

CREATING OPPORTUNITIES.... FACILITATING RESOURCES

MDX SMALL BUSINESS OUTREACH PROGRAM
TECHNICAL & ADMINISTRATIVE TRAININGS
2009-2010 SCHEDULE

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Let's move *forward* together.



MDX Small Business Outreach Program

As part of MDX Small Business Outreach Program, MDX once again will be sponsoring trainings for Certified Small Businesses in Miami-Dade County. The following trainings will be provided between November 2009 and June 2010:

Technical Trainings:

The following training courses are part of the FDOT Construction Training Qualification Program (CTQP). MDX will sponsor and coordinate the training sessions. The trainings will be provided by FDOT authorized instructors.

- Quality Control Manager
- Work Zone Traffic Control/Maintenance of Traffic
- Earthwork Construction Inspection – Level 1
- Earthwork Construction Inspection- Level 2

Administrative Trainings:

The following training courses are being provided as a result of the input received through the surveys at the 6th Annual MDX Procurement Workshop for Small and Minority Businesses held in June 2009. The trainings will be sponsored, coordinated and provided by MDX.

- How to do business with MDX
- How to complete a compliant proposal
- How to negotiate a fair and profitable contract

MDX Small Business Outreach Program

All the trainings provided by MDX as part of its Small Business Outreach Program are FREE* of charge to the participants. In order to allow as much opportunity as possible, MDX will be going through a thorough review of applications and considering several criteria when accepting an application. Some of the criteria include, but is not limited, to the following:

- Applications will be considered on a first come, first serve basis;
- MDX will only consider applications from firms certified with Miami-Dade County under either one of the following programs: Community Small Business Enterprise (CSBE), Community Business Enterprise (CBE), Small Business Enterprise (SBE) and/or Micro Enterprise (ME);
- Firms submitting applications for Technical Trainings shall provide services related to the specific training and demonstrate that the training will have direct benefit to the operations and potential contracts gain of the business;
- Firms that have participated and passed the examination for Earthwork Construction Inspection-Level 1, will be given preference for the upcoming course of Earthwork Construction Inspection Level 2.

**Approved applicants shall pay a refundable deposit of \$100.00 in advanced of the training. Deposits will be returned to those firms that attend the entire course. Firms that do not attend the entire course or are late beyond the grace period allowed will not be returned the deposit.*

MDX Small Business Outreach Program

Interested firms should fill out the Training Application found herein and on the MDX's website (www.mdxway.com) and e-mail to SBtraining@mdxway.com.

Information and schedule of all trainings is included herein. For further information, please feel free to contact us at SBtraining@mdxway.com or (305) 637-3277.

PLEASE SCROLL DOWN TO THE LAST PAGE TO FIND THE TRAINING APPLICATION

Quality Control (QC) Manager

Targeted Audience: Quality Control Managers, Project Engineers, and Materials Engineers

Course Description: The QC Manager course is designed to ensure that the targeted audience gains a working understanding of the key program elements such as:

- Development of a QC Plan
- Implementation & Utilization of a QC Plan
- What happens when a QC Plan is disapproved

Course Date: November 10 & 11, 2009
8:00 a.m. – 5:00 p.m. (both dates)

Location: Wyndham Miami Airport Hotel & Executive Meeting Center
3900 NW 2`1 Street Miami, FL 33142

Course Details: The QC Manager course is a two-day training class with a written examination. Breaks will be provided throughout the day, including a Box Lunch, however, participants are required to stay on site for lunch. Further information will be provided to the registered participants.

Work Zone Traffic Control & Maintenance of Traffic

- Targeted Audience:** Personnel involved in the planning, design, supervising, implementation, and maintenance of work zone safety in a construction project .
- Course Description:** The Work Zone Traffic Control & Maintenance of Traffic (WZTC & MOT) Course provide instruction on the Design Standards, MUTCD, Florida's Plans Preparation Manual (FPPM), Florida's Construction Project Administration Manual (FCPAM), and Florida's Standard Specifications for Road and Bridge Construction (FSSRBC). Participants shall have one year experience in WZTC or responsible for WZTC plan development .
- Course Date:** November 18-20, 2009
- Location:** Wyndham Miami Airport Hotel & Executive Meeting Center
3900 NW 2`1 Street Miami, FL 33142
- Course Details:** The WZTC & MOT course is a two and a half days training class with a written examination. Breaks will be provided throughout the day, including a Box Lunch, however, participants are required to stay on site for lunch. Further information will be provided to the registered participants.

EARTHWORK CONSTRUCTION INSPECTION (ECI) LEVEL 1

- Targeted Audience:** Quality Control Technicians responsible to perform acceptance tests such as Nuclear Density Tests, Speedy Moisture, sampling soils and reporting result. Also persons responsible for testing earthwork to verify material quality, resolves disputes or performs Independent Assurance (IA).
- Course Description:** The ECI-Level 1 will provide participants the basic knowledge needed to sample and test soil materials used for roadway construction. The course covers sampling the materials for laboratory testing, performing nuclear density testes with a nuclear density testing gauge, and recording the test results data on the required FDOT /MDX documentation.
- Course Date:** January 12-13, 2010
8:00 a.m. – 5:00 p.m. (both dates)
- Location:** Wyndham Miami Airport Hotel & Executive Meeting Center
3900 NW 2`1 Street Miami, FL 33142
- Course Details:** The ECI – Level 1 course is a two-day training class with a written and proficiency examinations. Breaks will be provided throughout the day, including a Box Lunch, however, participants are required to stay on site for lunch. Further information will be provided to the registered participants.

EARTHWORK CONSTRUCTION INSPECTION (ECI) LEVEL 2

- Targeted Audience:** Quality Control Technicians that **have successful obtained the ECI – Level 1 Certificate**
- Course Description:** The ECI-Level 2 will provide participants with instructions and skills required for applying the various Standards and Specifications associated with earthwork testing and the proper recording and tracking of those test results in the FDOT/MDX Density Log Book. It will also provide the participants with working knowledge of the specifications and standards that govern soil materials utilized for roadway construction and the means and methods typically utilized by contractors.
- Course Date:** January 27-28, 2010
8:00 a.m. – 5:00 p.m. (both dates)
- Location:** Wyndham Miami Airport Hotel & Executive Meeting Center
3900 NW 2`1 Street Miami, FL 33142
- Course Details:** The ECI – Level 2 course is a two-day training class with a written and proficiency examinations. Breaks will be provided throughout the day, including a Box Lunch, however, participants are required to stay on site for lunch. Further information will be provided to the registered participants.

HOW TO DO BUSINESS WITH MDX

- Targeted Audience: All vendors from all types of industries interested in obtaining a contract with MDX
- Course Description: This course is intended to provide a high level review of MDX policies and procedures for procurement and contracting. From registering as a vendor through contract execution.
- Course Date: Spring 2010
- Location: Wyndham Miami Airport Hotel & Executive Meeting Center
3900 NW 2`1 Street Miami, FL 33142
- Course Details: The How to do Business with MDX course is a 3 hour class.

HOW TO COMPLETE A COMPLIANT PROPOSAL

- Targeted Audience: All vendors from all types of industries interested in obtaining a contract with MDX and/or other government agencies.
- Course Description: This course is intended to provide high level instructions on how to best prepare a proposal to ensure that it's compliant, responsive and qualified in order to be in a better position for competitive evaluation. Participants will have an insight to agencies' review and evaluation process of a proposal.
- Course Date: Spring 2010
- Location: Wyndham Miami Airport Hotel & Executive Meeting Center
3900 NW 2`1 Street Miami, FL 33142
- Course Details: The How to Complete a Compliant Proposal course is a 4 hour class.

HOW TO NEGOTIATE A FAIR AND PROFITABLE CONTRACT

- Targeted Audience:** All vendors from all types of industries interested in executing a fair and beneficial contract with a government agency.
- Course Description:** This course is intended to provide high level instructions on how to best position your firm to negotiate a fair and beneficial contract. The goal of negotiation is to have all parties involved walk out satisfied, but how do you get there? This course will give you tips and showcase real life examples of what to do and what NOT to do in negotiations.
- Course Date:** Spring 2010
- Location:** Wyndham Miami Airport Hotel & Executive Meeting Center
3900 NW 21 Street Miami, FL 33142
- Course Details:** The How to Negotiate a Fair and Profitable Contract course is a 4 hour class.



MDX SMALL BUSINESS OUTREACH PROGRAM TRAINING APPLICATION

All trainings provided by MDX as part of its Small Business Outreach Program are free* of charge to qualified participants. MDX reserves the right to reject any application for any reason, at its sole discretion. Applications are considered on a first-come, first-serve basis. All training sessions have a limited space capacity. Applicants shall clearly identify which training they are applying for and fill out the application in its entirety. In order to be considered, Applicants shall be certified with Miami-Dade County under either one of the following programs: Community Small Business Enterprise (CSBE), Community Business Enterprise (CBE), Small Business Enterprise (SBE) and/or Micro Enterprise (ME). Only one representative per Applicant may participate in a training course.

COMPLETED APPLICATIONS SHALL BE E-MAILED TO SBTRAINING@MDXWAY.COM

Name of Applicant Firm: _____

Applicant's Main Office Address: _____

Applicant FEIN: _____

Applicant Training Attendee(s):

Name: _____ Title: _____

E-Mail Address: _____

Telephone #: _____ Facsimile #: _____

Small Business Certification: CSBE CBE SBE ME

(A copy of certification letter shall accompany this Application)

Type of Services/Goods provided by Applicant: _____

Name of Training Course: _____

Technical Administrative

Date of Training: _____

Describe Training benefit to the Applicant:

**Approved applicants shall pay a refundable deposit of \$100.00 in advanced of the training. Deposits will be returned to those firms that attend the entire course. Firms that do not attend the entire course or are late beyond the grace period allowed will not be returned the deposit.*