



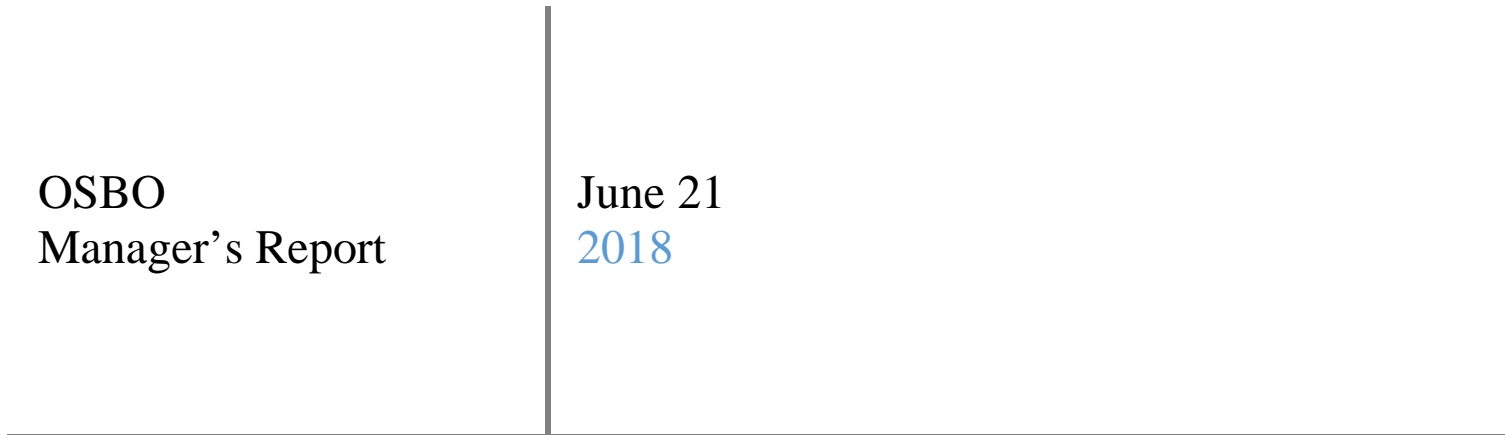
RICHLAND COUNTY OFFICE OF SMALL BUSINESS OPPORTUNITY
2000 Hampton Street, Suite 3014
Columbia, SC 29204



TPAC Report

OSBO
Manager's Report

June 21
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.

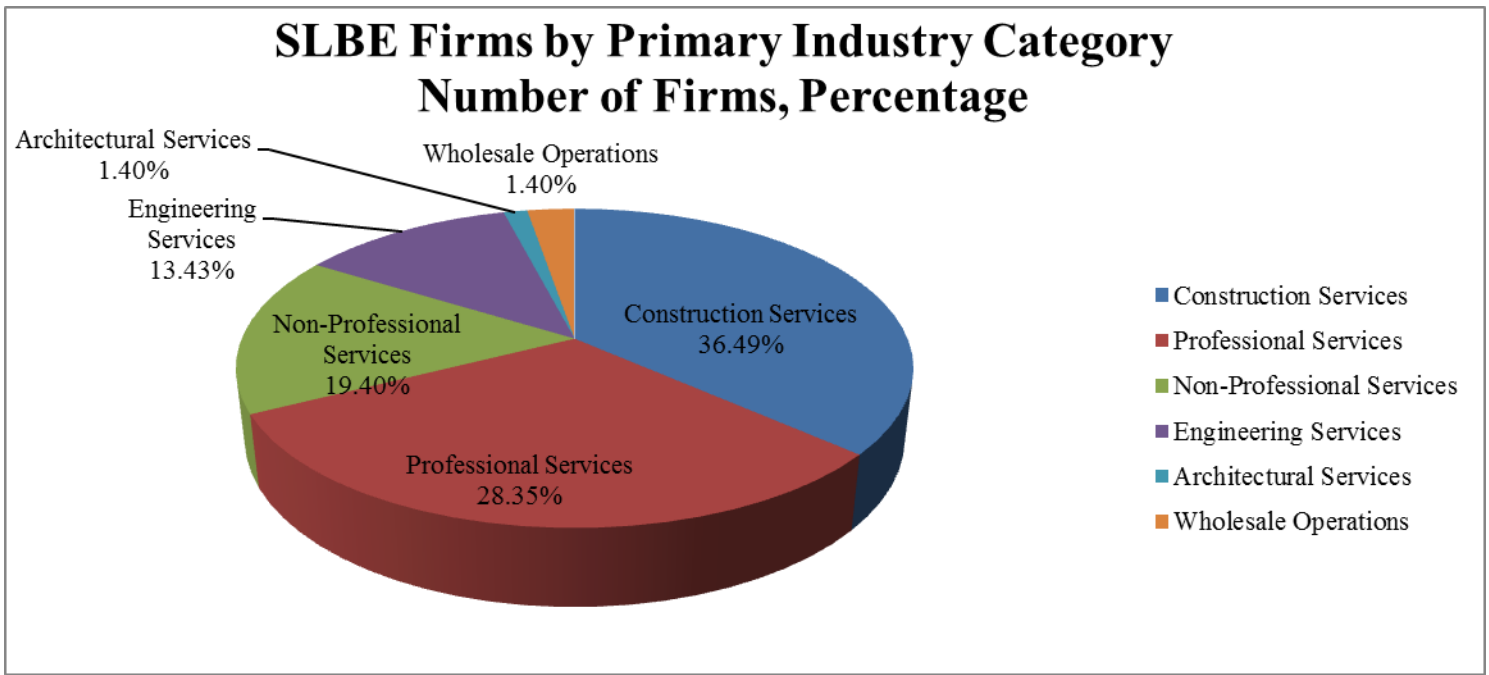
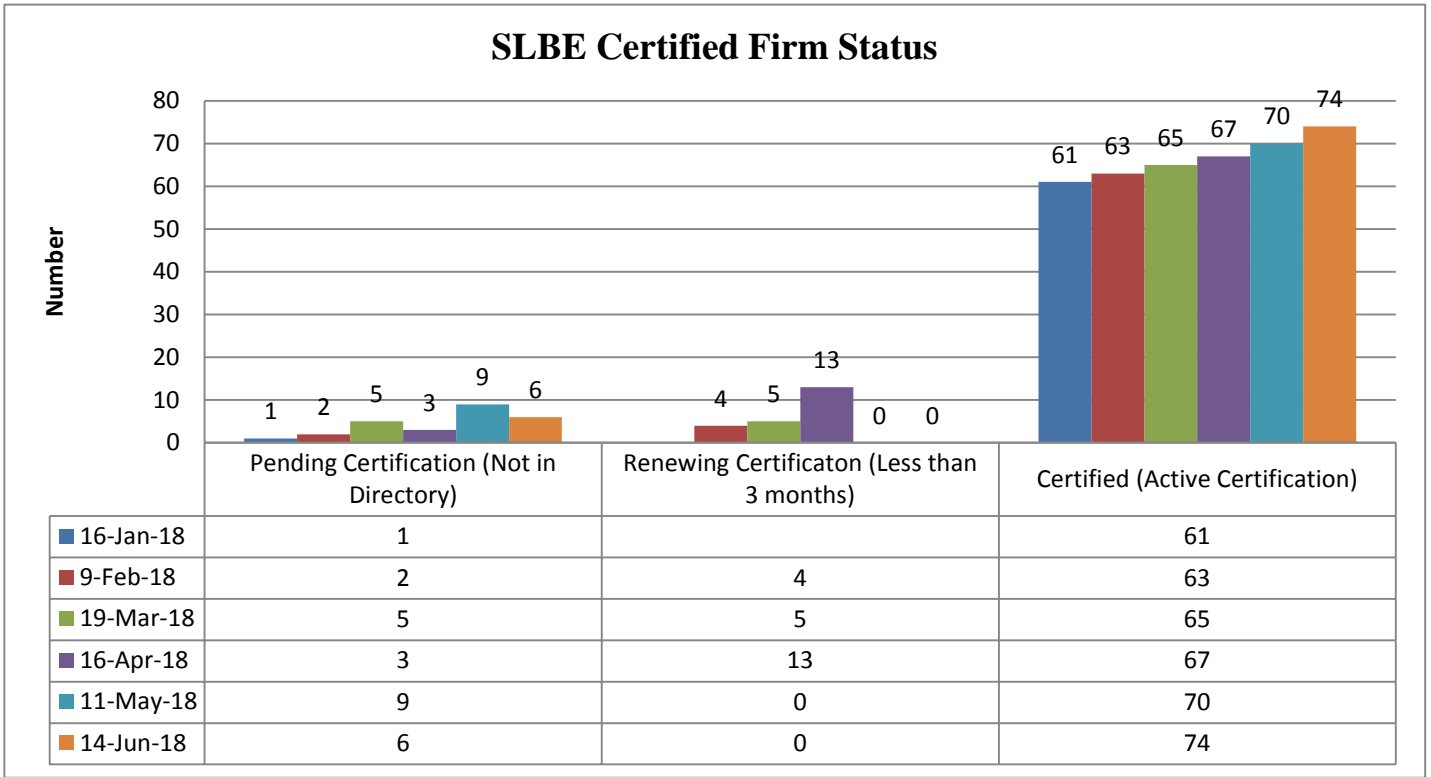
3. Office of the Small Business Opportunity Cross Functional Team

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
Tony Edwards	Transportation	Acting Director of Transportation
Alicia Aull	Transportation	Senior Accountant
Nathaniel Miller	Transportation	Contract & Budget Manager

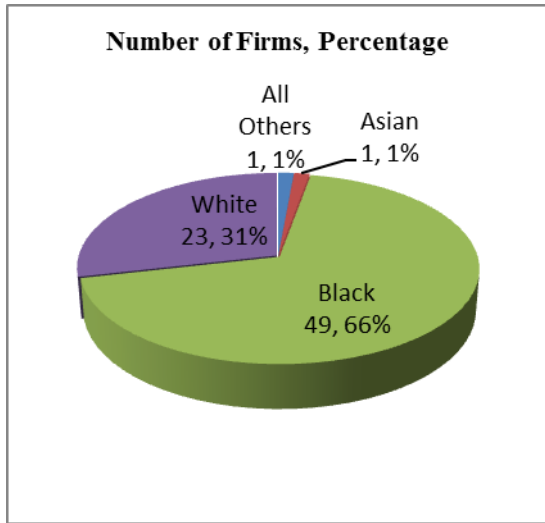
4. Goal Setting Committee (GSC)

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

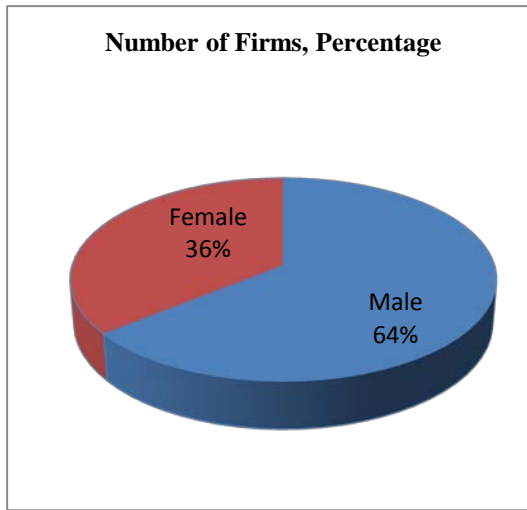
5. Analysis:



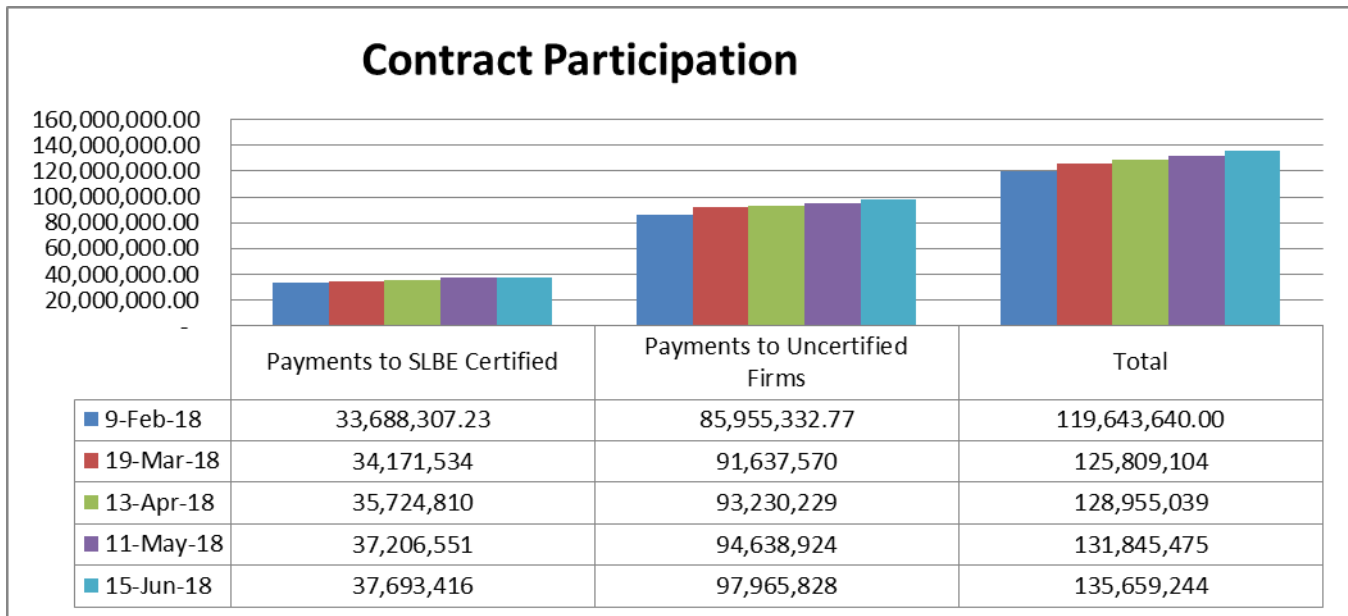
SLBE Firms by Ethnicity



SLBE Firms by Gender



Contract Participation: January 1, 2012-June 15, 2018*



* Payments to Uncertified Firms - Include Prime contractors

* Includes a total of 68 contracts - open (44) and closed (24)

6. Manager's Assessment resulted in the following Action:

- **Managerial Focus**

- i. Implementing Business Development Academy
- ii. Facilitating OSBO Office Standard Operating Procedures
- iii. Managing reconciled undocumented payments for all certified SLBEs
- iv. 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
- v. Outlined PDT SLBE Contractual Compliance
 - PDT SLBE Participation Update and Payment Invoices
- vi. OSBO Involvement in local Small Business Trade Shows and Events

- **Business Development**

- i. OSBO Website Highlights
- ii. Highlighted Articles
 - Firm's Featured Stories
 - K&D Masonry and Concrete, LLC - District 7
 - New South NetCom, LLC - District 4
- iii. Participated in SBA Procurement Opportunity Matchmaker, May 2nd
- iv. Participated in City of Columbia 6th Annual Small Business Week, May 3^d
- v. Participated in South Carolina Small and Minority Business Contracting and Certification 2018 Trade Show, May 30th
- vi. Participated in Access to Capital Symposium- Financing Options for Small Businesses, Jun 6th

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

- **Financial Resources Coordinator**

- Projects Completed

- i. Participated in South Carolina Small and Minority Business Contracting and Certification 2018 Trade Show, May 30th
- ii. Developed SLBE utilization goal for upcoming Resurfacing Project Package 0
- iii. Attended bid openings for Dirt Road Packages G & H
- iv. Attended pre-bid meeting for Sidewalk Package S-8
- v. Assisted with real-time SLBE directory construct and roll-out
- vi. Reconciled multiple undocumented payments (time and month information is pulled)
 - Number of payments due to prime, 19
 - Number of payments not confirmed by subcontractors, 20

- 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
- iii. OSBO Lead in planning and implementing the Small Business Symposium for October 2018
- iv. Supporting role of collaborating with IT, Certification and Compliance Specialist and Business Development Coordinator to implement Webinar, and ONBase Storage

- **Certification & Compliance**

- i. Completed four (4) new certifications and two (2) re-certification with six (6) new certification pending
- ii. Hosted a Certification Training Workshop along with Richland Main Library to Small Businesses on how to apply for SLBE certification through the B2G online application process at the library
- iii. Collaborated with IT to streamline the SLBE Directory
- iv. Finalizing the report for the utilization of OSBO certified SLBE firms meetings with Richland County Directors.

- Incentives for Certification

- Participated in the Small Minority Business Contracting and Certification Conference, May 30th
- Participated in the City of Columbia Access to Finance Conference, June 6th
- Working with CGS Staff to implement a Small Business Expo for Fall 2018