



DBE Program  
Civil Rights Bureau  
Montana Department of Transportation  
P.O. Box 201001  
Helena, MT 59620-1001

## 6 Steps for Networking

Here are some pretty common rules of thumb for successful businessperson looking to maximize networking and increase personal enjoyment of an event. Balancing food, drink, and quality conversation can be a challenge; especially in a room full of people you don't know very well. To get started:



1. **Get Your Bearings** – This may sound silly, but in the banquet area you need to find the drinks, food, bathroom, coat check, podium, and table seating. A quick survey should suffice for this. Make sure to have your hands as free as possible, take only what you absolutely need to work the room. It will be much easier for you to shake hands and hold your food if you don't have something else in your hands to carry, ie, car keys, purse, etc. Make sure you have your business cards with you.
2. **Smile, Smile, Smile** – Sometimes, it is hard to look happy in a room full of people that you don't know. But, part of your job as a small business owner is networking and finding new leads for your company. One way to keep from looking sad or disinterested is to pick a "cue" that is your mental signal to look happier. For example, you might pick a color to look and every time you see that color, you smile. People tend to want to talk to you if you look mildly happy and interesting, so some times you have to work at that perception.
3. **Speak Clearly and Give Your Name and Company Name** – You would be surprised how many business people do not speak clearly or loudly enough in noisy party situations. Make eye contact, lean in (if necessary for noise cover) and stat your name and company name. Watch the other person's reactions. Did they understand you? Say it again if you have to. The point here is to make sure they know who you are. Ditto for you understanding who they are and what they do. You may need to say the new name to yourself a few times to not forget it. Walking away saying to yourself "who was that anyway?" is not productive.
4. **Eat a Little Bit and Drink Less** – Keep in mind that you are really at the party to network and not eat your dinner. Drinks. Depending on the party, non-alcoholic is often the best way to go. If a drink is what it will take to make the evening enjoyable, then pick something that you can carry with you for most of the evening.
5. **No Sales Pitches** – Networking really needs to be about meeting people and getting to know them. If you really listen to them and ask good questions, you'll be practicing good sales skills that will come in handy at a different time. Pass out your business cards when there seems to be a good rapport and chance for future business. If you are speaking with a senior executive from a major corporation, the rule is to wait for them to ask for a card. If they don't ask, be sure to write down their name and company and research their contact information later.
6. **Move Around the Room** – "Mingling" is considered an art, and this is why, mastering the rhythms of a conversation with a stranger takes skill. A good objective is usually to sound positive and invite the other party to tell you about something (anything) to get them talking. "What did you think of..." "What do you like about the [organization]?" "I'm new here, could you introduce me to ..." That last one might be a difficult one, but it usually gets the best results. Either the other person says "I'm new too!" and you get a laugh and decent bonding between the two "new" people, or they will introduce you to at least one person and you can move from there. Plan on spending 5 – 10 minutes per conversation before moving on. If you excuse yourself from a conversation with the line that you have to go to the bathroom – actually go there.

Maybe the best advice is for you to be yourself. People typically run into trouble when they are trying to be something they are not. Just remember that talking negatively about anyone or any company is a bad idea. Stay neutral or silent.

## Training Opportunities

Is there something you are interested in learning that will help you grow your highway construction related business? Please contact Shannon Hahn, DBE Supportive Services Coordinator, with any ideas you have. She can be reached at 444-7287 or email her at [shahn@mt.gov](mailto:shahn@mt.gov)

Shannon is also setting up her fall training schedule and needs to know when a good time for classes is and where to have them.



# INROADS

## Bid and Contracting Opportunities

**MONTANA DEPARTMENT OF TRANSPORTATION**  
**MDT holds two bid lettings each month.**

Proposed for letting August 2009

UPN/UNIT	PROJECT ID	FINANCIAL DISTRICT	PROJECT DESIGNATION	TYPE OF CONSTRUCTION	LENGTH MILES
5228 000	STPX-BR 34(16)	2	MURPHY OX YOKE RANCH WETLAND	ENVIRONMENTAL	
7006 000	BR 9006(17)	4	BOXELDER CK, 18M NE HAMMOND	BRIDGE REPLACEMENT W/ NO ADDED CAPACITY	
6856 000	BR 277-1(8)21	4	WHITETAIL CR-21M NW HAMMOND	BRIDGE REPLACEMENT W/ NO ADDED CAPACITY	
6163 000	ARRA 13-1(45)37	2	CULVERT-SOUTH OF CAMERON	RECONSTRUCTION – REMOVE & REPLACE CULVERTS	
4470 001	ARRA 235-1(11)2	2	JCT MT 85-EAST (EAST SECTION)	RECONSTRUCTION – WITHOUT ADDED CAPACITY	2.6
3376 001	ARRA 90-6(87)278	2	EAST THREE FORKS INTERCHANGE	ROADWAY & ROADSIDE SAFETY IMPROVEMENTS	
4480 001	ARRA 430-1(8)5	3	JCT S-284 – WEST	RECONSTRUCTION – WITHOUT ADDED CAPACITY	4.3
4486 000	ARRA 421-1(4)6	5	7 KM EAST OF COLUMBUS - EAST	RECONSTRUCTION – WITHOUT ADDED CAPACITY	2.7

For further information on upcoming projects, visit MDT's website at: [www.mdt.mt.gov/business/contracting/upcoming\\_prj.shtml](http://www.mdt.mt.gov/business/contracting/upcoming_prj.shtml)

The State of Montana offers one stop vendor information at the following link: <http://svc.mt.gov/gsd/onestop/SolicitationDefault.aspx>

This website contains information from all agencies that are soliciting a contract. Check it out!

### Do you know someone who could be a DBE?

*If they are a small business owned by a minority or a woman and have less than \$750,000 in personal net worth and less than \$22.41 million in sales averaged over the last 3 years, they may qualify! Tell them to contact Wendy Stewart, DBE Program Manager at 406-444-6337 or [westewart@mt.gov](mailto:westewart@mt.gov) for an application packet.*

### Welcome, Recently Certified DBEs!

Arne Taylor  
**Northlake Builders**  
 Residential and Commercial Building

Carla Lott  
**Strong Bear Corporation**  
 Federal Program Consultant

Judy Decker  
**Precision Parking Striping**  
 Parking Lot Striping

## MDT Awarded contracts for July and DBE participation:

Prime	Location	Project	DBE Participation
H L OSTERMILLER CONSTRUCTION	LOCKWOOD-SOUTHEAST	ARRA 1028(4)	1.09%
RIVERSIDE SAND & GRAVEL	CANYON CREEK NORTH – BLGS	ARRA 1031(9)	0.00%
JIM GILMAN EXCAVATING	FRONT ST-MONTANA TO UTAH	ARRA 1806(8)	0.00%
BULLOCK CONTRACTING	2000-SFTY-WYLIE DR-N EAST HLNA	ARRA 25(50)	0.00%
FRANZ CONSTRUCTION INC	STRUCTURES-NE OF EKALAKA	ARRA 27-1(9)2	0.00%
WESTERN TRAFFIC CONTROL INC	SF069-FLASHER-N OF HELENA	ARRA 279-1(13)4	0.00%
WESTERN TRAFFIC CONTROL INC	SF069-FLASHERS-YORK RD-NE	ARRA 280-1(19)5	0.00%
KNIFE RIVER – BILLINGS	BELFRY-WEST	ARRA 308-1(26)7	0.00%
PRINCE INC	PLENTYWOOD-NORTH	ARRA 34-1(9)0	3.70%
RIVERSIDE CONTRACTING INC-MSLA	BUSBY-NE	ARRA 37-1(33)27	0.00%
L S JENSEN CONSTRUCTION & READY	ALBERTON-EAST	ARRA 507-1(8)0	5.54%
WALKER CONSTRUCTION INC	SIDEWALK PROGRAM-GTF PHASE	ARRA 5299(80)	0.00%
SHELLINGER CONST CO INC	ST MARYS RD-N & S	ARRA 7-1(118)64	0.00%
SLETTEN CONSTRUCTION COMPANY	SCOTT ST OVERPASS-MSLA	ARRA 8109(2)	0.69%
KNIFE RIVER-BELGRADE	BATTLE RIDGE-N & S	ARRA 86-1(40)16	0.00%
DICK ANDERSON CONST INC – GT FLS	MILK RIVER-E OF HARLEM	ARRA 9003(32)	0.51%
FRANZ CONSTRUCTION INC	STRUCTURES – NW OF BAKER	ARRA 9013(15)	0.00%
RIVERSIDE CONTRACTING INC-MSLA	BOULDER RIVER-WEST	ARRA 90-7(89)364	9.71%
RIVERSIDE CONTRACTING INC-MSLA	PINEHILLS INTCH-WEST	ARRA 90-8(157)446	0.00%
PRINCE INC	BIG HORN COUNTY LINE-EAST	ARRA 90-9(98)473	0.00%
SLETTEN CONSTRUCTION COMPANY	D4-INTERSTATE STR REHAB	ARRA 94-3(59)88	0.00%
PRINCE INC	WIBAUX-EAST (EB)	ARRA 94-7(28)244	3.24%
FOOTHILLS CONTRACTING INC	40 KM S OF EKALAKA-S(PH III)	ARRA-MT-PLH 323-1(29)35	0.67%
FRONTIER WEST – LLC	STRUCTURES - SE OF MANHATTAN	BR 205-1(30)12	0.00%
EUREKA DEVELOPMENT	GRAVE CR – 10 KM N FORTUNE	BR 9027(25)	0.00%
MARK BUCK CONSTRUCTION INC	MORRELL CR-EAST OF SEELEY	BR 9032(44)	1.41%
EDWARD T COPPS CONSTRUCTION	SWEET GRASS CR-10KM SE MELV	BR 9049(25)	0.00%
DICK ANDERSON CONST IN – GT FLS	TENMILE CREEK-2 KM W OF HLNA	BR-STPE 9025(47)	0.00%
KNIFE RIVER-KALISPELL	STILLWATER RIVER-N	CBI 5-3(64)118	0.00%
DICK ANDERSON CONST INC – GT FLS	2003-SIGNAL-WILLIAMS ST-HLNA	HSIP 8-2(66)41	0.00%
RIVERSIDE SAND & GRAVEL INC	LAUREL-NORTHEAST	HSIP-STPP-STPE 4-2(26)54	0.00%
HI-TECH ROCKFALL CONSTRUCTION	ROCK SLOPE-W OF BASIN	IM 1503(67)155	0.00%
INTERSTATE IMPROVEMENT INC	BRIDGE DECK PRESERVATION	IM-BH 0002(939)	0.00%
KNIFE RIVER-BEGRADE	BABCOCK TO KAGY-BOZEMAN	MT-STPU-CM 1201(12)	0.00%
UNITED MATERIALS OF GREAT FALLS	10 <sup>TH</sup> AVE S-38 <sup>TH</sup> TO 57 <sup>TH</sup> ST GTF	NH 60-2(78)90	0.00%
A M WELLES INC	SAPPINGTON JCT-SOUTH	STPP 13-3(4)83	2.91%
NELCON INC	JCT I-15 – CONRAD	STPP 21-2(17)0	0.00%
JIM GILMAN EXCAVATING	JCT MT 55-JCT MT 2	STPP 29-1(42)57	0.00%
RIVERSIDE CONTRACTING INC – MSLA	HARLOWTON-SOUTH	STPP 45-2(8)38	0.00%
M K WEEDEN CONSTRUCTION INC	2000-SAFETY IMPRVMT – HILGER	STPP-HSIP 43-1(25)14	0.00%
FOOTHILLS CONTRACTING INC	BAKER-SOUTH	STPP-STPE 27-2(14)29	0.00%
PRINCE INC	BROCKWAY-SOUTH	STPS 253-1(19)37	0.55%
L S JENSEN CONSTRUCTION & READY	MULLAN ROAD	STPS 263-1(25)11	0.00%
JIM GILMAN EXCAVATING INC	DEER LODGE-NORTH	STPS 275-1(4)0	14.85%
KNIFE RIVER – BILLINGS	SLIDE 4 MILES WEST OF BEARCREEK	STPOS 308-1(28)2	0.00%

**Average Participation**

**1.00%**

This month's featured book...

The E-Myth Revisited: Why Most Small Businesses Don't Work and What to Do About It by Michael Gerber.

If you own a small business or want to own a small business, this book is for you. This book has information on some of the common pitfalls of small businesses.



*The best leader is the one who has sense enough to pick good people to do what he/she wants done, and self-restraint enough to keep from meddling with them while they do it.*

*- Theodore Roosevelt*

## MDT Civil Rights Bureau Directory

Wendy Stewart [westewart@mt.gov](mailto:westewart@mt.gov) (406)444-6337  
DBE Program Manager/Certifications

Shannon Hahn [shahn@mt.gov](mailto:shahn@mt.gov) (406)444-7287  
DBE Supportive Services Coordinator

Andy Hyatt-Marcucci [ahyattmarcucci@mt.gov](mailto:ahyattmarcucci@mt.gov) (406)444-6331  
Compliance Technician

Alice Flesch [aflesch@mt.gov](mailto:aflesch@mt.gov) (406)444-9229  
ADA Coordinator

Bill Anderson [bianderson@mt.gov](mailto:bianderson@mt.gov) (406)444-6334  
Title VI & EEO Compliance Specialist

Kathy Vert [kvert@mt.gov](mailto:kvert@mt.gov) (406)444-9270  
Acting EEO & Labor Compliance Specialist

Sheila Cozzie [scozzie@mt.gov](mailto:scozzie@mt.gov) (406)444-6335  
Civil Rights Bureau Chief

### Montana Department of Transportation

2701 Prospect Avenue  
P.O. Box 201001  
Helena, MT 59620-1001  
Phone: (406)444-6331  
Toll Free: (800)883-5811  
Fax: (406)444-7685  
TTY: (800)335-7592



### WHAT'S NEW WITH YOU?

*Inroads*, the Montana DBE Newsletter, is your tool to gain new ideas, meet new people, network with other businesses, blow your own horn, and move your business down the road to success.

- *Have you or an associate won an award or been promoted?*
- *Do you have an idea for an article, or would you like to have your firm profiled in the newsletter?*
- *Do you want to show off your contracting handiwork?*
- *Do you want to hire an employee or buy/sell a business-related item?*

Let us know what's new! Send questions, comments, ideas, photos, and want-ads to: Wendy Stewart at [westewart@mt.gov](mailto:westewart@mt.gov) or call (406)444-6337.

## Meetings, Workshops, and Training Opportunities

### August The Art of Marketing Workshop

Christine Johnson in conjunction with the DBE Program will be presenting the Art of Marketing Workshop. This workshop will help you learn new ways to market yourself and your business

8:30 am to 3 pm – 5 Different Locations  
Call for Reservations

August 4– Browning Community Development,  
124 2<sup>nd</sup> Ave, Browning - 338-4015

August 5 - War Shield Development, 300 2<sup>nd</sup>  
Ave, Great Falls - 761-3377

August 11 – Native American Development  
Corp, 2720 3<sup>rd</sup> Ave, Billings - 259-3804

August 13 - C2 Business Solutions, 405 Main St  
SW, Ronan - 261-3200

### September

September 2 – Prospera Business Network, 222  
East Main St, Bozeman - 587-3113

Cost: **FREE with Lunch**

Contact Shannon Hahn, 1-800-883-5811

### August

#### August 21 – Entrepreneurial Edge: A Small Business Networking Group

**Are you looking for other entrepreneurs or small business owners just like you? This is a small business networking group that meets once a month to share ideas and best practices**

**7-8 am Third Friday of every month  
Grains of Montana, 926 Grand Ave, Billings**

**For registration, call 254-6014 or email  
[mcmillan@bigskyeda.org](mailto:mcmillan@bigskyeda.org)**

