

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

**May 19, 2022**

**Miami-Dade County  
Small Business Enterprise Goods and Services Advisory Board Meeting  
Thursday, May 19, 2022 @10:30 a.m.**

**Board Members**

Stephen P. Clark Center, 111 N.W. 1<sup>st</sup> Street,  
19<sup>th</sup> Floor Conference Room

**Public Virtual Meeting Zoom URL:**

<https://miamidade.live/SBE-GoodsServicesBoard>

Webinar ID: 917 5751 5924

**AGENDA**

- I. Welcome/Introductions (10 min)**
- II. Small Business Update – (15 min)**
  - a. Goods and Services Task Force Update - Gary T. Hartfield (SBD Division Director)**
- III. SBD Section Reports (30 min)**
  - a. Business Outreach and Education Report – Lawanda Wright-Robinson (SBD Section Chief)**
  - b. Certification Report – Jeanise Cummings-Labossiere (SBD Section Chief)**
  - c. Utilization Report– Rossi Siewnarine (SBD Section Chief)**
- IV. Old Business (10 min)**
  - a. Discussion – Sub Committee Prompt Payment Recommendations**
  - b. Approve**
    - i. Goods and Services Advisory Board - March 17, 2022, Meeting Minutes
    - ii. Goods and Services Subcommittee – March 29, 2022, Meeting Minutes
    - iii. Goods and Services Subcommittee – April 12, 2022, Meeting Minutes
    - iv. Goods and Services Subcommittee – April 19, 2022, Meeting Minutes
    - v. Goods and Services Subcommittee – April 26, 2022, Meeting Minutes
- V. New Business (20 min)**
  - a. Request for future agenda items**
- VI. Reasonable opportunity for the public to be heard before County Boards (Sec. 2-11.39.3) (3 min)**
- VII. Adjournment (2 min)**

**NEXT BOARD MEETING: July 21, 2022**

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# G&S BUSINESS OUTREACH AND EDUCATION REPORT

**Internal Services Department**  
**Small Business Development (SBD)**  
**Small Business Enterprise – Goods & Services**  
**Business Outreach and Education Section**  
**March 1, 2022 and April 30, 2022**

		Total for Period	YTD Total
Activity	Assistance Provided to Small Business Enterprise-Goods & Services Program		
1	Certification Assistance	105	489
2	Needs Assessment Meetings (NAMS)	7	29
3	Technical Assistance	179	575
4	Payment Issues	3	16
4.1	Payment Issues Related Dollars	\$66,774	\$355,299
5	Prompt Payment Issues	2	4
5.1	Prompt Payment Related Dollars	\$65,288	\$70,643
6	Contract Issues (Non-dollar related)	2	7
7	Contact with SBE-Goods & Services Firms (emails highlighting contract opportunities)	3306	6,655

		Total for Period	YTD Total
Activity	Training, Education and Outreach Activities		
1	Small Business Development (sponsored) Workshops and Forums	1	10
1.1	Number of Attendants	81	344
2	Partnership Workshops & Forums	6	17
2.1	Number of Firms (with whom contact was made)	179	908
Activity	Technical Training & Development Workshops		
3	None		
3.1	n/a		

# G&S CERTIFICATION REPORT

**Certification Type: SBE-GS**  
**PERIOD: March 1, 2022 to April 30, 2022**

			Total Amount	African American	Caucasian	Hispanic	Asian	Native American	Other
<b>Total Certified SBE-GS as of 4/30/22</b>			<b>1402</b>	<b>269</b>	<b>166</b>	<b>933</b>	<b>23</b>	<b>0</b>	<b>11</b>
		New	3 year Recert						
<b>1</b>	<b>Approved Applications (New &amp; Recertification)</b>	<b>25</b>	<b>26</b>	<b>51</b>					
<b>2</b>	<b>Graduated</b>			<b>2</b>					
<b>3</b>	<b>Denied</b>			<b>0</b>					

Female	Male	Total Amount
428	974	1402

*This is a race and gender neutral program. This report is for informational purpose only.*

**Goods & Services Advisory Board  
March 1, 2022 to April 30, 2022  
Period SBE Denied & Graduated**

**Firms**

<b>Business Name</b>	<b>Certification Type</b>	<b>Certification Action</b>	<b>Certification Status</b>	<b>Date</b>	<b>Reason</b>	<b>District</b>
Builcore, Inc.	SBE-G&S	Recertification	Graduated	4/26/2022	Exceeded AGR	4
Jurney and Associates Inc.	SBE-G&S	Recertification	Graduated	3/25/2022	Exceeded AGR	6

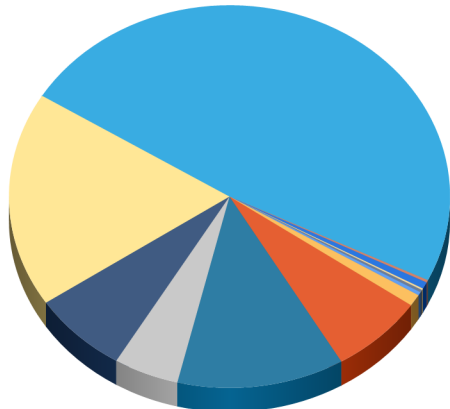


# Certified Directory - Ethnicity & Gender Summary

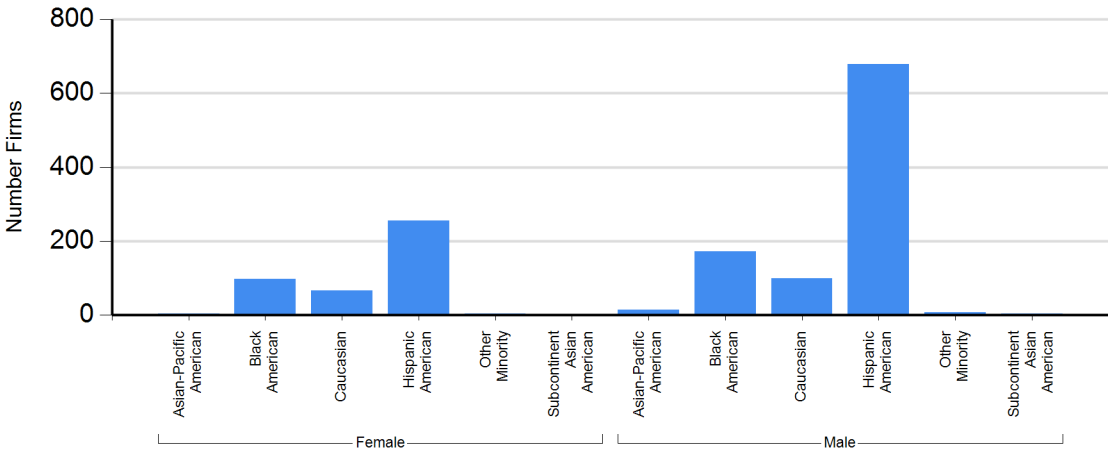
## Ethnicity & Gender Summary

Ethnicity	Gender	Number Firms	Percent of Total
Asian-Pacific American	Female	4	0.29%
Asian-Pacific American	Male	14	1.00%
Black American	Female	97	6.92%
Black American	Male	172	12.27%
Caucasian	Female	67	4.78%
Caucasian	Male	99	7.06%
Hispanic American	Female	255	18.19%
Hispanic American	Male	678	48.36%
Other Minority	Female	3	0.21%
Other Minority	Male	8	0.57%
Subcontinent Asian American	Female	2	0.14%
Subcontinent Asian American	Male	3	0.21%
<b>Total Firms</b>		<b>1402</b>	

# Certified Directory - Ethnicity & Gender Summary



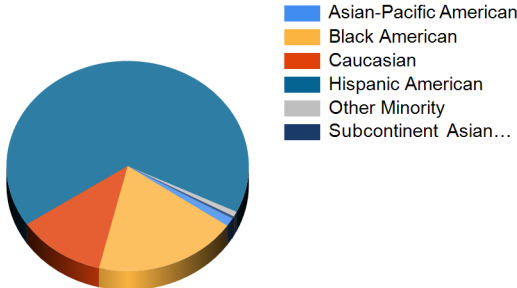
- Asian-Pacific American - Female
- Asian-Pacific American - Male
- Black American - Female
- Black American - Male
- Caucasian - Female
- Caucasian - Male
- Hispanic American - Female
- Hispanic American - Male
- Other Minority - Female
- Other Minority - Male
- Subcontinent Asian American - Female
- Subcontinent Asian American - Male



# Certified Directory - Ethnicity & Gender Summary

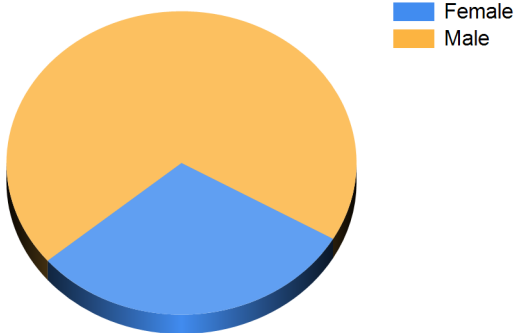
## Ethnicity Summary

Ethnicity	Number Firms	Percent of Total
Asian-Pacific American	18	1.28%
Black American	269	19.19%
Caucasian	166	11.84%
Hispanic American	933	66.55%
Other Minority	11	0.78%
Subcontinent Asian American	5	0.36%
<b>Total Firms</b>	<b>1402</b>	

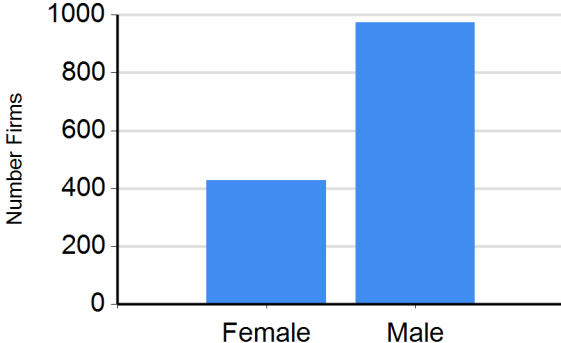
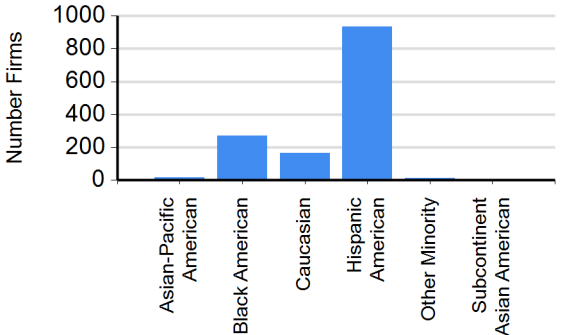


## Gender Summary

Gender	Number Firms	Percent of Total
Female	428	30.53%
Male	974	69.47%
<b>Total Firms</b>	<b>1402</b>	



# Certified Directory - Ethnicity & Gender Summary



# G&S UTILIZATION REPORT

## Miami-Dade County Small Business Enterprise (SBE) Goods & Services Program

Contract Type	CONTRACTS AWARDED ANNUAL REPORTING: 2019						CONTRACTS AWARDED ANNUAL REPORTING: 2020						CONTRACTS AWARDED ANNUAL REPORTING: 2021						CONTRACTS AWARDED ANNUAL REPORTING: 2022					
	TOTAL (SBE + NO SBE GOALS/MEASURES)						TOTAL (SBE + NO SBE GOALS/MEASURES)						TOTAL (SBE + NO SBE GOALS/MEASURES)						TOTAL (SBE + NO SBE GOALS/MEASURES)					
	SBE	NON-SBE	TOTAL	SBE	NON-SBE	TOTAL	SBE	NON-SBE	TOTAL	SBE	NON-SBE	TOTAL	SBE	NON-SBE	TOTAL	SBE	NON-SBE	TOTAL						
1. Goods and Services	22,833,366	2%	1,375,613,715	98%	1,398,447,081	100%	13,914,617	1%	1,064,049,350	99%	1,077,963,967	100%	1,089,668	0%	878,227,145	100%	879,316,813	100%	-	-	-	-	-	-
2. Goods					-	0%					-	0%					-	0%					-	0%
3. Services					-	0%					-	0%					-	0%					-	0%
<b>TOTAL</b>	<b>22,833,366</b>	<b>2%</b>	<b>1,375,613,715</b>	<b>98%</b>	<b>1,398,447,081</b>	<b>100%</b>	<b>13,914,617</b>	<b>1%</b>	<b>1,064,049,350</b>	<b>99%</b>	<b>1,077,963,967</b>	<b>100%</b>	<b>1,089,668</b>	<b>0%</b>	<b>878,227,145</b>	<b>100%</b>	<b>879,316,813</b>	<b>100%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>

Contract Type	CONTRACTS PAID ANNUAL REPORTING: 2019						CONTRACTS PAID ANNUAL REPORTING: 2020						CONTRACTS PAID ANNUAL REPORTING: 2021						CONTRACTS PAID ANNUAL REPORTING: 2022					
	TOTAL (SBE + NO SBE GOALS/MEASURES)						TOTAL (SBE + NO SBE GOALS/MEASURES)						TOTAL (SBE + NO SBE GOALS/MEASURES)						TOTAL (SBE + NO SBE GOALS/MEASURES)					
	SBE	NON-SBE	TOTAL	SBE	NON-SBE	TOTAL	SBE	NON-SBE	TOTAL	SBE	NON-SBE	TOTAL	SBE	NON-SBE	TOTAL	SBE	NON-SBE	TOTAL						
1. Goods and Services	91,142,502	9%	872,764,786	91%	963,907,288	100%	124,669,585	10%	1,186,109,517	90%	1,310,779,102	100%	117,985,377	9%	1,223,560,863	91%	1,341,546,240	100%						
2. Goods					-	0%					-	0%					-	0%					-	0%
3. Services					-	0%					-	0%					-	0%					-	0%
<b>TOTAL</b>	<b>91,142,502</b>	<b>9%</b>	<b>872,764,786</b>	<b>91%</b>	<b>963,907,288</b>	<b>100%</b>	<b>124,669,585</b>	<b>10%</b>	<b>1,186,109,517</b>	<b>90%</b>	<b>1,310,779,102</b>	<b>100%</b>	<b>117,985,377</b>	<b>9%</b>	<b>1,223,560,863</b>	<b>91%</b>	<b>1,341,546,240</b>	<b>100%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>

Ethnicity Type	CONTRACTS AWARDED DEMOGRAPHICS ANNUAL REPORTING: 2019								CONTRACTS AWARDED DEMOGRAPHICS ANNUAL REPORTING: 2020								CONTRACTS AWARDED DEMOGRAPHICS ANNUAL REPORTING: 2021								CONTRACTS AWARDED DEMOGRAPHICS ANNUAL REPORTING: 2022							
	TOTAL (SBE + NO SBE GOALS/MEASURES)								TOTAL (SBE + NO SBE GOALS/MEASURES)								TOTAL (SBE + NO SBE GOALS/MEASURES)								TOTAL (SBE + NO SBE GOALS/MEASURES)							
	Male	Female	Unknown	TOTAL	Male	Female	Unknown	TOTAL	Male	Female	Unknown	TOTAL	Male	Female	Unknown	TOTAL	Male	Female	Unknown	TOTAL	Male	Female	Unknown	TOTAL								
1. Asian Pacific American	11,855,654	100%	-	0%	11,855,654	1%	2,302,669	93%	163,000	7%	2,465,669	0%	8,750	0%	5,674,349	100%	0%	5,683,099	1%	-	-	-	0%									
2. Black American	5,923,000	43%	7,810,539	57%	13,733,539	1%	5,175,201	47%	5,800,141	53%	10,975,342	1%	3,008,765	100%	450	0%	3,009,215	0%	-	-	-	-	0%									
3. Caucasian	406,529,552	98%	7,386,047	2%	413,915,599	30%	348,682,710	80%	85,558,575	20%	434,241,285	40%	104,362,358	100%	50,139	0%	104,412,496	12%	-	-	-	-	0%									
4. Hispanic American	39,480,617	91%	4,131,822	9%	43,612,439	3%	16,456,902	78%	4,752,375	22%	21,209,277	2%	1,037,792	57%	1,620	0%	796,900	43%	1,836,312	0%	-	-	-	0%								
5. Native American	2,635,000	100%	-	0%	2,635,000	0%	-	-	-	0%	-	0%	-	-	-	0%	-	-	-	0%	-	-	-	0%								
6. Other Minority	78,557,001	100%	-	0%	78,557,001	6%	14,097,105	50%	14,000,000	50%	28,097,105	3%	500,000	100%	-	0%	500,000	0%	-	-	-	-	0%									
7. Subcontinent Asian American	161,996	78%	45,644	22%	207,640	0%	16,420,161	99%	143,165	1%	16,563,326	2%	-	0%	270,000	0%	763,605,691	100%	763,875,691	87%	-	-	-	0%								
8. Unknown		0%		0%	833,930,209	60%	955,658	0%	563,456,306	100%	564,411,964	52%		0%	763,605,691	100%	763,875,691	87%					0%									
<b>TOTAL</b>	<b>545,142,820</b>	<b>39%</b>	<b>19,374,052</b>	<b>1%</b>	<b>833,930,209</b>	<b>100%</b>	<b>1,398,447,081</b>	<b>100%</b>	<b>404,090,406</b>	<b>37%</b>	<b>110,417,255</b>	<b>10%</b>	<b>563,456,306</b>	<b>52%</b>	<b>1,077,963,967</b>	<b>100%</b>	<b>108,917,665</b>	<b>12%</b>	<b>5,996,558</b>	<b>1%</b>	<b>764,402,591</b>	<b>87%</b>	<b>879,316,813</b>	<b>100%</b>								

Ethnicity Type	CONTRACTS PAID DEMOGRAPHICS ANNUAL REPORTING: 2019								CONTRACTS PAID DEMOGRAPHICS ANNUAL REPORTING: 2020								CONTRACTS PAID DEMOGRAPHICS ANNUAL REPORTING: 2021								CONTRACTS PAID DEMOGRAPHICS ANNUAL REPORTING: 2022							
	TOTAL (SBE + NO SBE GOALS/MEASURES)								TOTAL (SBE + NO SBE GOALS/MEASURES)								TOTAL (SBE + NO SBE GOALS/MEASURES)								TOTAL (SBE + NO SBE GOALS/MEASURES)							
	Male	Female	Unknown	TOTAL	Male	Female	Unknown	TOTAL	Male	Female	Unknown	TOTAL	Male	Female	Unknown	TOTAL	Male	Female	Unknown	TOTAL	Male	Female	Unknown	TOTAL								
1. Asian Pacific American	7,082,398	81%	1,638,080	19%	8,720,478	1%	8,116,762	84%	1,568,611	16%	9,685,374	1%	5,276,120	27%	325,404	2%	13,951,140	71%	19,552,664	1%												
2. Black American	35,950,084	78%	10,367,133	22%	46,317,217	5%	45,343,718	80%	10,986,926	20%	56,330,644	4%	52,913,624	89%	6,824,417	11%	59,738,040	4%														
3. Caucasian	395,967,605	86%	63,278,722	14%	459,360,683	48%	569,270,654	89%	71,139,425	11%	640,507,597	49%	533,826,661	94%	31,342,404	6%	425,566	0%	565,594,631	42%												
4. Hispanic American	190,021,677	79%	48,150,577	20%	241,184,744	25%	258,128,706	78%	67,348,203	20%	330,484,947	25%	232,476,257	86%	34,982,476	13%	1,750,090	1%	269,208,822	20%												
5. Native American	6,598,265	100%	-	0%	6,598,265	1%	959,427	100%	-	0%	959,427	0%	684,904	100%	-	0%	684,904	0%														
6. Other Minority	9,697,033	49%	2,825,907	14%	19,668,398	2%	34,178,330	71%	543,411	1%	13,486,340	28%	48,208,081	4%	36,461,328	11%	3,864,621	1%	294,789,073	88%	335,115,022	25%										
7. Subcontinent Asian American	1,023,923	78%	284,091	22%	1,308,014	0%	6,038,254	97%	174,701	3%	6,212,955	0%	4,337,278	95%	215,634	5%	0%	0%	4,552,911	0%												
8. Unknown	11,941,712	7%	195,712	0%	168,612,067	93%	180,749,490	19%	15,228,605	7%	521,621	0%	202,639,851	93%	218,390,077	17%	5,709,523	7%	1,419,416	2%	79,970,307	92%	87,099,246	6%								
<b>TOTAL</b>	<b>658,282,696</b>	<b>68%</b>	<b>126,740,221</b>	<b>13%</b>	<b>178,884,370</b>	<b>19%</b>	<b>963,907,288</b>	<b>100%</b>	<b>937,264,458</b>	<b>72%</b>	<b>152,282,898</b>	<b>12%</b>	<b>221,231,746</b>	<b>17%</b>	<b>1,310,779,102</b>	<b>100%</b>	<b>871,685,694</b>	<b>65%</b>	<b>78,974,370</b>	<b>6%</b>	<b>390,886,176</b>	<b>29%</b>	<b>1,341,546,240</b>	<b>100%</b>								

**NOTES**

<sup>1</sup>As a result of two landmark cases (Engineering Contractors Association v. Metropolitan Dade County and Hershell Gill Consulting Engineers, Inc. v. Miami-Dade County) Miami-Dade County's three Small Business Enterprise (SBE) programs in Construction, A&E, and Goods and Services are race and gender neutral.

<sup>2</sup>The capturing of demographic data is based on voluntary information provided and or entered by prime and sub-contractors.

## Miami-Dade County Small Business Enterprise (SBE) Goods & Services Program

CONTRACTS AWARDED																		
Reporting Period: 3/1/22 to 4/30/22																		
Contract Type	SBE GOALS/MEASURES						NO SBE GOALS/MEASURES						TOTAL (SBE + NO SBE GOALS/MEASURES)					
	SBE		NON-SBE		TOTAL		SBE		NON-SBE		TOTAL		SBE		NON-SBE		TOTAL	
1. Goods and Services	-				-		0%	184,262,162	100%	184,262,162	100%	-	0%	184,262,162	100%	184,262,162	100%	
2. Goods					-						0%	-		-		-	0%	
3. Services					-						0%	-		-		-	0%	
<b>TOTAL</b>	-		-		-	0%	-	0%	184,262,162	100%	184,262,162	100%	-	0%	184,262,162	100%	184,262,162	100%

CONTRACTS PAID																		
Reporting Period: 3/1/22 to 4/30/22																		
Contract Type	SBE GOALS/MEASURES						NO SBE GOALS/MEASURES						TOTAL (SBE + NO SBE GOALS/MEASURES)					
	SBE		NON-SBE		TOTAL		SBE		NON-SBE		TOTAL		SBE		NON-SBE		TOTAL	
1. Goods and Services	828,495	13%	5,457,746	87%	6,286,242	100%	12,028,862	11%	97,122,943	89%	109,151,806	100%	12,857,358	11%	102,580,689	89%	115,438,047	100%
2. Goods					-	0%					-	0%	-		-		-	0%
3. Services					-	0%					-	0%	-		-		-	0%
<b>TOTAL</b>	828,495	13%	5,457,746	87%	6,286,242	100%	12,028,862	11%	97,122,943	89%	109,151,806	100%	12,857,358	11%	102,580,689	89%	115,438,047	100%

CONTRACTS AWARDED DEMOGRAPHICS																						
Reporting Period: 3/1/22 to 4/30/22																						
Ethnicity Type	SBE GOALS/MEASURES						NO SBE GOALS/MEASURES						TOTAL (SBE + NO SBE GOALS/MEASURES)									
	Male		Female		Unknown		Male		Female		Unknown		Male		Female		Unknown		TOTAL			
1. Asian Pacific American						-									-	0%	-	-	-	-	0%	
2. Black American						-									-	0%	-	-	-	-	0%	
3. Caucasian						-									-	0%	-	-	-	-	0%	
4. Hispanic American						-									-	0%	-	-	-	-	0%	
5. Native American						-									-	0%	-	-	-	-	0%	
6. Other Minority						-									-	0%	-	-	-	-	0%	
7. Subcontinent Asian American						-									-	0%	-	-	-	-	0%	
8. Unknown						-		0%		0%	184,262,162	100%	184,262,162	100%	-	0%	-	0%	184,262,162	100%	184,262,162	100%
<b>TOTAL</b>	-		-		-	0%	-	0%	-	0%	184,262,162	100%	184,262,162	100%	-	0%	-	0%	184,262,162	100%	184,262,162	100%

CONTRACTS PAID DEMOGRAPHICS																						
Reporting Period: 3/1/22 to 4/30/22																						
Ethnicity Type	SBE GOALS/MEASURES						NO SBE GOALS/MEASURES						TOTAL (SBE + NO SBE GOALS/MEASURES)									
	Male		Female		Unknown		Male		Female		Unknown		Male		Female		Unknown		TOTAL			
1. Asian Pacific American	77,170	100%		0%		0%	77,170	1%	281,863	95%	13,737	5%	295,600	0%	359,033	96%	13,737	4%	-	0%	372,770	0%
2. Black American	313,128	91%	29,181	9%		0%	342,309	5%	2,863,970	85%	493,209	15%	3,357,179	3%	3,177,098	86%	522,390	14%	-	0%	3,699,488	3%
3. Caucasian	1,251,796	100%		0%		0%	1,251,796	20%	65,212,584	93%	4,497,767	6%	69,839,816	64%	66,464,380	93%	4,497,767	6%	129,466	0%	71,091,612	62%
4. Hispanic American	2,391,096	87%	371,960	13%		0%	2,763,056	44%	16,144,408	76%	5,148,970	24%	21,326,977	20%	18,535,504	77%	5,520,930	23%	33,599	0%	24,090,033	21%
5. Native American						0%	63,128	91%	6,297	9%		0%	69,425	0%	63,128	91%	6,297	9%	-	0%	69,425	0%
6. Other Minority						0%	3,441,994	40%	302,708	4%	4,890,188	57%	8,634,891	8%	3,441,994	40%	302,708	4%	4,890,188	57%	8,634,891	7%
7. Subcontinent Asian American						0%	551,305	78%	153,721	22%		0%	705,026	1%	551,305	78%	153,721	22%	-	0%	705,026	1%
8. Unknown		0%	441,673	24%	1,410,238	76%	1,851,911	29%	151,361	3%	188,563	4%	4,582,968	93%	4,922,891	5%	151,361	2%	630,235	9%	5,993,206	88%
<b>TOTAL</b>	4,033,190	64%	842,814	13%	1,410,238	22%	6,286,242	100%	88,710,614	81%	10,804,972	10%	9,636,220	9%	109,151,806	100%	92,743,804	80%	11,647,786	10%	11,046,458	10%

### NOTES

<sup>1</sup>As a result of two landmark cases (Engineering Contractors Association v. Metropolitan Dade County and Hershell Gill Consulting Engineers, Inc. v. Miami-Dade County) Miami-Dade County's three Small Business Enterprise (SBE) programs in Construction, A&E, and Goods and Services are race and gender neutral.

<sup>2</sup>The capturing of demographic data is based on voluntary information provided and or entered by prime and sub-contractors.

<sup>3</sup>Payments reported may be from contracts awarded outside the reporting period.

<sup>4</sup>It is important to note that the health of Goods and Services (G&S) contracts/awards should be identified by Contracts Paid instead of Contracts Awarded. This is due to the way G&S contracts are created in the County's Financial System. Prior to the County's new ERP system (April 2021) when pool contracts are created, the allocation amount is captured in one lumpsum and does not identify each individual award and to whom it was awarded. However, BMWS does capture who was paid and if they were an SBE or Non-SBE. We are working with the development team to see if G&S awards and payments can be better aligned and may change in the future.

**SUBCOMMITTEE  
PROMPT PAYMENT  
RECOMMENDATIONS**



**Goods and Services Sub-Committee**  
**Prompt Payment Policy Recommendations**

**Recommendation #1:** Create a procedure utilizing “Pre awarding” that requires the Prime Contractor to review invoices, in which they can approve and/or reject subcontractor invoices within a 48-hour period once received.

**Phase 1:** To bring awareness to the pre-bidding process so that the user departments, prime contractors, and vendors are aware of the mayor’s 14-day Prompt Payment Policy. Create a SOP that rejects/approves SBEs invoice within 48 hours upon receipt, which initiates the 14-day Prompt Payment Policy.

**Phase 2:** Departmental Small Business Liaison along with Small Business Development to be the contact person to assist with ensuring that departments and prime contractors are compliant with timely invoice processing.

**Phase 3:** Utilize measurable metrics to measure prompt payment performance by prime contractor and user departments.

**Definition**

Pre award: winner of the solicitation must commit to prioritizing & immediately reviewing and approving SBE subcontractor invoices

**Recommendation #2:** Create a Payment portal for SBE’s to submit invoices. The County should provide a virtual portal by which Prime Contractors can submit completed invoices. The purpose of the portal is so that the county may address the following:

1. Time stamps
2. Who is submitting the invoice?
3. Transaction Transparency
4. Provide full access during the life of the transaction.
5. Allow SBE’s to sign over payment to financial partner once approved through prime.

So that the County may ascertain for the purpose of tracking, monitoring, the exact time invoice is received to adhere to the 14-day policy.

**Recommendation #3:** Provide direct payment to SBE Sub Contractor by creating a procedure that allows the County or SBE Prime contractor to Pay Sub Contractor upon approval of invoice. This will align with the 14-day prompt payment policy.

**Goods and Services Sub-Committee**  
**Prompt Payment Policy Recommendations**

**Recommendation #4:** Support and create a guarantee program that will incentivize and protect lenders that will lend to SBEs that have been awarded a county contract.

1. To use contracts as collateral the current contract to help the business grow and expand
2. The guarantee should be above 60%
3. Create a relationship between the financial institution and SBEs for growth

DRAFT

# MARCH 17, 2022, MEETING MINUTES

**Miami-Dade County**  
**Small Business Enterprise – Goods and Services**  
**Advisory Board Meeting**  
**March 17, 2022, Meeting Minutes**

Start Time: 10:46 AM  
 End Time: 12:17 PM

10 – Appointed  
 6 – Quorum

(E)=Excused (U) = Unexcused

<b><u>Members Present (8)</u></b>	<b><u>Members Absent (2)</u></b>
Darryl Holsendolph – Chairman	Maria Molina (E)
Carmen Baker	John A. Ramirez (U)
Miriam Collada-Myers	
Makeba Gasant	
Michaeljohn Anthony Green	
Adrian Jimenez	
Jeanette Paulino	
Daniel Ribero	

**I. Welcome/Introductions**

- i. Michou Jean (SBD) called the Goods and Services Advisory Board meeting to order at 10:46 am, eight (8) members were present. Chairman Darryl Holsendolph welcomed the board and gave brief remarks. He also amended the agenda to add the electing of a vice chair of the Advisory Board.

**II. Small Business Update – Gary T. Hartfield (SBD Division Director)**

**a. Goods and Services Task Force Update**

- i. Mr. Hartfield was not present. The board requested an update regarding the white paper relating to Strategic Procurement.

**III. SBD Section Reports**

**a. Certification – Jeanise Cummings-Labossiere (SBD – Section Chief)**

- i. Ms. Cummings-Labossiere presented the Certification report. The reporting period was from January 1, 2022, to February 28, 2022. The board had no questions regarding the report.

**b. Utilization Report – Rossi Siewnarine (SBD Section Chief)**

- i. Mr. Siewnarine was not present to present the report for the period of January 1, 2022, to February 28, 2022. The board will bring their questions to the next meeting.

**c. Business Outreach & Education – Lawanda Wright-Robinson (SBD Section Chief)**

- i. Ms. Wright-Robinson presented the report for the period of January 1, 2022, to February 28, 2022. There were no questions regarding the report.
- ii. Makeba Gasant inquired about the status of the partnership between Small Business Development and the Local Business Tax office. Ms. Wright-Robinson stated that they did get a database dump by district however, they are going back to filter businesses by category and trade. The original results from the database dump were too broad and SBD is awaiting further results.
- iii. Ms. Wright-Robinson reminded the board about small business week and advised it will be conducted the first week of May.
- iv. As far as the mentor Protégé Program, Michaeljohn Anthony Green stated that there needs to be a better incentive for mentors. It will continue to be hard to get mentors with no

**Miami-Dade County**  
**Small Business Enterprise – Goods and Services**  
**Advisory Board Meeting**  
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incentive. He stated that they may have to find a way around these hurdles that they have been coming across. Everyone isn't willing to give much time and we should leverage technology to eliminate the need for lots of time. He also advised to record interviews and conversations and create modules so they are available to be replayed and accessed at any time. Mr. Jimenez stated he believes that we need to take a multiprong attack to achieve good results from this program. The county should offer a good incentive in the program for mentors. Mentees should also have access to help, even if this means dedicating a day after normal business hours to offer technical assistance.

- v. Mr. Holsendolph stated that they need to be able to build capacity. Ms. Gassant stated that people want to do business in Miami-Dade County, the county should come up with a mechanism that requires larger businesses to train smaller businesses or use Miami-Dade County workforce to do business here.
- vi. Ms. Wright-Robinson advised the board that technical assistance is not limited to 9-5pm. They visit offices and do virtual meetings regarding this assistance and is available if needed.

**IV. Old Business**

**a. Approve**

- i. **Goods and Services Advisory Board - January 20, 2022, Meeting Minutes**
- ii. **Goods and Services Subcommittee – February 1, 2022, Meeting Minutes**
- iii. **Goods and Services Subcommittee – February 15, 2022, Meeting Minutes**
- iv. **Goods and Services Subcommittee – March 1, 2022, Meeting Minutes**
- v. **Chair and Vice Chair Selection for the Goods and Services Subcommittee**

Makeba Gassant motioned to approve all the minutes and Carmen Baker seconded the motion (Approved 8-0).

**b. Appointment of Good and Services Advisory Board Vice-Chair**

The board unanimously voted to appoint Makeba Gassant as Vice Chair of the Goods and Services Advisory Board.

**V. New Business**

**a. Request for future agenda items**

- i. Invite Jason Smith from the Mayor's office to the upcoming Goods and Services Subcommittee meeting.
- ii. The board would like the raw data of the utilization report in an excel document including the name of vendor, amount of contract, contract signage date, and location.
- iii. Follow up with Jackson Health System to see status of the requested report.
- iv. The board would like staff to follow up with Districts regarding vacancies again.

**VI. Reasonable opportunity for the public to be heard before County Boards (Sec. 2-11.39.3)**

- i. No speakers.

**VII. Adjournment**

- i. The meeting was adjourned at 12:17 PM.

**MARCH 29, 2022, G&S SUBCOMMITTEE  
MEETING MINUTES**

**Miami-Dade County**  
**Small Business Enterprise – Goods and Services Subcommittee**  
**Advisory Board Meeting**  
**March 29, 2022 Meeting Minutes**

Start Time: 3:34 PM

End Time: 5:02 PM

10 – Appointed

6 – Quorum

(E)=Excused (U) = Unexcused

<b><u>Members Present (6)</u></b>	<b><u>Members Absent (4)</u></b>
John A. Ramirez- Chairman	Carmen Baker
Makeba Gasant	Miriam Collada-Myers
Michaeljohn Anthony Green	Adrian Jimenez
Darryl Holsendolph	Daniel Ribero
Maria Molina	
Jeanette Paulino	

**I. Welcome/Introductions**

- i. Michou Jean started the meeting at 3:34pm. Chairman John A. Ramirez welcomes members as well as Jason Smith, Director, Equity & Engagement - (Office of the Mayor).

**II. Discussion**

**a. SBE Programmatic Initiatives – Mentor Protégé Contracts**

- i. Jason Smith (Office of the Mayor) introduced himself and explained his role within the Mayor’s Office. He explained that the Office of Equity exists to break down barriers that have kept businesses and residents from reaching success within Miami-Dade County. Mr. Smith advised that on April 11, 2022, there will be a conference that will discuss the Mayor’s incentives. He also disclosed that the disparity study is ongoing. Mr. Ramirez questioned how they could work with the Mayor’s Office to make measurable impact. Mr. Smith stated that the subcommittee’s idea to create a program that contains a pool of funding to serve as a bridge loan for businesses that receives county contracts. He also encouraged the Subcommittee to provide their knowledge, recommendations, and research to the mayor’s office. Mr. Smith will share any recommendations with the mayor that the subcommittee may have. Makeba Gasant advised Mr. Smith of the survey that the Goods and Services Taskforce conducted, and she stated that she would like the Office of Equity and Inclusion to look at the results.
- ii. Mr. Smith stated all of the Mayor’s initiatives will be unveiled on April 11,2022 and he recommended the board attend. He also stated there will be public events regarding the Disparity study that they should appear to provide the County with much needed Small Business input.
- iii. Darryl Holsendolph suggested creating a Community Development Financial Institution (CDFI). Michaeljohn Anthony Green suggested getting information out to CDFI’s instead of creating a new CDFI. Mr. Ramirez stated the that they should find CDFI’s in the county to do business with SBE’S to help bridge the gap.
- iv. Mr. Ramirez would like to provide an action plan following this meeting. He asked how can a “Miami Pipeline” be created to generate revenue and bring in employment.

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- v. Maria Molina stated that she appreciates in all of the Mayor’s initiatives. She stated that small businesses are very important to the community and mentioned that the board should speak on how to help small businesses do business with the county because they usually do not have the capital to do so. Ms. Gassant stated that there is a bonding program that provides financial backing to a Small Business who wins a contract. Carlos Ansuarez (SBD) provided information on how they help businesses obtain loans and surety bonds. They provide education and the underwriting to try to get them as much capital as possible. The procedure varies for Good and Services.

**b. Business Outreach & Utilization**

- i. Jeanette Paulino inquired about small business week. Lawanda Wright-Robinson (SBD Section Chief) stated that SBD week is being held on May 2, 2022 – May 6, 2022. Department representatives will speak about upcoming opportunities and best practices every day to each industry. There will also be testimonials from firms that have been doing business with the County. The week will conclude with an award ceremony on Friday, May 6, 2022. Ms. Paulino inquired about general topics such as how to grow and scale as a business will be covered. Ms. Wright-Robinson stated that usually there is one day that covers similar topics. She mentioned that she could always use the help of the Subcommittee by getting the word out. All information will be shared with the Subcommittee, and she would like them to share with others.
- ii. Mr. Ramirez and the subcommittee requested a report that lists Certified firms who have not been awarded a contract within the past 2-3 years. The goal of the subcommittee is to reach out and see if they would be interested in receiving help or advice that is beneficial to not only win a bid but eventually grow and graduate.

**III. Discuss Future Agenda Items and Information Requests**

- i. Report on Certified firms who have not been awarded a contract within the past 2-3 years.
- ii. Discuss ways that they could help firms who have not been awarded a bid within the last 2-3 years.

**IV. Reasonable opportunity for the public to be heard before County Boards (Sec. 2-11.39.3)**

- i. No speakers.

**V. Adjournment**

- i. The meeting was adjourned at 5:02 PM.



**APRIL 12, 2022, G&S SUBCOMMITTEE  
MEETING MINUTES**

**Miami-Dade County**  
**Small Business Enterprise – Goods and Services Subcommittee**  
**Advisory Board Meeting**  
**April 12, 2022 Meeting Minutes**

Start Time: 3:35 PM

End Time: 5:16 PM

10 – Appointed

6 – Quorum

(E)=Excused (U) = Unexcused

<b><u>Members Present (6)</u></b>	<b><u>Members Absent (4)</u></b>
John A. Ramirez- Chairman	Carmen Baker
Makeba Gassant	Miriam Collada-Myers
Michael John Anthony Green	Adrian Jimenez
Darryl Holsendolph	Daniel Ribero
Maria Molina	
Jeanette Paulino	

**I. Welcome/Introductions**

- i. Michou Jean called the meeting to order at 3:35 pm. Chairman John A. Ramirez welcomed the board members and everyone introduced themselves. The agenda was adjusted to add 15 minutes to the Reasonable Opportunity for the Public to speak and making Prompt Payment Policy the first topic of the discussion.

**II. Discussion**

- i. Mr. Holsendolph discussed prompt payment issues. He explained the current policy of Prompt payment and highlighted a major problem, the lack of urgency that Primes must approve or reject a subcontractor’s invoice. Maria Molina added that the current ordinance is not bad as is, but the application isn’t well established. The 14 days does not begin until the invoice is approved. It could take a month or more for the invoice to be approved and paid. There needs to be a process where SBE invoices are accelerated because sub-contractors are not being prioritized. She also suggested that there is a way for sub-contractors to be paid directly from the county. Mr. Ramirez requested more information on how SBE’s can be paid directly from Miami-Dade County.
- ii. Mr. Holsendolph suggested the subcommittee to come up with recommendations to prioritize the SBE’s in the Prompt Payment Policy. There needs to be an administrative order to require Contractors to commit to immediately reviewing and approving or rejecting any SBE invoices for immediate payment through the 14-day prompt payment policy. The foundation of Recommendations that the subcommittee discussed are as follows:
  - a) Pre award, winner of the solicitation must commit to prioritizing SBE subcontractors by immediately reviewing and approving their invoices
  - b) After award: when invoice is received you must approve or deny within 48 hours
  - c) Payment portal for SBE’s for submitting invoices
  - d) Time stamp within the proposed payment portal (something that is measurable or a standard procedure) once invoice is signed to be able to track
  - e) Direct Pay to SBE Subs
- iii. The subcommittee will further explain the recommendations on their own and send them to staff to compile.

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- a. Community Development Financial Institution (CDFI)**
    - i. Item deferred.
  
  - b. Dialogue on companies that have not been awarded a contract within the last 2-3 years.**
    - i. Staff required clarification on what the subcommittee's request. The subcommittee would like a report that lists firms that have submitted a bid and have not won within the last 2-3 years as well as firms who are certified and have not submitted a bid. Staff will put in a request for these reports.
  
  - c. SBE Programmatic Initiatives – Mentor Protégé Contracts**
    - i. Item Deferred.
  
  - d. Business Outreach & Utilization**
    - i. Item Deferred.
- III. Discuss Future Agenda Items and Information Requests**
- i. Report on Certified firms who have not been awarded a contract within the past 2-3 years.
  - ii. Recommendations for Prompt Payment Policy
- IV. Reasonable opportunity for the public to be heard before County Boards (Sec. 2-11.39.3)**
- i. Ruel Miles (Land Consortium Developers) stated that there is a Policy for 14-day payment periods however no one can track it because there is no single process in place to track it. He suggested a payment portal that has timestamp capabilities.
  - ii. Mr. Miles also shared that there is a program similar to Mentor Protégé within his company. He shared the details of this ongoing program. By the end of the year, they will have done about 3 million dollars of work together. He shared that it is important for the mentee and mentor to do business together for this purpose. Mr. Ramirez invited Mr. Miles to return for future conversation.
- V. Adjournment**
- i. The meeting was adjourned at 5: 16 PM.

**APRIL 19, 2022, G&S SUBCOMMITTEE  
MEETING MINUTES**

**Miami-Dade County**  
**Small Business Enterprise – Goods and Services Subcommittee**  
**Advisory Board Meeting**  
**April 19, 2022 Meeting Minutes**

Start Time: 3:33 PM

End Time: 4:45 PM

10 – Appointed

6 – Quorum

(E)=Excused (U) = Unexcused

<b><u>Members Present (5)</u></b>	<b><u>Members Absent (5)</u></b>
John A. Ramirez- Chairman	Carmen Baker
Makeba Gassant	Miriam Collada-Myers
Michaeljohn Anthony Green	Adrian Jimenez
Darryl Holsendolph	Jeanette Paulino
Maria Molina	Daniel Ribero

**I. Welcome/Introductions**

- i. Michou Jean started the meeting at 3:33 pm. Chairman John A. Ramirez welcomes members and allows everyone to introduce themselves.

**II. Discussion**

**a. Prompt Payment Policy Recommendations**

- i. Ms. Jean explained to the working group the process of creating recommendations. She stated that while the foundation for the recommendations is set, the Subcommittee must formulate the wording of the recommendations that will ultimately be passed along. She suggested for the subcommittee to send their exact wording of the recommendations to staff.
- ii. The subcommittee started formulating the language of the recommendations. The first recommendation was regarding the county creating a process that requires the Prime to commit to reviewing and approving a Subcontractors invoice within 48 hours. Mr. Ramirez asked for the threshold that this recommendation would apply to. Makeba Gassant stated that there should be no threshold. This recommendation should not be limited.
- iii. The second recommendation relates to how the SBE should be paid. They would like to implement a 48-hour review period where the prime will have 48 hours to review, approve or reject the invoice once it is submitted. Following, they would provide a way for the Subcontractor to be paid. Direct payment from Miami-Dade County to SBE's is one option. The other option would be through the Prime according to the Prompt Payment Policy.
- iv. A payment portal for the purpose of tracking and monitoring the approving and paying invoices to adhere to the 14-day prompt payment policy. This is the third recommendation. The portal should have a time stamp capability, provide transparency, and tracking of who submitted the invoice.
- v. The language for these recommendations were drafted. The recommendations will be sent to all subcommittee members, and they will send over any changes or additions that they may have. The subcommittee will continue with the remaining recommendations at their next meeting.

**III. Discuss Future Agenda Items and Information Requests**

- i. Report on Certified firms who have not been awarded a contract within the past 2-3 years.
- ii. Recommendations for Prompt Payment Policy

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**IV. Reasonable opportunity for the public to be heard before County Boards (Sec. 2-11.39.3)**

- i. No speakers.

**V. Adjournment**

- i. The meeting was adjourned at 4: 45 PM.

**APRIL 26, 2022, G&S SUBCOMMITTEE  
MEETING MINUTES**

**Miami-Dade County**  
**Small Business Enterprise – Goods and Services Subcommittee**  
**Advisory Board Meeting**  
**April 26, 2022 Meeting Minutes**

Start Time: 3:35 PM

End Time: 4:59 PM

10 – Appointed

6 – Quorum

(E)=Excused (U) = Unexcused

<b><u>Members Present (6)</u></b>	<b><u>Members Absent (4)</u></b>
John A. Ramirez- Chairman	Miriam Collada-Myers
Carmen Baker	Adrian Jimenez
Makeba Gassant	Jeanette Paulino
Michaeljohn Anthony Green	Daniel Ribero
Darryl Holsendolph	
Maria Molina	

**I. Welcome/Introductions**

- i. Michou Jean (SBD) started the meeting at 3:35 pm. Chairman John A. Ramirez welcomed members and allowed everyone to introduce themselves. The agenda was shifted to have Rossi Siewnarine (SBD Section Chief) speak on the recent report request from the board first.

**II. Report Request**

**a. Firms that have not been awarded a contract within the last 2-3 years**

- i. Rossi Siewnarine (SBD) understands the request of the Subcommittee. He explained that the information is captured through varies systems in place. In order to provide the requested information, it would have to be done on a contract-by-contract basis. He added that there is not a Universal Procurement system. He will provide a sample report at the next Goods and Services Advisory Board meeting. Mr. Holsendolph questioned how the county can become more efficient if every department functions differently. Mr. Siewnarine advised the subcommittee to allow him to develop a standard report for them to start compiling the data requested. Then they can focus on a particular type of contracts that the subcommittee would like to see. Makeba Gassant recommended focusing on Goods and service contracts that are for pools and formal bids.

**III. Discussion**

**a. Prompt Payment Policy Recommendations**

- i. Danilo Vargas (Small Business Innovation Manager - Office of the Mayor) introduced himself and explained the initiative that the Mayor’s office is taking regarding helping small business owners. He stated that challenges are being faced and it behooves us to work together to deliver and make sure the county can support Small Business owners. He added that Procurement is the way to go about this. Some challenges are access to capital and access to information. He spoke about initiatives including a Virtual Incubator, an informative Portal for Small businesses, and building a network of incubator spaces. He also stated that the County is working through the library to create resources. He added that data is needed to measure progress. He also mentioned that he is available as a resource for the subcommittee.
- ii. Maria Molina thanked Mr. Vargas for attending the meeting and stated that as a small business, they have a lot to contribute to the county to make changes in an



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effective way. She added that change needs to be made together to achieve their goals. Working with the County has been good for her, but it is cumbersome and could be improved. Mr. Vargas stated that he agrees collaboration between small businesses and the county is needed. The mayor is also very big on engagement.

- iii. Darryl Holsendolph commends Mr. Vargas on the work that is being done. He stated that the subcommittee is currently working on the Mentor Protégé program which could work with the incubator that he has previously mentioned. Mr. Holsendolph questioned what does value based look like? Mr. Vargas stated that Jason Smith could provide more details as he is leading the program. He did state that the mayor initiative is to provide equitable opportunity for everyone to do business with the county. It is imperative to make sure information is accessible and making it easier for small businesses to successfully do business. Ultimately valuing small businesses and making sure that they are a priority is the goal. He stated that he is proud with the direction that they are headed in but there is more work that must be done.
- iv. John A. Ramirez shared with Mr. Vargas the subcommittee recommendations regarding the current 14-day prompt policy that the county has. Mr. Holsendolph added that as a subcommittee they had concerns regarding the 14-day pay and they would like the Mayor to review these recommendations. Mr. Vargas asked were the recommendations ready to be shared, the subcommittee advised that they are not ready but will be soon. The document must be finished and approved by the Goods and Services Advisory Board.
- v. The Subcommittee will finish the recommendations on their own and provide to staff for approval at the next meeting.

**IV. Discuss Future Agenda Items and Information Requests**

- i. Recommendations for Prompt Payment Policy

**V. Reasonable opportunity for the public to be heard before County Boards (Sec. 2-11.39.3)**

- i. No speakers.

**VI. Adjournment**

- i. The meeting was adjourned at 4: 59 PM.