



# Disadvantaged Business Enterprise Program



# What is the Disadvantaged Business Enterprise Program?

1. The RTA receives funding from the Federal Transit Authority (FTA) of U.S. Department of Transportation (USDOT).
2. In keeping with the requirements of 49 C.F.R. Part 26, the Regional Transit Authority (RTA) of New Orleans set a 3-year DBE participation goal of 30% during Fiscal Year 2020 through Fiscal Year 2022.
3. This goal identifies the relative availability of DBEs based on evidence of ready, willing, and able DBEs in relationship to all comparable businesses which are known to be available to compete in the RTAs FTA assisted contracts. The overall DBE goal reflects staff's determination of the level of DBE participation which would be expected absent the effects of discrimination.



# What is the RTA DBE Certification Program?

- For DBE certification, the State of Louisiana has developed a **Unified Certification Program** containing the definitions, requirements, processes, and forms to be used by a number of certifying agencies. The RTA is one of those certifying agencies.
- 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.



# How Do I Become DBE Certified?

**Your Company 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 \$28.48 million in gross annual 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?

- Reminders about applying for DBE certification with the RTA <https://www.norta.com/Business-Center/Small-Business-and-DBE>
  - Once you submit an application for certification with RTA, please do not send it to the Airport or LADOT for processing.
  - Please be responsive if contacted by the RTA DBE Office, be sure to provide all back up documentation requested.
  - If you have any questions about your DBE certification application, feel free to contact the RTA DBE Office.





# 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

# 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



# 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

# 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

# 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.

# 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.

# 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?

- **Complete Registration**
- Approval
- You will see an Account Approval section and status near the top of the Company page.
- Your Account will be initially given Pending status until the site owner has reviewed and approved your request to be an active vendor in the RTA ProcureWare System.
- You will receive an email message when your Account has been Approved which will be reflected in the Account Approval Status on the Company page.
- You then begin receiving notification of all RTA solicitations and requests for quotes, in accordance with your registered NAICS Code(s).

# What Should We Know about Procurement?

- The RTA Procurement Department encourages all vendors to register with our new Electronic Bidding System at:
- <https://norta.procureware.com/home>
- Click on the “Solicitation” tab to see current solicitations or requests for quote

# 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

The screenshot shows a web browser window with the URL [www8.dotd.la.gov/UCP/UCPSearch.aspx](http://www8.dotd.la.gov/UCP/UCPSearch.aspx). The page title is "STATE OF LOUISIANA's Unified Certification PROGRAM". The main heading is "UCP Directory Search". The form includes the following fields:

- 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





# For Doing Business With the RTA, Please Contact Us!

## DISADVANTAGED BUSINESS ENTERPRISE PROGRAM

- Adonis C. Expose' – DBE/SBE Liaison Officer III  
[aexpose@rtaforward.org](mailto:aexpose@rtaforward.org)
- Keziah L Cawthorne – DBE Program Administrator  
[klee@rtaforward.org](mailto:klee@rtaforward.org)

## RTA PROCUREMENT FOR PRIME CONTRACTORS & SUBCONTRACTING

- Brianna Howze – Contract Administrator  
[bhowze@rtaforward.org](mailto:bhowze@rtaforward.org)
- Ronald G. Baptiste – Director of Procurement & Grants  
[rbaptistejr@rtaforward.org](mailto:rbaptistejr@rtaforward.org)



**Thank you!**