



# Small Business Enterprise (SBE)

Procurement, EO, Risk and SEEDS

## How did we get here...

- The County Attorney's Office provided a Memo to the Board, in coordination with County Staff on different enterprise programs.
- On 8/22/2023, the board requested staff to look at opportunities to keep money local.
- Staff have met, recapped and discuss the current SBE program and what can be done about those opportunities.

# SBE Program

- The SBE program is managed by Equal Opportunity:
  - Receive the applications and review the requirements
  - Maintain the SBE Online vendor data base
  - Works with Procurement
- Procurement processes SBE Program through:
  - Formal and Informal Solicitations
  - Follows Procurement Code

# What is SBE?

- Small Business Enterprise was amended in 2006
  - It replaced a Small and Minority Business program
  - Adopted through the approval of the Procurement Code
- It is an Inclusive Program for:
  - Small Business
  - Women/Minority Owned Business
  - SBE Zoning - Local Preferences

# Race and Gender-Neutral Program

- The SBE Program was created to be race and gender neutral, for purpose of:
  - Board's vision to include all small community businesses
  - Fosters growth of local small and economically disadvantaged businesses - not those located in larger cities/counties
  - Provides real benefit of certification on RFPs and bids

# Increased Outreach

- County created a program brochure.
- Posted information about small business resources.
- Collaborated with local economic development resources.
- Participate in trade shows for vendors and staff.
- Public notice of Bids and Request for Proposal with the County's goals.

# Eligibility Criteria

- SBE Qualifications
  - Business employs 25 or fewer full-time permanent employees
  - Business has maximum net worth of \$1 million or less.
  - Business is located in the small business enterprise zone.

# Small Business Enterprise Zone

- Alachua County and Surrounding Counties
  - Bradford
  - Clay
  - Columbia
  - Gilchrist
  - Levy
  - Marion
  - Putnam and Union

# Procurement

- Goal is to have 15 % SBE Participation, released in AD's
- SBE Preference – Invitation to Bid
  - 5% up to \$50K for a SBE
  - 3% up to \$50k for a Contractor that uses at least 15% SBE's
  - Prime Vendor not using any Sub-Contractors, doing all work
  - Good Faith Effort
    - When ever possible

# Procurement

- SBE Preference: Request for Proposal
  - Award 15 points for a SBE and 51% of work will be done by SBE
  - Award 10 points to Consultant who meets 30% SBE goal.
  - Award 5 points to Consultant who meets 15-29% SBE goal.
  - No points awarded in Non-SBE Consultant and use no sub-contractors
  - No points awarded for Non-SBE Consultant and non SBE sub's
    - Good Faith Effort

# Procurement

- Quote SBE Vendors from SBE approved List
- Add supplemental vendor for formal Procurement
- Attend Small Vendor Workshops
  - UF
  - City of Gainesville
  - Surrounding Communities

# Procurement by the Numbers

- 56 Million Awarded in competitive procurement
- Paid out over 2 Million to registered SBE vendors
  - 15 vendors
    - Spherion
    - Shine and Company
    - P & P Striping
    - AJ Lawn Care

# Risk Requirements

- Minimum of 300K for General Liability and Auto Liability for informal procurement.
- Statutory limits for Works Comp.
- List Alachua County Board of County Commissioners as an Additional Insured
- Must indemnify Alachua County Board of County Commissioners

# Insurance Options

- Local brokers who specialize in insurance for Small Business
  - Cotton's
  - McGriff-Williams
  - Darr Schackow
- (County does not endorse any listed above)

# Interlocal Agency

- State of Florida/OSD, UF Small Business, Leon County
  - 200 Employee's
  - \$5 Million Dollar
  - Florida Based Small Business (Leon – 4 County Zone)
- City of Gainesville
  - 200 Employee's and \$5 Million Dollar
  - SBE Zone (Alachua, Bradford, Columbia, Gilchrist, Levy, Putnam, or Union County)

# Alachua County Data (2020)

- Total Business: 6,377
  - 4,366 have less than 20 Full Time (FT) Employees
  - 542 have between 21-99 FT Employees
  - 238 have 100 – 499 FT Employees
  - 1,231 have 500 + FT Employees
- Annual Payroll:
  - \$4,593,666,000 / Business (6,377) = \$720,349.06

# Community Out-Reach

- SBE Community survey
- Vendor Feedback
- Success of current program
- Baseline Data
- Identify Barriers
- Small and Local Business Information

# Suggested Changes

- Equal Opportunity Office
  - Applications for SBE Certification will include insurance information.
- Risk Management
  - Suggested risk guidelines for informal \$50K and formal \$50K
- Procurement Office
  - Include a contract close out document to track subcontractor expenditures for Procurement reporting

## Recommended Action

- Implement the current suggested changes, gather the data from the community survey and report back the findings from Contract close out data.