

OSBO
Manager's Report

January 19

2018

Monthly Report



RICHLAND COUNTY OFFICE OF SMALL BUSINESS OPPORTUNITY

1. Executive Summary:

This report is submitted pursuant to Ordinance (s) 049-13HR and 058-16HR to ensure that the OSBO team provides support to the County to ensure that the SLBE community has equal opportunity to participate in County contracts for all six (6) Industry Categories.

Primary Industry Category					
Construction Services	Professional Services	Non-Professional Services	Engineering Services	Architectural Services	Wholesale Operations

2. Purpose and Problem Statement

Purpose:

1. Ongoing Ordinance Management
2. Improve Methodology
3. New Methodology

Contemporary Problem Statement:

1. Some certified firms have never been awarded a contract
2. Incentives need to be established to encourage enrollment and re-certification

3. Office of the Small Business Opportunity Cross Functional Team

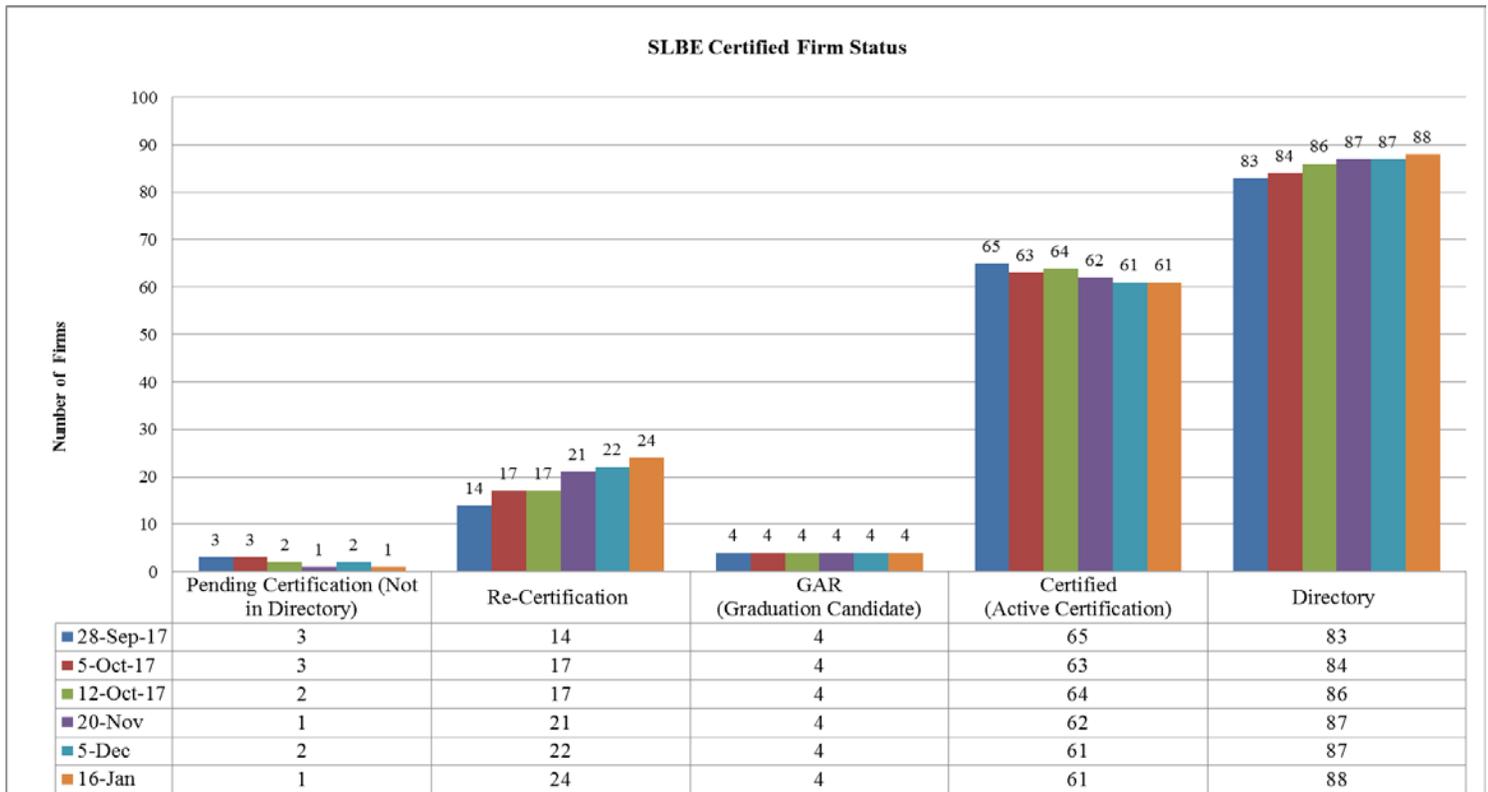
*New members

Team Matrix		
Name	Department	Title
<i>Dr. Jamelle Ellis*</i>	<i>CGS/OSBO</i>	<i>Director serving as an Advisor</i>
<i>Dr. John Thompson*</i>	<i>Transportation</i>	<i>Director serving as an Advisor</i>
Angela McCallum	OSBO	Manager
Michelle Rosenthal	OSBO	Business Development Coordinator
Melissa Watts*	OSBO	Financial Resources Coordinator
Cheryl Cook*	OSBO	Certification & Compliance Specialist
Jennifer Wladischkin	Procurement	Assistant Director of Procurement
Yolanda Davis	Procurement	Contract Specialist
Tony Edwards	Transportation	Acting Director of Transportation
Alicia Pearson*	Transportation	Senior Accountant
Rogers Sears	Transportation	Pre-construction Manager
Shawn Salley	Transportation	Construction Manager

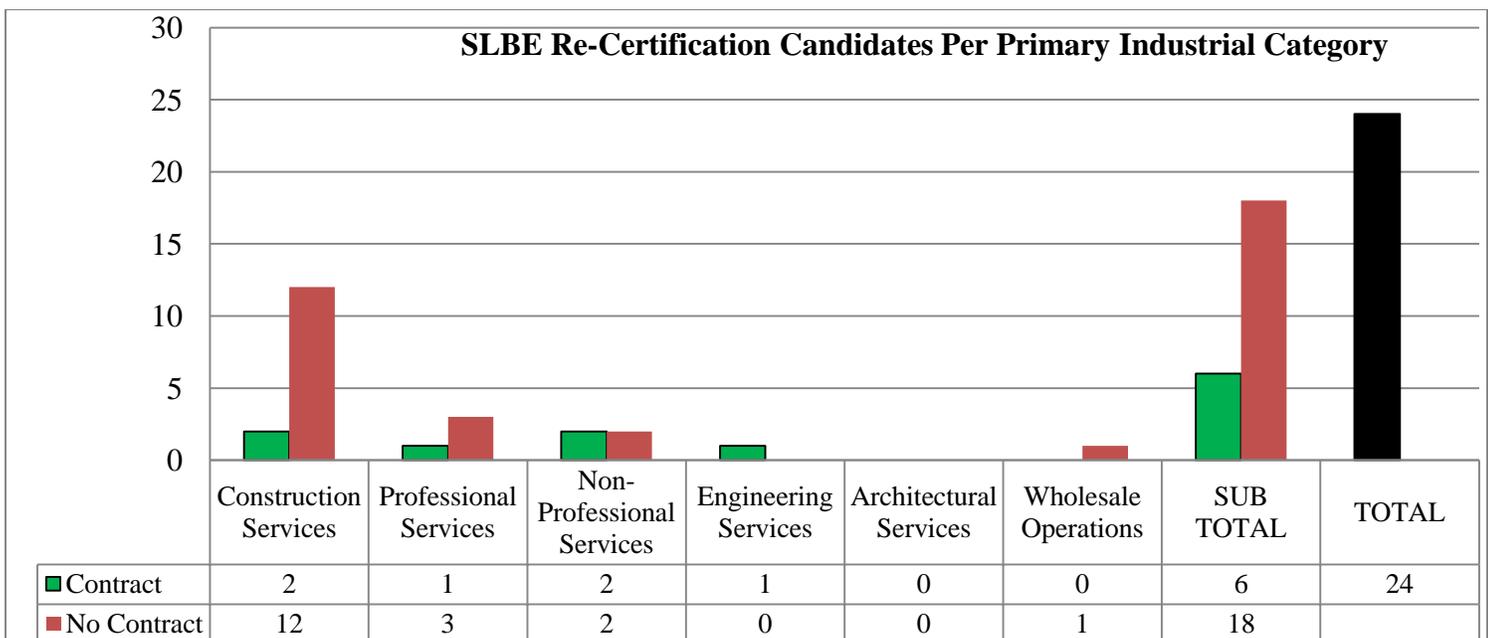


RICHLAND COUNTY OFFICE OF SMALL BUSINESS OPPORTUNITY

4. Analysis:

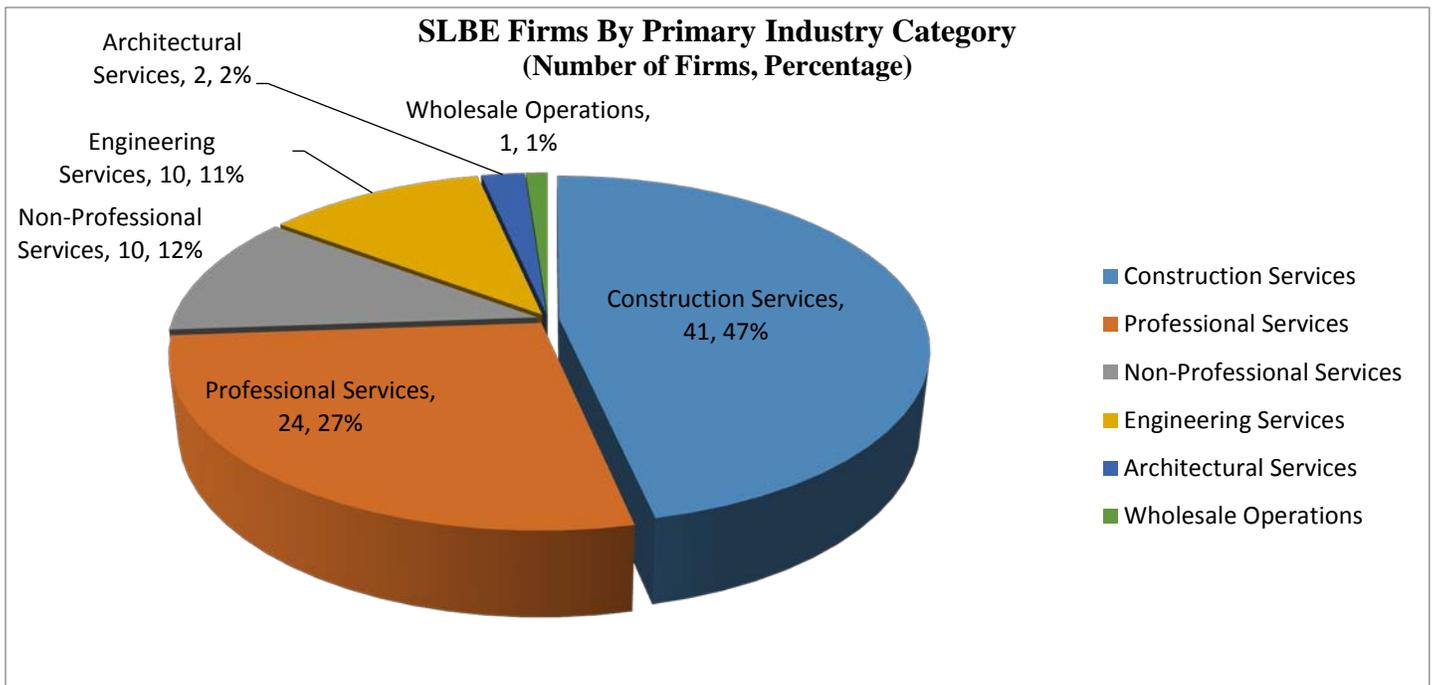


SLBE Certification Program Overview

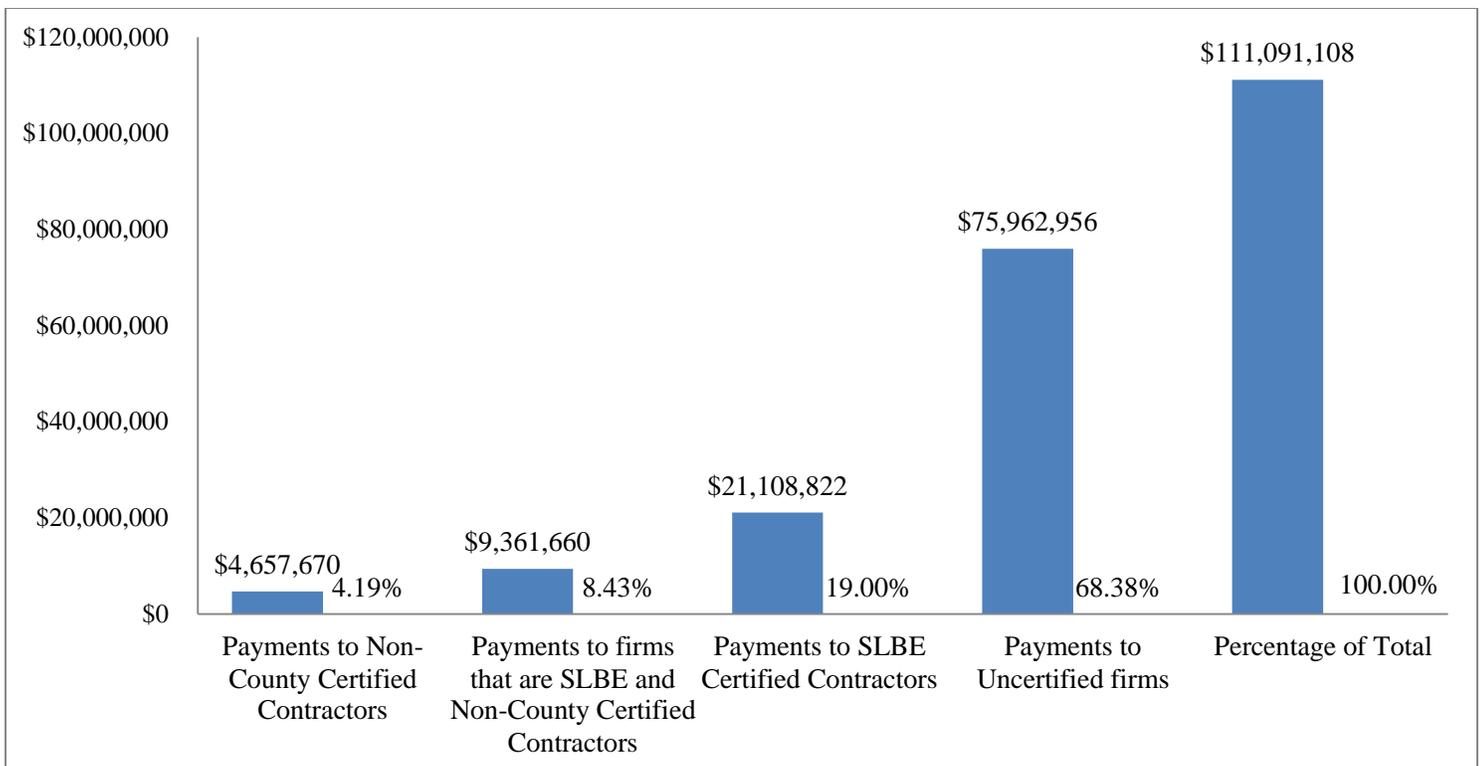




RICHLAND COUNTY OFFICE OF SMALL BUSINESS OPPORTUNITY



Contract Participation: January 1, 2012-December 5, 2017*

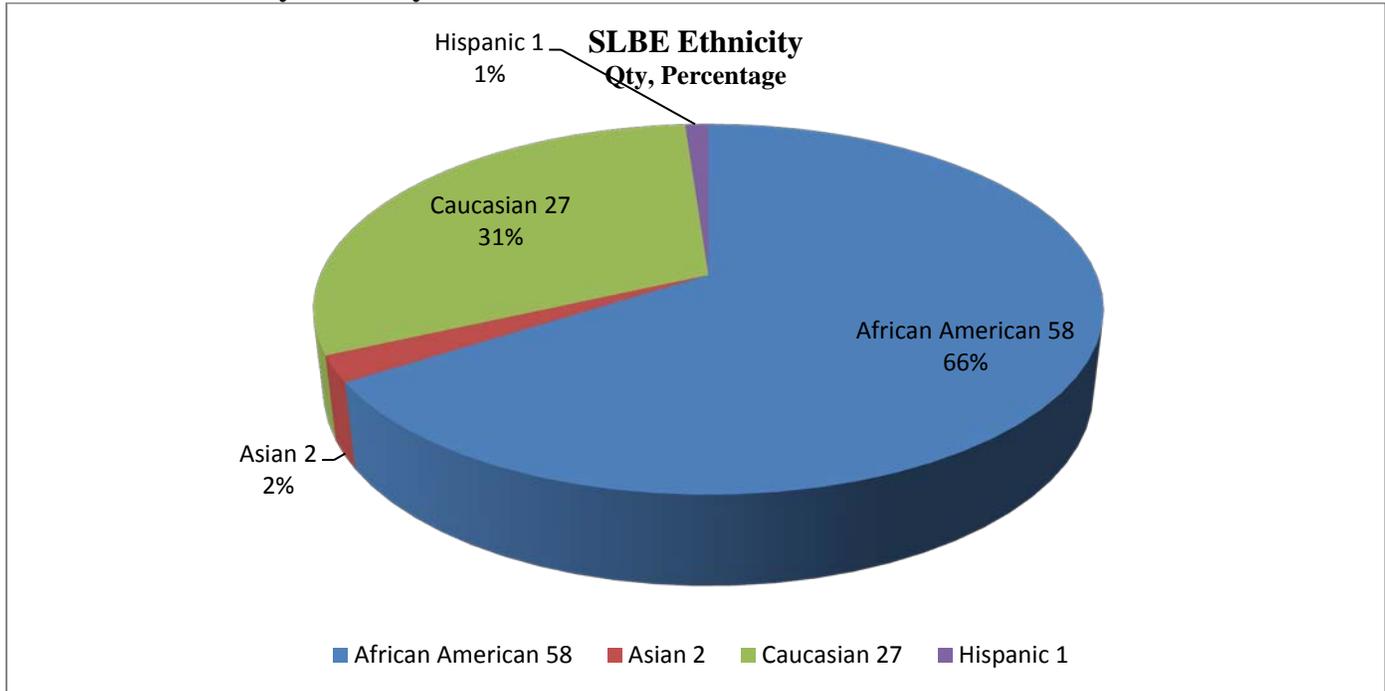


*"Lag time in reporting due software maintenance"

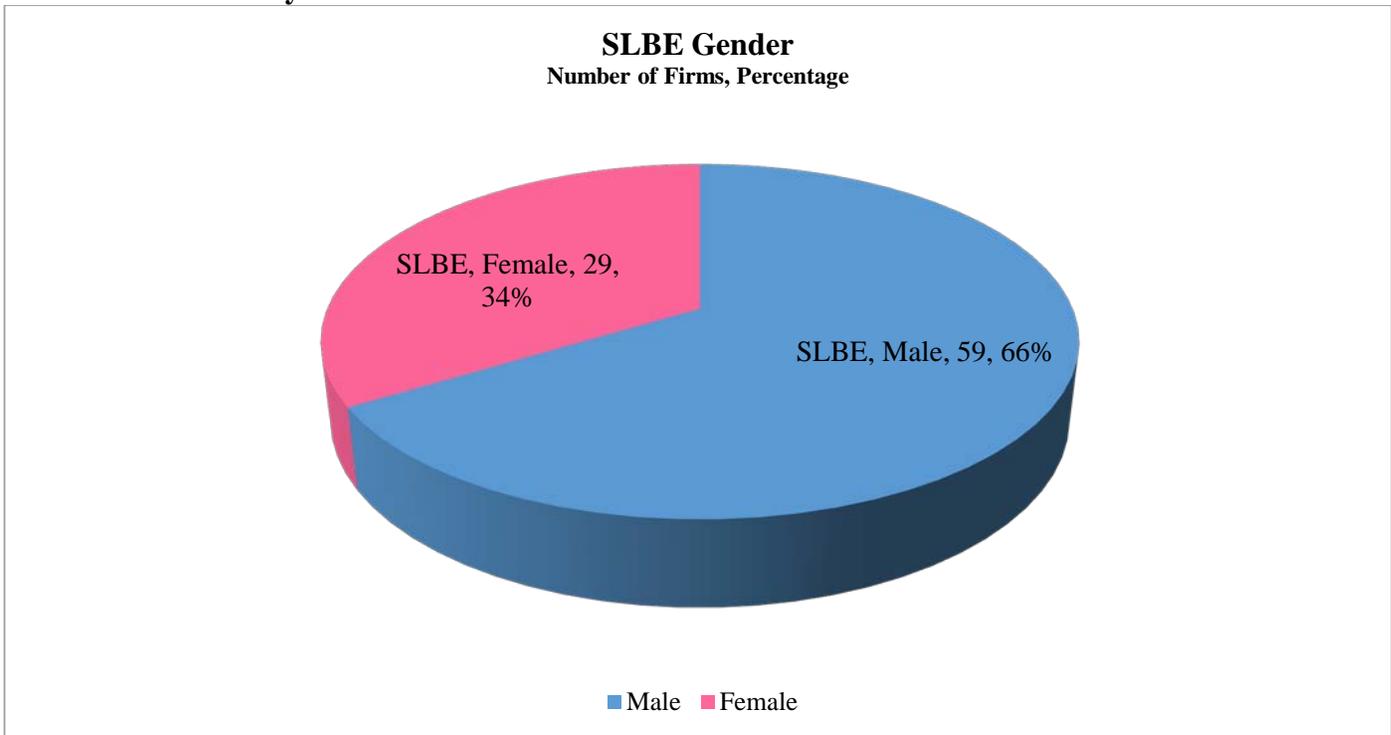


RICHLAND COUNTY OFFICE OF SMALL BUSINESS OPPORTUNITY

SLBE Certification by Ethnicity



SLBE Certification by Gender





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5. Manager's Assessment resulted in the following Action:

- **Manager**
 - i. Hired Financial Resources Coordinator and Certification and Compliance Specialist
 - Start Date, January 8, 2018
 - ii. B2GNow, Richland County Certification & Compliance Tracking Software Staff Training
 - January 9, 2018, Contract Certification & Compliance
 - January 10, 2018, Out Reach Event Management
 - January 11, 2018, Proposals, Goal Setting and Utilization Plan

- **Business Development**
 - i. OSBO Workshop, January 17, 2018 (Canceled due to inclement weather)
 - SLBEs preferred "Monthly Workshops", 3rd. Wednesday (5:00 - 7:00pm)
 - Topic, Richland County Ordinance 049-13HR and Amendments
 - ii. Website Roll Out, Office of Small Business Opportunity (OSBO)
 - Roll out date, January 5, 2018
 - Highlighted Articles
 - Richland County Renaissance
 - Firm's Featured Stories
 - The Tolleson Limited Company LLC
 - Hemphill Engineering Group, LLC
 - iii. Post a forecast of upcoming skilled based workshops on website, www.rcgov.us/osbo
 - March 1, 2018

- **Financial Resources Coordinator**
 - i. Reconcile B2GNow, Firm Payment Audits, Software Maintenance, undocumented payments of inventory
 - Payment Due Audits
 - Number of payments due to prime, 8
 - Number of payments not reported by prime, 88
 - Number of payments not confirmed by subcontractors, 11
 - Total amount unconfirmed by subcontractors, \$282,523.57
 - ii. Consulting with B2GNow Engineer (On Going)
 - Establish best practice of NAICS codes structure to more accurately capture capabilities of B2GNOW software resulting in simulating specific project requirements
 - Identified utilization feature in B2GNow that will standardize the goal setting process, eliminate redundancy in data entry, and increase accuracy in payment reporting



RICHLAND COUNTY OFFICE OF SMALL BUSINESS OPPORTUNITY

iii. SLBE Contract Provisions of Solicitations

- Listings of Procurement and Transportation, website, www.rcgov.us/osbo
- March 1, 2018

• Certification & Compliance

i. Projects Completion date March 1, 2018

- Developing a strategy to increase SLBE County Certifications
- Decreasing the number of SLBEs requiring re-certification
- Providing means for SLBEs access to education and business enhancement
- Collaborating with OSBO Financial and Procurement for general Solicitations to be e-blasted to SLBEs and post on website, www.rcgov.us/osbo
- Completing flow charts and written procedures
- Streamlining the SLBE certification process via B2GNow (On Going)
- Setting up proficient Reporting parameters via B2GNow