FACT SHEET

SMALL BUSINESS SUPPORT SERVICES ARE HERE!

Small Business Support Services (SBSS) is provided by BART’s Office of Civil Rights (at no cost to the contractor/subcontractor or project being assisted) to assist small business to obtain and successfully perform BART construction contracts. SBSS’s primary objectives for these services are twofold:

- **Pre-Award:** Expand the pool of available construction firms qualified to participate as general and subcontractors for BART and increase the number of small businesses contracting with BART
- **Post-Award:** Help small businesses working on BART construction projects to successfully complete their scope of work and earn a reasonable profit

**PRE-AWARD**

- SBE/SB/DBE Certification Assistance
- Matchmaking between Prime/Subcontractors
- Developing Effective Statements of Qualifications
- Workshop Curriculums including but not limited to:
  - Interpreting Plans & Specifications
  - Estimating/Costing
  - Safety
  - Bid Preparation
  - Bonding/Insurance
  - Contract Provisions & Requirements
  - Workforce Development & Compliance
  - Effective Communications Training

**POST-AWARD**

Technical assistance including but not limited to:

- Pre-Construction Submittals
- Quality Assurance and Quality Control Requirements
- Health and Safety Plans
- Post-Award Negotiations
- Elations – Certified Payroll Reporting (Using Elations)
- Baseline Schedules & Comprehensive Schedule of Values
- Invoicing and Payment Process (Using B2Gnow)
- RFIs (Request for Information) and Differing Site Conditions
- Change orders: Lump Sum and Time and Materials
- Site Specific Work Plan (SSWP’s)
- Drawing/Plan Requirements (shop drawings and as-built drawings)
- Close out through Release of Retention

**QUESTIONS?**

**PRE-AWARD**

(UPCOMING PROJECTS)

**PAUL PENDERGAST**

PRE-AWARD PROGRAM ADMINISTRATOR

415.290.7780 or paul@pendergastconsultinggroup.com

**POST-AWARD**

(CURRENT PROJECTS)

**HARRY OVERSTREET II**

POST-AWARD PROGRAM ADMINISTRATOR

510.989.2434 or harry@the-allen-group.com

**BART OFFICE OF CIVIL RIGHTS**

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