



RICHLAND COUNTY OFFICE OF SMALL BUSINESS OPPORTUNITY
2000 Hampton Street, Suite 3014
Columbia, SC 29204



Transportation Penny Advisory Committee Report

OSBO
Manager's Report

April 18
2019



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 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:

The purpose of this report is to manage the ongoing requirements of the Ordinance(s), improving and creating new Standard Operating Procedures (SOPs), and ensuring payment to contracted SLBEs.

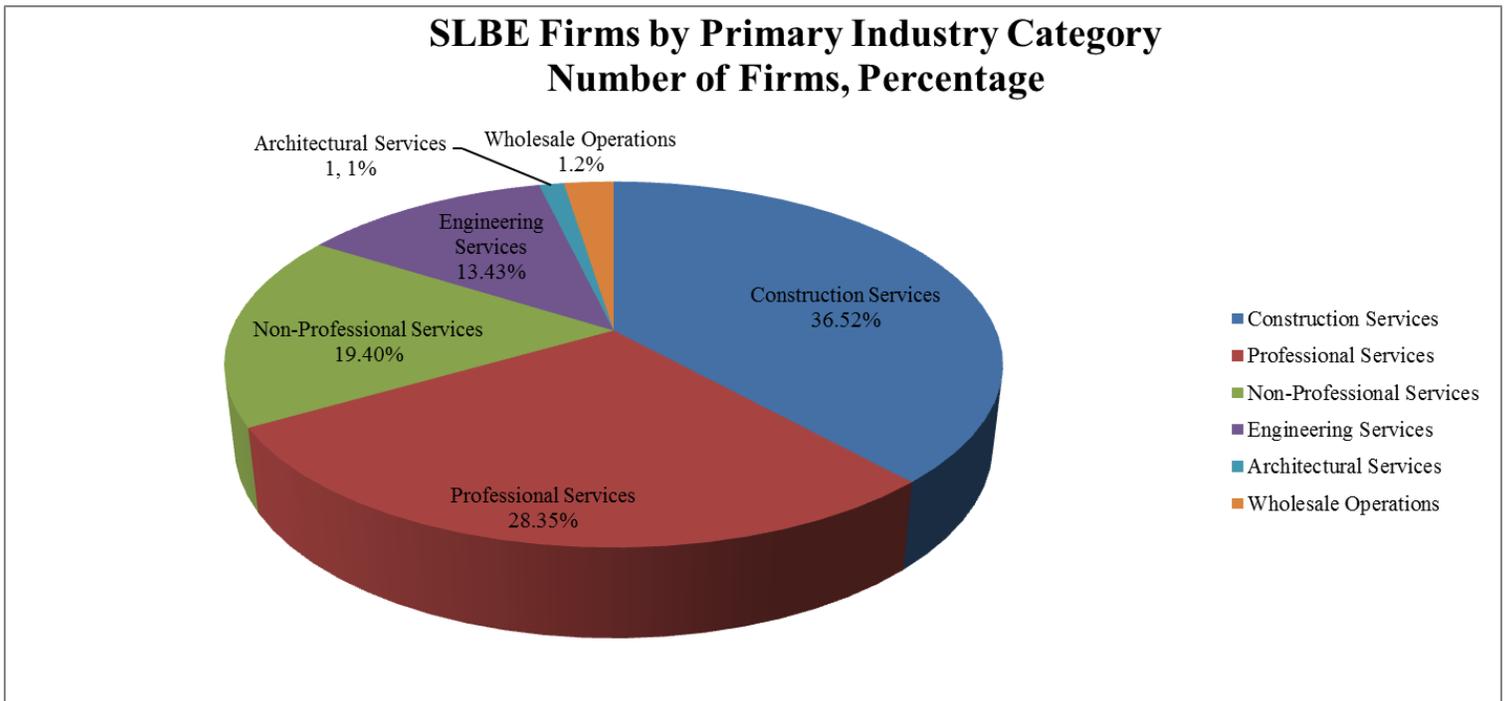
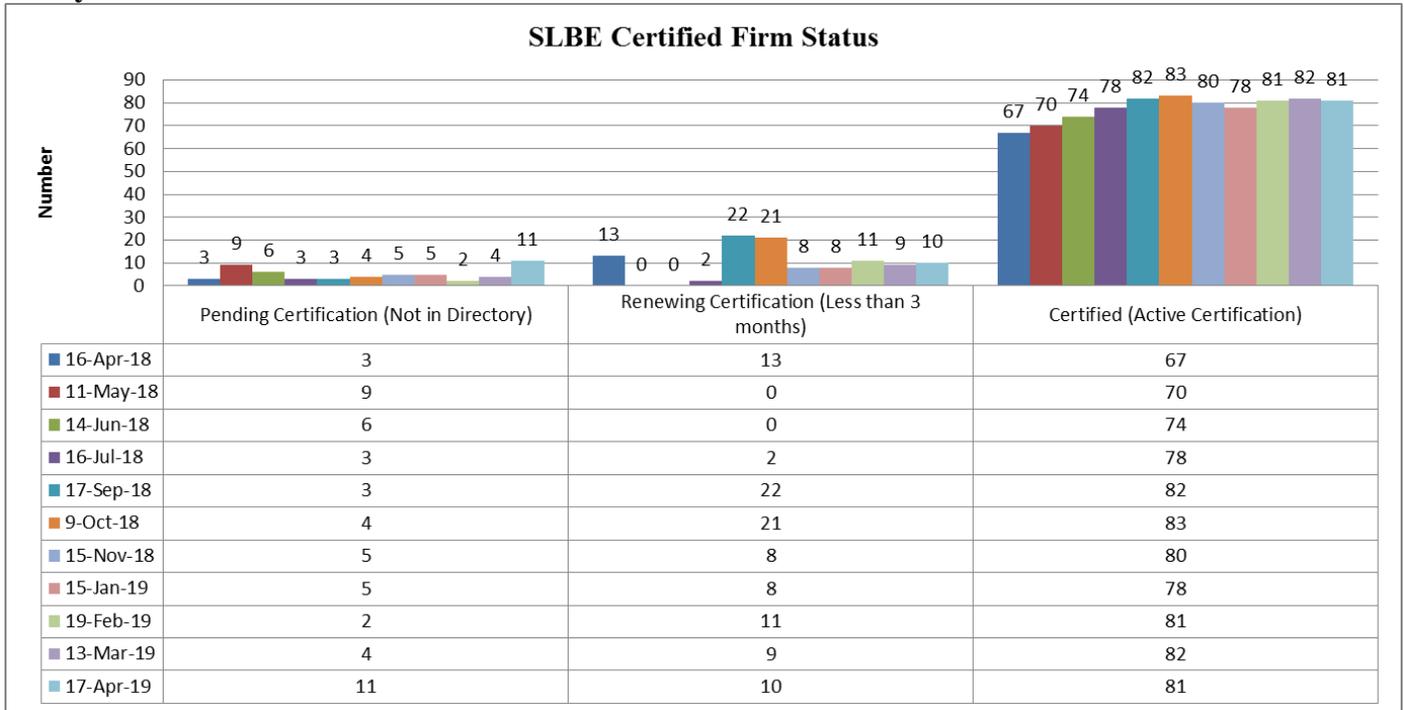
3. Office of the Small Business Opportunity Cross Functional Team

Team Matrix		
Name	Department	Title
<i>Christine Keefer</i>	<i>GCS</i>	<i>GCS Director</i>
<i>Michael Niermeier</i>	<i>Transportation</i>	<i>Director of Transportation</i>
Erica Wade	OSBO	Manager of OSBO
Michelle Rosenthal	OSBO	Business Development Coordinator
Bryant Davis	GCS	Asst. Director of GCS
Cheryl Cook	OSBO	Assistant Manager of OSBO
Jennifer Wladischkin	Procurement	Manager of Procurement
Yolanda Davis	Procurement	Contract Specialist
Allison Steele	Transportation	Assistant Director
Alicia Aull	Transportation	Senior Accountant
Nathaniel Miller	Transportation	Contract & Budget Manager

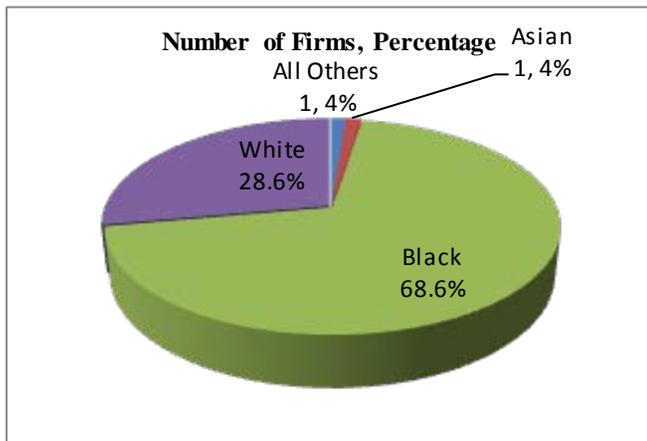
4. Goal Setting Committee (GSC)

Team Matrix		
Name	Department	Title
Erica Wade	OSBO	Manager of OSBO
Ross Tilton	PDT	Program Administrator
Cor'deija Horne	OSBO	Program Coordinator
Margaret Jones	OSBO	Certification & Compliance Specialist
Jennifer Wladischkin	Procurement	Manager of Procurement
Gerald Walker	PDT	Estimator

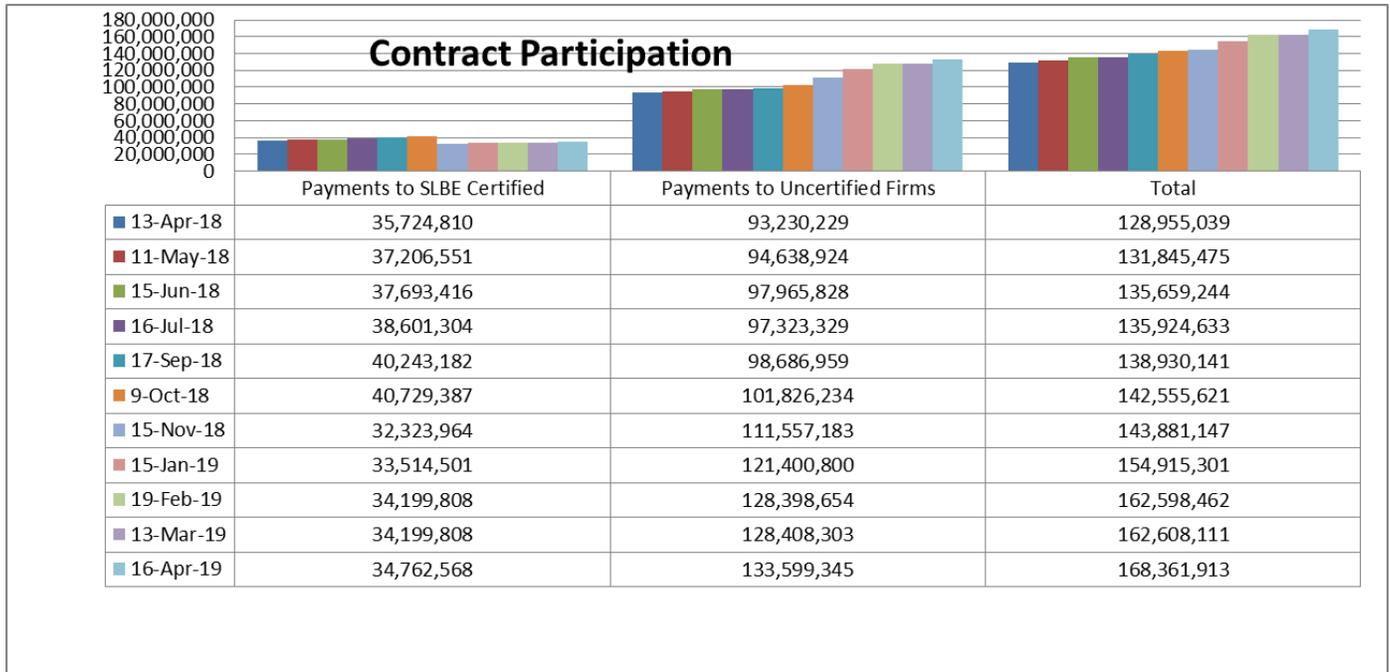
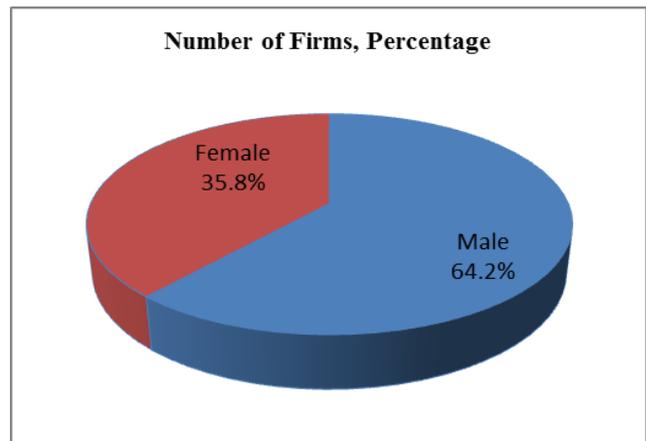
5. Analysis:



SLBE Firms by Ethnicity



SLBE Firms by Gender



Contract Participation: January 1, 2012-April 18, 2019*

PDT SLBE GOAL PARTICIPATION UPDATE 2018-2019

Project Name	Sheltered Market	SLBE Goal	DATE
2017 Dirt Roads Package H/I	No	4.05%	February 6, 2018
2017 Dirt Roads Package G	Yes	100%	February 22, 2018
2018 Resurfacing Project Package O	No	0%	March 2, 2018
Resurfacing Project Package P	No	0%	May 7, 2018
Sidewalk Package S-8	Yes	100%	April 19, 2018
Pedestrian Improvements at Intersections	No	12%	July 3, 2018
2018 Sidewalks – Koon Rd. & Farmview St.	Yes	100%	July 18, 2018
2016 PDT Sidewalks-Clemson Road	Yes	100%	October 2, 2018
2018 Richland County Dirt Roads Package I	No	5.95%	October 19, 2018
SERN NIP	No	17.3%	November 15, 2018
2018 Richland County Dirt Roads Project 7 Road Group	No	11%	December 31, 2018
OET Sidewalks – Polo Road	No	25%	January 17, 2019
Sidewalk Package S-11	No	22%	January 28, 2019
Richland County Resurfacing Package Q	No	0%	February 26, 2019
North Springs and Harrington Intersection Improvements	No	15%	March 13, 2019
Greene Street Widening-Phase II	No	16%	April 9, 2019
Atlas Road Widening Project	No	14%	April 4, 2019
2019 Resurfacing Package R	No	0%	April 17, 2019

6. Department Outlook:

- i. Facilitating increase in County wide SLBE utilization in County wide contracts
 - OSBO staff is collaborating with RC Directors to identify current vendors to become certified SLBEs
- ii. Continued review of PDT SLBE Contractual Compliance

• Business Development

- i. OSBO Website Highlights
- ii. Highlighted Articles
 - Firm’s Featured Stories
 - Carolina Cardiac Care, LLC – District 2
 - M Benton, LLC – District 9
- iii. Attended Dirt Road Package J pre-bid, Mar. 20
- iv. Coordinated the Keeping Your Finances in Check – Tax Preparation Workshop, Mar. 25
- v. Attended U of SC and SC Airports Ultimate Business Expo, Mar. 26
- vi. Attended R2i2 Richland School District 2, 2019 Small Business Showcase Outreach, Mar. 27
- vii. OSBO Staff Retreat, Mar. 29
- viii. Attended National Women in Construction Meeting, Apr. 2
- ix. Attended Penny Tax Transition Meeting, Apr. 4
- x. Attended the U.S. Small Business Administration (SBA) Strategic Alliance Memorandum (SAM) signing, Apr. 9
- xi. Attended City of Columbia Office of Business Opportunity (OBO) 2019 Minority Business Opportunity, Apr. 10
- xii. Attended Dirt Road Package J bid opening, Apr.10
- xiii. Attended National Association of Minority Contractor Meeting, Apr. 15
- xiv. Conducted one certification site visit

2019 Office of Small Business Opportunity Workshops

Title of Workshop	Date	No. Registered	No. Attended
Small Business Compliance and Legal Issues	Jan 24	38	44
Small Business Certifications	Feb 11	63	83
RFPs & RFQs: The Alphabet Soup of Procurement	Feb 20	63	38
Keeping Your Finances in Check Tax Preparation	Mar 25	43	15
Successful Marketing Principles for Small Businesses	Apr 24		
Effective Business Management Skills	Jun 3		
Best Safety Practices for Job Sites (How to Protect Yourself)	Jul 17		
Capability Statement	Aug 22		
Matchmaking and Access to Capital	Sep 12		
How to Manage a Project	Oct 3		
Richland County Procurement Process	Nov 6		

• Certification and Compliance

Projects Completed

- iii. Completed two (2) new certifications with eleven (11) new certification pending and ten (10) re-certification pending
- iv. Conducted two site visits
- v. Attended several Outreach Workshops that OSBO hosted
- vi. Attended OSBO Retreat on March 29, 2019
- vii. Attended Dirt Road Package J bid opening, April 10, 2019
- viii. Attended several other meetings with OSBO staff members during the month of April

- **Program Coordinator**

Reconciled/posted multiple payments to prime and subcontractors

- ii. Number of payments due to prime, 27
- iii. Number of payments due to subcontractors, 108 (February and March)

Outreach

- i. Strategic Alliance Memorandum signing - On Tuesday, Apr. 9, Ashley D. Bell, Region 4 Administrator for the U.S. Small Business Administration (SBA), made a visit to Columbia, SC to sign a strategic alliance with the Richland County Office of Small Business Opportunity. The purpose of a strategic alliance is to develop a formal relationship with organizations to strengthen and expand business development in the local area.
- ii. Vendor at the 2019 Ultimate Business Expo hosted by the University of South Carolina Purchasing Department and South Carolina Airports at the Koger Center for the Arts.
- iii. Vendor at the R2i2 Small and Minority Business Conference and met small business owners with commodity items such as construction service, consulting services, office supplies, graphic design, and architectural services amongst many others.
- iv. Attended B2B event hosted by Richland County Economic Development and Lexington County, educating small businesses on the SLBE program and encouraging them to meet with large corporations for contract opportunities.
- v. Vendor at the City of Columbia – Minority Business Opportunity Conference