

001227
4/23/01

Local MBE/SBE Procurement Program

Arline Hampton
MBE Coordinator
Administrative Services Dept.
(352) 334-5027

History & Objectives

- Resolution Adopted July 28, 1997
- Program Implementation March 2, 1998
- Identify & Qualify Local MBEs/SBEs
- Increase Local Procurement Participation
- Encourage Maximum Participation
- Discourage & Prevent Barriers
- Continually Identify Opportunities

Identifying & Qualifying MBEs/SBEs

Mass Mailing

- July, 2000 - 2,784 Local Businesses

Mailing Includes

- Program Informational Benefits Flyer
- Program Brochure
- Vendor Application

Identifying & Qualifying MBEs/SBEs

	July, 2000	FY 2001
• Local MBEs/SBEs ...	143	266
• Other MBEs/SBEs ...	187	196
<i>Local MBE/SBE Breakdown</i>		
• African American	28	43
• Hispanic	6	09
• Asian/Hawaiian	3	03
• Woman	35	59
• Small	71	152

Strategies

- **Train & Encourage City Employees Use Local MBEs/SBEs**
- **Provide City Employees with Tools**
- **Use MBEs/SBEs as Prime Contractors**
- **Strongly Encourage Prime Contractors Use Local MBEs/SBEs**

Business Success Strategies

- **Contract Extension Policy**
- **\$10,000 Threshold Policy**
- **MBE/SBE Subcontractor Bid Language**
- **Review of bid documents**
- **Assist depts. to identify local MBEs/SBEs**
- **Work with depts. regarding any MBE/SBE vendor issues**
- **Local MBE/SBE Directories (GG & Internet)**

Business Success Strategies

- Prompt Pay
- Investigate Complaints of Discrimination
- Demandstar.com
 - Mail Notifications to vendors
 - Encourage their attendance at pre-bids
 - Email bids upon request

MBE/SBE Reporting

- MBE/SBE 2000 System
- Controllable Dollars Worksheets
- Monthly Department Effort Reports
- Monthly Status Report
- Affirmative Action Plan-General Govt. Purchasing Component

Local MBE/SBE Program Committees

- MBE/SBE Advisory Committee
- Business Advisory Committee
- Purchasing Liaisons *

MBE/SBE Advisory Committee

- 14 City Employees
- Serve Two Year Terms
- Helps Dept. Identify Opportunities
- Helps to Monitor Dept. Spending
- Keeps Dept. Abreast of Program Initiatives
- Helps to Develop Program Recommendations & Activities

Business Advisory Committee Responsibilities (Feb., 2000)

- Inform the City about issues or barriers faced when participating in City procurement activities
- Help develop strategies
- Be liaison between the City and the business community
- Participate in various initiatives to strengthen the partnership with the City and the MBE/SBE community.

Business Advisory Committee (BAC)

- Gloria Bass, G. Q. Cleaning Service
- Fred Rwebyogo, GeoEngineering & Testing, Inc.
- David Meeks, University Imaging
- William Wims, EZ-OMI Signs & Office Supplies
- Ishmeal Rentz, S.L. Construction & Remodeling, Inc.

Business Advisory Committee (BAC)

- **Taiying Chow, B & W Computer Technologies, Inc.**
- **F. L. Fernandez, Windowman**
- **Marcia Evans, Group 5 & Associates Advertising**

Training Initiatives - City Staff

- **General Govt. MBE/SBE 2000 Training**
~Automated Controllable Dollars Worksheets

Training - MBE/SBE Workshops

- **One Florida Training**
- **One-On-One Bid Information Sessions**
- **SBA Walk Through the Community**
- **How to Start A Small Business**
- **How to Write A Business Plan - UGCDC**
- **Small Business Symposium - UGCDC**
- **Upcoming - SBA Women's Programs & 8(a) Certification**

**FYs 1999, 2000 & 2001
Comparative Spending**

1998-1999	\$ 1,874,768
1999-2000	3,973,743
2000-2001 (March).....	1,715,518

**FY 2000
Controllable Dollars Spending**

Amount Controllable	\$5,451,461
Local	34.14%
Alachua Co. Certified	31.61%
Alachua Co. Non Certified...	4.17%
Non Local - Certified17%
Non Local - Non Certified	2.80%
Total Percent of Controllable Dollars spent with MBEs/SBEs 72.89%	

**FY 2000 Department MBE/SBE
Spending**

Administrative Services	21.04%
City Attorney	56.08%
City Commission	55.71%
Community Development	99.79%
Computer Services	123.98%
Economic Development	60.86%
Finance Department	27.39%
Fire Rescue	31.55%
Fleet Management	29.21%

FY 2000 Department MBE/SBE Spending	
Human Resources	50.08%
Management & Budget	50.93%
Public Works	153.69%
Recreation & Parks	383.47%
Risk Management	17.64%

FY 2000 Controllable Dollars Ethnic Group Breakdown		
• African American	431,360	7.91%
• Hispanic	305	.01%
• Asian A\Hawaiian.....	221,500	6.06%
• Native American.....	-0-	.00%
• Woman.....	2,018,672	37.03%
• Small	1,301,906	28.88%
• Total Spending	\$3,973,743	

FY 2000 African American Businesses Utilized	
\$413,360	
Mr. Paper	M & M Upholstery
EZ OMI Signs & Office Supplies	Magic 101.3
EC's Cleaning Service	Advanced Geotechnical
Karl Thorne Associates, Inc.	Rattler Construction
AI's T Shirts & More	Touch Guy Lawn Service
H & L Lawn Care	H & H General Service
Gator Paint & Body	Pantoon's Heat & Clean
Gordon's Painting & Janitorial	Phase III Building Supplies

**FY 2000
Hispanic Businesses Utilized**

\$305

Media Image Photography

**FY 2000
Asian/Hawaiian Businesses Utilized**

\$221,500

B & W Computer

**FY 2000
Women Businesses Utilized**

\$2,018,672

Wright Travel	Shea's Glass Co. Inc.
McClain Design Group	Gardens Sales & Service
Morgan Office Centre	All Points Travel
John Hipp Construction	Carolyn J. Shaffer
Temp Force	Trisha Biggers, Ph.D.
Skipper Electronics	M & C Army Surplus, Inc.
Dragonfly Graphics, Inc.	Group 5 & Associates, etc...

**FY 2000
Small Businesses Utilized**

\$1,301,906

Celebrations Café & Bakery	Micrographics, Inc.
Leja Construction, Inc.	University Imaging
John W. Myers & Assoc.	Crosby Landscaping
Nordyke Office Machines, Inc.	Light-Work Labs
The Trophy Shop	Terrence J. Brannan
Action Business Equipment	Festive Sign Service
Florida Awards & Trophy	Florida Concrete
Signs by Tomorrow	Recycling, etc...

**FY 2001 Spending
By Ethnic Group**

- **African American \$54,419**
- **Hispanic 328**
- **Asian/Hawaiian 127,621**
- **Native American -0-**
- **Woman 723,443**
- **Small 809,707**

- **Total YTD Spending 1,715,518**

**FY 2001 Spending Breakout by
Ethnic Group**

African American

- **Local \$54,418.70**

FY 2001 Spending Breakout by Ethnic Group	
Hispanic	
Local	328.

FY 2001 Spending Breakout by Ethnic Group	
Asian/Hawaiian	
Local	127,621

FY 2001 Spending Breakout by Ethnic Group	
Woman	
• Local	236,982
• Alachua Certified.....	459,697
• Alachua Non Certified.....	19,886
• Non Local Certified.....	2,028
• Non Local/Non Certified...	4,850
Total Spending	723,443

FY 2001 Spending Breakout by Ethnic Group

Small

Local	\$697,377
Alachua Non Certified	62,135
Non Local - Non Certified.....	50,195
Total Spending	\$ 809,707

MBE/SBE Spending Comparison

	3/2000	3/2001
» (1st 8 Months)		
• Local MBEs/SBEs	835,231	1,116,683*
• Alachua Certified MBEs	445,128	459,697
• Alachua- Non Certified	147,344	81,980
• Non-Local/ Certified.....	-0-	2,028
• Non-Local/Non Certified.....	78,712	55,130
Total with All MBEs/SBEs.....	1,506,415	1,715,518
Increase.....		209,103*

FYs 2000 - 2001 Comparative Spending

	FY 2000	FY 2001(March)
Local MBE/SBEs	1,861,108	1,116,683
Alachua - Certified	1,723,204	459,697
Alachua-Non Cert.	227,557	81,980
Non-Local Certified	9,436	2,028
Non-Local/Non Cert.	152,438	55,130
Total Spending	3,973,743	1,715,518

**Total MBE/SBE
FY 1999 - To -2001 (March)**

\$7,564,029

Additional Assistance

- **Phone Calls 720**
- **Office Visits 113**

Local Economic Impact

- **Requalification Affidavits Mailed**
- 38 Businesses - Hire 352 FTE**
- 23 Businesses - Hire 60 PTE**
- 37 Businesses - Annual Gross Revenues for last FY - \$33,662,328**
- 34 Businesses - Net Worth \$7,692,334**

What's Next ?

- **System to Capture Visa Card Purchases**
- **System to Capture Payments to Subcontractors and /Material Suppliers**
- **Continue to Provide Tech. Assist & Inform about Other Resources within the Community**
- **Continue to Work with Depts. To Increase Spending with Local MBEs/SBEs**
- **Continue to Monitor Compliance with the Program's Objectives**
- **Seek Grant Opportunities to Expand Services**

What's Next ?

- **Develop an Affirmative Action Plan for Procurement**

Questions?
