



### SUPPORTIVE SERVICES FIELD FORM

FIRM NAME:

PRIMARY CONTACT:

PHYSICAL ADDRESS:

CITY:  STATE:  ZIP CODE:

PHONE:  FAX:  EMAIL:

TYPE OF BUSINESS (Certifications): DBE  MBE  WBE

TYPES OF WORK PERFORMED:

# OF FULL-TIME EMPLOYEES:  # OF PART-TIME EMPLOYEES:

REFERRED BY:  TITLE:  EMAIL:

PHONE:  REASON FOR REFERRAL:

#### PROGRAM ASSISTANCE NEEDS:

Please check the types of assistance you believe the firm needs to receive from the list below:

- |   |  |
|---|--|
| <input type="checkbox"/> Record Keeping                 | <input type="checkbox"/> Contract Compliance               |
| <input type="checkbox"/> Financial Management           | <input type="checkbox"/> How to Read Specs, Plans & RFPs   |
| <input type="checkbox"/> Access to Capital/Funding      | <input type="checkbox"/> Project Scheduling                |
| <input type="checkbox"/> Equipment Needs                | <input type="checkbox"/> Marketing & Public Relations      |
| <input type="checkbox"/> Bonding, Financing & Insurance | <input type="checkbox"/> Human Resources                   |
| <input type="checkbox"/> Strategic Planning             | <input type="checkbox"/> Operational Management            |
| <input type="checkbox"/> Management Training            | <input type="checkbox"/> Legal                             |
| <input type="checkbox"/> Workforce Needs                | <input type="checkbox"/> Business Plan Development         |
| <input type="checkbox"/> DBE Certification              | <input type="checkbox"/> Employment Law/Labor Requirements |
| <input type="checkbox"/> Proposal Development           | <input type="checkbox"/> CUF Review                        |
| <input type="checkbox"/> Bidding & Estimating           | <input type="checkbox"/> Other: _____                      |

### *Recruit, Train, Retain and Grow*

Mailing Address:

NC DEPARTMENT OF TRANSPORTATION  
OFFICE OF CIVIL RIGHTS  
BUSINESS OPPORTUNITY WORKFORCE DEVELOPMENT  
1511 MAIL SERVICE CENTER  
RALEIGH, NORTH CAROLINA 27699-1511

Christy Thaxton  
Business Opportunity and Workforce Development  
Office of Civil Rights (OCR)

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