



IMO CONSULTING
GROUP

Training Seminars and One-On-One Technical Assistance for DBE Firms

Program by IMO Consulting Group, Inc.

-Seminar Topics-

- Bidding and Estimating
- Reading Plans and Specs
- Submitting a Bid Using the SWIFT Portal
- Basic Construction Accounting
- Construction Accounting Practices
- Construction Law
- Business Operations and Practices
- Prime-Sub Relations
- Submitting a Winning Bid to a Prime

ABOUT THE PROGRAM:

The purpose of this program is to offer focus seminars and to provide one-on-one technical assistance by business experts to certified DBE firms. Curriculum is delivered using small group 2-3 hour focus seminar followed by one-on-one support; delivering hands-on problem solving related to business marketing, job costing, bidding & estimating and bonding assistance in the areas of:

- Business Practices
- Business Operations
- Finance
- Bidding & Estimating
- Prequalification
- Construction Law
- Construction Management

Depending on interest, skill level and availability focus seminars will be provided Tuesdays, Wednesdays and Thursdays during the following weeks:

October 23 rd	November 27 th
October 30 th	December 4 th
November 6 th	December 11 th
November 13 th	December 18 th

To participate in these focus seminars please complete the attached interest form. Please indicate all critical path topics that interest you. The focus seminars will be scheduled based on interest. Return via email to:

IMO Consulting Group
Kathy Vrieze & Shannel Baker
kvrieze@IMOconsultinggroup.com
Sbaker@IMOconsultinggroup.com
Office: 952-446-7898



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Please check all focus seminars you would like to attend:

- | | |
|---|--|
| <input type="checkbox"/> Business Practices | <input type="checkbox"/> Prequalification |
| <input type="checkbox"/> Business Operations | <input type="checkbox"/> Construction Law |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Construction Management |
| <input type="checkbox"/> Bidding & Estimating | |

Company Information:

Your Name: _____

Company Name: _____

of Employees: _____

Brief Description of Your Company: _____

MnDOT Project Experience: _____

Phone: _____

Email: _____

Please email completed form to: kvrieze@IMOconsultinggroup.com and sbaker@IMOconsultinggroup.com