



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

## People Worth Knowing: Lou Thompson

When the federal economic stimulus package hits Montana, Lou Thompson of Flathead Lifestyle, LLC wants to make sure that small businesses—especially Disadvantaged Business Enterprises (DBE) and tribally-owned enterprises—are positioned to benefit. For the past few months, Lou has been traveling the state as a contractor of the Montana Procurement Technical Assistance Center (MPTAC) presenting workshops to help small firms understand how to do business with the State of Montana. “We believe a lot of the money in the stimulus package will be funneled through the state procurement system, so we want to make sure small business is positioned to compete for those contracts,” Thompson says. Three workshops remain in April at Rocky Boy, Fort Belknap, and Fort Peck (See the workshop calendar on the last page for details.)

Lou is already poised to launch his next series of statewide technical assistance workshops. The first is on bonding, including how to obtain it and how to position your business to qualify. He is just waiting to see what provisions the stimulus package includes for bonding before setting the schedule. After that, he plans a series of workshops on subcontracting. “When we look at small business in Montana, many are not in a position to be prime contractors, but they are extremely well-positioned to be subcontractors on government contracts because of HUBZone or DBE status. This workshop will show them how to market themselves to prime contractors.”

Prior to the current workshops, Lou focused on federal procurement. “The fact is that a lot of Montana businesses are not even aware that contracting opportunities exist with the government. The biggest barrier is understanding the procurement system...how to find solicitations and how to prepare a proposal, quote, or bid. A lot of small businesses and tribal enterprises don’t have resources to even try to pursue federal contracting,” he notes. “It takes a lot of effort to establish a government contracting program for your business. In our workshops we try to help firms understand that, if you put a system in place, it won’t take as much work. One key is to zero in on solicitations that pertain to your business and screen down to the ones that are applicable. That way it reduces the amount of time per week to review. Another is to not spend time putting a proposal together for a contract you have little chance of winning. We help folks identify relevant opportunities and determine whether it is worth their time to bid.”

Lou also points out that emerging businesses tend to get discouraged if they don’t win the first government contract they compete for. “It’s rare to get the contract from your first proposal. But the beauty of federal bidding is that you can talk to the contracting officer and ask why. By law they are required to debrief you and tell you why you didn’t win the contract.” He also warns that small business shouldn’t view government contracting as a gravy train. “If you can work in the government sector, it adds an element to your business, but don’t predicate your entire business on government contracts,” Lou advises.

Because he is paid by the MPTAC, Lou’s services are free to his clients, but that does not mean that they are effortless. “We expect clients to put in the effort. In the initial counseling session, we explain the things that have to happen in order for the firm to be ready to compete for federal contracts. We’ll go as fast as they want to go.” Lou also reminds business that the MPTAC has offices throughout the state and can help with all aspects of procurement free of charge.

When he completed his Master’s degree in Community Economic Development with a focus on indigenous economies at Southern New Hampshire University, Lou never imagined that his studies would land him in Montana. His educational background of examining economies of Indian reservations and sustaining those economies led to a job offer seven years ago with the National Center for American Indian Enterprise Development, which provides government procurement technical assistance specifically to Indian-owned and tribally-owned businesses. His assigned territory was Montana and Wyoming. When Department of Defense funding for the National Center was put on hold, the Montana Procurement Technical Assistance Center (MPTAC) approached him to provide services under contract to them.

His business, Flathead Lifestyle, LLC, is located in Somers, and serves the Pacific Northwest. Lou’s wife, Alicia, is the majority owner of this woman-owned HUBZone business, and she focuses on marketing and public relations, while Lou, a dual citizen of the United States and Canada, focuses on government procurement. Lou says they are waiting to apply for DBE status until the system is electronic so that they will have first-hand experience in guiding other firms through the electronic application process.

Lou can be contacted at Flathead Lifestyle, LLC: (406) 270-1638.



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# INROADS

## Bid and Contracting Opportunities

### Web Site Quick Tip: Privacy Policy

If you collect user data from a Web form, such as a contact form or newsletter sign up, then your web site really should include a **privacy policy** page.

Web users are more cautious than ever about safety and privacy, so a good privacy policy is a must.

You will build trust by including a link to this page on any page where you request information. Not only that, but some companies require that you have a privacy policy before they will do business with you.



### Deadline for Trail Program Grants

Montana Fish, Wildlife & Parks recently announced a new round of funding for two trails grant programs. The application deadline is **July 1** for grants from both the Recreational Trails Program and the Off-Highway Vehicle Program.

The recreational trails grant program includes more than \$1 million in grants for construction and maintenance of non-motorized trails.

The OHV grants are used mainly for trail ranger program, backcountry trail maintenance, trail-related safety, and ethics education. Application information is available on the FWP web site: [www.fwp.mt.gov](http://www.fwp.mt.gov) on the Recreation page under Grant Programs.

Call 406-444-7642 for information on Grant Writing Training sessions around the state in March.

### MONTANA DEPARTMENT OF TRANSPORTATION

Starting in January 2009, MDT is holding two bid lettings each month, except for October—December.

#### Proposed for letting April 9, 2009

UPN/UNIT	PROJECT ID	FINANCIAL DISTRICT	PROJECT DESIGNATION	TYPE OF CONSTRUCTION	LENGTH MILES
6521 000	IM 15-7(35)334	3	Midway Interchange—North	Resurfacing—Seal & Cover	9.0
6228 000	NH 1-3(53)225	3	JCT US 89—East	Resurfacing—Seal & Cover	9.1
6523 000	NH 1-3(57)219	3	Browning—East	Resurfacing—Seal & Cover	6.0
4066 000	NH 57-3(33)70	5	Lewistown—West	Reconstruction—Without Added Capacity	9.0
4050 000	STPP 21-1(17)0	3	JCT I-15—Conrad	Reconstruction—Without Added Capacity	3.2
6524 000	STPP 3-4(25)89	3	Pondera County Line—North	Resurfacing—Seal & Cover	11.8
6233 000	STPP 3-3(21)75	3	Dupuyer—North	Resurfacing—Seal & Cover	8.7
4052 000	STPP-STPE 27-2(14)29	4	Baker—South	Reconstruction—Without Added Capacity	6.4
6221 000	STPS 278-1(23)25	2	East of Big Hole Pass—E & W	Resurfacing—Seal & Cover	5.3
5945 000	STPS 218-1(8)0	3	Sollid Rd—Conrad	Resurfacing—Asphalt (thin lift <=60.00mm) (Scheduled Maintenance)	0.6
4498 000	STPU-CM-STPE 8117(3)	1	Higgins/Hill/Beckwith—Missoula	Traffic Signals and Lighting	
4852 000	BR 9027(25)	1	Grave Cr—10 KM N Fortine	Bridge Replacement with No Added Capacity	
4774 000	BR 9041(34)	1	Skalkaho Cr—3 KM SE Grantsdale	Bridge Replacement with Added Capacity	
6250 000	UPP 8105(14)	1	Russell St—Fairview to 39th	Resurfacing—Asphalt (thin lift <=60.00mm) (Scheduled Maintenance)	0.5
6251 000	UPP 8113(6)	1	Higgins-Bway to Clark Fork Br	Resurfacing—Asphalt (thin lift <=60.00mm) (Scheduled Maintenance)	0.2
6252 000	UPP 8107(19)	1	Orange-Bway to Clark Fork Nr	Resurfacing—Asphalt (thin lift <=60.00mm) (Scheduled Maintenance)	0.1
6253 000	UPP 8120(5)	1	South Ave—Clements to Reserve	Resurfacing—Asphalt (thin lift <=60.00mm) (Scheduled Maintenance)	2.1

#### Proposed for letting April 23, 2009

UPN/UNIT	PROJECT ID	FINANCIAL DISTRICT	PROJECT DESIGNATION	TYPE OF CONSTRUCTION	LENGTH MILES
5133 000	IM 15-4(105)192	3	Capitol Intch—Helena	Roadway and Roadside Safety Improvements	
4143 000	NH 27(17)	1	McGinnis Meadows—Wet MIT	Environmental	
5474 000	STPP 29-1(42)57	2	JCT MT 55-JCT MT 2	Resurfacing—Asphalt (thin lift <=60.00mm) (Scheduled Maintenance)	8.6
4719 000	STPP-HSIP 43-1(25)14	5	2000-Safety Imprvmt—Hilger	Reconstruction—without Added Capacity	1.6
6104 001	STPS-NH-STPP 0002(873)	4	D4-Culverts-Phase II	Reconstruction—Remove & Replace Culverts	

## Privacy Policies: Protecting Client and Customer Information

Josh Turner

Instilling trust in your clients and customers is essential for building and enhancing relationships that translate to success in business. If you collect any information about your clients and customers, especially via the Web, you should have a policy regarding:

- how you collect information
- how you use information
- how you share information, and
- how you protect information, and
- how you will be held accountable for following your policy

### Review Your Data Collection

Before you can create a Privacy Policy, you need to know your company's personal data collection practices, for example:

- Do you collect personal or confidential data?
- What kinds of personal/confidential data do you collect?

- Are individuals aware that their data is being collected?
- Why do you collect personal/confidential data?
- How is it used?
- Who controls the data once it is collected?
- Is it disclosed to third parties, and if so, why?
- How and where is the data stored?
- Do you already have standards, guidelines, or regulations that apply to your data collection?
- Do you allow people to access the data you have about them?
- What happens if someone has a question about the data you collect?
- What happens if someone is not satisfied with your answer to their question?

### Understand Privacy Legislation and Guidelines

The federal government recommends 5 core principles of privacy protection:

1. Notice/Awareness
  2. Choice/Consent
  3. Access/Participation
  4. Integrity/Security
  5. Enforcement/Redress
- (For detailed information, go the Federal Trade Commission website: [www.ftc.gov/reports/privacy3/fairinfo.shtm](http://www.ftc.gov/reports/privacy3/fairinfo.shtm))

The Better Business Bureau ([bbbonline.org](http://bbbonline.org)) and other organizations have "seal programs" to indicate that a web site is in compliance with recommended guidelines and practices/

### Create Your Privacy Policy

The Direct Marketing Association offers a free on-line policy generator that supplies a policy to post on your website: [www.dmaresponsibility.org/PPG/](http://www.dmaresponsibility.org/PPG/)

Remember, once your privacy policy is posted, you are legally liable if you fail to abide by it or if it does not comply with local and national laws.

*Josh Turner is a DBE in Helena who provides enterprise development consulting for businesses, government agencies, and nonprofit organizations. Her 15-year old business, Turner and Associates, is reachable at [turnerandas-socmt@aol.com](mailto:turnerandas-socmt@aol.com) and 406-443-8096.*

*In each DBE newsletter we recommend a book that can help grow your business. This month's recommended book is [Privacy Handbook: Guidelines, Exposures, Implementation, and International Issues](#) by Albert J. Marcella, Jr. and Carol Stucki (available at Amazon.com and your local bookstore).*

## OTHER BID AND CONTRACT OPPORTUNITIES

### GENERAL SERVICES DIVISION

Solicitation #	Description	Closing Date	Closing Time
RFP09-1802G	Swan Lake Gillnetting	4/6	2:00 p.m.

### DEPARTMENT OF MILITARY AFFAIRS

Solicitation #	Description	Closing Date	Closing Time
90109	Vegetation Sampling and Monitoring	3/25	2:00 p.m.
090110	Cheat Grass Control and Rehabilitation	4/08	2:00 p.m.

### DEPARTMENT OF NATURAL RESOURCES AND CONSERVATION

Solicitation #	Description	Closing Date	Closing Time
RFQ	Engineering Design and Construction Services Ruby Dam	3/25	4:00 p.m.
095300 CSO	Stillwater Lab Analysis	3/27	2:00 p.m.
095290 CSO	Class III Cultural and Paleontological Resources Inventory	3/30	2:00 p.m.
095220 CSO	Stillwater Grading '09	3/30	2:00 p.m.
095230 CSO	Stillwater Brushing '09	3/30	2:00 p.m.
095150 CSO	Portable Toilet and Handwashing Station Rental	4/26	2:00 p.m.

### DEPARTMENT OF TRANSPORTATION

Solicitation #	Description	Closing Date	Closing Time
309096	Wolf Creek Office Janitorial Services	4/14	3:00 p.m.
309102	Cover Aggregate Crow Agency—Billings Div.	3/25	3:00 p.m.
309103	Jefferson City Rest Area Maintenance	4/1	3:00 p.m.

## Welcome, Recently Certified DBEs!

- Eddy Crowley**  
Marathon Enterprises, LLC  
Business Management Services
- Shelly Vernon**  
Vernon's Quality Carpentry, Inc.  
Finishing carpentry work
- Wanda Rogers**  
CSW Funding, LLC  
Contract consulting
- Arthur Flying Eagle Claw**  
Eagle Talon Construction  
Remodeling, building
- Charles Conway**  
Northern View Blind and Shutter  
Window covering installation, flooring, tile
- Don Davis**  
Double Stud Construction  
Excavation, sewer/water utilities, trucking, dirt work
- Colleen M. Barcus**  
Colleen's Computer Corner  
Computer Programming
- Joe Bremner**  
Big Crow Business Consulting  
Business consulting
- Heather Cahoon**  
Kloli Event Planning  
Event planning and consulting
- Linda V. Geranios**  
Lacy and Ebeling Engineering, Inc.

## MDT Civil Rights Bureau Directory

Wendy Stewart DBE Program Manager/Certifications	westewart.mt.gov	(406) 444-6337
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### Montana Department of Transportation—Civil Rights Bureau

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Happy St.Patrick's Day !



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## WHAT'S NEW WITH YOU?

*nroads*, 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 good looks or 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 or  
call (406) 444-6337.

## Meetings, Workshops, and Training Opportunities

- |   |  |
|---|--|
| <p><b>Mar. 25</b>     <b>Doing Business with the U.S. Department of Energy</b><br/>Meet with the largest civilian buying agency in the U.S. Government.<br/>5E069 Forrestal Building<br/>Washington, DC<br/>\$50—\$75<br/>Contact: National Association of Small Business Contractors<br/>(888) 861-9290</p>          | <p><b>Apr. 7</b>     <b>Doing Business with the Department of the U.S. Navy</b><br/>Handlery Hotel and Resort<br/>San Diego, CA<br/>\$85—\$100<br/>Contact: National Association of Small Business Contractors<br/>(888) 861-9290</p>              |
| <p><b>Apr. 1-3</b>     <b>Design-Build in Transportation Conference</b><br/>Baltimore, MD<br/>Contact: Jerry Yakowenko (202) 366-1562 or<br/>gerald.yakowenko@fwaha.dot.gov</p>   | <p><b>Apr. 9</b>     <b>Doing Business with the State</b><br/>How to take advantage of contracting opportunities with Montana State Government<br/>Rocky Boy<br/>Contact Shannon Hahn (406) 444-7287</p>   |
| <p><b>Apr. 1-4</b>     <b>Individual Marketing Consultation</b><br/>Arrange an appointment for one-on-one consulting provided by the Montana Departments of Agriculture and Commerce<br/>Kalispell<br/>Contact: Angelyn DeYoung to set an appointment<br/>(406) 444-5424</p>  | <p><b>Apr. 10</b>     <b>Doing Business with the State</b><br/>How to take advantage of contracting opportunities with Montana State Government<br/>Fort Belknap<br/>Contact Shannon Hahn (406) 444-7287</p>                                       |
| <p><b>Apr. 3</b>     <b>Doing Business with the U.S. Postal Service</b><br/>Potential contracts in construction, mail equipment, services, supplies, and transportation<br/>Bolger Center<br/>Potomac, Maryland<br/>\$95—\$125<br/>Contact: National Association of Small Business Contractors<br/>(888) 861-9290</p> | <p><b>Apr. 11</b>     <b>Doing Business with the State</b><br/>How to take advantage of contracting opportunities with Montana State Government<br/>Fort Peck<br/>Contact Shannon Hahn (406) 444-7287</p>  |
|   | <p><b>Apr. 22-24</b>     <b>National Conference on Preservation, Repair, and Rehabilitation of Concrete Pavements</b><br/>St. Louis, MO<br/>Contact: Shiraz Tayabji (410) 997-9020 or<br/>www.fwaha.dot.gov/pavement/concrete/2009CPTPconf.cfm</p> |