



COMTO Colorado and the Rocky Mountain Minority Contractors Association (RMMCA) have collaborated to bring you the

SUSTAINABLE BUSINESS TRAINING PROGRAM

Help your business grow through education and technical training on how to effectively estimate and bid projects, market your business, write proposals and ensure compliance with state/federal regulations in workforce development and management. Designed to aid members of the DBE and SBE contracting community develop the skills needed for success in the transportation industry.

WORKSHOPS ARE FREE TO ALL COMTO/RMMCA MEMBERS!

Session 1 - April 8

- Pre-Estimate Planning RFP & Documentation
- Pre-Estimate Labor/Workforce Immigration Compliance

Session 2 - April 22

- HR Record Keeping, Employee File Management, Information Wage & Performance
- Estimate Quantity Take-Off - General and Materials

Session 3 - May 13

- Estimate Quantity Take-Off - Labor and Equipment
- Hiring Practices

Session 4 - May 27

- Fair Labor Standards
- Estimating Labor, Equipment & Materials

Session 5 - June 10

- Estimating Overhead/ Profit/ Margins/ Markups
- Employee Health, Safety, & Security

Session 6 - June 24

- Proposal Preparation and Proposal Writing

Session 7 - July 8

- Employee Training
- Computerizing Your Estimating Processes

Session 8 - July 22

- Panel Review of Proposals
- Panel Q&A

Pre-registration is required. For more information or to register, please visit www.RMMCA.org or www.COMTOColorado.org. You may also contact rmmcac@aol.com or comto_comail@yahoo.com.

All sessions are from 6 - 8:30 p.m. and will be held at the Colorado Contractors Association (CCA) 6880 S. Yosemite Ct., Suite 200, Centennial, CO, 80112

RFP CONTEST

Participants will be asked to create a proposal to be judged by the program panel during the final session. The winning participant will receive free consulting services in estimating, human resources and proposal development.

Sponsored by:

