

Management Services

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Minority/Women Business Enterprise

Organizational Code: 001-112-513

Mission Statement

The mission of the Minority/Women Business Enterprise Program is to provide minority and women-owned businesses with a means of participation in Leon County's procurement process for the purpose of achieving economic parity among all Leon County vendors.

Advisory Board

Minority/Women Business Enterprise Citizens Advisory Committee

Summary of Services Provided

1. Identify and work to eliminate barriers that inhibit M/WBE participation in Leon County's procurement process.
2. Establish realistic goals to increase M/WBE utilization.
3. Provide information and assistance to M/WBEs regarding procurement opportunities with Leon County.
4. Implement mechanisms and procedures for monitoring M/WBE compliance by prime contractors and staff.
5. Implement mechanisms to evaluate the program's progress and institute tracking mechanisms to attract M/WBE participation in the County's procurement process.

Accomplishments

1. MGT of America completed the Anecdotal, Legal and Programmatic Review Part of the disparity study. This study and the Factual Predicate Study was consolidated into one comprehensive M/WBE disparity study report.
2. Entered into an M/WBE Certification Interlocal Agreement with the City of Tallahassee and Leon County School Board MBE Offices.
3. Assisted in the establishment of the Florida Construction Business Alliance (FCBA), an organization for individuals and companies in the building construction and design industry.

Current Year Notes

This program is recommended at an increased funding level. These recommendations include:

1. Routine salary, wage and benefit adjustments.
2. Additional funds to support increased costs establishing and maintaining a database & registry for vendors in accordance with the Board ratified suggestions of the MGT Disparity Study. Total fiscal impact is \$25,000.
3. Funding is provided for the reclassification of the following positions: MWBE Analyst to pay grade 84. Total fiscal impact is \$5,852.

Out-Year Notes

There are no Budget Issues requested in FY2007 thru 2010, with the exception of anticipated routine salary, wage and benefit adjustments.

Objectives / Performance Measures	Indicator	Units	FY 2004 Actual	FY 2005 Budget	FY 2006 Budget
01-112-513 M/WBE					
• Number of preliminary requests for proposals analyzed.	Input	#	64	60	60
• Number of pre-bid conferences attended.	Input	#	36	30	30
• Number of submitted proposals reviewed.	Input	#	64	60	60
• Provide training to citizens for assistance in starting their own local business	Input	#	20	25	30

**Leon County Government
Fiscal Year 2006 Budget**

Minority/Women Business Enterprise

Organizational Code: 001-112-513

Budgetary Costs	FY 2004 Actual	FY 2005 Adopted	FY 2006 Continuation	FY 2006 Issues	FY 2006 Budget	FY 2007 Budget
Personal Services	108,639	112,964	112,672	8,945	121,617	128,702
Operating	69,022	18,146	18,146	25,000	43,146	18,146
Capital Outlay	5,129	0	0	0	0	0
Total Budgetary Costs	<u>182,790</u>	<u>131,110</u>	<u>130,818</u>	<u>33,945</u>	<u>164,763</u>	<u>146,848</u>

Funding Sources	FY 2004 Actual	FY 2005 Adopted	FY 2006 Budget	FY 2007 Budget
001 General Fund	182,790	131,110	164,763	146,848
Total Revenues	<u>182,790</u>	<u>131,110</u>	<u>164,763</u>	<u>146,848</u>

Staffing Summary	FY 2004 Actual	FY 2005 Adopted	FY 2006 Continuation	FY 2006 Issues	FY 2006 Budget	FY 2007 Budget
M/WBE Analyst	1.00	1.00	1.00	0.00	1.00	1.00
MWBE Director	1.00	1.00	1.00	0.00	1.00	1.00
Total Full-Time Equivalents (FTE)	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>0.00</u>	<u>2.00</u>	<u>2.00</u>