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
Margo Briggs
Warren Fleming
Janice Freeman

Members Absent
Julian Haffner
Leon Hollins
Herman Taylor
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
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

Phase 1 – Solicitation Development
- Department identifies need and secures funding.
- If LSBRP exempted, YES: Department drafts solicitation package.
- If LSBRP not exempted, NO: Department forwards cover memo and solicitation package to Procurement.
- Procurement finalizes solicitation package.
- OBRG reviews for Artificial Barrier.

Phase 2 – Solicitation and Advertising
- Procurement issues and advertises RFP for 30 days.
- If LSBRP? YES: Procurement forwards LSBRP response summary to department.
- If LSBRP? NO: Procurement forwards LSBRP solicitation package to department.
- Department sends forms to OBRG.
- OBRG verifies self-certified LSBRP bidder.
- OBRG send forms back to department.

Phase 3 – Vendor Evaluation and Selection
- QSC ranks proposals according to RFP guidelines.
- QSC prepares scoring sheets and recommendation for Department Director.
- Director reviews QSC recommendation and forwards award recommendation to Procurement.
- If LSBRP? YES: OBRG checks qualifications of the vendor (fully certified).
- If LSBRP? NO: Procurement checks award recommendation for accuracy and authorizes negotiations if approved.

Phase 4 – Contract Negotiation and Execution
- Department (with Procurement and Attorney) negotiates with proposed awardee.
- Department sends completion of negotiation memo and recommends public posting.
- Procurement checks negotiation conclusion and posting recommendation, then posts award.
- Risk Management reviews insurance certificate for compliance.
- County Attorney reviews draft contract for form and legality.
- Procurement ensures compliance with LSBRP, MFD, and Wage requirements.
- Updated June 5, 2012
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
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
<table>
<thead>
<tr>
<th>Agency</th>
<th>Program</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maryland Department of Transportation</td>
<td>Minority Business Enterprise</td>
<td>MDOT Directory of Certified MBE and/or DBE firms (MDOT-MBE)</td>
</tr>
<tr>
<td>Virginia Department of Small, Women and Minority Owned Business Program</td>
<td>Small Woman and Minority</td>
<td>Directory of Certified firms (SWAM)</td>
</tr>
<tr>
<td>Federal Small Business Administration</td>
<td>8(a) Program</td>
<td>Directory of Certified 8a firms (SBA)-8a</td>
</tr>
<tr>
<td>Women's Business Enterprise National Council</td>
<td>Women's Business Enterprise</td>
<td>Women's Business Enterprise (WBENC)</td>
</tr>
<tr>
<td>Maryland/District of Columbia Minority Supplier Development Council</td>
<td>Minority Business Enterprise</td>
<td>Minority Business Enterprise (MSDC)</td>
</tr>
<tr>
<td>City of Baltimore</td>
<td>Minority and Women's Business Opportunity Office</td>
<td>Minority and Women's Business Opportunity Office (MWBOO)</td>
</tr>
</tbody>
</table>
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.
- Dovin Construction, Inc.
- Conklin & Williams Construction, Inc.
- Grunkle 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

Local and Minority Vendor Meet and Greet

When: Wednesday, October 30th, 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:
- Cooley & Williams Construction, Inc.
- Clark Construction Group, LLC
- Hess Construction & Engineering Services, Inc.
- Morgan-Keller, Inc.
- Dovin Construction, Inc.
- Conklin & Williams Construction, Inc.
- Grunkle Construction Co.

Contact: All Bids at 301-777-9913 or Michael Brown at 301-777-9913

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

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

<table>
<thead>
<tr>
<th>Type of Business</th>
<th>Employee Limit</th>
<th>Prior 3 Years’ Average Sales</th>
<th>Compliance Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retail</td>
<td>30</td>
<td>$5 million</td>
<td>Wage-MFD</td>
</tr>
<tr>
<td>Wholesale</td>
<td>30</td>
<td>$5 million</td>
<td>Wage-MFD</td>
</tr>
<tr>
<td>Service</td>
<td>50</td>
<td>$5 million</td>
<td>Wage-MFD</td>
</tr>
<tr>
<td>Construction</td>
<td>50</td>
<td>$14 million</td>
<td>Prevailing-MFD</td>
</tr>
<tr>
<td>Manufacturing</td>
<td>40</td>
<td>$14 million</td>
<td>Wage-MFD</td>
</tr>
</tbody>
</table>
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:
- Cable Office
- Networking and Telecommunication
- IT Professional Services
- IT Commodities
- Montgomery County Department of Technology Services
- 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 GBRC)
- 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

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:
10:00 am: Opening Remarks
David Dese
Director, Department of General Services
10:05 am: Introduction
Grace Denno
Acting Manager, Office of Business Relations and Compliance
10:10 am: Checklist: Writing an effective proposal
Pam Jones
What is Montgomery County looking for in your proposal?
11:00 am: Break
11:10 am: How to make your proposal stand out
Jackie Wolfe
Perfeecting writing techniques and delivering winning proposals
12:00 pm: Meeting Adjourned
## MONTGOMERY COUNTY’S Local Small Business Reserve Program

### Exempt Contract Expenditures, FY11-FY14 ($ in Millions)

<table>
<thead>
<tr>
<th>Exemption Categories</th>
<th>FY11</th>
<th>FY12</th>
<th>FY13</th>
<th>FY14</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>%</td>
<td>$</td>
<td>%</td>
</tr>
<tr>
<td>Chief Administrative Officer Waiver</td>
<td>$ 0.30</td>
<td>0.03%</td>
<td>$ 0.00</td>
<td>0%</td>
</tr>
<tr>
<td>Conflicts with law or grant</td>
<td>$ 13.00</td>
<td>1.34%</td>
<td>$ 11.37</td>
<td>1.68%</td>
</tr>
<tr>
<td>Public or Emergency Procurement</td>
<td>$ 43.50</td>
<td>4.47%</td>
<td>$ 6.12</td>
<td>0.90%</td>
</tr>
<tr>
<td>Non-competitive contract</td>
<td>$ 22.30</td>
<td>2.29%</td>
<td>$ 12.75</td>
<td>1.88%</td>
</tr>
<tr>
<td>Pre-existing Contract</td>
<td>$307.80</td>
<td>31.66%</td>
<td>$465.25</td>
<td>68.71%</td>
</tr>
<tr>
<td>Procurement Exceeds $10 million</td>
<td>$561.90</td>
<td>57.80%</td>
<td>$163.39</td>
<td>24.13%</td>
</tr>
<tr>
<td>No LSBRP vendor deemed qualified</td>
<td>$ 23.40</td>
<td>2.41%</td>
<td>$ 18.29</td>
<td>2.70%</td>
</tr>
<tr>
<td>Total</td>
<td>$972.20</td>
<td>100%</td>
<td>$677.17</td>
<td>100%</td>
</tr>
</tbody>
</table>
## Montgomery County’s Local Small Business Reserve Program

<table>
<thead>
<tr>
<th>Solicitations Reserved under LSBRP and Awarded to LSBRP vendor</th>
<th>FY11</th>
<th>FY12</th>
<th>FY13</th>
<th>FY14</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>60</td>
<td>62</td>
<td>46</td>
<td>56</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>In $ Values</th>
<th>FY11</th>
<th>FY12</th>
<th>FY13</th>
<th>FY14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Value</td>
<td>$58,178,516</td>
<td>$83,652,699</td>
<td>$45,123,467</td>
<td>$26,231,520</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Award to LSBRP</th>
<th>% of Eligible</th>
</tr>
</thead>
<tbody>
<tr>
<td>$58,178,516</td>
<td>36.50%</td>
</tr>
<tr>
<td>$83,652,699</td>
<td>38%</td>
</tr>
<tr>
<td>$45,123,467</td>
<td>38%</td>
</tr>
<tr>
<td>$26,231,520</td>
<td>27%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>In $ Values</th>
<th>FY11</th>
<th>FY12</th>
<th>FY13</th>
<th>FY14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Encumbrance to LSBRP</td>
<td>$46,929,791</td>
<td>$72,501,369</td>
<td>$96,749,607</td>
<td>$96,270,979</td>
</tr>
</tbody>
</table>
# MONTGOMERY COUNTY’S
## Office of Business Relations and Compliance
### DIRECTORY OF LSBRP and MFD VENDORS

<table>
<thead>
<tr>
<th>LSBRP</th>
<th>MFD</th>
<th>Company Name</th>
<th>Contact/Address</th>
<th>Phone/Email</th>
<th>Commodity/Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>S (09/20/2010)</td>
<td>Business Matters Etc.</td>
<td>Rina Russ</td>
<td>1 Research Ct Ste 450 Rockville, MD, 20850</td>
<td>(301) 529-3888 <a href="mailto:russ@businessmattersetc.com">russ@businessmattersetc.com</a></td>
<td>Ammonia and Other Chemicals, Household (Plain or S Applicators, Floor Finish Types (Except Brush Decontaminants, Spray and Powdered, Environment)</td>
</tr>
<tr>
<td>S (02/09/2012)</td>
<td>MDOT, MDC</td>
<td>Norma Byrd</td>
<td>Business Promotion Consultants Inc</td>
<td>3730 Georgia Ave Ste 312 Silver Spring, MD, 20910</td>
<td>(301) 580-0042 <a href="mailto:normabird@bpci.com">normabird@bpci.com</a></td>
</tr>
<tr>
<td>S (01/31/2012)</td>
<td>MDOT, SBA</td>
<td>A Rani Parker</td>
<td>Business-Community Synergies</td>
<td>104 Elm Avenue Takoma Park, MD, 20912</td>
<td>(301) 270-2241 <a href="mailto:rparker@bcsynergies.com">rparker@bcsynergies.com</a></td>
</tr>
<tr>
<td>S (07/19/2010)</td>
<td>MDOT</td>
<td>Pamela Clark</td>
<td>Clark Concepts</td>
<td>155 Gibbs St Ste 531 Rockville, MD, 20850</td>
<td>(301) 340-7445 <a href="mailto:pam@clarkconcepts.com">pam@clarkconcepts.com</a></td>
</tr>
</tbody>
</table>
| S (10/11/2011) | Clavis LLC | Valerie Novillo | 5500 Roosevelt St Bethesda, MD, 20817 | (301) 922-6880 vnavillo@clavis.us | Prisoner Tracking Devices, Electronic (Wrist and Leg) Monitoring Services, Parolee, Patient Con 

- LSBRP - S = Self Certified | F = Fully Certified by MCG DGS-QBRC
- MFD - Certified as Minority, Female, Disabled Owned Business by agency - confirmed by MCG DGS-QBRC

Previous -- Next
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](http://www.montgomerycountymd.gov/contractregister)

- **Details on each program:** [http://www.montgomerycountymd.gov/obrc](http://www.montgomerycountymd.gov/obrc)

- **Montgomery County Building Construction Projects:** [http://www.montgomerycountymd.gov/neighborhoodprojects](http://www.montgomerycountymd.gov/neighborhoodprojects)
Thank You

www.montgomerycountymd.gov/obrc

Grace Denno
240-777-9959
grace.denno@montgomerycountymd.gov
Manager, Office of Business Relations and Compliance
Department of General Services
Montgomery County, Maryland