

**MINORITY OWNED AND LOCAL SMALL BUSINESS TASK FORCE**  
**MEETING MINUTES**

March 18, 2015 – 5:30 p.m.

---

*5th Floor Council Conference Room, Council Office Building*

---

***Members Present***

Mayra Bayonet	Julian Haffner
Margo Briggs	Leon Hollins
Warren Fleming	Herman Taylor
Janice Freeman	

***Members Absent***

Cherian Eapen  
Bethsaida Wong

***County Staff Present:***

Grace Denno, Office of Business Relations & Compliance, Dept. of General Services  
Karen L. Federman-Henry, Office of the County Attorney  
Dan Hoffman, Chief Innovation Office  
Linda Price, County Council

---

**I. Call to Order and Approval of Minutes**

The meeting was called to order by Task Force Chair Taylor at 5:34 p.m. The minutes from the March 4, 2015 meeting were unanimously approved by all Task Force members present.

**II. Procurement Innovation Project Overview**

Mr. Hoffman provided a brief overview of the Procurement Innovation Project (PIP). The project will review and make recommendations to improve the procurement process and identify the optimal office organization structure. This is following the recent reorganization separating procurement and compliance functions out into a standalone office. Mr. Hoffman was still reviewing the proposals, but he hoped to make an award soon. Recommendations following the project will be submitted to the County Executive in August. Mr. Hoffman has offered to provide updates to the Task Force as the PIP progresses.

**III. Housekeeping**

Chair Taylor briefly went over a number of housekeeping items. He noted that packets with meeting materials will be available for Task Force members at each meeting. He also highlighted future meeting topics. In the coming meetings the Task Force will receive overviews and briefings from the Office of Procurement, the Department of Economic Development, and Griffin & Strong, P.C. on the 2014 Disparity Study.

**IV. Grace Denno, Office of Business Relations and Compliance Briefing**

Ms. Denno presented an overview of the Office of Business Relations and Compliance (OBRC) (see Attachment I). The following points were made or clarified following the OBRC presentation:

- Mr. Taylor expressed the need for the Task Force to examine exemption requests as they continue with their review and development of recommendations.

- Mr. Hollins inquired if the County has a contracting program for veterans. While the County does not have a contracting program, there is a hiring preference in place for veterans.
- There were a number of questions related to the 20% availability number and Disparity Study. However, Task Force Members were encouraged to present these questions during the briefing with Griffin & Strong.
- Mr. Fleming inquired whether local small businesses could be better highlighted in networking opportunities.
- A member expressed concern over the high FY10 statistic showing “no LSBRP vendor deemed qualified”. Ms. Denno stated that her Office has been working with using departments to reduce that number, which has gone down over the years.
- Ms. Denno clarified that vendors can identify their business as an LSB and MFD on the Central Vendor Registration System (CVRS). If they are an MFD business, they would enter their certification number and upload their certificate to prove eligibility.
- In reference to the procurement process flowchart, Mr. Hollins inquired if there were any metrics on the amount of time the stages in the procurement process take. Ms. Jones with the Office of Procurement will be able to address some of these points during the upcoming Procurement Overview presentation.
- Ms. Bayonet remarked that many businesses have been discouraged during the process to register as a local small business. Ms. Denno noted that the CVRS tracks vendor applications that have been abandoned or left incomplete. Her office routinely reaches out to those companies to see if assistance is needed registering.
- Ms. Denno reported that the Department of Economic Development (DED) has a database of all companies in Montgomery County. Their database shows 33,000 companies based in Montgomery County, and 90% of those businesses have 50 or fewer employees. Additionally, there are currently 1,100 certified as LSBRP.
- Regarding Outreach, Ms. Denno noted that OBRC joins DED at vendor fairs and other events, but her office still needs assistance with improving their outreach.
- Ms. Denno noted that Montgomery County is one of the first counties in the State to implement the LSBRP program.

## **V. Bill 48-14**

Ms. Denno provided the Task Force with a brief overview of Bill 48-14.

- Many members expressed a desire to see more specifics on the Bill as some of the language was vague.
- Ms. Federman-Henry spoke about the Executive Regulation work that would occur to provide more specifics on process and implementation if the Bill is passed by the Council.
- Ms. Briggs expressed concern about not having a small business presence during the process of updating the Regulation. Ms. Federman added that all Regulations are published for public comment in the County Register to give the public an opportunity to provide input.

- Ms. Briggs recommended that one or two Task Force members be involved in the review and drafting of Executive Regulations.
- The Task Force agreed with the spirit of Bill 48-14, but would like to see more specifics regarding the implementation of the law. The motion was made by Mr. Haffner and a second was made by Ms. Briggs. The Task Force voted unanimously to report their general approval of Bill 48-14 to the GO Committee. Additionally, they would like to see the small business community involved in the process of crafting the particulars on process and implementation of the Bill.

#### **VI. Bill 49-14**

Ms. Denno provided the Task Force with a brief overview of Bill 49-14.

- Mr. Taylor cautioned the Task Force to be careful not to overburden OBRC. He noted that during the FY15 budget review, he asked the Council to fund a new position in OBRC.
- Many Task Force members expressed concern over the amount of staff time needed to accommodate this Bill, along with the staffing pressures already faced by the Office.
- The motion was made by Mr. Haffner and a second was made by Ms. Freeman. The Task Force does not recommend Bill 49-14 in its current form, and are concerned with the increased amount of work and cost to implement this Bill. They are also unclear on the need for this bill. The Task Force voted unanimously to provide this feedback to the GO Committee.
- Ms. Price reminded Task Force members that the GO Committee would review the Procurement Bills on March 19, 2015, and offered to send around the link of the recorded Worksession.

#### **VII. Bill 61-14**

Due to time constraints, this agenda item was postponed to the next Task Force meeting.

#### **VIII. Public Comment**

There were no comments from public meeting participants.

The meeting adjourned at 7:05 p.m.

---

# *Welcome!*

## **Department of General Services**

**David E. Dise**  
*Director*



## **Office of Business Relations and Compliance**

**Grace Denno**  
*Manager*

# **MONTGOMERY COUNTY'S Contracting Opportunities for Minority, Small, Local Businesses**

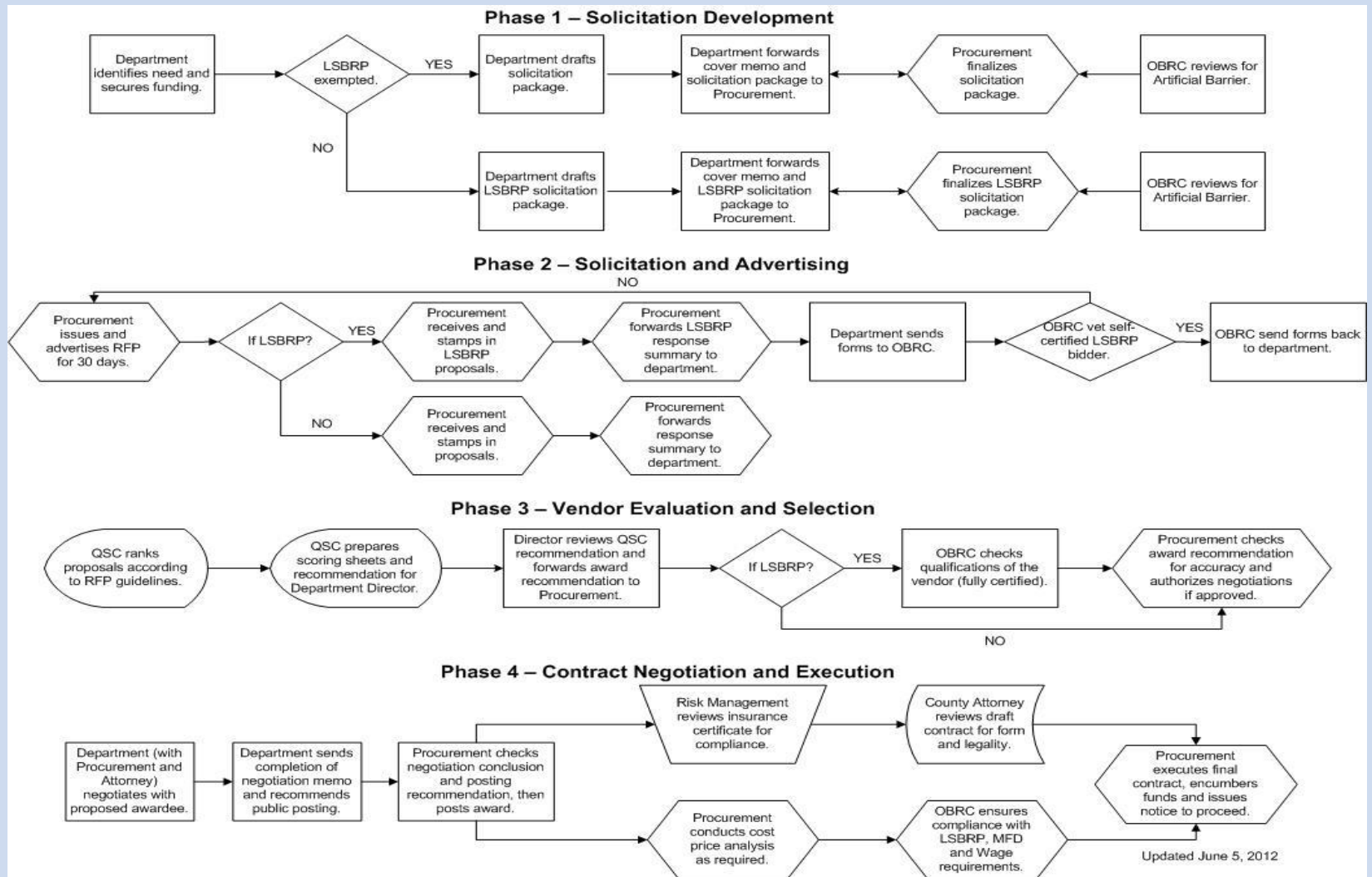
MONTGOMERY COUNTY'S  
**Office of Business Relations and Compliance**

**KEY RESPONSIBILITIES**

- **Minority, Female and Disabled (MFD) Owned Business Program**
- **Local Small Business Reserve Program (LSBRP)**
- **Wage Requirements (Living) Law**
- **Prevailing WAGE Law**
- **Equal Benefits Law**
- **Business Relations and Outreach**

# MONTGOMERY COUNTY'S Office of Business Relations and Compliance

## Procurement Process



MONTGOMERY COUNTY'S  
**Office of Business Relations and Compliance**

## **Procurement Process**

- **Departments draft solicitations**
  - **Formal Solicitations (> \$100,000)**
  - **Informal Solicitations (> \$10,000 and < \$100,000)**
  - **Direct Purchase (<\$10,000)**
- **Procurement, OBRC, Attorneys review**
- **Procurement posts solicitations for competition**
- **Pre-bid conferences**
- **Proposal Writing and Submission**
  - **MFD, Wage attachments**

MONTGOMERY COUNTY'S  
**Office of Business Relations and Compliance**

## **Procurement Process**

- **Quality Selection Committee (QSC)**
  - Normally 90 days to submit award recommendation
- **Award process**
  - LSBRP Full Certification
  - MFD Compliance Review
- **After the award has been made**
  - Request Debriefing



# Opportunities for MFD Businesses



MONTGOMERY COUNTY'S

**Minority, Female, Disabled Persons Program**

## Minority, Female and Disabled Persons (MFD) Program Certifications

Agency	Program	Description
<b>Maryland Department of Transportation</b>	Minority Business Enterprise	MDOT Directory of Certified MBE and/or DBE firms (MDOT-MBE)
<b>Virginia Department of Small, Women and Minority Owned Business Program</b>	Small Woman and Minority	Directory of Certified firms (SWAM)
<b>Federal Small Business Administration</b>	8(a) Program	Directory of Certified 8a firms (SBA)-8a
<b>Women's Business Enterprise National Council</b>	Women's Business Enterprise	Women's Business Enterprise (WBENC)
<b>Maryland/District of Columbia Minority Supplier Development Council</b>	Minority Business Enterprise	Minority Business Enterprise (MSDC)
<b>City of Baltimore</b>	Minority and Women's Business Opportunity Office	Minority and Women's Business Opportunity Office (MWBOO)

# MONTGOMERY COUNTY'S Minority, Female and Disabled Persons (MFD) Program

## INFORMATION AND NETWORKING OPPORTUNITIES



### Prime-Sub contractors Meet and Greet for Silver Spring Library Construction

**When:** Wednesday, July 25th 2pm - 4pm

**Where:** Lobby Auditorium, Executive Building, 101 Monroe St. Rockville, MD

**Audience:** MFD vendors (Minority, Female, Disabled persons owned businesses)

Potential Prime Contractors who will be presenting:

- The Donohoe Companies, Inc.
- Clark Construction Group, LLC
- Costello Construction
- Hess Construction & Engineering Services, Inc.
- Morgan-Keller, Inc.
- Dustin Construction, Inc.
- Coakley & Williams Construction, Inc.
- Grunley Construction Co.

Other presenting departments/agencies:

- Division of Building Design and Construction, DGS
- Office of Special Projects, DGS
- Office of Planning & Development, DGS
- Division of Transportation Engineering, DOT
- Montgomery County Public School
- Montgomery College
- Housing Opportunity Commission
- WSSC
- MNCPPC

Office of Business Relations and Compliance  
Department of General Services



### Local and Minority Vendor Meet and Greet

**When:** Wednesday, October 30<sup>th</sup>, 2013 2-4 pm

**Where:** Great Hall, Silver Spring Civic Build,  
1 Veterans Place, Silver Spring, MD 20910

**Registration:** No registration required. The event is free.

**Projects:** Dennis Avenue Health Center  
Colesville Maintenance Depot Addition and Renovation

Presenting Prime Contractors:	Presenting County Agencies/Departments:
Coakley & Williams Construction, Inc.	DGS/Building Design & Construction
Dustin Construction, Inc.	DGS/Office of Special Projects
Keller Brothers, Inc.	DGS/Office of Planning & Development
W.M. Schlosser	DGS/Office of Business Relations & Compliance
Tech Contracting Co., Inc.	DGS/Facility Maintenance Services
Hess Construction + Engineering Services, Inc.	DOT/Transportation Engineering
Howard Shackley & Sons, Inc.	Department of Economic Development
Walsh Construction Company, LLC	Department of Environmental Protection
The Whiting-Turner Contracting Co.	MCPS/Construction Procurement
Noresco, LLC	Montgomery College/Construction Procurement

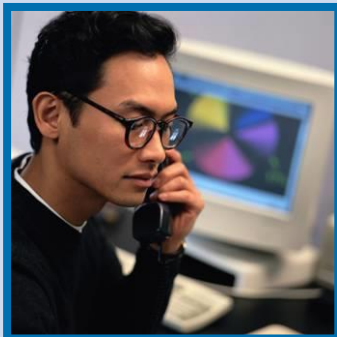
Contact: Al Boss at 240-777-9912. Or Michael Brown at 240-777-9913  
[gbrc@montgomerycountymd.gov](mailto:gbrc@montgomerycountymd.gov)

Office of Business Relations and Compliance  
Department of General Services  
Montgomery County, Maryland

# MONTGOMERY COUNTY'S Minority, Female and Disabled Persons (MFD) Program

**Comparison of MFD Contract Activity: FY 12 to FY 14**

<b>Fiscal Year</b>	<b>Total \$Subject to MFD</b>	<b>Total \$ Encumbered to MFD</b>	<b>Total # of Purchase Orders</b>	<b>Total # of Purchase Orders to MFD</b>	<b>% of Total \$ Encumbered to MFD</b>	<b>% of # of Purchase Orders to MFD</b>
<b>FY 14</b>	\$755,666,309	\$147,818,712	6,330	2,237	19.56%	35.34%
<b>FY 13</b>	\$738,405,857	\$148,285,518	6,364	2,334	20.08%	36.68%
<b>FY 12</b>	\$667,257,831	\$128,964,095	5,360	1,748	19.33%	32.61%



# Opportunities for Small Businesses



MONTGOMERY COUNTY'S

Local Small Business Reserve Program

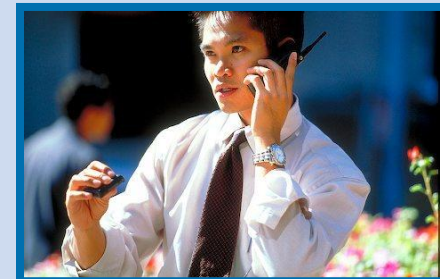


MONTGOMERY COUNTY'S  
**Local Small Business Reserve Program**

**ELIGIBILITY THRESHOLDS – what is “SMALL”?**

**NEW** Size and Sales Eligibility\*

Type of Business	Employee Limit		Prior 3 Years' Average Sales	Compliance Requirement
Retail	30	or	\$5 million	Wage-MFD
Wholesale	30		\$5 million	Wage-MFD
Service	50		\$5 million	Wage-MFD
Construction	50		\$14 million	Prevailing-MFD
Manufacturing	40		\$14 million	Wage-MFD



# MONTGOMERY COUNTY'S Local Small Business Reserve Program

## INFORMATION AND NETWORKING OPPORTUNITIES



### IT Open House for Montgomery County IT vendors

**When:** June 3, 2013 1:00 pm to 3:00 pm

**Location:** Montgomery County Executive Office Building Auditorium  
101 Monroe St. Rockville, MD 20850

**Registration:** No registration is required, this event is free

Calling for Montgomery County IT vendors! Come and meet with contract administrators and decision makers on purchasing IT products and services. Explore possible opportunities for doing business in the IT field with Montgomery County departments and agencies.

#### Presenting Participants:

Montgomery County Department of Technology Services

- Cable Office
- Networking and Telecommunication
- IT Professional Services
- IT Commodities

Montgomery County Department of Liquor Control (IT team)

Montgomery County Department of Transportation (IT team)

Montgomery County Department of Health and Human Services (IT team)

Montgomery County Department of General Services (IT procurement team and OBRC)

Montgomery County Department of Economic Development  
(Small Business Development team)

Montgomery College (Procurement)

Montgomery County Public Schools (Procurement and IT team)

#### Contact:

Office of Business Relations and Compliance, DGS  
240-777-9913

[obrc@montgomerycountymd.gov](mailto:obrc@montgomerycountymd.gov)



### How to write good proposals

**When:** March 16, 2012 10:00 am -12:00 noon

**Location:** Lobby Auditorium, Executive Building,  
101 Monroe St. Rockville, MD 20850.

**Speakers:** Pam Jones, Chief, Office of Procurement  
Department of General Services  
Montgomery County, Maryland

Jackie Wolfe  
CEO  
Wolfe Proposals



#### Agenda:

**10am:** Opening Remarks David Dise  
Director, Department of General Services

**10:05am:** Introduction Grace Denno  
Acting Manager, Office of Business Relations and Compliance

**10:10am:** Checklist: Writing an effective proposal ----- Pam Jones  
(What is Montgomery County looking for in your proposal)

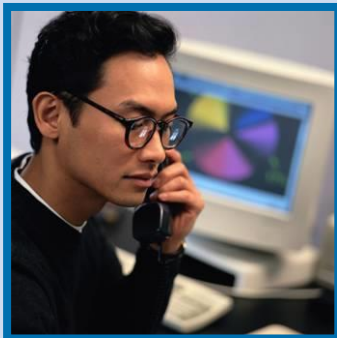
**11:00am:** Break

**11:10am:** How to make your proposal stand out ----- Jackie Wolfe  
(Perfecting writing techniques and delivering winning proposals)

**12:00pm:** Meeting Adjourned

# MONTGOMERY COUNTY'S Local Small Business Reserve Program

Exempt Contract Expenditures, FY11-FY14 (\$ in Millions)								
	FY11		FY12		FY13		FY14	
Exemption Categories	\$	%	\$	%	\$	%	\$	%
Chief Administrative Officer Waiver	\$ 0.30	0.03%	\$ 0.00	0%	\$ 0.00	0%	\$0.00	0%
Conflicts with law or grant	\$ 13.00	1.34%	\$ 11.37	1.68%	\$ 5.82	0.81%	\$6.34	0.95%
Public or Emergency Procurement	\$ 43.50	4.47%	\$ 6.12	0.90%	\$ 10.99	1.54%	\$14.94	2.27%
Non-competitive contract	\$ 22.30	2.29%	\$ 12.75	1.88%	\$ 25.35	3.55%	\$51.61	7.83%
Pre-existing Contract	\$307.80	31.66%	\$465.25	68.71%	\$452.56	63.30%	\$407.54	61.84%
Procurement Exceeds \$10 million	\$561.90	57.80%	\$163.39	24.13%	\$210.35	29.42%	\$172.57	26.19%
No LSBRP vendor deemed qualified	\$ 23.40	2.41%	\$ 18.29	2.70%	\$9.82	1.37%	\$6.03	0.91%
<b>Total</b>	<b>\$972.20</b>	<b>100%</b>	<b>\$677.17</b>	<b>100%</b>	<b>\$714.90</b>	<b>100%</b>	<b>\$659.03</b>	<b>100%</b>





**MONTGOMERY  
COUNTY'S  
Local Small  
Business Reserve  
Program**

	<b>FY11</b>	<b>FY12</b>	<b>FY13</b>	<b>FY14</b>
<b>Solicitations Reserved under LSBRP and Awarded to LSBRP vendor</b>	60	62	46	56


<b>In \$ Values</b>	<b>FY11</b>	<b>FY12</b>	<b>FY13</b>	<b>FY14</b>
	<b>Contract Value</b>	<b>Contract Value</b>	<b>Contract Value</b>	<b>Contract Value</b>
<b>Award to LSBRP</b>	\$58,178,516	\$83,652,699	\$45,123,467	\$26,231,520
<b>% of Eligible</b>	36.50%	38%	38%	27%

<b>In \$ Values</b>	<b>FY11</b>	<b>FY12</b>	<b>FY13</b>	<b>FY14</b>
<b>Total Encumbrance to LSBRP</b>	\$46,929,791	\$72,501,369	\$96,749,607	\$96,270,979

# MONTGOMERY COUNTY'S

## Office of Business Relations and Compliance

### DIRECTORY OF LSBRP and MFD VENDORS



**MONTGOMERY COUNTY**  
*Maryland*

## Central Vendor Registration System

February 26, 2013

Search For Local Small Business with (/c=918-20,918-21,918-75,918-76) [EXPORT to Excel]  
 { LSBRP - **S** = Self Certified / **F** = Fully Certified by MCG DGS-OBRC }  
 { MFD - Certified as Minority, Female, Disabled Owned Business by **agency** - confirmed by MCG DGS-OBRC }:

**VENDORS** ▾

LOG ON

REGISTER

LOG OFF

SEARCH

SOLICITATION LISTINGS

CONTACTS

FAQs

AGENCY ▾

21 to 30 of 136      [Previous](#) -- [Next](#)

LSBRP	MFD	Company Name	Contact/Address	Phone/Email	Commodities/Services
S (09/20/2010)		Business Matters Etc (B M E)	Rina Russ 1 Research Ct Ste 450 Rockville, MD, 20850	(301) 529-3668 <a href="mailto:rruss@businessmattersetc.com">rruss@businessmattersetc.com</a>	Ammonia and Other Chemicals, Household (Plain or S Applicators, Floor Finish Types (Except Brush Disinfectants, Spray and Powdered, Environment (more...)
S (02/09/2012)	MDOT,MSDC	Business Promotion Consultants Inc	Norma Byrd 8730 Georgia Ave Ste 312 Silver Spring, MD, 20910	(301) 589-0942 <a href="mailto:normabyrd@bpcl.com">normabyrd@bpcl.com</a>	Meter Boxes, Meter Valves and Valve Boxes (See 2 Meters, Water Meter Fittings, Water, Accessories, Parts, and Con (more...)
S (01/31/2012)	MDOT,SBA8a	Business-Community Synergies	A Rani Parker 104 Elm Avenue Takoma Park, MD, 20912	(301) 270-2241 <a href="mailto:rparker@bcsvnergies.com">rparker@bcsvnergies.com</a>	Anthropology Consulting Communications: Public Relations Consulting Community Development Consulting (more...)
S (07/19/2010)	MDOT	Clark Concepts LLC	Pamela Clark 155 Gibbs St Ste 531 Rockville, MD, 20850	(301) 340-7445 <a href="mailto:pam@clarkconcepts.com">pam@clarkconcepts.com</a>	Souvenirs: Promotional Advertising, etc. Signage, Advertising Types (Interior and Exterior) Advertising Agency Services (more...)
S (10/11/2011)		Clavis LLC	Valerie Navolio 5500 Roosevelt St Bethesda, MD, 20817	(301) 922-6860 <a href="mailto:vnavolio@clavis.us">vnavolio@clavis.us</a>	Prisoner Tracking Device Electronic (Wrist and L Monitoring Services: Parolee, Patient, Convict Management Consulting (more...)

**NEED HELP?**  
= CLICK TO =  
**CHAT NOW**

# MONTGOMERY COUNTY'S Office of Business Relations and Compliance

RESIDENTS
GOVERNMENT
BUSINESSES
CULTURE & LEISURE

## OFFICE OF PROCUREMENT - CONTRACT LOG

Procurement
Public Information
Services

Home | Awardees | Bill 3-04 | Bid Tabulations | Contracts | County Council Awards | Open Solicitations | Pending Solicitations | Projects

VIEW THE CONTRACT LOG: [HELP](#)

The form below consists of the contract database fields on which you may search and return contracting information and publicly releasable portions of documents. You may search using one or more fields and your search can include partial or complete information within a field. All contracting documents may not be available for download at this time. *A weekly maintenance is performed every Monday afternoon between 5:00pm and 7:00pm. During this time, you may perform searching functions but will not be able to download actual documents.*

All available contracting documents are compressed and in PDF format. You will need a decompression utility (i.e., Winzip, Stuffit, 7-Zip) and [Adobe Reader](#) in order to view all documents.

Contract Number:

Description:

Vendor:

Contract Type:

Department:

Expiration (mm/dd/yyyy): between  and

Extension (mm/dd/yyyy): between  and

Record(s) found: 52      Click on the Contract Number for detail

Page 1 of 6      << Previous   Next >>

[-- Indicate there are documents available for downloading.](#)

Contract Number	Description	Vendor	Department
<a href="#">9802000106AA</a>	Consulting Services for Green Business Certification Program.	GHD INC	Department of Environmental Protection
<a href="#">9801000126AA</a>	Water Quality and Watershed Consulting Services	CH2M HILL	Department of Environmental Protection
<a href="#">9505503008CC</a>	Parking Operations Consulting Services	WISS JANNEY ELSTNER ASSOC	Department of Transportation
<a href="#">9505503008BC</a>	Parking Operations Consulting Services	CARL WALKER INC	Department of

RESIDENTS
GOVERNMENT
BUSINESSES
CULTURE & LEISURE

## OFFICE OF PROCUREMENT - CONTRACT LOG

Procurement
Public Information
Services

Home | Awardees | Bill 3-04 | Bid Tabulations | Contracts | County Council Awards | Open Solicitations | Pending Solicitations | Projects

VIEW THE CONTRACT LOG: [HELP](#) [PRINT](#)

Contract: 9331000349AA

Description: Labor/Economic Consulting Services in Support of Collective Bargaining

Expiration: 8/2/2012

Extension: 8/2/2012

Insurance Expiration: 11/30/2011

Bond Expiration: 1/1/9999

Contract Execution: 7/29/2009

Vendor

Public Financial Management, Inc  
Two Logan Square, 18th and Arch Street, Suite 1600  
Philadelphia, PA 19103-2770

Contact: Michael Nadol

Phone: 2155676100

Fax: 2155674180

Buyer: [Hudson, Janique](#)

Phone: 240 777 9954

Fax: 240 777 9952

Department: Office of Human Resources

Administrator: Jenna Shovlin

Phone: 2407775039

Available Contract Documents

Select at least one contract document from below option(s). Click [here](#) for instructions on how to uncompress and view your documents.

☐ CONTRACT ☐ SOLICITATION

# MONTGOMERY COUNTY'S Office of Business Relations and Compliance

## On-line Resources



- **Registration and Certification:** [www.mcipcc.net](http://www.mcipcc.net)
  - Register as a vendor
  - Register up to 100 NIGP codes
  - Declare LSBRP and MFD certifications
  - Vendor Search
- **Solicitation Postings:**  
[http://www6.montgomerycountymd.gov/content/DGS/pro/public\\_solicitations.asp](http://www6.montgomerycountymd.gov/content/DGS/pro/public_solicitations.asp)
- **Contract Search:**  
<http://www.montgomerycountymd.gov/contractregister>
- **Details on each program:**  
<http://www.montgomerycountymd.gov/obrc>
- **Montgomery County Building Construction Projects:**  
<http://www.montgomerycountymd.gov/neighborhoodprojects>



**Thank You**

[www.montgomerycountymd.gov/obrc](http://www.montgomerycountymd.gov/obrc)

**Grace Denno**

**240-777-9959**

[grace.denno@montgomerycountymd.gov](mailto:grace.denno@montgomerycountymd.gov)

**Manager, Office of Business Relations and Compliance  
Department of General Services  
Montgomery County, Maryland**