

METRO's Small Business University FY2022 Calendar



October 18, 2021

Learn How To Read METRO's Solicitations From A to Z!

9:00am – 11:00am

October 27, 2021

METRONext Update!

9:00am – 11:00am

November 10, 2021

METRO's Online SBE Certification Workshop

10:00am – 11:30am

November 17, 2021

Learn METRO's Small Business Compliance Requirements

9:00am – 11:00am

December 1, 2021

Learn About The Small Business Administration (SBA) Surety Bond Guarantee Program

10:00am – 11:30am

December 15, 2021

Learn About The METRO Co-ops In The Procurement Process

10:00am – 11:30am

January 11, 2022

How To Do Business With METRO (with an emphasis on Procurement) In Partnership with Old Spanish Trail Community Partners

9:00am – 11:00am

January 20, 2022

METRO's Online SBE Certification Workshop

10:00am – 11:30am

January 26, 2022

Accessing Capital

9:00am – 11:00am

February 16, 2022

Navigating Through METRO's RFPs RFQs & IFBs (Learn the important difference between an RFP, RFQ & IFB)

9:00am – 11:00am

February 23, 2022

Pricing Your Proposal/Product

9:00am – 11:00am

March 9, 2022

Day 1: METRO's Meet the Buyers (Focus is on Professional Services & General Services Firms Only)

9:00am – 11:00am (removed bold format)

March 10, 2022 – Day 2

Day 2: METRO's Meet the Buyers (Focus is on Construction, Supplies & Equipment and Materials Firms Only)

9:00am – 11:00am (removed bold format)

March 24, 2022

METRO's Online SBE Certification Workshop

10:00am – 11:30am

March 30, 2022

Learn How To Do Business with METRO's HR Department

10:00am – 11:30am

April 7, 14, 21, 28, 2022

OSHA 30 Training

(Every Thursday in April)

(Please Apply – 20 Seats Available)

8:00am – 5:00pm

April 13, 2022

Understanding METRO's IT Process

10:00am – 11:30am

April 27, 2022

Come Discover The Added Value Of METRO's "Certification" Partners (Port Houston, HCC, Houston First & Fort Bend ISD)

9:00am – 11:00am

May 11, 2022

Davis Bacon Workshop (presented by the Department of Labor)

9:00am – 11:30am

May 25, 2022

I'm Certified, What's Next?

10:00am – 11:30am

June 15, 2021

Learn How METRO Procures Its Small Purchases (\$50,000 and under P.O.s)

10:00am – 11:30am

June 29, 2022

Creating A METRO Safety Plan

10:00am – 11:30am (removed bold format)

July 13, 2022

How To Do Business With METRO

(with an emphasis on Procurement)

9:00am – 11:00am

July 28, 2022

METRO's Online SBE Certification Workshop

10:00am – 11:30am

August 17, 2022

Bonding & Insurance

10:00am – 11:30am

September 7, 2022

Hear From METRO's Strategic Partners

(SCORE, PTAC, SBA, GHBPf)

9:00am – 11:00am

September 22, 2022

METRO's Online SBE Certification Workshop

10:00am – 11:30am

www.ridemetro.org/SB-TrainingEvents



SBU Workshop Description

Learn How To Read METRO's Solicitations From A-Z!

It is vital that you understand how to read METRO's solicitations, in order to be better prepared to respond and do work with METRO. This workshop is designed to highlight some "Must Do's," within the solicitation; as well as, give you some easy tips on reading and understanding a METRO contract.

METRONext Update!

You will learn about METRONext and the procurements opportunities, projected schedules and associated support services needed. Now is the time to prepare for what we believe to be the largest transformation of the transportation system in the Houston metropolitan area, over the next 20 years.

METRO's Online SBE Certification Workshop

In this workshop you will learn about METRO's Small Business Enterprise (SBE) online certification process and requirements.

Learn METRO's Small Business Compliance Requirements

In this workshop you will hear an overview of METRO's Small Business Enterprise (SBE) Program. The focus is on understanding how METRO set small business goals, utilize METRO certified Primes and Subcontractors to meet our SBE/DBE Goals and to learn what documents to submit as both a Prime and a Subcontractor.

Learn About The Small Business Administration (SBA) Surety Bond Guarantee Program

If you are having a hard time getting bonding, this workshop is for you! Come and learn how the SBA's Surety Bond Guarantee Program can help small and emerging businesses with their bonding needs. (Bid Bonds, Performance Bonds, Payment Bonds and Ancillary Bonds).

Learn About The METRO Co-ops In The Procurement Process

You will learn the eight (8) Cooperative purchasing programs METRO uses: Department of Information Resources (DIR), Texas Multiple Award Schedule (TXMAS), Houston-Galveston Area Council (HGAC), The Cooperative Purchasing Network (TCPN), U.S. Communities, The Interlocal Purchasing System (TIPS) Choice Partners and General Services Administration (GSA).

How To Do Business With METRO (with an emphasis on Procurement) – In Partnership with Old Spanish Trail Community Partners

This workshop is designed to inform certified and non-certified businesses on how to do business with METRO. The process for METRO SBE certification and vendor registrations are also covered. METRO's Procurement staff will discuss, how METRO procures its goods and services and the process used to award contracts. They will also briefly talk about the different cooperatives (co-ops) METRO uses. You will also hear about what's happening, with the Old Spanish Trail Community Partners.

Accessing Capital

The format of the workshop is a panel discussion comprised of bankers, LiftFund and Houston Business Development Inc. As an added bonus, "The 5C's of Credit," will also be covered. The presenters will answer questions and give business advice on how to gain access to their programs.

Navigating Through METRO's RFPs RFQs & IFBs (Learn the important difference between an RFP, RFQ & IFB)

In this workshop you will learn how to respond to METRO's various types of solicitations: RFPs, RFQs, & IFBs. We will discuss: Reviewing the opportunity, their differences, compliance vs responsive and creating winning content.

Pricing Your Proposal / Product

You will hear from an expert who has been in the banking industry for over 30 years. You will have a hands-on exercise, using the Bid Price Triangulation module to aid you with your bid/proposal calculations. You will learn how to establish three (3) Known Data Points, how to use the Mathematic Regression Process and how to triangulate a competitive bid/proposal price.

METRO's Meet The Buyers – Two Day Workshop

You will virtually have an opportunity to meet METRO's buyers and Contract Administrators (CA's) who procure METRO's goods and services. This forum allows the business community, primes & subcontractors an opportunity to meet our Procurement Team. Day One will focus on Professional Services, A&E's & IT firms and General Services Firms. Day Two will focus on Construction, Supplies & Equipment and Materials Firms.

Learn How To Do Business with METRO's HR Department

Come hear from METRO's Human Resources team and learn about the goods and services they need and use, in the areas of Staffing, Benefits, Insurance, Wellness, Training, Organizational Development, Equal Employment Opportunity and Employee Relations.

OSHA 30 Training

Occupational Safety and Health Administration (OSHA). This class is for **METRO CERTIFIED SMALL BUSINESSES ONLY** that provide construction services. The firms are pre-selected on a first come – first serve basis (unless we have an active Multi-Trade Contract). The class maximum is 20 certified firms.

Understanding METRO's IT Process

METRO's IT managers will speak with you regarding departmental structure, operations, processes, departmental needs and anticipated IT opportunities.

Come Discover The Added Value of METRO's "Certification" Partners (Port Houston, Houston Community College, Houston First and Fort Bend ISD).

Come and meet our partners who accepts our METRO Small Business Enterprise (SBE) certification and serves as additional business development resources to small business owners. You will also hear about their small business programs and contracting opportunities.

Davis Bacon Workshop (presented by the Department of Labor)

This workshop will provide basic information regarding the wages paid to workers on construction projects, in accordance with the Davis Bacon Act. This workshop is conducted by a representative from the Department of Labor. Come and enhance your Davis Bacon knowledge on Prevailing Wages and Fringe Benefits.

I'm Certified, What's Next?

Come learn about the strategic benefits to being METRO certified. This workshop is designed for small businesses that want to learn how to do business with METRO and to give them tips on how to enhance their business. For example, they will learn about METRO's procurement process, METRONext updates, and METRO's Insurance requirements. You will also learn about METRO's partners that accept the METRO SBE certification; as well as, some of the benefits of some of its other community partners.

Learn How METRO Procures Its Small Purchases (\$50,000 and under P.O.s)

You will learn about METRO's small purchase procedures: How a firm is notified when contracting opportunities are available. Quote requirements for purchase orders (P.O.s) and if insurance is required on small purchases.

Creating A METRO Safety Plan

You will hear "safety tips" from METRO's safety experts. You will learn METRO's safety expectations and provide a "Sample METRO Safety Plan".

How To Do Business With METRO (with an emphasis on Procurement)

This workshop is designed to inform certified and non-certified businesses on how to do business with METRO. The process for METRO SBE certification and vendor registrations are also covered. METRO's Procurement staff will discuss, how METRO procures its goods and services and the process used to award contracts. They will also briefly talk about the different cooperatives (co-ops) METRO uses.

Bonding & Insurance Workshop

Bonding & Insurance experts will share the importance of bonding and the various type of Bonds: Bid Bonds, Performance Bonds and Payment Bonds. You will also hear from METRO's Risk Management office, regarding METRO's Insurance requirements for its contracts.

Hear From METRO's Strategic Partners (SCORE, PTAC, SBA, GHBPf)

SCORE, PTAC, SBA and Milton Thibodeaux of Greater Houston Business Procurement Forum, will all be present, to give you some expert advice on bidding tips, briefly talk about their programs and encourage you to utilize free small business assistance.

Note: METRO encourages all small businesses to apply for METRO Certified as a Small Business Enterprise (SBE). Fast Track processing is available for HMSDC members.

Key Benefits of METRO's SBE Certification:

- Certification is free and fast
- Participation on METRO contracts count towards the SB goal
- Notification of current and upcoming procurement opportunities
- Free training courses, seminars and workshops
- Free business assessments
- Accepted by Port Houston, HCC, Fort Bend ISD and Houston First
- Certification lasts for three (3) years
- Included in METRO's Small Business Directory

