubricants.com	17:35	6:54
Retreat Sander Pace & Taylor Kinesha Cole KC's Vending	1270 Beach St Comp Rd Deland FL 32724	386 453 4827		sander@retreat.com	11:40	6:54
Rhonda Carter Impressive Sanitorial	1025 Eagle Lake Trail Port Orange FL	816 756 7434		Kinesha Cole @ gmail.com	1750	18:53
A & M BUSINESS SOLUTIONS-LLC. AGNES REED / FAYELOURAS	281 7th St Holly Hill FL	386 315-9663		Rhonda Carter 820 yahoo.com	5:50pm	6:52pm
All Volusia W.	4601 E MOODY BLVD DB Bunnell, FL 32110	904 604-701- 1005 6307	904	Info@ambusiness.biz	5:59	6:52pm
	1540 S. SR 15 A Deland FL	386 801 8156	386	Allvolusia@transp. at histmail.com	18:07	6:54

Appendix 2 – Public Information

The screenshot shows a web browser window displaying the Votran website. The browser's address bar shows the URL www.votran.org/about-us/doing-business.shtml. The website header features the Votran logo and navigation links for NEWS, CAREERS, and CONTACT US. A search bar with a 'GO' button is also present. Below the header, a navigation menu includes links for TAKE A TRIP, RIDER TOOLS, SPECIAL SERVICES, COMMUTER INFORMATION, and ABOUT US. The main content area is titled 'Doing Business with Votran' and contains the following text:

There are often many opportunities for you to do business with Votran. Visit [Volusia County Purchasing's open bid listings](#) to search for any open Votran bids. You can also [Click here to learn more about Volusia County Purchasing](#).

For information about advertising through bus wraps, please contact:

Vector Media
Kevin Hahn - Market Manager
khahn@vectormedia.com
Telephone: (386) 295-5544
Fax: (386) 295-5544

DISADVANTAGED BUSINESS ENTERPRISE

Volusia County Transit, d.b.a. Votran, is a service of Volusia County Government. The Disadvantaged Business Enterprise (DBE) program is a comprehensive program developed by the [U.S. Department of Transportation \(DOT\)](#), which establishes guidelines for the participation of firms owned and operated by socially and economically disadvantaged persons in DOT – assisted contracting. As a recipient of Federal financial assistance from the Department of Transportation and as a condition of receiving this assistance, Votran has signed an assurance that it will comply with [49 CFR Part 26](#).

Votran's DBE Program Objectives

It is the policy of Votran to ensure that DBEs as defined in Part 26, have an equal opportunity to receive and participate in DOT–assisted contracts. It is also our policy:

1. To ensure nondiscrimination in the award and administration of DOT – assisted contracts;
2. To create a level playing field on which DBEs can compete fairly for DOT – assisted contracts;
3. To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
4. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
5. To help remove barriers to the participation of DBEs in DOT assisted contracts;

6. To assist the development of firms that can compete successfully in the market place outside the DBE Program.

Votran has disseminated this policy statement to all of the components of our organization. We have distributed this statement to DBE and non-DBE business communities that perform work for us on DOT assisted contracts.

DBE Program Goals

As a recipient of USDOT funding from the Federal Transit Administration (FTA), Votran administers a DBE Program, in accordance with [49 CFR Part 26](#), to ensure nondiscrimination in the award of USDOT-assisted contracts and create a level playing field on which certified DBEs can compete for those contracts. While the DBE program includes fostering small business participation, only DBEs certified by the Florida Unified Certification Program are eligible to participate as DBEs. Votran is a local agency that certifies DBEs.

Votran has established a goal of 5.7% DBE participation on USDOT funded projects for FY17, FY18, and FY19.

[Disadvantaged Business Enterprise Goal Setting for Fiscal Years 2018-2019](#)

Disadvantaged Business Enterprise Program

A DBE is a for profit small business concern that is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged (owned or controlled by one or more minority persons). A minority is generally defined as an individual who is generally defined as an individual who is African-American, Hispanic American, Asian-American, Native American, a woman or a disabled person. The Federal DBE program also includes Alaskan Natives, Pacific Islanders and persons who are not minorities but who are socially and economically disadvantaged in its definition. The socially and economically disadvantaged owners must demonstrate longstanding, chronic and substantial disadvantage since the business is not owned by persons in the cited minority group.

DBE Program Eligibility Requirements

Owner(s) must own 51 percent of the firm and be a member(s) of one of the following groups:

- Women (Regardless of race)
- Black Americans
- Hispanic Americans
- Native Americans
- Asian-Pacific Americans
- Subcontinent Asian Americans

Any additional groups whose members are designated as socially and economically disadvantaged by the Small Business Administration (SBA) and has a personal net worth not to exceed \$1.32 million (minus the individual's ownership interest in the applicant firm and his or her equity in their primary business).

[DBE Policy Statement](#)

[DBE Application](#)

[Florida Unified Certification Program Members](#)

Reference Links

To search for DBE firms, please click the link below to access Florida's DBE Directory. Be sure to check the status of the firms listed in the directory as the directory also contains MBEs and OBEs. Example: UCP Cert. DBE.

[Certified DBE firms, State of Florida Directory FDOT](#)

www.votran.org/about-us/doing-business.shtml

socially and economically disadvantaged in its definition. The socially and economically disadvantaged owners must demonstrate longstanding, chronic and substantial disadvantage since the business is not owned by persons in the cited minority group.

DBE Program Eligibility Requirements

Owner(s) must own 51 percent of the firm and be a member(s) of one of the following groups:

- Women (Regardless of race)
- Black Americans
- Hispanic Americans
- Native Americans
- Asian-Pacific Americans
- Subcontinent Asian Americans

Any additional groups whose members are designated as socially and economically disadvantaged by the Small Business Administration (SBA) and has a personal net worth not to exceed \$1.32 million (minus the individual's ownership interest in the applicant firm and his or her equity in their primary business).

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[Certified DBE firms State of Florida Directory FDOT](#)

[North American Industry Classification System NAICS](#)

[United States Code of Federal Regulations-DBE 49 CFR Part 26](#)

[Small Business Administration SBA Definitions](#)



[Small Business Administration SBA Size Standards](#)


[Florida Financial Institutions - Minority Owned](#)

<p>VOTRAN</p> <p>950 Big Tree Road South Daytona, FL 32119 P: (386) 756-7496</p>	<p>RIDING VOTRAN</p> <p>Maps and Schedules Fares and Passes How to Ride Bikes on Buses NSB Flex</p>	<p>SPECIAL SERVICES</p> <p>Accessibility Emergency Evacuation Gold Service</p>	<p>COMMUTER INFORMATION</p> <p>Ride Share Park and Ride</p>	<p>JOIN OUR MAILING LIST</p> <p>EMAIL ADDRESS <input type="text"/></p> <p>JOIN <input type="button" value="JOIN"/></p>
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Doing business with Volusia County

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Doing business with Volusia County

- For information on how to submit a bid, click [here](#).
- You must [register as a potential bidder](#) to receive automatic notification of any upcoming bids.
- View the [Solicitation Announcement List](#) to choose a project.
- See the PowerPoint presentation shown at the Vendor Workshops held on July 11 & 12, 2018 . . . just click [HERE!](#)

Familiarity with the following procedures will assist you in presenting your product or service to Volusia County. It also will assist in developing cordial and businesslike relationships.

The *School Board of Volusia County* and the offices of the *Clerk of the Court* are *independent of Volusia County government* but participate in various procurements with the County. The cities within the County, most of which have their own purchasing departments, have the opportunity and authority to make purchases from the County's contracts.

Purpose: The mission and purpose of the Volusia County Purchasing office is to obtain the commodities and services required by the agencies of Volusia County in the proper quantity, of the proper quality, within the time required and at the best economic value for the County.

Purchasing procedures: Specific requirements and procedures have been established in the form of a law, Volusia County Code, Chapter 2, Article 6, Division 2, which governs the purchase of all goods and services required and used by the county.

Methods of procurement: The process of procurement is initiated by a request from an agency of the county for a specific commodity and/or service. This 'Quick Reference Guide' sets forth the general guidelines and requirements which govern the procurement process.

Director
Jeaniene Jennings,
CPPO, CPPB
jjennings@volusia.org
123 W. Indiana Ave.
Room 302
DeLand, FL 32720-4608
West Volusia
386-736-5935
Daytona Beach
386-257-6000, ext. 15935
New Smyrna Beach
386-423-3300, ext. 15935

TOTAL CONTRACT VALUE QUOTE/BID REQUIREMENTS (Minimum) AWARD APPROVAL

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requirements which govern the procurement process.

TOTAL CONTRACT VALUE	QUOTE/BID REQUIREMENTS (Minimum)	AWARD APPROVAL
\$0 - \$999.99 *	Single Quote Purchasing Card	Division Director or Designee
\$1,000.00 - \$3,000.00	Single Quote	Purchasing Agent and Division Director or Designee
\$3,000.01 - \$10,000.00	3 Verbal Quotes Minimum	Purchasing Agent and Division Director or Designee
\$10,000.01 - \$25,000.00	3 Written Quotes Minimum	Purchasing Director and Department Director or Designee
\$25,000.01 - \$50,000.00	3 Written Quotes Minimum. obtained through Purchasing	Purchasing Manager and County Manager or Designee
Over \$50,000.00	Formal, Advertised Invitations	County Council
\$50,000.01 - \$125,000	Formal, Advertised Invitations for Housing Rehab. Projects	County Manager, County Council must approve projects > \$125,000.00

* amount may be set lower by Department/Division/Activity Director

Contracts for the purchase of any commodity or services may be signed only by the Purchasing and Contracts Director, the County Manager, or the Chair of the County Council, as may be applicable.

Disadvantaged Business Enterprise Program (DBEP): The Volusia County Council has adopted policies which assure and encourage the full participation of Disadvantaged Business Enterprises (DBE) in the provision of goods and services. The county encourages joint ventures between majority-owned firms and qualified disadvantaged / minority / women-owned firms. Vendors are encouraged to select one or more [business type\(s\)](#) associated with their company when registering or updating information in VSS.

Cooperative purchases: The county purchases from established State of Florida, General Services Administration (GSA), and other cooperative purchasing contracts without the requirement to solicit quotations, bids, or

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Doing business with Volusia County

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	Purchasing	Designee
Over \$50,000. ⁰⁰	Formal, Advertised Invitations	County Council
\$50,000. ⁰¹ - \$125,000	Formal, Advertised Invitations for Housing Rehab. Projects	County Manager, County Council must approve projects > \$125,000.00

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Cooperative purchases: The county purchases from established State of Florida, General Services Administration (GSA), and other cooperative purchasing contracts without the requirement to solicit quotations, bids, or proposals.

Vendor visits are welcomed and encouraged as learning opportunities for both parties. Appointments *should* be made with the appropriate [Procurement Analyst](#), however, we try to accommodate unscheduled visits.

To view and print the Tax Exempt Certificate and the W-9 forms below you need Acrobat Reader. If you do not have it you may [download it for free](#).

[Consumer's Certificate of Exemption](#) (effective 10/31/17 - 10/31/22)
Volusia County is exempt from the payment of sales and use tax on the purchase or lease of tangible personal property.

[W-9 Form](#)

[Credit Statement for County of Volusia](#)

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Volusia County Government's Purchasing Division invites
LOCAL BUSINESSES
to a workshop on



**HOW TO DO BUSINESS WITH
LOCAL COUNTY GOVERNMENT**

Learn about:

- Registering as a vendor
- Submitting bids, proposals and quotes
- State and local ordinances relevant to working with the county

Wednesday, July 10
5:30 p.m.

Thursday, July 11
9 a.m.

**First-floor training room of the
Thomas C. Kelly Administration Center
123 W. Indiana Ave., DeLand.**

For more information, call 386-736-5935, ext. 12490

