



### ▶ Getting Started for Doing Business with Bart

This workshop has two elements: (1) thorough review of successfully navigating the BART Procurement5 Portal; (2) extensive review of BART.gov as it relates to the information required for the procurement process including: information on upcoming contracts, certification guidelines/program requirements, Plan holders list, accessing bid documents, procurement process timeline, avoiding errors and being deemed a non-responsive bidder, bonding requirements, technical assistance services and SBSS program

### ▶ Cost Estimating & Bidding Workshop

(this workshop has two elements)

This workshop will cover how to respond to a bid solicitations through preparation of a detailed cost estimate including: understanding bid documents, understanding the scope of work to prepare a successful cost estimate bid, defining the scope letter and ow to prepare submittals for the actual bid. In the second-half, participants will undertake Hands-on estimating and quantity take off activities associated with General Conditions of a contract. At the end participants will understand the basics of cost estimating by examining the quantity, cost, unit price, production rate, and price of resources required by the scope of a project and the importance of how to use this knowledge to submit a bid successfully. Participants will also learn effective use of a spreadsheet software (i.e., Microsoft Excel, Mac Numbers, or spreadsheet software found in open source software programs); and give them a basic knowledge of construction estimating subjects.

### ▶ Building Effective Relationships with Prime Contractors & BART

This workshop will discuss how to build and manage your relationships - with BART and the prime contractors you will be dealing with. This workshop will include the Mentor Protégé program, contractor teaming agreement, communication management; channel, frequency, verbal vs. written, understanding how to ask and/or answer questions of the client. Outcomes will include recognizing and applying different communications and contract relationships tools and styles.

### ▶ Hidden Rules to Working with Prime Contractors

Participants will learn ways to improve their business efficiency and effectiveness by understanding common expectations among prime contractors and large business entities. Participants will discuss the varying distinctions that allow some companies to thrive and succeed in larger marketplace opportunities.

## ▶ Subcontracting Strategy and Opportunities

This class will cover the importance of Subcontracting plans on BART contracts and the role of the Subcontractor, the Prime Contractors and Contracting Officer in the subcontracting plan. This class also explains how a Small business can break into BART contracting through a subcontract vehicle, without dealing with the Agency directly, and they can learn about the importance of subcontracting from an experienced BART contractor.

## ▶ Understanding Prevailing Wage and Certified Payroll

Outline of topics to be covered in this workshop: Definition of prevailing wage; who is covered, overview of BART's role in prevailing wage oversight, labor compliance standards overview, prevailing wage pitfalls: determining rate of pay (state/federal), certified payroll and the required supporting documentation.

## ▶ How to Prepare for Post Award Project Management and Contract Negotiations

The workshop will provide tools that will help small businesses understand the requirements of the contracts once they are successful in bidding and reduce future problems. The workshop will provide information what to expect during contract negotiation, common issues and areas of concern for in negotiating BART contracts, and how small businesses can leverage their position to be able to negotiate effectively. Participants will learn how to prepare for contract awards including: Quality Control & Testing, Deliverable requirements, Contract provisions, Contractor billing/Voucher approval and payment procedures and Negotiating contracts with primes, subs and BART. This workshop gives SBs a general understanding of what to expect once the contract award has been made; Next steps and items to be completed by/for BART, the Prime or the SB subcontractor; and understanding of contract line items, billing, and record keeping expectations.

---

▶ **[VIEW BART SBSS CALENDAR](#)**

▶ **[CONTACT US AT SBSUPPORTSERVICES@BART.GOV](mailto:SBSUPPORTSERVICES@BART.GOV)**

---