



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



TPAC Report

OSBO
Manager's Report

September 18
2018



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.

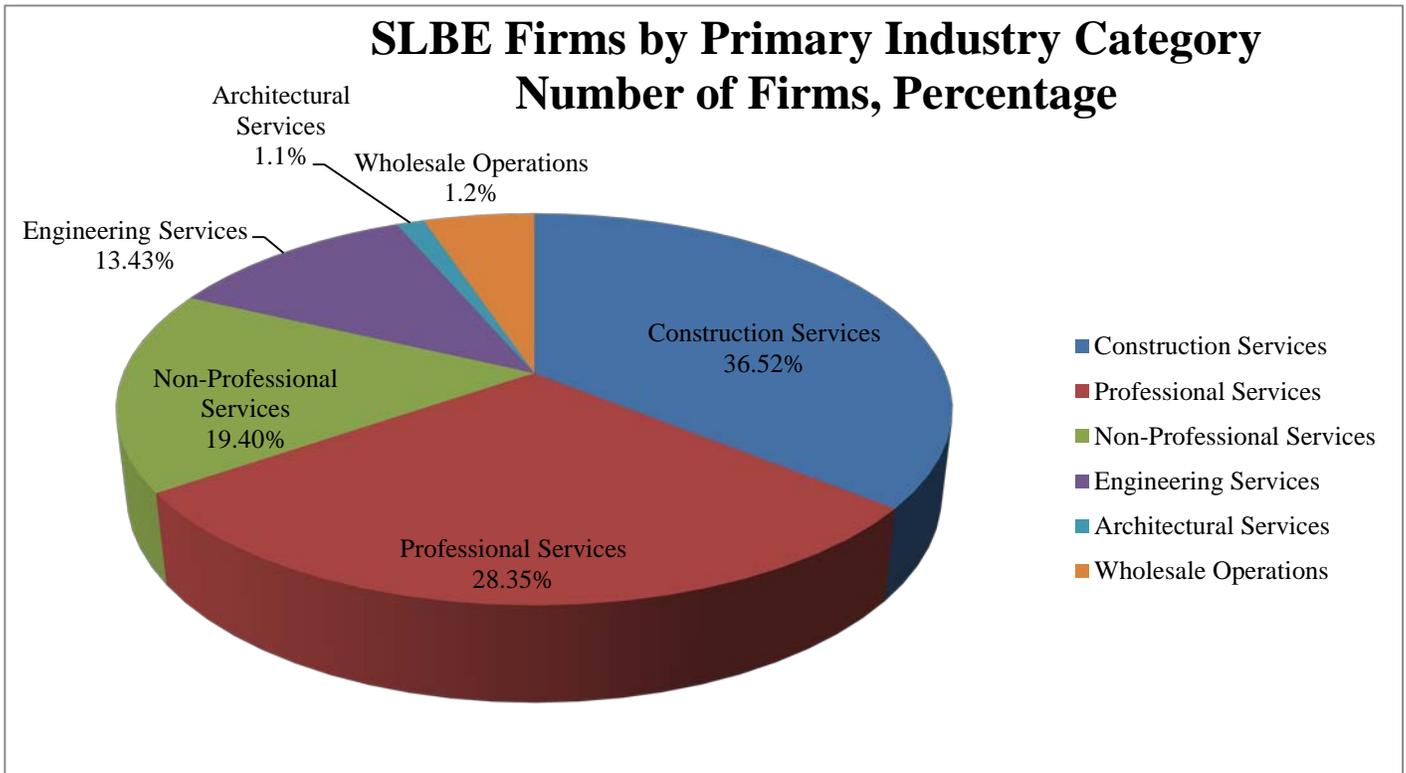
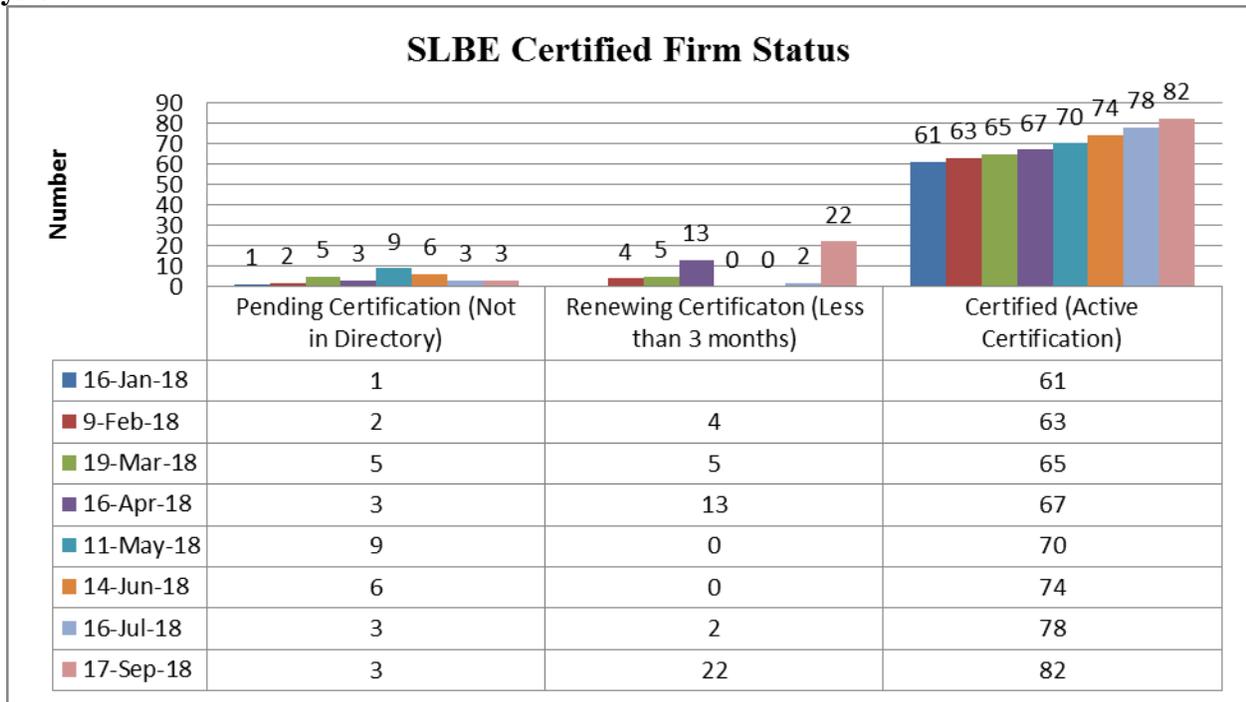
3. Office of the Small Business Opportunity Cross Functional Team

Team Matrix		
Name	Department	Title
<i>Brandon Madden</i>	<i>GCS/OSBO</i>	<i>Acting GCS Director serving as an Advisor</i>
<i>Dr. John Thompson</i>	<i>Transportation</i>	<i>Director serving as an Advisor</i>
Bryant Davis	GCS/OSBO	Assistant Director of GCS
Michelle Rosenthal	OSBO	Business Development Coordinator
VACANT	OSBO	Financial Resources Coordinator
Cheryl Cook	OSBO	Certification & Compliance Specialist
Jennifer Wladischkin	Procurement	Manager of Procurement
Yolanda Davis	Procurement	Contract Specialist
VACANT	Transportation	Assistant Director
Alicia Aull	Transportation	Senior Accountant
Nathaniel Miller	Transportation	Contract & Budget Manager

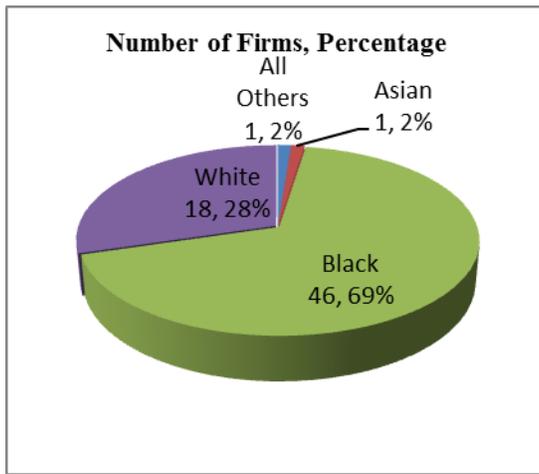
4. Goal Setting Committee (GSC)

Team Matrix		
Name	Department	Title
Bryant Davis	GCS/OSBO	Assistant Director of GCS
Ross Tilton	PDT	Program Administrator
VACANT	OSBO	Financial Resources Coordinator
Cheryl Cook	OSBO	Certification & Compliance Specialist
Jennifer Wladischkin	Procurement	Manager of Procurement
Gerald Walker	PDT	Estimator

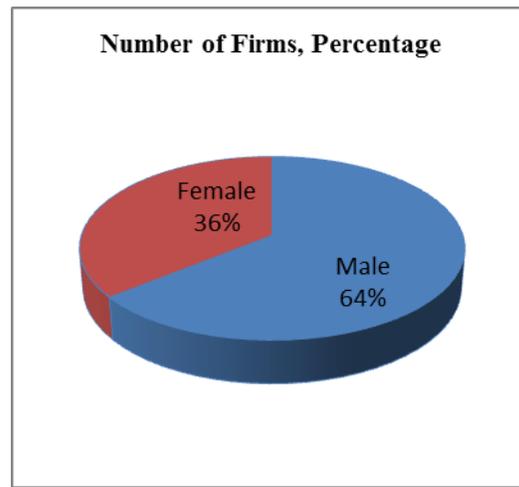
5. Analysis:



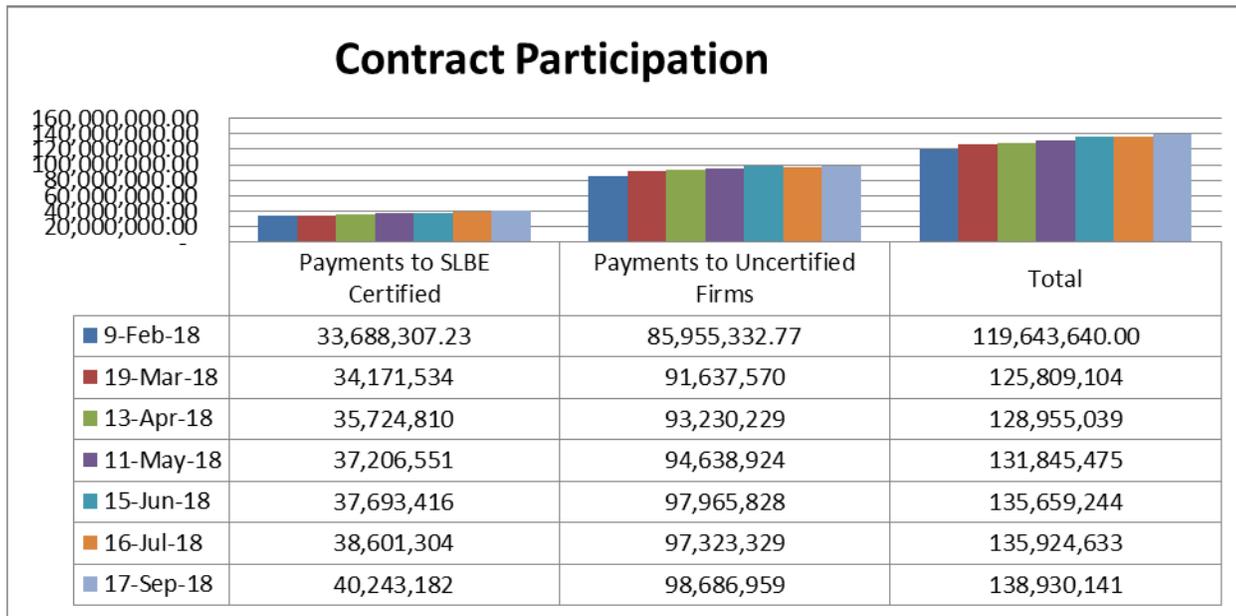
SLBE Firms by Ethnicity



SLBE Firms by Gender



Contract Participation: January 1, 2012-September 18, 2018*



* Payments to Uncertified Firms - Include Prime contractors

*The increase of payments to SLBEs reflects in the increase in goal setting for SLBE Contractors

PDT SLBE GOAL PARTICIPATION UPDATE 2018

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

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
 - PDT SLBE Participation Update and Payment Invoices
- iii. Scheduling a meeting with Steering committee of Small Businesses to review
 - Sheltered Markets, Mentor Protégé Program, NAICS Codes (size standards) and Joint Venture Opportunities

• Business Development

- i. OSBO Website Highlights
- ii. Highlighted Articles
 - Firm's Featured Stories
 - Premier Care Services, LLC - District 7
 - P & B Promotionals, LLC - District 11
 - SLC Hauling and Trucking Company, LLC – District 2
 - Shady Grove Construction, LLC – District - 1
- iii. Coordinated OSBO participation in USC 2018 Small and Minority Contractors Matchmaking Event August 2, 2018
- iv. Negotiated and coordinated Partner of the Month with 1 Million Cups for the month of August
- v. Attended the OSBO Ad Hoc Committee Meeting
- vi. Coordinated and hosted Small Business Focus Group on August 22, 2018 in response of the July 10, 2018 OSBO Ad Hoc Committee Members meeting to obtain the recommendations of the OSBO SLBE/ESLBE Community as it pertains to the Sheltered Market Program, NAICS Codes/Size Standards, and Mentor Protégé Program
- vii. Attended the Pedestrian Improvements at Intersections SLBE Goal Setting Percentages Meeting
- viii. Attended and participated in the PDT Contract/SLBE Participation goals meetings
- ix. Attended Pre-Construction meetings for Dirt Road Packages G and H
- x. Attended the Pre-Construction meeting for Sidewalk Packages S-8 and S-6
- xi. Attended a pre-bid meeting for Sidewalk S-9
- xii. Attended and participated in the OSBO Staff meeting with City of Columbia Office of Business Opportunity (OBO) on building a stronger partnership
- xiii. Participated in approximately 4 site visits with certification and compliance
- xiv. Sent out approximately 6 Outreach Campaigns via B2G
- xv. Conducted a door to door business outreach campaign
Approved one new SLBE Certification

INTERNAL TECHNICAL WORKSHOPS	DATE
Contract Compliance Payment Reporting	Feb 8
Surveyor and Blue Print	Mar 28
Insurance and Bond Requirements	Apr 18
Relationship Between Prime & Subcontractor (Bid -Awards)	May 16
Dirt Roads, Clearing, storm drain, paving, grading road, etc.	Jun 20
Pavement (Striping and Signage)*	Jul 18
Improvement Projects (Sidewalks and Bookkeeping)	Aug 15
Hauling (Resurfacing)	Sep 19
Concrete & Masonry	Oct 17
Safety	Nov 21
Traffic Control	Dec 19

INTERNAL ADMINISTRATIVE
WORKSHOPS

DATE

Understanding the Richland County Ordinance	Jan 17
Contract Compliance Payments	Feb 8
Small Business Compliance and Legal Issues	Mar 22
Cash Flow	Apr 10
Richland Renaissance for the Small Business Owner	May 15
Why Get Certified	June 20
Workman's Compensation and Insurance*	July 18
Marketing 101	Aug 13
Small Business License Requirement	Sep 19
Ordinance Review	Oct 17
Richland County Procurement Process	Nov 7
Funding Resources for Small Businesses	Dec 19

***Denotes cancelled workshop due to low registration**

- **Financial Resources Coordinator**

- Projects Completed

- i. Attended Pre-Constructions meeting for Dirt Road Package G and H and Sidewalk Packages S-8 and S-6
- ii. Meeting were held during the Month of August with PDT staff to discuss SLBE participation goals
- iii. Attended pre-bid meeting for Sidewalk S-9
- iv. Attended opening bid meeting for Sidewalk Package S-9 on September 5, 2018
- v. Reconciled multiple undocumented payments (time and month information is pulled)
 - Number of payments due to prime, 55
 - Number of payments due to subcontractors, 29

- **Certification and Compliance**

- Projects Completed

- i. Completed three (3) new certifications and one (1) re-certification and three (3) new certification pending and one (1) re-certification pending
- ii. Attended USC Small and Minority Contractors Matchmaker Event on August 2, 2018 where there were more than 60 firms in attendance
- iii. OSBO was Partner of the month for the 1 Million Cup at Richland Library
- iv. OSBO met with the City of Columbia Staff to discuss building a stronger partnership between the City Office of Business Opportunity(OBO) and Richland County OSBO
- v. On August 22, 2018 OSBO held a Small Business Focus Group. The purpose of the focus group was a follow up on the July 10, 2018 request from the OSBO Ad Hoc Committee Members for OSBO staff to meet with certified SLBE firms from each of the industry categories listed in the SLBE Program Ordinance (No. 049-13HR) to obtain input and recommendations on the OSBO SLBE Program (1) Sheltered Market Program, (2) Size Standards, and (3) Mentor-Protégé Program. OSBO staff will be following up with the focus group members on their recommendations

- Working with CGS Staff to implement a Small Business Expo for Spring 2019