

Disadvantaged Business Enterprise Business Development Reimbursement Program (BDRP)

Office of Equal Opportunity

What is the BDRP?

The Maryland Department of Transportation State Highway Administration (MDOT SHA) is pleased to introduce its Business Development Reimbursement Program (BDRP).

The BDRP is a DBE supportive service, with the goal of increasing the number of State Certified Disadvantaged Business Enterprise (DBE) firms serving as prime contractors and subcontractors on federally funded contracts. The objective is to assist MDOT Certified DBE firms in increasing their competency and business capacity.

Who is Eligible?

- All MDOT certified DBE firms with North American Industry Classification System (NAICS) applicable to the transportation industry
- DBEs MUST be head-quartered in the State of Maryland
- DBE must be interested and capable of working in the transportation marketplace

What Products and Services are Eligible for Reimbursement?

All options listed here must be associated with the DBE Firm's core business function:

- Software/Software license
- Financial Audit/Review
- Project Estimating
- Membership Fees for Professional Organizations/Associations
- Website Design/Development and/or Logo Design
- Business Plan Preparation
- Technical Training
- Transportation Industry Related Seminars (registration and class costs, if applicable) - in the United States only
- Training/Conferences - registration and class costs, if applicable - in the United States only
- Tuition expenses for one continuing education or undergraduate course per program year

One-on-One Counseling:

- Accounting - Accountant services, cash flow review, income statement review
- Legal Services - services related to contract documents or the understanding of procurement requirements/regulations
- Bond/Insurance - build/maintain/increase bond and insurance capacity
- Project Estimation - assistance with properly estimating/bidding on a project

NOTE: Tax, travel, meals, and or parking expenses are NON-REIMBURSEABLE.



The Three Steps to Participate:

1. Submit *BDRP Participation Application (Step 1)* to MDOT SHA's Office of Equal Opportunity (OEO), DBE Manager along with a copy of your W-9.
2. Upon notification of approved BDRP Participation Application, submit *Request to Purchase for Reimbursement (Step 2)* prior to making purchases/class registration, training, etc. Include your Federal ID Number and Vendor Number.
3. After notified that MDOT SHA will reimburse DBE firms for the requested product or service, you will have 30 calendar days (from date of notification) to procure requested product or service and submit the *Request for Payment (Step 3)*. Requests for Payments must include receipts.

Reimbursements will take up to 60 days from date of approval of Payment Request Form.

Questions?

Contact Lisa RS Grant, CCA, Manager, Disadvantaged/Minority Business Enterprise Programs, at 410-545-0317 or lgrant2@mdot.maryland.gov