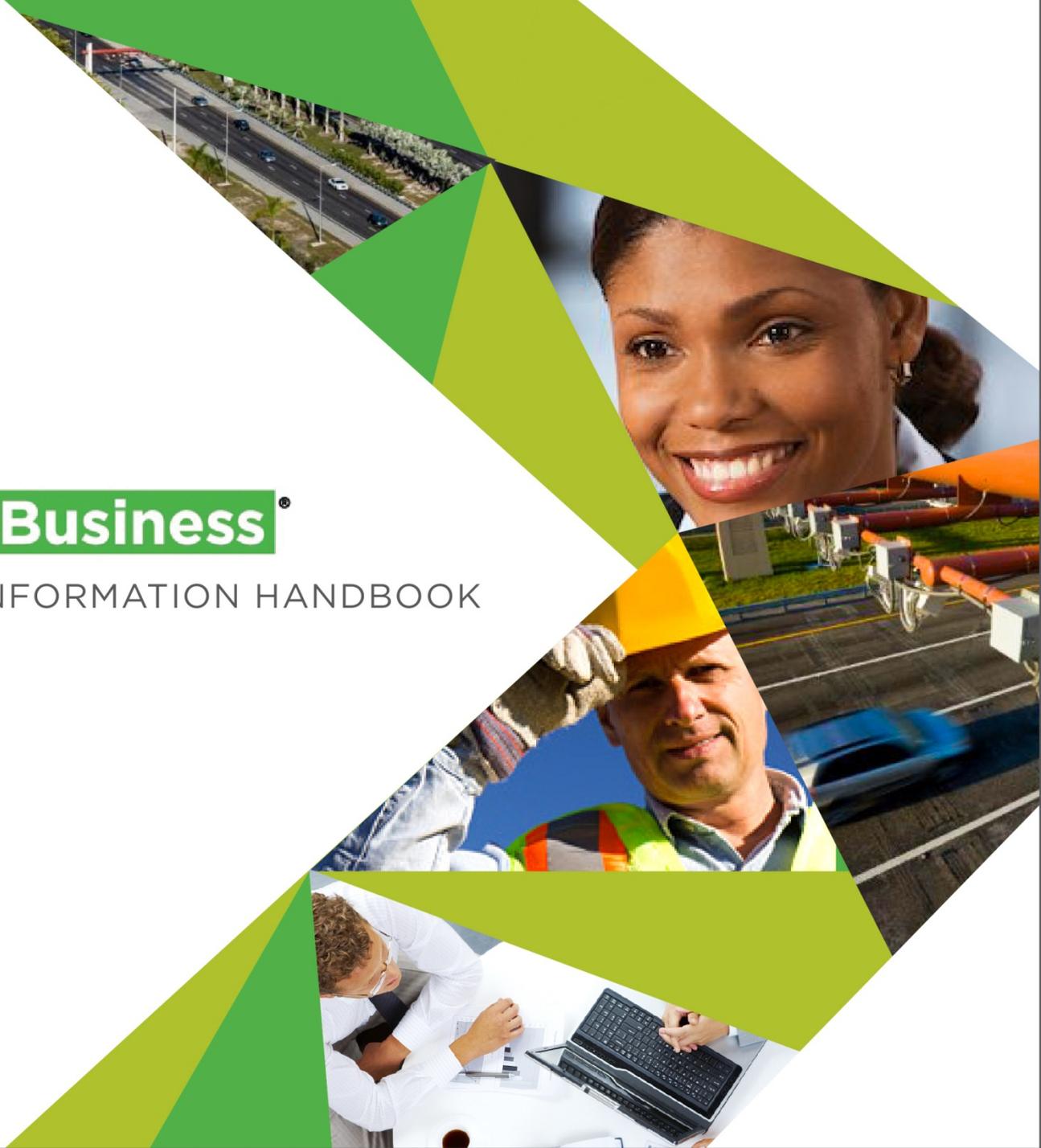


The logo features the letters 'MDX' in a bold, black, sans-serif font. The 'M' is stylized with a diagonal slash through it. To the right of 'MDX', the words 'for Business' are written in a white, sans-serif font inside a solid green rectangular box. A registered trademark symbol (®) is located at the top right of the green box.

**MDX** for Business®

2014 - 2015 INFORMATION HANDBOOK



<b>I. About the MDX Business Program</b>	
A. Overview .....	1
B. Programs.....	2
i. Educational Program.....	2
ii. Career Enhancement Program.....	3
C. Participation Criteria.....	4
D. Deposits and Fees.....	5
E. How to Apply.....	6
<b>II. Technical Training Course Descriptions</b>	
A. Asphalt Paving Level 1.....	7
B. Asphalt Paving Level 2.....	7
C. Earthwork Construction Level 1.....	8
D. Earthwork Construction Level 2.....	8
E. Maintenance of Traffic (MOT) Intermediate.....	9
F. MOT Advanced .....	9
G. Concrete Field.....	10
<b>III. Non-Technical Workshops</b>	
A. “Building Your Brand” .....	11
B. “HR Essentials for Small Business Owners” .....	11
C. “Managing Your Cash Flow” .....	12
<b>IV. Annual MDX for Business Conference</b>	
A. Overview .....	13
B. Get Involved .....	14
<b>V. For More Information</b>	
A. Program Applications .....	15

The mission of the Miami-Dade Expressway Authority (MDX) is to enhance mobility in Miami-Dade County. For almost twenty years now, we have strategically worked on accomplishing that mission and improve the commute of the over 1.5 million people who use our five expressways every day. But we are not just about expressways. MDX is also one of the most important drivers of the local economy, investing approximately \$856 million in Miami-Dade County through its Five-Year Work Program. The construction and maintenance projects included in the MDX Work Program will create over 10,000 new jobs, most of which are high wage positions.

MDX believes that education serves as the foundation for sustained economic development in Miami-Dade County. For that reason, the MDX for Business Program provides small and local businesses and unemployed individuals with opportunities to learn, share ideas and become more marketable. We invite you to participate in the MDX for Business Program. This program offers educational trainings and workshops that provide valuable information and insight to help you build a successful business. MDX also offers a Career Enhancement Program that provides technical certifications and skills for the unemployed. In addition to these exciting programs, along with our community partners, MDX also holds its Annual MDX for Business Conference, which provides excellent opportunities to network with others in your industry and learn about valuable procurement opportunities in the South Florida region.

Please take a moment to discover or reconnect with the opportunities MDX for Business Program has to offer. This information handbook includes program schedules, fees and the necessary applications to determine eligibility. Courses are offered free of charge to all certified small businesses and to individuals who qualify under the Career Enhancement Program guidelines. Businesses that are not certified are charged a small fee to participate.

Best Regards,



**Javier Rodriguez, P.E.**  
Executive Director

The **MDX for Business Program** is comprised of three major components – the Educational Program, the Career Enhancement Program and the Annual MDX for Business Conference. The goal of the program is to provide meaningful opportunities for small businesses interested in continuing education and training. For those who work in the transportation industry, are unemployed and do not own a business, the Career Enhancement Program is a chance to gain valuable knowledge and skills free of charge that can open the door to gainful employment.

Following is a description of the different programs MDX offers, along with the requirements and fees associated with each. To find out more about the MDX for Business Program or if you have any questions regarding participation, please feel free to contact the MDX Procurement Department at [MDX4Business@MDXWay.com](mailto:MDX4Business@MDXWay.com) or call (305) 637-3277.

## EDUCATIONAL PROGRAM

In today's competitive business environment, education and technical training are priceless assets that can give small businesses a competitive edge. The goal of the Educational Program component of MDX for Business is to ensure that a strong pool of qualified and skilled small businesses are available to compete or partner with larger firms to pursue MDX contracts and opportunities with other agencies. To achieve this goal, MDX offers technical training courses and workshops at a free or reduced cost to those who qualify.

These training courses are offered through our strategic partnership with Florida International University (FIU), community leaders and the Service Corps of Retired Executives (SCORE), a group of retired business owners willing to share their knowledge, skills and experiences.

Interested individuals must complete the Educational Program Application found at end of this handbook in order for MDX to determine eligibility and reserve a seat for a course. The courses are offered free of charge to those firms that are certified small businesses and individuals who qualify under the Career Enhancement Program guidelines. Firms that are not certified are charged a nominal fee to participate.

## CAREER ENHANCEMENT PROGRAM

MDX has designed the Career Enhancement Program to provide free technical certifications and administrative skills to unemployed transportation industry and ancillary professionals. The Career Enhancement Program is intended to enhance the qualifications of these individuals in order for them to become more competitive in the job market. The courses are offered free of charge to all individuals who qualify under this program.

In order to be eligible under the Career Enhancement Program, applicants must meet the following criteria: Applicant must be out of work for a minimum of 6 months prior to the date of a submitted application.

If applicant was let go, it can only be for one of the following reasons:

- Laid off
- Workforce reduction
- Job hired for was completed
- Firm or business closed or relocated

Applicant must have a minimum of 5 years of experience in their industry. Applicant must provide a letter of recommendation or character reference - preferably from a former employer

Interested individuals must complete the Career Enhancement Program Application found at the end of this handbook and provide the supporting documentation referenced above, in order for MDX to determine eligibility and reserve a seat in a course. Please refer to each individual course page for additional information.

- MDX will review applications and consider several criteria before accepting an application. Certain criteria may only apply to a specific Program and its courses; however, general application requirements are as follows. Please be sure to submit the applicable supporting documentation identified below, together with your application, to expedite the approval process.
- Applications will be considered on a first-come, first-serve basis. However, seats are guaranteed upon receipt of the course deposit. Please refer to the following page Deposits and Fees for details. Firms may submit applications for up to two applicants for the same course. However, when submitting more than one application, the first choice for attendance will need to be identified. Upon application approval and receipt of the course deposit, MDX will register the first choice applicant and place the second applicant on a waiting list.
- Certified Small Businesses includes those 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). A copy of the firm's Miami-Dade County Small Business Development certification letter must be submitted with each application for certified Small Business eligibility.
- Firms submitting applications for training courses under the Educational Program must provide services related to the course, and demonstrate how the training will have a direct benefit to the operations and potential new business development of the firm. A brief explanation shall be submitted in writing with each application.

- **Certified Small Businesses:**  
Courses are offered **free of charge** to all Certified Small Businesses. However, a refundable deposit of \$100/person is required for each course. Following application approval, deposits must be received by MDX in order to guarantee the applicant's seat. Deposits are **fully refundable** as long as the attendee completes the course in its entirety, or cancels his/her reserved seat in writing no later than 12:00PM on the day of the course application deadline. Deposits from firms/applicants who do not attend the course, do not complete it, or do not cancel a reserved seat within the allowable grace period will not be refunded.
- **MDX Certified Local Businesses:**  
Courses are offered to MDX Certified Local Businesses at specified discounted fees listed on each of the course information pages. Following application approval, payment of the course fees must be received by MDX in order to guarantee the applicant's seat. These fees are non-refundable, unless cancellations are made in writing no later than 12:00 p.m. on the day of the course application deadline.
- **Non-Certified Applicants:**  
Courses are offered to non-certified businesses at the specified fees listed on each of the course information pages. Following application approval, payment of the course fees must be received by MDX in order to guarantee the applicant's seat. These fees are non-refundable, unless cancellations are made in writing no later than 12:00PM on the day of the course application deadline.
- **Unemployed Individuals:**  
Course are offered free of charge to qualified unemployed individuals under the Career Enhancement Program. No deposit is required, however, applicants are subject to eligibility.

Check or cash is the only forms of payment accepted. Checks shall be made payable to the Miami-Dade Expressway Authority and all deposits shall be mailed to the address provided in the section titled Contact Information. All cash deposits/fees must be hand-delivered, and a receipt will be provided. MDX will notify applicants when they are approved and coordinate payment of deposits or fees at that time.

**PLEASE DO NOT SEND DEPOSITS OR FEES WITH THE APPLICATION!**

Interested firms/individuals must fill out the appropriate application form which can be found at the back of this handbook. Applications can also be obtained online at [www.MDXWay.com](http://www.MDXWay.com). Once your application is complete, you may e-mail it to [MDX4Business@MDXWay.com](mailto:MDX4Business@MDXWay.com). Information including dates and deadlines for all the training courses and workshops is also included in this handbook. For additional information, please contact the MDX Procurement Department at [MDX4Business@MDXWay.com](mailto:MDX4Business@MDXWay.com) or (305) 637-3277.



- **Asphalt Paving I**

Date	Time	Application Deadline	Location
October 28, 2014	8:00 a.m. to 5:00 p.m.	October 21, 2014	Florida International University (FIU) – Engineering Center, 10555 W. Flagler Street, Miami, Florida 33174

**Fee:** This course is **free** to Certified Small Businesses and Career Enhancement Program applicants. For Certified Local Businesses, this course is \$138 per attendee. For non-certified businesses, this course is \$275 per attendee.

- **Asphalt Paving II**

Date	Time	Application Deadline	Location
November 3 – 5, 2014	8:00 a.m. to 5:00 p.m.	October 27, 2014	Florida International University (FIU) – Engineering Center, 10555 W. Flagler Street, Miami, Florida 33174

**Fee:** This course is **free** to Certified Small Businesses and Career Enhancement Program applicants. For Certified Local Businesses, this course is \$225 per attendee. For non-certified businesses, this course is \$450 per attendee.

**Please note that space is limited to 15 participants and admission is on a first-come, first-serve basis.**

- **Earthwork Construction (Level I)**

Date	Time	Application Deadline	Location
December 15 – 16, 2014	8:00 a.m. to 5:00 p.m.	December 8, 2014	Florida International University (FIU) – Engineering Center, 10555 W. Flagler Street, Miami, Florida 33174

**Fee:** This course is **free** to Certified Small Businesses and Career Enhancement Program applicants. For Certified Local Businesses, this course is \$200 per attendee. For non-certified businesses, this course is \$400 per attendee.

- **Earthwork Construction (Level II)**

Date	Time	Application Deadline	Location
January 8 – 9, 2015	8:00 a.m. to 5:00 p.m.	January 2, 2015	Florida International University (FIU) – Engineering Center, 10555 W. Flagler Street, Miami, Florida 33174

**Fee:** This course is **free** to Certified Small Businesses and Career Enhancement Program applicants. For Certified Local Businesses, this course is \$163 per attendee. For non-certified businesses, this course is \$325 per attendee.

**Please note that space is limited to 15 participants and admission is on a first-come, first-serve basis.**

- **Maintenance of Traffic (MOT) Intermediate**

Date	Time	Application Deadline	Location
January 22 – 23, 2015	8:00 a.m. to 5:00 p.m.	January 12, 2015	Florida International University (FIU) – Engineering Center, 10555 W. Flagler Street, Miami, Florida 33174

**Fee:** This course is **free** to Certified Small Businesses and Career Enhancement Program applicants. For Certified Local Businesses, this course is \$113 per attendee. For non-certified businesses, this course is \$225 per attendee.

- **Maintenance of Traffic (MOT) Advanced**

Date	Time	Application Deadline	Location
February 12 – 13, 2015	7:00 a.m. to 5:00 p.m.	February 2, 2015	Florida International University (FIU) – Engineering Center, 10555 W. Flagler Street, Miami, Florida 33174

**Fee:** This course is **free** to Certified Small Businesses and Career Enhancement Program applicants. For Certified Local Businesses, this course is \$200 per attendee. For non-certified businesses, this course is \$400 per attendee.

**Please note that space is limited to 15 participants and admission is on a first-come, first-serve basis.**

- Concrete Field Inspector

Date	Time	Application Deadline	Location
February 18 – 20, 2015	8:00 a.m. to 5:00 p.m.	February 9, 2015	Florida International University (FIU) – Engineering Center, 10555 W. Flagler Street, Miami, Florida 33174

**Fee:** This course is **free** to Certified Small Businesses and Career Enhancement Program applicants. For Certified Local Businesses, this course is \$215 per attendee. For non-certified businesses, this course is \$430 per attendee.

**Please note that space is limited to 15 participants and admission is on a first-come, first-serve basis.**

- **Build Your Own Brand – Presented by the Service Corps of Retired Executives (SCORE)**

Date	Time	Application Deadline	Location
October 29, 2014	9:00 a.m. to 11:00 a.m.	October 20, 2014	MDX Headquarters Board Room, 3790 NW 21st Street Miami, Florida 33142

**Workshop Description:** Creating and establishing brand awareness will generate leads that grow your business for you! Learn specific techniques you can use to build a well-conceived brand name and create a positive and impressive customer experience.

**Fee:** This course is **free** to Certified Small Businesses and Career Enhancement Program applicants. For Certified Local Businesses, this course is \$25 per attendee. For non-certified businesses, this course is \$50 per attendee.

- **HR Essentials for Small Business Owners – Presented by All Star HR and the Barthet Firm**

Date	Time	Application Deadline	Location
January 28, 2015	9:00 a.m. to Noon (Half-Day Session)	January 19, 2015	MDX Headquarters Board Room, 3790 NW 21st Street Miami, Florida 33142

**Workshop Description:** This workshop gives you valuable lessons in human resources (HR) management including payroll, employee relations, legal and dispute resolution. This workshop will teach you the essentials you need to know to manage HR for your small business.

**Fee:** This course is **free** to Certified Small Businesses and Career Enhancement Program applicants. For Certified Local Businesses, this course is \$25 per attendee. For non-certified businesses, this course is \$50 per attendee.

**Please note that space is limited to 15 participants and admission is on a first-come, first-serve basis.**

- **Managing Your Cash Flow – Presented by the Service Corps of Retired Executives (SCORE)**

Date	Time	Application Deadline	Location
April 22, 2015	9:00 a.m. to Noon (1/2 Day Session)	April 13, 2015	MDX Headquarters Board Room, 3790 NW 21st Street Miami, Florida 33142

**Fee:** This course is **free** to Certified Small Businesses and Career Enhancement Program applicants. For Certified Local Businesses, this course is \$25 per attendee. For non-certified businesses, this course is \$50 per attendee.

**Please note that space is limited to 15 participants and admission is on a first-come, first-serve basis.**

Each year, the Authority proudly hosts its Annual MDX for Business Conference. The conference is a partnership among other government agencies, educational institutions, exhibitors and small businesses in Miami-Dade County. The conference is a great networking opportunity and resource for firms interested in doing business with MDX. The conference includes an informational breakout session with diverse presenters and one-on-one meetings between exhibitors and attendees. The Annual MDX for Business Conference provides valuable information, tips and presentations on trends in the transportation and infrastructure industries.

The Annual MDX for Business Conference is scheduled for May 14, 2015 and admission is **free for everyone** to attend! Don't forget to mark your calendars. More information will be provided in the months ahead. Stay tuned!



*Your comments and suggestions are important to MDX! We encourage you to share them with us. We look forward to seeing you at an MDX for Business technical training or workshop in the future. Don't forget to mark your calendar now for the Annual MDX for Business Conference scheduled for May 14, 2015!*

**Helen M. Cordero, CPPB**  
**Manager of Procurement and Contracts Administration**  
**Miami-Dade Expressway Authority**  
**Procurement and Contracts Department**  
**3790 N.W. 21 Street**  
**Miami, FL 33142**  
**hcordero@mdxway.com**  
**305.637.3277, ext. 1123**

**Visit**  
[www.MDXWay.com](http://www.MDXWay.com)

**#MDXWay**





**EDUCATIONAL PROGRAM APPLICATION**

Course Name: \_\_\_\_\_

Course Date: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Job Title: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Facsimile: \_\_\_\_\_

Name of Applicant's Firm: \_\_\_\_\_

Main Office Address: \_\_\_\_\_

Business Certification (A copy of certification letter shall accompany this Application)

CSBE     SBE     ME     CBE

MDX Certified Local Business     Non-Certified Business

Types of Services/Goods provided by Applicant:

\_\_\_\_\_

Describe benefit of the course to the Applicant:

\_\_\_\_\_

\_\_\_\_\_

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. Courses have limited space capacity. Limit of 2 applications per firm per course. Firm must identify first choice for attendance. MDX will register the first choice and place the second application on a waiting list. Please fill out one application per attendee per course. COMPLETED APPLICATIONS SHALL BE E-MAILED TO [MDX4Business@MDXWay.com](mailto:MDX4Business@MDXWay.com).



**CAREER ENHANCEMENT PROGRAM APPLICATION**

Course Name: \_\_\_\_\_

Course Date: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Facsimile: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Prior Employer: \_\_\_\_\_

Length of Time of Prior Employment: \_\_\_\_\_

Total number of years of experience in relevant industry: \_\_\_\_\_

*(Minimum of 5 years to be selected for this Program)*

**Reason for Unemployment**

- Laid-Off
- Workforce Reduction
- Job Completed
- Office/Company Closed or Relocated

**Describe benefit of the course to the Applicant:**

\_\_\_\_\_

\_\_\_\_\_

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. Courses have limited space capacity. Please fill out one application per course. **COMPLETED APPLICATIONS SHALL BE E-MAILED TO [MDX4Business@MDXWay.com](mailto:MDX4Business@MDXWay.com).**