

# FY2023 Calendar



**October 18, 2022**  
**METRONext Update!**  
10:00am – 11:30am

**November 16, 2022**  
**Learn How To Read METRO's Solicitations From A to Z!**  
9:00am – 11:00am

**November 18, 2022**  
**METRO's Online SBE Certification Workshop**  
10:00am – 11:30am

**December 7, 2022**  
**Resources Every Small Business Should Know (Presented by Small Business Administration (SBA))**  
10:00am – 11:30am

**December 14, 2022**  
**Small Business Compliance Requirements, In A Procurement Solicitation**  
9:00am – 11:00am

**January 10, 2023**  
**How To Do Business With METRO (with an emphasis on Procurement) In Partnership with Old Spanish Trail Community Partners**  
9:00am – 11:00am

**January 18, 2023**  
**Navigating Through METRO's RFPs RFQs & IFBs (Learn the important difference between an RFP, RFQ & IFB)**  
9:00am – 11:00am

**January 25, 2023**  
**Accessing Capital**  
9:00am – 11:00am

**February 8, 2023**  
**Pricing Your Proposal/Product**  
9:00am – 11:00am

**February 22, 2023**  
**Meet METRONext Primes (In-Person)**  
9:00am – 11:00am

**March 8, 2023**  
**Day 1: METRO's Meet the Buyers (Focus is on Professional Services & General Services Firms Only)**  
9:00am – 11:00am

**March 9, 2023 – Day 2**  
**Day 2: METRO's Meet the Buyers (Focus is on Construction, Supplies & Equipment and Materials Firms Only)**  
9:00am – 11:00am

**March 22, 2023**  
**Learn How To Do Business with METRO's HR Department**  
10:00am – 11:30am

**March 30, 2023**  
**METRO's Online SBE Certification Workshop**  
10:00am – 11:30am

**April 6, 13, 20, 27 2023**  
**OSHA 30 Training (Every Thursday in April)**  
**(Please Apply – 20 Seats Available)**  
8:00am – 5:00pm

**April 12, 2023**  
**Understanding METRO's IT Process**  
10:00am – 11:30am

**April 26, 2023**  
**Come Discover The Added Value Of METRO's "Certification" Partners (Port Houston, HCC, Houston First & Fort Bend ISD)**  
9:00am – 11:00am

**May 10, 2023**  
**Davis Bacon Workshop (presented by the Department of Labor)**  
9:00am – 11:30am

**May 24, 2023**  
**Learn How METRO Procures Its Small Purchases (under \$50,000 P.O.s)**  
10:00am – 11:30am

**June 14, 2023**  
**Creating A METRO Safety Plan**  
10:00am – 11:30am

**June 28, 2023**  
**METRO's Online SBE Certification Workshop**  
10:00am – 11:30am

**July 12, 2023**  
**How To Do Business With METRO (with an emphasis on Procurement)**  
9:00am – 11:00am

**July 26, 2023**  
**METRO's Online SBE Certification Workshop**  
10:00am – 11:30am

**August 16, 2023**  
**Bonding & Insurance**  
10:00am – 11:30am

**September 6, 2023**  
**Hear From METRO's Strategic Partners (SCORE, PTAC, SBA, GHBPf)**  
9:00am – 11:00am

**September 20, 2023**  
**METRO's Online SBE Certification Workshop**  
10:00am – 11:30am

[METRO Small Business - Training Events \\_ Outreach \(ridemetro.org\)](https://ridemetro.org)



## **SBU Workshop Description**

### **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.

### **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.

### **Resources Every Small Business Should Know (Presented by Small Business Administration (SBA))**

Join to learn how to navigate through all the resources on the NEW and improved SBA Houston website! SBA Houston will provide an overview of the 4 main areas of service that the SBA provides to small businesses: sources of counseling, sources of capital, developing your business via federal contracts, and disaster assistance. This discussion will also include resource partners information and a brief overview of the SBA Learning Center. This session will include Q&A.

### **Small Business Compliance Requirements, In A Procurement Solicitation**

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.

### **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.

### **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.

### **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.

### **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.

### **Meet METRONext Primes (In-Person)**

Come and meet some of the Prime Contractors who are doing work for METRO. They will each be stationed at a booth. You will have an opportunity to meet each of them. Bring your business cards, have your capability statement and your elevator speech ready!

### **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.

### **METRO's Online SBE Certification Workshop**

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

### **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 accept 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.

### **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 Certification 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

