

# RICHLAND COUNTY COUNCIL

## SOUTH CAROLINA

### OFFICE OF SMALL BUSINESS OPPORTUNITY AD HOC COMMITTEE MEETING

September 14, 2015  
3:30 PM  
Administration Conference Room

*In accordance with the Freedom of Information Act, a copy of the agenda was sent to radio and TV stations, newspapers, persons requesting notification, and was posted on the bulletin board located in the lobby of the County Administration Building*

#### CALL TO ORDER

Mr. Washington called the meeting to order at approximately 3:35 PM

#### ADOPTION OF THE AGENDA

Mr. Jackson moved, seconded by Mr. Livingston, to adopt the agenda as published. The vote in favor was unanimous.

#### OSBO STATUS REPORT/ADMINISTRATOR PROGRESS:

##### Quick Pay Program:

- ROA will be drafted within the next few weeks in regard to the Quick Pay Program
- Received authorization to move forward with tasks for Quick Pay Program and Mentor Protégé Program
- Finance is working through steps for Quick Pay Program (i.e. additional staff)

##### Mentor Protégé Program:

- Phase I is 60%-70% complete
- Phase II will begin this week
- Phase I is to develop the administrative process, operating and working mechanism
- Incentives will need to be approved by Richland County

##### Sheltered Market Program:

- Sidewalk Project has been identified (Jouster Road)



#### Council Members Present

Kelvin E. Washington, Sr., Chair  
District Ten

Damon Jeter  
District Three

Paul Livingston  
District Four

Norman Jackson  
District Eleven

#### Others Present:

Tony McDonald  
Gloria Tanner  
Cheryl Patrick  
Brenda Parnell  
Kim Roberts  
Chris Gossett  
Roxanne Ancheta  
Michelle Onley  
Monique Walters  
Kristen Hutto

- SLBE Goal will need to be established for the sidewalk project
- “Soil Cement” was a concern on Joustler Road because there is not a SLBE with the proper equipment to perform this particular project

**Bonding Program:**

- Council approved partnering with McCartha-Cobb & Associates at no cost to the County
- Moving forward with the educational opportunities/seminars
- Include recommendation of McCartha-Cobb in pre-bids conducted
- Request PDT to allow the bonding recommendation to be included in any future solicitations
- Request PIO Department to issue public information to make community aware of what Richland County is doing in regard to bonding

**GOAL SETTING PROCESS AND STATUS:**

**Status of SLBE and DBE tracking and reporting systems**

- Working with Configuration Specialist at B2G Now
- System will allow you to track if the vendor is a SLBE or a DBE, but not both
- Working on module to do a vendor registration interface between Procurement Contracting and OSBO

**SLBE and DBE goals to-date on current and future contracts**

Mr. Washington requested the dollar amount assigned to each company be broken out in the future.

Ms. Tanner stated the PDT/OSBO should develop a form that goes into the solicitation that has the prime to list who the firms are, the type services they're providing, the dollar amount and percentage.

**Confirmation process of goals on current contracts and future contracts**

- PDT set the goals on the Lincoln Tunnel Projects; SCDOT was involved due to the federally funding involved in the project
- Riverbanks Zoo Project goals were developed by Ms. Tanner; were discussed with Ms. Patrick and Mr. Perry
- Moving forward goals will be set by the OSBO Office

Ms. Tanner addressed two groups of contractors regarding the Zoo Project. There were approximately 20 participants at each meeting.

Mr. Washington suggested a work session in the future to discuss this matter in more detail.

Mr. Jackson inquired as to who inspects the work on the projects.

Mr. Gossett stated the PDT is responsible for having the work inspected; although, they do not inspect any project that they design.

### **INTERDEPARTMENTAL COOPERATION, COORDINATION AND REPORTING:**

**Authority of OSBO county-wide and accountability** – Ms. Patrick stated she has spoken with Public Works, Capital Projects and Support Services and requested they submit a list of projects coming forward in the future where SLBEs can be identified. Also, there is internal training being conducted with County Departments.

Mr. Rush inquired if Procurement should handle the SLBE and DBE programs for the other departments since the Transportation Penny Program supports the OSBO Office.

Legal will review this matter and bring back to the committee.

### **OSBO EMPLOYMENT VACANCIES**

Ms. Patrick stated 4 candidates for the Assistant Director position have been interviewed. An additional application came in that looked promising and an interview will be set up with that applicant.

Ms. Tanner is drafting job description for the three staff positions (2 Compliance Analysts and 1 Outreach and Business Development Coordinator).

### **OTHER BUSINESS**

Mr. Washington inquired if a preference for local companies has been put in the RFPs.

Ms. Patrick stated Council will need to adopt the requirement prior to it being placed in the RFPs.

An ROA will need to be drafted to allow for the 5 points for local preference. According to State law, the maximum amount allowed is 5 points.

### **ADJOURNMENT**

The meeting adjourned at approximately 4:42 PM