have demonstrated expertise in the preparation of financial statements and bid/proposal development to advise on the development and implementation of LOSP activities.

(d) Conduct one (1) regional conference to address contracting opportunities within DOT modal administrations and from state and local transportation agencies within the

region.

(e) Develop structured, consultative relationships with key constituent groups within the region to help build and reinforce collaboration. Such relationships will ensure that DOT nonminority and minority prime contractors as well as minority Chambers of Commerce and minority trade associations facilitate awareness and utilization of LOSP services.

(f) Implement information dissemination and education activities and strategies to maximize outreach regarding DOT procurement opportunities and the short-term lending and bonding assistance

programs.

(g) Conduct an on-going evaluation of activities funded through this cooperative agreement. Evaluation will quantitatively and qualitatively describe LOSP activities, the services and the recipients of services. Each applicant must develop and implement an ongoing evaluation plan.

(h) Develop structured, consultative relationships with the private sector financial community and Federal, State, regional and local agencies which provide specialized financial technical

assistance services to DBEs.

(i) Establish and maintain an 800 toll free line to be made available to minority, women-owned, small and disadvantaged businesses interested in transportation-related procurements and information on the application process for the DOT Short Term Lending and Bonding Assistance Programs. Referral services shall be provided.

(j) Furnish all labor, facilities and equipment to perform the services described in this announcement.

# 2.2 Work Requirements

Each LOSP participant must perform work in the following functional areas:

(a) Information Dissemination and Outreach

(b) Conference and Seminar Participation

(c) Referrals to Technical Assistance Agencies

(d) Database Development

a. Information Dissemination and Outreach

Each LOSP program director shall meet with OSDBU officials to become

familiar with DOT materials and literature to disseminate appropriate documents to DBEs at conferences, seminars, workshops, and to those interested in and have the capacity to perform transportation-related projects. This LOSP "core service" includes distribution of general information on DOT's overall DBE program, specific information on DOT's short-term lending and bonding assistance programs; and information and assistance on DOT's procurement opportunities. Materials to be disseminated shall include, but are not limited to, fact sheets, brochures, shortterm lending and bonding assistance program applications, and reports and advertisements which are directed toward the DBE communities in each region

The LOSP participant shall publish stories/articles and features in the recipient's newsletter which contain information regarding the accessibility to procurement opportunities within DOT, and the short-term lending and bonding assistance programs. The Director, OSDBU, shall approve all stories, articles, and special features prior to their publication in the recipient's monthly or quarterly newsletter.

#### b. Conference and Seminar Participation

The LOSP participant shall participate in regional, state and local procurement conferences on behalf of the OSDBU and disseminate DOT procurement information, short-term lending and bonding assistance program literature and other materials. The conferences/seminars shall be transportation-related and each shall be approved by the Director, OSDBU, prior to participation. The LOSP participant shall identify regional, state and local conferences where a significant number of DBEs with transportation-related capabilities are expected to be in attendance. The LOSP participant shall maintain the DOT booth at transportation-related conferences/ seminars. A list of proposed DBE conferences and seminars being considered for participation under the Cooperative Agreement shall be forwarded to OSDBU for review and approval.

The LOSP participant shall conduct one (1) regional conference and shall be responsible for all conference planning and logistics which include identifying and contacting DBEs, mailing invitational letters, handling details for exhibit booths and luncheons, preparing conference brochures as well as tentative and final conference agendas, and securing media coverage. A

conference report shall be submitted to OSDBU no later than 30 days after the conference.

# c. Referrals to Technical Assistance Agencies

Each LOSP participant shall provide technical assistance services by referring DBEs to agencies that offer assistance in the preparation of DOT procurement documents and applications for loans and bonds for submission on transportation-related projects. In addition, specific referrals shall be made to agencies that certify DBEs using DOT guidelines.

#### d. Database Development

Each LOSP participant shall develop a comprehensive data base of firms within its regional service area that have the capability to perform transportationrelated contracts.

## 2.3 Office of Small and Disadvantaged Business Utilization (OSDBU) Responsibilities

The OSDBU shall perform the following roles as its contribution to the attainment of LOSP objectives:

- 1. Provide consultation and technical assistance in planning, implementing and evaluating activities under this announcement.
- 2. Provide orientation and training to applicants awarded funding for participation in the LOSP.
- 3. Systematically monitor the performance of successful applicants' activities and program compliance.
- 4. Assist successful applicants in collaborating and developing or strengthening linkages with State DOTs, technical assistance agencies and DOT grantees within regional geographical areas served.
- 5. Facilitate the exchange and transfer of successful LOSP activities and program information among regional LOSP participants.

# 3. Submission of Proposals

### 3.1 Content and Format for Proposals

Each proposal submitted to DOT must be in the format and must contain the information set forth in the application form attached as Appendix A to this announcement.

# 3.2 Address; Number of Copies; Deadline for Submission

Any eligible organization (as defined in Section 1.6 of this RFP) shall submit only one proposal for consideration by DOT. Applications should be double spaced, and printed in a font size not smaller than 12 points. One unbound copy of the proposal with original signatures suitable for reproduction,