



# CAPABILITY STATEMENT

**Business Diversity Works, LLC** is pleased to offer our expertise in public involvement services, with a commitment to excellence and adherence to INDOT's policies and procedures, we provide comprehensive support to ensure effective public engagement throughout project development.

## CORE COMPETENCIES

### Public Meeting Coordination:

Schedule and advertise various meetings; Act as representative at public meetings and hearings; Document all activities in line with policies.

### Public Outreach:

Develop tailored public involvement plans with project teams; Implement activities supporting plans, including branded materials; Coordinate public notices in local media and distribute project documents on-line.

### Event Facilitation and Documentation:

Organize statewide public hearings and information meetings; Generate transcripts and summaries of meetings; Manage the creation, coordination, and upkeep of project website content.

### Stakeholder Engagement:

Maintain contact databases; Notify property owners, stakeholders, and officials; Manage mailings and electronic notifications for ongoing engagement.

### Collaboration and Documentation:

Collaborate with project teams and agencies during environmental analysis; Support consultant teams in public involvement; Document all activities for inclusion in environmental documents.

**Business Diversity Works, LLC** is dedicated to delivering high-quality public involvement services that align with goals and objectives.

Our experienced team stands ready to support Tasks with professionalism, attention to detail, and a commitment to stakeholder engagement. We look forward to the opportunity to contribute to the success of your project.

## COMPANY INFO

**PATRICIA ALLEN, CEO & FOUNDER**

**317-490-7604**

**trish@businessdiversityworks.com**



## DIFFERENTIATORS

- Grounded in Established Project Coordination Services
- Evidenced Management Enhancement
- Cultivated through Instructional Learning Practices
- Fosters Critical Thinking Methodologies
- Active Learning Leading to Practical Application
- Augmented Decision-Making Acumen

## PAST PERFORMANCES

- Public Involvement Coordinator for BDW Apprenticeship w/City of FW & Community
- Ft. Wayne Black Chamber of Commerce - Business Symposium - XBE Certification Facilitator for Small Businesses & Public Coordination for Certification Outreach
- GE Six-Sigma Training - Project Manager for US Training Events

**businessdiversityworks2.com**

## COMPANY DATA

**DBE, MBE & WBE CERTIFIED**

**CAGE: 9FAN9 | DUNS: 130862433**

**NAICS: 541990, 611420, 611430, 611699, 611710**