



A colored postcard of an aerial view of downtown with views of High Street, Broad Street and the Scioto Riverfront. The photograph was taken by Fairchild Aerial Surveys Inc., circa 1956.

EQUAL BUSINESS OPPORTUNITY COMMISSION OFFICE

Department Description

The Equal Business Opportunity Commission Office (EBOCO) develops and implements race- and gender-neutral programs that encourage the use of a diverse pool of qualified contractors and service providers. The office reviews informal purchasing policies, provides technical assistance to the minority, female, and small business community, and recommends and implements additional efforts necessary to further develop inclusiveness in the city's contracting practices. EBOCO also reviews all

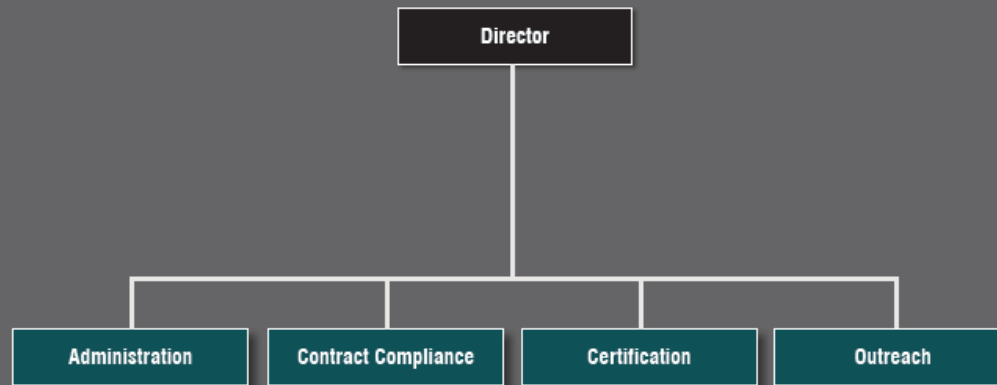
rules and regulations relevant to contract compliance and ensures that the city is conforming to those rules or regulations.

Department Mission

To promote inclusiveness within the city's procurement process and to facilitate equitable awarding of contracts to all businesses including minority and female business enterprises.

Additionally, EBOCO compiles, reviews, and analyzes minority and female business enterprise utilization, based upon city contract awards, contract payments, and vendor registration data. The office is also responsible for the production of quarterly utilization reports to the Mayor and City Council.

Equal Business Opportunity Commission



Strategic Priorities for 2016

Peak Performance

Monitor and review city contracts for compliance with city, state, and federal requirements.

Participate in outreach activities that will inform customers (internal and external) about contracting opportunities and the importance of a diverse vendor base.

Continue to promote policies and procedures that ensure small, minority, and female owned businesses have equal access to opportunities in bid solicitations.

Work to optimize the PRISM tracking system to ensure the proper collection, reporting, and monitoring of utilization data.

If federal funding is awarded, create a supportive services unit within EBOCO to offer assistance and agency referrals to small, minority, and female owned businesses in developing bid submittals and presentations, marketing strategies, strategic partnering and organizational structure.

Formalize reciprocal certification agreements with peer agencies, when appropriate, to increase the available pool of certified small, minority, and female owned businesses.

Continue to host internal meetings, external forums, and other educational training sessions, such as “How to do Business with the City” and “Director to Business” forums, to encourage small, minority, and female owned businesses to seek opportunities with the city. Periodically recommend and implement additional efforts necessary to institutionalize processes and further develop inclusiveness in the city’s contracting practices.

Continue to expand relationships with advocacy groups that support small businesses, female owned businesses, veteran owned businesses, and minority owned businesses, including those who are not interested in city contracts but need supportive services.

Continue to expand strategic partnerships to allow pooling of services, collaboration on initiatives that impact the public and private sectors, and the expansion of our potential vendor pool.

2016 BUDGET NOTES

The 2016 budget proposal represents a continuation of services at existing levels. EBOCO will continue an initiative to identify small businesses and track their inclusion in city procurement and purchasing, in an effort to expand and enhance the potential for economic growth inherent in small business development. In addition, EBOCO will continue training staff on the PRISM database, the office’s platform for tracking inclusion of female- and minority-owned businesses.

Department Financial Summary by Area of Expense					
Fund	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Proposed
<u>General Fund</u>					
Personnel	\$ 802,966	\$ 821,767	\$ 845,882	\$ 853,043	\$ 871,329
Materials & Supplies	3,508	3,683	5,000	5,000	5,100
Services	131,175	72,371	74,686	72,352	58,423
General Fund Subtotal	937,649	897,821	925,568	930,395	934,852
Department Total	\$ 937,649	\$ 897,821	\$ 925,568	\$ 930,395	\$ 934,852

Department Personnel Summary					
Fund	FT/PT	2013 Actual	2014 Actual	2015 Budgeted	2016 Budgeted
<u>General Fund</u>					
Equal Business Opportunity	FT	9	9	9	9
Total		9	9	9	9

Operating Budget by Program		
Program	2016 Proposed	2016 FTEs
Administration	\$ 355,620	3
MBE/FBE Support	579,232	6
Department Total	\$ 934,852	9

The programs above and the program descriptions on the following page represent those that will be used in the city's new accounting system which will go live January 1, 2016. As such, no history of financial or personnel data by program is included in this document for prior years.



2016 PROGRAM GUIDE

ADMINISTRATION

To plan, implement, and evaluate the minority/female certification and contract compliance function for the City of Columbus.

MINORITY/FEMALE BUSINESS ENTERPRISE (MBE/FBE) SUPPORT

To develop and implement race- and gender-neutral programs that encourage the use of a diverse pool of qualified minority and female contractors and service providers.

This page has been intentionally left blank.
