



**OFFICE OF CIVIL RIGHTS**



## **FACT SHEET**

# **SMALL BUSINESS SUPPORT SERVICES ARE HERE!**

BART's Office of Civil Rights is providing a new service, Pre-Award and Post-Award Small Business Support Services (SBSS) to increase participation for small, minority and women-owned businesses on construction contracts. The purpose of the SBSS Program is to provide technical support, training, and assistance to small businesses.

In December 2018 BART contracted with The Allen Group, and their team of subject matter experts, to implement a District-wide SBSS Program. The goals of the Program are to:

- Increase the pool of qualified small businesses bidding on, and winning BART Contracts;
- Provide support to increase the capacity for small businesses; and
- Provide Technical Assistance to small businesses.

### **SMALL BUSINESS SUPPORT SERVICES**

#### **PRE-AWARD**

SBE/SB/DBE Certification Assistance  
Facilitating Relationships 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**

Post-Award Negotiations  
Contract Requirements  
Control Plan Requirements  
Change Order Process & Requirements  
Invoicing/Progress Payment Processing  
Notice of Potential Claims/Claim Processing  
Scheduling/Coordination Requirements  
Construction Safety Plan Prep & Requirements  
Project Closeout  
Certified Payroll



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The SBSS Program is funded on your behalf at no-cost to small businesses by BART's Planning, Design, & Construction Department and Maintenance & Engineering Department.

Should you, or an organization you are part of, wish to contact the SBSS Program team:

### QUESTIONS?

Please email BART SBSS Program Administrator Javieeree PruittHill at [SBSupportiveServices@bart.gov](mailto:SBSupportiveServices@bart.gov) or call us at 510-464-4700

### PRE-AWARD SBSS:

Paul Pendergast at (415) 621-0600 or [paul@pendergastconsultinggroup.com](mailto:paul@pendergastconsultinggroup.com)

### POST-AWARD SBSS:

Harry Overstreet III at (510) 989-2434 or [harry@the-allen-group.com](mailto:harry@the-allen-group.com)

