



Transportation Penny Advisory Committee Report

OSBO
Manager's Report

August 24, 2021

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 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), and ensuring payment to contracted SLBEs.

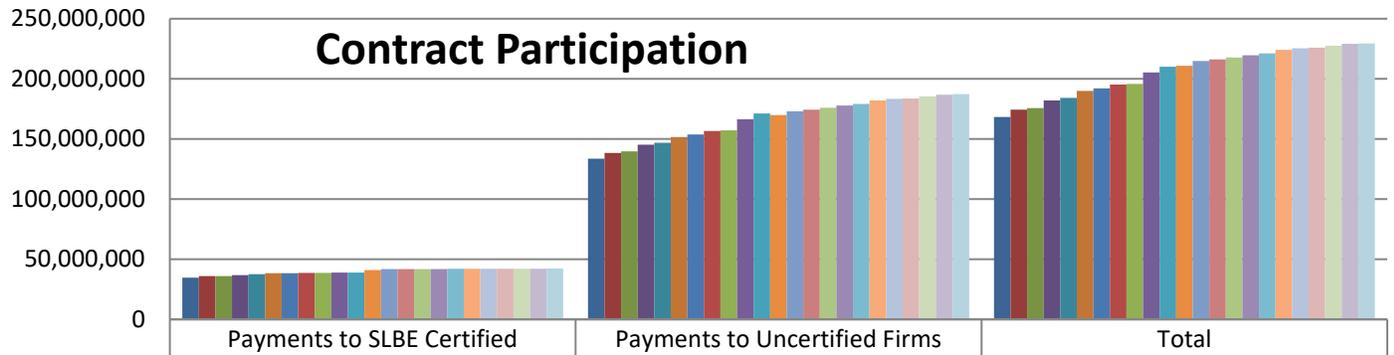
3. Office of the Small Business Opportunity Cross Functional Team

Team Matrix		
Name	Department	Title
Christine Keefer	GCS	Director of GCS
Vacant	Transportation	Director of Transportation
Bryant Davis	GCS	Asst. Director of GCS
Erica Wade	OSBO	Manager of OSBO
Pam Green	OSBO	Assistant Manager of OSBO
Michelle Rosenthal	OSBO	Business Development Coordinator
Annjanette Dunbar	OSBO	Project Coordinator
Jennifer Wladischkin	Procurement	Manager of Procurement
Yolanda Davis	Procurement	Contract Specialist
Allison Steele	Transportation	Deputy Director
Alicia Aull	Transportation	Senior Accountant
Nathaniel Miller	Transportation	Contract & Budget Manager

4. Goal Setting Committee (GSC)

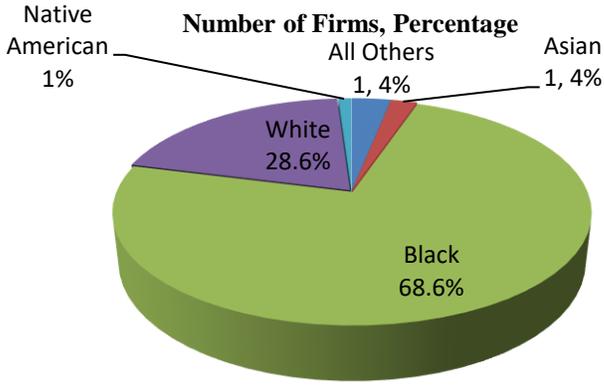
Team Matrix		
Name	Department	Title
Erica Wade	OSBO	Manager of OSBO
Project Managers	Transportation	Project Manager
Michelle Rosenthal	OSBO	Business Development Coordinator
Margaret Jones	OSBO	Certification & Compliance Specialist
Jennifer Wladischkin	Procurement	Manager of Procurement
Vacant	Transportation	Estimator

5. Analysis:

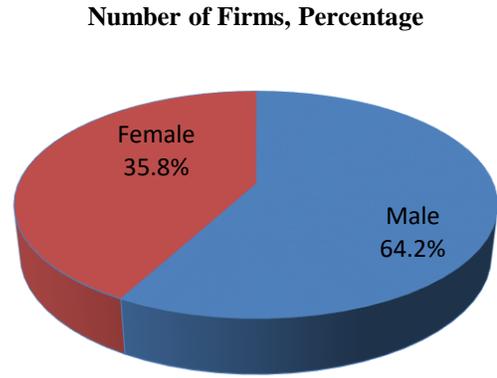


	Payments to SLBE Certified	Payments to Uncertified Firms	Total
16-Apr-19	34,762,568	133,599,345	168,361,913
14-May-19	35,884,580	138,427,667	174,312,247
19-Jun-19	35,889,391	139,733,398	175,622,789
16-Jul-19	36,874,220	145,152,340	182,026,560
17-Sep-19	37,473,273	146,742,374	184,215,647
15-Oct-19	38,383,126	151,503,956	189,887,082
14-Nov-19	38,496,430	153,619,259	192,115,689
14-Jan-20	38,523,255	156,705,179	195,228,434
7-Feb-20	38,695,648	157,051,672	195,747,320
24-Apr-20	38,866,455	166,379,141	205,245,596
18-May-20	38,871,422	171,323,232	210,194,654
23-Jun-20	41,131,329	169,774,876	210,906,205
27-Aug-20	41,703,727	173,066,890	214,770,617
23-Sep-20	41,777,877	174,332,410	216,110,287
22-Oct-20	41,721,101	176,030,848	217,751,949
19-Nov-20	41,792,337	177,842,068	219,634,405
14-Jan-21	42,019,418	179,047,628	221,067,046
18-Mar-21	42,076,070	181,960,860	224,036,930
20-Apr-21	42,154,269	183,322,004	225,476,273
19-May-21	42,208,221	183,644,213	225,852,434
24-Jun-21	42,217,760	185,447,251	227,665,011
23-Jul-21	42,219,454	186,892,961	229,112,415
24-Aug-21	42,232,702	187,258,224	229,490,926

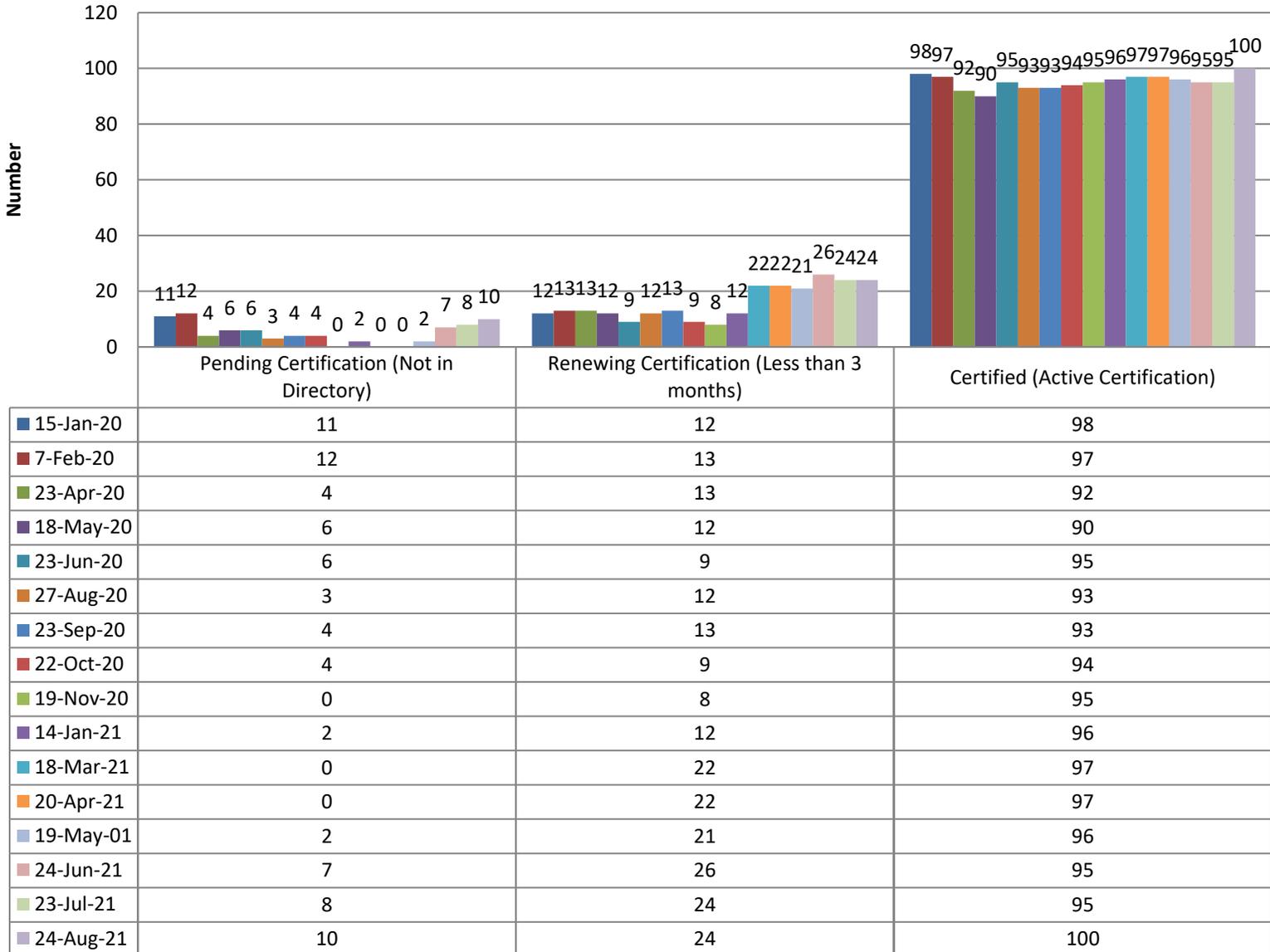
SLBE Firms by Ethnicity



SLBE Firms by Gender



SLBE Certified Firm Status



SLBE GOAL PARTICIPATION UPDATE 2018-2021

Project Name	Sheltered Market	SLBE Goal	DATE
TRANSPORTATION PROJECTS			
2017 Dirt Roads Package H	No	4.05%	February 6, 2018
2017 Dirt Roads Package G	Yes	4.98%	February 22, 2018
Sidewalk Package S-8	Yes	100%	April 19, 2018
Pedestrian Improvements at Intersections	No	12%	July 3, 2018
2018 Sidewalks – Koon Rd. & Farmview St.	Yes	100%	July 18, 2018
2016 PDT Sidewalks-Clemson Road	Yes	100%	October 2, 2018
2018 Richland County Dirt Roads Package I	No	5.95%	October 19, 2018
SERN NIP	No	17.3%	November 15, 2018
2018 Richland County Dirt Roads Project 7 Road Group	No	11%	December 31, 2018
Sidewalks S-13	No	25%	January 17, 2019
Sidewalk Package S-11	No	22%	January 28, 2019
North Springs and Harrington Intersection Improvements	No	15%	March 13, 2019
Atlas Road Widening Project	No	14%	April 4, 2019
Lakeside Subdivision (Incl. Sienna Dr.) Resurfacing	No	3%	August 1, 2019
Decker Woodfield NIP-Faraway Drive Sidewalk	No	25%	September 15, 2020
Green Street Phase II	No	8.1%	September 18, 2019
Sidewalk S-12	No	19%	September 24, 2019
2019 Richland County Dirt Road Package K	No	23%	October 17, 2019
Dirt Road Paving Package L	No	24%	June 18, 2021
Bull Street & Elmwood Ave. Intersection Improvement	No	18%	May 24, 2021
PUBLIC WORKS			
Lakeside at Ballentine Resurfacing (Non-Transportation)	No	3%	August 1, 2019
Knollwood and Planters Drainage Improvement	Yes	100%	January 21, 2020
Miles Rd/3Bears Road Intersection Resurfacing	No	18%	February 27, 2020
Riverwalk Way and Stockland Road Resurfacing	No	34%	February 28, 2020
Wildewood Subdivision Selected Roadways	No	3%	May 18, 2020
Kneece Road Sidewalk	No	23%	January 7, 2021
Summit Parkway Resurfacing	No	9%	April 27, 2021
Summit Ridge Road Resurfacing	No	9%	April 27, 2021

Total Certified SLBE's by Industry

<https://rcgov.gov2g.com/FrontEnd/searchcertifieddirectory.asp>

Industry	Total Numbers
Architectural & Engineering Services	9
Construction Services	39
Non-Professional	11
Professional	33
Wholesale	8

6. Department Outlook:

- i. OSBO is reestablishing our collaboration efforts with our business and community partners and members of Richland County Council.
- ii. The Office has set a goal of expanding our SLBE Certification list by 60. Especially in specialty categories highly utilized at Richland County.
- iii. OSBO will continue to work with all county departments encouraging the utilization of our SLBEs.
- iv. OSBO is seeking ways to identify and increase contracting opportunities not just with Richland County Government, but also with our partners.
- v. OSBO is continuously setting SLBE utilization goals on a contract-by-contract basis on Richland County projects to include Transportation projects.
- vi. OSBO is in the process of upgrading our Business Development area. We will offer 1:1 business coaching and counseling services, access to capital coaching, business plan development, marketing coaching and assistance with various certification processes.
- vii. OSBO will continue to offer technical trainings and workshops for our small business community. OSBO is reviewing and updating the current SOPs, Policy and Procedure Manuals and the Ordinances.

• Business Development

- i. OSBO Website Highlights
- ii. Highlighted Article
 - Featured Story
 - EJW Cole Realty, LLC
 - A&A Financial Elevation, LLC
- iii. Participated in the Transportation Cross functional, Jul 14
- iv. Manage and coordinate workshops and events
 - Upcoming workshop (August 2021) will focus on providing information to our internal departments about OSBO, and encouraging them to utilize our SLBEs as they make their purchases in the upcoming FY21/22.
 - Working with our partners on collaborative efforts for our technical workshops and trainings.
- v. Met with OSBO partners to include, SBDC, SCDOT, CAE Metropolitan Airport, Commerce, City of Columbia, Economic Development, and Columbia Chamber to revisit our partnerships to determine best course of actions to grow our SLBE certification list. Also to partner on workshops and trainings.
- vi. Participated in Councilwoman Gretchen Barron, Rezoning for Barbara Drive, Town Hall meeting by greeting residents and monitoring sign-in table, Aug 10
- vii. Participated in GCS/OSBO Annual Professional Development Retreat, Jul 13
- viii. OSBO launched its certification campaign, June 2021. An OSBO Introductory letter was sent to approximately 9700 businesses registered in Richland County. As a result:
 - As of date, 13 new SLBE applications have been received
 - Inquiries in reference to small business assistance have increased.
- ix. Created OSBO Small Business Resource Guide.

2021 Office of Small Business Opportunity Business Academy

Title of Workshop/Event	Date	No. Attended
Funding Opportunities for 2021- Are You Ready	Jan 28	203
Let's Talk Procurement Opportunities. Securing Your Slice of the Pie	Mar 11	63
The WWH (Why, When, and How) of Financial Planning	May 26	20
Save My Business, 2021 Crisis Preparedness Summit	Sep 8	

(Schedule subject to change)

• Certification and Compliance Report

July 2021 Report

- i. Received two (2) new SLBE Certification Applications
- ii. Completed two (2) renewals.
- iii. Conducted (3) Site Visit for Certification
- iv. Conducted a site visit on the Green Street Project.
- v. Contacted and sent renewal (24 pending) notices to SLBEs
- vi. Participated in Transportation Cross-functional Staff Meeting
- vii. Posted multiple prime payments in B2G
- viii. Built and posted multiply prime contacts in B2G
- ix. Conducted a site visit on the Clemson Road Project.
- x. Scheduled five (5) sit visit for July 26- August 10
- xi. Transportation Meeting (SLBE)
- xii. Transportation (Project Managers)
- xiii. Transportation Meeting (Assistant Director of Transportation and Transportation Contract Manager) July 13

August 2021 Report

- i. Received two new SLBE Certification Applications
- ii. Completed one (1) Renewal
- iii. Conducted two (2) Site Visit for Certification
- iv. Posted multiple prime payments in B2G
- v. Contacted and sent renewal (22 pending) notices for SLBEs
- vi. Participated in Clemson Sidewalk project meeting August 23
- vii. Participated in meeting for Green Street project meeting August 18
- viii. Participated in Clemson Road Sidewalk project meeting August 9
- ix. Participated in Green Street project meeting August 2
- x. Participated in Project Manager Meeting on August 24
- xi. Met with Project Manager on August 20
- xii. Met with Project Manage on August 11

- **Program Development Coordinator**

- i. Worked on various tasks for the “Save My Business” Summit to be held in September 8, 2021
- ii. Assisted in reconciling/posting multiple prime contractor’s payments in B2G.
- iii. Disseminated OSBO Newsletter to 9700 Richland County Businesses, July 2021. The newsletter has brought more awareness to OSBO and our SLBE program. Our SLBE certification program inquiry has increased.
- iv. In the process of establishing an SLBE Business Connect Internship Pilot Program. The Internship program will connect industry college students with current certified SLBEs and our partners.
- v. Created handbook and designed pamphlet for OSBO Internship Program
- vi. Provided resources to multiple SLBE and those completing applications
- vii. Monitor and respond to daily emails and voicemails