



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



TPAC Report

OSBO
Manager's Report

July 23
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.

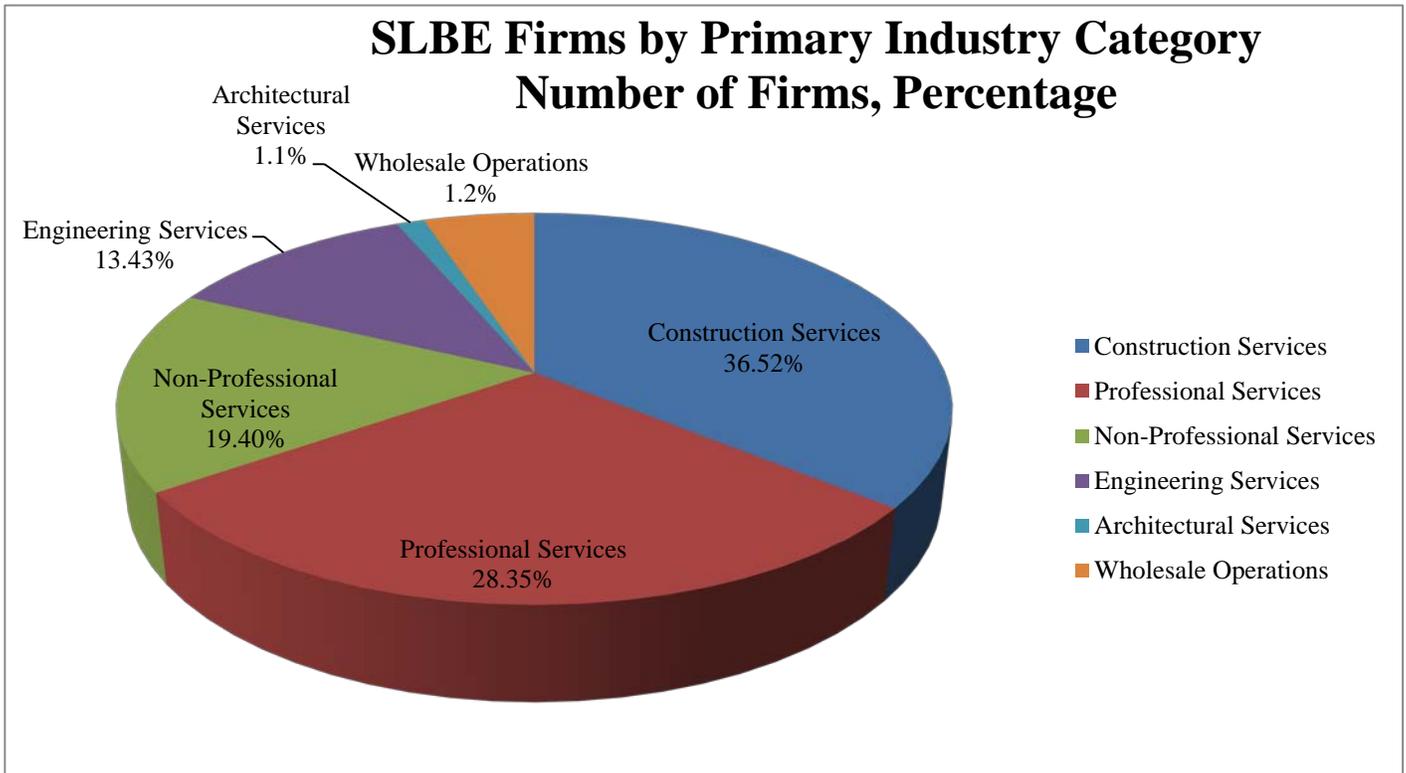
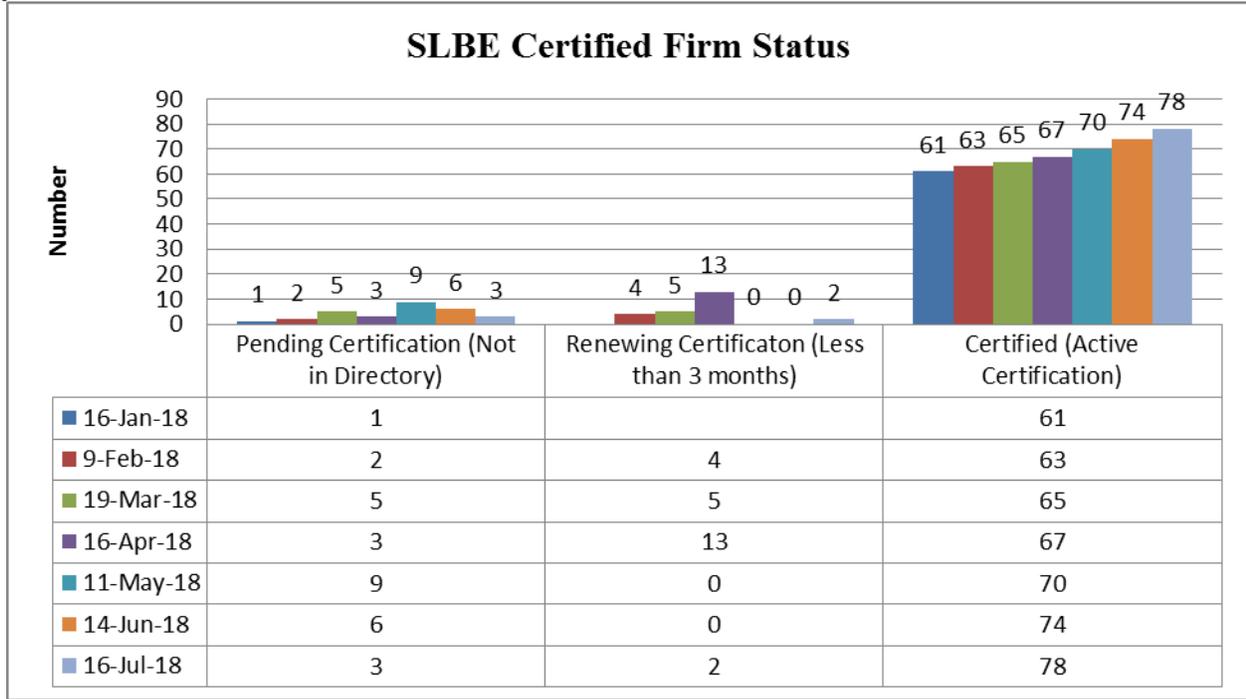
3. Office of the Small Business Opportunity Cross Functional Team

Team Matrix		
Name	Department	Title
<i>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>
Bryant Davis	OSBO	Acting Manager of OSBO
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

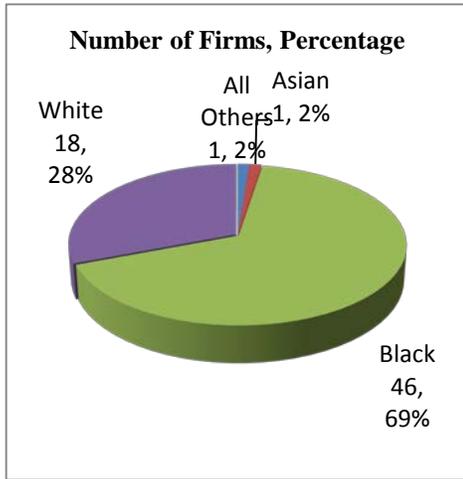
4. Goal Setting Committee (GSC)

Team Matrix		
Name	Department	Title
Bryant Davis	OSBO	Acting Manager of OSBO
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

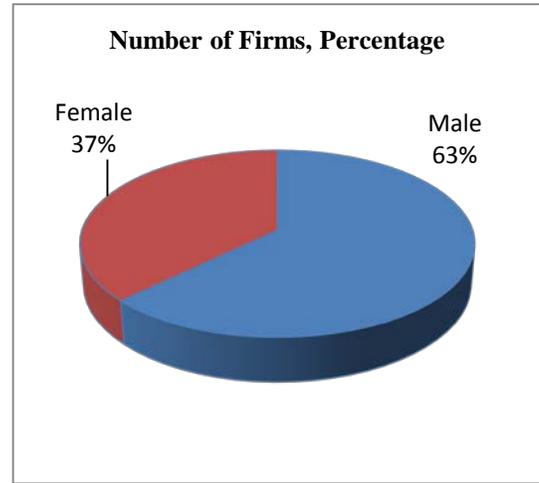
5. Analysis:



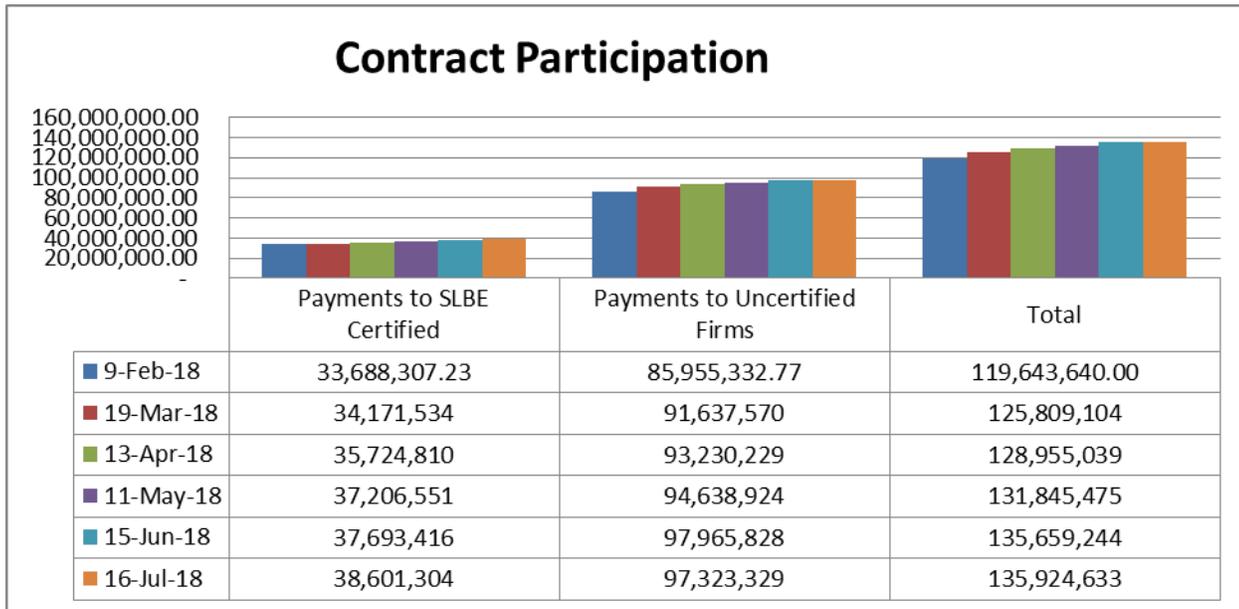
SLBE Firms by Ethnicity



SLBE Firms by Gender



Contract Participation: January 1, 2012-July 16, 2018*



* Payments to Uncertified Firms - Include Prime contractors

* Includes a total of 73 contracts - open (49) and closed (24)

*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 by OSBO	PDT Goal
2017 Dirt Roads Package H/I	No	4.05%	4.05%
2017 Dirt Roads Package G	Yes	100%	100%
2018 Resurfacing Project Package O	No	0%	0%
Resurfacing Project Package P	No	0%	0%
Sidewalk Package S-8	Yes	100%	100%
Pedestrian Improvements at Intersections	No	N/A	N/A
2018 Sidewalks – Koon Rd. & Farmview St.	Yes	100%	100%

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
 - iii. Participated in Access to Capital Symposium- Financing Options for Small Businesses, June 6th
 - iv. Hosted Why Get Certified Workshop, June 18th
 - 40 Attended (60 Registered) See attached flyer for participants
 - v. Workshops scheduled for Jul 18th were cancelled due to low registration

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. Developed SLBE utilization goal for upcoming Pedestrian Improvements at Intersections
- ii. Attended opening bid meeting for Sidewalk Package S-8
- iii. Reconciled multiple undocumented payments (time and month information is pulled)
 - Number of payments due to prime, 11
 - Number of payments not confirmed by subcontractors, 10

- Projects On-going

- i. Established drill down NAICS codes for each certified business to ensure goal setting accuracy
- ii. Develop an annual goal for county wide and Penny Tax specific contracts

- **Certification & Compliance**

- iii. Completed three (3) new certifications and one (1) re-certification with six (3) new certification pending and two (2) re-certification pending
- iv. Hosted a “Why Get Certified” workshop which included a panel of government agencies to small business explaining how and why small businesses should become certified. Business owners learned how to easily navigate the certification process and had an opportunity to discuss with the presenting agencies the benefits of becoming certified with their agency.

- Incentives for Certification

- Working with CGS Staff to implement a Small Business Expo for Fall 2018



SMALL BUSINESS CERTIFICATION WORKSHOP
WHY GET CERTIFIED?

9 a.m. - 10:30 a.m. | Wednesday, June 20, 2018
2000 Hampton St. (Health Building), Suite 3014

Richland County OSBO will host speakers from various governmental agencies to explain how and why small businesses should become certified. Business owners will learn how to easily navigate the certification process and have an opportunity to discuss with the presenting agencies the benefits of becoming a certified vendor.

Presenters will be:

Pamela Green, Director, SC Division of Small & Minority Business Contracting & Certification

Anthony R. Cromartie, DBE Compliance Program Manager, SC Department of Transportation

Michael V. Corp, Deputy District Director, Small Business Administration

Tammie Greene, SourceSC Program Manager, SC Department of Commerce

Cheryl Cook, Certification and Compliance Specialist, Richland County OSBO

For more information or to RSVP email osbo@richlandcountysc.gov or call 803-576-1540.

Richland County

Office of Small Business Opportunity

2000 Hampton St., Suite 3014, Columbia