



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



## Transportation Penny Advisory Committee Report

OSBO  
Manager's Report

October 16  
2018

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**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.

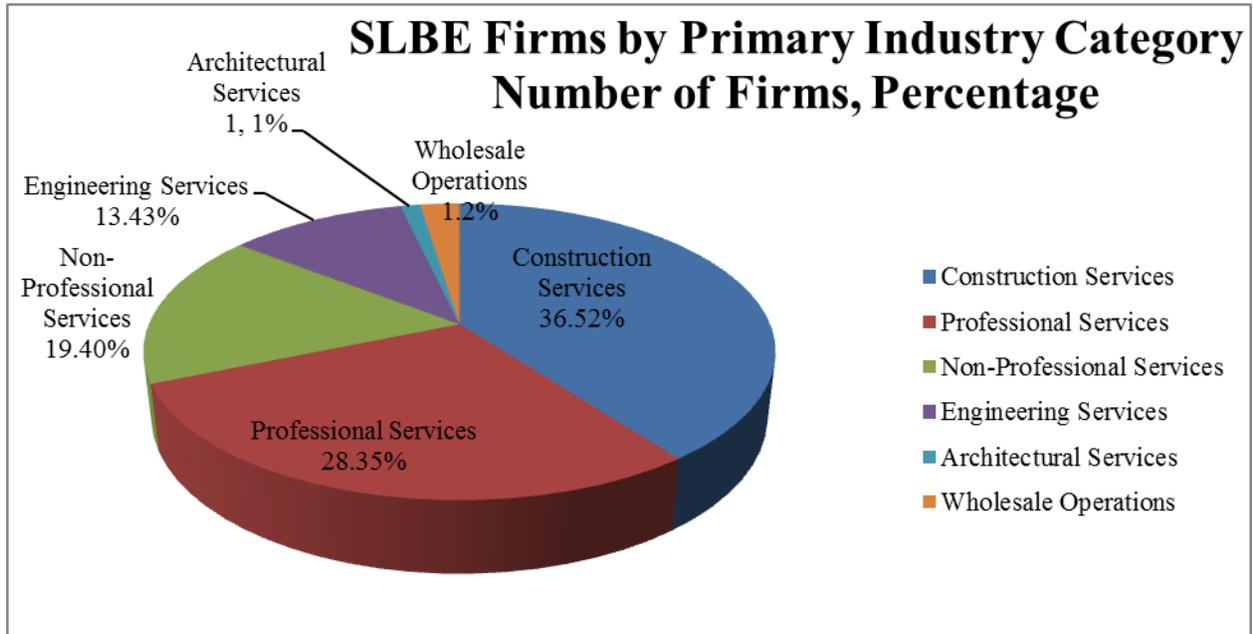
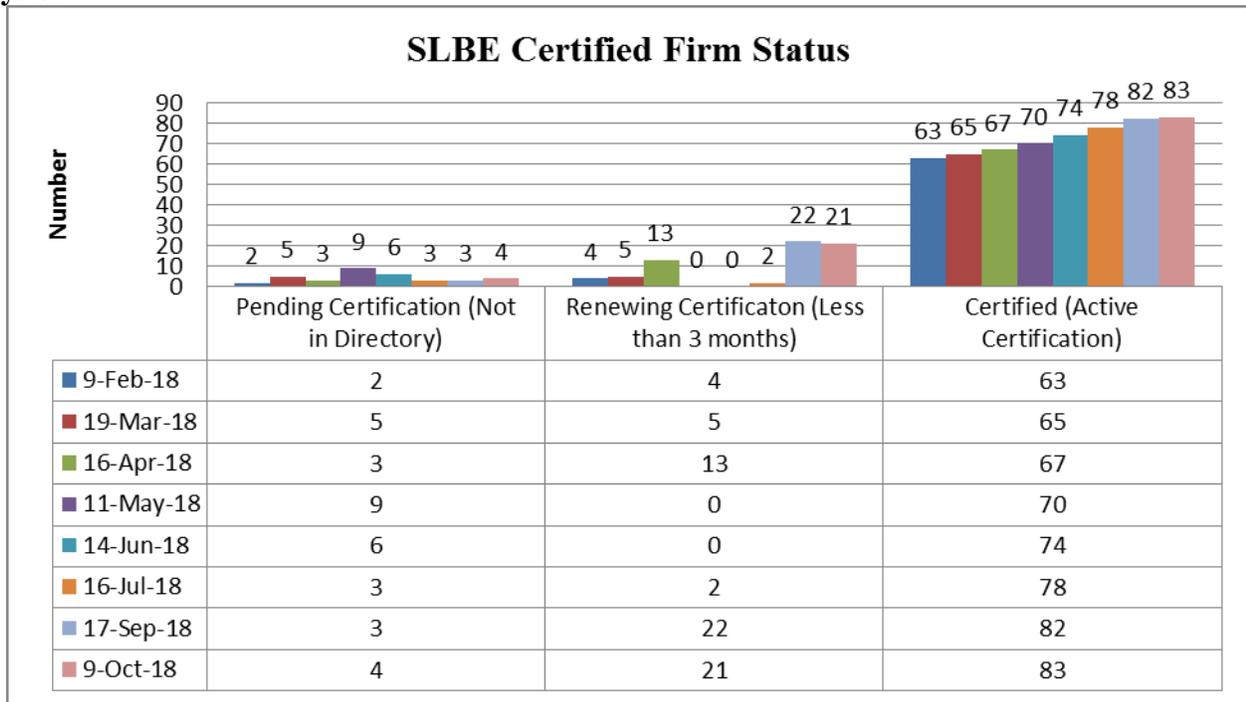
**3. Office of the Small Business Opportunity Cross Functional Team**

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>
Erica Wade	OSBO	Manger of OSBO
Michelle Rosenthal	OSBO	Business Development Coordinator
Bryant Davis	OSBO/GCS	Asst. Director of GCS
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

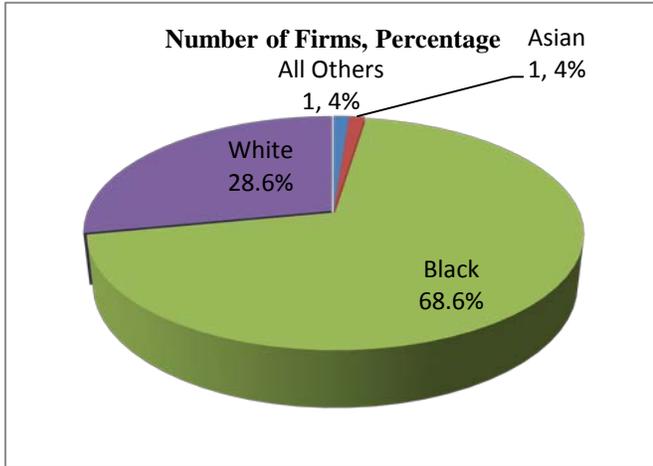
**4. Goal Setting Committee (GSC)**

Team Matrix		
Name	Department	Title
Erica Wade	OSBO	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

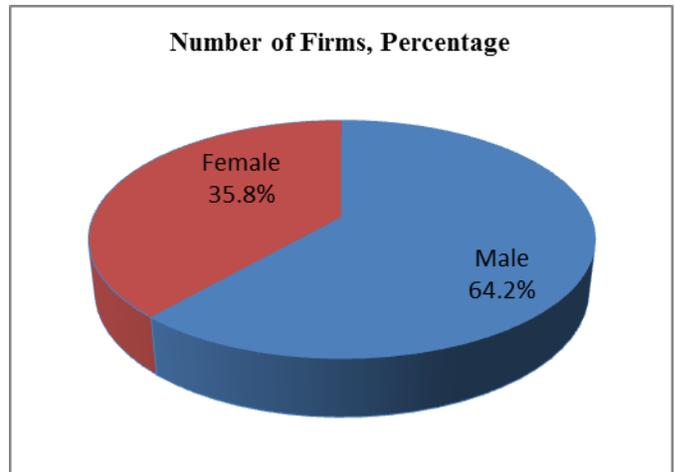
5. Analysis:



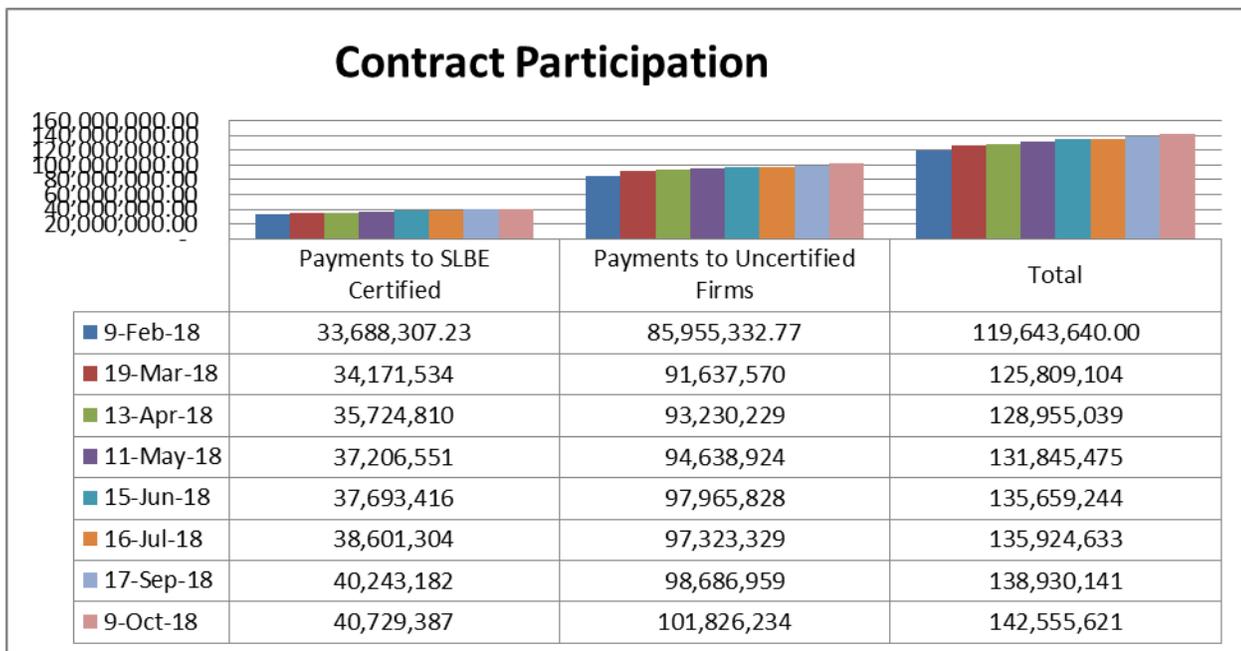
### SLBE Firms by Ethnicity



### SLBE Firms by Gender



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



\* Payments to Uncertified Firms - Include Prime contractors

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

## 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

### • Business Development

- i. OSBO Website Highlights
- ii. Highlighted Articles
  - Firm's Featured Stories
    - SLC Hauling and Trucking Company, LLC – District 2
    - Shady Grove Construction, LLC – District - 1
- iii. Attended weekly 1 Million Cups – Columbia
- iv. Attended the Columbia Chamber Small Business Council Committee
- v. Attended the NCAA Community Meeting
- vi. Attended the National Association of Women in Construction, Sept. 19
- vii. Attended the Big DM Women Empowerment Conference, Sept. 29
- viii. Coordinated Marketing 101 Workshop, Sept. 19
- ix. Attended the Bid Opening for Pedestrian Improvement Package 2
- x. Participated in three site visits
- xi. Approved two new SLBE Certifications
- xii. Formulated Excel spreadsheet for upcoming goal setting projects

<a href="#">Contract Compliance Payment Reporting</a>	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

- xiii. Attended Pre-Bid meeting for Candlewood Phase 3
- xiv. Provided SLBE Goal Setting for Clemson Road Sidewalk
- xv. Attended bid opening meeting for Pedestrian Improvements at Intersections 2
- xvi. Reconciled multiple undocumented payments (time and month information is pulled)
  - Number of payments due to prime, 39
  - Number of payments due to subcontractors, 159

- **Certification and Compliance**

Projects Completed

- i. Completed three (3) new certifications and one (1) re-certification with three (3) new certification pending and five (5) re-certification pending
- ii. Attended Big DM Women Empowerment Conference at the Columbia Convention Center on September 29, 2018

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