

Participating LOSP organizations make referrals to technical assistance agencies offering assistance to DBEs in the completion and submission of Short-Term Lending and Bonding Assistance Program applications.

The LOSP was established by the OSDBU in May 1992 in response to the continuing need to outreach to the small and minority business community and increase their participation in DOT contracting and financial assistance programs. To address this need, the LOSP seeks to increase the number of small businesses and DBEs that enter into transportation-related contracts and that receive DOT STLP lines of credit and bonding assistance. This goal is accomplished by the OSDBU working closely with minority Chambers of Commerce and minority trade associations to:

(1) Establish a communications link (network) between DOT, its grantees, recipients, contractors, subcontractors and the small and disadvantaged business community.

(2) Increase awareness of DOT contracting opportunities and financial assistance programs by disseminating DOT marketing materials and relevant information at selected conferences, seminars and marketplace events.

(3) Develop and/or strengthen linkages with State DOTs, local transportation agencies, transportation prime contractors, State highway supportive services contractors, Minority Business Development Centers (MBDCs), Small Business Development Centers (SBDCs) and other minority Chambers of Commerce and minority trade associations to encourage DBE participation in DOT programs.

(4) Stimulate referrals of DBEs to obtain technical assistance from Federal, State and local agencies such as MBDCs, SBDCs and State DOT highway supportive services contractors for management and other business-related assistance including completion and submission of DOT Short-Term Lending Program and Bonding Assistance Program application packages.

(5) Increase awareness of DOT programs by providing DOT representation at selected conferences, seminars and marketplace events and by providing DOT ads and articles in organizations' newsletters.

(6) Develop and maintain databases of transportation-related DBEs as potential participants in DOT procurement and/or financial assistance programs.

### 1.3 Description of Competition

The purpose of this RFP is to solicit proposals from eligible national and regional minority Chambers of

Commerce and minority trade associations to participate in the Liaison and Outreach Services Program (LOSP). The LOSP shall enable the OSDBU to establish a regional presence by assisting small businesses and DBEs in securing information on DOT procurement opportunities, Financial Assistance Programs and the short-term lending and bonding assistance programs to increase the number of DBEs that enter into transportation-related contracts. The LOSP is intended to increase collaboration between OSDBU, minority Chambers of Commerce and minority trade associations to strengthen and enhance their ability to provide liaison services between DOT, its grantees, recipients, contractors, subcontractors and DBEs. As the program requirements and selection criteria indicate, the OSDBU also intends that the LOSP be multi-dimensional; that is, the selected organizations must have the capacity to effectively access and provide supportive services to the broad range of small business and DBE clients within their respective geographical areas and must be able to coordinate and establish effective networks with DOT grant recipients and local/regional technical assistance agencies to maximize resources and avoid duplication of effort.

Cooperative agreement awards will be up to \$95,000. It is DOT's intent to fund one agreement in the following regions: Region 1, 2, 6, 8, and 10, however, there may be multiple awards, if warranted to improve DOT's diversity of contracting efforts. In addition it is OSDBU's intent to encourage diversity of representation in the LOSP by focusing on the selection of at least one Native American, Asian American and Woman organization. The geographical distribution of DOT regions is shown in map form in Attachment 1. The DOT regions for this announcement, with states and territory comprising each, are listed below:

*Region 1:* Connecticut, Maine, Massachusetts, New Hampshire

*Region 2:* New Jersey, New York, Puerto Rico

*Region 6:* Arkansas, Louisiana, New Mexico, Oklahoma, Texas

*Region 8:* Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming

*Region 10:* Alaska, Idaho, Oregon, Washington

### 1.4 Duration of Agreements

Cooperative agreements will be awarded for a period of 12 months) with a one year renewable option based on need and program achievement. Continuation funding will be contingent upon satisfactory performance and the

availability of funds in subsequent fiscal years.

### 1.5 Authority

DOT is authorized under 49 U.S.C. 322 (P.L. 97-449), to develop by Cooperative Agreements, support mechanisms including liaison and assistance programs, that will enable small businesses and DBEs to take advantage of transportation-related contracts.

### 1.6 Eligibility Requirements

An eligible applicant organization will be: An established, non-profit, minority Chamber of Commerce or minority trade association which has the documented experience and capacity necessary to successfully operate and administer a coordinated, regional liaison outreach effort within a region of the United States.

In addition, to be eligible, a minority Chamber of Commerce or minority trade association must:

(a) Be an established 501 C(6) tax-exempt organization (provide documentation as verification);

(b) Have at least one year of documented and continuous experience prior to the date of application in providing advocacy, management and marketing assistance services and referral to technical assistance agencies to DBEs within the LOSP regional service area in which proposed services will be provided; and

(c) Have an office physically located within the LOSP regional service area.

No application will be accepted without proof of tax-exempt status.

## 2. Program Requirements

In conducting the activities to achieve the goals of the LOSP, the recipient shall be responsible for implementing the activities under 2.1 and 2.2 below. The OSDBU shall be responsible for conducting activities under 2.3.

### 2.1 Recipient Responsibilities

1. Each LOSP participant shall:

(a) Collaborate with and coordinate on programs, activities, services and technical assistance with other Federal, State and local organizations and agencies serving transportation-related small businesses and DBEs, particularly State DOTs and DOT grantees.

(b) Initiate, develop and maintain interagency referral arrangements with agencies offering specialized management and technical assistance including DOT state supportive services contractors, MBDCs, SBDCs and other appropriate programs.

(c) Establish a transportation advisory committee comprised of members who