



Control #: OSBOR2  
Date: 11/22/2017

Control #: OSBOR3  
Date: 2/23/2018

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**RICHLAND COUNTY OFFICE OF SMALL BUSINESS OPPORTUNITY**

March 26

**OSBO**  
Manager's Report

**2018**

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TPAC Report



## RICHLAND COUNTY OFFICE OF SMALL BUSINESS OPPORTUNITY

### 1. Executive Summary:

This report is submitted pursuant to Ordinance (s) 049-13HR and 058-16HR to ensure that the OSBO team provides support to the County to ensure that the Small Local Business Enterprise (SLBE) has equal opportunity to participate in County contracts for all six (6) Industry Categories.

Primary Industry Category					
Construction Services	Professional Services	Non-Professional Services	Engineering Services	Architectural Services	Wholesale Operations

### 2. Purpose:

The purpose of this report is to manage the ongoing requirements of the Ordinance(s) while improving and creating new Standard Operating Procedures (SOPs).

The Month's Primary Focus:

- (1) Business Development Program Expansion
- (2) Program Development Team (PDT) SLBE Participation Compliance

### 3. Office of the Small Business Opportunity Cross Functional Team

Team Matrix		
Name	Department	Title
<i>Dr. Jamelle Ellis</i>	<i>CGS/OSBO</i>	<i>Director serving as an Advisor</i>
<i>Dr. John Thompson</i>	<i>Transportation</i>	<i>Director serving as an Advisor</i>
Angela McCallum	OSBO	Manager
Michelle Rosenthal	OSBO	Business Development Coordinator
Melissa Watts	OSBO	Financial Resources Coordinator
Cheryl Cook	OSBO	Certification & Compliance Specialist
Jennifer Wladischkin	Procurement	Assistant Director of Procurement
Yolanda Davis	Procurement	Contract Specialist
Tony Edwards	Transportation	Acting Director of Transportation
Alicia Pearson	Transportation	Senior Accountant
Shawn Salley	Transportation	Construction Manager
Nathaniel Miller	Transportation	Contract & Budget Manager

### 4. Goal Setting Committee (GSC)

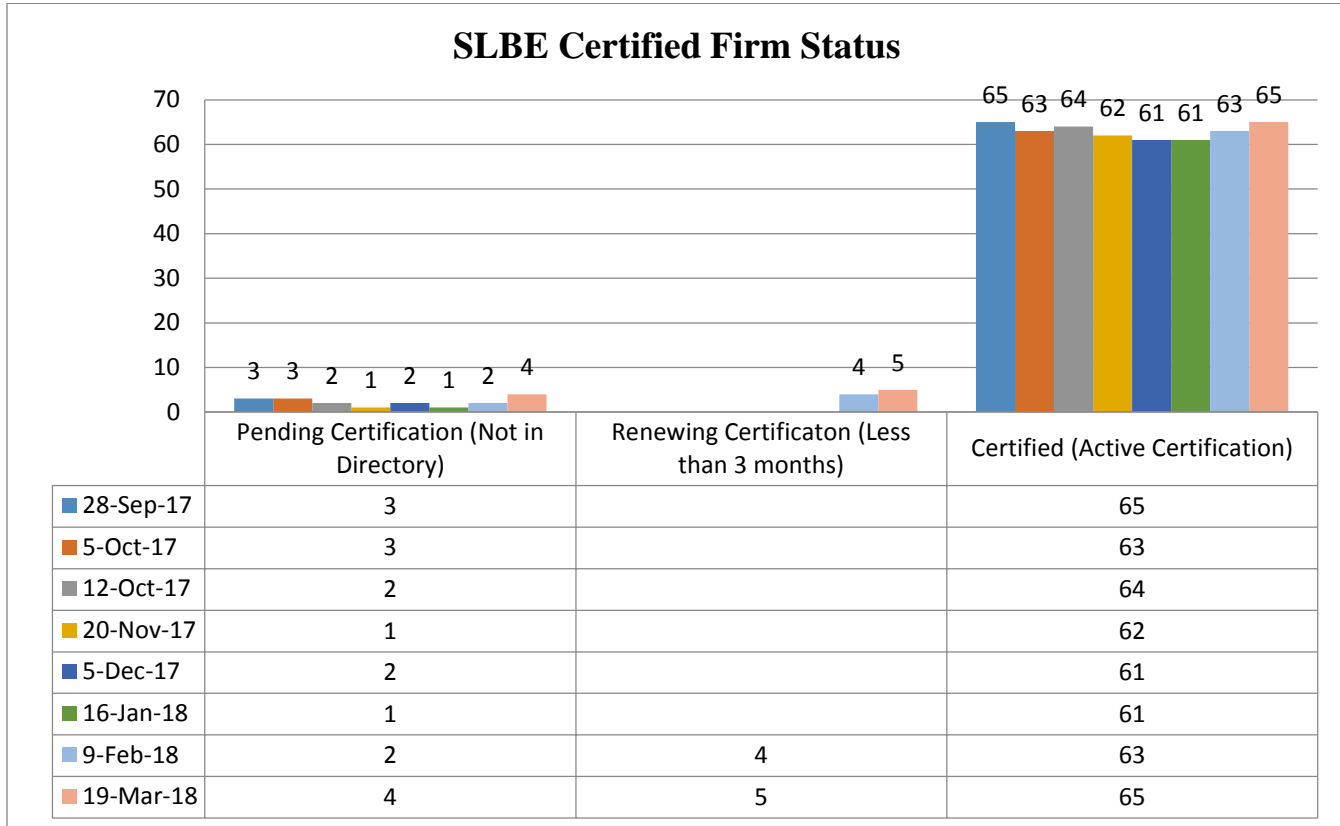
Team Matrix		
Name	Department	Title
Angela McCallum	OSBO	Manager of OSBO
Ross Tilton	PDT	Program Administrator
Melissa Watts	OSBO	Financial Resources Coordinator
Cheryl Cook	OSBO	Certification & Compliance Specialist
Jennifer Wladischkin	Procurement	Assistant Director of Procurement
Shawn Salley	Transportation	Construction Manager
Gerald Walker	PDT	Estimator



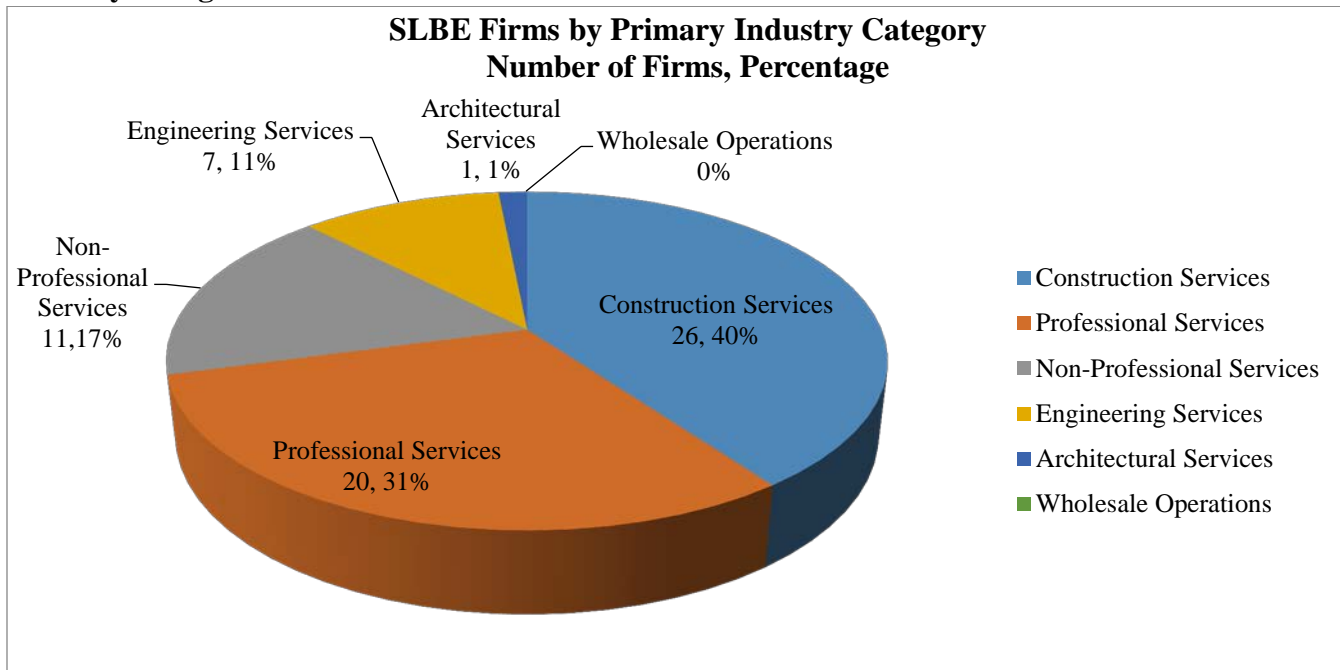
## RICHLAND COUNTY OFFICE OF SMALL BUSINESS OPPORTUNITY

### 5. Analysis:

#### SLBE Certification Program Overview



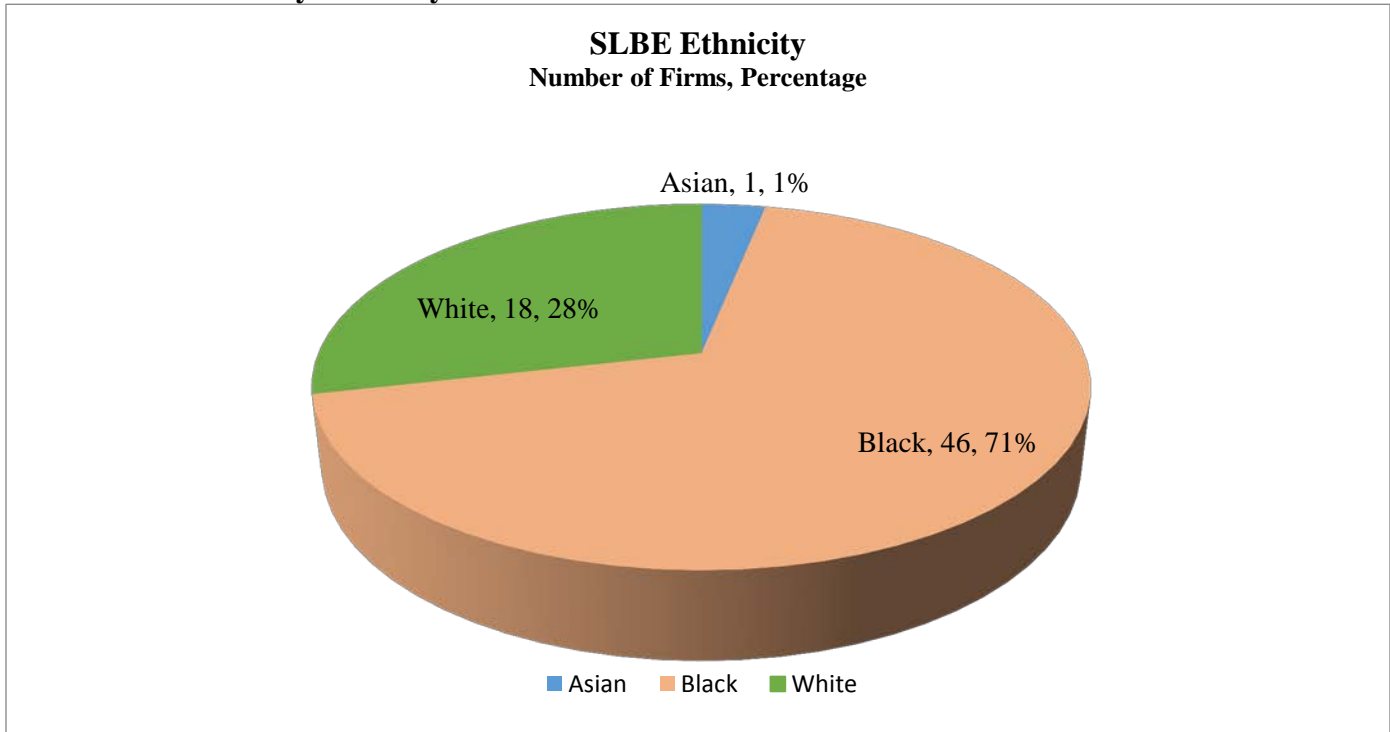
#### Industry Categories



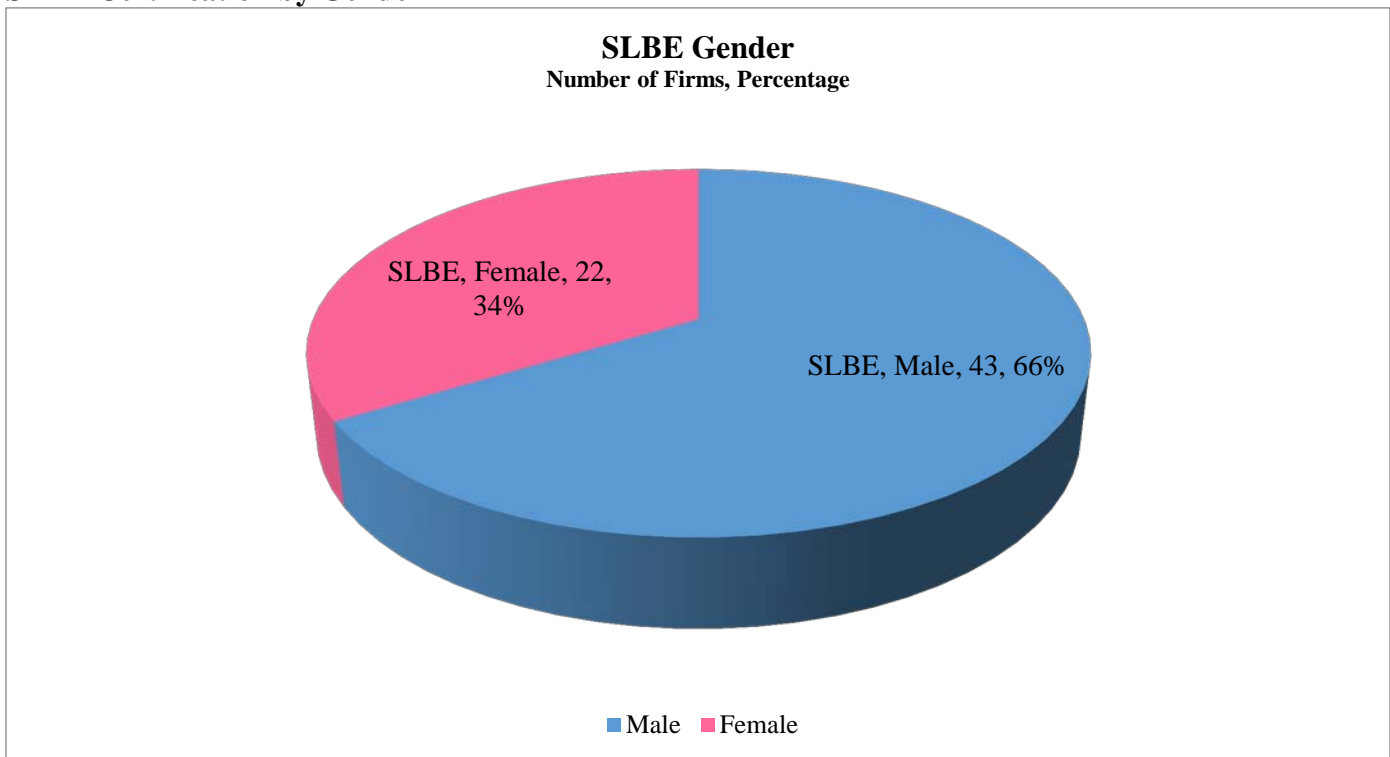


## RICHLAND COUNTY OFFICE OF SMALL BUSINESS OPPORTUNITY

### SLBE Certification by Ethnicity



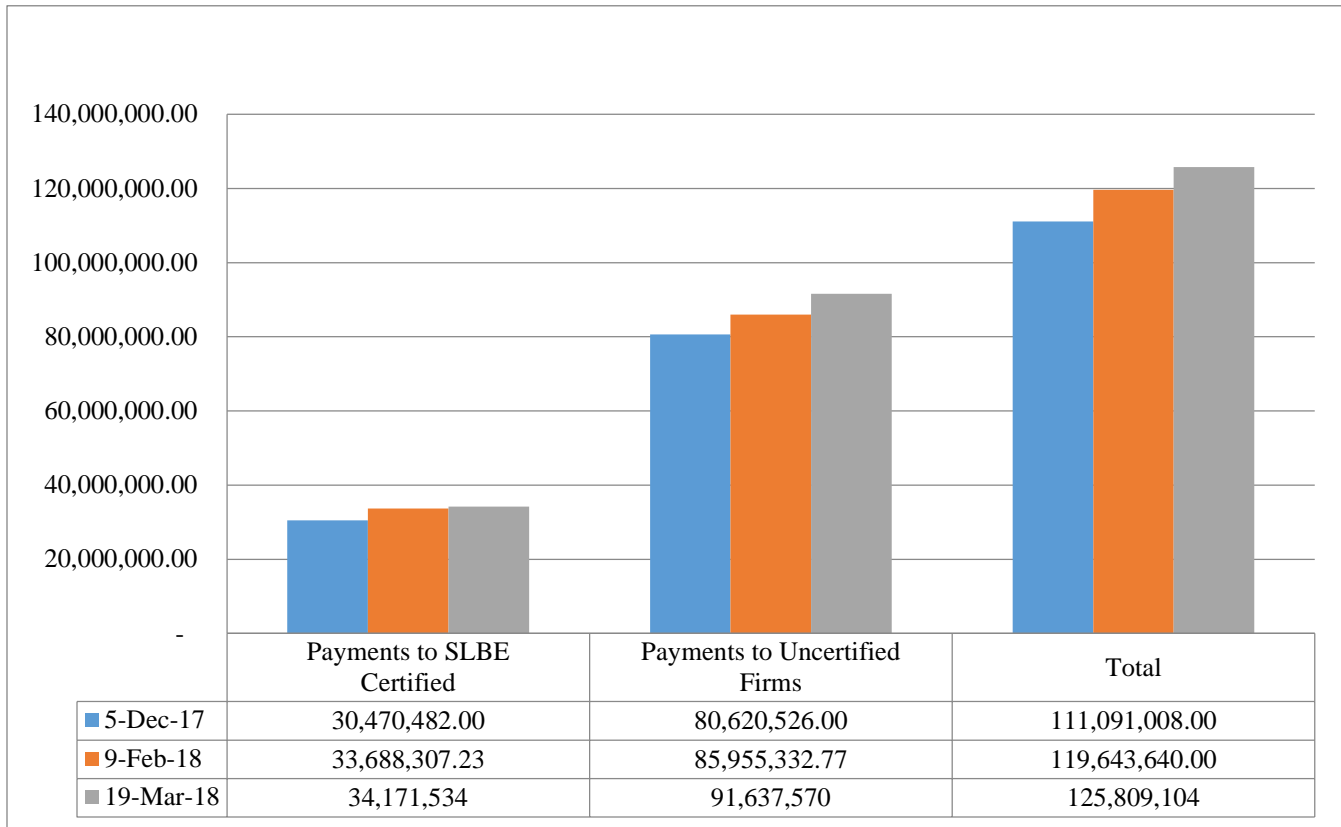
### SLBE Certification by Gender





**RICHLAND COUNTY OFFICE OF SMALL BUSINESS OPPORTUNITY**

**Contract Participation: January 1, 2012-March 19, 2018\***



\* B2GNow reconciliation during the month of January

\* Payments to Uncertified Firms - Include Prime contractors

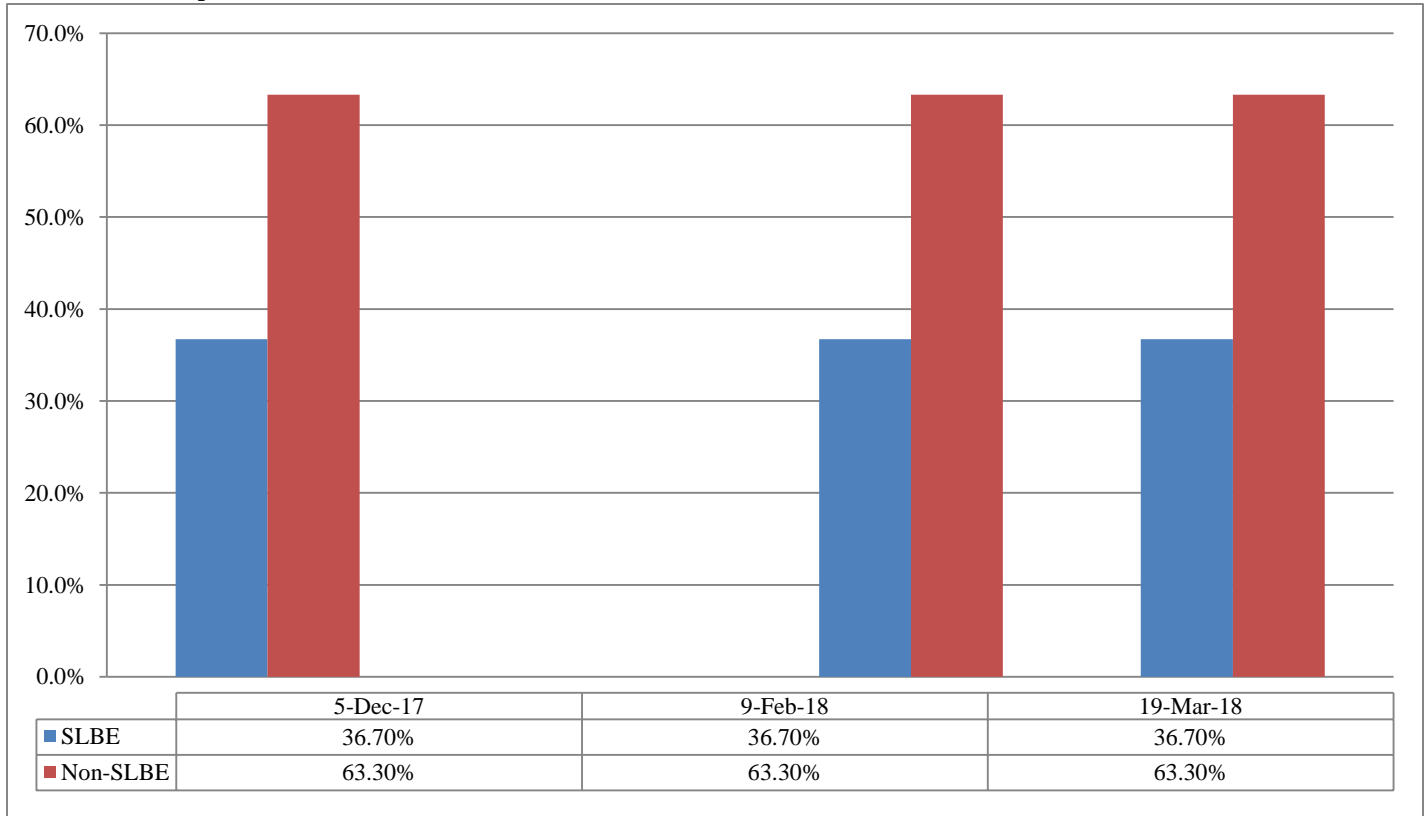
\* Includes within the total - 68 contracts are SLBE contracts - open (50) and closed (18)



**RICHLAND COUNTY OFFICE OF SMALL BUSINESS OPPORTUNITY**

**Contract Participation:**

**PDT SLBE Participation Goal\***



\* B2GNow reconciliation during the month of January  
\* Overall PDT contract SLBE utilization goal is 51%



## **RICHLAND COUNTY OFFICE OF SMALL BUSINESS OPPORTUNITY**

### **6. Manager's Assessment resulted in the following Action:**

- **Managerial Focus**
  - i. Established Business Development Academy
  - ii. Facilitating OSBO Office Standard Operating Procedures
  - iii. Overseeing reconciled undocumented payments for all certified SLBEs
  - iv. Facilitating increase in County wide SLBE utilization in County wide contracts
    - OSBO staff is collaborating with County Directors to identify current vendors to become certified SLBEs
  - v. Outlined PDT SLBE Contractual Compliance
    - See PDT SLBE Participation Update Report
  - vi. Planning Support for the Richland Renaissance Start Center
- **Business Development**
  - i. OSBO Website Highlights
  - ii. Highlighted Articles
    - Richland County Renaissance
    - Richland County Councilman Norman Jackson, Town Hall Meeting
    - Business Owners Reminded to Renew Business License Deadline March 15
    - Firm's Featured Stories
      - ENVIRO AgScience, Inc - District 4
      - Armstrong Contractors, LLC - District 7
  - iii. Visited Richland Place Mall to identify and/or certify SLBE vendors where feasible
  - iv. Posted Technical Skill-based and Administrative Workshops, [OSBO Workshops & Events](#)
    - Mentor Program
      - Industry Standard for Dirt Road Workshops
      - Candidates to Serve as Mentors
      - McClam & Associates
      - The Lane Construction Corporation
      - Mead and Hunt
      - LJ Construction
        - March 22 - Small Business Compliance and Legal Issues
  - v. Developing Partnership with [South Carolina Business One Stop \(SCBOS\)](#)
    - Creating individual OSBO webpage on SCBOS website



## **RICHLAND COUNTY OFFICE OF SMALL BUSINESS OPPORTUNITY**

2018

### **Richland County Government Office of Small Business Opportunity Academy**

<b>INTERNAL TECHNICAL WORKSHOPS</b>	<b>DATE</b>
<a href="#">Contract Compliance Payment Reporting</a>	Feb 8
Surveyor and Blue Print	Mar 28
Insurance and Bond Requirements	Apr 10
Relationship Between Prime & Subcontractor (Bid - Awards)	May 16
Dirt Roads, Clearing, storm drain, paving, grading road, etc.	Jun 20
Pavement (Striping and Signage)	Jul 18
Improvement Projects (Sidewalks and Bookkeeping)	Aug 15
Hauling (Resurfacing)	Sep 19
Concrete & Masonry	Oct 17
Safety	Nov 21
Traffic Control	Dec 19

<b>INTERNAL ADMINISTRATIVE WORKSHOPS</b>	<b>DATE</b>
Understanding the Richland County Ordinance	Jan 17
Contract Compliance Payments	Feb 8
Small Business Compliance and Legal Issues	Mar 22
Cash Flow	Apr 10
Why Get Certified	TBD*
Ordinance Overview	TBD
Workman's Compensation and Insurance	TBD
Marketing 101	Aug 13
Small Business License Requirement	TBD
Small Business within the Renaissance	TBD
Richland County Procurement Process	TBD
Funding Resources for Small Businesses	TBD

\*To Be Determined - TBD

- Other workshop resources include Virtual Workshops and Reading Literature
  - Located on the OSBO website, [Workshops & Events](#)





## **RICHLAND COUNTY OFFICE OF SMALL BUSINESS OPPORTUNITY**

### **Financial Resources Coordinator**

- **Projects Completed**
  - i. Developed and implemented Standard Operating Procedures for recording payments during the month the work was invoiced eliminating payment confusion. Sent written instructions to all Prime Contractors.
  - ii. Created and maintained a comprehensive list of solicitations for Penny Tax and general county contracts.
  - iii. Attended Quick Books training at the Cayce Chamber of Commerce. Subsequently scheduled Cash Flow workshop for our SLBE community on April 10
  - iv. Reconciled multiple undocumented payments (time and month information is pulled)
    - Number of payments due to prime, 18
    - Number of payments not reported by prime to SLBE, 6
    - Number of payments not confirmed by subcontractors, 8
  - v. Established PDT SLBE Flow for Participate and Penny Tax Funds
- **Projects On-going**
  - i. Established drill down NAICS codes for each certified business to ensure goal setting accuracy
  - ii. Develop an annual goal for county wide and Penny Tax specific contracts
  - iii. OSBO Lead in planning and implementing the Small Business Symposium for May 2018
- **Certification & Compliance**
  - i. **Projects**
    - Completed two (2) new certifications and four (4) pending
    - Sent letters to five (5) certified firms informing them that their certification will be expiring in the next 30 to 60 days
    - Sent letters to the six (6) companies that were identified from the recertification purge list for reinstatement of their certification using the Renaissance project as an incentive
    - Set meetings with Richland County Directors to discuss OSBO and how they can maximize their procurement needs by utilizing Richland County local small businesses through the SLBE program
    - Met with Richland County Public Library Staff to discuss training to assist with certification at the Main Library
  - ii. **Incentives for Certification**
    - Use Renaissance project as main strategy to increase SLBE County Certifications
      - Visited two (2) restaurants at Columbia Place Mall Food Court
    - OSBO is planning a Small Business Symposium for May 2018
    - Focusing on certifying businesses in Columbia Place Mall