



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



Transportation Penny Advisory Committee Report

OSBO
Manager's Report

May 16
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

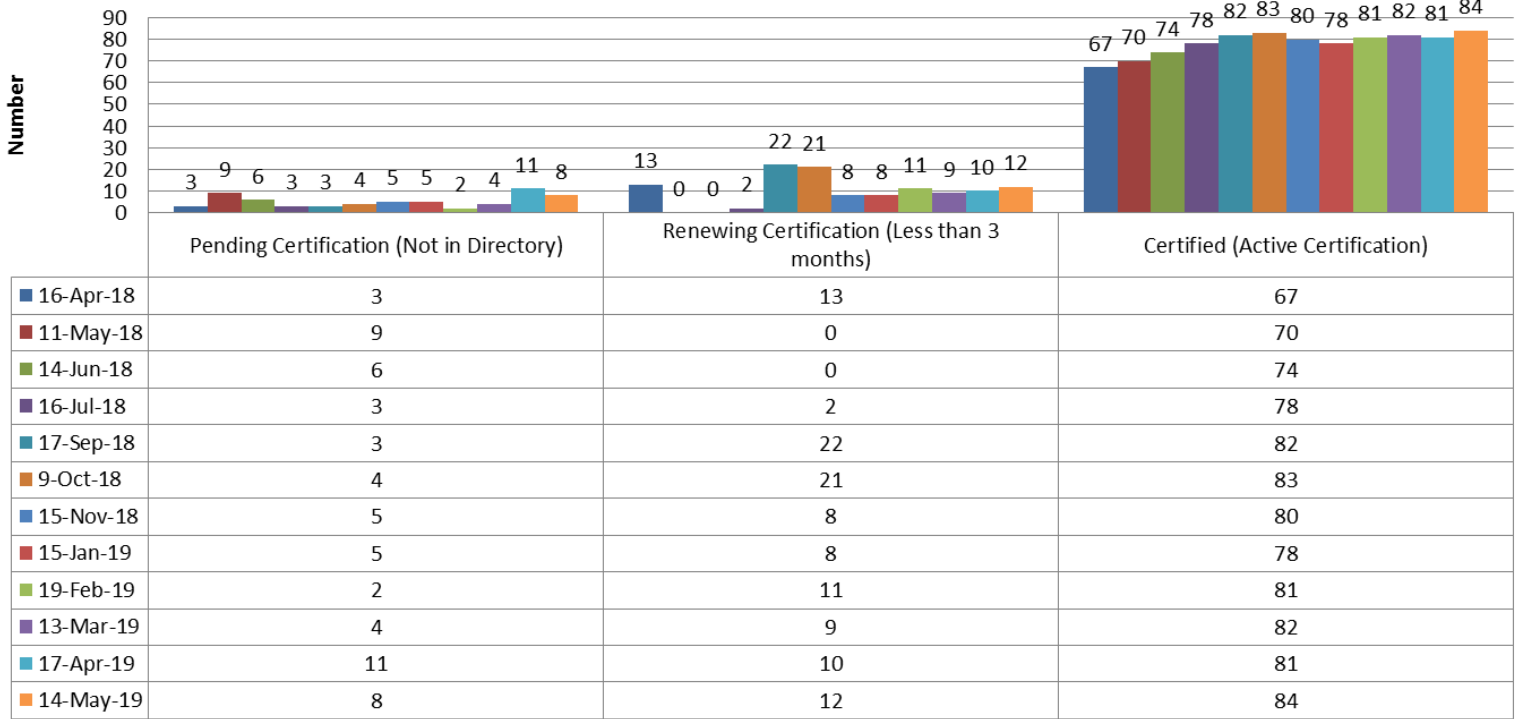
Team Matrix		
Name	Department	Title
<i>Christine Keefer</i>	<i>GCS</i>	<i>GCS Director</i>
<i>Michael Niermeier</i>	<i>Transportation</i>	<i>Director of Transportation</i>
Erica Wade	OSBO	Manager of OSBO
Michelle Rosenthal	OSBO	Business Development Coordinator
Bryant Davis	GCS	Asst. Director of GCS
Cheryl 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)

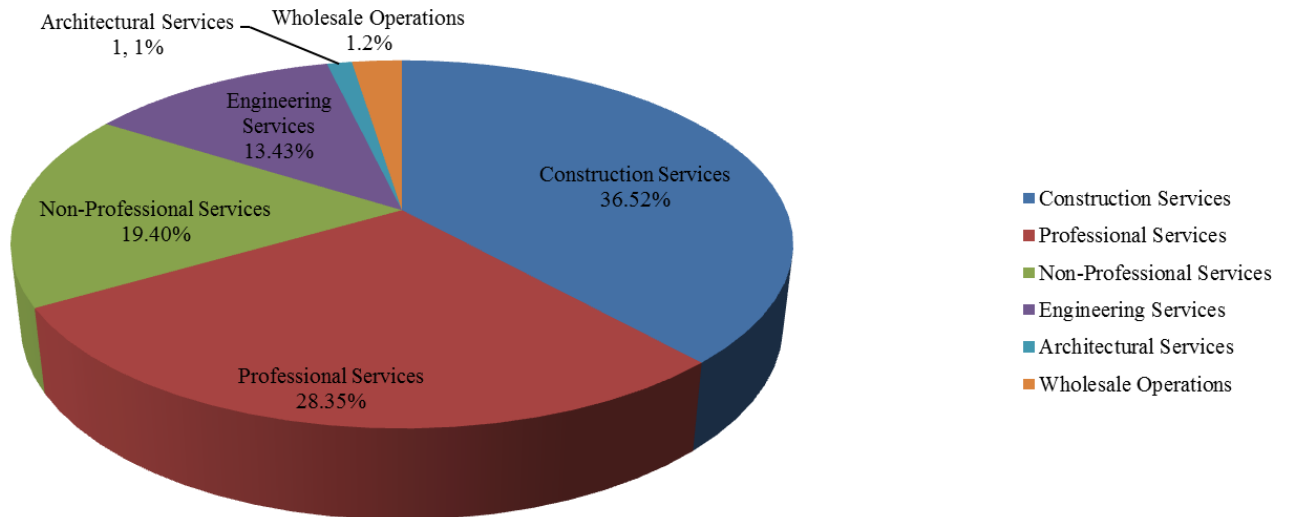
Team Matrix		
Name	Department	Title
Erica Wade	OSBO	Manager of OSBO
Ross Tilton	PDT	Program Administrator
Cor'deija Horne	OSBO	Program Coordinator
Margaret Jones	OSBO	Certification & Compliance Specialist
Jennifer Wladischkin	Procurement	Manager of Procurement
Gerald Walker	PDT	Estimator

5. Analysis:

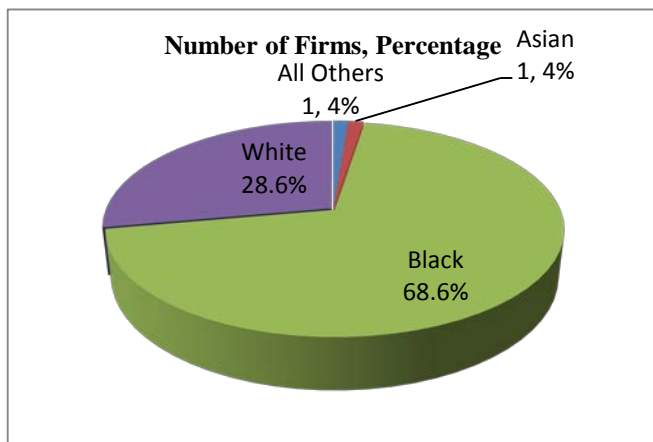
SLBE Certified Firm Status



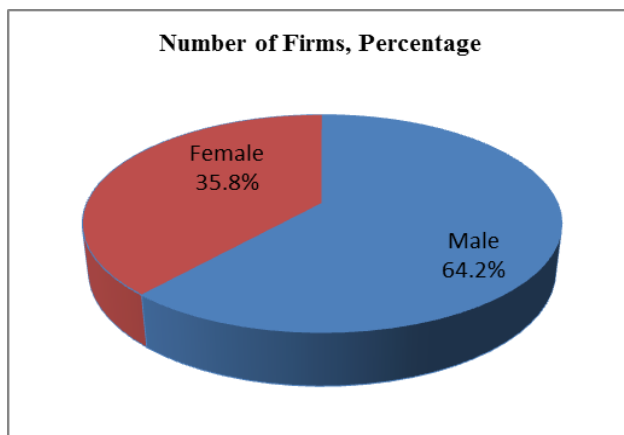
**SLBE Firms by Primary Industry Category
Number of Firms, Percentage**



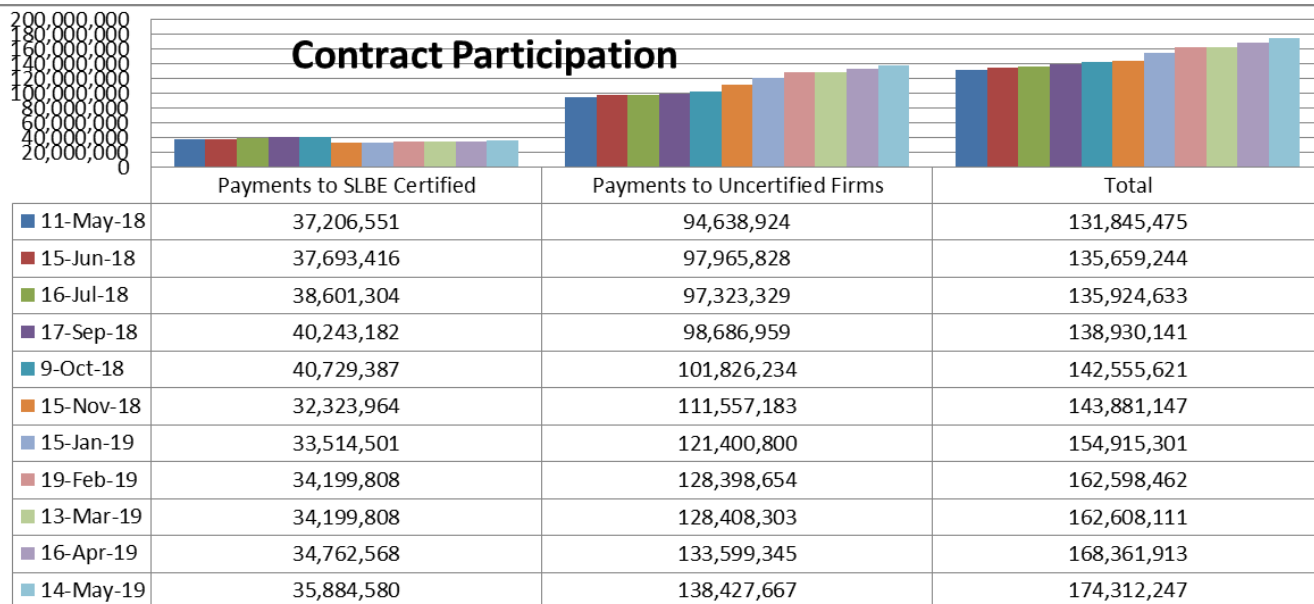
SLBE Firms by Ethnicity



SLBE Firms by Gender



Contract Participation



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
 - Sims Petroleum Company, LLC – District 4
 - Chason Landscaping, LLC – District 2
- iii. Attended Government Contract Readiness Workshop, Apr 17
- iv. Attended Comet DBE Public Meeting, Apr. 23
- v. Coordinated Successful Marketing Principles for Small Businesses Workshop, Apr. 24
- vi. Completed Midlands Technical College, Government Leadership Development Course, Apr. 26
- vii. Attended Cross Function Meeting , Apr. 29
- viii. Participated in SC Chamber 2019 Salute to Small Businesses, May 1
- ix. Columbia Chamber Small Business Week Workshop – “Scaling Up: How to Do Business with Private and Public Entities”, May 8
- x. Participated in City of Columbia 7th Annual Small Business Week Conference – Leading the Change, May 10
- xi. Attended Devine Street Business Association Meeting, May 14
- xii. Conducted two certification site visits

2019 Office of Small Business Opportunity Workshops

Title of Workshop	Date	No. Attended
Small Business Compliance and Legal Issues	Jan 24	44
Small Business Certifications	Feb 11	83
RFPs & RFQs: The Alphabet Soup of Procurement	Feb 20	38
Keeping Your Finances in Check Tax Preparation	Mar 25	15
Successful Marketing Principles for Small Businesses	Apr 24	31
Effective Business Management Skills Series (Jun 3, 10, 17, 24)	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 and three (3) renewals. There are seven (7) new certification pending and twelve (12) re-certification pending
 - iv. Conducted two site visits
 - v. Attended several Outreach Workshops that OSBO hosted
 - vi. Attended Sidewalk Package S11 bid opening, April 24, 2019
 - vii. Attended Cross Function meeting on April 29, 2019
- Attended several other meetings with OSBO staff members during the month of April

- **Program Coordinator**

- i. Reconciled/posted multiple payments to prime and subcontractors
- ii. Number of payments due to prime, 31
- iii. Number of payments due to subcontractors, 115 (March and April)

Outreach

- Speaker at CHDO workshop hosted by Community Planning & Development Department Community Development Division.
- Vendor/Matchmaker - SBA's Salute to Small Business, A National Small Business Week event that is organized by the SBA South Carolina District Office, South Carolina Chamber of Commerce, SCORE, South Carolina Research Authority, Small Business Development Center, and the South Carolina Department of Commerce. The mission of the event to connect the state's small businesses to new opportunities and resources and to honor South Carolina's top small businesses and small business advocates.
- Attended the Columbia Chamber's small business event "Scaling Up: How to Do Business with Public & Private Entities."
- Exhibitor at City of Columbia's Small Business Week Conference. The conference is designed to recognize the successes of local small businesses and provide businesses with management tools to be successful and networking opportunities. The Conference includes keynote presentations, breakout sessions, networking, and exhibitors.
- Attended Devine St. Business Association Meeting