



Task	Start Date	End Date	Who	When
Identify groups/associations and point person	5/28	6/11	Who:	When:
What Ongoing Communication and Recruitment Plan	6/18	7/2	Who:	When:
What Invite and Gather BE/DBI Community (MMWE, DES CEO, community stakeholders, advocates and SMEs)	7/9	7/23	Who:	When:
What Confirm BE/DBI Community Major Wants, Needs & Desires	7/30	8/13	Who:	When:
Regular report to CPARB	8/20	8/27	Who:	When: 9/9/21
What BE/DBI Update to CPARB	9/3	9/17	Who:	When: 10/14/21
What BE/DBI Update to CPARB	9/24	10/1	Who:	When: 12/9/21
What BE/DBI Update to CPARB	10/8	10/15	Who:	When: 12/9/21
Gather disparity barriers	10/22	10/29	Who:	When:
What Consider the barriers to participation, 2019 Disparity Study	11/5	11/12	Who:	When:
Gather best practices	11/19	11/26	Who:	When:
What Consider/Address Local Government Public Works Contracting Report by MTRC	12/3	12/10	Who:	When:
Gather KRAs and KPIs	12/17	12/24	Who:	When:
What Identify Key Result Areas (KRAs) and Key Performance Indicators (KPIs)	1/1	1/7	Who:	When:
What Who monitors KRAs and KPIs?	1/14	1/21	Who:	When:

Still being developed.....
Comments are welcome!

Best Practices Subcommittee - General

<p>What: Review Best Practices Manual Outline</p> <p>Who: BE/DBI Committee</p> <p>Outline:</p> <ul style="list-style-type: none"> Outreach by agency Competing for work Contract requirements Payment Closeout Agency Inclusion Plan 	<p>What: Finalize Best Practices Manual Sections & Assign to Work Groups</p> <p>Who: BE/DBI Committee</p> <p>Sections:</p> <ul style="list-style-type: none"> Awareness of opportunities by firms Outreach by agency Agency forecast of projects Presentation to groups (MMWE, etc) Central advertising (DC) DES? (Because of constrained resources, use links instead of new website) Roster confusion for contractors signing up SWR, Multi-Agency SWR, MMWE Roster, Individual Agency Rosters, etc. Project specific "marketing" by agency or Prime Pre advertising notice Pre bid Competing for work Bidding as prime to public agency On roster? Central site for links Bidding as sub to General Agency size scope of work/sub work Small Business specific SWR, targeted bidding retainage bonds: capacity, timing, cost Contract requirements "Baker plate 102" Bonds Insurance Experience requirements? Payment Schedule of values as prime Schedule of values as sub Progress payment Change order Undisputed work in disputed change Disputed changes As prime vs as sub Cash flow for small business Progress payment issues for subs disputed/non-disputed payments advance payment options paid when paid issues Closeout Final payment Retention Lien Period Notice of Completion hurdles, required for all projects over 35K Agency inclusion plan Agency goals Agency target pool of firms/match w work Utilization reporting B2G 	<p>What: Work Group Oversight</p> <p>Who: BE/DBI Committee</p> <p>When:</p>	<p>What: Develop Draft Best Practices Manual - Combine Work Group Sections</p> <p>Who: BE/DBI Committee</p> <p>When:</p>	<p>What: Develop Finalize Best Practices Manual & Publish</p> <p>Who: BE/DBI Committee</p> <p>When:</p>
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<p>Best Practice Manual Work Group Activity</p>	<p>What: Work Group 1 - Pre Project</p> <p>Who:</p> <p>Topics:</p> <ul style="list-style-type: none"> Pre project Best practices in writing inclusion plan Best practices in evaluating inclusion plan Networking small/diverse firms w big firms
	<p>What: Work Group 2 - "Bidding" / procurement</p> <p>Who:</p> <p>Topics:</p> <ul style="list-style-type: none"> Unbundling - how for specific project Small works roster Contract requirements Baker plate 102 Bonds yes/no pros/cons insurance - lower or ODCP
	<p>What: Work Group 3 - On the project</p> <p>Who:</p> <p>Topics:</p> <ul style="list-style-type: none"> On the project As prime vs as sub Front end mobilization funding Statute change if prime Prompt pay Pay app Changed work Release of retainage