

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

November 17, 2022

**Miami-Dade County
Small Business Enterprise Goods and Services Advisory Board Meeting
Thursday, November 17, 2022 @10:30 a.m.**

Board Members

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

Public Virtual Meeting Zoom URL:

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

Webinar ID: 917 5751 5924

AGENDA

- I. Welcome/Introductions (15 min)**
- II. SBD Section Reports (40 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)
 - i. Goods and Services Bimonthly Award Data Report
 - ii. SBE Invoice Aging Report
- III. Old Business (10 min)**
 - a. **Approve** – Goods and Services Advisory Board 2023 meeting dates
 - b. **Approve** - Meeting minutes
 - i. Goods and Services Advisory Board – September 15, 2022, Meeting Minutes
 - ii. Goods and Services Subcommittee – October 11, 2022, Meeting Minutes
- IV. New Business (20 min)**
 - a. Bundling of Goods & Services contracts
 - b. Discuss new subcommittee
 - c. Request for future agenda items
- V. Reasonable opportunity for the public to be heard before County Boards (Sec. 2-11.39.3) (3 min)**
- VI. Adjournment (2 min)**

NEXT BOARD MEETING: TBD

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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
September 1, 2022 and October 31, 2022

		Total for Period	YTD Total
Activity	Assistance Provided to Small Business Enterprise- Goods & Services Program		
1	Certification Assistance	81	749
2	Needs Assessment Meetings (NAMS)	14	58
3	Technical Assistance	218	1,336
4	Payment Issues	10	46
4.1	Payment Issues Related Dollars	\$194,509	\$893,989
5	Prompt Payment Issues	1	25
5.1	Prompt Payment Related Dollars	\$78,164	\$345,529
6	Contract Issues (Non-dollar related)	1	13
7	Contact with SBE-Goods & Services Firms (emails highlighting contract opportunities)	2021	15,184

		Total for Period	YTD Total
Activity	Training, Education and Outreach Activities		
1	Small Business Development (sponsored) Workshops and Forums	3	19
1.1	Number of Attendants	63	820
2	Partnership Workshops & Forums	5	40
2.1	Number of Firms (with whom contact was made)	155	1,671
Activity	Technical Training & Development Workshops		
3	Access to Capital	1	2
3.1	n/a		

G&S CERTIFICATION REPORT

Certification Type: SBE-GS
PERIOD: Sept. 1, 2022 to Oct. 31, 2022

			Total Amount	African American	Caucasian	Hispanic	Asian	Native American	Other
	Total Certified SBE-GS as of 10/31/22		1391	262	161	933	23	0	12
		New	3 year Recert						
1	Approved Applications (New & Recertification)	22	15						
2	Graduated		1						
3	Denied		1						

Female	Male	Total Amount
427	964	1391

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

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

**Goods & Services Advisory Board
 Sept. 1 2022 to Octo 31 2022 Period
 SBE Denied & Graduated Firms**

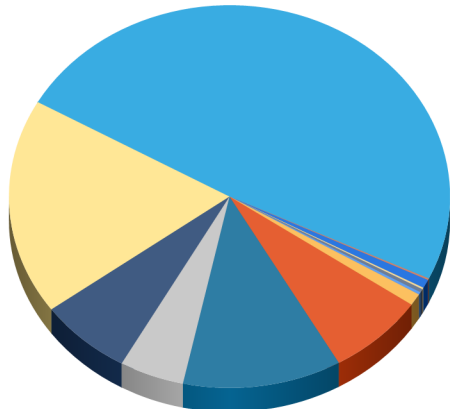
Business Name	Certification Type	Certification Action	Certification Status	Date	Reason	District
RUIZ TRANS DEVELOPMENT CORP	SBE-G&S	Recertification	Graduated	10/20/22	Exceeded AGR	9
Homesmart Technologies Inc DBA Skylight Technolgies Inc	SBE-G&S	New	Denied	10/27/22	Exceeded AGR	6

Certified Directory - Ethnicity & Gender Summary

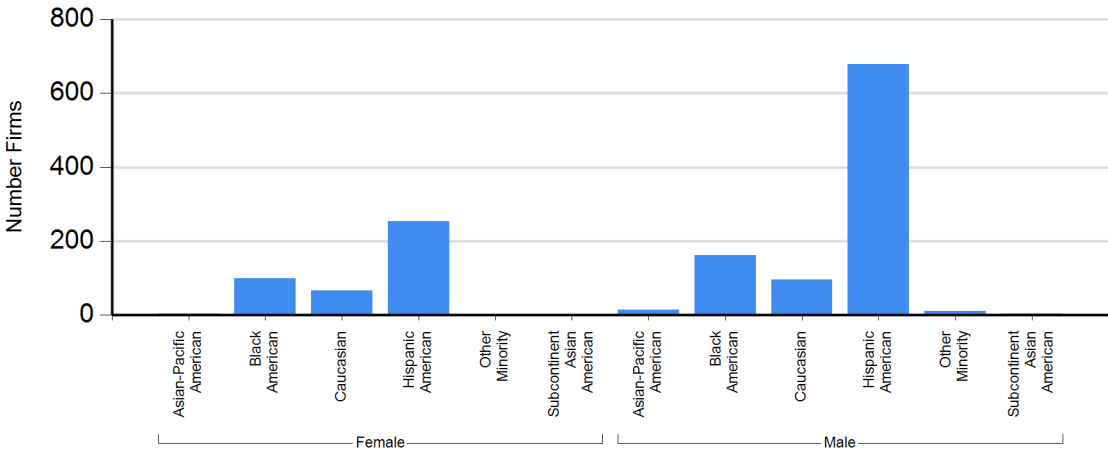
Ethnicity & Gender Summary

Ethnicity	Gender	Number Firms	Percent of Total
Asian-Pacific American	Female	3	0.22%
Asian-Pacific American	Male	14	1.01%
Black American	Female	100	7.19%
Black American	Male	162	11.65%
Caucasian	Female	66	4.74%
Caucasian	Male	95	6.83%
Hispanic American	Female	254	18.26%
Hispanic American	Male	679	48.81%
Other Minority	Female	2	0.14%
Other Minority	Male	10	0.72%
Subcontinent Asian American	Female	2	0.14%
Subcontinent Asian American	Male	4	0.29%
Total Firms		1391	

Certified Directory - Ethnicity & Gender Summary



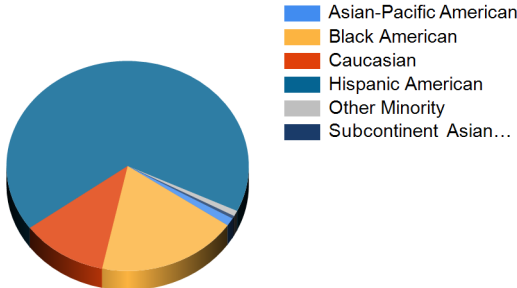
- Asian-Pacific American - Female
- Asian-Pacific American - Male
- Black American - Female
- Black American - Male
- Caucasian - Female
- Caucasian - Male
- Hispanic American - Female
- Hispanic American - Male
- Other Minority - Female
- Other Minority - Male
- Subcontinent Asian American - Female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



Certified Directory - Ethnicity & Gender Summary

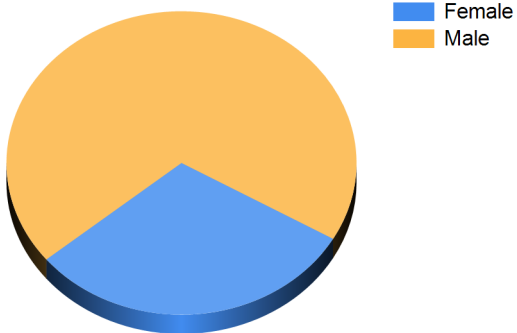
Ethnicity Summary

Ethnicity	Number Firms	Percent of Total
Asian-Pacific American	17	1.22%
Black American	262	18.84%
Caucasian	161	11.57%
Hispanic American	933	67.07%
Other Minority	12	0.86%
Subcontinent Asian American	6	0.43%
Total Firms	1391	

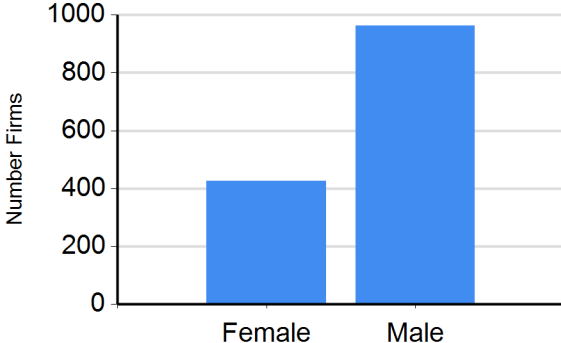
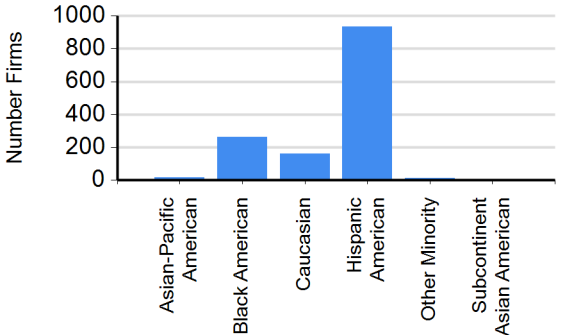


Gender Summary

Gender	Number Firms	Percent of Total
Female	427	30.70%
Male	964	69.30%
Total Firms	1391	



Certified Directory - Ethnicity & Gender Summary



G&S UTILIZATION REPORT

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

CONTRACTS AWARDED															
Reporting Period: 9/1/22 to 10/31/22															
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%	60,252,345	100%	60,252,345	91%	-	0%	60,252,345	100%	60,252,345	91%
2. Procurement			-					-	0%	-		-		-	0%
3. Accessed Contracts			-		0%	2,330,928	100%	2,330,928	4%	-	0%	2,330,928	100%	2,330,928	4%
4. Invitation to Bid			-		0%	2,748,142	100%	2,748,142	4%	-	0%	2,748,142	100%	2,748,142	4%
5. RFP/RFQ			-					-	0%	-		-		-	0%
6. Bid Waiver			-		0%	955,632	100%	955,632	1%	-	0%	955,632	100%	955,632	1%
7. Purchase Order			-					-	0%	-		-		-	0%
TOTAL	-	-	-	0%	-	66,287,047	100%	66,287,047	100%	-	0%	66,287,047	100%	66,287,047	100%

CONTRACTS PAID																		
Reporting Period: 9/1/22 to 10/31/22																		
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	951,635	8%	10,792,177	92%	11,743,812	100%	12,244,397	12%	90,875,159	88%	103,119,556	98%	13,196,032	11%	101,667,336	89%	114,863,368	98%
2. Procurement			-	0%							-	0%	-		-		-	0%
3. Invitation to Bid			-	0%							-	0%	-		-		-	0%
4. RFP/RFQ			-	0%							-	0%	-		-		-	0%
5. Bid Waiver			-	0%	246,000	22%	875,801	78%	1,121,801	1%	246,000	22%	875,801	78%	1,121,801	1%		
6. Purchase Order			-	0%	149,433	11%	1,203,973	89%	1,353,406	1%	149,433	11%	1,203,973	89%	1,353,406	1%		
TOTAL	951,635	8%	10,792,177	92%	11,743,812	100%	12,639,830	12%	92,954,933	88%	105,594,763	100%	13,591,465	12%	103,747,110	88%	117,338,575	100%

CONTRACTS AWARDED DEMOGRAPHICS																		
Reporting Period: 9/1/22 to 10/31/22																		
Ethnicity Type	SBE GOALS/MEASURES				NO SBE GOALS/MEASURES					TOTAL (SBE + NO SBE GOALS/MEASURES)								
	Male	Female	Unknown		TOTAL	Male	Female	Unknown		TOTAL	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%	66,287,047	100%	66,287,047	100%	-	0%	-	0%	66,287,047	100%
TOTAL	-	-	-	0%	-	0%	-	0%	66,287,047	100%	66,287,047	100%	-	0%	-	0%	66,287,047	100%

CONTRACTS PAID DEMOGRAPHICS																						
Reporting Period: 9/1/22 to 10/31/22																						
Ethnicity Type	SBE GOALS/MEASURES				NO SBE GOALS/MEASURES					TOTAL (SBE + NO SBE GOALS/MEASURES)												
	Male	Female	Unknown		TOTAL	Male	Female	Unknown		TOTAL	Male	Female	Unknown		TOTAL							
1. Asian Pacific American	189,765	100%		0%	189,765	2%	465,727	85%	83,863	15%	549,590	1%	655,492	89%	83,863	11%	-	0%	739,355	1%		
2. Black American	79,448	42%	107,511	58%	186,959	2%	2,792,196	81%	671,517	19%	3,463,713	3%	2,871,644	79%	779,028	21%	-	0%	3,650,672	3%		
3. Caucasian	4,543,680	86%	748,460	14%	5,292,140	45%	54,814,817	90%	5,834,630	10%	275,437	0%	60,924,884	58%	59,358,497	90%	6,583,090	10%	275,437	0%	66,217,024	57%
4. Hispanic American	2,424,777	82%	524,783	18%	2,949,560	25%	16,647,618	78%	4,707,918	22%	31,471	0%	21,387,007	20%	19,072,395	78%	5,232,701	22%	31,471	0%	24,336,567	21%
5. Native American					-	0%	489,647	99%	5,965	1%	495,612	0%	489,647	99%	5,965	1%	-	0%	495,612	0%		
6. Other Minority					-	0%	2,017,574	23%	163,049	2%	6,487,332	75%	8,667,955	8%	2,017,574	23%	163,049	2%	6,487,332	75%	8,667,955	7%
7. Subcontinent Asian American					-	0%	1,190,153	95%	60,322	5%	1,250,475	1%	1,190,153	95%	60,322	5%	-	0%	1,250,475	1%		
8. Unknown		0%	655,838	21%	2,469,550	79%	3,125,388	27%	208,521	3%	673,724	9%	6,973,282	89%	7,855,527	8%	1,329,562	12%	9,442,832	86%	10,980,915	9%
TOTAL	7,237,670	62%	2,036,592	17%	11,743,812	100%	78,626,253	75%	12,200,988	12%	13,767,522	13%	104,594,763	100%	85,863,923	74%	14,237,580	12%	16,237,072	14%	116,338,575	100%

NOTES

¹As 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.

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

³Payments reported may be from contracts awarded outside the reporting period.

⁴It 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.

⁵The exclusion of non-compete contract awards and payments became effective July 2022.

**GOODS AND SERVICES BIMONTHLY AWARD
DATA**

G&S Sep - Oct
2022 Bimthly
Award Data

34

66,287,047.05

Contract Number	Contract Title	Contract Type	Contract Value	Start Date	Business Name	Certified	Certifications	Retained Award	Ethnicity	Gender	SBE - Goods Goal	SBE - Services Goal
042221-CPI	EV Supply Equip & Related Svcs	Accessed Contracts	\$500,000.00	10/18/2022	Miami-Dade County Prime	No		\$500,000.00		Unknown	0.00%	0.00%
25101900-21-STC	Agriculture and Lawn Equipment	Accessed Contracts	\$264,336.33	10/24/2022	Miami-Dade County Prime	No		\$264,336.33		Unknown	0.00%	0.00%
43211500-WSCA-15-ACS	Laptop Replacement	Accessed Contracts	\$236,000.00	10/18/2022	Miami-Dade County Prime	No		\$236,000.00		Unknown	0.00%	0.00%
47457-5	EBUILDER ENTERPRISE CONSTRUCTI	Accessed Contracts	\$456,068.00	10/2/2022	Miami-Dade County Prime	No		\$456,068.00		Unknown	0.00%	0.00%
BW-10189	BE305 CHALLENGE TRAINING	Bid Waiver	\$154,183.00	9/26/2022	Miami-Dade County Prime	No		\$154,183.00		Unknown	0.00%	0.00%
BW-10242	Small Business Basics Online	Bid Waiver	\$100,000.00	10/17/2022	Miami-Dade County Prime	No		\$100,000.00		Unknown	0.00%	0.00%
BW-10251	GASB 87 Consulting Services	Bid Waiver	\$240,000.00	9/6/2022	Miami-Dade County Prime	No		\$240,000.00		Unknown	0.00%	0.00%
BW-10258	Institutional Membership Agree	Bid Waiver	\$225,000.00	10/1/2022	Miami-Dade County Prime	No		\$225,000.00		Unknown	0.00%	0.00%
BW-10267	2023 Cadillac Lease for SAO	Bid Waiver	\$30,573.95	9/30/2022	Miami-Dade County Prime	No		\$30,573.95		Unknown	0.00%	0.00%
CW2242207	Meeting Board Controls and Web Vigilant Solutions	Accessed Contracts	\$295,788.77	9/30/2022	Miami-Dade County Prime	No		\$295,788.77		Unknown	0.00%	0.00%
EF04-21	Security	Accessed Contracts	\$78,735.00	10/1/2022	Miami-Dade County Prime	No		\$78,735.00		Unknown	0.00%	0.00%
EPPRFP-00602-2(2)	RADAR-RAINFALL SERVICES	Goods & Services	\$134,160.00	9/1/2022	Miami-Dade County Prime	No		\$134,160.00		Unknown	0.00%	0.00%
EVN0000126	Surfside Search Equipment and Medical Supplies & Related Svc	Invitation to Bid	\$380,220.00	9/21/2022	Miami-Dade County Prime	No		\$380,220.00		Unknown	0.00%	0.00%
FB-00895-S1	Real Time Open and Closed Captioned	Invitation to Bid	\$2,184,436.00	9/16/2022	Miami-Dade County Prime	No		\$2,184,436.00		Unknown	0.00%	0.00%
FB-01924	INMATE PROPERTY STORAGE	Goods & Services	\$235,000.00	9/1/2022	Miami-Dade County Prime	No		\$235,000.00		Unknown	0.00%	0.00%
FB-02149	Carbonated & Non-carbonated	Invitation to Bid	\$203,707.00	9/1/2022	Miami-Dade County Prime	No		\$203,707.00		Unknown	0.00%	0.00%
FB-02276	SAS ANALYTICS PRO SOFTWARE MAINTENANCE	Bid Waiver	\$205,875.00	10/1/2022	Miami-Dade County Prime	No		\$205,875.00		Unknown	0.00%	0.00%
L8298-0/25	TOUR ANDOVER BMS	Goods & Services	\$283,117.00	10/1/2022	Miami-Dade County Prime	No		\$283,117.00		Unknown	0.00%	0.00%
L9240-9/25-7	MI-FI HOTSPOTS, TABLETS, ACCESS External Auditing	Accessed Contracts	\$500,000.00	9/15/2022	Miami-Dade County Prime	No		\$500,000.00		Unknown	0.00%	0.00%
MA176	Scvs Clerk	Goods & Services	\$90,000.00	9/1/2022	Miami-Dade County Prime	No		\$90,000.00		Unknown	0.00%	0.00%
RFP-00522-2(4)	NORTH/SOUTH FOODSERVICE	Goods & Services	\$1.00	9/14/2022	Miami-Dade County Prime	No		\$1.00		Unknown	0.00%	0.00%
RFP-MDAD-01-04-N-1(2)	CONCES	Goods & Services	\$1.00	9/14/2022	Miami-Dade County Prime	No		\$1.00		Unknown	0.00%	0.00%
RFP-MDAD-01-05A-N-1(2)	NORTH/SOUTH FOODSERVICE Pkg 1	Goods & Services	\$1.00	9/14/2022	Miami-Dade County Prime	No		\$1.00		Unknown	0.00%	0.00%
RFP-MDAD-01-05-N-1(2)	N/S FOODSERVICE CONCESSION Pk1	Goods & Services	\$1.00	9/14/2022	Miami-Dade County Prime	No		\$1.00		Unknown	0.00%	0.00%

RFP-MDAD-04-09B-1(1)	Retail Concession Program 2009	Goods & Services	\$1.00	9/14/2022	Miami-Dade County Prime	No	\$1.00	Unknown	0.00%	0.00%
RFP-MDAD-04-09C-1(1)	Retail Concessions Program2009	Goods & Services	\$1.00	9/14/2022	Miami-Dade County Prime	No	\$1.00	Unknown	0.00%	0.00%
RFP-MDAD-04-09E-1(1)	Retail Concessions Program 09	Goods & Services	\$1.00	9/14/2022	Miami-Dade County Prime	No	\$1.00	Unknown	0.00%	0.00%
RFQ-01875	FINANCIAL CONSULTING SERVICES	Goods & Services	\$1,500,000.00	10/1/2022	Miami-Dade County Prime	No	\$1,500,000.00	Unknown	0.00%	0.00%
RTQ-02022	Refrigerant Gas Services	Goods & Services	\$3,479,000.00	9/1/2022	Miami-Dade County Prime	No	\$3,479,000.00	Unknown	0.00%	0.00%
RTQ-02121	Collision Damage Body Work	Goods & Services	\$15,891,000.00	9/12/2022	Miami-Dade County Prime	No	\$15,891,000.00	Unknown	0.00%	0.00%
RTQ-02124	Telecom Services and Equipment	Goods & Services	\$1,000,000.00	10/1/2022	Miami-Dade County Prime	No	\$1,000,000.00	Unknown	0.00%	0.00%
SS-10117	POSI-SHELL ALTERNATIVE COVER S	Goods & Services	\$2,158,255.00	9/1/2022	Miami-Dade County Prime	No	\$2,158,255.00	Unknown	0.00%	0.00%
SS-10158-1(2)	CARBYNE C-LIVE UNIVERSE PLATFO	Goods & Services	\$855,600.00	10/1/2022	Miami-Dade County Prime	No	\$855,600.00	Unknown	0.00%	0.00%
SS1245-3/27-3	ELEVATOR & ESCALATOR MAINT & R	Goods & Services	\$34,422,500.00	10/1/2022	Miami-Dade County Prime	No	\$34,422,500.00	Unknown	0.00%	0.00%
Total			\$66,287,047.05				\$66,287,047.05		0.00%	0.00%

Applied filters:
SBE - Goods Goal is not blank
SBE - Services Goal is not blank
Start Date is on or after 9/1/2022 and is before 11/1/2022
Contract Type is Bid Waiver, Goods & Services, Invitation to Bid, Procurement, Purchase Order, RFP/RFQ, or Accessed Contracts
Start Date is on or after 11/1/2021 and is on or before 12/31/2022

SBE INVOICE AGING REPORT

**SBE Invoice Aging
As of 11/15/2022**

Department	0-14 days		15-30 days		31-40 days		41-60 days		61-90 days		91 days & Over		Total # of Invoices	Total Amount
	# of Invoices	Amount	# of Invoices	Amount	# of Invoices	Amount	# of Invoices	Amount	# of Invoices	Amount	# of Invoices	Amount		
AD	5	\$ 14,365.80											5	\$ 14,365.80
CC	1	\$ 91.00											1	\$ 91.00
CH	56	\$ 67,333.63	36	\$ 46,804.88	13	\$ 26,870.45	4	\$ 5,432.00					109	\$ 146,440.96
CL	1	\$ 54.00											1	\$ 54.00
CR	77	\$ 357,222.68	41	\$ 69,020.31	2	\$ 2,935.70	2	\$ 505.52	1	\$ 1,275.10	1	\$ 2,686.90	124	\$ 433,646.21
CT	2	\$ 3,009.50											2	\$ 3,009.50
CU	8	\$ 16,435.14	3	\$ 1,186.42			1	\$ 658.00					12	\$ 18,279.56
EC	1	\$ 236.84											1	\$ 236.84
EL	1	\$ 142.03											1	\$ 142.03
FN	1	\$ 400.00											1	\$ 400.00
FR	64	\$ 124,705.74	24	\$ 12,809.15	1	\$ 245.00	8	\$ 7,116.21					97	\$ 144,876.10
ID	91	\$ 114,736.71	20	\$ 45,433.54	1	\$ 402.03	3	\$ 471.00					115	\$ 161,043.28
IT	3	\$ 48,700.68											3	\$ 48,700.68
LB	17	\$ 3,562.94	1	\$ 98.00	5	\$ 2,699.99							23	\$ 6,360.93
ME	1	\$ 1,140.00											1	\$ 1,140.00
PD	28	\$ 100,584.41	5	\$ 85,064.78							2	\$ 167.42	35	\$ 185,816.61
PM	1	\$ 753.77			1	\$ 753.77	1	\$ 7,547.40					3	\$ 9,054.94
PR	76	\$ 221,758.70	22	\$ 201,987.39	14	\$ 138,493.86	16	\$ 20,350.77	6	\$ 1,036.66			134	\$ 583,627.38
PU			1	\$ 67,085.51									1	\$ 67,085.51
RE	3	\$ 8,586.69											3	\$ 8,586.69
SP	13	\$ 11,871.92	8	\$ 3,757.71	1	\$ 53.04	5	\$ 7,050.38	1	\$ 438.96	1	\$ 307.00	29	\$ 23,479.01
SW	12	\$ 22,991.95	1	\$ 80.50									13	\$ 23,072.45
TC									1	\$ 1,942.58			1	\$ 1,942.58
TP	246	\$ 385,774.78	268	\$ 124,128.89	13	\$ 11,594.44	47	\$ 35,769.56	28	\$ 47,738.32	13	\$ 16,856.94	615	\$ 621,862.93
TT			1	\$ 154.64									1	\$ 154.64
Grand Total	708	\$ 1,504,458.91	431	\$ 657,611.72	51	\$ 184,048.28	87	\$ 84,900.84	37	\$ 52,431.62	17	\$ 20,018.26	1,331	\$ 2,503,469.63

**GOODS AND SERVICES 2023 MEETING
DATES**

2023 Small Business Enterprise Goods & Services Advisory Board Meeting Dates

**The Goods & Services Advisory Board Meeting dates for 2023
are as follows:**

When: Thursday, January 19, 2023
Thursday, March 16, 2023
Thursday, May 18, 2023
Thursday, July 20, 2023
Thursday, September 21, 2023
Thursday, November 16, 2023

Time: 10:30am-12:00pm

Location:

Board Members - In person

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

Public - Virtual Meeting- Zoom

Register in advance for this webinar:

https://miamidade.zoom.us/webinar/register/WN_2kweuYcQRQCD4j4MEVju3g

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.*

SEPTEMBER 15, 2022, MEETING MINUTES

Miami-Dade County
Small Business Enterprise – Goods and Services
Advisory Board Meeting
September 15, 2022, Meeting Minutes

Start Time: 10:50 AM
 End Time: 12:28 PM

10 – Appointed
 6 – Quorum

(E)=Excused (U) = Unexcused

<u>Members Present (7)</u>	<u>Members Absent (3)</u>
Makeba Gassant - Vice Chair	Darryl Holsendolph – Chairman (U)
Carmen Baker	Michaeljohn Anthony Green (U)
Miriam Collada-Myers	Adrian Jimenez (U)
Maria Molina	
Jeanette Paulino	
John A. Ramirez	
Daniel Ribero	

Staff Present: Gary T. Hartfield (SBD Director), Rossi Siewnarine (SBD Section Chief), Lawanda Wright-Robinson (SBD Section Chief), Jeanise Cummings-Labossiere (SBD Section Chief), Michou Jean (SBD Section Manager), Courtney Anderson (SBD), Alecia Anderson (SBD), Marielena Bello (SBD), Roberto Tirado (SBD), Jacob Mills (SBD), Luis D. Martinez (SBD), Robbie Shabat (SBD), Caryn Mautner (SBD), Jocelyn Fulton (Procurement)

I. Welcome/ Introductions

Michou Jean (SBD) called the Goods and Services Advisory Board meeting to order at 10:50 am, seven (7) members were present. Vice-Chair, Makeba Gassant acted as the Chair for the meeting.

II. Small Business Update

a. Mid-Tier Program – Gary T. Hartfield (SBD Division Director)

- i. Mr. Hartfield explained the new “Mid-Tier” program. He stated that firms graduated based on their 3-year average gross receipt will qualify for the new tier as long as their personal net worth does not exceed 1.5 million dollars.
- ii. John A. Ramirez inquired if there will be additional revenue with creating an additional tier? He was advised that there is no additional revenue. They will compete with all tiers, while lower tiers will receive a preference to try to level out the competition. By creating this mid-tier, this means there will be more SBE’s available to bid which allow more set asides that will create more opportunities.
- iii. Ms. Gassant does not believe an additional tier should be created, but she thinks the current thresholds of tier 1, 2, and 3 should be increased.
- iv. Darryl Holsendolph stated that adding a tier 4 allows major corporations to stay in the pools and fight with lower tiers.

III. SBD Section Reports

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

- i. Ms. Wright-Robinson presented the report for the period of July 1, 2022, to August 31, 2022.
- ii. Ms. Wright-Robinson provided a correction to the report. There were not 10 payment issues for the period but there were 6 payment issues with 6 vendors across 11 departments. Ms. Gassant inquired if this vendor specific or department specific? The vendor has contracts all around the county and the invoices were not being processed in

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- a timely manner. She also asked, “out of the 24 year-to-date prompt payment issues, has it been a consistent department?” Ms. Wright-Robinson stated that it is not consistent issue.
- iii. Another correction for the report was provided on activity 5, Prompt Payment Issues. There was 1 prompt payment issue for 1 vender with 10 departments
 - iv. Ms. Gassant questioned where technical assistance is being needed most. Ms. Wright-Robinson stated that it is in contracts and bidding.

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

- i. Ms. Cummings-Labossiere presented the report for the period of July 1, 2022, to August 31, 2022.
- ii. There were 3 firms that graduated and 1 that was denied.
- iii. Mr. Ramirez asked why there were no Native American firms. Ms. Cummings-Labossiere stated that they did not apply. Rossi Siewnarine (SBD Section Chief) clarified that there were no Native Americans who applied in the two-month period, July 1, 2022, through August 31, 2022.
- iv. Mr. Holsendolph asked if the total number of new certified firms has decreased. Ms. Cummings- Labossier advised that they have. This is due to different factors such as firms moving, graduating, and going out of business however, recruitment is always ongoing. The board requested for Ms. Cummings-Labossiere to provide a report with the number of firms that have been lost due to these varies reasons. This information should be provided in the next meeting. Mr. Ramirez would also like to know if the commodity code that they belonged to could be provided as well.

c. Utilization – Rossi Siewnarine (SBD Section Chief)

- i. Mr. Siewnarine presented the report for the period of July 1, 2022, to August 31, 2022.
- ii. There are contracts that are excluded from this report, these types of contracts exceed 20 million and are excluded due to the nature of the contracts. Mr. Holsendolph would like to know what contracts were excluded and would like to monitor these contracts. Mr. Hartfield stated that they are being tracked internally. If there are Small Business Enterprises (SBES) that can do the work, they are alerted.
- iii. Ms. Gassant stated that the county develops contracts, therefore they can stipulate what is within the contract such as requiring the help of small businesses. Mr. Ramirez agrees with Ms. Gassant. Mr. Holsendolph added that it should be a criterion in the contract for legacies to include SBE’s. It was stated that Small Business Development does not have the authority to include these stipulations within the Request for Proposal (RFP).
- iv. The board requested the Raw data of the Utilization report. They stated that they would like to consistently see the breakdown that the raw data provides. Staff will provide this information in the next meeting. Ms. Gassant inquired whether staff could provide “tracking over time” of awarded monies being reported.
- v. Mr. Hartfield recommended doing a Pilot program for the board, meaning identify some contracts and showing the board how contracts are processed from beginning to end. The pilot will show the time a project is accepted, gets approval, then awarded to a firm, and when payment starts. The board agreed to this pilot program.

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IV. Old Business

a. Approve - Sub Committee Prompt Payment Recommendations

- i. Michou Jean advised that before moving forward with the recommendations, an in-person meeting with Strategic Procurement and Finance should take place. In the meeting they will discuss the recommendations and come to a common ground regarding what is feasible. The Advisory board agreed, and staff will schedule the in-person meeting.
- ii. Once concluding the subcommittee, the board must make a motion and vote to create another subcommittee to cover another topic.

b. Approve – Meeting Minutes

- i. Goods and Services Subcommittee – May 10, 2022, Meeting Minutes
 - ii. Goods and Services Advisory Board – May 19, 2022, Meeting Minutes
 - iii. Goods and Services Subcommittee – May 24, 2022, Meeting Minutes
 - iv. Goods and Services Subcommittee – June 7, 2022, Meeting Minutes
 - v. Goods and Services Advisory Board – June 21, 2022, Meeting Minutes
 - vi. Goods and Services Subcommittee – July 5, 2022, Meeting Minutes
 - vii. Goods and Services Subcommittee – July 19, 2022, Meeting Minutes
 - viii. Goods and Services Subcommittee – August 2, 2022, Meeting Minutes
 - ix. Goods and Services Subcommittee- August 16, 2022, Meeting Minutes
- John Ramirez motioned to approve all minutes; the motion was seconded by Maria Molina. (Approved 7-0)

V. New Business

a. Request for future agenda item

- i. The board requested for Ms. Cummings-Labossiere to provide the number of firms that have been lost.
- ii. The board requested the Raw data of the Utilization report again. They stated that they would like to consistently see the breakdown that the raw data provides.
- iii. Schedule a meeting including Strategic Procurement and Finance.

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 12:28 PM.

OCTOBER 11, 2022, MEETING MINUTES

Miami-Dade County
Small Business Enterprise – Goods and Services Advisory Board
Advisory Board Meeting
October 11, 2022 Meeting Minutes

Start Time: 10:36 AM
 End Time: 12:23 PM

10 – Appointed
 6 – Quorum

(E)=Excused (U) = Unexcused

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

Staff Present: Rossi Siewnarine (SBD Section Chief), Michou Jean (SBD Section Manager), Courtney Anderson (SBD), Marielena Bello (SBD), Luis Guardia, Caryn Mautner (SBD), Jocelyn Fulton (Procurement), Barbara Gomez (Deputy Finance Director), Madelin Rizzo (Finance Department), Erica Olsen (Finance Department)

I. Welcome/Introductions

- i. Michou Jean (SBD) started the meeting at 10:36 am. Chairman Darryl Holsendolph welcomed members and allowed everyone to introduce themselves. The purpose of this meeting is to discuss the Goods and Services Subcommittee Prompt Payment Policy Recommendations and the responses received.

II. Sub Committee Prompt Payment Recommendations Discussion

a. Finance Department – Madelin Rizzo

- i. Mr. Holsendolph gave an overview of the Prompt Payment Policy Recommendations. He explained that the board is there to help and advocate for small businesses. He would like to understand the responses received from the Finance Department and be able to leave the meeting with an understanding of what can and cannot be done within the recommendations.
- ii. Barbara Gomez (Finance) explained that Finance is very supportive of small businesses. She explained that there are processes and procedures that must be followed. The county is large and there are many departments however, Finance is willing to assist in every way possible. Ms. Gomez suggested each Department be brought aboard to understand the challenges that small businesses have been facing. She also advised that vendors must ensure they are submitting proper information and invoices for quick processing. For these recommendations to work, everyone involved must play a part.
- iii. Madelin Rizzo (Finance) explained the process from beginning to end of how invoices are processed. When invoice is inputted into the system, it automatically codes it and creates a voucher, which is matched with a receipt. Once the match occurs, it is sent to the department. This could take up to three (3) days to occur. If a match does not occur, then staff must intervene. Once the department validates and returns the invoice, it is picked up for payment. To prevent delays, Automatic

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Clearing House (ACH) Payment is recommended. The board stated that during SBE registration, ACH payment should be required.

- iv. Another delay occurs when vendors mail invoices instead of electronically scanning or emailing them. When they send it via mail, it must be retrieved and uploaded into the system. When sending invoices via mail, if it is not addressed to the Finance department, the user departments are relied on to retrieve it, and send it to finance to get it scanned into the system. Construction projects are an exception.
- v. Within the recommendations, the board recommended a database for tracking and monitoring the invoices. Ms. Gomez advised that the county already has a database doing this. Ms. Molina asked whether each department has an assigned person in charge of invoices. Ms. Gomez stated yes. Finance recommended department representatives to be included in future meetings to provide clarity. They also advised that Finance sends a report with all SBE's that have invoices sitting in the system for 8 days or more. Ms. Molina asked if this list includes subcontractor payments as well. Finance advised that it does not include subcontractors. Ms. Gassant asked about accountability factor. Are there any repercussions for departments who are not complying with the 14-day prompt payment policy. The board also suggested a scorecard for departments in which they will be evaluated for processing invoices in a timely manner. Finance agreed that a scorecard could be a good way to hold departments accountable.

b. Strategic Procurement Department – Jocelyn Fulton

- i. Mr. Holsendolph expressed his concerns about small businesses being “Punished by the prime”. By this he means, a small business not getting paid on time but unable to tell on their prime and be expected to continue to do business. There is no policy within the county to protect small businesses which concerns Mr. Holsendolph. The board would like these things to be built in the solicitation. Ms. Fulton from Strategic Procurement advised the board that this would have to be discussed with the County Attorney. This is because anything placed in the solicitation must meet legal sufficiency.
- ii. Ms. Fulton stated that if the board would like Primes to be required to pay their subcontractors within 2 days after they are receiving payment from the county, like Construction, she advised that they should add a note on their recommendation to include it. Ms. Baker suggested adding a note under recommendation 1 to say, “Prompt Payment Policy shall apply anytime where SBE Subcontractors are involved.” John Ramirez made the motion to add the language, Makeba Gassant seconded the motion (Approved 7-0).
- iii. Ms. Gassant made a motion to remove recommendation 2, including bullet 1-4, and start recommendation 2 at bullet point 6. They will also Move bullet 5 to recommendation 4, making it bullet 6. John Ramirez seconded the motion to modify the recommendations (Approved 7-0).
- iv. The board would like to add an educational factor to the recommendations. Mr. Siewnarine stated that this is something that they are currently working on to create an online training hub. There is a countywide issue where people don't understand some of the processes. Ms. Gassant inquired about an acknowledgment system in place so that vendors would be required to acknowledge that resources

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were reviewed. They would like continuous education to be a requirement of the SBE program.

- i. The board requested the SBE Invoice Aging report which shows invoices that are awaiting processing.
- v. The board created phase 5 of recommendation 1 to state “Small Business Development and the Finance Department shall create educational opportunities to enhance the Miami-Dade County invoice and payment workflow process. SBE’s are required to maintain a proficiency level by completing two courses twice per year. The new Informs process shall adhere to invoices being routed directly to the Finance Department for Goods and Services.”

III. Old Business

a. Approve - Prompt Payment Policy Recommendations

Makeba Gassant motioned to approve the Prompt Payment Policy recommendations with all amendments, John Ramirez seconded the motion (Approved 7-0)

IV. New Business

a. Request for future agenda items

- i. Send approved recommendations to Mayor Levine Cava.
- ii. SBE Invoice Aging report

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 12:23 PM.