



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

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.

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

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.

STRATEGIC PRIORITIES FOR 2015

Peak Performance

Continue to implement recommendations from the Small Business Initiative including the creation of a Small Business Directory and an EBOCO guidance manual.

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

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.

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.

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.

Collaborate with the Small Business Concierge to reach all segments of the small business community and craft programs to address their needs.

Continue to expand strategic partnerships, specifically with South Central Minority Supplier Development Council (SCMSDC), the State of Ohio, the Columbus Chamber (Diversity Bridge), Port Columbus, Columbus City Schools, and Central Ohio Transit Authority (COTA) to allow pooling of services, collaboration on initiatives that impact the public and private sectors, and the expansion of our potential vendor pool.

2015 BUDGET NOTES

In 2015, 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	2012 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Proposed
General Fund					
Personnel	\$ 711,647	\$ 802,966	\$ 826,498	\$ 822,857	\$ 845,882
Materials & Supplies	5,031	3,508	5,000	5,000	5,000
Services	60,457	131,175	75,764	74,928	74,686
General Fund Subtotal	777,135	937,649	907,262	902,785	925,568
Department Total	\$ 777,135	\$ 937,649	\$ 907,262	\$ 902,785	\$ 925,568

Department Personnel Summary					
Fund	FT/PT	2012 Actual	2013 Actual	2014 Budgeted	2015 Budgeted
General Fund					
Equal Business Opportunity	FT	9	9	9	9
Total		9	9	9	9

Operating Budget by Program				
Program	2014 Budget	2014 FTEs	2015 Proposed	2015 FTEs
Equal Business Opportunity Commission Office	\$ 907,262	9	\$ 925,568	9
Department Total	\$ 907,262	9	\$ 925,568	9



2015 PROGRAM GUIDE

EQUAL BUSINESS OPPORTUNITY COMMISSION OFFICE

To promote inclusiveness in the city's procurement process and to facilitate equal access to contract opportunities.

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