

**SMALL BUSINESS ENTERPRISE
GOODS AND SERVICES
ADVISORY BOARD PACKET**

December 20, 2018

TABLE OF CONTENTS

AGENDA

SBE GOODS AND SERVICES CERTIFICATION REPORT	1
SBE GOODS AND SERVICES UTILIZATION REPORT	2
SBE GOODS AND SERVICES BUSINESS OUTREACH AND EDUCATION REPORT	3
MEETING MINUTES OCTOBER 18, 2018	4
SBE GOODS AND SERVICES WORKSHOP PROPOSAL	5
PROPOSED 2019 MEETING DATES	6

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

Thursday, December 20, 2018
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**
 - a. Certification** – Claudious Thompson (*SBD Section Chief, Certification*)
 - b. Utilization Report** – Tracie Auguste (*SBD Section Chief, Policy and Legislation Management*)
 - c. Business Outreach & Education** – Lawanda Wright-Robinson (*SBD Section Chief, Business Outreach & Education*)
- III. Old Business**
 - a.** Approval of October 18, 2018 Meeting Minutes
- IV. New Business**
 - a.** SBE Goods Program Workshop proposal
 - b.** Proposed 2019 meeting dates
 - c.** Request for future agenda items
- V. Reasonable opportunity for the public to be heard before County boards (Sec. 2-11.39.3)**
- VI. Adjournment**

NEXT BOARD MEETING: Thursday, February 21, 2019 at 10:30 a.m.

Certification Type: SBE Goods and Services

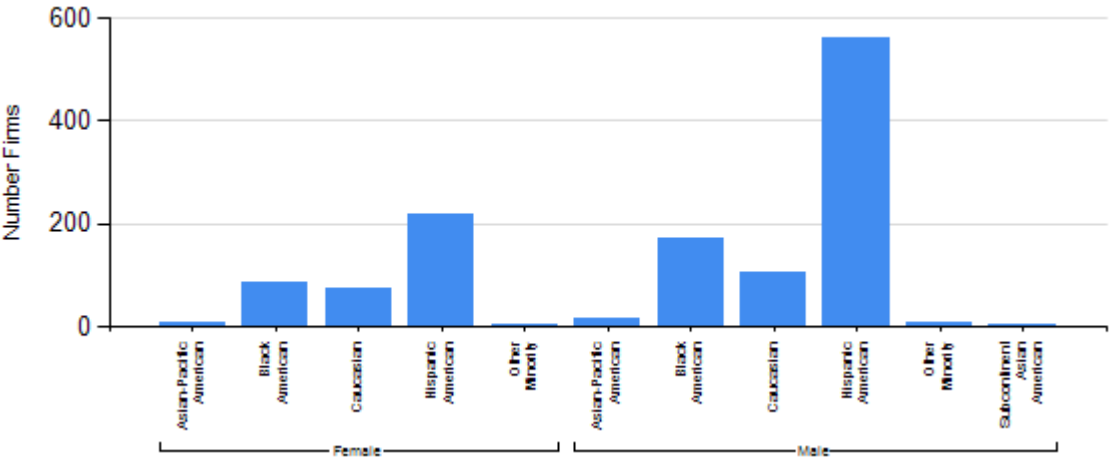
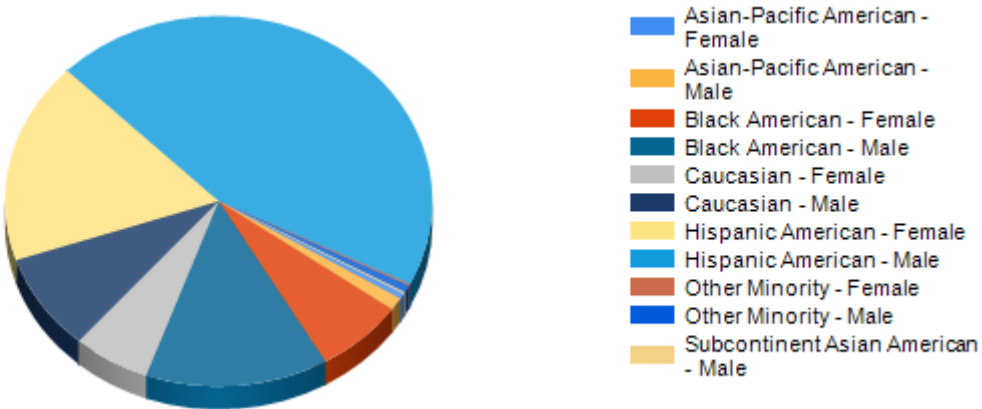
PERIOD: October 1, 2018 to November 30, 2018

			Total Amount	African American	Caucasian	Hispanic	Asian	Native American	Other	Female
1 2 3 4	Total Certified SBE-G&S as of 12/17/18		1249	257	179	781	22	0	10	385
	Approved Applications (New, Annual Renewal, Recertification)	54								
	Graduated	9								
	Denied	2								
	Removed	45								

Note: The SBE program is race and gender neutral. This report is for informational purposes only.

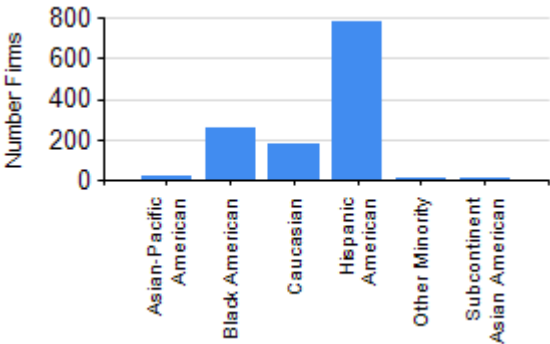
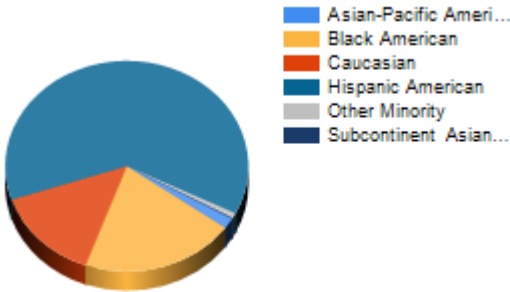
Ethnicity & Gender Summary

Ethnicity	Gender	Number Firms
Asian-Pacific American	Female	6
Asian-Pacific American	Male	14
Black American	Female	84
Black American	Male	173
Caucasian	Female	73
Caucasian	Male	106
Hispanic American	Female	220
Hispanic American	Male	561
Other Minority	Female	2
Other Minority	Male	8
Subcontinent Asian American	Male	2
Total Firms		1249



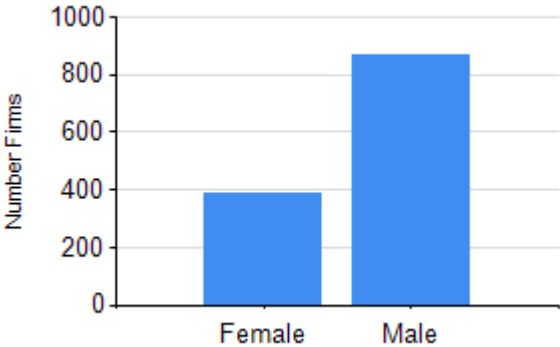
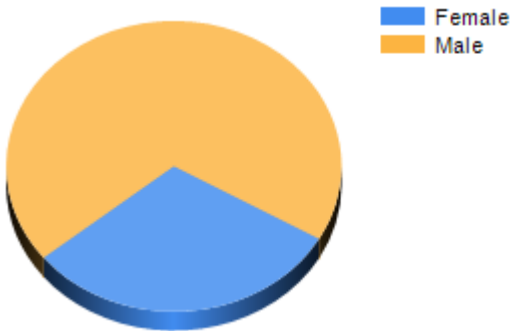
Ethnicity Summary

Ethnicity	Number Firms
Asian-Pacific American	20
Black American	257
Caucasian	179
Hispanic American	781
Other Minority	10
Subcontinent Asian American	2
Total Firms	1249



Gender Summary

Gender	Number Firms
Female	385
Male	864
Total Firms	1249



Goods and Services - Graduated Firms**Oct - Nov. 2018**

Business Name	Certification Status	Reason	Date
Avram Corporation, Inc.	Graduated	Gross Reciept	10/15/2018
CTS ENGINEERING, INC.	Graduated	Gross Reciept	10/15/2018
Jasper Enterprises, Inc.	Graduated	Gross Reciept	11/6/2018
Nutrispa Inc	Graduated	Gross Reciept	10/16/2018
R2T, Inc.	Graduated	Gross Reciept	11/6/2018
RADISE INTERNATIONAL, L.C.	Graduated	Gross Reciept	11/26/2018
ROADWAY CONSTRUCTION LLC	Graduated	Gross Reciept	10/17/2018
SOUTHERN UNDERGROUND INDUSTRIES, INC.	Graduated	Gross Reciept	10/9/2018
V Engineering & Consulting Corp.	Graduated	Gross Reciept	10/23/2018

Miami-Dade County
SBE/Goods & Services Program
Applicable Contracts
(October 1, 2018 – November 30, 2018)

AWARDED CONTRACTS

There were 22 projects approved for award totaling \$28,571,996.

AWARDED CONTRACTS AVAILABLE FOR SMALL BUSINESS PARTICIPATION

There were 6 projects approved for award totaling \$16,768,092.

- Of the \$16 million, 0 projects have Small Business Enterprise measures totaling \$0 or 0%.
 - \$0 as Prime (Set-asides)
 - \$0 as Subcontractors (Goals)
 - \$0 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 **\$0 or 0%**.

Contracted

	SBE-Goods & Services/Black Male	SBE-Goods & Services/Hispanic Male	SBE-Goods & Services/Women	SBE-Goods & Services/Other (Unidentified)	Total SBE-Goods & Services
SET-ASIDE	\$0 (0%)	\$0 (0%)	\$0 (0%)	\$0 (0%)	\$0
GOALS	\$0 (0%)	\$0 (0%)	\$0 (0%)	\$0 (0%)	\$0
TOTAL MEASURES	\$0 (0%)	\$0 (0%)	\$0 (0%)	\$0 (0%)	\$0
OPEN MARKET	\$0 (0%)	\$0 (0%)	\$0 (0.00%)	\$0 (0%)	\$0
TOTAL	\$0 (0%)	\$0 (0%)	\$0 (0%)	\$0 (0%)	\$0

All projects listed as No Measure and without a reason were advertised as Bid Preference or Selection Factor.

Miami-Dade County SBE-Goods & Services Program
Applicable Contracts
(October 1, 2018 - November 30, 2018)

[illegible]

Internal Services Department
Small Business Development (SBD)
Small Business Enterprise – Goods & Services
Business Outreach and Education Section
October, 2018 to November 30, 2018

		Total for Period	YTD Total
Activity	Assistance Provided to Small Business Enterprise- Construction Program		
1	Certification Assistance	106	414
2	Needs Assessment Meetings (NAMS)	6	57
3	Technical Assistance	198	1269
4	Payment Issues	8	11
4.1	Payment Issues Related Dollars	\$340,489	\$564,232
5	Prompt Payment Issues	0	0
5.1	Prompt Payment Related Dollars	0	0
6	Contract Issues (Non-dollar related)	1	7
7	Contact with SBE-Construction Firms (emails highlighting contract opportunities	1271	5367

		Total for Period	YTD Total
Activity	Training, Education and Outreach Activities		
1	Small Business Development (sponsored) Workshops and Forums	3	12
1.1	Number of Attendants	143	479
2	Partnership Workshops & Forums	9	35
2.1	Number of Firms (with whom contact was made)	733	1544
Activity	Technical Training & Development Workshops		
3	Cost Estimating & Project Management	1	1
3.1	n/a		

Small Business Enterprise Goods and Services

Advisory Board

Meeting Minutes

October 18, 2018

Start Time: 10:34 am

6-Appointed

End Time: 12:32 pm

4 -Quorum

<u>Members Present</u>	<u>Members Absent</u>
Kathy Emery	Elizabeth Delgado Mizrahy (E)
Darryl Holsendolph	Yamileth Pereyra (E)
Sandra Di Mare Vivar	
Carmen Viera Baker (New Board Member)	

County Staff Present

Gary T. Hartfield (SBD), Claudious Thompson (SBD), Tracie Auguste (SBD), Laurie Johnson (SBD), Lawanda Wright-Robinson (SBD), Michou Jean (SBD), Rebekah Harvard (SBD), Alecia Anderson (SBD), Tiffany Crapp (SBD)

- I. **Welcome/Introductions-** Chairperson Kathy Emery called the meeting to order. Board members introduced themselves. One new board member was appointed to the board, Carmen Viera Baker (*District 8, Commissioner Daniella Levine Cava*).
- II. **SBD Section Reports**
 - a. **SBE Certification Report**
 - i. The report was presented by Claudious Thompson (SBD Section Chief).
 - ii. The Board discussed the importance of including the names of the graduated firms in the certification report. Mr. Thompson corrected the number of graduated firms in the report from 5 to 4 firms graduating from the period of August 1, 2018 to September 30, 2018.
 - b. **SBE Utilization Report**
 - i. The report was presented by Tracie Auguste (SBD Section Chief).
 - ii. Chairperson Emery requested more detail on the Utilization report, including contract type and funding sources.
 - iii. Board member Baker requested a breakdown of the contracts that were not eligible for SBE measures.
 - iv. Board member Darryl Holsendolph requested more detail on the Utilization report, including awarded firms and identifying contracts that were not available for SBE measures.
 - v. Chairperson Emery requested that future reports include a detailed breakdown of awarded firms, etc.
 - vi. A motion was made by Chairperson Kathy Emery to have future certification reports provide the names of graduated firms. For future Utilization reports, provide a breakdown of contracts not available for SBE measures, statistics on SBE participation based on overall award, detail on firms awarded, and report on a quarterly basis, as well as report on areas that do not have SBE participation. Board member Baker seconded the motion. Unanimously approved (4-0).

Small Business Enterprise Goods and Services

Advisory Board

Meeting Minutes

October 18, 2018

c. SBE Business Outreach and Education

- i. The report was presented by Lawanda Wright-Robinson (SBD Section Chief).
- ii. Gary T. Hartfield (SBD Director) addressed the Board and spoke on Item A under New Business.

III. Old Business

a. Approval of Meeting Minutes for August 16, 2018

- i. Board members reviewed the minutes from the August 16, 2018 meeting and requested that the minutes be more detailed. Chairperson Kathy Emery motioned to approve the minutes. Board member Holsendolph seconded the motion. Unanimously approved (4-0).

IV. New Business

a. Discussion of agenda items to present to the Mayor

- i. Mr. Hartfield provided an overview of how SBD reviews Construction and Architecture & Engineering projects in order to maximize opportunities for Goods and Services firms.
- ii. Mr. Hartfield offered to identify a project for an in-depth review of the process and possible savings that could have been achieved. He assigned Laurie Johnson (SBD Section Chief) to identify the project. Mr. Hartfield advised that he will report back to the Board in 3 months.
- iii. Mr. Hartfield proposed a workshop for the board members to review the ordinance, legislation, and commodity codes. He suggested that the board members provide names of industry leaders they would like to be a part of the workshop. For the next meeting, SBD's Policy and Legislation Management Section will present a proposed format and agenda for the workshop. The Board agreed with Mr. Hartfield's suggestion that this workshop focus on Goods and the next one would be for Services.

b. Attendance and Term requirements

- i. Michou Jean (SBD Board Liaison) provided a brief overview of attendance and term requirements.

c. Discussion on the next meeting date

- i. The Board members agreed that it was not necessary to change the date for the next scheduled meeting on December 20, 2018.

d. Request for future agenda items

- i. There were no specific requests.

V. Firm Input

- a. No firm input.

VI. Adjournment - Having no further business, Chairperson Emery adjourned the meeting.

Small Business Enterprise Goods and Services

Advisory Board

Meeting Minutes

October 18, 2018

Directives

- 1) Chairperson Kathy Emery requested to have future certification reports provide the names of graduated firms. For future Utilization reports, provide a breakdown of contracts not available for SBE measures, statistics on SBE participation based on overall award, detail on firms awarded, and report on a quarterly basis, as well as report on areas that do not have SBE participation.

MINUTES ARE IN SUMMARY FORM

Small Business Enterprise Goods and Services

Advisory Board

Meeting Minutes

October 18, 2018

COPIES OF RECORDINGS OF THIS MEETING ARE AVAILABLE FROM
SMALL BUSINESS DEVELOPMENT AT 305-375-3111

SBE Goods Workshop

- Welcome/Introduction – Gary Hartfield
- Certification requirements – Claudious Thompson
- Advocacy, Marketing & Outreach – Lawanda Wright-Robinson
- Project Review & Analysis Process – Laurie Johnson
- Compliance monitoring – Alice Hidalgo-Gato
- Program Statistics – Tracie Auguste
- Questions & Answers

2019 Small Business Enterprise Goods & Services Advisory Board Meeting Dates

The Goods & Services Advisory Board Meeting dates for 2019 are as follows:

When: Thursday, February 21, 2019

Thursday, April 18, 2019

Thursday, June 20, 2019

Thursday, August 15, 2019

Thursday, October 17, 2019

Thursday, December 19, 2019

Time: 10:30am-12:00pm

Location: Small Business Development
Stephen P. Clark Center
111 N.W. 1st, 19th Floor- Main Conference Room
Miami, FL 33128

Note: The Goods & Services Advisory Board meetings are held Bi-Monthly on the 3rd Thursday of the designated month unless a County observed holiday falls on that Thursday. Pursuant to the Goods & Services Code the advisory board shall meeting Bi-Monthly or in special sessions as required.