

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; 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. EBOCO also reviews all rules and regulations relevant to contract compliance 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.

Department Mission

The mission of the Equal Business Opportunity Commission Office is 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.

Strategic Priorities for 2011

From the Columbus Covenant:

Peak Performance

- Encourage and promote fairness and equity in the use of small, minority and female owned business enterprises by city agencies and departments.
- 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 the contracting opportunities and the importance of a diverse vendor base.
- Establish policies and procedures to ensure that available minority and female businesses have equal access to opportunities in bid solicitations.
- Continue internal meetings, external 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 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 expand strategic partnerships, allowing pooling of services to have the greatest impact and provide exceptional customer service that exceeds expectations.

2011 Budget Notes

- Funding in 2011 provides for staffing levels consistent with the last three years. As such, service levels are expected to remain constant.
- In 2011, an additional \$20,000 is provided to contract for professional services to assist with minority outreach and small business development.

Budget and Program Summary

EBOCO FINANCIAL SUMMARY					
DIVISION SUMMARY	2008 Actual	2009 Actual	2010 Original Appropriation	2010 Estimated Expenditures	2011 Proposed
Equal Business Opportunity	\$ 812,813	\$ 638,207	\$ 642,271	\$ 663,777	\$ 679,349
TOTAL	\$ 812,813	\$ 638,207	\$ 642,271	\$ 663,777	\$ 679,349

EBOCO SUMMARY BY CHARACTER					
EBO COMMISSION EXPENDITURES SUMMARY	2008 Actual	2009 Actual	2010 Original Appropriation	2010 Estimated Expenditures	2011 Proposed
Personnel	\$ 788,359	\$ 622,616	\$ 613,481	\$ 641,471	\$ 630,421
Materials & Supplies	3,981	1,137	1,750	1,750	1,750
Services	20,473	14,454	27,040	20,556	47,178
TOTAL	\$ 812,813	\$ 638,207	\$ 642,271	\$ 663,777	\$ 679,349

EBOCO SUMMARY BY FUND

FUND SUMMARY	2008 Actual	2009 Actual	2010 Original Appropriation	2010 Estimated Expenditures	2011 Proposed
General	\$ 812,813	\$ 638,207	\$ 642,271	\$ 663,777	\$ 679,349
TOTAL	\$ 812,813	\$ 638,207	\$ 642,271	\$ 663,777	\$ 679,349

EBOCO PERSONNEL SUMMARY

DIVISION	FT/PT*	2008 Actual	2009 Actual	2010 Budgeted	2011 Budgeted
Equal Business Opportunity	FT	9	7	7	8
TOTAL		9	7	7	8

*FT=Full-Time PT=Part-Time

2011 Operating Budget
Equal Business Opportunity Commission Office

Program	Mission	Financial History by Program				Personnel by Program			
		2008 Budget	2009 Budget	2010 Budget	2011 Proposed	2008 FTEs	2009 FTEs	2010 FTEs	2011 FTEs
Equal Business Opportunity Commission Office	To promote inclusiveness in the city's procurement process and to facilitate equal access to contract opportunities.	\$ 750,689	\$ 658,705	\$ 642,271	\$ 679,349	10	7	7	8
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