

**OREGON DEPARTMENT OF TRANSPORTATION
DISPARITY STUDY
ANECDOTAL/PERSONAL INTERVIEWS GUIDE**

INTERVIEWER: _____ DATE: _____ TIME: _____

PLACE: _____

CONTACT NAME: _____		
CONTACT TITLE: _____		
NAME OF COMPANY: _____		
ADDRESS: _____		
CITY: _____	STATE: _____	ZIP: _____
TELEPHONE: _____	FAX: _____	
E-MAIL: _____	BUSINESS HOURS: _____	

CONFIDENTIALITY STATEMENT

Please read the following to interviewee.

This interview is on behalf of the Oregon Department of Transportation (ODOT). This interview is part of a comprehensive study of ODOT's procurement of services and products. ODOT is committed to improving business with all their vendors. The questions we ask and your responses on your firm and industry are designed to provide us with information that can be used to improve business relationships with all vendors including small, minority, women, and non-minority businesses. Please understand that participation in this interview will not affect current or future contracts with ODOT.

Responses to this questionnaire will be held in strict confidence, and will not be distributed to any other firm or person with your firm's identity revealed. However, in the case of a court order, all documentation will be turned over to the court.

**OREGON DEPARTMENT OF TRANSPORTATION
DISPARITY STUDY
INTERVIEW GUIDE**

BUSINESS PROFILE

1. What is your company's primary line of business? [Try to get a good feel for what this company does.]

Construction Services (bridge, road, building, general contractor, etc.)

(Specify) _____

Architecture/Engineering Professional Services (architecture, engineering, accountant, legal, etc.)

(Specify) _____

Equipment and Supply

(Specify) _____

Operational Services

(Specify) _____

Other (specify) _____

1a. Are you in the same line of business as when you established your business? Yes _____ No _____ (Explain.)

2. What is the race or ethnic background of the owner/controlling party? [Get as much detail as possible.]

White

Native American

African American (Black)

Asian American

Hispanic American

Other _____

3. What is the gender of the owner/controlling party?

Male _____ Female _____ Joint male and female (50/50) _____

4. In what year was your business established or purchased from the most recent owner?

5. Is your company sole proprietor, partnership or corporation?

Sole proprietor

Partnership

Corporation

Non-profit organization

Other (Specify) _____

5a. Does the company or do the owners maintain any special licensing?

Yes _____ No _____ If so, specify.

6. Excluding owners, how many full-time and how many part-time employees does this firm have?

_____ Full-time _____ Part-time/cyclical

7. Excluding yourself, (if owner), on average, how many minority employees does your company have on the payroll, including full-time and part-time staff?

_____ Full-time _____ Part-time/cyclical

Provide minority employees by work classification

Clerical/administrative _____ Professional _____ Managerial _____

Technical _____ Laborer _____

8. Excluding yourself, (if owner), on average, how many male and female employees does your company keep on the payroll, including full-time and part-time staff?

Male

_____ Full-time _____ Part-time/cyclical

Female

_____ Full-time _____ Part-time/cyclical

Provide male/female employees by work classification

Male

Clerical/administrative _____ Professional _____ Managerial _____

Technical _____ Laborer _____

Female

Clerical/administrative _____ Professional _____ Managerial _____

Technical _____ Laborer _____

9. What was your company's approximate gross revenue for calendar year 2006? \$ _____

If respondent does not provide an answer, then read following ranges for respondent to select one.

- | | | |
|--------------------------|------------------------------|-------------------------------|
| θ Less than \$25,000 | θ \$300,001 to \$500,000 | θ \$3,000,001 to \$5,000,000 |
| θ \$25,001 to \$50,000 | θ \$500,001 to \$1,000,000 | θ \$5,000,001 to \$10,000,000 |
| θ \$50,001 to \$100,000 | θ \$1,000,001 to \$3,000,000 | θ over \$10,000,000 |
| θ \$100,001 to \$300,000 | | θ No Response |

10. What percentage of these gross revenues were earned from the private sector and the public (government) sector? (Must total 100%)

_____% Private sector

_____% Public (government) sector

_____ Don't Know

11. What is the highest level of education completed by the owner of your company?

- Some high school
- High school graduate
- Some college
- College graduate
- Post graduate degree
- Trade or technical education
- No Response

12. How many years of direct experience does the primary owner of your firm have in the firm's line of business?

_____ Years No Response

READ: This study is to capture information from fiscal years 1999 through 2006. The next set of questions I will ask refer to those time frames and concern your company's attempts to do business with ODOT.

CONDUCTING BUSINESS WITH ODOT AS A PRIME CONTRACTOR OR VENDOR

13. Have you ever bid on an ODOT project or provided a quote to ODOT for goods, services, equipment?

Yes ___ No ___ (skip to 15)

13a. If prime has bid on a project: How many times have you bid as a prime?

1-10 ___ 11-25 ___ 26-50 ___ 51-100 ___ Over 100 ___

13b. If prime has provided quotes: How many times have you provided quotes?

1-10 ___ 11-25 ___ 26-50 ___ 51-100 ___ Over 100 ___

14. What percentage of the time that you have bid on projects or provided quotes to ODOT have you been awarded a contract or a purchase order by ODOT?

14a. _____% (Should be between 0 and 100%) - Bids

14b. _____% (Should be between 0 and 100%) – Quotes

15. Are there any factors (such as prequalification, insurance bonding requirements, size of project) that have interfered with your ability to bid or provide a quote on ODOT procurements?

Yes ___ No ___

If yes, please provide as much detail as possible.

16. Does ODOT have any practices or procedures that have prevented you from bidding or receiving any contracts or purchase orders? Yes ___ No ___

[Get details.]

17. Has ODOT made any attempts to encourage you to bid on their procurements? Yes ___ No ___ **CODE** _____
- If 'yes': describe their outreach efforts.
- If 'no': please indicate any outreach efforts you would like to see implemented.
18. Has ODOT been helpful when you have questions or need information about the procurement process? Yes _____ No _____ Not Applicable _____
[Get details.]
- 18a. If yes, has the information provided by ODOT been timely and accurate?
Yes _____ No _____ [Get details.]
19. Generally, are ODOT personnel courteous and responsive when you interact with them? (Probe for examples depending upon response.)
20. Has your company ever been treated unfairly in the selection (bidding) process? Yes ___ No _____
[If yes, get examples!]
- 20a. Do you think ODOT favors some companies over others? Yes ___ No _____
[If yes, find out why!]
21. Generally, how fair do you think ODOT selection (bidding) process is?
22. To the best of your knowledge, have you ever been the low bidder on ODOT project and not been awarded the contract or purchase order? Yes _____ No _____
[If yes, get details.]

23. What factors would you say most frequently prevent you from winning ODOT contracts or purchase orders?

[Get details.]

24. Have you ever appealed a contract or purchase order award with ODOT? Yes ____ No ____

[If yes, get details.]

25. Do you think your company will be retaliated against if you lodge a complaint with ODOT?

Yes ____ No ____

25a. If so, why?

26. What can ODOT do to improve the procurement and selection process?

READ: The next questions are designed for firms that have served as a subcontractor to a prime contractor.

27. Have you ever served as a subcontractor on any ODOT projects? Yes ____ No ____

(If respondent answers NO, ask Question 27a and then skip to Question 29.)

- 27a. Are there any factors (such as bonding, insurance, subcontractor registration, lack of information or financing) that prevent your firm from serving as a subcontractor on ODOT projects? Yes ____ No ____

[Get details.]

CONDUCTING BUSINESS WITH ODOT AS A SUBCONTRACTOR

28. How many times have you served as a subcontractor on an ODOT project?

1-10 ____ 11-25 ____ 26-50 ____ 51-100 ____ Over 100 ____

29. Have you ever been informed that you were low bidder, awarded a contract, and then found out that another subcontractor or the prime was performing the work? Yes ____ No ____

29a. If yes, explain.

29b. What action did you take?

30. Do prime contractors show any favoritism toward particular subcontractors when it comes to procuring services and products for an ODOT project? Yes ____ No ____

30a. If yes, explain.

The next set of questions are designed for firms that are minority or woman-owned. If the respondent is not an M/WBE, skip to Question 41.

MINORITY AND WOMAN-OWNED BUSINESSES
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31. Are you certified as a small, minority-, woman-, disadvantaged- owned business?

If yes, with whom? (want to know if they have numerous cert., also federal cert. other than local?)

32. Do you think certification has an effect on the ability of your company to compete with other businesses? Why or why not?

33. Are you aware of any practices that prime contractors use to get around having to use small, minority, woman-owned or disadvantaged businesses? Describe.
34. Do you notice any difference in the willingness of primes to use small, minority, woman-owned or disadvantaged businesses? Describe.
35. Do you notice any differences in the willingness of primes to use small, minority, or woman-owned businesses in the public and private sector? If so, explain the differences.
36. Do you think primes would use small, minority, woman-owned or disadvantaged businesses if there were no DBE or M/WBE goals?
- Why or why not?
37. What are the biggest obstacles faced by small, minority, or woman-owned businesses? Elaborate.

38. Have you experienced discriminatory behavior from ODOT in the past five years?

Yes No skip to 39 DK skip to 39

38a. If yes, how was the discrimination expressed to you: (READ LIST)

- ¹Verbal comment
- ³Written statement
- ⁵Action taken against company

38b. Do you feel that the discrimination was due to: (READ LIST)

- ¹Owner's race or ethnicity
- ²Owner's sex
- ³Time in business

38c. When did discrimination occur: (READ LIST)

- ¹During bidding process
- ²After contract awarded
- ⁹No answer

38d. What action did you take?

- ¹Filed a complaint
- ²No action taken

If complaint filed, find out where

39. Have you experienced discriminatory behavior from other public organizations in the past five years?
Elaborate.

40. Have you experienced discriminatory behavior from the private sector in the past five years?

Yes No skip to 41 DK skip to 41

40a. If yes, how was the discrimination expressed to you: (READ LIST)

- ¹Verbal comment
- ³Written statement
- ⁵Action taken against company

40b. Do you feel that the discrimination was due to: (READ LIST)

- ¹Owner's race or ethnicity
- ²Owner's sex
- ³Time in business

40c. When did discrimination occur: (READ LIST)

- ¹During bidding process
- ²After contract awarded
- ⁹No answer/DK

40d. What action did you take?

- ¹Filed a complaint
- ²No action taken

If complaint filed, find out where

46. Do you think small, minority, woman-owned or disadvantaged businesses face challenges not faced by white male-owned businesses? If so, what.

The final two questions are designed for each business owner.

FINAL QUESTIONS – ALL FIRMS

47. Do you feel there is an informal network that gives an advantage to select businesses?

Yes No

If yes, how does it operate in ODOT?

48. Is there anything that we have not covered that you feel will be helpful to this study?

Yes No

If yes, ask what?

A F F I D A V I T

_____ **HEREBY ACKNOWLEDGE**
THAT THE TESTIMONY I GAVE IS TRUE AND AN ACCURATE REFLECTION OF
MY PAST EXPERIENCES IN PROCUREMENT AND BUSINESS OPPORTUNITIES
WITH THE STATE OF OREGON.

ADDITIONALLY, THIS TESTIMONY WAS GIVEN FREELY AND I HAVE NOT
BEEN COERCED OR RECEIVED ANY REMUNERATION FOR MY COMMENTS.

SIGNATURE

DATE

SIGNATURE OF INTERVIEWER AS WITNESS

DATE