



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



Transportation Penny Advisory Committee Report

OSBO
Manager's Report

November 16
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.

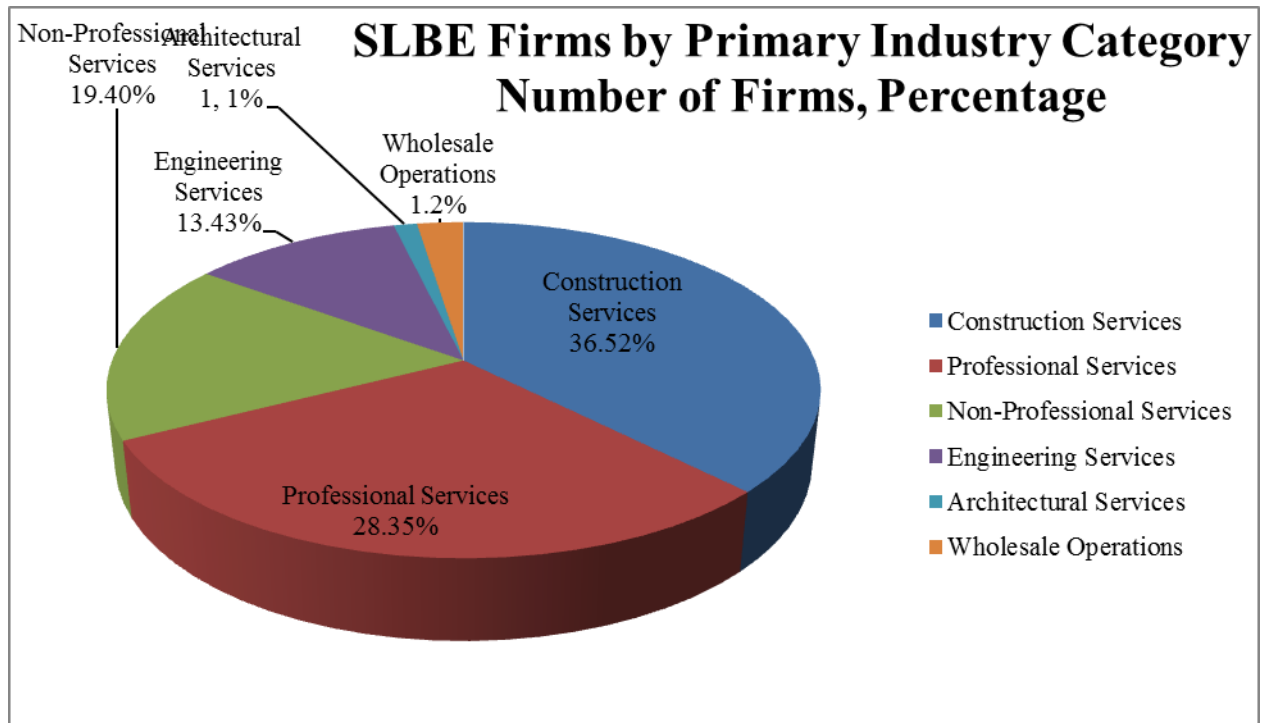
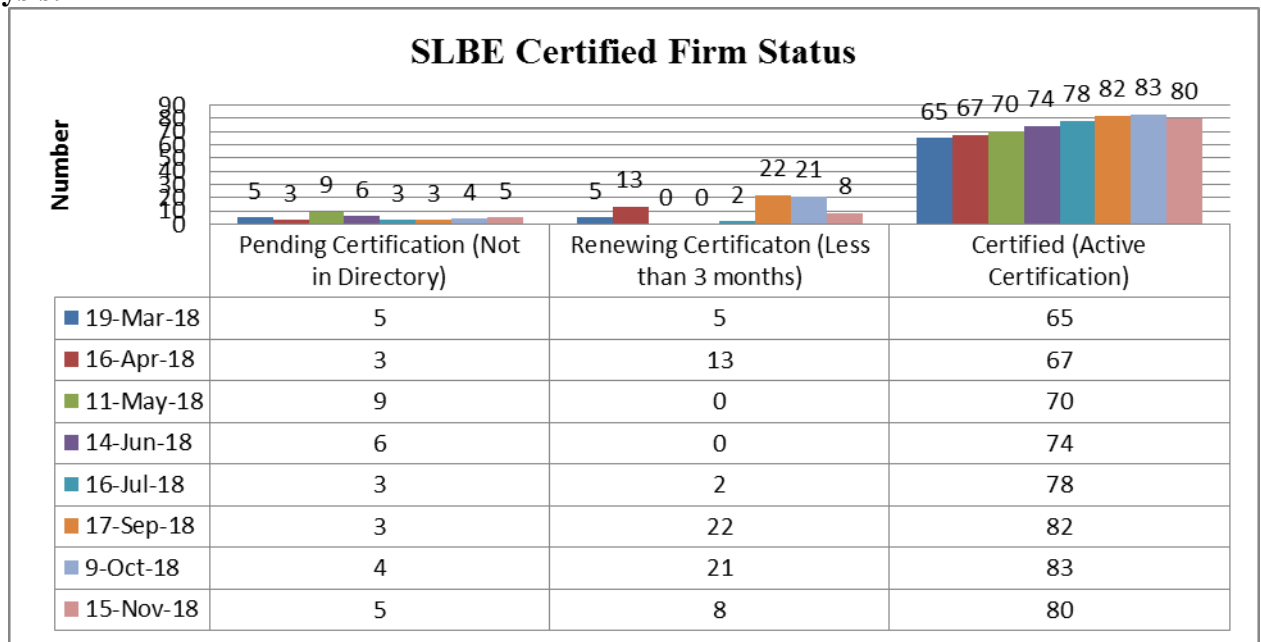
3. Office of the Small Business Opportunity Cross Functional Team

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>
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

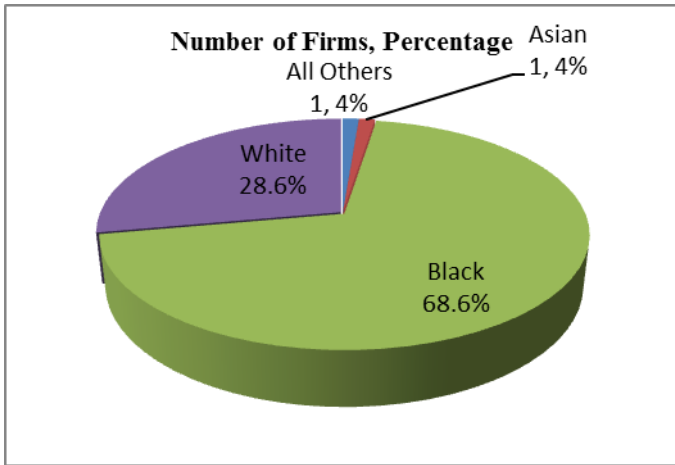
4. Goal Setting Committee (GSC)

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

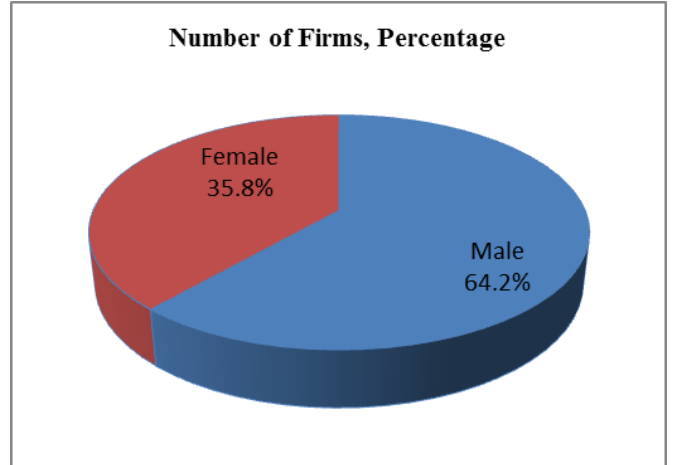
5. Analysis:



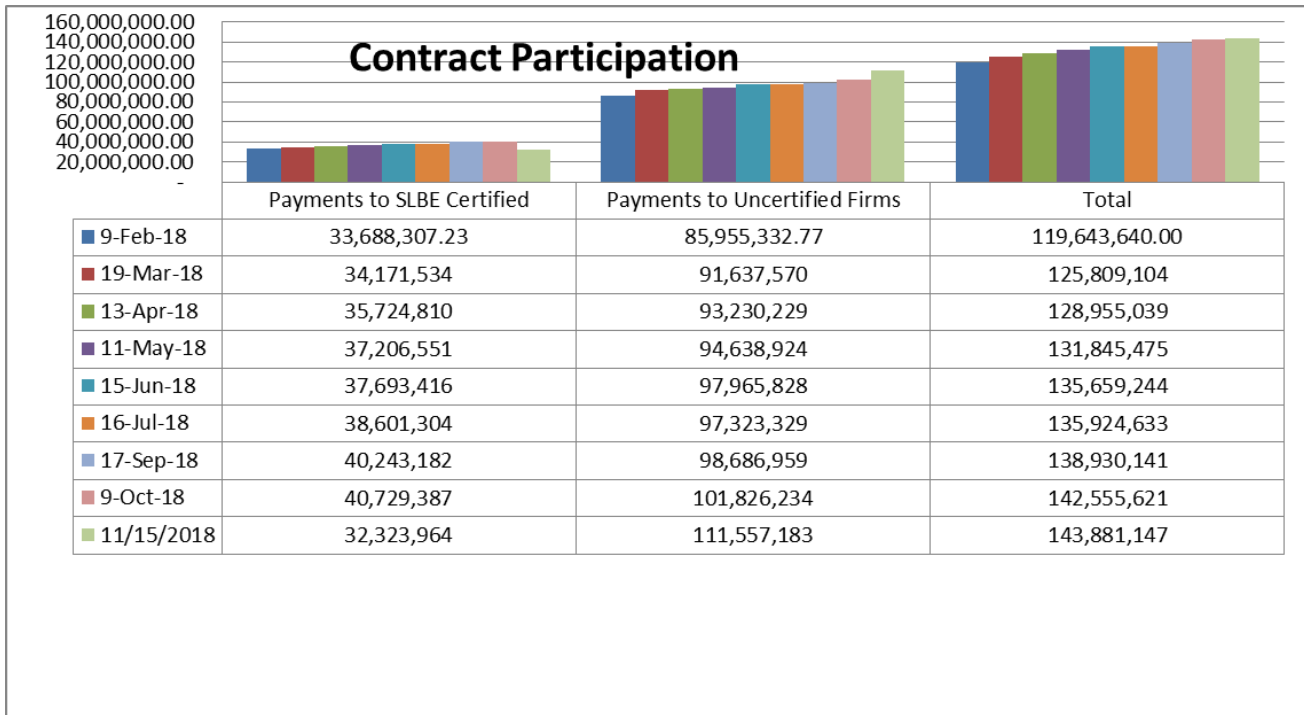
SLBE Firms by Ethnicity



SLBE Firms by Gender



Contract Participation: January 1, 2012-October 15, 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
2018 Richland County Dirt Roads Package I	No	5.95%	October 19, 2018
SERN NIP	No	17.3%	November 15, 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
 - Kenneth B. Simmons Association – District 3
 - Shady Grove Construction, LLC – District - 1
- iii. Attended weekly 1 Million Cups – Columbia
- iv. Attended and presented at the RC General Contractors and Community Development Housing Organization (CHDO) Housing Developers Workshop, Oct. 17
- v. Attended and participated in Cross Functional meeting with Transportation and Procurement Departments to discuss collaboration in setting utilization goals for SLBE's
- vi. Attended the South Carolina Airport Small Business Fly-In, Oct. 25
- vii. Attended the Small Business Administration(SBA) – Veterans Matchmaker, Nov. 5
- viii. Attended the Candlewood Neighborhood Improvements Phase 3 Bid-Opening
- ix. Coordinated Richland County Procurement Process Workshop, Nov. 7
 - 34 Registered, 37 Attended
- x. Attended the Columbia Airport Small Business Resource Fair, Nov. 13
- xi. Participated in two SLBE site visits

INTERNAL TECHNICAL WORKSHOPS	DATE
<u>Contract Compliance Payment Reporting</u>	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

Denotes cancelled workshop due to low registration*• Financial Resources Coordinator**

Projects Completed

- i. Attended Richland County Community Development 2018 Annual Contractors/CHDO Workshop
- ii. Candlewood Neighborhood Improvements Phase 3 Bid Opening
- iii. Held a Cross Functional meeting with Transportation and Procurement Departments to discuss collaboration in setting utilization goals for SLBE's
- iv. Reconciled multiple undocumented payments (time and month information is pulled)
- v. Number of payments due to prime, 36
- vi. Number of payments due to subcontractors, 132

• Certification and Compliance

Projects Completed

- i. Completed three (3) new certifications and five (5) re-certification with five (5) new certification pending and eight (8) re-certification pending
- ii. Attended Richland County Community Development 2018 Annual Contractors/CHDO Workshop
- iii. South Carolina Business One Stop (SCBOS)
- iv. OSBO Staff held a workshop on Richland County Procurement Process with 37 small businesses in attendance. The presentation was given by RC Procurement Manager Jennifer Wladischkin

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