

OSBO
Manager's Report

February 23

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. Business Development need to be established for SLBE community
2. Incentives need to be established to encourage enrollment and re-certification

3. Office of the Small Business Opportunity Cross Functional Team

*New members

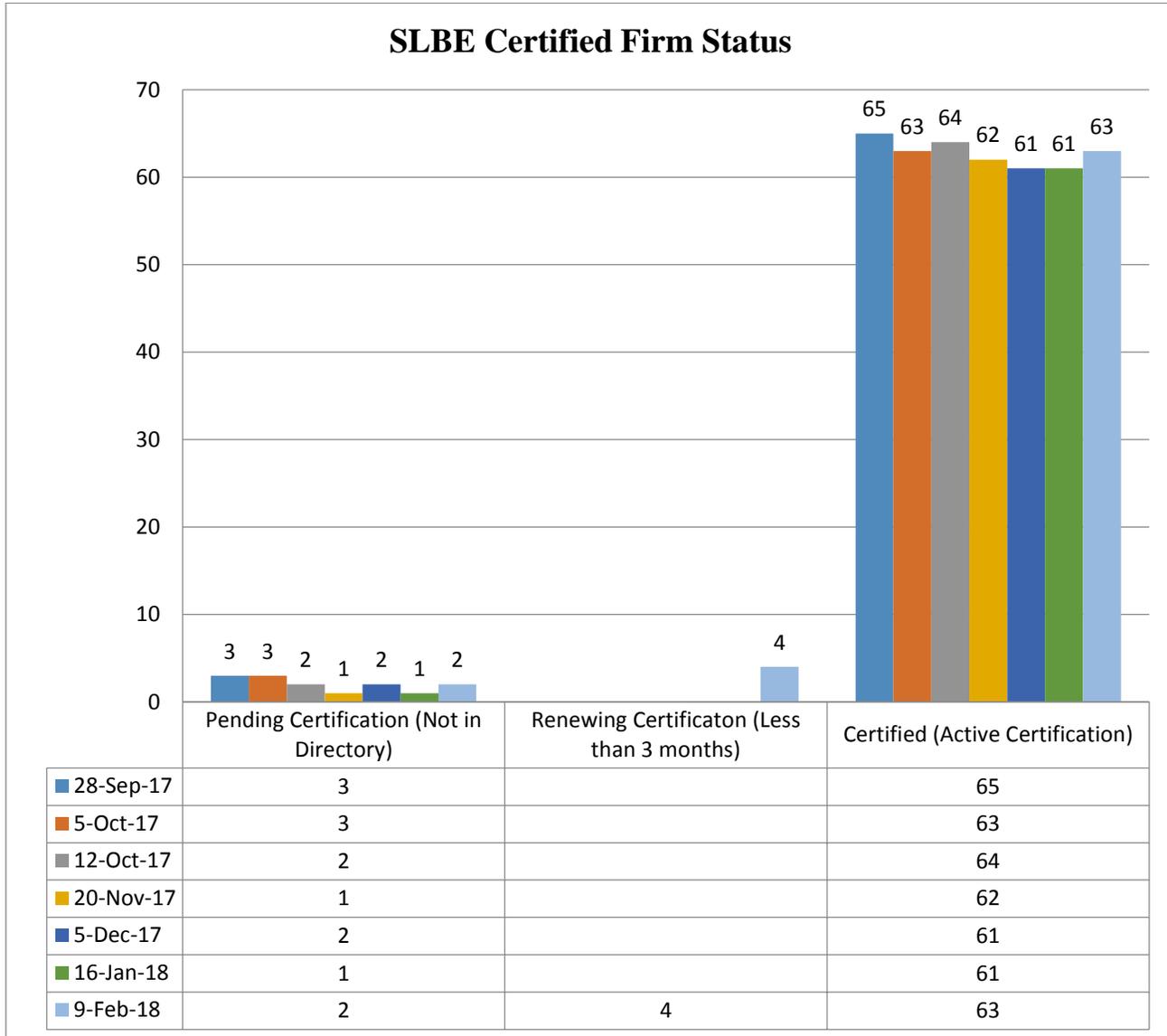
Team Matrix		
Name	Department	Title
<i>Dr. Jamelle Ellis</i>	<i>CGS/OSBO</i>	<i>Director serving as an Advisor</i>
<i>Dr. John Thompson</i>	<i>Transportation</i>	<i>Director serving as an Advisor</i>
Angela McCallum	OSBO	Manager
Michelle Rosenthal	OSBO	Business Development Coordinator
Melissa Watts	OSBO	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
Shawn Salley	Transportation	Construction Manager
Nathaniel Miller*	Transportation	Contract & Budget Manager



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4. Analysis:

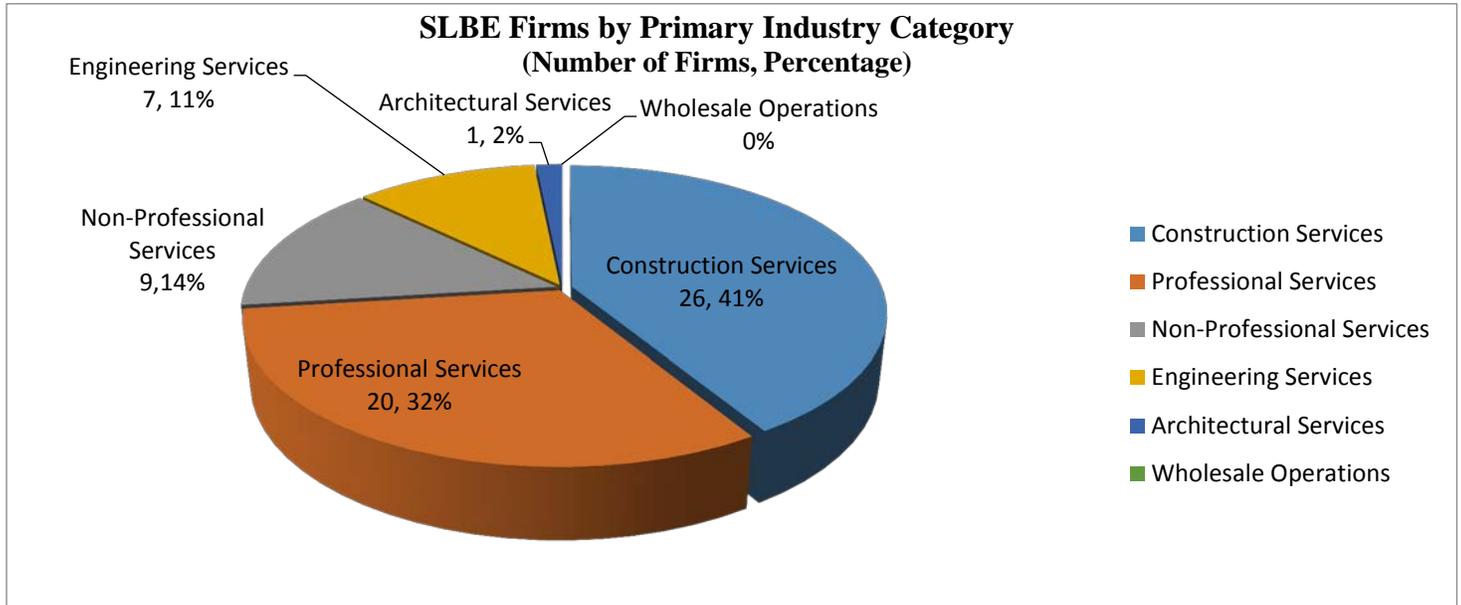
SLBE Certification Program Overview



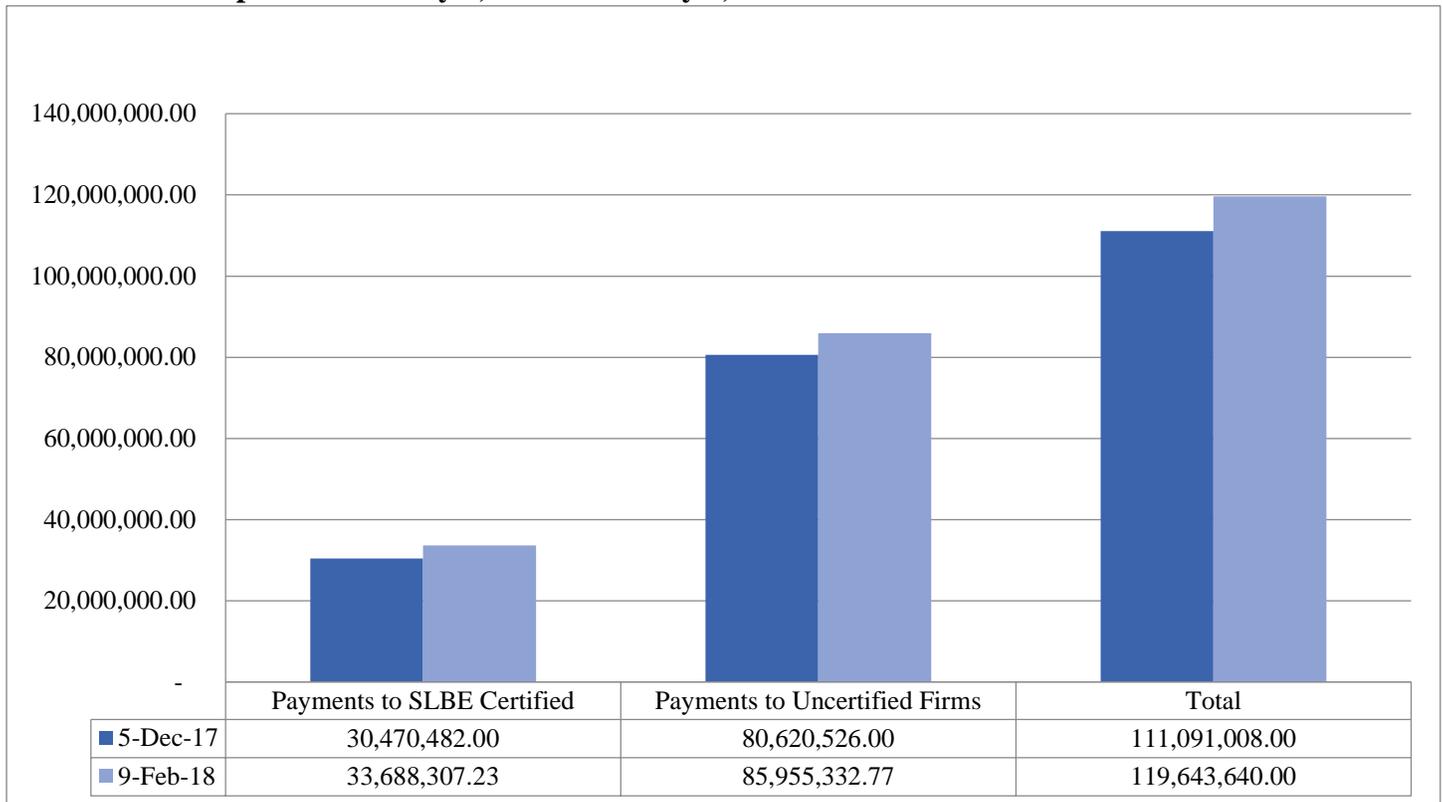


RICHLAND COUNTY OFFICE OF SMALL BUSINESS OPPORTUNITY

Analysis



Contract Participation: January 1, 2012-February 9, 2018*

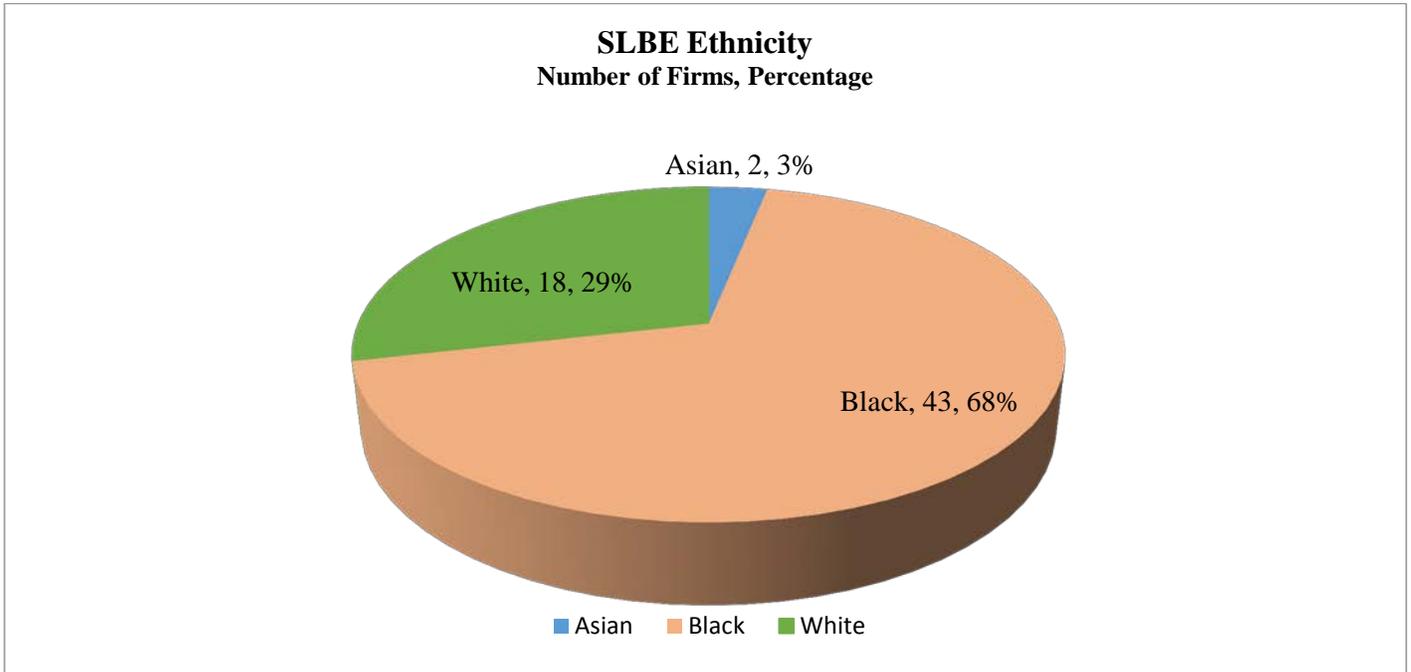


*Payments to Uncertified Firms- Include Prime contractors

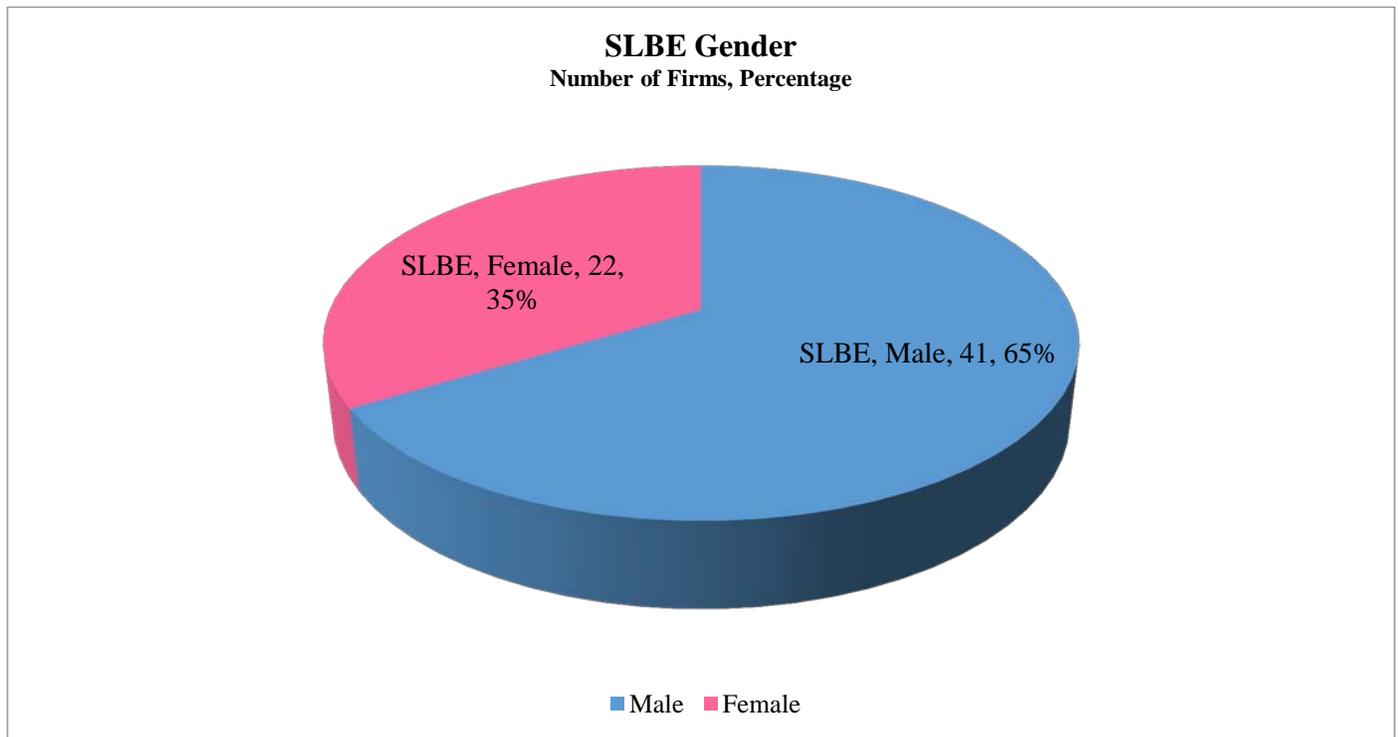


RICHLAND COUNTY OFFICE OF SMALL BUSINESS OPPORTUNITY

SLBE Certification by Ethnicity



SLBE Certification by Gender





RICHLAND COUNTY OFFICE OF SMALL BUSINESS OPPORTUNITY

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

- **Manager:** Focus on Collaboration on Training and Business Development for the SLBE community
 - i. Partnership Collaboration: Emphasis on Training
 - Office of Business Opportunity, OBO
 - SCDOT, Disadvantage Business Enterprise, DBE
 - South Carolina Office of Small Minorities, SCOSM
 - South Carolina Small Business Development Center, SCSBDC
 - South Carolina Business One Stop, SCBOS
 - Small Business Administration, SBA
 - 1 Million Cups
 - Columbia Chambers
 - ii. Developing OSBO Office Standard Operator Procedures
- **Business Development**
 - i. OSBO Website Highlights
 - ii. Highlighted Articles
 - Richland County Renaissance
 - Residents Provide Input, Ask Questions at Richland Renaissance Community Meeting
 - Columbia Place Mall Roll Out
 - Columbia Chamber's "Chamber Conversations"
 - Business Owners Reminded to Renew Business License
 - Firm's Featured Stories
 - Professional Residential & Commercial Services, LLC - District 2
 - Mizzell & Associates, LLC - District 6
 - iii. Post a forecast of upcoming skilled based workshops on website, [Workshops & Events](#)
 - Mentor Program
 - Dirt Road Workshops
 - Industry Standard
 - Nine (9) Month Series
 - Workshop Schedule Release, February 28
 - Workshop Start date, March 28 (Tentatively- Pending Mentor's schedule)
 - Mike Armstrong, Mentor - In discussion
 - Other Candidates Contacted to Serve as Mentors
 - McClam & Associates
 - The Lane Construction Corporation
 - Midland Technical College
 - Tri-County Technical College
 - Internal Workshops
 - Bid Express
 - Small Business Compliance and Legal Issues
 - Contract Compliance Payment Reporting (B2G)



RICHLAND COUNTY OFFICE OF SMALL BUSINESS OPPORTUNITY

- External Workshops
 - Resume Building – Richland County Public Library (RCPL)
 - Find & Keep the RIGHT Employees – Willis HR Advisory Group
 - Sales and Use Tax Seminars - SC Department of Revenue
 - Tax Workshop (Free) - SC Department of Revenue
- Literature
 - 21 Strategies For Becoming a Wealthy Entrepreneur
 - Recommended by (RCPL)
- **Financial Resources Coordinator**
 - i. 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
 - ii. Revised Contract to comply to Ordinance 049-13HR and 029-14HR
 - Ordinance 049-13HR, Division 7, Small Business Enterprise Procurement Requirements (c) Definitions, Centralized Bidder Registration System (CBR), from here forward known as B2Gnow
 - Ordinance 049-13HR, Sect. 2-640, Program Objectives and General Responsibilities
 - Payments made to prime and subcontractors will be entered for the month in which the work was completed and verified as prompt payment if applicable
 - Ordinance 029-14HR, Division 9: Sect. 2-648 Prompt Payment
 - (a) Performance by a prime contractor in accordance with the provisions of its Richland County contract entitles prime contractor to enter payment from the county in a prompt manner
 - Prime Contractors and Subcontractors will be required to register and confirm payments into CBR/B2GNow as a condition of engaging in business with the County
 - Collaborated with Procurement to revise contract to comply to ordinances
 - 049-13HR and 029-14HR
 - Provided Workshop, Contract Compliance Payment Reporting
 - Communicated to firms of ordinance compliance
 - Communicated to Project Development Team, PDT of ordinance compliance
 - iii. SLBE Contract Provisions of Solicitations
 - Created a listings of Procurement and Transportation, on website, [Contract Opportunities](#)
 - Created Bid Express on OSBO website, [Bid Express](#)



RICHLAND COUNTY OFFICE OF SMALL BUSINESS OPPORTUNITY

- **Certification & Compliance**

- i. Projects

- Completed B2GNow software maintenance
 - Synced B2GNow and SLBE Directory
- Decreased the SLBEs requiring re-certification number (from 22 to 4)
- Completing flow charts and written procedures
- Streamlining the SLBE certification process via B2GNow
- Setting up proficient reporting parameters via B2GNow
 - Added Industry Categories
- Certification January 15- February 15
 - Certified four (4) new firms
 - Re-certified two (2) existing
- Identified six (10) firms as candidates for reinstatement of certification using the Renaissance project as an incentive.
- Developing a strategies to increase SLBE County Certifications

- ii. Incentives for Certification

- Utilizing the Renaissance project as an incentive to restore accreditation to the SLBE Certification Program,
 - Soliciting the SLBE re-certification (3-9 months pass certification date - no longer in B2GNow) candidates
- Utilizing genetic letter for recruitment for recertification
- Focusing on certifying businesses in Columbia Place Mall