



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



PROJECT SOLICITING FOR INTEREST

William Cass, P.E.
Commissioner

David Rodrigue, P.E.
Assistant Commissioner
Andre Briere, Colonel, USAF (RET)
Deputy Commissioner

Disadvantaged Business Enterprise (DBE) Support Services (1 Contract) 43977C Pre-Qualified Low-Bid Contract

POSTING DATE: March 18, 2024

SCOPE OF WORK:

One (1) On-Call Agreement, not to exceed \$226,500 over a three (3) year term is needed to provide services necessary to support business development activities related to the DBE program administered by the Department. The scope of work under this project will serve to enhance the effectiveness of programs outlined in [23 CFR 230.204](#), *Implementation of Supportive Services* and [49 CFR Appendix C to Part 26](#), *DBE Business Development Program Guidelines*. The expected contract start date is October 1, 2024.

All firms and individuals wishing to bid on this project must complete a Prequalification Statement available at: <https://www.dot.nh.gov/projects-plans-and-programs/programs/dbeacdbe-supportive-services-program> and submit it to the Department's Office of Access, Opportunity and Compliance. Prequalification will be based on the firm/individual's ability to demonstrate:

- Work experience related to business development training,
- Marketing,
- Promotion,
- Information management, and
- Knowledge of the Federal regulations indicated above.

A scope of work detailing the specific objectives of this contract is provided with the Prequalification Statement.

Each prequalified firm/individual will then be invited to bid on the above contract. Each invitation to bid will include a sample contract with a detailed scope of work and all necessary bid documents. The amount of the contract shall not exceed \$226,500; **however, contract selection will be based on the lowest responsive bid from the prequalified firms/individuals.**

CONTACT INFORMATION:

For additional information **Cody J. Oliphant, Federal Programs Specialist, Office of Access, Opportunity and Compliance**, at (603) 271-3491 or Cody.J.Oliphant@dot.nh.gov.

CLOSING DATE:

Interested /individuals must submit a completed Statement of Qualifications via e-mail on or before April 17, 2024 at 4:00 pm to Merideth Wilson, Administrator, Office of Access, Opportunity and Compliance (receipt will be confirmed) at DOT-POL-Federal-Compliance-Team@msgroups.nh.gov with the following in the subject line: "[YOUR COMPANY NAME] Statement of Qualifications for DBE Support Services."