**FY 2018 DBE/SS program SOW OUTLINE**

1. **PART 1: DBE/SS Program Design**
	1. Purpose statement
	2. Program goals
	3. Business Development Program
	4. Result oriented, metric-based objectives; detail how State DOT will evaluate BDP participant success (e.g., DBEs achieving measurable outcomes on individual BDP; increase in prequalification limits, success in obtaining subcontracting opportunities on Federal-Aid highway construction or consulting jobs upon completion of program; DBEs with increased levels of pre-qualification limits, etc.)
	5. Scope of work:
		1. Narrative with schedule/timeline for activity/services
		2. Description of State DOT personnel and resources devoted to the program
		3. Whether a service provider will be used; description of service provider if known, include resumes, expertise, and experience
		4. Identify current and/or anticipated partnerships with established programs, e.g., Small Business Transportation Resource Centers (SBTRCs)
2. **PART 2: Budget Summary**
	1. Describe program line-item budget and funding sources
	2. Provide description of all in-kind contributions
	3. Ensure budget total does not exceed allocated funds
	4. Ensure if SOW contains more than one component, components and budgets are separated by program
3. **PART 3: Evaluation, Monitoring, and Oversight Plan**
	1. Provide a narrative detailing how program will be monitored by State DOT
	2. Describe data collection procedures
	3. Describe frequency of data collection and service provider reporting
	4. Describe how the State DOT will provide ongoing interaction with service provider to ensure timely completion of program tasks and ensure accomplishments are achieved

Describe how State DOT will identify and keep Division apprised of issues and concerts that may arise during the performance

1. **PART 4: Reporting Requirements**
	1. Describe how often State DOT will provide progress reports to the Division Office detailing developments of the program
	2. Describe how the State DOT will report accomplishments to Division (e.g., number of DBEs identified and analyzed; number of DBEs receiving services; DBEs with developed business development plans with measurable outcomes, etc.)