



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



Transportation Penny Advisory Committee Report

OSBO
Manager's Report

July 17
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

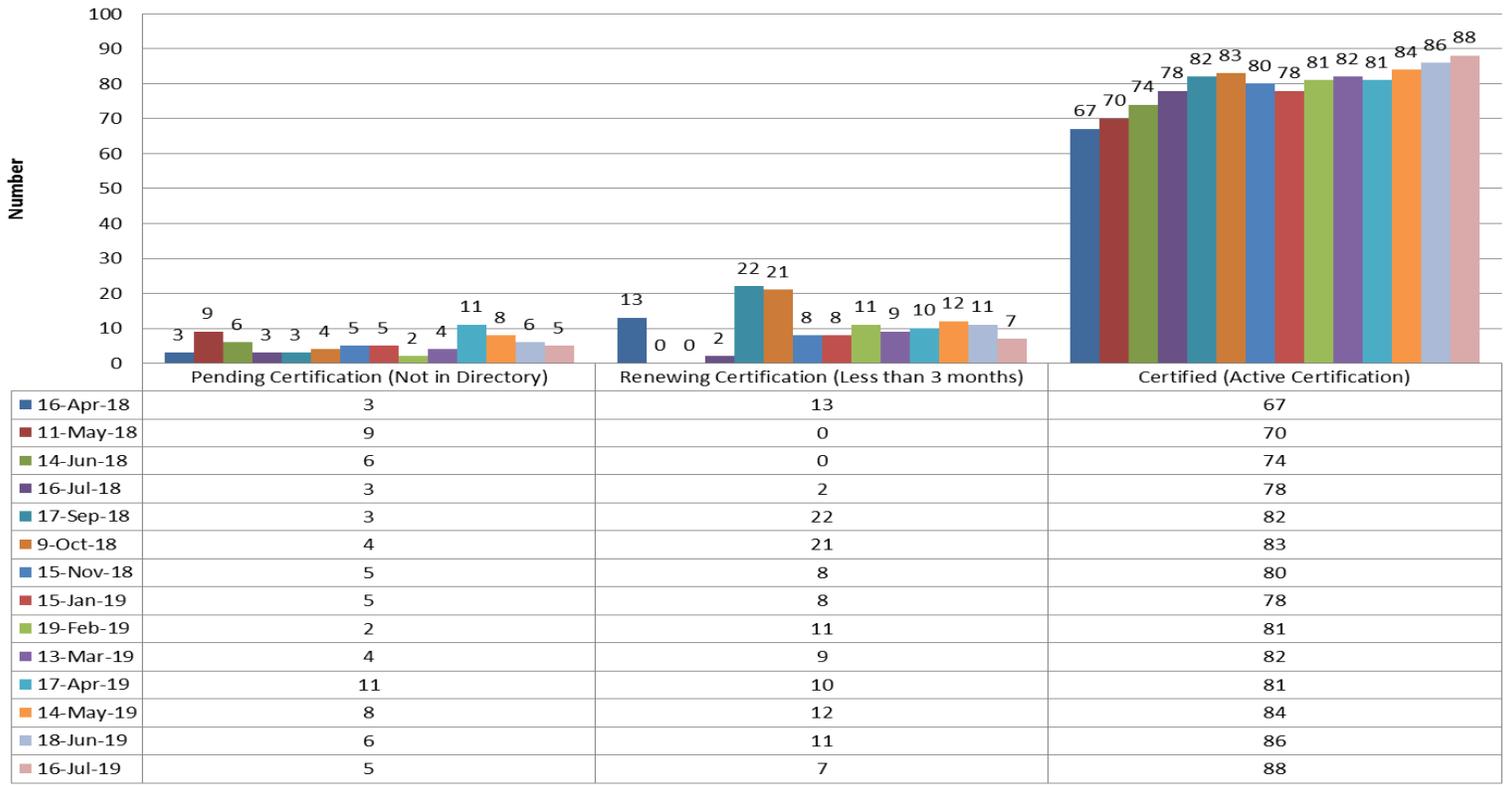
Team Matrix		
Name	Department	Title
<i>Christine Keefer</i>	<i>GCS</i>	<i>GCS Director</i>
<i>Michael Niermeier</i>	<i>Transportation</i>	<i>Director of Transportation</i>
Erica Wade	OSBO	Manager of OSBO
Michelle Rosenthal	OSBO	Business Development Coordinator
Bryant Davis	GCS	Asst. Director of GCS
Cheryl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

4. Goal Setting Committee (GSC)

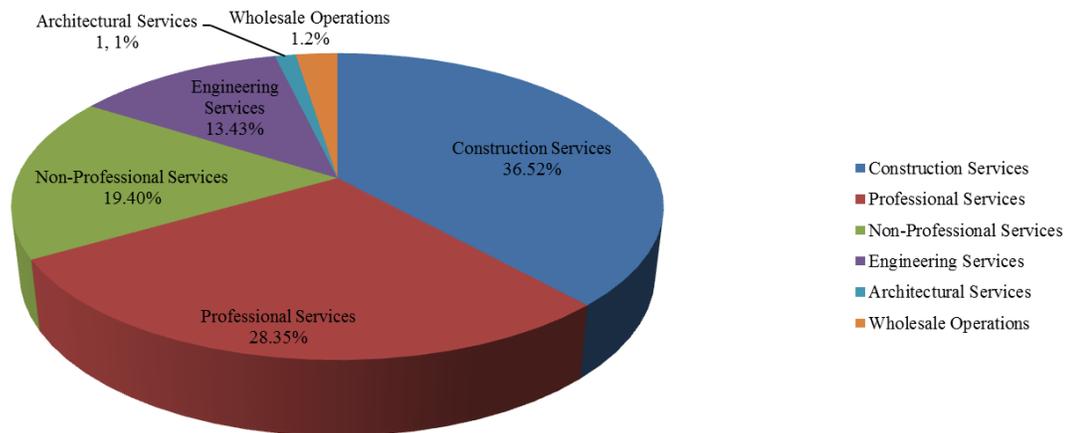
Team Matrix		
Name	Department	Title
Erica Wade	OSBO	Manager of OSBO
Ross Tilton	PDT	Program Administrator
Cor'deija Horne	OSBO	Program Coordinator
Margaret Jones	OSBO	Certification & Compliance Specialist
Jennifer Wladischkin	Procurement	Manager of Procurement
Gerald Walker	PDT	Estimator

5. Analysis:

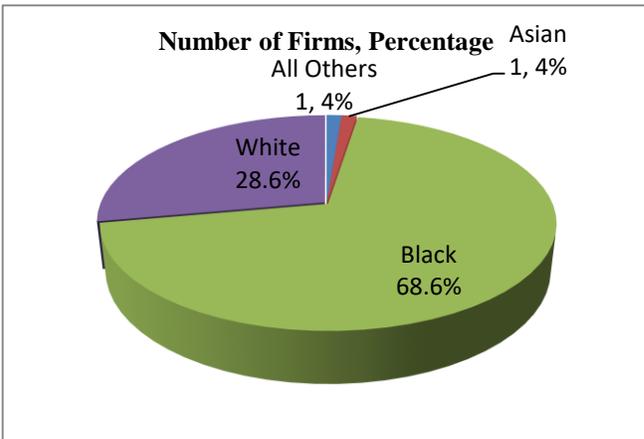
SLBE Certified Firm Status



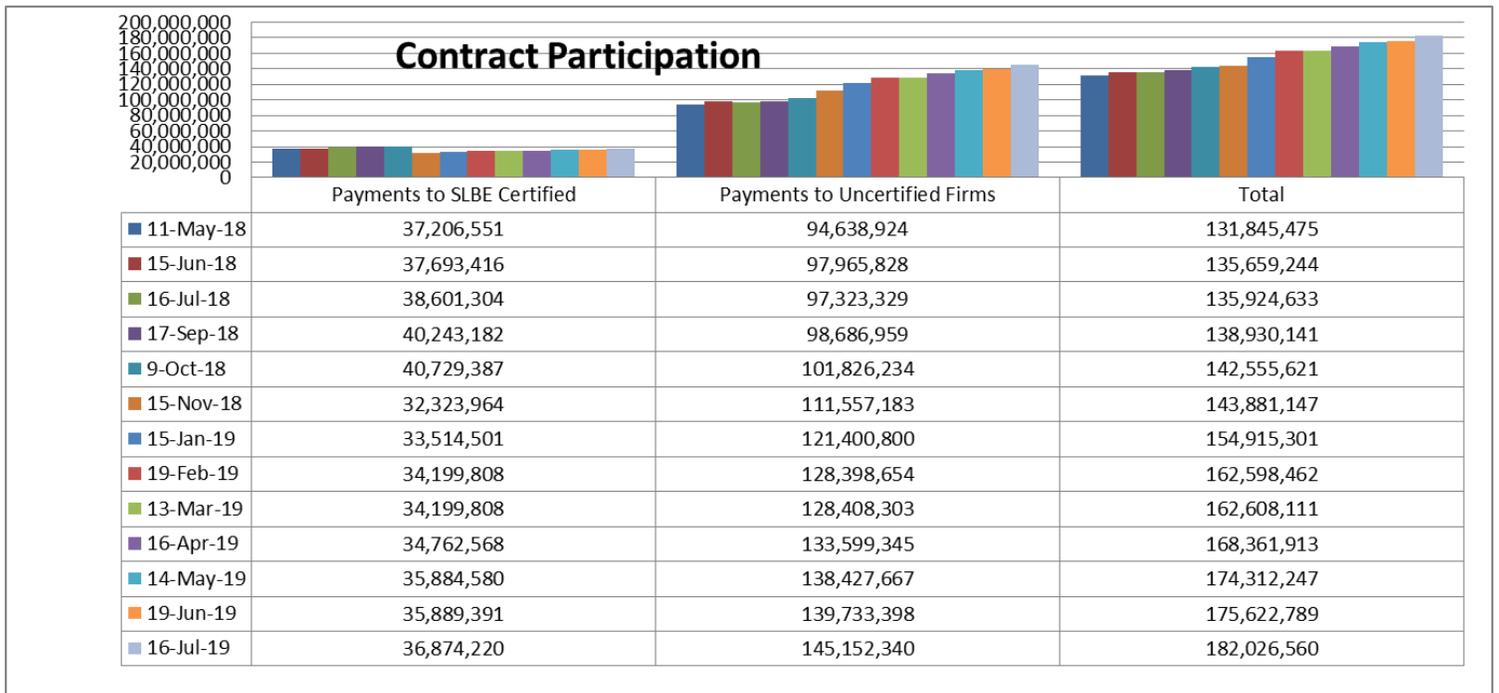
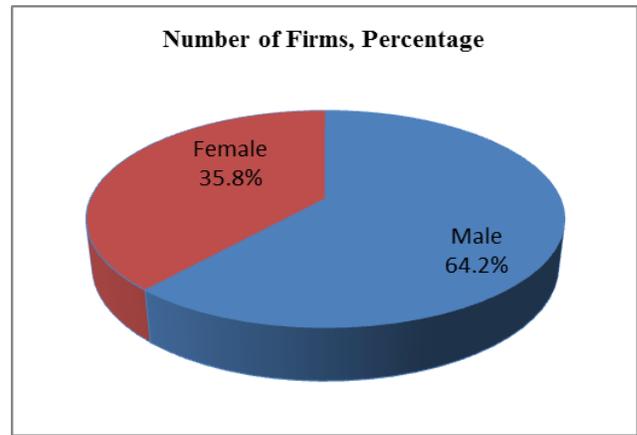
SLBE Firms by Primary Industry Category Number of Firms, Percentage



SLBE Firms by Ethnicity



SLBE Firms by Gender



Contract Participation: January 1, 2012-July 17, 2019* PDT SLBE Goal Participation Update 2018-19

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
 - T/M/ Maintenance, LLC – District 3
 - Mart's Motorworx, LLC – District 3
- iii. Attended Small Business Community Works Open House, June 27
- iv. Coordinated Effective Business Management Skills series workshop, June 3, 10, & 17, and 24
- v. 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	20
Effective Business Management Skills Series (Jun 3, 10, 17, 24)	Jun 10	18
Effective Business Management Skills Series (Jun 3, 10, 17, 24)	Jun 17	13
Effective Business Management Skills Series (Jun 3, 10, 17, 24)	Jun 24	18
Best Safety Practices for Job Sites (How to Protect Yourself)	Jul 17	
Engage Richland Connecting Small Businesses to Financing and Contracting Opportunities	Sep 11	
Richland County Procurement Process	Nov 6	

• Certification and Compliance

Projects Completed

- iii. Completed six (6) new certifications and one (1) renewal. There are five (5) new certification pending and seven (7) re-certification pending
- iv. Conducted six site visits
- v. Attended several other meetings with OSBO staff members during the month of June

• Program Coordinator

- i. Reconciled/posted multiple payments to prime and subcontractors
- ii. Number of payments due to prime, 128
- iii. Number of payments due to subcontractors, 116 (May and June)

Outreach

Assist with planning and gathering panelist for SC Business Collaborative – Scale Up event in partnership with the U.S. Small Business Administration and other local government agencies.

Attended Small Business and Payroll requirements workshop hosted by ADP and local small business, D. Hart Accounting.

Completed flyer and online marketing outreach for upcoming Job Site Safety: Best Practice and Other Tips to Ensure Safety on Job Sites workshop scheduled for July 17, 2019.

Prepared and emailed invitations and sponsorship letters this week to local lenders and business owners asking them to participate in the Engage Richland: Connecting Small Businesses to Financing and Contracting Opportunities event on 9/11/19.

Met with the Executive Director of the North Columbia Business Association to discuss partnership and how OSBO can assist small businesses in the North Main corridor. The association will be participating in OSBO's Engage Richland event.