

OFFICE OF STATE AID ROAD CONSTRUCTION			S.O.P. NO. SA II-2-9
STANDARD OPERATING PROCEDURES			Page 1 of 2
Subject: S.O.P. DISADVANTAGED BUSINESS ENTERPRISE PROGRAM			Distribution A, B, C, D, E
EFFECTIVE July 1, 2005	ISSUED July 1, 2005	SUPERSEDES Page 1 of 2 S.O.P. NO. SA II-2-9 EFFECTIVE: July 1, 2000	APPROVED J. Brooks Miller, Sr. STATE AID ENGINEER

PURPOSE: To State The Policy Of The Office Of State Aid Road Construction And Procedures It Will Utilize To Comply With Federal Regulations 49 CFR Part 26 In Connection With Administration Of Projects Funded With Federal Funds.

GENERAL: The distribution of funds for Federally Funded Projects is a function of the Mississippi Department of Transportation. The Office of State Aid Road Construction is an office of the Mississippi Department of Transportation for purposes of administrating federal funds on County projects and is therefore, by designation, made a part of the approved Disadvantaged Business Enterprise Program of the Mississippi Department of Transportation.

Specific required procedures, which fall outside the general context of the Mississippi Department of Transportation Disadvantaged Business Enterprise Program, unique to the operation of State Aid will be addressed in this S.O.P.

1. **Board of Supervisors:** Each County Board will comply with the Mississippi Department of Transportation's Disadvantaged Business Enterprise Program.
2. **County Engineer:**
 - 2.1. The County Engineer and State Aid will review each Federal Aid Project and recommend Disadvantaged Business Enterprise goals. These goals will be included in the Notice to Bidders of each contract proposal.
 - 2.2. The County Engineer should furnish representative firms on the list of certified Disadvantaged Business Enterprises a copy of the proposed items of work. This will normally be the Notice To Contractors, Section 900 of the contract proposal.
 - 2.3. The County Engineer will assist in the field implementation and documentation of the conformity with rules and regulations of the program.

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3. OFFICE OF STATE AID:

- 3.1. State Aid will send a notice of all contracts to be let to the DBE support services consultant.
- 3.2. State Aid will assure that a current listing of all certified Disadvantaged Business Enterprises will be included in all proposals issued to Contractors.
- 3.3. State Aid will approve all substitution of subcontractors in order to insure that substituted firms are certified Disadvantaged Business Enterprises.
- 3.4. State Aid will submit the required documents to the MDOT's Disadvantaged Business Enterprises Coordinator for the regular reporting to the Executive Director of the Mississippi Department of Transportation.
- 3.5. State Aid will monitor and document field compliance with the program during monthly review of construction estimates and supporting documents.