



# **2017-2018 Program Information Handbook**

**Schedule of Courses & Registration Information/Applications**

The **MDX for Business Program** is comprised of three major components :

- Educational Program
- Career Enhancement Program
- Annual MDX for Business Conference

**Certified Small Businesses** are those firms certified by Miami-Dade County under either one of the following programs:

- Small Business Enterprise - Architectural and Engineering (SBE/AE)
- Small Business Enterprise - Construction (SBE/CONS)
- Small Business Enterprise - Goods and Services (SBE/GS)

**Certified Local Businesses** are those firms certified by MDX under its Local Business Participation Policy.

Following are the requirements and fees associated with each course. 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 courses and workshops at a free or reduced cost to those who qualify.

These courses are offered through our strategic partnership with various public and private organizations.

Interested individuals must complete the Educational Program Application found at the 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. MDX Certified Local Businesses must pay 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:

- Must be out of work for a minimum of 6 months prior to the date of a submitted application. And, if the 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
- Must have a minimum of 5 years of experience in their industry.
- 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 apply as described below:

- Applications will be considered on a first-come, first-serve basis.
- 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.
- A copy of the firm's current Miami-Dade County Small Business Development certification letter must be submitted with each application for Certified Small Business eligibility, along with any other documentation required to demonstrate compliance with prerequisites, if applicable.
- A copy of the firm's current MDX Local Business Certification letter must be submitted with each application for Local 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.

**IN ORDER TO EXPEDITE THE APPROVAL PROCESS, PLEASE BE SURE TO SUBMIT THE APPLICABLE SUPPORTING DOCUMENTATION IDENTIFIED HEREIN**

- **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 12:00 PM 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 PM on the day of the course application deadline. Payments 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.

- **Unemployed Individuals:**

Courses are offered free of charge to qualified unemployed individuals under the Career Enhancement Program. No deposit is required, however, applicants are subject to eligibility.

- **Non-Certified Applicants:**

Non-certified Applicants will only be considered if space is available. Certified Small Businesses and Local Businesses, and unemployed individuals will be given priority in case of space limitation.

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 12:00 PM on the day of the course application deadline. Payments 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.

Check or cash are the only forms of payment accepted. Checks shall be made payable to MDX and mailed or delivered to the address provided in the section titled Contact Information. All cash payments of 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).

Following is information, including dates and deadlines, for all the courses scheduled to-date. Additional courses may be scheduled throughout the year.

If you haven't done so yet, please make sure to register as a Vendor with MDX to ensure receiving information on all courses schedule throughout the year. Login to [www.MDXWay.com](http://www.MDXWay.com) to register.

For additional information, please contact the MDX Procurement Department at [MDX4Business@MDXWay.com](mailto:MDX4Business@MDXWay.com) or (305) 637-3277.



## MAINTENANCE OF TRAFFIC (MOT) INTERMEDIATE

Date	Time	Application Deadline	Location
October 5-6, 2017	8:00 a.m. to 5:00 p.m.	September 28, 2017	Florida International University (FIU) Engineering Center 10555 W. Flagler Street Miami, Florida 33174

### Fee:

- Certified Small Businesses/Career Enhancement Program - Free
- Certified Local Businesses - \$135.00/attendee
- Non-certified businesses - \$275.00/attendee

### Who should attend:

This course is required for all persons with duties that include any of the following activities:

- Responsible for supervising the installation, removal and field maintenance of temporary traffic control devices, excluding temporary barriers, end treatments and crash cushions.
- Inspection of the placement or operational function of temporary traffic control devices, excluding temporary barriers, end treatments and crash cushions.

For more information on the requirements of this course, please visit:

<http://www.fdot.gov/roadway/TTC/Temporary-Traffic-Control-Training-Handbook.pdf>

**Limited to 15 participants and registration is on a first-come, first-serve basis.**

## MAINTENANCE OF TRAFFIC (MOT) ADVANCED

Date	Time	Application Deadline	Location
October 19-20, 2017	8:00 a.m. to 5:00 p.m.	October 12, 2017	Florida International University (FIU) Engineering Center 10555 W. Flagler Street Miami, Florida 33174

### Fee:

- Certified Small Businesses/Career Enhancement Program - Free
- Certified Local Businesses - \$200.00/attendee
- Non-certified businesses - \$400.00/attendee

### Who should attend:

This course is required for personnel with responsibility and authority to decide on the specific temporary traffic control (TTC) devices to be implemented. These positions include the following:

- The professional engineer responsible for the development of the Transportation Management Plan (TMP) and design of the TTC Plan.
- The Worksite Traffic Supervisor.
- Personnel responsible for supervising the installation, removal and field maintenance of TTC devices, including temporary barriers, end treatments and crash cushions.
- Personnel responsible for inspection of the placement or operational function of TTC devices, including temporary barriers, end treatments and crash cushions.

For more information on the requirements of this course, please visit:

<http://www.fdot.gov/roadway/TTC/Temporary-Traffic-Control-Training-Handbook.pdf>

**Limited to 15 participants and registration is on a first-come, first-serve basis.**

## QC MANAGER

Date	Time	Application Deadline	Location
January 18-19, 2018	8:00 a.m. to 5:00 p.m.	January 11, 2018	Florida International University (FIU) Engineering Center 10555 W. Flagler Street Miami, Florida 33174

### Fee:

- Certified Small Businesses/Career Enhancement Program - Free
- Certified Local Businesses - \$195.00/attendee
- Non-certified businesses - \$390.00/attendee

### Who should attend:

Individual responsible for quality for Contractor who is identified in the Quality Control Plan to perform analysis and control of the quality of the product, can determine the coordination of production operations, quality pay factors and understands the intent of statistically based quality control specifications (consistency, variability, data interpretation and random sampling).

**For more information on the requirements of this course, please visit:**

[http://www.fdot.gov/construction/manuals/ctqm/new\\_files/CTQM%20Ch%207.pdf](http://www.fdot.gov/construction/manuals/ctqm/new_files/CTQM%20Ch%207.pdf)

**Limited to 15 participants and registration is on a first-come, first-serve basis.**

## ROADWAY LIGHTING TECHNICIAN - LEVEL I

Date	Time	Application Deadline	Location
December 11-12, 2017	8:00 a.m. to 5:00 p.m.	November 21, 2017	MDX Headquarters 3790 NW 21 Street Miami, Florida 33142

**Fee:**

- Certified Small Businesses/Career Enhancement Program - Free
- Certified Local Businesses - \$265.00/attendee
- Non-certified businesses - \$530.00/attendee

**Who should attend:**

This course is intended for individuals responsible for the installation and maintenance of roadway lighting. The review material will address Safety & Qualifications; Energy Efficiency; Lamp and Luminaire Components; Electrical Services, Poles and High mast Components; Basic Lightning Design Fundamentals; Lighting Applications; Maintenance of Systems; Reference Documents, Testing, Investigation and Troubleshooting.

**Prerequisites:** Maintenance of Traffic Certification or IMSA Work Zone Traffic Control Safety Certification

For more information on the requirements of this course, please visit:

[http://www.imsasafety.org/cert\\_descrip/rdltlv11.htm](http://www.imsasafety.org/cert_descrip/rdltlv11.htm)

**Limited to 10 participants and registration is on a first-come, first-serve basis.**

## ROADWAY LIGHTING TECHNICIAN - LEVEL II

Date	Time	Application Deadline	Location
January 25-26, 2018	8:00 a.m. to 5:00 p.m.	January 10, 2018	MDX Headquarters 3790 NW 21 Street Miami, Florida 33142

### Fee:

- Certified Small Businesses/Career Enhancement Program - Free
- Certified Local Businesses - \$265.00/attendee
- Non-certified businesses - \$530.00/attendee

### Who should attend:

This course is intended for individuals responsible for the design, installation, management, and maintenance of roadway lighting. The review material will address Roadway Lighting Design; Electrical Requirements; Structural and Construction Requirements; Roadway Lighting Inspection; Inspection of Underground Facilities; Inspection of Poles; Inspection of Overhead Equipment; Roadway Lighting Control Systems; Lighting Design Calculations; Maintenance and Management; Reference Documents.

### Prerequisites:

- 1) Maintenance of Traffic Certification or IMSA Work Zone Traffic Control Safety Certification; and
- 2) Roadway Lighting Technician Level I; and
- 3) Two (2) years of roadway lighting field experience.

For more information on the requirements of this course, please visit:

[http://www.imsasafety.org/cert\\_descrip/rdltlvl2.htm](http://www.imsasafety.org/cert_descrip/rdltlvl2.htm)

**Limited to 10 participants and registration is on a first-come, first-serve basis.**

# CONSTRUCTION MANAGEMENT DEVELOPMENT PROGRAM AND BOND GUARANTEE PROGRAM

In partnership with the Florida Department of Transportation (FDOT), MDX is offering a Construction Management Development Program (CMDP) and Bond Guarantee Program (BGP).

CMDP consist of the following five (5) sections:

- **Becoming an FDOT Contractor:** - Participants will learn to use the FDOT online internet systems to obtain information and submit bids. Learn about bonding and bidding requirements. Explore various areas of contracting including subcontracting and joint ventures.
- **Plan Reading & Estimating and Constructing and Submitting an FDOT Bid** - Participants will learn techniques to efficiently estimate jobs using FDOT plans and specifications. Develop accurate cost estimates from plan takeoff quantities. Learn successful bidding techniques & strategies to win jobs.
- **Project Planning and Scheduling** - Participants will learn how to effectively schedule work based on project estimates. Understand how to effective cash flow a project.
- **Fundamental Business Operations** - Participants will better understand how to organize accounting systems. Discover bonding companies (sureties) and banks are looking for in business' financials. Lear what government record keeping needs to be completed.

A Certificate of Proficiency from FDOT will be issued to participants that have attended all sections. In addition, technical assistance and estimating & bidding assistance will be provided to participants. One free overhead audit will also be available for certified DBE's.

## **Who should attend:**

This program is intended for small and disadvantaged business enterprises who are considering expanding into FDOT work or are currently involved with FDOT work but desire additional business training.

## CONSTRUCTION MANAGEMENT DEVELOPMENT PROGRAM AND BOND GUARANTEE PROGRAM

The Bond Guarantee Program (BGP) is designed to assist certified DBE's in securing bonding for FDOT funded projects.

Participation in the BGP is limited to DBE's who have been awarded a Certificate of Proficiency from the CMDP and have documented knowledge of the principles of construction bonding.

The BGP provides:

- Direct access to binding
- The opportunity to establish a bonding track record
- Bond guarantees up to 90% for a contract of \$250,000 or less
- Bond guarantees up to 80% for a contract greater than \$250,000 and no more than \$500,000

**Fee:**

- Free to certified SBE's and DBE's

## CONSTRUCTION MANAGEMENT DEVELOPMENT PROGRAM AND BOND GUARANTEE PROGRAM

Time	Application Deadline	Location
8:00 a.m. – 4:00 p.m.	October 2, 2017	MDX Headquarters 3790 NW 21 Street Miami, Florida 33142

The CMDP is a five day course to be held on the following dates:

- October 11, 2017
- October 18, 2017
- October 25, 2017
- November 1, 2017
- November 8, 2017

Registration must be done online at <http://www.cmdp-bgp.com/enrollment-page.html>

For additional information you may visit [www.cmdp-bgp.com](http://www.cmdp-bgp.com) or call 800-423-7058

**Limited to 30 participants and registration is on a first-come, first-serve basis.**



## MANAGEMENT AND SUPERVISION PROGRAM

In partnership with Miami Dade College School of Continuing Education & Professional Development (CEPD), MDX is offering a Management and Supervision Program. This Program consists of the following six (6) sessions:

- **Leadership and Management Principles** (including leadership styles) - Participants will understand the importance of leadership, how their leadership style impacts their employees, and basic principles of management and supervision.
- **Human Resource Essentials** - Participants will discuss important human resource management issues including hiring and retention, training, job analysis and job descriptions, interviewing techniques, and human resource law in Florida.
- **Finance for Non-Financial Managers** - Participants will learn how to make strategic decisions using financial statements, budgets, and other tools in their daily business.
- **Effective Communication Techniques** - Participants will learn active listening and presentation skills and how it impacts their customers and employees.
- **Strategy and Developing a Competitive Brand** - Participants will discuss different tools of strategy and identify a competitive advantage for their products and business, as they consider techniques for branding.
- **Marketing Your Business** - Participants will learn how to use marketing techniques effectively by designing differentiated products and services, determining pricing, considering appropriate distribution, and promoting their business through conventional and unique methods.

A Certificate of Program Completion from Miami Dade College will be issued to participants that have attended a minimum of five (5) sessions.

### **Fee:**

- Certified Small Businesses/Career Enhancement Program - Free
- Certified Local Businesses - \$275/attendee for the Program, \$50/attendee for individual session
- Non-certified businesses - \$550.00/attendee for the Program, \$92/attendee for individual session

### **Who should attend:**

This course is intended for individuals in the role of manager and supervisor in any industry.

## MANAGEMENT AND SUPERVISION PROGRAM

Time	Application Deadline	Location
9:00 a.m. to 4:00 p.m.	December 18, 2017	MDX Headquarters 3790 NW 21 Street Miami, Florida 33142

- Leadership and Management Principles January 10, 2018
- Human Resource Essentials January 24, 2018
- Finance for Non-Financial Managers February 7, 2018
- Effective Communication Techniques February 21, 2018
- Strategy and Developing a Competitive Brand March 7, 2018
- Marketing Your Business March 21, 2018

**Limited to 15 participants and registration is on a first-come, first-serve basis.**

The Annual MDX for Business Conference has become an expectation in our community. The conference is a partnership among other government agencies, educational institutions, the private sector and small businesses in Miami-Dade County. The conference is a great networking opportunity and resource for firms interested in doing business with MDX and other public and private entities. The conference includes informational breakout session(s) 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 next Annual MDX for Business Conference is scheduled for **Spring of 2018**. More information will be forthcoming.

Admission is **free for everyone** to attend!



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 course and/or Annual Conference.

**Contact the MDX Procurement Department**  
**3790 N.W. 21 Street**  
**Miami, FL 33142**  
[MDX4Business@MDXWay.com](mailto:MDX4Business@MDXWay.com).

**305.637.3277**

**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)**

SBE/AE    SBE/CONS    SBE/GS

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)**