

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

January 19, 2023

Miami-Dade County
Small Business Enterprise Goods and Services Advisory Board Meeting
Thursday, January 19, 2023 @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. Old Business (10 min)**
 - a. Approve** – Goods and Services Advisory Board 2023 Meeting Dates
 - b. Approve** –2023 Subcommittee meeting dates
 - c. Approve** - Meeting minutes
 - i. Goods and Services Advisory Board – November 17, 2022, Meeting Minutes
- III. 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)
- IV. New Business (20 min)**
 - a.** Jackson Health System bi-monthly reporting – Michelle Romano
 - b.** County-wide outreach in conjunction with each County Commissioner
 - c.** Discuss Goods and Services Subcommittee next steps
 - d.** 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: March 16, 2023

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**GOODS AND SERVICES 2023 MEETING
DATES**



Small Business Development Division-Internal Services Department
Small Business Enterprise (SBE) Program

2023 SBE Advisory Board Meeting Schedule

SBE A&E BI-MONTHLY ON THE LAST WEDNESDAY

January 25, 2023 10:30am – 12:00pm
March 29, 2023 10:30am – 12:00pm
May 31, 2023 10:30am – 12:00pm
July 26, 2023 10:30am – 12:00pm
September 27, 2023 ... 10:30am – 12:00pm
November 29, 2023 10:30am – 12:00pm

SBE CONSTRUCTION BI-MONTHLY ON THE 3RD MONDAY

January 23, 2023 1:00pm – 3:00pm
March 20, 2023 1:00pm – 3:00pm
May 15, 2023 1:00pm – 3:00pm
July 17, 2023 1:00pm – 3:00pm
September 18, 2023 1:00pm – 3:00pm
November 20, 2023 1:00pm – 3:00pm

SBE GOODS & SERVICES BI-MONTHLY ON THE 3RD THURSDAY

January 19, 2023 10:30am – 12:00pm
March 16, 2023 10:30am – 12:00pm
May 18, 2023 10:30am – 12:00pm
July 20, 2023 10:30am – 12:00pm
September 21, 2023 10:30am – 12:00pm
November 16, 2023 10:30am – 12:00pm

Board Members – In person: Small Business Development - Stephen P. Clark Center
111 NW First Street, 19th Floor Main Conference Room, Miami, FL 33128

Public – Virtual Meeting (Zoom): Register in advance for these webinars: <https://mdcsbd.gob2g.com/Default.asp>
Click on **Events tab** and select appropriate meeting and date to register.

**GENERAL INFORMATION AND AGENDAS FOR SBE ADVISORY BOARDS ARE AVAILABLE AT:
[HTTPS://WWW.MIAMIDADE.GOV/SMALLBUSINESS/ADVISORY-BOARDS.ASP](https://www.miamidade.gov/smallbusiness/advisory-boards.asp).**

FOR ANY QUESTIONS, PLEASE CONTACT SMALL BUSINESS DEVELOPMENT AT (305) 375-3111 OR SBDMAIL@MIAMIDADE.GOV.



To request materials in accessible format, sign language interpreters, and/or any accommodation to participate in any County-sponsored program or meeting, please contact Michou Jean via email at Michou.Jean@miamidade.gov or phone at 305-375-3161, five days in advance to initiate your request. TTY users may also call 711 (Florida Relay Service)

**GOODS AND SERVICES SUBCOMMITTEE
MEETING DATES**

2023 Small Business Enterprise Goods & Services Sub Committee Meeting Dates

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

When: Tuesday, February 7, 2023
Tuesday, March 7, 2023
Tuesday, April 4, 2023
Tuesday, May 2, 2023
Tuesday, June 6, 2023
Tuesday, July 11, 2023
Tuesday, August 1, 2023
Tuesday, September 5, 2023
Tuesday, October 3, 2023
Tuesday, November 7, 2023
Tuesday, December 5, 2023

Time: 3:00 pm- 4:00pm

Location:

Public - Virtual Meeting- Zoom

Register in advance for this webinar:

[https://miamidade.zoom.us/webinar/register/WN_CdgpBhWSCakvcIJEEemB
BA](https://miamidade.zoom.us/webinar/register/WN_CdgpBhWSCakvcIJEEemBBA)

***Note: The Goods & Services Sub Committee meetings are held Monthly on
the 1st Tuesday of the month unless a County observed holiday falls on
that Tuesday.***

NOVEMBER 17, 2022, MEETING MINUTES

Start Time: 10:42 AM
End Time: 12:22 PM

9 – Appointed

5 – Quorum

(E)=Excused (U) = Unexcused

Members Present (6)	Members Absent (3)
Darryl Holsendolph – Chairman	Carmen Baker (U)
Makeba Gassant	Adrian Jimenez (U)
Michaeljohn Anthony Green	Daniel Ribero (U)
Maria Molina	
Jeanette Paulino	
John A. Ramirez	

Staff Present & Online: Gary T. Hartfield (SBD Division Director), Rossi Siewnarine (SBD Section Chief), Michou Jean (SBD Section Manager), Cynthia France (SBD Section Manager), Marielena Bello (SBD), Courtney Anderson (SBD), Jacob Mills (SBD)

I. Welcome/ Introductions

Marielena Bello (SBD) called the Goods and Services Advisory Board meeting to order at 10:42 am, six (6) members were present.

II. SBD Section Reports

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

- i. Mr. Siewnarine presented the report on behalf of Ms. Wright-Robinson for the report for the period of September 1, 2022, to October 31, 2022.
- ii. Board member Michaeljohn Green mentioned that he has a business that has stated that they are missing over \$250,000 in payments and he has emailed multiple people within the department and has yet to receive an answer. Mr. Siewnarine gathered the contact information for Ms. Lawanda Wright-Robinson.
- iii. Ms. Gassant stated that she would like to see the outreach numbers increase. She would like to see more emails sent to bring awareness of forthcoming solicitations.

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

- i. Cynthia France (SBD Section Manager) presented the report on behalf of Ms. Cummings-Labossiere. The reporting period was September 1, 2022, to October 31, 2022.
- ii. 1 (one) Firm graduated, and 1 (one) firm was denied.
- iii. Chairman Holsendolph would like the demographic percentages of new and renewed firms included in upcoming reports.
- iv. Chairman Holsendolph inquired about the status of data pertaining to the LGBTQ Community. Does Miami-Dade County recognize LGBTQ as a category? Is this something that is being discussed? Mr. Siewnarine stated that that will be dependent on the outcome out the disparity study because the program is

currently race and gender neutral. Mr. Holsendolph stated they would like to see the data in the reports if this category is being recognized. Ms. Molina added that it is a good point to bring up.

c. Utilization – Rossi Siewnarine (SBD Section Chief)

- i. Mr. Siewnarine presented the report for the period of September 1, 2022, to October 31, 2022.
- ii. He provided a correction. In the bimonthly report, Contracts paid demographics, No SBE Goals/Measures, female Caucasian, the number should be 6.8 million not 5.8 million.
- iii. Moving forward there will be a table on the report that includes the total amount of non-competes for the Advisory Boards reference.
- iv. Mr. Holsendolph questioned “Why are elevators a non-compete when there are services that are needed once installation occurs?” Mr. Hartfield stated that elevators are proprietary service and software when it relates to servicing. Companies have rights and ownership of their information/technology when it relates to not only elevators but escalators or anything movable. Holsendolph understands but stated that a program should be built to incorporate small businesses and build capacity.
- v. Mr. Holsendolph suggested doing a quarterly summary of what is happening and what is being done within the advisory board for the County Commissioners. Gary T. Hartfield (SBD Director) advised that they are currently getting members from the advisory boards together to discuss issues amongst all industries and come up with a concise plan to try to resolve them. Mr. Hartfield reiterated that consistency across all boards and user departments will yield the best results.

III. Old Business

a. Approve – Meeting Minutes

- i. Goods and Services Advisory Board – October 11, 2022, Meeting Minutes
- ii. Goods and Services Advisory Board – September 15, 2022, Meeting Minutes
John Ramirez motioned to approve the meeting minutes, Makeba Gassant seconded the motion (Approved 6-0).

IV. New Business

a. Bundling of Contracts

- i. Ms. Gassant stated that it seems as though the county is moving towards grouping contracts into pools where there are no SBE measures which is unfortunate.
- ii. The board would like to develop a subcommittee to discuss this topic

b. Discuss New Sub Committee

- i. No discussion.

c. Request for future agenda item

- i. The board would like for Jackson to start providing a bi-monthly reporting.
- ii. Gather information regarding LGBTQ community, how and when will data regarding the community be included in reports.
- iii. Come up with new subcommittee dates to discuss bundling of contacts.
- iv. Send other advisory board dates to the members of the goods and services advisory board.

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 12:22 PM.

**G&S BUSINESS OUTREACH AND EDUCATION
REPORT**

Internal Services Department
Small Business Development (SBD)
Small Business Enterprise – Goods & Services
Business Outreach and Education Section
November 1-30, 2022

		Total for Period	YTD Total
Activity	Assistance Provided to Small Business Enterprise-Goods & Services Program		
1	Certification Assistance	39	97
2	Needs Assessment Meetings (NAMS)	6	22
3	Technical Assistance	100	232
4	Payment Issues	4	17
4.1	Payment Issues Related Dollars	\$11,636	\$227,819
5	Prompt Payment Issues	0	1
5.1	Prompt Payment Related Dollars	0	\$78,164
6	Contract Issues (Non-dollar related)	3	4
7	Contact with SBE-Goods & Services Firms (emails highlighting contract opportunities)	1,773	2,420

		Total for Period	YTD Total
Activity	Training, Education and Outreach Activities		
1	Small Business Development (sponsored) Workshops and Forums	1	1
1.1	Number of Attendants	15	49
2	Partnership Workshops & Forums	3	5
2.1	Number of Firms (with whom contact was made)	61	151
Activity	Technical Training & Development Workshops		
3	Access to Capital		
3.1	n/a		

G&S CERTIFICATION REPORT

Certification Type: SBE-GS
PERIOD: Nov 1, 2022 to Nov. 30, 2022

				Total Amount	African American	Caucasian	Hispanic	Asian	Native American	Other		Female	Male	Total Amount
	Total Certified SBE-GS as of 11/30/22			1378	263	158	923	22	0	12		423	955	1378
		New	3 year Recert											
1	Approved Applications (New & Recertification)	9	3	12										
2	Graduated			2										
3	Denied			0										

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

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

Goods & Services Advisory Board
Nov. 1 2022 to Nov 30 2022 Period
SBE Denied & Graduated Firms

Business Name	Certification Type	Certification Action	Certification Status	Date	Reason	District
Silva Group Construction Inc.	SBE-G&S	Recertification	Graduated	11/15/22	Exceed AGR	4
Transamerica Training Management DBA Tam Training	SBE-G&S	Recertification	Graduated	11/7/22	Exceed PNW	6

G&S UTILIZATION REPORT

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

CONTRACTS AWARDED															
Reporting Period: 11/1/22 to 11/30/22															
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	SBE	NON-SBE	TOTAL			
1. Goods and Services	-		-	0%	56,929,505	100%	56,929,505	100%	-	0%	56,929,505	100%	56,929,505	100%	
2. Procurement			-				-	0%			-	0%			
3. Accessed Contracts			-				-	0%			-	0%			
4. Invitation to Bid			-				-	0%			-	0%			
5. RFP/RFQ			-				-	0%			-	0%			
6. Bid Waiver			-				-	0%			-	0%			
7. Purchase Order			-				-	0%			-	0%			
TOTAL	-	-	-	0%	56,929,505	100%	56,929,505	100%	-	0%	56,929,505	100%	56,929,505	100%	

\$1.15B worth of goods and services contracts were excluded from this analysis as SBE's would not have an opportunity to compete due to the nature of the contract. A closer review of these type of contracts exceed \$20M and consist of: Gasoline and Diesel, Cellular devices, Oracle Master Agreement, Vehicle Purchases, Vehicle Rental Service, Section 8 Housing Voucher, Employee life/accidental death/death/life insurance, Employee group dental, Head Start Program Pool, Transit buses, Microsoft Software Licensing, Helicopters for MDR.

CONTRACTS PAID															
Reporting Period: 11/1/22 to 11/30/22															
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	SBE	NON-SBE	TOTAL			
1. Goods and Services			-	0%	477,925	100%	477,925	100%	-	0%	477,925	100%	477,925	100%	
2. Procurement			-				-	0%			-	0%			
3. Invitation to Bid			-				-	0%			-	0%			
4. RFP/RFQ			-				-	0%			-	0%			
5. Bid Waiver			-				-	0%			-	0%			
6. Purchase Order			-				-	0%			-	0%			
TOTAL	-	-	-	0%	477,925	100%	477,925	100%	-	0%	477,925	100%	477,925	100%	

\$1.15B worth of goods and services contracts were excluded from this analysis as SBE's would not have an opportunity to compete due to the nature of the contract. A closer review of these type of contracts exceed \$20M and consist of: Gasoline and Diesel, Cellular devices, Oracle Master Agreement, Vehicle Purchases, Vehicle Rental Service, Section 8 Housing Voucher, Employee life/accidental death/death/life insurance, Employee group dental, Head Start Program Pool, Transit buses, Microsoft Software Licensing, Helicopters for MDR.

CONTRACTS AWARDED DEMOGRAPHICS															
Reporting Period: 11/1/22 to 11/30/22															
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%	56,929,505	100%			0%	56,929,505	100%	
TOTAL	-	-	-	-	0%	-	0%	56,929,505	100%	56,929,505	100%	56,929,505	100%		

CONTRACTS PAID DEMOGRAPHICS															
Reporting Period: 11/1/22 to 11/30/22															
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				-	477,925	100%	0%	0%	477,925	100%	477,925	100%	-	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%	
TOTAL	-	-	-	-	477,925	100%	-	0%	477,925	100%	477,925	100%	-	0%	

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.

COUNTY WIDE OUTREACH

Countywide Outreach

Purpose

Engage/connect with the community, establish ourselves as community liaisons, and increase local/SBE vendor registration.

Reference

"The advisory board will operate as a focal point for the public and, with the assistance of the County mayor or designee, will collect, input and disseminate information related to economic opportunities within Miami-Dade County government for SBE G&S business owners."

Schedule

2 Districts per month/as time & scheduling conflicts permit

Confirmations by end of February, Start March 2023 / End August 2023 for recess

A

-
1. Draft letter/email with follow-up phone call outlining intent, purpose of County-wide meetings
 - a. 1 letter for Districts
 - b. 1 letter for Sponsors
 2. Each person will reach out to their respective District Commissioner, for Districts without representation, Board Members may volunteer to reach out
 3. Confirm available dates

B

-
1. Based on sponsors, create marketing flyer
 2. Create sign up links
 3. Work with Outreach department to create structure of agenda of meeting
 4. Include on-site vendor registration demonstrations

C

Sponsorship Ideas:

1. South Florida Alliance
Office of the Mayor
2. County Commissions
3. Various Community Organizations