

Equal Business Opportunity Commission Office

Department Description

The Equal Business Opportunity Commission Office (EBOCO) is mandated by city code to compile, review, and analyze minority and female business enterprise utilization, based upon city contract awards, contract payments, and vendor registration data. The office is also responsible for the release of quarterly utilization reports to the Mayor and City Council.

In addition, EBOCO develops and implements race and gender-neutral programs that encourage usage of a diverse pool of qualified minority and female contractors and service providers. EBOCO also reviews informal purchasing policies and 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, such as the monthly inclusion meetings (internal), Director's Business Roundtables (external), and partnering with agencies and/or organizations to reach targeted groups.

Department Mission

The mission of the Equal Business Opportunity Commission Office is to promote inclusiveness of minority and female owned businesses within the city's procurement process and to facilitate equitable awarding of contracts to minority and female business enterprises.

Strategic Priorities for 2009

From the Columbus Covenant:

Peak Performance

- Encourage and promote the utilization of minority and female owned business enterprises (M/FBEs) by city agencies and departments. EBOCO will continue to implement the recommendations of the 2003 availability study and develop and recommend the creation of citywide policies that encourage a diverse supplier population.
- Monitor and review city contracts for compliance with city, state, and federal requirements. In addition to developing outreach activities that will inform customers (internal and external) about the importance of a diverse vendor base. EBOCO will continue to monitor and report M/FBEs' utilization and availability. EBOCO will also establish procedures and policies to ensure that available M/FBEs are included in bid solicitations.
- Continue internal inclusion meetings, external roundtable forums and other educational training sessions as well as host "how to do business with the city" seminars to encourage minority and female businesses to seek opportunities with the city. EBOCO will continue to facilitate the creation of targeted outreach with city departments and special projects.

- EBOCO will continue the publication and dissemination of a minority/female business enterprise directory, the ACCESS newsletter, the “Access to Opportunities” television program and the EBOCO annual report.
- Periodically recommend and implement additional efforts necessary to institutionalize processes and further develop inclusiveness in the city’s contracting practices.
- Continue to market expertise to industry peers and to expand strategic partnerships, allowing pooling of services to have the greatest impact.

2009 Budget Notes

- Reductions in outreach, printing, consultants and memberships of nearly \$40,000 were necessary due to budgetary constraints.
- Two less positions are funded in 2009 than in 2008.

Budget and Performance Measure Summary

EBOCO FINANCIAL SUMMARY					
DIVISION SUMMARY	2006 Actual	2007 Actual	2008 Original Appropriation	2008 Estimated Expenditures	2009 Proposed
Equal Business Opportunity	\$ 962,940	\$ 942,818	\$ 750,689	\$ 812,323	\$ 669,096
TOTAL	\$ 962,940	\$ 942,818	\$ 750,689	\$ 812,323	\$ 669,096

NOTE: The general fund 2008 and 2009 figures, unlike in preceding years, do not include technology expenditures which are budgeted in Finance and Management. For an adjusted historical comparison, see page 26-9.

EBOCO SUMMARY BY CHARACTER					
EBO COMMISSION EXPENDITURES SUMMARY	2006 Actual	2007 Actual	2008 Original Appropriation	2008 Estimated Expenditures	2009 Proposed
Personnel	\$ 842,749	\$ 808,344	\$ 724,293	\$ 788,749	\$ 652,053
Materials & Supplies	5,329	5,068	5,430	4,003	544
Services	114,862	129,406	20,966	19,571	16,499
TOTAL	\$ 962,940	\$ 942,818	\$ 750,689	\$ 812,323	\$ 669,096

EBOCO SUMMARY BY FUND					
FUND SUMMARY	2006 Actual	2007 Actual	2008 Original Appropriation	2008 Estimated Expenditures	2009 Proposed
General	\$ 962,940	\$ 942,818	\$ 750,689	\$ 812,323	\$ 669,096
TOTAL	\$ 962,940	\$ 942,818	\$ 750,689	\$ 812,323	\$ 669,096

EBOCO PERSONNEL SUMMARY					
DIVISION	FT/PT*	2006 Actual	2007 Actual	2008 Budgeted	2009 Budgeted
Equal Business Opportunity	FT	11	10	10	8
	PT	0	0	0	0
TOTAL		11	10	10	8

*FT=Full-Time PT=Part-Time

2009 Operating Budget
Equal Business Opportunity Commission Office

Program	Mission	Financial History by Program				Personnel by Program			
		2006 Budget	2007 Budget	2008 Budget	2009 Proposed	2006 FTEs	2007 FTEs	2008 FTEs	2009 FTEs
Equal Business Opportunity Commission Office	To promote inclusiveness in the city's procurement process and to facilitate equal access to contract opportunities.	\$ 982,855	\$ 1,118,636	\$ 750,689	\$ 669,096	11	10	9	8
		\$ 982,855	\$ 1,118,636	\$ 750,689	\$ 669,096	11	10	9	8

NOTE: The general fund 2008 and 2009 budget figures, unlike in preceding years, do not include technology expenditures, which are budgeted in Finance and Management. For an adjusted historical comparison, see page 26-9. Some program data will not match department summary data due to differences in data being reported (i.e., budgeted versus actual). This is compounded in cases of departmental reorganizations during the timeframe.

2008 Operating Budget
 Equal Business Opportunity Commission Office

Performance History by Program

Program	Measure	Performance History by Program			
		2006	2007	2008 Mid-Year	2009 Target
Equal Business Opportunity Commission Office	% construction contract dollars paid to targeted firms	14.6%	9.6%	17.0%	12.0%
	% goods and service contract dollars paid to targeted firms	11.3%	7.8%	9.0%	9.0%
	% professional service contract dollars paid to targeted firms	27%	29%	21%	26%
	# EBOCO outreach events	18	18	14	22
	# evaluation committees served	n/a	10	17	30
	% legislation reviewed within 2 days	94%	94%	94%	94%
	% contracts reviewed within 2 days	91%	91%	95%	92%
	# pre-bid meetings attended	n/a	n/a	n/a	30
	# pre-construction meetings attended	n/a	n/a	n/a	100