

South Dakota Disadvantaged Business Enterprise

# Newsletter

April 2025



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# Sustainability Practices for Small Businesses

by Project Solutions Inc. Team

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In today's rapidly evolving business landscape, sustainability has become more than just a buzzword—it's a crucial component of long-term success. As awareness of global climate change grows, new regulations are being implemented that may require your business to adopt new policies to meet the government's standards, but even if your business is not affected by changing governmental guidelines, sustainability is becoming increasingly important for businesses and their customers and just meeting compliance may not be enough. In this article we'll discuss 4 reasons why you should care about sustainability and 5 steps you can take to begin implementing sustainability practices in your small business.



## Why You Should Care About Sustainability in Your Business

- 1. Compliance:** With new rules and regulations emerging as we begin to better understand the impacts of human activities on the climate, the most immediate reason to care about sustainability may be compliance. Before you begin developing sustainability plans, it's important to understand the regulations that are relevant to your business so that you can meet non-financial reporting standards. The Environmental Protection Agency's (EPA) website can be a good place to start when researching regulations, but there may be others you should review depending on the nature of your company. While you're there, the EPA also provides sustainability guides that are worth reviewing for those who want to do more than meet compliance.
- 2. Profitability:** Of course, improving the environment has long term benefits on yourself, your business, the people around it, and the generations that will follow in your footsteps, but it can also have immediate and specific benefits for your company. First and foremost, many sustainability practices reduce costs and improve profitability. Reducing plastic use reduces the amount you need to buy, which reduces costs. Lowering energy waste by investing in sustainable energy systems also reduces utility bills. Reducing the distance between manufacturers and customers also reduces the cost of transport. While some sustainability practices do increase costs, in many cases practices that protect the environment also protect your bottom line. Implementing sustainability practices can also qualify your business for government funding and tax breaks.
- 3. Marketability:** Implementing sustainability practices attracts new customers, especially when those practices are celebrated publicly. For many people, especially young people, choosing which companies to support is about their impact as much as their products. Having a positive impact on the environment makes customers who care about the planet more likely to seek you out over competitors who don't take the same steps.
- 4. Health:** Some sustainability practices improve your employees' wellbeing as well as that of the world around them. Steps that improve air quality, reduce the use of harmful chemicals, lower travel time, and otherwise improve the environment of your workspace can improve the mental and physical health of the people who work there, and people who are happy and healthy produce more and higher quality work.



## Steps You Can Take to Implement Sustainability Practices in Your Business

- 1. Learn:** Before you start developing a plan, it's important to learn about your impact. Review the relevant regulations to know what the baseline of compliance is for your company and assess how your business's activities impact the environment. At the same time, learn about the ways in which human activities impact the environment where your company can make an impact through sustainability initiatives.
- 2. Plan:** Once you understand what your company is required to do, what impacts your operations are having, and where you can improve, develop a plan to implement changes that matter to you like reducing waste or lowering carbon emissions. When creating your plan, it's important to ensure that your goals are realistic and attainable. If your business involves significant shipping, completely reworking your supply chain probably might not be an option you have the resources for, but changing the way you package your products to reduce waste and lower the number of single use plastic items can be. If your employees work in a shared office space, converting to a more energy-efficient building would take a lot of time and money and cause interruptions in work, but adding plant life into the office to improve air quality and using cleaning supplies that are eco-friendly and non-toxic can improve the health of your employees with minimal interruption or cost. Setting unrealistic goals and failing to reach them can be demotivating, but successfully reaching a series of smaller goals can snowball into broader, more impactful changes over time. Similarly, it's important to ensure that your goals are specific and measurable. Setting out to "reduce waste" at your company is vague and hard to define, but performing a waste audit to determine the quantity of waste generated by your workplace and setting a specific goal, like moving documents to electronic distribution with the goal of reducing paper waste by a set percentage, can be measured, which allows your business to celebrate a win when that goal is achieved, or gives motivation to look at the causes when the goal is not met.
- 3. Engage:** Implementing sustainability practices in your company is a team effort, so everyone needs to be involved. Educate your employees, suppliers, and customers on your new policies, including your goals, their importance, and the steps they can take to help your businesses succeed. Internally, create initiatives that encourage staff involvement and include rewards like extra time off, bonuses, or verbal praise. Create an environment where people can be active, make suggestions, and improve together, and those individual wins will combine to improve the overall effectiveness of your plan even as it improves the morale of everyone involved. Similarly, by expanding that philosophy to the community that surrounds your business, you can draw in new customers who hear about the steps your company is taking to improve the world.



4. **Assess:** Building your sustainability plan should not be a one-and-done event. Regular evaluations are important to measure whether goals are being met, if they are having the intended impact, and what can be changed or improved going forward. If your goals are specific and measurable, set up a timeline to perform progress assessments and make changes as needed. It is important to be transparent about these assessments. Communicating your achievements to the community enhances your reputation. However, even if performance does not meet expectations, maintaining transparency fosters trust and support. It allows internal improvements to continue, encourages stakeholders to engage, and for many external customers and community members, it is the act of trying that is important. Making an effort might be more than your competitors are doing, and even less-than-expected improvements are still improvements to be applauded.
5. **Repeat:** Whether your goals are being met or your efforts are failing to meet your expectations, it's important to follow up on assessments by initiating changes. Reassess your situation, study your previous successes and disappointments, and begin implementing the next steps in a new plan. Sustainability isn't a one-time event. It's a process of continuous improvement that can only make things better for everyone.



## Upcoming Training & Events

**April 24** **Building Financial Resiliency**  
Webinar  
Thursday, April 24, 2025  
12:00 P.M. CT | Free  
[Learn More>](#)

**April 24** **DOT Policies & Procedures in Construction: Your Blueprint for Compliance**  
Webinar  
Thursday, April 24, 2025  
2:00 P.M. CT | Free  
[Learn More>](#)

**May 6** **AI Learning Lab: 5 Things You Can and Should Be Doing With AI, Right Now**  
Webinar  
Tuesday, May 6, 2025  
1:00 P.M. CT | \$45  
[Learn More>](#)

**May 7** **Small Business Resource Fair**  
Startup Sioux Falls  
100 E 6th Street  
Sioux Falls, SD 57104  
Wednesday, May 7, 2025  
8:00 A.M. CT | Free  
[Learn More>](#)

**May 14** **Unlock Growth Potential by Transforming Your AP Processes**  
Webinar  
Wednesday, May 14, 2025  
1:00 P.M. CT | Free  
[Learn More>](#)

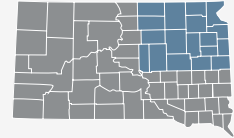
# Upcoming Bid Lettings

For Bid Letting on 05/07/2025

1. BRO-B 8049(24) (PCN 08N1); Miner SWPPP = 0.70 AC; Structure (2-8'x8' CIP RCBC) & Approach Grading; Structure 5 S & 4.6 E of Carthage on 227th St over a Ck SN 49-116-070
2. PT 0025(98)26, ER 0044(253)368, ER 019A(34)28, PT 0044(223)397 (PCN 0828, 0A2Y, 0A37, 0829); Hutchinson, Turner SWPPP = 2.50 AC; Scour Protection, Berm Repair, Bank & Channel Protection; SD25 - Str 0.7 S of US18 Jct; SD44 - Str 9 W of US81 Jct; Str 1.4 E of SD19 Jct over Vermillion River; SD44 - Str. 8.5 E of Parkston; SD19A - Str. 1.3 mi W of Centerville
3. NH-PS 0073(83)92 (PCN 08RU); Haakon; Crossing Surface, Asphalt Concrete Surfacing, Traffic Control; SD73 - in Phillip, RCPE Railroad, DOT #190010C
4. IM-NH 0041(185) (PCN 09NW); Lawrence, Pennington; Joint & Spall Repair; Various Locations in the Rapid City Area
5. IM-NH-P 0023(71) (PCN 09L8); Bon Homme, Clay, Hutchinson, Lincoln, Union, Yankton; Asphalt Surface Treatment; Various Locations in the Yankton Area
6. PH 0010(144) (PCN 06AN); Brookings, Moody; Durable Pavement Marking; Various locations on the State System in the Aberdeen Region
7. PH 0020(185) (PCN 06AP); Lincoln, Minnehaha, Moody; Durable Pavement Marking; I-29 from just north of SD 46 to just North of SD 18 and I-29 from just north of I-90 to just north of SD34
8. PH 0030(38) (PCN 06AR); Hughes, Stanley; Durable Pavement Marking; Various locations on the State System in the Pierre Area

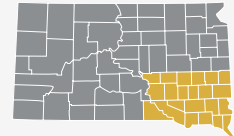


## Regional Lettings



### Aberdeen Region

None.



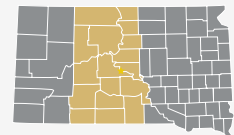
### Mitchell Region

#### 04/24/25

1. 029N-291, 029S-291, 046-291 & 081-292 | I7RG, I7RH, I7RJ & I7RK | I29, SD46 & US81 in the Yankton Area - Union, Lincoln & Hutchinson Counties | CRC & NRC Pavement Repair & Sealing Random Cracks (Yan Area)

#### 04/29/25

1. 018-251, 044-251, 045-251, 050-251, 1804-251, 034-253 W&E Segments, 050-253, 224-253 & 281-253 | I7W1-I7WA | Brule, Buffalo, Charles Mix, Douglas, Hutchinson, Jerauld, Miner & Sanborn Counties | Spot Asphalt Concrete Resurfacing (Mit Area)



### Pierre Region

None.



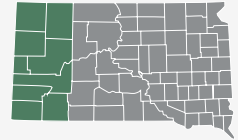
# Primes Seeking DBEs



**GBK JOINT VENTURE** will be bidding the **Sherman J Marshall Justice Center** project in Rosebud, SD, as prime contractor. Bids are also being requested from TECRO certified firms for all relevant scopes of work. All firms submitting bids are requested to do so by **11:00 am Mountain Time on Tuesday April 22nd, 2025**. Bids will be received in accordance with the Construction Documents, as prepared by TSP Inc, dated November 21, 2024. Bids will be accepted electronically; email bids to [bids@deankurtzconstruction.com](mailto:bids@deankurtzconstruction.com), or fax to (605) 343-5932.

Plans and Specifications will be made available through Dean Kurtz Construction's website. Plans and Specifications can be found at this address <https://www.deankurtzplans.com#files/share/FF0928DE17>. Printing of documents will be the responsibility of the bidder obtaining the documents. Bidders are to be aware that TECRO Certified Firms will be given preference per TECRO Ordinance. TECRO requirements also apply to this project. Please contact GBK Joint Venture (605) 343-6665 if you have any questions.

## Regional Lettings



### Rapid City Region

04/04/25

1. 034-451 | i7en | Hwy 34 east of Sturgis | Pipe Replacement on Hwy 34 east of Sturgis
2. 044-452 & 090W-452 | i7ut & i7uu | Hwy 44 and I-90W | Pipe Work on Hwy 44 and I-90W

*[For listings please visit the SDDOT website's Regional Lettings here](#)*



# Managing Cash Flow Like a Pro

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Effective cash flow management is the lifeblood of any business, and as a small business owner it is the most important thing you can do to ensure the success of your company. Even profitable businesses will find themselves unable to keep their doors open if poor cash flow management leaves them unable to pay their employees, manage their debts, or maintain supply lines. In this article, we'll look at a few simple, practical tips to improve the way you manage your business's cash flow and set yourself up for success.



## 1. Develop a Cash Flow Forecast

Before you can develop a plan of action, you need to understand your current situation. A cash flow forecast is an invaluable tool for developing that understanding that allows you to predict the amount of money that will come into and go out of your business in a given period, whether it be the next week, month, or year. There are a variety of tools available to help develop cash flow forecasts, but even a simple spreadsheet can be a free, effective, and customizable method for monitoring useful information. Regardless of the shape it takes, your forecast should include information about the history of your business's cash flow, its current situation, and anticipated upcoming changes. The more data you can incorporate, the more accurate your forecast will be, and by developing a picture of the overall trajectory of your company, you can better prepare for its future. A solid forecast will help you make informed decisions for your company in the present, like preparing now for a loan payment that will be due at the end of the quarter or monitoring hiring patterns to ensure that your staff is able to perform the volume of work that will be required without wasting money on unnecessary employees. As your business continues to operate, remember to compare your forecasts against your actual results so that you can update your methodology as needed and grow more accurate in your predictions over time.

## 2. Understand Your Tax Obligations

Once you have a clear understanding of your cash flow and your business, you can learn what tax obligations your company can expect. If you don't know what those obligations might be, knowing how much money you can afford to spend is difficult. The exact nature of your tax obligations will change depending on your business and the industry in which it operates, but setting up a procedure for monitoring them will help your business avoid being surprised by unexpected costs.

## 3. Spend Wisely

When profits grow, it can be tempting to increase spending in kind, but spending money doesn't always make money, and it's important to make sure that the money you spend is benefiting your business, even when it feels like you have cash to spare. Think of spending as investing and ask yourself whether whatever you're considering



will boost the revenue of your company before you make a decision. Is that potential new hire going to increase efficiency? Do you have enough staff to warrant a larger office? Even in times of plenty, it's important to show restraint, and maintaining more restrained spending habits now can save your company later.



#### **4. Maintain a Cash Reserve**

No matter how effectively you forecast your cash flow, there will be times where unexpected costs threaten to disrupt your business. It's a good idea to maintain a liquidity reserve that will allow your business to maintain operations for at least a few months regardless of income, but that might not be an immediately attainable safety net. What is important is setting a goal you can work towards as a starting point. Use high revenue periods to bolster your assets instead of immediately expanding them and create a plan to build a reserve that fits your business.

#### **5. Develop Consistent Invoicing Practices**

Neglecting to send prompt invoices for the products or services your company provide can quickly lead to significant disruptions in cash flow. After all, if you don't send an invoice, your customers can't pay you. Develop procedures for invoicing that fit your business and industry. You might provide bi-weekly invoices for services provided, single large invoices at the delivery of goods, or milestone invoices throughout the lifespan of a project for example. Whatever you decide, ensure that these guidelines are always followed across your company and its customers. This can be a good area to introduce automation through accounting or invoicing software to reduce the risk of human error causing delayed or missed payments.

Establishing consistent patterns can go a long way towards receiving consistent payments, but invoicing procedures can be improved through clear communication and payment incentives. Explain your invoicing schedule to your customers at the start of your relationship. This will allow them to implement the payments they will need to make to you into their own cash flow and reduce the chances of invoices catching them unprepared and unable to pay. Additionally, creating incentives for quick payments improves the likelihood of regular responses. Offering discounts to customers who pay immediately or adding interest to the payments of those who don't can encourage customers to respond to your invoices as quickly as possible, which improves the consistency of your cash flow. For customers who don't pay on time, send reminders regularly – but not so regularly that they feel they are being harassed.





## 6. Work With Finance Professionals

Cash flows can be difficult to track for small businesses, and as your business grows your cash flow will probably become more complicated. Many business owners are not finance experts, and that's okay. Employing a finance team ensures that the people tracking that data are experts and is something you should consider if it is within your company's current budget. If maintaining an employee for finance is outside of your means right now, consider working with an outside accountant or bookkeeper who can help you perform tasks like budgeting and forecasting and can provide you with a broader awareness of your company's cash flow with less cost than a new hire.

## Welcome New DBEs!

### Newly Certified Firms:

#### MKB Services, LLC

Construction management, Construction Management - Industrial Buildings (except Warehouses), Construction Management - Commercial and Institutional Buildings, Construction Management - Single family buildings, Construction Management - Multifamily buildings, Landscape Architectural Services

**Contact:** [mkb@mkbervicescompany.com](mailto:mkb@mkbervicescompany.com)  
(605)691-4977

[www.mkbervicescompany.com](http://www.mkbervicescompany.com)

306 4th St. Suite #114, Brookings, SD 57006

#### Provision Cleaning LLC

Janitorial Services, Carpet Cleaning Services, Remediation and Cleanup of Contaminated Buildings (water damage), Toxic Material Abatement and Removal, Driveway Cleaning Services

**Contact:** [info@provisioncleaningsd.com](mailto:info@provisioncleaningsd.com)  
(605)308-0438

<https://provisioncleaningsd.com/>

331 Lincoln Ave., Centerville, SD 57014

## Did you know?

The South Dakota Department of Transportation (SDDOT) has partnered with **Project Solutions, Inc.**, a trusted Supportive Services Consultant, to provide **free, one-on-one assistance** to DBEs. Whether you're applying for DBE certification or looking to strengthen your business operations, these services are designed with your success in mind.

Here's what's available at no cost to you:

- Personalized business reviews tailored to your firm's goals
- Expert business management consulting
- Guidance on creating professional capability statements
- Live and recorded trainings on key business topics
- Informative business training webinars

To schedule a consultation or learn more, reach out to Project Solutions, Inc. at [dbes@projectsolutionsinc.com](mailto:dbes@projectsolutionsinc.com).

# Invitation to Bid

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## Invitation to Bid #1

### The Office of the State Engineer on behalf of the Board of Technical Education

Electronic bids will be accepted by the State Engineer on behalf of the Board of Technical Education at [https://www.sd.gov/cs?id=sc\\_cat\\_item&sys\\_id=052b890f87dc2610a086bae9cebb3538](https://www.sd.gov/cs?id=sc_cat_item&sys_id=052b890f87dc2610a086bae9cebb3538) until **April 22, 2025 at 3:30 PM CT** for the **New Powerline Underground Lab, Mitchell Technical College, Mitchell, South Dakota**, OSE# TCM25-- 01X.

There will be an on-site pre-bid meeting on **April 8, 2025 at 9:30 AM CT**. All bidders can meet at Mitchell Technical College in the Campus Center, Conference Room 146, Mitchell, South Dakota. This pre-bid meeting is optional but is the bidders only opportunity to review the site. Campus contact is Scott Fossum, 605-995-7178, [scott.fossum@mitchelltech.edu](mailto:scott.fossum@mitchelltech.edu). OSE contact is Todd Baack, 605-280-4360, [Todd.Baack@state.sd.us](mailto:Todd.Baack@state.sd.us).

Copies of the Plans and Specifications may be obtained by bidders at the office of Ciavarella Design, Inc., 1600 N Main Street, Mitchell, SD 57301. A/E Contact: Kevin Genzlinger, Principal Architect, 605-996-3735, [kevin@ciavarelladesign.com](mailto:kevin@ciavarelladesign.com). Anyone requesting, reviewing, or copying Plans and Specifications for this project agrees that they are doing so for the sole purpose of submitting a bid on the project. Bidder further agrees the Plans and Specifications are the sole property of the State.

Each bid in excess of \$100,000.00 must either pre-mail a certified check, cashier's check, or draft in the amount of 5% of the base bid and all add alternates and drawn on a State or National Bank to the Office of the State Engineer, Joe Foss Building, 523 East Capitol Ave, Pierre, SD 57501-3182, or upload a copy of their 10% bid bond to their electronic bid issued by a surety authorized to do business in the State of South Dakota and made payable to the Board of Technical Education of the State of South Dakota. The Board of Technical Education reserves the right to reject any or all bids and to waive any irregularities therein. All active bids can be found here: <https://boa.sd.gov/state-engineer/adv-advertisements.aspx>

## Office of the State Engineer

Published twice at the total approximate cost of\_\_\_\_\_.

## Invitation to Bid #2

### The Office of the State Engineer on behalf of the South Dakota Board of Regents

Electronic bids will be accepted by the State Engineer on behalf of the South Dakota Board of Regents at [https://www.sd.gov/cs?id=sc\\_cat\\_item&sys\\_id=859f3e2a8790e210a086bae9cebb35a0](https://www.sd.gov/cs?id=sc_cat_item&sys_id=859f3e2a8790e210a086bae9cebb35a0) until **April 24, 2025 at 2:00 PM CT** for the **Steele Hall, Roof Replacement, Northern State University, Aberdeen, South Dakota**, OSE# R0125--04X.

There will be an on-site pre-bid meeting on **April 8, 2025 at 1:00 PM CT**. All bidders can meet at NSU Physical Plant conference room. This pre-bid meeting is optional but is the bidders only opportunity to review the site. Campus contact is Doug Leidholt, 605-228-5237, [douglas.leidholt@northern.edu](mailto:douglas.leidholt@northern.edu). OSE contact is Sean Campbell, 605-295-4165, [sean.campbell@state.sd.us](mailto:sean.campbell@state.sd.us).

Copies of the Plans and Specifications may be obtained by bidders at the office of Collaborative Operandi Architecture, LLC, 1108 S Main Street, Suite 102, Aberdeen, SD 57401. A/E Contact: Spencer Sommers, 605-262- 0243, [spencer@co-oparch.com](mailto:spencer@co-oparch.com). Anyone requesting, reviewing, or copying Plans and Specifications for this



project agrees that they are doing so for the sole purpose of submitting a bid on the project. Bidder further agrees the Plans and Specifications are the sole property of the State.

Each bid in excess of \$100,000.00 must either pre-mail a certified check, cashier's check, or draft in the amount of 5% of the base bid and all add alternates and drawn on a State or National Bank to the Office of the State Engineer, Joe Foss Building, 523 East Capitol Ave, Pierre, SD 57501-3182, or upload a copy of their 10% bid bond to their electronic bid issued by a surety authorized to do business in the State of South Dakota and made payable to the Board of Regents of the State of South Dakota. The BOR reserves the right to reject any or all bids and to waive any irregularities therein. All active bids can be found here: <https://boa.sd.gov/state-engineer/adv-advertisements.aspx>

### **Office of the State Engineer**

Published twice at the total approximate cost of\_\_\_\_\_.

### **Invitation to Bid #3**

#### **Cornerstone Medical Respite Center**

Sealed bids will be received at the Cornerstone Administration Office located at 401 11th Street, Rapid City, SD 57701 for the above referenced project until **2:00 pm MST on Thursday, April 24**. Bids will be publicly opened in the Cornerstone Administration Building at 2:00 pm MST on the same day.

Work of this Project includes structural, mechanical, and electrical work. The scope of the Project consists of primarily interior renovation of one third of an existing building and exterior improvements including the addition of an interior and exterior vestibule, and parking lot sealing and striping, and perimeter fencing. The work includes but is not limited to: parking lot work, fencing, metal stud framed gypsum board partitions, ADA updates, interior finishes, wood doors, door hardware, painting, security/door access system, electrical and mechanical work and other items per the project drawings and specifications.

Contract Documents may be obtained on or following April 1, 2025 by electronic copy only and are available at no cost by contacting [lallison@cornerstonemission.org](mailto:lallison@cornerstonemission.org) and providing a valid email address from which a link will be provided for downloading the Construction plans.

Plans and specifications may also be examined at 4080 Tower Road, Rapid City, SD.

A Pre-Bid Meeting will be held **Tuesday, April 8th at 1:30 PM MST** at 4080 Tower Road so contractors and subcontractors can tour the facility.

By virtue of statutory authority, preference will be given to materials, products and supplies found or produced within the State of South Dakota.

Cornerstone Rescue Mission reserves the right to reject any or all bids and to waive any irregularities therein. They also reserve the right to award the contract to the lowest responsible bidder as they so determine.

Lysa Allison, Executive Director, Cornerstone Rescue Mission, Inc.