

Small Business Enterprise
Goods and Services
Advisory Board Meeting

September 15, 2016

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Carlos A. Gimenez, Mayor

**Internal Services Department
Small Business Development**

111 NW 1 Street, 19th Floor
Miami, Florida 33128
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**Miami-Dade County
Small Business Enterprise
Goods and Services
Advisory Board Meeting**

Thursday, September 15, 2016

Stephen P. Clark Center, 111 N.W. 1st Street
19th Floor SBD Main Conference Room
@10:30 a.m.

AGENDA

- I. Welcome/Introductions**
- II. SBD Sections Reports**
*Reports are available online.
Section Chiefs are available for questions.*
 - a. Certification – Claudious Thompson (SBD Certification Unit)
 - b. Utilization Report – Veronica Clark (SBD Data Management)
 - c. Bonding, Financial Assistance & Outreach – Vivian Walters, Jr. (SBD Business, Outreach & Education)
- III. New Business**
 - a. Questions for Procurement Services Division
 - b. New Legislation
 - c. 2016 – 2017 Meeting Schedule
- IV. Old Business**
 - a. Approval of July 28, 2016 Meeting Minutes
- V. Adjournment**

NEXT SUGGESTED BOARD MEETING: Thursday, November 17, 2016 at 10:30 a.m.

Delivering Excellence Every Day

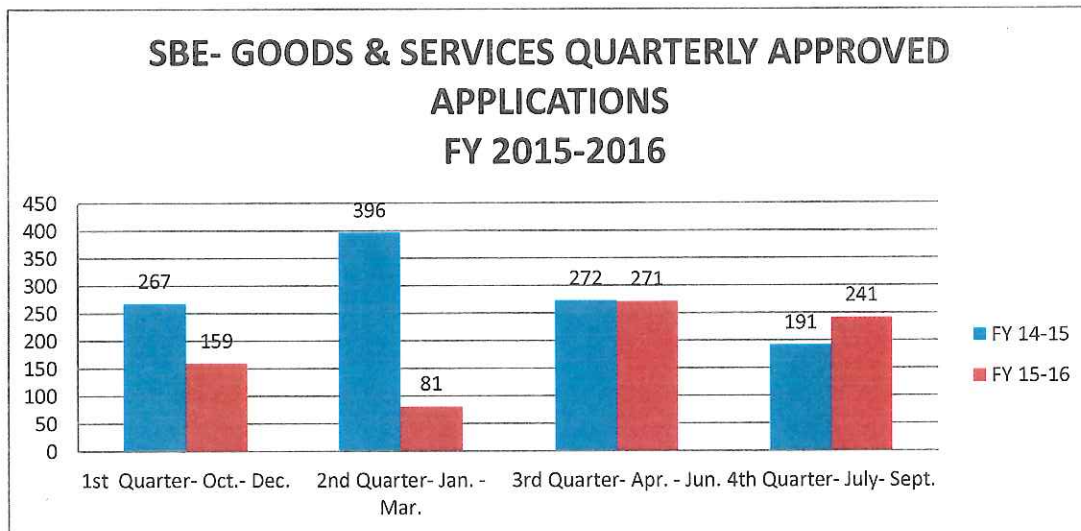
**INTERNAL SERVICES DEPARTMENT
SMALL BUSINESS DEVELOPMENT (SDB)
SMALL BUSINESS ENTERPRISE - GOODS & SERVICES PROGRAM QUARTERLY REPORT
FY 2015-2016**

*PERIOD: July 1, 2016 - September 07, 2016

		4th Quarter	Year To Date Amount
Total Certified SBE- Goods & Services Firms as of June 30, 2016			1,536
1	New Applications Received:	22	168
2	New Applications Under Review and Pending Review:	19	24
3	Approved New, Annual and Recertification Applications :	241	752
4	Recertification and Annual Applications Received:	116	753
5	Recertification and Annual Applications Under Review:	57	178
6	Denied	0	8
7	Graduated	2	7

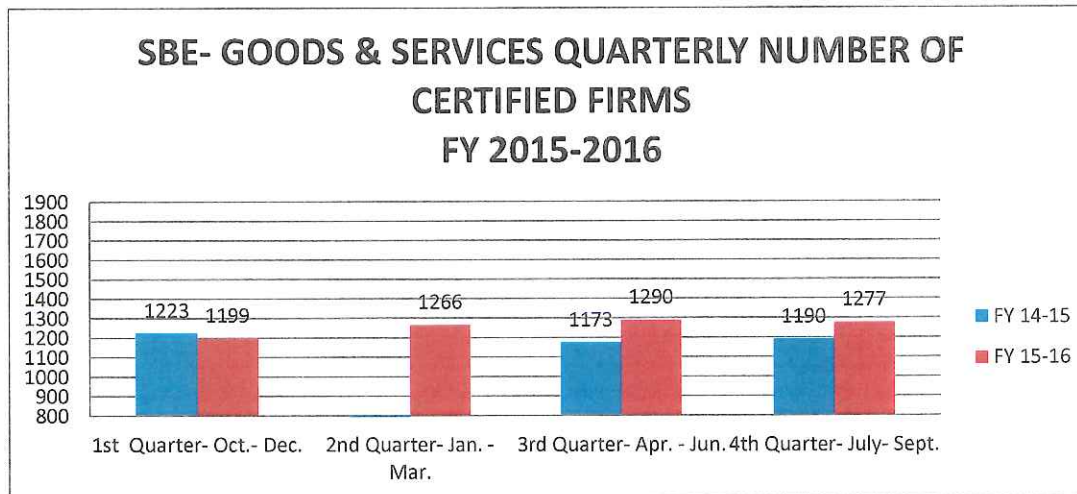
*This report was printed on September 7, 2016.

Chart#1



INTERNAL SERVICES DEPARTMENT
SMALL BUSINESS DEVELOPMENT (SDB)
SMALL BUSINESS ENTERPRISE - GOODS & SERVICES PROGRAM QUARTERLY REPORT
FY 2015-2016
PERIOD: July 1, 2016 - September 07, 2016

Chart #2



Miami-Dade County
SBE/Goods & Services Program
 Applicable Contracts
(October 1, 2015 – August 31, 2016)

AWARDED CONTRACTS AVAILABLE FOR SMALL BUSINESS PARTICIPATION

There were 115 applicable projects approved for award totaling \$35,761,626.

- Of the \$35.7 million, 17 projects have Small Business Enterprise measures totaling \$5,304,773 or 14.8%.

	SBE-Goods & Services/Black	SBE-Goods & Services/Hispanic	SBE-Goods & Services/Women	SBE-Goods & Services/Other (Unidentified)	Total SBE-Goods & Services
SET-ASIDE	DEMOGRAPHIC BREAKDOWN WILL BE PROVIDED AT THE ADVISORY BOARD MEETING				
GOALS					
TOTAL MEASURES					
OPEN MARKET					
TOTAL					

Miami Dade County
Small Business Developed
Projects Awarded
Award Date Between October 1, 2015 and August 31, 2016

<i>Contract Measure</i>	<i>RC Date</i>	<i>Adv. Date Award Date</i>	<i>Award Amount</i>	<i>Paid</i>	<i>Measure Amount</i>	<i>Firm Name</i>
FB-00264 1 Veterinary Laboratory Supplies		07/17/2015 03/01/2016	\$3,500,000	\$3,376,180.04	\$0	Idexx Distribution, Inc.
FB-00343 1 Animal Identification Microchips		03/21/2016 06/02/2016	\$446,200	\$2,328	\$0	Found Animals Foundation, Inc.
FB-00358 1 Social Media Consulting Services		03/14/2016 05/25/2016	\$36,000	\$36,000	\$0	Glo Creative Inc.
R-218-16 1 Prevention Of Cruelty To Animals		04/06/2016	\$75,000	\$75,000	\$0	South Florida S P C A, Inc.
R-637-15(1) 1 Spay Neuter Program		08/15/2016	\$600,000	\$600,000	\$0	Miami Veterinary Foundation, Inc.
R-81-11(2) 1 Prevention Of Cruelty To Animals		10/01/2015	\$100,000	\$87,474	\$0	South Florida S P C A, Inc.
SS8845-4/18-2 1 Chameleon/Public Access Software Maintenance And Support Services		08/04/2010 01/10/2016	\$24,600	\$24,600	\$0	Hlp. Inc. Of Arizona
\$4,781,800					\$4,201,582.04	\$0

AVIATION

15-23-0904-AV-YV-1 1 Police Rated, Admin, Utility Vehicles(Av 2016 F-150 V-Vii)		06/03/2016	\$69,431	\$69,431	\$0	Don Reid Ford, Inc.
BW9591-5/18-4 1 Highjump Software Licenses And Maintenance Support Services		07/01/2016	\$8,814.63	\$8,087.63	\$0	Highjump Software, Inc.
FB-00186-1 1 Single Stream Recycling Collection And Disposal Services		05/01/2016	\$247,008	\$90,000	\$0	World Waste Recycling, Inc.
RFP13-1 1 Madad Airport Liability Insurance Program Broker Services (Rfp)		01/20/2010 10/02/2015	\$125,000	\$0	\$0	Aon Risk Services South, Inc.

Miami Dade County
Small Business Development
Projects Awarded
Award Date Between October 1, 2015 and August 31, 2016

<i>Contract Measure</i>	<i>RC Date</i>	<i>Adv. Date Award Date</i>	<i>Award Amount</i>	<i>Paid</i>	<i>Measure Amount</i>	<i>Firm Name</i>
COMMUNITY INFORMATION AND OUTREACH						
BW9875-2/20 1 Website Quality Assurance Hosted Service	NO MEASURE	08/01/2016	\$450,253.63	\$167,518.63	\$0	
			\$31,680	\$0	\$0	Siteimprove, Inc.
			\$31,680	\$0	\$0	
CORRECTIONS & REHABILITATION						
FB-00369 1 Food Bags And Casings	NO MEASURE	04/14/2016 08/01/2016	\$200,000	\$0	\$0	Plascon Packaging Inc.
FB-00370 1 Shrink Wrapping Machine & Related Product	NO MEASURE	04/22/2016 08/01/2016	\$620,805	\$805	\$0	Sun Packaging Technologies, Inc.
			\$820,805	\$805	\$0	
ELECTIONS						
FB-00366 1 Ballot On Demand Printer Rentals	NO MEASURE	03/25/2016 07/19/2016	\$724,110	\$272,685	\$0	Runbeck Election Services, Inc.
IB-00333 1 Model 2000 Voting Booths	NO MEASURE	02/16/2016 04/05/2016	\$75,000	\$75,000	\$0	Election Works, Inc.
			\$799,110	\$347,685	\$0	
FINANCE						
R0924511R1 1 Consulting Services Erp Assistance	NO MEASURE OTHER	10/26/2015	\$241,868	\$160,000	\$0	Plante & Moran Pllc
SS7944-5/20-2 1 Opex Equipment Maintenance Agreement	NO MEASURE	07/01/2016	\$26,000	\$25,255.74	\$0	Opex Corp.
			\$267,868	\$185,255.74	\$0	
FIRE RESCUE						

Miami Dade County
Small Business Developed
Projects Awarded
Award Date Between October 1, 2015 and August 31, 2016

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FB-00398 1 Portable Fold-Out Shelter Systems		06/13/2016 07/11/2016	\$135,254.96	\$135,254.96	\$0	Elite Aluminum Corporation
IB-00267 1 Pratt And Whitney Engine Services, Rentals, Oem Parts And Repairs		09/17/2015 05/01/2016	\$300,300	\$2,732.98	\$0	Vector Aerospace Helicopter Services, Inc.
			\$435,554.96	\$137,987.94	\$0	
INFORMATION TECHNOLOGY DEPARTMENT						
E9889-JT 1 Telephone Long Distance Invoice Payment		08/25/2016	\$100,000	\$0	\$0	Windstream Holdings, Inc
FB-00323 1 Long Distance Telephone Services		12/23/2015 03/21/2016	\$925,000	\$0	\$0	Airespring, Inc.
FB-00374 1 Hewlett Packard Hardware		05/04/2016 07/11/2016	\$492,567.98	\$492,567.98	\$0	Computer Systems Support Inc CAUCASIAN - M
FB-00386 1 Hewlett Packard Hardware		06/15/2016 08/11/2016	\$416,258	\$258	\$0	Anixter, Inc.
IB-00354 1 Hewlett Packard Servers And Services		03/22/2016 05/25/2016	\$230,625	\$230,625	\$0	Computer Systems Support Inc CAUCASIAN - M
IB-00380 1 Panasonic Touchpads, Accessories, And Services		06/14/2016	\$183,378.96	\$18,803.16	\$0	Cdw Government, Lic
IB-00390 1 Oracle StorageTek S13000 Modular Library System		05/25/2016 07/12/2016	\$211,090.88	\$0	\$0	Quasius Investment Corp CAUCASIAN - M
IB-00437 1 Hewlett Packard Hardware		08/04/2016 08/25/2016	\$142,072.48	\$0	\$0	Computer Systems Support Inc CAUCASIAN - M
			\$2,700,993.3	\$742,254.14	\$0	
INTERNAL SERVICES						
BW8523-5/17-4 1 Inovah Cashiering System		08/08/2007	\$224,658	\$127,483	\$0	N Harris Computer Corporation

Miami Dade County

Small Business Developed

Projects Awarded

Award Date Between October 1, 2015 and August 31, 2016

Contract Measure	RC Date	Adv. Date Award Date	Award Amount	Paid	Measure Amount	Firm Name
INTERNAL SERVICES						
RFP707-1 1 Third Party Administrator For Flexible Spending Accounts		01/01/2016	\$150,000	\$0	\$0	Fringe Benefits Management Company
INTERNAL SERVICES						
1121-5/19-3 1 Flex Response System		08/01/2016	\$3,240	\$0	\$0	Intech, Inc.
CP9881-JD 1 Service Maint For Parking System		07/01/2016	\$4,981.83	\$4,981.83	\$0	Lon Inc.
EPP-WOPR736-2-2(2) 1 Property Management Services Gran Via		12/01/2015	\$27,456	\$0	\$0	Royal American Management, Inc.
EPPRFP-00214 1 Actuarial Studies And Related Services		04/29/2015 10/02/2015	\$90,000	\$16,000	\$0	A M I Risk Consultants, Inc. ASIAN - F
EPPRFP-00246 1 Land Planning Consultant		07/14/2015 12/04/2015	\$400,000	\$0	\$0	Johnson Engineering, Inc.
EPPRFP-00274 1 Deadly Force Policy Audit		09/23/2015 02/18/2016	\$310,000	\$0	\$0	Police Executive Research Forum
FB-00220 1 Liquid Waste Handling Services		05/04/2015 10/01/2015	\$221,000	\$160,820	\$0	Carlos Rivero Plumbing & Septic Tank Contractor, Inc.
FB-00229 1 Automotive Parts Washer Machines Lease/Maintenance.		09/17/2015 07/15/2016	\$757,150	\$12,091.36	\$0	Safety-Kleen-Systems, Inc.
FB-00250 1 Locksmith Services	BID PREFERENCE-SBE/GS	07/23/2015 10/02/2015	\$499,734	\$135,821.77	\$0	American Security Group A-1, Inc. DBE, LDB BLACK - M
FB-00269 1 Automotive Glass, Electric And Manual Window Regulators (Furnish & Install)	NO MEASURE	05/12/2016 07/12/2016	\$247,750	\$10,554	\$0	Affordable Auto & Truck Glass, Inc. SBE/GS HISPANIC

Miami Dade County

Small Business Development

Projects Awarded Award Date Between October 1, 2015 and August 31, 2016

Contract Measure	RC Date	Adv. Date Award Date	Award Amount	Paid	Measure Amount	Firm Name
FB-00275 1 Jci Bms Maintenance		08/27/2015 12/09/2015	\$714,000	\$142,463	\$0	Johnson Controls, Inc.
FB-00300 1 Bailiff's Uniforms For Miami-Dade County	SET ASIDE-SBE/GS: 100%	12/21/2015 06/01/2016	\$148,000	\$5,000	\$148,000	Monica Manufacturing Corp. Dba All Uniform Wear LDB, SBE/GS HISPANIC - F
FB-00334 1 Lease Of Digital Microform Scanners & Laser Printer	NO MEASURE	02/23/2016 06/01/2016	\$141,003	\$47,001	\$0	Mts Software Solutions, Inc.
FB-00347 1 Certification Services (iso14001)	NO MEASURE	03/17/2016 06/02/2016	\$45,940	\$0	\$0	Bureau Veritas Certification North American, Inc.
FB-00363 1 Auto Tag Registration Renewal Reminder Notice	NO MEASURE	03/24/2016 06/10/2016	\$685,250	\$0	\$0	Cathedral Corporation
IB-00324 1 Glass Spheres, Types I & Iii (Beads For Aviation)	NO MEASURE	12/15/2015 06/01/2016	\$235,000	\$36,476	\$0	Florida Transcor, Inc.
IQ-00330 1 Lease Of 2016 Cadillac Srx	NO MEASURE	01/08/2016 03/09/2016	\$40,000	\$40,000	\$0	Williamson Cadillac Co.
L9858-2/21 1 Computer To Platesetter Maint & Support	NO MEASURE	05/01/2016	\$138,240	\$0	\$0	Heidelberg Usa, Inc.
RFP834-2(2) 1 Accidental Death And Dismemberment & Police Benevolent Association Survivors' Benefit Insurance Programs	NO MEASURE	01/01/2016	\$800,000	\$0	\$0	Aon Consulting, Inc.
INTERNAL SERVICES						
7135-4/16-4 1 Paper And Plastic Items	SET ASIDE-SBE/GS: 100%	10/01/2015	\$1,207,344.29	\$855,508.45	\$1,207,344.29	Various Companies
7661-5/19-2 1 Specialized Tree Trimming And Removal Services (Pre-Qualifications)	SET ASIDE-SBE/GS: 100%	04/15/2009 03/01/2016	\$1,302,000	\$462,350	\$1,302,000	Various Companies
TOTALS						
			\$5,508,744.83	\$611,208.96	\$148,000	2.69%

Miami Dade County
Small Business Development
Projects Awarded
Award Date Between October 1, 2015 and August 31, 2016

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9676-3/17-2 1 Emc Storage Upgrade, Maintenance And Support Services		10/01/2015	\$131,062.71	\$131,062.71	\$0	Cdw Government, Llc
BW7397-2/17-1 1 Pitney Bowes Emailist Software And Maintenance Support Services		03/18/2016	\$26,687	\$26,687	\$0	Pitney Bowes Software, Inc.
IB5514-4/19-2 1 Computer Aided Drafting & Design Support		04/01/2016	\$15,000	\$0	\$0	Digital Drafting Systems, Inc. HISPANIC - M
IB9319-2/19-2 1 Scripting/Teleprompting Software System		06/01/2016	\$23,501	\$16,142	\$0	Automated Data Systems Of Wisconsin, Inc.
IB9457-3/19-1 1 Id Card Software Solution With Card Printer/Encoder		06/01/2016	\$25,245	\$0	\$0	Plastic Card Systems, Inc.
			<u>\$2,730,840</u>	<u>\$1,491,750.16</u>	<u>\$2,509,344.29</u>	
					91.89%	
INTERNAL SERVICES						
0925-1/21-1 1 Furnish Equipment/Coffee & Related items	11/10/2010	02/01/2016	\$186,000	\$18,154	\$0	Aramark Refreshment Services, Llc
			<u>\$186,000</u>	<u>\$18,154</u>	<u>\$0</u>	
JUVENILE SERVICES						
BW8938-10/23-4 1 Case Management Software Vendor Hosting Service	02/18/2009	03/05/2016	\$84,612	\$70,562.55	\$0	Gottlieb & Wertz Inc
			<u>\$84,612</u>	<u>\$70,562.55</u>	<u>\$0</u>	
PARKS, RECREATION AND OPEN SPACES						
FB-00218-1 1 Maintenance Of Lift Stations		07/01/2016	\$90,000	\$8,975.83	\$0	Lift Stations "R" Us Corp. HISPANIC - F
IB-00304 1 Mimo Cash Management System		10/20/2015 03/03/2016	\$81,750	\$81,750	\$0	Coin Currency & Document Systems Of Florida, Inc.
			<u>\$171,750</u>	<u>\$90,725.83</u>	<u>\$0</u>	

Miami Dade County
Small Business Development
Projects Awarded
Award Date Between October 1, 2015 and August 31, 2016

<i>Contract Measure</i>	<i>RC Date</i>	<i>Adv. Date Award Date</i>	<i>Award Amount</i>	<i>Paid</i>	<i>Measure Amount</i>	<i>Firm Name</i>
POLICE						
BW8094-4/16-4 1 Powerdms Software Maintenance And Support	NO MEASURE	02/01/2016	\$5,925	\$0	\$0	Powerdms, Inc.
BW9645-8/22-3 1 Administrative Investigative Management System (Aim)	NO MEASURE	03/01/2016	\$15,034	\$0	\$0	On Target Performance Systems, Inc.
IB-00419 1 Lifeboat Collar Repairs	NO MEASURE	07/12/2016 08/17/2016	\$34,960	\$0	\$0	Curtisea Marine Boat Sales Inc
SS9650-3/18-2 1 Financial Investigation System (Fis)	NO MEASURE	08/23/2016	\$23,475.38	\$0	\$0	Actionable Intelligence Technologies, Inc.
			<u>\$79,394.38</u>	<u>\$0</u>	<u>\$0</u>	
PUBLIC HEALTH TRUST						
ITB 16-14161-MB 1 Speech Pathology Services	NO MEASURE	06/15/2016 08/16/2016	\$216,117		\$0	Bionetworks, Inc.
			<u>\$216,117</u>		<u>\$0</u>	
PUBLIC WORKS AND WASTE MANAGEMENT						
7915-4/15-4 1 Location Of Underground Utilities	BID PREFERENCE-SBE/IGS	07/07/2010 12/01/2015	\$540,000	\$425,263.56	\$0	High Tech Engineering Incorporated SBE/CONS, SBE/IGS HISPANIC
FB-00345 1 Repair Of Central Transfer Station Compactors	NO MEASURE	02/19/2016 05/12/2016	\$400,000	\$321,257.53	\$0	L. J. B. Equipment Sales, Inc.
IQ-00278 1 To Purchase A Drone For Public Works And Waste Management Department	NO MEASURE	09/22/2015 11/02/2015	\$60,987	\$60,987	\$0	Gpserv Inc
			<u>\$1,000,987</u>	<u>\$807,508.09</u>	<u>\$0</u>	
PUBLIC WORKS AND WASTE MANAGEMENT						
EPP-RFP691-4(4) 1 Trash & Recycling Center Access Management Devices	NO MEASURE	06/24/2009 02/01/2016	\$63,960	\$0	\$0	Advanced Technical Group, Inc. SBE/IGS HISPANIC - M
			<u>\$63,960</u>	<u>\$0</u>	<u>\$0</u>	

Miami Dade County

Small Business Development

Projects Awarded

Award Date Between October 1, 2015 and August 31, 2016

Contract Measure	RC Date	Adv. Date Award Date	Award Amount	Paid	Measure Amount	Firm Name
TRANSIT						
7038-2/18-2 1 Nuts And Bolts Inventory - Furnish, Delivery, Set-Up And Maintain	11/10/2010	08/01/2016	\$287,838	\$1,978	\$287,838	American Fasteners Corporation DBE HISPANIC - M
CP9864-MT 1 Bus Wrapping Service		07/25/2016	\$47,700	\$47,700	\$0	Walter Haas & Graphics, Inc.
CP9886-MT 1 Confirmation Purchase For Towing Services		08/22/2016	\$82,616.23	\$82,616.23	\$0	Kauff'S Of Miami Inc
EPP-RFP9265-3/16-3 1 Disadvantaged Business Enterprise (Dbe) Tracking Software System	05/26/2010	01/01/2016	\$18,000	\$18,000	\$0	Hill International, Inc.
			<u>\$436,154.23</u>	<u>\$150,294.23</u>	<u>\$287,838</u>	65.99%
WATER AND SEWER						
BW9698-4/17-3 1 Cross-Connection Control Software/Train		02/01/2016	\$2,115	\$1,432	\$0	Tokay Software, Inc. CAUCASIAN - M
EPP-RFP682-5(5) 1 Radar-Rainfall Services		03/01/2016	\$65,124	\$27,135	\$0	Vieux & Associates, Inc.
FB-00296 1 Natural Gas Consulting Services		10/27/2015 05/12/2016	\$375,000	\$0	\$0	Trienergy Solutions Lic
			<u>\$442,239</u>	<u>\$28,567</u>	<u>\$0</u>	
RFP/RFQ						
AVIATION						
RFP NO. MDAD-02-14 1 Request For Proposals For Airport Network Media Programming Services		03/26/2015 05/17/2016	\$150,000		\$0	Ac Holdings, Inc.
RFP NO. MDAD-05-14 1 Retail Consultant Services		03/20/2015 02/11/2016	\$902,250		\$225,562.5	Unison Consulting, Inc.

Miami Dade County

Small Business Development

Projects Awarded

Award Date Between October 1, 2015 and August 31, 2016

Contract Measure	RC Date	Adv. Date Award Date	Award Amount	Paid	Measure Amount	Firm Name
RFQ NO. MDAD-14-02 1 Non-Exclusive General Aeronautical Services To Commercial Aircraft Operators And Airlines At Mia		04/16/2015 01/20/2016	\$0		\$0	Swissport Usa, Inc.
RFQ NO. MDAD-14-02 2 Non-Exclusive General Aeronautical Services To Commercial Aircraft Operators And Airlines At Mia		04/16/2015 01/20/2016	\$0		\$0	American Sales & Mgmt. Organization Corp HISPANIC - M
RFQ NO. MDAD-14-02 3 Non-Exclusive General Aeronautical Services To Commercial Aircraft Operators And Airlines At Mia		04/16/2015 01/20/2016	\$0		\$0	G2 Secure Staff L.L.C.
RFQ NO. MDAD-14-02 4 Non-Exclusive General Aeronautical Services To Commercial Aircraft Operators And Airlines At Mia		04/16/2015 01/20/2016	\$0		\$0	Triangle Services Of Florida, Inc.
RFQ NO. MDAD-15-02 1 Request For Qualifications For Non-Exclusive Limited General Aeronautical Services To Commercial Aircraft Operators And Airlines At Miami International Airport		05/26/2015 12/15/2015	\$0		\$0	Ultra Aviation Services, Inc. ACDBE, LDB HISPANIC - M
			\$1,052,250		\$225,562.5	
					21.44%	
CORRECTIONS & REHABILITATION						
RFP649-4(6) 1 Inmate Commissary And Banking Services		08/10/2016	\$172,000	\$4,548.02	\$0	Aramark Correctional Services, Llc
			\$172,000	\$4,548.02	\$0	
CULTURAL AFFAIRS						
EPP-RFP765-2(3) 1 Theater Ticketing Software System (Rfp)		02/02/2011 08/01/2016	\$15,000	\$5,440	\$0	Arts Management Systems Ltd
			\$15,000	\$5,440	\$0	
FINANCE						
EPPRFP-00314 1 Cash Management Consulting Services		06/06/2007 02/22/2016	\$294,000	\$58,800	\$0	Hilltop Holdings Inc.

Miami Dade County
 Small Business Development
 Projects Awarded
 Award Date Between October 1, 2015 and August 31, 2016

	<i>Contract Measure</i>	<i>RC Date</i>	<i>Adv. Date Award Date</i>	<i>Award Amount</i>	<i>Paid</i>	<i>Measure Amount</i>	<i>Firm Name</i>
RFP764A-2(2) 1 External Independent Auditing Services	GOAL-SBE/GS: 30%	02/02/2011	10/01/2015	\$920,000	\$790,000	\$276,000	Mcgladrey & Pullen Llp
				\$1,214,000	\$848,800	\$276,000	
						22.73%	
INFORMATION TECHNOLOGY DEPARTMENT							
RFP809-1(4) 1 Continuous Form High-Speed Printers	NO MEASURE	08/23/2011	08/01/2016	\$254,000	\$11,989.2	\$0	Canon Solutions America, Inc.
				\$254,000	\$11,989.2	\$0	
INTERNAL SERVICES							
EPP-RFP8570-8(10) 1 Electronic Voting System	NO MEASURE	11/14/2007	06/11/2016	\$78,000	\$15,966.4	\$0	Granicus, Inc.
				\$78,000	\$15,966.4	\$0	
INTERNAL SERVICES							
RFP730-1(2) 1 External Independent Auditing Services - Clerk Of The Circuit And County (Rfp)	SET ASIDE-SBE/GS: 100%	04/28/2010	10/13/2015	\$105,000	\$105,000	\$105,000	The Sharpton Group, P.A. SBE/GS BLACK - M
				\$105,000	\$105,000	\$105,000	
						100.00%	
INTERNAL SERVICES							
RFP684-2(5) 1 Master Property Insurance Program (Rfp)	NO MEASURE	04/15/2009	05/04/2016	\$350,000	\$0	\$0	Arthur J. Gallagher Risk Management Services, Inc.
				\$350,000	\$0	\$0	
INTERNAL SERVICES							
EPP-RFP602-8(14) 1 Paper Cutting Systems	NO MEASURE		02/15/2016	\$20,000	\$20,000	\$0	Heidelberg Usa, Inc.

Miami Dade County

Small Business Developed

Projects Awarded

Award Date Between October 1, 2015 and August 31, 2016

Contract Measure	RC Date	Adv. Date Award Date	Award Amount	Paid	Measure Amount	Firm Name
EPP-RFP773-2(4) 1 Tapeless Production Solution		12/01/2015	\$5,000	\$0	\$0	Niche Video Products, inc.
EPP-RFQ891-1 1 Kennel Pool Services		05/01/2016	\$80,000	\$79,717	\$0	Super Comfort Kennels
EPPRFP-00029-1(1) 1 Comprehensive Queuing And Staffing Analysis Report		08/01/2016	\$147,500	\$0	\$0	Jrd & Associates, inc. SBE/GS HISPANIC - M
RFP-00197 1 Marina Management Software Solution		04/03/2015 04/01/2016	\$343,588	\$0	\$0	Star Americas Software Solutions Lic
RFP-00213 1 Misdemeanor Probation Services, Program Monitor For Batterers' Intervention Program Service Providers, And Assessment Services For The Eleventh Judicial Circuit, In Miami-Dade County		06/22/2015 04/01/2016	\$0	\$0	\$0	Advocate Program, Inc.
RFP-00226 1 Psychological Testing And Evaluation		08/03/2015 02/18/2016	\$2,788,000	\$266,500	\$0	Law Enforcement Psychological Counseling Associates, Inc.
RFP-00294B 1 External Independent Auditing Services For Aviation Segment	GOAL-SBE/GS: 30%	03/02/2016 06/21/2016	\$1,181,700	\$0	\$354,510	Cherry, Bekaeet & Holland Lip
RFP-00294C 1 External Independent Auditing Service Water And Sewer Segment	GOAL-SBE/GS: 30%	03/02/2016 06/29/2016	\$800,000	\$0	\$240,000	Marcum Llp Dba Marcumrachlin
RFP-00294D 1 External Independent Auditing Services For Transit Segment	GOAL-SBE/GS: 30%	03/02/2016 06/29/2016	\$800,000	\$0	\$240,000	Crowe Horwath Lip
RFP487A-0001D 1 Security Guard Screening Services	GOAL-SBE/GS: 20%	07/07/2016	\$1,736,056.26		\$347,211.25	Security Alliance, Lic HISPANIC - M
RFP540-3(5) 1 Bus Passenger Bench Program	NO MEASURE	03/01/2016	\$1	\$0	\$0	Signal Outdoor Advertising, Lic
RFP736B-2(2) 1 Property Management Svcs. Park Lake Apts.	NO MEASURE	12/01/2015	\$21,648	\$0	\$0	Royal American Management, Inc.

Miami Dade County
Small Business Development
Projects Awarded
Award Date Between October 1, 2015 and August 31, 2016

<i>Contract Measure</i>	<i>RC Date</i>	<i>Adv. Date Award Date</i>	<i>Award Amount</i>	<i>Paid</i>	<i>Measure Amount</i>	<i>Firm Name</i>
INTERNAL SERVICES						
RFP796-2(2) 1 External Independent Auditing Services		10/01/2015	\$495,000	\$435,000	\$148,500	Kpmg Llp
RFP796-2(2) 2 External Independent Auditing Services		10/01/2015	\$169,575	\$169,575	\$50,872.5	Marcum Llp Dbm Marcumrachelin
RFP796-2(2) 3 External Independent Auditing Services		10/01/2015	\$111,000	\$26,194.67	\$33,300	Crowe Horwath Llp
RFQ789-2(2) 1 Financial Consulting Services For Ocitt	NO MEASURE	02/01/2016	\$250,000	\$70,707	\$0	Infrastructure Management Group, Inc.
			\$1,025,575	\$701,476.67	\$232,672.5	22.69%
PARKS, RECREATION AND OPEN SPACES						
EPP-RFP532-7(7) 1 Parks & Recreation Business Management Software	NO MEASURE	06/15/2016	\$94,000	\$94,000	\$0	Us Edirect Inc
			\$94,000	\$94,000	\$0	
PUBLIC HEALTH TRUST						
RFP 15 13092-CS 1 Background Screening Services	GOAL-SBE/GS: 25%	10/05/2015 03/21/2016	\$1,354,539		\$338,634.75	First Choice Research And Investigations Inc.
			\$1,354,539		\$338,634.75	25.00%
PUBLIC HOUSING AND COMMUNITY DEVELOPMENT						
RFP693-2(5) 1 Mdha Property Insurance Program Broker Services	NO MEASURE	06/24/2009 07/02/2016	\$35,000	\$0	\$0	Arthur J. Gallagher Risk Management Services, Inc.
			\$35,000	\$0	\$0	

Miami Dade County

Small Business Development

Projects Awarded

Award Date Between October 1, 2015 and August 31, 2016

Contract Measure	RC Date	Adv. Date Award Date	Award Amount	Paid	Measure Amount	Firm Name
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PUBLIC WORKS AND WASTE MANAGEMENT

RFQ845-1(1) 1 Title And Closing Services	NO MEASURE		04/01/2016	\$162,368	\$103,701.2	\$0	National Title And Abstract Company D/B/A J G S Properties, Inc.
				\$162,368	\$103,701.2	\$0	

PUBLIC WORKS AND WASTE MANAGEMENT

RFP545B-1 1 Curbside Recycling Services For Miami-Dade County (Rfp)	NO MEASURE	11/01/2006	11/13/2006 04/01/2016	\$0	\$0	\$0	Waste Management Inc. Of Florida
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VARIOUS

EPP-RFQ885(1) 1 Bee Eradication Services	NO MEASURE		02/01/2016	\$139,500	\$67,780	\$0	Tower Pest Control, Inc.
				\$139,500	\$67,780	\$0	

WATER AND SEWER

EPP-RFP701-3(3) 1 Hydraulic Water And Wastewater Modeling Software Solution	NO MEASURE		06/09/2016	\$203,380	\$138,558.5	\$0	Mwh Soft, Inc.
				\$203,380	\$138,558.5	\$0	

Grand Totals: \$35,761,626.59 \$11,642,819.3 \$5,304,773.29
14.83%

Miami Dade County
Small Business Developed
Projects Awarded
Award Date Between October 1, 2015 and August 31, 2016

Contract Measure	RC Date	Adv. Date Award Date	Award Amount	Paid	Measure Amount	Firm Name
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There were 115 projects approved for award totaling \$35,761,626.59

Of the Award Amounts, 17 projects have Small Business Enterprise measures totaling \$5,304,773.29

ASIAN	F		\$90,000			
BLACK	M		\$604,734			
CAUCASIAN	M		\$1,078,471.34			
HISPANIC	F		\$238,000			
HISPANIC	M		\$2,250,354.26			
HISPANIC			\$787,750			
PRIME NO ETHNICITY NO GENDER			\$30,712,316.99			

(Multiple Firm's Award Amount are not include on the breakdown)

Report Criteria:

Award Date Between October 1, 2015 and August 31, 2016

Project Type: PROCUREMENT, OTR, PROCUREMENT, RFP/RFO

Measure: GOAL - CBE; SET ASIDE (GROUP A), SET ASIDE (GROUP B), NO MEASURE (GROUP A, C & D), GOAL - MINORITY, GOAL - COMMUNITY WORKFORCE, LEVEL 1 SET ASIDE W/EXCEPTIONS, LEVEL 2 SET ASIDE W/EXCEPTIONS, LEVEL 3 SET ASIDE W/EXCEPTIONS, BID PREFERENCE (GROUPS A, B, & D), SET ASIDE (GROUP C), SET ASIDE, SELECTION FACTOR, BID PREFERENCE, 1ST TIER SET ASIDE - CBE, RECOMMENDATION PREVIOUSLY DETERMINED, GOAL, BID PREFERENCE (GROUP D), BID PREFERENCE (GROUP A), BID PREFERENCE (GROUP B), BID PREFERENCE (GROUP C), SET ASIDE (GROUP D), NO MEASURE, BID PREFERENCE (GROUPS A-J, L), SET ASIDE (GROUPS K & M), SET ASIDE (SECTOR 10&1E), NO MEASURE (SECTOR 1A, 1B, 1C), GOAL (SECTOR 2A & 2B), SELECTION FACTOR (SECT. 3A, 3B), BID PREFERENCE (GROUPS A-E, G-K, M & N), SET ASIDE (GROUPS F, L, O & P), TRADE SET ASIDE, LEVEL 1 SET ASIDE, LEVEL 2 SET ASIDE, LEVEL 3 SET ASIDE, GOAL - SBE, 2ND TIER SET ASIDE - CBE, SET ASIDE (GROUP I), SET ASIDE (GROUP I I), SET ASIDE (GROUP I V), SET ASIDE (GROUP V), NO MEASURE (GROUP I), NO MEASURE (GROUP I I), NO MEASURE (GROUP I V), NO MEASURE (GROUP V), SET ASIDE (GROUP VI), GOAL (SECTOR 2), SELECTION FACTOR (SECTOR 3), SET ASIDE (WITH EXEMPTIONS), GOAL (SECTOR 1), TRADE SET ASIDE 1, TRADE SET ASIDE 2, SET ASIDE (UP TO 100K), BID PREF MICRO UP TO \$100K, SET ASIDE TIER 1, SET ASIDE TIER 2, SET ASIDE TIER 1 (W/EXEMPT), SET ASIDE TIER 2 (W/EXEMPT), SET ASIDE (ZONE E), SET ASIDE (ZONE F), SET ASIDE (ZONE G), SET ASIDE (ZONE H), SET ASIDE (ZONE I), SET ASIDE (ZONE J), SET ASIDE G&S - TIER 3, GOAL TIER 1-A, GOAL TIER 2-A, GOAL TIER 3-A, SET ASIDE G&S - MICRO TIER 1, SET ASIDE G&S - MICRO TIER 2, NOT AWARDED, MAKE UP GOAL, BID PREFERENCE - HBE, BID PREFERENCE - HBE, BID PREFERENCE - WBE, GOAL - HBE, GOAL - WBE, BID PREFERENCE - CBE, GOAL - CSBE, SELECTION FACTOR - BBE, SELECTION FACTOR - HBE, SELECTION FACTOR - WBE, SET ASIDE - HBE, SET ASIDE - WBE, NO MEASURE (B, C, D, E & F), SET ASIDE TIER 3, SET ASIDE TIER 3 (W/EXEMPT) Department: ERROR [DO NOT USE THIS CODE], MIAMI-DADE OFFICE OF EMERGENCY MANAGEMENT, EDEE HAMMER, AMERICAN AIRLINES ARENA, ADMINISTRATIVE OFFICE OF COURT/ANIMAL SERVICES, COUNTY ATTORNEY, AUDIT AND MANAGEMENT SERVICES, AVIATION, MIAMI DADE AVIATION DEPARTMENT - AA, MIAMI DADE AVIATION DEPARTMENT - STP, MIAMI DADE AVIATION - FIRE, MIAMI DADE AVIATION-POLICE DEPARTMENT BUILDING CODE COMPLIANCE DEPARTMENT OF BUSINESS DEVELOPMENT BUILDING MANAGEMENT AND BUDGET BOARD OF COUNTY COMMISSIONERS, DIST # 1 - COMMISSIONER BETTY FERGUSON, DIST # 2 COMMISSIONER DORREN D. ROLLE, DIST # 3 COMMISSIONER DR. BARBARA CAREY, DIST # 4 COMMISSIONER GWEN MARGOLIS, DIST # 5 COMMISSIONER BRUNO BARREIRO, DIST # 6 COMMISSIONER REBECA SOSA, DIST # 7 COMMISSIONER JIMMY L. MORALES, DIST # 8 COMMISSIONER KATY SORENSON, DIST # 9 COMMISSIONER DENNIS MOSS, DIST # 10 COMMISSIONER JAVIER SOUTO, DIST # 11 COMM. JOE A MARTINEZ, DIST # 12 COMMISSIONER DR. MIRIAM ALONSO, DIST # 13 COMMISSIONER NATACHA S. MILLAN, COUNTY COMMISSION SUPPORT STAFF, COUNTY COMMISSION CHAIRPERSON, HOUSING AND COMMUNITY DEVELOPMENT, OFFICE OF THE MAYOR, COMMUNITY AFFAIRS, COUNTY WIDE HEALTH CARE PLANNING, CHIEF INFORMATION OFFICER, CLERK OF COURTS, COUNTY MANAGER'S OFFICE, COMMUNITY ACTION AND HUMAN SERVICES, CITY OF MIAMI, CAPITAL IMPROVEMENTS, CORRECTIONS & REHABILITATION, CONSUMER SERVICES, COMMUNICATIONS, CULTURAL AFFAIRS, AMERICANS WITH DISABILITIES ACT COORD, DADE COUNTY PUBLIC SCHOOLS, ENVIRONMENTAL RESOURCES MANAGEMENT, SPECIAL DISASTERS COUNTY WIDE COMMISSION ON ETHICS & PUBLIC TRUST, ECONOMIC DEVELOPMENT COORDINATION, EGOV, EMERGENCY MANAGEMENT, ELECTIONS, OFFICE OF EMERGENCY MANAGEMENT, EMPLOYEE RELATIONS DEPARTMENT, INFORMATION TECHNOLOGY DEPARTMENT, DADE COUNTY EXPRESSWAY AUTHORITY, EMPowerMENT ZONE, HUMAN RIGHTS & FAIR EMPLOYMENT PRACTICES, FINANCE FIRE RESCUE, OFFICE OF GRANTS COORDINATION, INDEPENDENT REVIEW PANEL, COMMUNITY INFORMATION AND OUTREACH GENERAL SERVICES ADMINISTRATION, PUBLIC HOUSING AND COMMUNITY DEVELOPMENT, HOUSING FINANCE AUTHORITY, HOME LAND SECURITY, HISTORIC PRESERVATION, HUMAN RESOURCES, HUMAN SERVICES, HOMELESS TRUST, HURRICANE RECOVERY, ECONOMIC DEVELOPMENT & INTERNATIONAL TRA, INTERNAL SERVICES, INSPECTOR GENERAL, INFORMATION TECHNOLOGY DEPARTMENT, JUDICIAL ADMINISTRATION, JACKSON MEMORIAL HOSPITAL, JUSTICE SYSTEM SUPPORT, JUVENILE SERVICES, LIBRARY, OFFICE OF THE MAYOR, MIAMI ART MUSEUM, MIAMI BEACH, MIAMI DADE ECONOMIC ADVOCACY TRUST, MEDICAL EXAMINER, MIAMI LAKES, METRO-MIAMI ACTION PLAN TRUST, MIAMI MUSEUM OF SCIENCE, METROPOLITAN PLANNING ORGANIZATION, TRANSIT NEIGHBORHOOD COMPLIANCE, NON DEPARTMENTAL, LAW LIBRARY, BASEBALL STADIUM (NON DEPARTMENTAL), DOLPHIN STADIUM (NON DEPARTMENTAL), MIAMI DADE AVIATION - NORTH TERMINAL, OFFICE OF AGENDA COORDINATOR, ADMINISTRATIVE OFFICE OF THE COURTS, OFFICE OF COMMISSION AUDITOR, OFFICE OF EMPLOYEE RECOGNITION, OFFICE OF PERFORMANCE IMPROVEMENT, SUSTAINABILITY, PROPERTY APPRAISAL, PERFORMING ARTS CENTER, POLICE REGULATORY AND ECONOMIC RESOURCES, PUBLIC HEALTH TRUST, DEPARTMENT OF PLANNING, DEVELOPMENT & REGULATION, PROCUREMENT MANAGEMENT, PARKS, RECREATION AND OPEN SPACES, OFFICE OF PUBLIC TRANSPORTATION MANAGEMENT, PUBLIC

**Internal Services Department
Small Business Development
Business Outreach and Education
July 15, 2016 - September 2, 2016**

		Total for Period	YTD Total
		**2 Pending bond Application, 2 pending loan apps	
Activity #	Bonding Assistance		
1	Firms Assisted with Bonding Needs	2	9
2	Bond Application Received	0	1
3	Bonding Applications Approved	0	1
4	Bond Applications Denied	0	0
5	Value of Approved Bond Applications	0	250000
Financial Assistance			
1	Firms Assisted with Loan Needs	4	10
2	Loan Application Received **	1	6
3	Loan Applications Approved	1	1
4	Loan Application Denied	0	4
5	Value of Approved Loan Applications	5000	20000

		Total for Period
Activity #	Assistance Provided to Small Business Enterprise-Construction Program	
1	Certification Applications Reviewed	43
2	Prompt Payment Issues (Received and Resolved)	8
3	Contract Issues (Received and Resolved)	4
4	Needs Assessment Meetings (NAMS)	20
5	Contact with SBEs (Weekly Calls / Phone Blitz)	249
6	Technical Assistance	74
7	Contact with SBE-Goods & Services firms (emailing and highlighting contract opportunities)	4064

		Total for Period
Activity #	Training, Education and Outreach Activities	
1	Small Business Development (sponsored) Workshops and Forums	4
2	Number of Attendants	89
3	Partnership Workshops & Forums	4
4	Number of Firms (with whom contact was made)	78
5	Department Training - 14 Prompt Payments / SBE-G&S Changes	0

Small Business Enterprise (SBE) Services

Advisory Board

Summary of Meeting

July 28, 2016

7-Appointed 4-Quorum

Start Time: 10:38 am

End Time: 11:49 am

<u>Members Present</u>	<u>Members Absent</u>
Denise Mincey-Mills	Kathy Emery
Analeen Martinez	Maria Gonzalez
Yamileth Pereyra	
Darryl Holsendolph	
Anthony Rodriguez	

Others Present

Veronica Clark (SBD Chief), Laurie Johnson (SBD Chief), Claudious Thompson (SBD Chief), Vivian Walters Jr (SBD Chief), Alice Hidalgo-Gato (SBD Chief), Shawn Gannon (SBD), Crystal Williams (SBD), Carlos Ansuarez (SBD), Latori Foster (SBD), Laquita Oliver (SBD), Roberto Tirado (SBD), Margaret Moss (WASD), RPR Empire, Robert Calhoun (MedCal), Ray Corona (Corcel), Jesus Tunidor (JHS)

- I. **Welcome/Introductions-** Board member Mincey-Mills called the meeting to order. Board members and the audience introduced themselves. Board member Mincey-Mills welcomed the two newest Advisory Board members Analeen Martinez and Darryl Holsendolph.

- II. **SBD Reports**
 - a. **SBE Certification** – Claudious Thompson (SBD Certification Unit) –Claudious, Chief of Certification presented the Certification report. No questions were asked.

 - b. **SBE Utilization Report** – Veronica Clark (SBD Policy and Legislation Management) – Clark, Chief of Data and Policy Management presented the utilization report. Board member Mincey-Mills requested that the summary page include a race percentage breakdown. Clark agreed to include the percentage and advised that going forward the reports will be posted online prior to the meeting. The link will be sent to the Board members prior to the meeting so they will have time to review. SBD will not recite the reports, but will answer any questions the board members have regarding the reports, which will leave more time for discussion during the meetings. Clark advised that online there will be two reports, one is the regular report including big ticket items, such as insurance, chemicals, fleet, etc), and another that excludes them to show a more accurate picture of small business utilization.

Clark advised the previously, Board member Holsendolph requested a report that lists the purchases by departments under \$100k. The report was presented in the July meeting, but the Board member Holsendolph was not present. Clark asked if the Board wanted to make that report apart of the bimonthly reporting. Board member Rodriguez

advised yes he would like to see the report on a regular basis, and Board member Pereyra seconded the motion.

Board member Holsendolph requested a list of commodities with low to no participation and the dollar amount or spend in those areas. Clark advised that SBD will have to narrow the report to only include the NIGP codes procured by the County. Board member Holsendolph requested to only include commodities where the County has historical spend.

- c. **Bonding, Financial Assistance & Outreach** – Vivian Walters, Jr. (SBD Business, Outreach & Education) – Board member Holsendolph expressed his concerns regarding pool contracts and time commitment dealing with legacy contracts. Board member Holsendolph stated that firms do not know they can be added to pool contracts after they close, and suggested that Outreach educate firms that they can be added. Walters Walters, Chief of Business Outreach and Education advised that outreach currently offers education on pre-qualification pools at the quarterly orientation meetings, during needs assessment meetings, and during outreach activities. Outreach looks at firms that are certified but are not in the pool, and firms in the community that offer that service to encourage them to become certified and join the pool. Outreach also searches through the pre-qualification pools and the number of firms certified in the pool and compare the list to certified firms. Outreach then does a call blitz to all of those certified firms that are in the commodity code, and narrows the list to firms that meet the contract requirements.

Board member Holsendolph questioned why some of the pre-qualification pools restrict small business participation, by requiring a specific brand and will not allow a new vendor or manufacturer to substitute similar items, because the large companies do not sell their items to small businesses for example the Purell contract. Some manufacturers will only allow one firm to represent their brand. Walters advised that the Board should direct these types of questions to the department, and that Project Review and Analysis reviews all contracts to remove artificial barriers. Board member Holsendolph suggested that we address manufacturers that do not allow small businesses to be a distributor of their brand, he suggested those manufacturers be excluded from the program. Clark advised that when manufacturers do not allow a small business to be a distributor, the vendor should contact SBD to investigate and handle accordingly.

Board member Holsendolph advised that trade categories are being manipulated to exclude businesses. For example, the general trade code is 200 and the advertisement will show 200.0135, which will have one firm available. The trade codes should be generalized to capture more business, and not targeted to get a specific vendor. Board member Mincey-Mills advised that happens with the school board too, and encouraged members to meet with their commissioner and give feedback to the department when it's seen to monitor and investigate. Johnson advised that projects are reviewed prior to being advertised, and SBD looks at the general code and provides feedback to procurement when SBD determines there is availability. Walters and Clark advised due to the comments that SBD is getting from different meetings, there are trainings being conducted that teach staff solicit firms in the pool regardless of their certified commodity code.

Board member Mincey-Mills requested a schedule of when the department will come and speak so everyone can do their research and be prepared. Johnson answered that all departments go through procurement, so instead of having each department come to a meeting we will have a representative from procurement attend the meeting instead. Johnson advised procurement will speak on 1) legacy contracts – why are they used by the county 2) Any items with Sole source specific a dedicated to one manufacturer.

Walters presented the business outreach and education report. Board member Mincey-Mills asked if the prompt payment issues are being resolved. Walters answered that prompt payment trainings are being conducted with department, prime, and subcontractors, so SBD is able to catch a lot of the issues before they escalate, and he expects the prompt payment issue number to decrease.

Board member Pereyra advised that they have several outreach events and a lot of members that inquire about doing work with the County. Board member Pereyra advised that she will include the information for SBD in their application and renewal packet, so firms can contact SBD to get certified. Walters advised that he would provide a copy of the SBD program flyer in three languages at the next meeting for distribution.

Board member Holsendolph asked if there is a report on how many firms are being paid timely. Clark answered that the finance department submits a report to the BCC on the overall compliance with the prompt payment, and SBD has begun sending congratulatory letters and orientation reiterates prompt payment and how to submit a complete MUR, encouraging firms to contact their Technical Assistance Coordinator with issues. She advised that some departments question when to start the clock for prompt payment. Board member Holsendolph asked when vendors should notify SBD of an issue. Walters answered that SBD should be notified immediately.

Board member Rodriguez asked if firms are being sent a letter to notify them of the SBD program or upcoming work. Walters answered that alerts are sent to certified firms, and firms are encouraged to check the procurement websites twice a week. Board member Rodriguez asked about sending a letter all small businesses not just certified firms, to increase the number of certified firms. Walters advised that when project review and analysis notifies Outreach of contracts with low to no participation, Outreach pulls business tax receipts of firms, and contacts them, for example, recently a blitz was done for towing and for funeral home services.

III. **New Business**

- a. **Small Business Development Firm Recognition** – In May 2016, SBD celebrated its first Small Business Week with a networking event in the lobby of the Stephen P. Clark Building and recognized one firm from each program. Ray Corona of Corcel, was presented an award for the Goods and Services program. Mr. Corona gave a brief history about his business, the challenges of being a small business, and the positive effect that Small Business Development has had on it.

IV. Old Business

- a. **Approval of Meeting Minutes May 19, 2016** - Board members reviewed the minutes from the May 19, 2016 meeting, Board member Mincey-Mills motioned to approve the minutes, Board member Pereyra seconded the motion, and the minutes were approved unanimously.

V. Adjournment - Having no further business, Board member Mincey-Mills motioned to adjourn the meeting, and Board member Rodriguez seconded the motion.

*******Items to be discussed by Procurement Services Division*******

- 1) The process of selecting which trade codes to apply to a contract. (specifically drilling down on specific codes rather than using general codes)
- 2) The process of selecting certified firms that are ready, willing, and available
- 3) Legacy contracts and why they are used by the County
- 4) Explain sole source and the practice of having one dedicated manufacturer (for example, the Purell contract)

*******Directives*******

- 1) Board member Holsendolph requested that the board receives the reports 48hrs prior to the meeting for review
- 2) Board member Holsendolph requested an online education/orientation for new firms about the rules and regulations on how items are procured in the County.
- 3) Board member Holsendolph requested a list of commodities with low to no participation and the dollar amount or "spend" in those areas and track percentage of usage as it grows to be posted online ex) we are spending \$5million dollars in this area, but there is only one firm available.
Board member Holsendolph advised to only include commodities where the County has historical spend in that particular commodity code.
- 4) Clark advised SBD will provide a report beginning this fiscal year of awarded projects and the dollars spent to date in those areas of low availability.
- 5) Board member Rodriguez advised he would like to see a report of the projected award amount and the actual amount spent to provide a benchmark of the accuracy of department forecasts.
- 6) Board member Holsendolph advised that small firms do not know that they can be added to pools after the contract closes, but there needs to be an education to small firms about being added to pool contracts. Board member Holsendolph advised outreach should create an entry package with new firms which includes low participation areas.
- 7) Board member Mincey-Mills requested that the utilization report includes a percentage of race on the summary page.
- 8) Board member Mincey-Mills also requested a list of departments that are in compliance with meeting their SBE goal/availability/participation. And departments that are not meeting their goal, she would like to know what they are doing to increase their participation.
- 9) Board member Holsendolph would like the departments to explain how they identify their goods and service needs.
- 10) Board member Mincey-Mills requested the departments attend an advisory board one by one to discuss their challenges.
- 11) Board member Holsendolph requested that SBD separate the report by funding streams that inhibit measures being placed on a project.

*****Requested reports*****

PALM

- 1) Regular report including big ticket items, such as insurance, chemicals, fleet, etc.
- 2) Report excluding them to show a more accurate picture of small business utilization.
- 3) Report that shows the number of firms in the program versus the number of firms with zero dollars
- 4) Report showing items procured directly by the department up to \$100k that do not come to SBD for review or blanket items in a pre-qualification pool
- 5) Report with all NIGP commodities that the county procures and the “spend” in those areas. Only include commodities where the County has historical spend in that particular commodity code
- 6) Report beginning this fiscal year of awarded projects and the dollars spent to date in those areas of low availability
- 7) Report of the projected award amount and the actual amount spent to provide a benchmark of the accuracy of department forecasts.

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AGENDA

SBE GOODS AND SERVICES CERTIFICATION REPORT	1
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SBE BONDING, FINANCIAL ASSISTANCE AND OUTREACH REPORT	3
JULY 28, 2016 MEETING MINUTES	4



Carlos A. Gimenez, Mayor

**Internal Services Department
Small Business Development**

111 NW 1 Street, 19th Floor
Miami, Florida 33128
T 305-375-3111 F 305-375-3160

**Miami-Dade County
Small Business Enterprise
Goods and Services
Advisory Board Meeting**

Thursday, September 15, 2016

Stephen P. Clark Center, 111 N.W. 1st Street
19th Floor SBD Main Conference Room
@10:30 a.m.

AGENDA

- I. Welcome/Introductions**
- II. SBD Sections Reports**
*Reports are available online.
Section Chiefs are available for questions.*
 - a. Certification – Claudious Thompson (SBD Certification Unit)
 - b. Utilization Report – Veronica Clark (SBD Data Management)
 - c. Bonding, Financial Assistance & Outreach – Vivian Walters, Jr. (SBD Business, Outreach & Education)
- III. New Business**
 - a. Questions for Procurement Services Division
 - b. New Legislation
 - c. 2016 – 2017 Meeting Schedule
- IV. Old Business**
 - a. Approval of July 28, 2016 Meeting Minutes
- V. Adjournment**

NEXT SUGGESTED BOARD MEETING: Thursday, November 17, 2016 at 10:30 a.m.

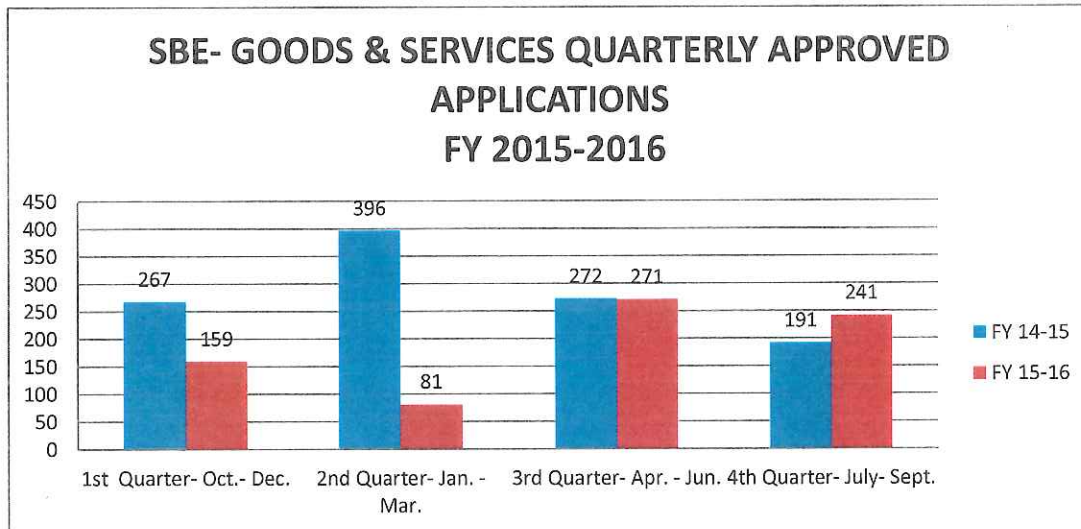
Delivering Excellence Every Day

**INTERNAL SERVICES DEPARTMENT
 SMALL BUSINESS DEVELOPMENT (SDB)
 SMALL BUSINESS ENTERPRISE - GOODS & SERVICES PROGRAM QUARTERLY REPORT
 FY 2015-2016
 *PERIOD: July 1, 2016 - September 07, 2016**

		4th Quarter	Year To Date Amount
Total Certified SBE- Goods & Services Firms as of June 30, 2016			1,536
1	New Applications Received:	22	168
2	New Applications Under Review and Pending Review:	19	24
3	Approved New, Annual and Recertification Applications :	241	752
4	Recertification and Annual Applications Received:	116	753
5	Recertification and Annual Applications Under Review:	57	178
6	Denied	0	8
7	Graduated	2	7

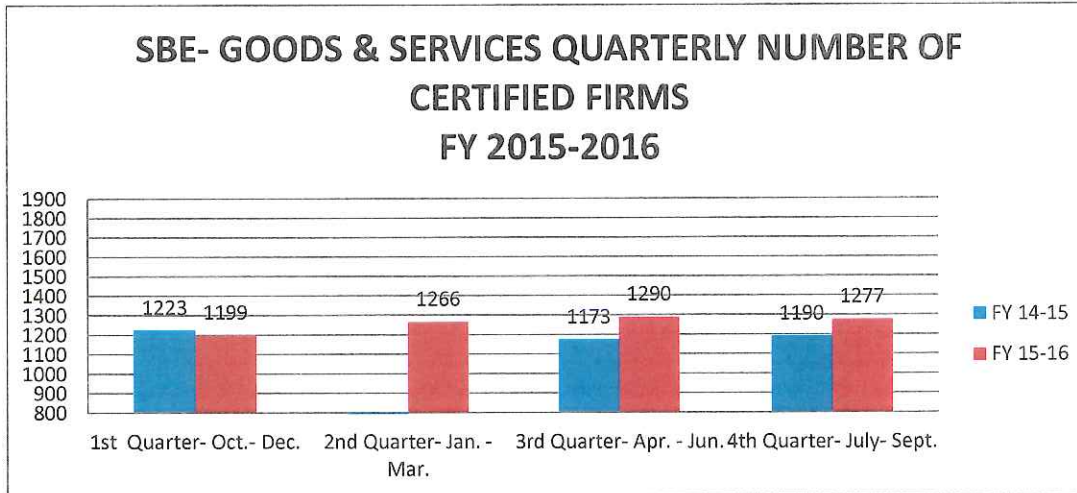
*This report was printed on September 7, 2016.

Chart#1



INTERNAL SERVICES DEPARTMENT
SMALL BUSINESS DEVELOPMENT (SDB)
 SMALL BUSINESS ENTERPRISE - GOODS & SERVICES PROGRAM QUARTERLY REPORT
FY 2015-2016
PERIOD: July 1, 2016 - September 07, 2016

Chart #2



Miami-Dade County
SBE/Goods & Services Program
 Applicable Contracts
(October 1, 2015 – August 31, 2016)

AWARDED CONTRACTS AVAILABLE FOR SMALL BUSINESS PARTICIPATION

There were 115 applicable projects approved for award totaling \$35,761,626.

- Of the \$35.7 million, 17 projects have Small Business Enterprise measures totaling \$5,304,773 or 14.8%.

	SBE-Goods & Services/Black	SBE-Goods & Services/Hispanic	SBE-Goods & Services/Women	SBE-Goods & Services/Other (Unidentified)	Total SBE-Goods & Services
SET-ASIDE	DEMOGRAPHIC BREAKDOWN WILL BE PROVIDED AT THE ADVISORY BOARD MEETING				
GOALS					
TOTAL MEASURES					
OPEN MARKET					
TOTAL					

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FB-00264 1 Veterinary Laboratory Supplies		07/17/2015 03/01/2016	\$3,500,000	\$3,376,180.04	\$0	Idexx Distribution, Inc.
FB-00343 1 Animal Identification Microchips		03/21/2016 06/02/2016	\$446,200	\$2,328	\$0	Found Animals Foundation, Inc.
FB-00358 1 Social Media Consulting Services		03/14/2016 05/25/2016	\$36,000	\$36,000	\$0	Glo Creative Inc.
R-218-16 1 Prevention Of Cruelty To Animals		04/06/2016	\$75,000	\$75,000	\$0	South Florida S P C A, Inc.
R-637-15(1) 1 Spay Neuter Program		08/15/2016	\$600,000	\$600,000	\$0	Miami Veterinary Foundation, Inc.
R-81-11(2) 1 Prevention Of Cruelty To Animals		10/01/2015	\$100,000	\$87,474	\$0	South Florida S P C A, Inc.
SS8845-4/18-2 1 Chameleon/Public Access Software Maintenance And Support Services		08/04/2010 01/10/2016	\$24,600	\$24,600	\$0	Hlp. Inc. Of Arizona
\$4,781,800					\$4,201,582.04	\$0

AVIATION

15-23-0904-AV-YV-1 1 Police Rated, Admin, Utility Vehicles(Av 2016 F-150 V-Vii)		06/03/2016	\$69,431	\$69,431	\$0	Don Reid Ford, Inc.
BW9591-5/18-4 1 Highjump Software Licenses And Maintenance Support Services		07/01/2016	\$8,814.63	\$8,087.63	\$0	Highjump Software, Inc.
FB-00186-1 1 Single Stream Recycling Collection And Disposal Services		05/01/2016	\$247,008	\$90,000	\$0	World Waste Recycling, Inc.
RFP13-1 1 Madad Airport Liability Insurance Program Broker Services (Rfp)		01/20/2010 10/02/2015	\$125,000	\$0	\$0	Aon Risk Services South, Inc.

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COMMUNITY INFORMATION AND OUTREACH						
BW9875-2/20 1 Website Quality Assurance Hosted Service	NO MEASURE	08/01/2016	\$450,253.63	\$167,518.63	\$0	
			\$31,680	\$0	\$0	Siteimprove, Inc.
			\$31,680	\$0	\$0	
CORRECTIONS & REHABILITATION						
FB-00369 1 Food Bags And Casings	NO MEASURE	04/14/2016 08/01/2016	\$200,000	\$0	\$0	Plascon Packaging Inc.
FB-00370 1 Shrink Wrapping Machine & Related Product	NO MEASURE	04/22/2016 08/01/2016	\$620,805	\$805	\$0	Sun Packaging Technologies, Inc.
			\$820,805	\$805	\$0	
ELECTIONS						
FB-00366 1 Ballot On Demand Printer Rentals	NO MEASURE	03/25/2016 07/19/2016	\$724,110	\$272,685	\$0	Runbeck Election Services, Inc.
IB-00333 1 Model 2000 Voting Booths	NO MEASURE	02/16/2016 04/05/2016	\$75,000	\$75,000	\$0	Election Works, Inc.
			\$799,110	\$347,685	\$0	
FINANCE						
R0924511R1 1 Consulting Services Erp Assistance	NO MEASURE OTHER	10/26/2015	\$241,868	\$160,000	\$0	Plante & Moran Pllc
SS7944-5/20-2 1 Opex Equipment Maintenance Agreement	NO MEASURE	07/01/2016	\$26,000	\$25,255.74	\$0	Opex Corp.
			\$267,868	\$185,255.74	\$0	
FIRE RESCUE						

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FB-00398 1 Portable Fold-Out Shelter Systems		06/13/2016 07/11/2016	\$135,254.96	\$135,254.96	\$0	Elite Aluminum Corporation
IB-00267 1 Pratt And Whitney Engine Services, Rentals, Oem Parts And Repairs		09/17/2015 05/01/2016	\$300,300	\$2,732.98	\$0	Vector Aerospace Helicopter Services, Inc.
			\$435,554.96	\$137,987.94	\$0	
INFORMATION TECHNOLOGY DEPARTMENT						
E9889-JT 1 Telephone Long Distance Invoice Payment		08/25/2016	\$100,000	\$0	\$0	Windstream Holdings, Inc
FB-00323 1 Long Distance Telephone Services		12/23/2015 03/21/2016	\$925,000	\$0	\$0	Airespring, Inc.
FB-00374 1 Hewlett Packard Hardware		05/04/2016 07/11/2016	\$492,567.98	\$492,567.98	\$0	Computer Systems Support Inc CAUCASIAN - M
FB-00386 1 Hewlett Packard Hardware		06/15/2016 08/11/2016	\$416,258	\$258	\$0	Anixter, Inc.
IB-00354 1 Hewlett Packard Servers And Services		03/22/2016 05/25/2016	\$230,625	\$230,625	\$0	Computer Systems Support Inc CAUCASIAN - M
IB-00380 1 Panasonic Touchpads, Accessories, And Services		06/14/2016	\$183,378.96	\$18,803.16	\$0	Cdw Government, Lic
IB-00390 1 Oracle StorageTek S13000 Modular Library System		05/25/2016 07/12/2016	\$211,090.88	\$0	\$0	Quasius Investment Corp CAUCASIAN - M
IB-00437 1 Hewlett Packard Hardware		08/04/2016 08/25/2016	\$142,072.48	\$0	\$0	Computer Systems Support Inc CAUCASIAN - M
			\$2,700,993.3	\$742,254.14	\$0	
INTERNAL SERVICES						
BW8523-5/17-4 1 Inovah Cashiering System		08/08/2007	\$224,658	\$127,483	\$0	N Harris Computer Corporation

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INTERNAL SERVICES						
RFP707-1 1 Third Party Administrator For Flexible Spending Accounts		01/01/2016	\$150,000	\$0	\$0	Fringe Benefits Management Company
INTERNAL SERVICES						
1121-5/19-3 1 Flex Response System		08/01/2016	\$3,240	\$0	\$0	Intech, Inc.
CP9881-JD 1 Service Maint For Parking System		07/01/2016	\$4,981.83	\$4,981.83	\$0	Lon Inc.
EPP-WOPR736-2-2(2) 1 Property Management Services Gran Via		12/01/2015	\$27,456	\$0	\$0	Royal American Management, Inc.
EPPRFP-00214 1 Actuarial Studies And Related Services		04/29/2015 10/02/2015	\$90,000	\$16,000	\$0	A M I Risk Consultants, Inc. ASIAN - F
EPPRFP-00246 1 Land Planning Consultant		07/14/2015 12/04/2015	\$400,000	\$0	\$0	Johnson Engineering, Inc.
EPPRFP-00274 1 Deadly Force Policy Audit		09/23/2015 02/18/2016	\$310,000	\$0	\$0	Police Executive Research Forum
FB-00220 1 Liquid Waste Handling Services		05/04/2015 10/01/2015	\$221,000	\$160,820	\$0	Carlos Rivero Plumbing & Septic Tank Contractor, Inc.
FB-00229 1 Automotive Parts Washer Machines Lease/Maintenance.		09/17/2015 07/15/2016	\$757,150	\$12,091.36	\$0	Safety-Kleen-Systems, Inc.
FB-00250 1 Locksmith Services	BID PREFERENCE-SBE/GS	07/23/2015 10/02/2015	\$499,734	\$135,821.77	\$0	American Security Group A-1, Inc. DBE, LDB BLACK - M
FB-00269 1 Automotive Glass, Electric And Manual Window Regulators (Furnish & Install)	NO MEASURE	05/12/2016 07/12/2016	\$247,750	\$10,554	\$0	Affordable Auto & Truck Glass, Inc. SBE/GS HISPANIC

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FB-00275 1 Jci Bms Maintenance		08/27/2015 12/09/2015	\$714,000	\$142,463	\$0	Johnson Controls, Inc.
FB-00300 1 Bailiff's Uniforms For Miami-Dade County	SET ASIDE-SBE/GS: 100%	12/21/2015 06/01/2016	\$148,000	\$5,000	\$148,000	Monica Manufacturing Corp. Dba All Uniform Wear LDB, SBE/GS HISPANIC - F
FB-00334 1 Lease Of Digital Microform Scanners & Laser Printer	NO MEASURE	02/23/2016 06/01/2016	\$141,003	\$47,001	\$0	Mts Software Solutions, Inc.
FB-00347 1 Certification Services (iso14001)	NO MEASURE	03/17/2016 06/02/2016	\$45,940	\$0	\$0	Bureau Veritas Certification North American, Inc.
FB-00363 1 Auto Tag Registration Renewal Reminder Notice	NO MEASURE	03/24/2016 06/10/2016	\$685,250	\$0	\$0	Cathedral Corporation
IB-00324 1 Glass Spheres, Types I & Iii (Beads For Aviation)	NO MEASURE	12/15/2015 06/01/2016	\$235,000	\$36,476	\$0	Florida Transcor, Inc.
IQ-00330 1 Lease Of 2016 Cadillac Srx	NO MEASURE	01/08/2016 03/09/2016	\$40,000	\$40,000	\$0	Williamson Cadillac Co.
L9858-2/21 1 Computer To Platesetter Maint & Support	NO MEASURE	05/01/2016	\$138,240	\$0	\$0	Heidelberg Usa, Inc.
RFP834-2(2) 1 Accidental Death And Dismemberment & Police Benevolent Association Survivors' Benefit Insurance Programs	NO MEASURE	01/01/2016	\$800,000	\$0	\$0	Aon Consulting, Inc.
INTERNAL SERVICES						
7135-4/16-4 1 Paper And Plastic Items	SET ASIDE-SBE/GS: 100%	10/01/2015	\$1,207,344.29	\$855,508.45	\$1,207,344.29	Various Companies
7661-5/19-2 1 Specialized Tree Trimming And Removal Services (Pre-Qualifications)	SET ASIDE-SBE/GS: 100%	04/15/2009 03/01/2016	\$1,302,000	\$462,350	\$1,302,000	Various Companies
TOTALS						
			\$5,508,744.83	\$611,208.96	\$148,000	2.69%

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9676-3/17-2 1 Emc Storage Upgrade, Maintenance And Support Services		10/01/2015	\$131,062.71	\$131,062.71	\$0	Cdw Government, Llc
BW7397-2/17-1 1 Pitney Bowes Emailist Software And Maintenance Support Services		03/18/2016	\$26,687	\$26,687	\$0	Pitney Bowes Software, Inc.
IB5514-4/19-2 1 Computer Aided Drafting & Design Support		04/01/2016	\$15,000	\$0	\$0	Digital Drafting Systems, Inc. HISPANIC - M
IB9319-2/19-2 1 Scripting/Teleprompting Software System		06/01/2016	\$23,501	\$16,142	\$0	Automated Data Systems Of Wisconsin, Inc.
IB9457-3/19-1 1 Id Card Software Solution With Card Printer/Encoder		06/01/2016	\$25,245	\$0	\$0	Plastic Card Systems, Inc.
			<u>\$2,730,840</u>	<u>\$1,491,750.16</u>	<u>\$2,509,344.29</u>	
					91.89%	
INTERNAL SERVICES						
0925-1/21-1 1 Furnish Equipment/Coffee & Related items	11/10/2010	02/01/2016	\$186,000	\$18,154	\$0	Aramark Refreshment Services, Llc
			<u>\$186,000</u>	<u>\$18,154</u>	<u>\$0</u>	
JUVENILE SERVICES						
BW8938-10/23-4 1 Case Management Software Vendor Hosting Service	02/18/2009	03/05/2016	\$84,612	\$70,562.55	\$0	Gottlieb & Wertz Inc
			<u>\$84,612</u>	<u>\$70,562.55</u>	<u>\$0</u>	
PARKS, RECREATION AND OPEN SPACES						
FB-00218-1 1 Maintenance Of Lift Stations		07/01/2016	\$90,000	\$8,975.83	\$0	Lift Stations "R" Us Corp. HISPANIC - F
IB-00304 1 Mimo Cash Management System		10/20/2015 03/03/2016	\$81,750	\$81,750	\$0	Coin Currency & Document Systems Of Florida, Inc.
			<u>\$171,750</u>	<u>\$90,725.83</u>	<u>\$0</u>	

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POLICE						
BW8094-4/16-4 1 Powerdms Software Maintenance And Support	NO MEASURE	02/01/2016	\$5,925	\$0	\$0	Powerdms, Inc.
BW9645-8/22-3 1 Administrative Investigative Management System (Aim)	NO MEASURE	03/01/2016	\$15,034	\$0	\$0	On Target Performance Systems, Inc.
IB-00419 1 Lifeboat Collar Repairs	NO MEASURE	07/12/2016 08/17/2016	\$34,960	\$0	\$0	Curtisea Marine Boat Sales Inc
SS9650-3/18-2 1 Financial Investigation System (Fis)	NO MEASURE	08/23/2016	\$23,475.38	\$0	\$0	Actionable Intelligence Technologies, Inc.
			<u>\$79,394.38</u>	<u>\$0</u>	<u>\$0</u>	
PUBLIC HEALTH TRUST						
ITB 16-14161-MB 1 Speech Pathology Services	NO MEASURE	06/15/2016 08/16/2016	\$216,117		\$0	Bionetworks, Inc.
			<u>\$216,117</u>		<u>\$0</u>	
PUBLIC WORKS AND WASTE MANAGEMENT						
7915-4/15-4 1 Location Of Underground Utilities	BID PREFERENCE-SBE/IGS	07/07/2010 12/01/2015	\$540,000	\$425,263.56	\$0	High Tech Engineering Incorporated SBE/CONS, SBE/IGS HISPANIC
FB-00345 1 Repair Of Central Transfer Station Compactors	NO MEASURE	02/19/2016 05/12/2016	\$400,000	\$321,257.53	\$0	L. J. B. Equipment Sales, Inc.
IQ-00278 1 To Purchase A Drone For Public Works And Waste Management Department	NO MEASURE	09/22/2015 11/02/2015	\$60,987	\$60,987	\$0	Gpserv Inc
			<u>\$1,000,987</u>	<u>\$807,508.09</u>	<u>\$0</u>	
PUBLIC WORKS AND WASTE MANAGEMENT						
EPP-RFP691-4(4) 1 Trash & Recycling Center Access Management Devices	NO MEASURE	06/24/2009 02/01/2016	\$63,960	\$0	\$0	Advanced Technical Group, Inc. SBE/IGS HISPANIC - M
			<u>\$63,960</u>	<u>\$0</u>	<u>\$0</u>	

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TRANSIT						
7038-2/18-2 1 Nuts And Bolts Inventory - Furnish, Delivery, Set-Up And Maintain	11/10/2010	08/01/2016	\$287,838	\$1,978	\$287,838	American Fasteners Corporation DBE HISPANIC - M
CP9864-MT 1 Bus Wrapping Service		07/25/2016	\$47,700	\$47,700	\$0	Walter Haas & Graphics, Inc.
CP9886-MT 1 Confirmation Purchase For Towing Services		08/22/2016	\$82,616.23	\$82,616.23	\$0	Kauff'S Of Miami Inc
EPP-RFP9265-3/16-3 1 Disadvantaged Business Enterprise (Dbe) Tracking Software System	05/26/2010	01/01/2016	\$18,000	\$18,000	\$0	Hill International, Inc.
			<u>\$436,154.23</u>	<u>\$150,294.23</u>	<u>\$287,838</u>	65.99%
WATER AND SEWER						
BW9698-4/17-3 1 Cross-Connection Control Software/Train		02/01/2016	\$2,115	\$1,432	\$0	Tokay Software, Inc. CAUCASIAN - M
EPP-RFP682-5(5) 1 Radar-Rainfall Services		03/01/2016	\$65,124	\$27,135	\$0	Vieux & Associates, Inc.
FB-00296 1 Natural Gas Consulting Services		10/27/2015 05/12/2016	\$375,000	\$0	\$0	Trienergy Solutions Lic
			<u>\$442,239</u>	<u>\$28,567</u>	<u>\$0</u>	
RFP/RFQ						
AVIATION						
RFP NO. MDAD-02-14 1 Request For Proposals For Airport Network Media Programming Services		03/26/2015 05/17/2016	\$150,000		\$0	Ac Holdings, Inc.
RFP NO. MDAD-05-14 1 Retail Consultant Services		03/20/2015 02/11/2016	\$902,250		\$225,562.5	Unison Consulting, Inc.

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RFQ NO. MDAD-14-02 1 Non-Exclusive General Aeronautical Services To Commercial Aircraft Operators And Airlines At Mia		04/16/2015 01/20/2016	\$0		\$0	Swissport Usa, Inc.
RFQ NO. MDAD-14-02 2 Non-Exclusive General Aeronautical Services To Commercial Aircraft Operators And Airlines At Mia		04/16/2015 01/20/2016	\$0		\$0	American Sales & Mgmt. Organization Corp HISPANIC - M
RFQ NO. MDAD-14-02 3 Non-Exclusive General Aeronautical Services To Commercial Aircraft Operators And Airlines At Mia		04/16/2015 01/20/2016	\$0		\$0	G2 Secure Staff L.L.C.
RFQ NO. MDAD-14-02 4 Non-Exclusive General Aeronautical Services To Commercial Aircraft Operators And Airlines At Mia		04/16/2015 01/20/2016	\$0		\$0	Triangle Services Of Florida, Inc.
RFQ NO. MDAD-15-02 1 Request For Qualifications For Non-Exclusive Limited General Aeronautical Services To Commercial Aircraft Operators And Airlines At Miami International Airport		05/26/2015 12/15/2015	\$0		\$0	Ultra Aviation Services, Inc. ACDBE, LDB HISPANIC - M
			\$1,052,250		\$225,562.5	
					21.44%	
CORRECTIONS & REHABILITATION						
RFP649-4(6) 1 Inmate Commissary And Banking Services		08/10/2016	\$172,000	\$4,548.02	\$0	Aramark Correctional Services, Llc
			\$172,000	\$4,548.02	\$0	
CULTURAL AFFAIRS						
EPP-RFP765-2(3) 1 Theater Ticketing Software System (Rfp)		02/02/2011 08/01/2016	\$15,000	\$5,440	\$0	Arts Management Systems Ltd
			\$15,000	\$5,440	\$0	
FINANCE						
EPPRFP-00314 1 Cash Management Consulting Services		06/06/2007 02/22/2016	\$294,000	\$58,800	\$0	Hilltop Holdings Inc.

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RFP764A-2(2) 1 External Independent Auditing Services	GOAL-SBE/GS: 30%	02/02/2011	10/01/2015	\$920,000	\$790,000	\$276,000	Mcgladrey & Pullen Llp
				\$1,214,000	\$848,800	\$276,000	
						22.73%	
INFORMATION TECHNOLOGY DEPARTMENT							
RFP809-1(4) 1 Continuous Form High-Speed Printers	NO MEASURE	08/23/2011	08/01/2016	\$254,000	\$11,989.2	\$0	Canon Solutions America, Inc.
				\$254,000	\$11,989.2	\$0	
INTERNAL SERVICES							
EPP-RFP8570-8(10) 1 Electronic Voting System	NO MEASURE	11/14/2007	06/11/2016	\$78,000	\$15,966.4	\$0	Granicus, Inc.
				\$78,000	\$15,966.4	\$0	
INTERNAL SERVICES							
RFP730-1(2) 1 External Independent Auditing Services - Clerk Of The Circuit And County (Rfp)	SET ASIDE-SBE/GS: 100%	04/28/2010	10/13/2015	\$105,000	\$105,000	\$105,000	The Sharpton Group, P.A. SBE/GS BLACK - M
				\$105,000	\$105,000	\$105,000	
						100.00%	
INTERNAL SERVICES							
RFP684-2(5) 1 Master Property Insurance Program (Rfp)	NO MEASURE	04/15/2009	05/04/2016	\$350,000	\$0	\$0	Arthur J. Gallagher Risk Management Services, Inc.
				\$350,000	\$0	\$0	
INTERNAL SERVICES							
EPP-RFP602-8(14) 1 Paper Cutting Systems	NO MEASURE		02/15/2016	\$20,000	\$20,000	\$0	Heidelberg Usa, Inc.

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EPP-RFP773-2(4) 1 Tapeless Production Solution		12/01/2015	\$5,000	\$0	\$0	Niche Video Products, inc.
EPP-RFQ891-1 1 Kennel Pool Services		05/01/2016	\$80,000	\$79,717	\$0	Super Comfort Kennels
EPPRFP-00029-1(1) 1 Comprehensive Queuing And Staffing Analysis Report		08/01/2016	\$147,500	\$0	\$0	Jrd & Associates, inc. SBE/GS HISPANIC - M
RFP-00197 1 Marina Management Software Solution		04/03/2015 04/01/2016	\$343,588	\$0	\$0	Star Americas Software Solutions Lic
RFP-00213 1 Misdemeanor Probation Services, Program Monitor For Batterers' Intervention Program Service Providers, And Assessment Services For The Eleventh Judicial Circuit, In Miami-Dade County		06/22/2015 04/01/2016	\$0	\$0	\$0	Advocate Program, Inc.
RFP-00226 1 Psychological Testing And Evaluation		08/03/2015 02/18/2016	\$2,788,000	\$266,500	\$0	Law Enforcement Psychological Counseling Associates, Inc.
RFP-00294B 1 External Independent Auditing Services For Aviation Segment	GOAL-SBE/GS: 30%	03/02/2016 06/21/2016	\$1,181,700	\$0	\$354,510	Cherry, Bekaet & Holland Llp
RFP-00294C 1 External Independent Auditing Service Water And Sewer Segment	GOAL-SBE/GS: 30%	03/02/2016 06/29/2016	\$800,000	\$0	\$240,000	Marcum Llp Dba Marcumrachlin
RFP-00294D 1 External Independent Auditing Services For Transit Segment	GOAL-SBE/GS: 30%	03/02/2016 06/29/2016	\$800,000	\$0	\$240,000	Crowe Horwath Llp
RFP487A-0001D 1 Security Guard Screening Services	GOAL-SBE/GS: 20%	07/07/2016	\$1,736,056.26		\$347,211.25	Security Alliance, Lic HISPANIC - M
RFP540-3(5) 1 Bus Passenger Bench Program	NO MEASURE	03/01/2016	\$1	\$0	\$0	Signal Outdoor Advertising, Lic
RFP736B-2(2) 1 Property Management Svcs. Park Lake Apts.	NO MEASURE	12/01/2015	\$21,648	\$0	\$0	Royal American Management, Inc.

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INTERNAL SERVICES						
RFP796-2(2) 1 External Independent Auditing Services		10/01/2015	\$495,000	\$435,000	\$148,500	Kpmg Llp
RFP796-2(2) 2 External Independent Auditing Services		10/01/2015	\$169,575	\$169,575	\$50,872.5	Marcum Llp Dba Marcumrachelin
RFP796-2(2) 3 External Independent Auditing Services		10/01/2015	\$111,000	\$26,194.67	\$33,300	Crowe Horwath Llp
RFQ789-2(2) 1 Financial Consulting Services For Ocitt	NO MEASURE	02/01/2016	\$250,000	\$70,707	\$0	Infrastructure Management Group, Inc.
			\$1,025,575	\$701,476.67	\$232,672.5	22.69%
PARKS, RECREATION AND OPEN SPACES						
EPP-RFP532-7(7) 1 Parks & Recreation Business Management Software	NO MEASURE	06/15/2016	\$94,000	\$94,000	\$0	Us Edirect Inc
			\$94,000	\$94,000	\$0	
PUBLIC HEALTH TRUST						
RFP 15 13092-CS 1 Background Screening Services	GOAL-SBE/GS: 25%	10/05/2015 03/21/2016	\$1,354,539		\$338,634.75	First Choice Research And Investigations Inc.
			\$1,354,539		\$338,634.75	25.00%
PUBLIC HOUSING AND COMMUNITY DEVELOPMENT						
RFP693-2(5) 1 Mdha Property Insurance Program Broker Services	NO MEASURE	06/24/2009 07/02/2016	\$35,000	\$0	\$0	Arthur J. Gallagher Risk Management Services, Inc.
			\$35,000	\$0	\$0	

Miami Dade County

Small Business Development

Projects Awarded

Award Date Between October 1, 2015 and August 31, 2016

Contract Measure	RC Date	Adv. Date Award Date	Award Amount	Paid	Measure Amount	Firm Name
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PUBLIC WORKS AND WASTE MANAGEMENT

RFQ845-1(1) 1 Title And Closing Services	NO MEASURE		04/01/2016	\$162,368	\$103,701.2	\$0	National Title And Abstract Company D/B/A J G S Properties, Inc.
				\$162,368	\$103,701.2	\$0	

PUBLIC WORKS AND WASTE MANAGEMENT

RFP545B-1 1 Curbside Recycling Services For Miami-Dade County (Rfp)	NO MEASURE	11/01/2006	11/13/2006 04/01/2016	\$0	\$0	\$0	Waste Management Inc. Of Florida
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VARIOUS

EPP-RFQ885(1) 1 Bee Eradication Services	NO MEASURE		02/01/2016	\$139,500	\$67,780	\$0	Tower Pest Control, Inc.
				\$139,500	\$67,780	\$0	

WATER AND SEWER

EPP-RFP701-3(3) 1 Hydraulic Water And Wastewater Modeling Software Solution	NO MEASURE		06/09/2016	\$203,380	\$138,558.5	\$0	Mwh Soft, Inc.
				\$203,380	\$138,558.5	\$0	

Grand Totals: \$35,761,626.59 \$11,642,819.3 \$5,304,773.29
14.83%

Miami Dade County
Small Business Developed
Projects Awarded
Award Date Between October 1, 2015 and August 31, 2016

Contract Measure	RC Date	Adv. Date Award Date	Award Amount	Paid	Measure Amount	Firm Name
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There were 115 projects approved for award totaling \$35,761,626.59

Of the Award Amounts, 17 projects have Small Business Enterprise measures totaling \$5,304,773.29

ASIAN	F		\$90,000			
BLACK	M		\$604,734			
CAUCASIAN	M		\$1,078,471.34			
HISPANIC	F		\$238,000			
HISPANIC	M		\$2,250,354.26			
HISPANIC			\$787,750			
PRIME NO ETHNICITY NO GENDER			\$30,712,316.99			

(Multiple Firm's Award Amount are not include on the breakdown)

Report Criteria:

Award Date Between October 1, 2015 and August 31, 2016

Project Type: PROCUREMENT, OTR, PROCUREMENT, RFP/RFO

Measure: GOAL - CBE; SET ASIDE (GROUP A), SET ASIDE (GROUP B), NO MEASURE (GROUP A, C & D), GOAL - MINORITY, GOAL - COMMUNITY WORKFORCE, LEVEL 1 SET ASIDE W/EXCEPTIONS, LEVEL 2 SET ASIDE W/EXCEPTIONS, LEVEL 3 SET ASIDE W/EXCEPTIONS, BID PREFERENCE (GROUPS A, B, & D), SET ASIDE (GROUP C), SET ASIDE, SELECTION FACTOR, BID PREFERENCE, 1ST TIER SET ASIDE - CBE, RECOMMENDATION PREVIOUSLY DETERMINED, GOAL, BID PREFERENCE (GROUP D), BID PREFERENCE (GROUP A), BID PREFERENCE (GROUP B), BID PREFERENCE (GROUP C), SET ASIDE (GROUP D), NO MEASURE, BID PREFERENCE (GROUPS A-J, L), SET ASIDE (GROUPS K & M), SET ASIDE (SECTOR 10&1E), NO MEASURE (SECTOR 1A, 1B, 1C), GOAL (SECTOR 2A & 2B), SELECTION FACTOR (SECT. 3A, 3B), BID PREFERENCE (GROUPS A-E, G-K, M & N), SET ASIDE (GROUPS F, L, O & P), TRADE SET ASIDE, LEVEL 1 SET ASIDE, LEVEL 2 SET ASIDE, LEVEL 3 SET ASIDE, GOAL - SBE, 2ND TIER SET ASIDE - CBE, SET ASIDE (GROUP I), SET ASIDE (GROUP I I), SET ASIDE (GROUP I V), SET ASIDE (GROUP V), NO MEASURE (GROUP I), NO MEASURE (GROUP I I), NO MEASURE (GROUP I V), SET ASIDE (GROUP VI), GOAL (SECTOR 2), SELECTION FACTOR (SECTOR 3), SET ASIDE (WITH EXEMPTIONS), GOAL (SECTOR 1), TRADE SET ASIDE 1, TRADE SET ASIDE 2, SET ASIDE (UP TO 100K), BID PREF MICRO UP TO \$100K, SET ASIDE TIER 1, SET ASIDE TIER 2, SET ASIDE TIER 1 (W/EXEMPT), SET ASIDE TIER 2 (W/EXEMPT), SET ASIDE (ZONE E), SET ASIDE (ZONE F), SET ASIDE (ZONE G), SET ASIDE (ZONE H), SET ASIDE (ZONE I), SET ASIDE (ZONE J), SET ASIDE G&S - TIER 3, GOAL TIER 1-A, GOAL TIER 2-A, GOAL TIER 3-A, SET ASIDE G&S - MICRO TIER 1, SET ASIDE G&S - MICRO TIER 2, NOT AWARDED, MAKE UP GOAL, BID PREFERENCE - HBE, BID PREFERENCE - WBE, GOAL - HBE, GOAL - WBE, BID PREFERENCE - CBE, GOAL - CSBE, SELECTION FACTOR - BBE, SELECTION FACTOR - WBE, SELECTION FACTOR - WBE, SET ASIDE - HBE, SET ASIDE - WBE, NO MEASURE (B, C, D, E & F), SET ASIDE TIER 3, SET ASIDE TIER 3 (W/EXEMPT) Department: ERROR [DO NOT USE THIS CODE], MIAMI-DADE OFFICE OF EMERGENCY MANAGEMENT, EDEE HAMMER, AMERICAN AIRLINES ARENA, ADMINISTRATIVE OFFICE OF COURT/ANIMAL SERVICES, COUNTY ATTORNEY, AUDIT AND MANAGEMENT SERVICES, AVIATION, MIAMI DADE AVIATION DEPARTMENT - AA, MIAMI DADE AVIATION DEPARTMENT - STP, MIAMI DADE AVIATION - FIRE, MIAMI DADE AVIATION-POLICE DEPARTMENT BUILDING CODE COMPLIANCE DEPARTMENT OF BUSINESS DEVELOPMENT BUILDING MANAGEMENT AND BUDGET BOARD OF COUNTY COMMISSIONERS, DIST # 1 - COMMISSIONER BETTY FERGUSON, DIST # 2 COMMISSIONER DORREN D. ROLLE, DIST # 3 COMMISSIONER DR. BARBARA CAREY, DIST # 4 COMMISSIONER GWEN MARGOLIS, DIST # 5 COMMISSIONER BRUNO BARREIRO, DIST # 6 COMMISSIONER REBECA SOSA, DIST # 7 COMMISSIONER JIMMY L. MORALES, DIST # 8 COMMISSIONER KATY SORENSON, DIST # 9 COMMISSIONER DENNIS MOSS, DIST # 10 COMMISSIONER JAVIER SOUTO, DIST # 11 COMM. JOE A MARTINEZ, DIST # 12 COMMISSIONER DR. MIRIAM ALONSO, DIST # 13 COMMISSIONER NATACHA S. MILLAN, COUNTY COMMISSION SUPPORT STAFF, COUNTY COMMISSION CHAIRPERSON, HOUSING AND COMMUNITY DEVELOPMENT, OFFICE OF THE MAYOR, COMMUNITY AFFAIRS, COUNTY WIDE HEALTH CARE PLANNING, CHIEF INFORMATION OFFICER, CLERK OF COURTS, COUNTY MANAGER'S OFFICE, COMMUNITY ACTION AND HUMAN SERVICES, CITY OF MIAMI, CAPITAL IMPROVEMENTS, CORRECTIONS & REHABILITATION, CONSUMER SERVICES, COMMUNICATIONS, CULTURAL AFFAIRS, AMERICANS WITH DISABILITIES ACT COORD, DADE COUNTY PUBLIC SCHOOLS ENVIRONMENTAL RESOURCES MANAGEMENT, SPECIAL DISASTERS COUNTY WIDE COMMISSION ON ETHICS & PUBLIC TRUST, ECONOMIC DEVELOPMENT COORDINATION, EGOV, EMERGENCY MANAGEMENT, ELECTIONS, OFFICE OF EMERGENCY MANAGEMENT, EMPLOYEE RELATIONS DEPARTMENT, INFORMATION TECHNOLOGY DEPARTMENT, DADE COUNTY EXPRESSWAY AUTHORITY, EMPLOYMENT ZONE, HUMAN RIGHTS & FAIR EMPLOYMENT PRACTICES, FINANCE FIRE RESCUE, OFFICE OF GRANTS COORDINATION, INDEPENDENT REVIEW PANEL, COMMUNITY INFORMATION AND OUTREACH GENERAL SERVICES ADMINISTRATION, PUBLIC HOUSING AND COMMUNITY DEVELOPMENT, HOUSING FINANCE AUTHORITY, HOMELAND SECURITY, HISTORIC PRESERVATION, HUMAN RESOURCES, HUMAN SERVICES, HOMELESS TRUST, HURRICANE RECOVERY, ECONOMIC DEVELOPMENT & INTERNATIONAL TRADE, INSPECTOR GENERAL, INFORMATION TECHNOLOGY DEPARTMENT, JUDICIAL ADMINISTRATION, JACKSON MEMORIAL HOSPITAL, JUSTICE SYSTEM SUPPORT, JUVENILE SERVICES, LIBRARY, OFFICE OF THE MAYOR, MIAMI ART MUSEUM, MIAMI BEACH, MIAMI DADE ECONOMIC ADVOCACY TRUST, MEDICAL EXAMINER, MIAMI LAKES, METRO-MIAMI ACTION PLAN TRUST, MIAMI MUSEUM OF SCIENCE, METROPOLITAN PLANNING ORGANIZATION, TRANSIT NEIGHBORHOOD COMPLIANCE, NON DEPARTMENTAL, LAW LIBRARY, BASEBALL STADIUM (NON DEPARTMENTAL), DOLPHIN STADIUM (NON DEPARTMENTAL), MIAMI DADE AVIATION - NORTH TERMINAL, OFFICE OF AGENDA COORDINATOR, ADMINISTRATIVE OFFICE OF THE COURTS, OFFICE OF COMMISSION AUDITOR, OFFICE OF EMPLOYEE RECOGNITION, MIAMI DADE AVIATION - NORTH TERMINAL, OFFICE OF IMPROVEMENT, SUSTAINABILITY, PROPERTY APPRAISAL, PERFORMING ARTS CENTER, POLICE REGULATORY AND ECONOMIC RESOURCES, PUBLIC HEALTH TRUST, DEPARTMENT OF PLANNING, DEVELOPMENT & REGULATION, PROCUREMENT MANAGEMENT, PARKS, RECREATION AND OPEN SPACES, OFFICE OF PUBLIC TRANSPORTATION MANAGEMENT, PUBLIC

**Internal Services Department
Small Business Development
Business Outreach and Education
July 15, 2016 - September 2, 2016**

		Total for Period	YTD Total
		**2 Pending bond Application, 2 pending loan apps	
Activity #	Bonding Assistance		
1	Firms Assisted with Bonding Needs	2	9
2	Bond Application Received	0	1
3	Bonding Applications Approved	0	1
4	Bond Applications Denied	0	0
5	Value of Approved Bond Applications	0	250000
Financial Assistance			
1	Firms Assisted with Loan Needs	4	10
2	Loan Application Received **	1	6
3	Loan Applications Approved	1	1
4	Loan Application Denied	0	4
5	Value of Approved Loan Applications	5000	20000

		Total for Period
Activity #	Assistance Provided to Small Business Enterprise-Construction Program	
1	Certification Applications Reviewed	43
2	Prompt Payment Issues (Received and Resolved)	8
3	Contract Issues (Received and Resolved)	4
4	Needs Assessment Meetings (NAMS)	20
5	Contact with SBEs (Weekly Calls / Phone Blitz)	249
6	Technical Assistance	74
7	Contact with SBE-Goods & Services firms (emailing and highlighting contract opportunities)	4064

		Total for Period
Activity #	Training, Education and Outreach Activities	
1	Small Business Development (sponsored) Workshops and Forums	4
2	Number of Attendants	89
3	Partnership Workshops & Forums	4
4	Number of Firms (with whom contact was made)	78
5	Department Training - 14 Prompt Payments / SBE-G&S Changes	0

Small Business Enterprise (SBE) Services
Advisory Board
Summary of Meeting
July 28, 2016

7-Appointed 4-Quorum
Start Time: 10:38 am
End Time: 11:49 am

<u>Members Present</u>	<u>Members Absent</u>
Denise Mincey-Mills	Kathy Emery
Analeen Martinez	Maria Gonzalez
Yamileth Pereyra	
Darryl Holsendolph	
Anthony Rodriguez	

Others Present

Veronica Clark (SBD Chief), Laurie Johnson (SBD Chief), Claudious Thompson (SBD Chief), Vivian Walters Jr (SBD Chief), Alice Hidalgo-Gato (SBD Chief), Shawn Gannon (SBD), Crystal Williams (SBD), Carlos Ansuarez (SBD), Latori Foster (SBD), Laquita Oliver (SBD), Roberto Tirado (SBD), Margaret Moss (WASD), RPR Empire, Robert Calhoun (MedCal), Ray Corona (Corcel), Jesus Tunidor (JHS)

- I. **Welcome/Introductions-** Board member Mincey-Mills called the meeting to order. Board members and the audience introduced themselves. Board member Mincey-Mills welcomed the two newest Advisory Board members Analeen Martinez and Darryl Holsendolph.

- II. **SBD Reports**
 - a. **SBE Certification** – Claudious Thompson (SBD Certification Unit) –Claudious, Chief of Certification presented the Certification report. No questions were asked.

 - b. **SBE Utilization Report** – Veronica Clark (SBD Policy and Legislation Management) – Clark, Chief of Data and Policy Management presented the utilization report. Board member Mincey-Mills requested that the summary page include a race percentage breakdown. Clark agreed to include the percentage and advised that going forward the reports will be posted online prior to the meeting. The link will be sent to the Board members prior to the meeting so they will have time to review. SBD will not recite the reports, but will answer any questions the board members have regarding the reports, which will leave more time for discussion during the meetings. Clark advised that online there will be two reports, one is the regular report including big ticket items, such as insurance, chemicals, fleet, etc), and another that excludes them to show a more accurate picture of small business utilization.

Clark advised the previously, Board member Holsendolph requested a report that lists the purchases by departments under \$100k. The report was presented in the July meeting, but the Board member Holsendolph was not present. Clark asked if the Board wanted to make that report apart of the bimonthly reporting. Board member Rodriguez

advised yes he would like to see the report on a regular basis, and Board member Pereyra seconded the motion.

Board member Holsendolph requested a list of commodities with low to no participation and the dollar amount or spend in those areas. Clark advised that SBD will have to narrow the report to only include the NIGP codes procured by the County. Board member Holsendolph requested to only include commodities where the County has historical spend.

- c. **Bonding, Financial Assistance & Outreach** – Vivian Walters, Jr. (SBD Business, Outreach & Education) – Board member Holsendolph expressed his concerns regarding pool contracts and time commitment dealing with legacy contracts. Board member Holsendolph stated that firms do not know they can be added to pool contracts after they close, and suggested that Outreach educate firms that they can be added. Walters Walters, Chief of Business Outreach and Education advised that outreach currently offers education on pre-qualification pools at the quarterly orientation meetings, during needs assessment meetings, and during outreach activities. Outreach looks at firms that are certified but are not in the pool, and firms in the community that offer that service to encourage them to become certified and join the pool. Outreach also searches through the pre-qualification pools and the number of firms certified in the pool and compare the list to certified firms. Outreach then does a call blitz to all of those certified firms that are in the commodity code, and narrows the list to firms that meet the contract requirements.

Board member Holsendolph questioned why some of the pre-qualification pools restrict small business participation, by requiring a specific brand and will not allow a new vendor or manufacturer to substitute similar items, because the large companies do not sell their items to small businesses for example the Purell contract. Some manufacturers will only allow one firm to represent their brand. Walters advised that the Board should direct these types of questions to the department, and that Project Review and Analysis reviews all contracts to remove artificial barriers. Board member Holsendolph suggested that we address manufacturers that do not allow small businesses to be a distributor of their brand, he suggested those manufacturers be excluded from the program. Clark advised that when manufacturers do not allow a small business to be a distributor, the vendor should contact SBD to investigate and handle accordingly.

Board member Holsendolph advised that trade categories are being manipulated to exclude businesses. For example, the general trade code is 200 and the advertisement will show 200.0135, which will have one firm available. The trade codes should be generalized to capture more business, and not targeted to get a specific vendor. Board member Mincey-Mills advised that happens with the school board too, and encouraged members to meet with their commissioner and give feedback to the department when it's seen to monitor and investigate. Johnson advised that projects are reviewed prior to being advertised, and SBD looks at the general code and provides feedback to procurement when SBD determines there is availability. Walters and Clark advised due to the comments that SBD is getting from different meetings, there are trainings being conducted that teach staff solicit firms in the pool regardless of their certified commodity code.

Board member Mincey-Mills requested a schedule of when the department will come and speak so everyone can do their research and be prepared. Johnson answered that all departments go through procurement, so instead of having each department come to a meeting we will have a representative from procurement attend the meeting instead. Johnson advised procurement will speak on 1) legacy contracts – why are they used by the county 2) Any items with Sole source specific a dedicated to one manufacturer.

Walters presented the business outreach and education report. Board member Mincey-Mills asked if the prompt payment issues are being resolved. Walters answered that prompt payment trainings are being conducted with department, prime, and subcontractors, so SBD is able to catch a lot of the issues before they escalate, and he expects the prompt payment issue number to decrease.

Board member Pereyra advised that they have several outreach events and a lot of members that inquire about doing work with the County. Board member Pereyra advised that she will include the information for SBD in their application and renewal packet, so firms can contact SBD to get certified. Walters advised that he would provide a copy of the SBD program flyer in three languages at the next meeting for distribution.

Board member Holsendolph asked if there is a report on how many firms are being paid timely. Clark answered that the finance department submits a report to the BCC on the overall compliance with the prompt payment, and SBD has begun sending congratulatory letters and orientation reiterates prompt payment and how to submit a complete MUR, encouraging firms to contact their Technical Assistance Coordinator with issues. She advised that some departments question when to start the clock for prompt payment. Board member Holsendolph asked when vendors should notify SBD of an issue. Walters answered that SBD should be notified immediately.

Board member Rodriguez asked if firms are being sent a letter to notify them of the SBD program or upcoming work. Walters answered that alerts are sent to certified firms, and firms are encouraged to check the procurement websites twice a week. Board member Rodriguez asked about sending a letter all small businesses not just certified firms, to increase the number of certified firms. Walters advised that when project review and analysis notifies Outreach of contracts with low to no participation, Outreach pulls business tax receipts of firms, and contacts them, for example, recently a blitz was done for towing and for funeral home services.

III. **New Business**

- a. **Small Business Development Firm Recognition** – In May 2016, SBD celebrated its first Small Business Week with a networking event in the lobby of the Stephen P. Clark Building and recognized one firm from each program. Ray Corona of Corcel, was presented an award for the Goods and Services program. Mr. Corona gave a brief history about his business, the challenges of being a small business, and the positive effect that Small Business Development has had on it.

IV. Old Business

- a. **Approval of Meeting Minutes May 19, 2016** - Board members reviewed the minutes from the May 19, 2016 meeting, Board member Mincey-Mills motioned to approve the minutes, Board member Pereyra seconded the motion, and the minutes were approved unanimously.

V. Adjournment - Having no further business, Board member Mincey-Mills motioned to adjourn the meeting, and Board member Rodriguez seconded the motion.

*******Items to be discussed by Procurement Services Division*******

- 1) The process of selecting which trade codes to apply to a contract. (specifically drilling down on specific codes rather than using general codes)
- 2) The process of selecting certified firms that are ready, willing, and available
- 3) Legacy contracts and why they are used by the County
- 4) Explain sole source and the practice of having one dedicated manufacturer (for example, the Purell contract)

*******Directives*******

- 1) Board member Holsendolph requested that the board receives the reports 48hrs prior to the meeting for review
- 2) Board member Holsendolph requested an online education/orientation for new firms about the rules and regulations on how items are procured in the County.
- 3) Board member Holsendolph requested a list of commodities with low to no participation and the dollar amount or “spend” in those areas and track percentage of usage as it grows to be posted online ex) we are spending \$5million dollars in this area, but there is only one firm available.
Board member Holsendolph advised to only include commodities where the County has historical spend in that particular commodity code.
- 4) Clark advised SBD will provide a report beginning this fiscal year of awarded projects and the dollars spent to date in those areas of low availability.
- 5) Board member Rodriguez advised he would like to see a report of the projected award amount and the actual amount spent to provide a benchmark of the accuracy of department forecasts.
- 6) Board member Holsendolph advised that small firms do not know that they can be added to pools after the contract closes, but there needs to be an education to small firms about being added to pool contracts. Board member Holsendolph advised outreach should create an entry package with new firms which includes low participation areas.
- 7) Board member Mincey-Mills requested that the utilization report includes a percentage of race on the summary page.
- 8) Board member Mincey-Mills also requested a list of departments that are in compliance with meeting their SBE goal/availability/participation. And departments that are not meeting their goal, she would like to know what they are doing to increase their participation.
- 9) Board member Holsendolph would like the departments to explain how they identify their goods and service needs.
- 10) Board member Mincey-Mills requested the departments attend an advisory board one by one to discuss their challenges.
- 11) Board member Holsendolph requested that SBD separate the report by funding streams that inhibit measures being placed on a project.

*****Requested reports*****

PALM

- 1) Regular report including big ticket items, such as insurance, chemicals, fleet, etc.
- 2) Report excluding them to show a more accurate picture of small business utilization.
- 3) Report that shows the number of firms in the program versus the number of firms with zero dollars
- 4) Report showing items procured directly by the department up to \$100k that do not come to SBD for review or blanket items in a pre-qualification pool
- 5) Report with all NIGP commodities that the county procures and the “spend” in those areas. Only include commodities where the County has historical spend in that particular commodity code
- 6) Report beginning this fiscal year of awarded projects and the dollars spent to date in those areas of low availability
- 7) Report of the projected award amount and the actual amount spent to provide a benchmark of the accuracy of department forecasts.