



DISADVANTAGED BUSINESS ENTERPRISE PROGRAM



WHAT IS THE DISADVANTAGED BUSINESS ENTERPRISE PROGRAM?

The Disadvantaged Business Enterprise (DBE) program is designed to remedy ongoing discrimination and the continuing effects of past discrimination in federally-assisted highway, transit, airport, and highway safety markets nationwide. The primary goal and objective of the DBE program is to level the playing field by providing small businesses owned and controlled by socially and economically disadvantaged individuals a fair opportunity to compete for federally funded transportation contracts.



DBE CERTIFICATION

- The State of Louisiana has developed the **Unified Certification Program (LAUCP)** containing the definitions, requirements, processes, and forms to be used by all certifying agencies. Those agencies include; LADOTD, Louis Armstrong Airport, and the RTA.
- As a certifying agency, the RTA is responsible for determining and certifying the eligibility of businesses seeking to participate as DBEs on federally assisted transportation related contracts.



DO I MEET THE QUALIFICATIONS?

You may qualify for the LAUCUP DBE certification through the RTA, if:

- Your firm is at least 51% owned by a socially and economically disadvantaged individual (or individuals) who also controls the firm.
- To be considered economically disadvantaged, the individual's Personal Net Worth, not including their primary place of residence or ownership in the business cannot exceed \$1.32 million in compliance with the 49 CFR Part 26.67.
- Your firm is a small business that meets the Small Business Administration's (SBA) size standard and does not exceed \$30.40 million in annual gross receipts.
- The disadvantaged owner is a U.S. citizen or lawfully admitted permanent resident of the United States.
- Your firm is organized as a for-profit business.

WHAT IS THE DBE CERTIFICATION PROCESS?

- Applications can be submitted online at:
[Small and Disadvantaged Business Enterprise Contract Compliance System \(norta.dbesystem.com\)](http://norta.dbesystem.com)
- Attach all applicable documentation.
- If you have any questions about your DBE certification application, please contact the RTA DBE Office.

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RTA Procurement for Prime Contractors & Subcontracting



I AM DBE CERTIFIED NOW. HOW DO WE DO BUSINESS WITH RTA?

01

Register for
ProcureWare System

03

For Solicitation Questions,
contact us using your electronic
ProcureWare access

02

Review Available
RTA Solicitations

04

Consider RTA Capital Projects,
Professional Services, Suppliers



RTA CONTRACTING

WHAT SHOULD WE KNOW ABOUT PROCUREMENT?

- First you must register your company through our ProcureWare System to do business with Regional Transit Authority New Orleans Procurement.
 - Go to [https:// norta.procureware.com/home](https://norta.procureware.com/home)
 - The new ProcureWare System will allow you to:
 - View and access all upcoming purchases including small dollar purchases and large contracts
 - Submit electronic quotes and bids/proposals
 - Submit & receive answers to solicitation questions
 - Register for RTA Procurement events, and
 - View awards



RTA CONTRACTING

WHAT SHOULD WE KNOW ABOUT PROCUREMENT?

- To register for access to the ProcureWare System, you must go to:
- <http://norta.procureware.com/login> or Click “Log-in” on the Norta ProcureWare Home Page
 - Once you open the ProcureWare website Home Page, click on the “Register” tab
 - Input your Company Name and Email Address, and Click the “Next” button
 - Please make sure you have your tax identification number along with your company’s North American Industry Classification System (NAICS) code available to register
 - If you do not know your NAICS code(s), they can be found at online North American Industry Classification System



RTA CONTRACTING

WHAT SHOULD WE KNOW ABOUT PROCUREMENT?

- An E-mail will be sent directly to you in order to complete your Company's Registration in the RTA ProcureWare System.
- **To Complete Company Registration:**
 - Once you have registered, you will be sent an email message to verify your email address. Open the message and click on the specified link
 - To create your personal password, click the Change Password button
 - Follow the instructions for completing your company registration

A large decorative arrow graphic on the left side of the slide, pointing right. It is composed of two overlapping shapes: a yellow one in front and a green one behind it.

RTA CONTRACTING

WHAT SHOULD WE KNOW ABOUT PROCUREMENT?

- **Completing Registration**
- Company
- Fill out all required fields and click on the Insert button to save your entries or Cancel to clear the form.
- After you have completed all steps of your registration, you will see a View Company Summary link at the top of the Company page that will provide a printable summary of your complete Company Profile.
- To edit your Company Profile, login and click on the Registration tab.



RTA CONTRACTING

WHAT SHOULD WE KNOW

ABOUT PROCUREMENT?

- **Completing Registration**
- NAICS Categories
- North American Industry Classification System Code Categories are used to define the products and services that your company provides.
- If you do not know your company's North American Industry Classification System Code you can click on the link on the Electronic-Bidding System or do a search at <http://www.naics.com/search/>
- (NAICS) Codes are used in matching bid opportunities with vendors that provide relevant products and services.
- Make sure to put in all applicable NAICS Codes to receive future RTA Solicitations and Request for Quotes.



RTA CONTRACTING

WHAT SHOULD WE KNOW ABOUT PROCUREMENT?

- **Completing Registration**
- Documents
- On the Documents page, you will be presented with fields for documents to be submitted as part of the registration process. To upload a document, click on the Browse button, navigate to the folder that contains your document, highlight the document, click the open button on the dialog box, and click the Save button to upload.
- If successful, the page will refresh and you will see an Account Information Updated message at the top of the screen.
- Your document filenames will appear as hyperlinks on the page, along with the date uploaded and the name of the user who uploaded the documents.
- You can upload a new document that will overwrite the existing document file previously uploaded. You cannot delete an uploaded document. Follow the procedure above for entering a new document.

What Should We Know about Procurement?

- The RTA Procurement Department encourages all vendors to register on our Procureware System at:
- <https://norta.procureware.com/home>
- Click on the “Solicitation” tab to see current solicitations or requests for quote
- Monitor RTA’s website regularly

SUBCONTRACTING HOW DO WE PARTNER?

- Prime Contractors
- can search the LAUCP Directory to discover DBE Certified partners, especially useful for RTA capital projects, and for support of RTA DBE Program Attainment goals as well as project goals

UCP Search

Not Secure | www8.dotd.la.gov/UCP/UCPSearch.aspx

CD Mail Metro Mail TSS Mail Home - MyLUP Weebly Trello

STATE OF LOUISIANA's
Unified Certification
PROGRAM

UCP Directory Search

Company Name

Certifying Agency

Parish

City

Type Service

Type of Work

By Description >>

By NAICS Code >>

By Item Code >> ✓

- BC - Building Construction
- B01 - Roofing
- B03 - Masonry**
- B04 - Ceramic
- B05 - Plumbing
- B06 - HVAC
- B07 - Core Drilling
- B08 - Wall Sawing
- B09 - Saw Cutting
- B10 - Asbestos Abatement
- B11 - Grooving
- B30 - Railroads
- B31 - Diving Services
- B32 - Maintenance Mowing

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FOR DOING BUSINESS WITH THE RTA, PLEASE CONTACT US!

DISADVANTAGED BUSINESS ENTERPRISE PROGRAM/SMALL BUSINESS ENTERPRISE PROGRAM

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RTA PROCUREMENT FOR PRIME CONTRACTORS & SUBCONTRACTING

- Ronald G. Baptiste – Director of Procurement & Grants rbaptistejr@rtaforward.org
- Brianna Howze – Contract Administrator bhowze@rtaforward.org
- Shaun Temple – Purchasing Associate stemple@rtaforward.org
- Leah McCraw – Contract Administrator lmccraw@rtaforward.org



Thank you!