

**Small Business Enterprise
Goods and Services
Advisory Board Meeting**

November 9, 2016

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Carlos A. Gimenez, Mayor

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

Wednesday, November 9, 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. New Business**
 - a. Proposed Legislation Discussion item 4G
- III. Old Business**
 - a. Approval of September 15, 2016 Meeting Minutes
- IV. 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 Outreach and Education – Vivian Walters, Jr. (SBD Business, Outreach and Education)
- V. Adjournment**

NEXT SUGGESTED BOARD MEETING: Thursday, January 19, 2016 at 10:30 a.m.

Delivering Excellence Every Day

MEMORANDUM

Agenda Item No. 4(G)

TO: Honorable Chairman Jean Monestime
and Members, Board of County Commissioners

DATE: October 18, 2016

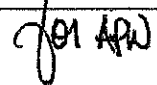
FROM: Abigail Price-Williams
County Attorney

SUBJECT: Ordinance establishing a minimum wage for employees of certain County contractors and subcontractors; creating section 2-8.9.1 of the Code; providing for indexing of the minimum wage rate; providing for enforcement and penalties; requiring the Mayor to establish procedures for monitoring compliance

The accompanying ordinance was prepared and placed on the agenda at the request of Prime Sponsor Chairman Jean Monestime.



Abigail Price-Williams
County Attorney



APW/smm



MEMORANDUM

(Revised)

TO: Honorable Chairman Jean Monestime
and Members, Board of County Commissioners

DATE: October 18, 2016

FROM: Abigail Price-Williams
County Attorney

SUBJECT: Agenda Item No. 4(G)

Please note any items checked.

- "3-Day Rule" for committees applicable if raised
- 6 weeks required between first reading and public hearing
- 4 weeks notification to municipal officials required prior to public hearing
- Decreases revenues or increases expenditures without balancing budget
- Budget required
- Statement of fiscal impact required
- Statement of social equity required
- Ordinance creating a new board requires detailed County Mayor's report for public hearing
- No committee review
- Applicable legislation requires more than a majority vote (i.e., 2/3's ____, 3/5's ____, unanimous ____) to approve
- Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 4(G)
10-18-16

ORDINANCE NO. _____

ORDINANCE ESTABLISHING A MINIMUM WAGE FOR EMPLOYEES OF CERTAIN COUNTY CONTRACTORS AND SUBCONTRACTORS; CREATING SECTION 2-8.9.1 OF THE CODE OF MIAMI-DADE COUNTY, FLORIDA; PROVIDING FOR INDEXING OF THE MINIMUM WAGE RATE; PROVIDING FOR ENFORCEMENT AND PENALTIES; REQUIRING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO ESTABLISH PROCEDURES FOR MONITORING COMPLIANCE; PROVIDING FOR DELAYED IMPLEMENTATION; PROVIDING SEVERABILITY, INCLUSION IN THE CODE, AND AN EFFECTIVE DATE

WHEREAS, in 1999, this Board adopted Ordinance No. 99-44, the Living Wage Ordinance, because the Board recognized that it has a responsibility when spending public funds to set a community standard that permits full-time workers to live above the poverty line; and

WHEREAS, in adopting the Living Wage Ordinance, the County found that sub-poverty level wages do not serve the public interest because such wages place an undue burden on taxpayers and the community to subsidize employers paying inadequate wages by providing their employees social services such as health care, housing, nutrition, and energy assistance; and

WHEREAS, the Living Wage Ordinance has successfully provided better wages for workers that provide public services in Miami-Dade County which results in a better quality of life for this community as a whole; and

WHEREAS, expanding the number of types of County contractors to which a minimum wage applies will further enhance the quality of life in this community and decrease reliance on social services for workers and their families; and

WHEREAS, making these enhancements for the workers delivering goods and services to Miami-Dade County is in the best interest of the public's health, safety and welfare,

BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA:

Section 1. Section 2-8.9.1 of the Code of Miami-Dade County, Florida, is hereby created as follows:

Sec. 2-8.9.1 Minimum Wage for County Contractors

(A) Policy Statement

The County hereby adopts a minimum wage requirement for County contractors which shall hereafter be known as the "Miami-Dade County Minimum Wage Ordinance." The County finds that wages that only meet the minimum amount required by federal and state minimum wage laws are insufficient for many individuals to support themselves or a family in this community. The County finds that payment to County vendors that pay wages that are inadequate for employees to meet their basic needs does not serve the public interest because such wages place an undue burden on taxpayers and the community to subsidize employers who pay inadequate wages by providing their employees social services such as health care, housing, nutrition, and energy assistance. The County finds that the success of the Living Wage Ordinance in combatting inequality in this community warrants the establishment of a minimum wage for employees of County contractors that are not currently covered by the Living Wage Ordinance. The County finds that because County contractors receive payment from the County for goods and services, the County has the authority and responsibility to require compliance with this Minimum Wage Ordinance as a condition of awarding County contracts. Therefore, requiring County contractors to pay all employees the County Minimum Wage rate established by this Ordinance is in the best interest of the public's health, safety and welfare.

(B) Definitions. As used in this section:

(1) *County Contractor.* Any person or entity that is awarded and enters into a contract with the County that exceeds

\$100,000 to provides goods and services, except that a contractor shall not be considered a County Contractor for the following goods and services for purposes of this section;

- (a) construction of a public improvement;
- (b) professional services subject to Section 287.055, Florida Statutes, and Section 2-10.4 of the Code of Miami-Dade County; or
- (c) other professional services including but not limited to accounting, legal, healthcare, consulting and management services.

(2) *Qualifying Health Benefits.* Health benefits that meet the requirements set forth in Section 2-8.9 of the County Code.

(3) *Subcontractor* means a person or entity contracted by a County Contractor to perform a portion of a County Contractors' contract with the County.

(C) *A Minimum Wage Requirement.* Commencing January 1, 2018, County Contractor or and Subcontractor shall be required to pay all of its employees a minimum wage of no less than \$15.00 per hour as a condition of award of a County contract. Compliance with the minimum wage requirement may be achieved by paying a combination of wages and Qualifying Health Benefits. The minimum wage requirement shall not apply to: (1) recipients of County grants, (2) holders of County permits, concessions, franchises or license agreements, (3) County agreements to purchase, lease and rent real property, and (4) employees that are covered by the Living Wage Ordinance, Section 2-8.9 of the County Code applies.

(D) *Indexing.* Commencing January 1, 2019, the minimum wage requirement in this section shall be adjusted such that it is the same as the living wage rate required by Section 2-8.9 of the County Code. Thereafter, the minimum wage shall be indexed and adjusted such that the minimum wage required by this section is the same as the living wage rate required by Section 2-8.9 of the County Code.

✓

(E) Implementation. A County Contractor shall be required to submit an affidavit under oath or affirmation certifying that it will comply with the requirements of this section during the term of the applicable County contract. Submission of such affidavit to the County shall be a condition of award. The County Mayor or designee shall include language in the specifications of applicable County solicitations for contracts to give effect to the intent of this section and shall implement such procedures to the awarding of County contracts to implement the intent of this section.

(F) Compliance, Enforcement and Penalties.

(1) The County Mayor or designee shall establish an administrative procedure for monitoring compliance with and enforcement of the requirements of this Section. Such procedure shall at a minimum provide that:

(a) The County Mayor or designee shall designate a unit of the County government to conduct investigations of compliance with the requirements of this Section ("Compliance Unit"). The Compliance Unit shall issue written notices to a contractor or subcontractor when it determines based on such investigation that the contractor or subcontractor has not complied with the requirements of this Section;

(b) The contractor or subcontractor shall respond in writing to the notice of noncompliance;

(c) Based on the response, the Compliance Unit may determine to rescind the notice of noncompliance or to conduct a compliance meeting with the affected contractor or subcontractor at which any additional evidence may be presented;

(d) The Compliance Unit shall make a written compliance determination following any compliance meeting. A determination that the contractor or subcontractor has not complied with the requirements of this section shall state the basis therefore and shall advise the contractor or subcontractor of its right to file a written request with the County Mayor or designee within 30 calendar days to schedule an administrative hearing before a hearing officer to appeal the determination as provided below.

(2) A contractor or subcontractor who fails to respond to a notice of noncompliance, fails to attend a compliance meeting, or who does not timely request an administrative hearing from an

adverse compliance determination made by the Compliance Unit after a Compliance Meeting shall be deemed not to have complied with the requirements of this section as stated in the notice or determination of non-compliance and, in the case of underpayment of the required overall per hour rate, an amount sufficient to pay any underpayment shall be withheld from contract proceeds and remitted to the employee and the contractor or subcontractor shall be fined the applicable penalty for such underpayment as provided in subsection (4). A contractor or subcontractor who does not make the required payment of the underpaid wages or who does not pay any fine imposed hereunder shall not be deemed responsible to perform subsequent County contracts and shall be ineligible to be awarded such contracts or to be a subcontractor on County contracts for so long as the identified underpayment or any penalties imposed therefor remain outstanding, not to exceed three years unless a debarment imposed pursuant to Section 10-38 of the County Code imposes a longer term.

(3) Upon timely receipt of a request for an administrative hearing before a hearing officer to appeal a determination of non-compliance, the County Mayor or designee shall appoint a hearing officer and fix a time for an administrative hearing thereon. A notice of hearing (together with a copy of the Compliance Unit's determination of non-compliance) shall be served upon the contractor or subcontractor. Upon completion of the hearing, the hearing officer shall submit proposed written findings and recommendations together with a transcript of the hearing to the County Mayor within a reasonable time. The County Mayor or designee shall determine whether the contractor or subcontractor failed to comply with the requirements of this ordinance. If the Mayor's or designee's determination is that the contractor or subcontractor failed to comply, and that such failure was pervasive, the County Mayor or designee may order that the contract work be suspended or terminated, and that the noncomplying contractor or subcontractor and the principal owners and management thereof be prohibited from bidding on or otherwise participating in County contracts covered by this Section for a period of up to three (3) years.

(4) In the case of underpayment of the minimum wage required by this section, an amount sufficient to pay any underpayment shall be withheld from contract proceeds and remitted to the affected employees and the contractor or subcontractor shall be fined the penalties provided below. If the Mayor's or designee's determination is that the contractor or subcontractor failed to

comply and that such failure was limited to isolated instances and was not pervasive, the County Mayor may, in the case of underpayment of the required minimum wage, order an amount equal to the amount of such underpayment be withheld from the contractor and remitted to the employee, and may also fine the contractor or subcontractor for such noncompliance as follows: for the first underpayment, a penalty in an amount equal to 20% of the amount thereof; for the second determination of underpayment, a penalty in an amount equal to 40% thereof; for the third and successive underpayments, a penalty in an amount equal to 60% thereof. A fourth violation, shall constitute a default of the subject contract and may be cause for suspension or termination in accordance with the contract's terms and debarment in accordance with the debarment procedures of the County.

(5) Funds received from payment of penalties imposed hereunder shall be utilized solely to defray the Compliance Unit's costs of administering this section. If the required payment is not made within a reasonable period of time, the noncomplying contractor or subcontractor and the principal owners thereof shall be prohibited from bidding on or otherwise participating in County contracts for the construction, alteration, and/or repair, including painting or decorating of public buildings or public works for a period of three (3) years.

Section 2. The requirements of this Ordinance shall apply to any contracts entered into, extended by exercise of option to renew or otherwise, amended, or modified on or after January 1, 2018.

Section 3. If any section, subsection, sentence, clause or provision of this ordinance is held invalid, the remainder of this ordinance shall not be affected by such invalidity.

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Section 4. It is the intention of the Board of County Commissioners, and it is hereby ordained that the provisions of this ordinance, including any sunset provision, shall become and be made a part of the Code of Miami-Dade County, Florida. The sections of this ordinance may be renumbered or relettered to accomplish such intention, and the word "ordinance" may be changed to "section," "article," or other appropriate word.

Section 5. This ordinance shall become effective ten (10) days after the date of enactment unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

PASSED AND ADOPTED:

Approved by County Attorney as
to form and legal sufficiency:

GBK-DAPW

Prepared by:

ER

Eric A. Rodriguez

Prime Sponsor: Chairman Jean Monestime

Small Business Enterprise (SBE) Services**Advisory Board**

Summary of Meeting

September 15, 2016

7-Appointed
4-Quorum

Start Time: 10:32 am

End Time: 12:41 pm

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

MDC Employees Present - Gary Hartfield (SBD Director), Veronica Clark (SBD Chief), Laurie Johnson (SBD Chief), Claudious Thompson (SBD Chief), Vivian Walters Jr (SBD Chief), Alecia Anderson (SBD), Lily Vilaboy (SBD), Latori Foster (SBD), Gayna McDonald (MDAD), Sheila Hoilett (MDAD),

Firms Present - Lasharis Forhes (JHS), Addier Aguila (ER Brownell & Assoc.), Subbaraya Poohi (Aghi Enterprise, LLC), Alex Garcia (A&B Pipe and Supply), Michael Butler (Easy Painting and Deco Inc.), Jackie Genard (Genard and Associates, LLC), Dudley Paul-Ehenne (DP Senices), Malancha Sauka (Agni Enterprises), Jason Hagopan (TSAO Design Group), Maria Garcia (Gurri Matate), Betty Ortiz-Valdes (America Business and Management Services), Alexandra Gantos and Roberto Villaverde (Blizzard Air Conditioning, LLC), Stephen Selman (Nationwide Printing More LLC), Maikel Alfonso (MedCal Group), Daniel Serna and Maria Estapanen (K&B Refacers, Inc.)

I. Welcome/Introductions

Chairperson Emery called the meeting to order at approximately 10:32 A.M. Board members and the audience introduced themselves.

II. SBD Reports

- **SBE Certification** – Claudious Thompson, Chief of Certification presented the Certification report. Board member Holsendolph requested that Certification's report be updated to show the names and commodity/service codes of graduated firms. He would also like this information to be given to new firms so they can see where possible opportunities exist.
- **SBE Utilization Report** – Veronica Clark, Chief of Data and Policy Management presented the utilization report and various Board requested reports;
 - Total County Awards including big ticket items
 - Awards with Small Business opportunities
 - Purchases under 100k not including WASD
 - Low Availability (less than three firms)
 - No Availability Report
 - Paid Purchase orders against the Award

Mrs. Clark advised that the I.T. department is working on preparing the other requested reports, such as, joining WASD's Peoplesoft system with our Adpics system, cross checking the Low and No Availability report with the codes that the County has procured in the last

three years, and the Spend Report. Board member Holsendolph requested that the period are the same if providing multiple reports. Board member Holsendolph gave a detailed overview of the Business Equity and Inclusion meeting and agreed to bring proposed legislation from that board to the next SBE-G/S Advisory meeting.

- **Business Outreach** – Vivian Walters, Jr., Chief of Business Outreach and Education presented the report. Board member Holsendolph requested that B.O.E. calls firms and tells them of upcoming opportunities. Staff advised the importance of firms checking their emails and being proactive in looking at Construction projects over two million dollars.

III. New Business

- **Questions for Procurement Services Division** – None. The Board requested for a Procurement representative to return and attend another meeting to answer questions. Board was asked to provide specific questions that they would like the representative to go over.
- **New Legislation** – Gary Hartfield (SBD Director) gave a detailed overview of the upcoming legislation, such as increased penalties for violations, and quarterly meetings with the ten assigned SBD Liaisons.
- **2016 – 2017 Meeting Schedule**- Latori Foster (SBD) reminded the board members of their current meeting schedule. Members unanimously agreed to keep the same meeting schedule for the 2016 – 2017 year.

IV. Old Business

- **Approval of Meeting Minutes July 28, 2016** - Board members reviewed the minutes from the July 28, 2016 meeting, Chairperson Emery motioned to approve the minutes, Board member Holsendolph seconded the motion, and the minutes were approved unanimously.

- V. **Adjournment** - Having no further business, Chairperson Emery adjourned the meeting at approximately 12:41 P.M.

*****MINUTES ARE IN SUMMARY FORM*****
COPIES OF RECORDINGS OF THIS MEETING ARE AVAILABLE FROM
SMALL BUSINESS DEVELOPMENT AT 305-375-3111

Directives

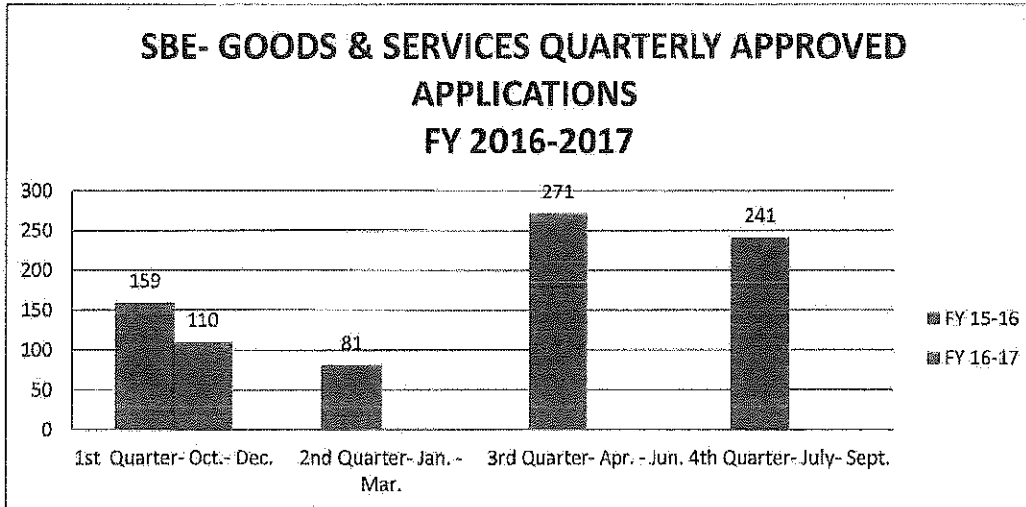
- Board member Holsendolph requested that Certification's report be updated to show the names and commodity/service codes of graduated firms.
- Board member Holsendolph requested that the period are the same if providing multiple reports.
- Board member Holsendolph requested the report of purchases under 100k with justification.
- Chairperson Kathy asked Board member Holsendolph to bring a copy of the Business Equity and Inclusion document.
- Board member Mincey-Mills requested race percentages be included on the summary page of the report

**INTERNAL SERVICES DEPARTMENT
 SMALL BUSINESS DEVELOPMENT (SDB)
 SMALL BUSINESS ENTERPRISE - GOODS & SERVICES PROGRAM QUARTERLY REPORT
 FY 2016-2017
 *PERIOD: October 1, 2016 - December 31, 2016**

		1st Quarter	Year To Date Amount
Total Certified SBE- Goods & Services Firms as of November 3, 2016			1,286
1	New Applications Received:	10	
2	New Applications Under Review and Pending Review:	6	
3	Approved New, Annual and Recertification Applications :	110	
4	Recertification and Annual Applications Received:	62	
5	Recertification and Annual Applications Under Review:	39	
6	Denied	0	
7	Graduated	0	

*This report was printed on November 3, 2016.

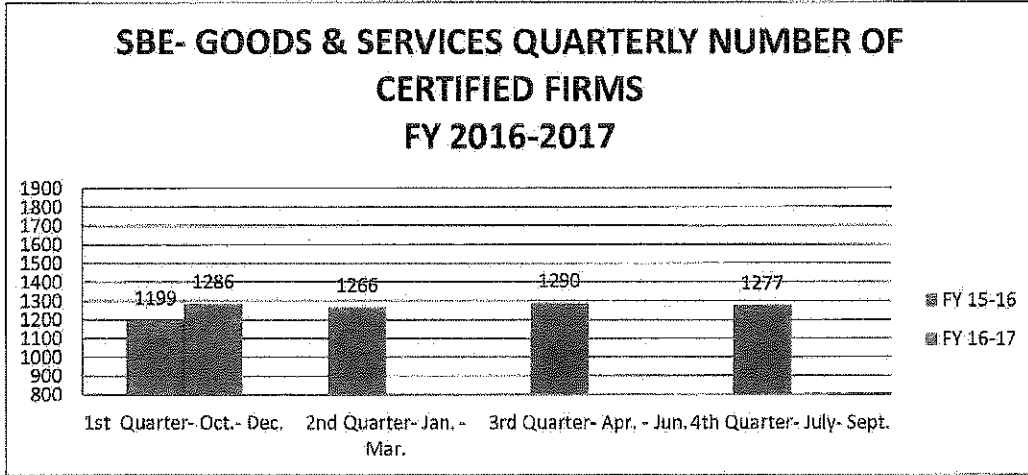
Chart#1



INTERNAL SERVICES DEPARTMENT
SMALL BUSINESS DEVELOPMENT (SDB)
SMALL BUSINESS ENTERPRISE - GOODS & SERVICES PROGRAM QUARTERLY REPORT
FY 2016-2017

PERIOD: October 01, 2016 - November 03, 2016

Chart #2



Miami-Dade County
SBE/Goods & Services Program
 Applicable Contracts
 (October 1, 2015 – September 30, 2016)

AWARDED CONTRACTS

There were 307 projects approved for award totaling \$890,968,237.

AWARDED CONTRACTS AVAILABLE FOR SMALL BUSINESS PARTICIPATION

There were 108 projects approved for award totaling \$68,423,143.

- Of the \$68 million, 21 projects have Small Business Enterprise measures totaling \$14,299,451 or 20.9%.
 - \$5,416,182 as Prime (Set-asides)
 - \$8,883,268 as Subcontractors (Goals)
 - \$956,710 as Open market (Non-set-aside)
- Of the projects awarded during this period, SBE-Goods and Services firms are participating as Prime and/or Subcontractors (with or without measures) for a dollar value of **\$15,237,036** or **22.27%**.

Contracted

	SBE-Goods & Services/Black	SBE-Goods & Services/Hispanic	SBE-Goods & Services/Women	SBE-Goods & Services/Other (Unidentified)	Total SBE-Goods & Services
SET-ASIDE	\$2,471,000 (45.62%)	\$287,838 (5.31%)	\$148,000 (2.73%)	\$2,509,344 (46.33%)	\$5,416,182
GOALS	\$311,522 (3.51%)	\$1,380,385 (15.57%)	\$344,925 (3.89%)	\$6,827,312 (77.02%)	\$8,864,144
TOTAL MEASURES	\$2,782,522 (19.49%)	\$1,668,223 (11.68%)	\$492,925 (3.45%)	\$9,336,656 (65.38%)	\$14,280,326
OPEN MARKET	\$105,000 (10.98%)	\$851,710 (89.02%)	\$0 (0.00%)	\$0 (0.00%)	\$956,710
TOTAL	\$2,887,522 (18.95%)	\$2,519,933 (16.54%)	\$492,925 (3.24%)	\$9,336,656 (61.28%)	\$15,237,036

Miami Dade County
Small Business Development
Projects Awarded
Award Date Between October 1, 2015 and September 30, 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>
PROCUREMENT						
ANIMAL SERVICES						
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.
			<u>\$482,200</u>	<u>\$38,328</u>	<u>\$0</u>	
AVIATION						
FB-00186-1 1 Single Stream Recycling Collection And Disposal Services		05/01/2016	\$247,008	\$90,000	\$0	World Waste Recycling, Inc.
RFP713-1 1 Mdad Airport Liability Insurance Program Broker Services (Rfp)	01/20/2010	10/02/2015	\$125,000	\$0	\$0	Ach Risk Services South, Inc.
			<u>\$372,008</u>	<u>\$90,000</u>	<u>\$0</u>	
CORRECTIONS & REHABILITATION						
FB-00369 1 Food Bags And Casings		04/14/2016 08/01/2016	\$200,000	\$0	\$0	Plascon Packaging Inc.
FB-00370 1 Shrink Wrapping Machine & Related Product		04/22/2016 08/01/2016	\$620,805	\$805	\$0	Sun Packaging Technologies, Inc.
FB-00373 1 Frozen Fruit Juices		04/27/2016 09/01/2016	\$418,333	\$5,749.6	\$0	Good Source Solutions
			<u>\$1,239,138</u>	<u>\$6,554.6</u>	<u>\$0</u>	
ELECTIONS						
FB-00366 1 Ballot On Demand Printer Rentals		03/25/2016 07/19/2016	\$724,110	\$272,685	\$0	Runbeck Election Services, Inc.
IB-00333 1 Model 2000 Voting Booths		02/18/2016 04/05/2016	\$75,000	\$75,000	\$0	Election Works, Inc.
			<u>\$861,950</u>			

Miami Dade County
Small Business Development
Projects Awarded
Award Date Between October 1, 2015 and September 30, 2016

Contract Measure	RC Date	Adv. Date Award Date	Award Amount	Paid	Measure Amount	Firm Name
FIRE RESCUE						
FB-00398 1 Portable Fold-Out Shelter Systems.		06/13/2016 07/11/2016	\$799,110	\$347,685	\$0	
IB-00267 1 Pratt And Whitney Engine Services, Rentals, Oem Parts And Repairs		09/17/2015 09/01/2016	\$135,254.96	\$135,254.96	\$0	Elite Aluminum Corporation
			\$300,300	\$2,732.98	\$0	Vector Aerospace Helicopter Services, Inc.
			\$435,554.96	\$137,987.94	\$0	
INFORMATION TECHNOLOGY DEPARTMENT						
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, Llc
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
			\$2,600,993.3	\$742,254.14	\$0	
INTERNAL SERVICES						
RFP707-1 1 Third Party Administrator For Flexible Spending Accounts		01/01/2016	\$150,000	\$0	\$0	Fringe Benefits Management Company

Miami Dade County

Small Business Developed Projects Awarded

Award Date Between October 1, 2015 and September 30, 2016

Contract Measure	RC Date	Adv. Date Award Date	Award Amount	Paid	Measure Amount	Firm Name
INTERNAL SERVICES						
1121-5/19-3 1 Flex Response System		08/01/2016	\$3,240	\$0	\$0	Intech, Inc.
CP9881-ID 1 Service Maint For Parking System		07/01/2016	\$4,981.83	\$4,981.83	\$0	Lcn 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-00041-2(4) 1 Bulk Delivery Sodium Hypochlorite And Monthly Tanks Rental		09/01/2016	\$97,200	\$59,514.5	\$0	Hawkins Water Treatment Group, Inc.
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		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)		05/12/2016 07/12/2016	\$247,750	\$10,554	\$0	Affordable Auto & Truck Glass, Inc. SBE/GS HISPANIC
FB-00275 1 Jci Bms Maintenance		08/27/2015 12/09/2015	\$714,000	\$142,463	\$0	Johnson Controls, Inc.
			\$150,000	\$0	\$0	

Miami Dade County

Small Business Development Projects Awarded

Award Date Between October 1, 2015 and September 30, 2016

Contract Measure	RC Date	Adv. Date	Award Amount	Paid	Measure Amount	Firm Name
FB-00300 1 Balliff's Uniforms For Miami-Dade County		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-00320 1 Access Control Point Barrier Maintenance & Repair		04/08/2016 09/01/2016	\$398,691	\$0	\$0	Sga Management, Inc. HISPANIC - M
FB-00334 1 Lease Of Digital Microform Scanners & Laser Printer		02/23/2016 06/01/2016	\$141,003	\$47,001	\$0	Mts Software Solutions, Inc.
FB-00347 1 Certification Services (Iso14001)		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		03/24/2016 06/10/2016	\$685,250	\$0	\$0	Cathedral Corporation
IB-00324 1 Glass Spheres, Types I & Iii (Beads For Aviation)		12/15/2015 06/01/2016	\$235,000	\$36,478	\$0	Florida Transcor, Inc.
IB9772-3/17-1 1 Enfocus Software / Lic / Maint & Tech Sup Svc		09/10/2016	\$20,000	\$0	\$0	All Systems Integration, inc.
IQ-00330 1 Lease Of 2016 Cadillac Srx		01/08/2016 03/09/2016	\$40,000	\$40,000	\$0	Williamson Cadillac Co.
			\$5,086,395.83	\$678,723.46	\$148,000	
					2.91%	

INTERNAL SERVICES

7135-4/16-4 1 Paper And Plastic Items		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)		04/15/2009	\$1,302,000	\$462,350	\$1,302,000	Various Companies
9676-3/17-2 1 Eric Storage, Upgrade, Maintenance And Support Services		10/01/2015	\$131,062.71	\$131,062.71	\$0	Cdw Government, Llc

Miami Dade County

Small Business Development Projects Awarded

Award Date Between October 1, 2015 and September 30, 2016

Contract Measure	RC Date	Adv. Date Award Date	Award Amount	Paid	Measure Amount	Firm Name
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>\$2,704,153</u>	<u>\$1,465,063.16</u>	<u>\$2,509,344.29</u>	92.80%
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>	
POLICE						
IB-00419 1 Lifeboat Collar Repairs		07/12/2016 08/17/2016	\$34,960	\$0	\$0	Curtisea Marine Boat Sales Inc
			<u>\$34,960</u>	<u>\$0</u>	<u>\$0</u>	
PUBLIC HEALTH TRUST						
ITB 16-14161-MB 1 Speech Pathology Services		06/15/2016 08/16/2016	\$216,117	\$7,609.85	\$0	Bionetworks, Inc.
			<u>\$216,117</u>	<u>\$7,609.85</u>	<u>\$0</u>	
PUBLIC HOUSING AND COMMUNITY DEVELOPMENT						
FB-00312-1 Healthcare Staffing Services		10/27/2015 06/01/2016	\$1,183,000	\$3,494.04	\$1,183,000	Integrated Holdings, Inc. SBE/GS BLACK - M

Miami Dade County
Small Business Development
Projects Awarded
Award Date Between October 1, 2015 and September 30, 2016

Contract Measure	RC Date	Adv. Date	Award Amount	Paid	Measure Amount	Firm Name
FB-00312 2 Healthcare Staffing Services		10/27/2015 06/01/2016	\$1,183,000	\$52,446.43	\$1,183,000	American Home Health Agency, Inc. SBE/GS BLACK - M
			\$2,366,000	\$55,940.47	\$2,366,000	100.00%

PUBLIC WORKS AND WASTE MANAGEMENT

7915-4/15-4 1 Location Of Underground Utilities	BID PREFERENCE- SBE/GS	07/07/2010	\$540,000	\$425,263.56	\$0	High Tech Engineering Incorporated SBE/CONS, SBE/GS 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
			\$1,000,987	\$807,508.09	\$0	

PUBLIC WORKS AND WASTE MANAGEMENT

EPP-RFP691-4(4) 1 Trash & Recycling Center Access Management Devices	NO MEASURE	06/24/2009	\$63,960	\$0	\$0	Advanced Technical Group, Inc. SBE/GS HISPANIC - M
			\$63,960	\$0	\$0	

SEAPORT

RFP651-4(15) 1 Ground Transportation System For The Port Of Miami	NO MEASURE	07/23/2008	\$140,000	\$59,168.49	\$0	Transcore, Lp
			\$140,000	\$59,168.49	\$0	

TRANSIT

7038-2/18-2 1 Nuts And Bolts Inventory - Furnish, Delivery, Set-Up And Maintain	SET ASIDE-SBE/GS: 100%	11/10/2010	\$287,838	\$1,978	\$287,838	American Fasteners Corporation DBE HISPANIC - M
CP9864-MT 1 Bus Wrapping Service	NO MEASURE	07/25/2016	\$47,700	\$47,700	\$0	Walter Haas & Graphics, Inc.

Miami Dade County
Small Business Development
Projects Awarded
Award Date Between October 1, 2015 and September 30, 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>
CP9886-MT 1 Confirmation Purchase For Towing Services		08/22/2016	\$82,616.23	\$82,616.23	\$0	Kauff's Of Miami Inc
CP9891-MT 1 Confirmation Purchase Towing Services		09/28/2016	\$21,666.63	\$0	\$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.
			\$457,820.86	\$150,294.23	\$287,838	
					62.87%	
WATER AND SEWER						
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
			\$440,124	\$27,135	\$0	
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	\$0	Ac Holdings, Inc.
RFP NO. MDAD-05-14 1 Retail Consultant Services		03/20/2015 02/11/2016	\$902,250	\$0	\$225,562.5	Unison Consulting, Inc.
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	\$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	\$0	American Sales & Mgmt. Organization Corp. HISPANIC - M

Miami Dade County
Small Business Developed
Projects Awarded
Award Date Between October 1, 2015 and September 30, 2016

<i>Contract Measure</i>	<i>RC Date</i>	<i>Adv. Date</i>	<i>Award Amount</i>	<i>Paid</i>	<i>Measure Amount</i>	<i>Firm Name</i>
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	\$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	\$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	\$0	Ultra Aviation Services, inc. ACDBE, DBE, LDB HISPANIC - M
			\$1,052,250	\$0	\$225,562.5	21.44%
CORRECTIONS & REHABILITATION						
RFQ649-4(6) 1 Inmate Commissary And Banking Services		08/10/2016	\$172,000	\$4,548.02	\$0	Aramark Correctional Services, Lic
			\$172,000	\$4,548.02	\$0	
CULTURAL AFFAIRS						
EPP-RFP765-2(3) 1 Theater Ticketing Software System (Rfp)		02/02/2011	\$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	\$294,000	\$58,800	\$0	Hilltop Holdings Inc.
RFP764A-2(2) 1 External Independent Auditing Services		02/02/2011	\$920,000	\$790,000	\$276,000	Mcgladrey & Pullen Llp
			\$1,214,000	\$848,800	\$276,000	22.73%

INFORMATION TECHNOLOGY DEPARTMENT

Miami Dade County
Small Business Development
Projects Awarded
Award Date Between October 1, 2015 and September 30, 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>
RFP809-1(4) 1 Continuous Form High-Speed Printers	08/23/2011	08/01/2016	\$254,000	\$11,989.2	\$0	Canon Solutions America, Inc.
INTERNAL SERVICES						
EPP-RFP8570-8(10) 1 Electronic Voting System	11/14/2007	06/11/2016	\$78,000	\$15,966.4	\$0	Granicus, Inc.
INTERNAL SERVICES						
RFP730-1(2) 1 External Independent Auditing Services - Clerk Of The Circuit And County (Rfp)	04/28/2010	10/13/2015	\$105,000	\$105,000	\$105,000	The Sharpton Group, P.A. SBE/GS BLACK - M
INTERNAL SERVICES						
RFP884-2(5) 1 Master Property Insurance Program (Rfp)	04/15/2009	05/04/2016	\$350,000	\$0	\$0	Arthur J. Gallagher Risk Management Services, Inc.
INTERNAL SERVICES						
EPP-RFP602-8(14) 1 Paper Cutting Systems		02/15/2016	\$20,000	\$20,000	\$0	Heidelberg Usa, Inc.
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. HISPANIC - M

Miami Dade County
Small Business Development
Projects Awarded
Award Date Between October 1, 2015 and September 30, 2016

Contract Measure	RC Date	Adv. Date Award Date	Award Amount	Paid	Measure Amount	Firm Name
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 Batters' 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, Bekast & 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
RFP-487A-001D 1 Security Guard Screening Services	GOAL-SBE/GS: 20%	07/07/2016	\$1,736,056.26	\$0	\$347,211.25	Security Alliance, Lic HISPANIC - M
RFP-540-3(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.
INTERNAL SERVICES						
RFP756-2(2) 1 Osha Health & Safety Training	NO MEASURE	09/01/2016	\$135,375	\$7,002.61	\$0	Atc Group Services, Lic
			\$7,923,493.26	\$366,217	\$1,181,721.25	14.91%

Miami Dade County
Small Business Development
Projects Awarded
Award Date Between October 1, 2015 and September 30, 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>
RFP796-2(2) 1 External Independent Auditing Services		10/01/2015	\$495,000	\$435,000	\$148,500	Kpmg Lip
RFP796-2(2) 2 External Independent Auditing Services		10/01/2015	\$169,575	\$169,575	\$50,872.5	Marcum Lip Dba Marcumtrachlin
RFP796-2(2) 3 External Independent Auditing Services		10/01/2015	\$111,000	\$26,194.67	\$33,300	Crowe Horwath Lip
RFQ789-2(2) 1 Financial Consulting Services For Ocitt		02/01/2016	\$250,000	\$70,707	\$0	Infrastructure Management Group, Inc.
NON DEPARTMENTAL						
RFP730-2(2) 1 External Independent Auditing Services - Clerk Of The Circuit And County (Rfp)	04/28/2010	09/26/2016	\$105,000	\$43,904	\$0	The Sharpton Group, P.A. SBE/GS BLACK - M
PARKS, RECREATION AND OPEN SPACES						
EPP-RFP532-7(7) 1 Parks & Recreation Business Management Software		06/15/2016	\$94,000	\$94,000	\$0	Us Edirect Inc
RFP757-1(1) 1 Haulover Beach Park Concession Services		09/01/2016	\$1	\$0	\$0	B & B Haulover Beach Lic
PUBLIC HEALTH TRUST						
RFP 15-13092-CS 1 Background Screening Services		10/05/2015 03/21/2016	\$1,354,539	\$0	\$338,634.75	First Choice Research And Investigations Inc.
RFP 15-13008-CS 1 Hospital Nutrition Management Services		04/17/2015 02/08/2016	\$32,443,389.84	\$0	\$6,488,677.97	Sodexomagic, Lic
			<u>\$1,160,950</u>	<u>\$708,479.28</u>	<u>\$232,672.5</u>	
					20.04%	
			<u>\$105,000</u>	<u>\$43,904</u>	<u>\$0</u>	
			<u>\$94,000</u>	<u>\$94,000</u>	<u>\$0</u>	
			<u>\$94,001</u>	<u>\$94,000</u>	<u>\$0</u>	

Miami Dade County
Small Business Development
Projects Awarded
Award Date Between October 1, 2015 and September 30, 2016

Contract Measure	RC Date	Adv. Date Award Date	Award Amount	Paid	Measure Amount	Firm Name
RFP 15-13594-CS 1 Shelter Beds For Jhs Unfunded Patients	GOAL-SBE/GS: 5%	11/19/2015 06/01/2016	\$2,800,000	\$0	\$140,000	Various Companies
			\$36,597,928.84	\$0	\$6,967,312.72	19.04%
PUBLIC HOUSING AND COMMUNITY DEVELOPMENT						
RFP693-2(5) 1 Midha Property Insurance Program Broker Services	NO MEASURE	06/24/2009	07/02/2016	\$35,000	\$0	Arthur J. Gallagher Risk Management Services, Inc.
			\$35,000	\$0	\$0	
PUBLIC WORKS AND WASTE MANAGEMENT						
RFQ845-1(1) 1 Title And Closing Services	NO MEASURE		04/01/2016	\$162,368	\$103,701.2	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	11/13/2006	04/01/2016	\$0	\$0	Waste Management Inc. Of Florida
			\$0	\$0	\$0	
TRANSIT						
RFP-00133 1 Joint Development At Douglas Road Metrorail Station	NO MEASURE	09/05/2014	07/19/2016	\$0	\$0	Adler 13th Floor Douglas Station, Lp
			\$0	\$0	\$0	
VARIOUS						
EPP-RFQ885(1) 1 Bee Eradication Services	NO MEASURE		02/01/2016	\$139,500	\$67,780	Tower Pest Control, Inc.
			\$139,500	\$67,780	\$0	
WATER AND SEWER						

Miami Dade County
Small Business Development
Projects Awarded
Award Date Between October 1, 2015 and September 30, 2016

<i>Contract Measure</i>	<i>RC Date</i>	<i>Adv. Date</i>	<i>Award Amount</i>	<i>Paid</i>	<i>Measure Amount</i>	<i>Firm Name</i>
EPP-RFP701-3(3) 1 Hydraulic Water And Wastewater Modeling Software Solution		06/09/2016	\$203,380	\$138,558.5	\$0	Mwh Soft, Inc.
			\$203,380	\$138,558.5	\$0	
Grand Totals:			\$68,423,143.05	\$7,211,361.86	\$14,299,451.26	20.90%

Miami Dade County
 Small Business Development
 Projects Awarded
 Award Date Between October 1, 2015 and September 30, 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>
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There were 108 projects approved for award totaling \$68,423,143.05
 Of the Award Amounts, 21 projects have Small Business Enterprise measures totaling \$14,299,451.26

**Internal Services Department
Small Business Development
Business Outreach and Education
September 9, 2016 - November 4, 2016**

		Total for Period	YTD Total
Activity #	Bonding Assistance		
1	Firms Assisted with Bonding Needs	0	0
2	Bond Application Received	0	0
3	Bonding Applications Approved	0	0
4	Bond Applications Denied	0	0
5	Value of Approved Bond Applications	0	0
	Financial Assistance		
1	Firms Assisted with Loan Needs	2	2
2	Loan Application Received	0	0
3	Loan Applications Approved	0	0
4	Loan Application Denied	0	0
5	Value of Approved Loan Applications	0	0

		Total for Period	YTD Total
Activity #	Assistance Provided to Small Business Enterprise-Goods & Services Program		
1	Certification Applications Reviewed	41	41
2	Prompt Payment Issues (Received and Resolved)	13	13
3	Contract Issues (Received and Resolved)	17	17
4	Needs Assessment Meetings (NAMS)	23	23
5	Contact with SBEs (Weekly Calls / Phone Blitz)	386	386
6	Technical Assistance	128	128
7	Contact with SBE-Goods & Services firms (emailing and highlighting contract opportunities)	1706	1706

		Total for Period	YTD Total
Activity #	Training, Education and Outreach Activities		
1	Small Business Development (sponsored) Workshops and Forums	10	10
2	Number of Attendants	221	221
3	Partnership Workshops & Forums	11	11
4	Number of Firms (with whom contact was made)	302	302
5	Department Training - 14 Prompt Payments / SBE-G&S Changes	2	2