

City of Jacksonville, Florida

## Office of Economic Development

Jacksonville Small &  
Emerging Business  
Office

4th Quarter Report  
for FY 12-13

---

## Table of Contents

1. RFP / Bid Opportunities Reviewed.....	2
2. Contract Dollars Awarded to JSEBs.....	5
3. Applications & Requests Reviewed.....	7
4. JSEB Office Monthly Business Assistance.....	9
5. Graduation.....	10
6. Outreach Events .....	11

## RFP / BID Opportunities Reviewed

The Jacksonville Small & Emerging Business (JSEB) Office reviewed a total of 100 professional service and construction / related projects for JSEB goal setting for the 4th quarter of FY 12-13. Thirty-seven (37) projects were construction and related projects. Sixty-three (63) were professional services RFPs, contracts and amendments reviewed for participation.

### Professional Services

Month	# of Professional Service Projects Reviewed	# of Projects Set-Aside	# of Projects w/Participation Goals	Set-Aside Percentage	Participation Percentage
July	24	0	5	0.0%	17.5%
August	21	0	6		
September	18	0	0		
Sub-Total	63	0	11		

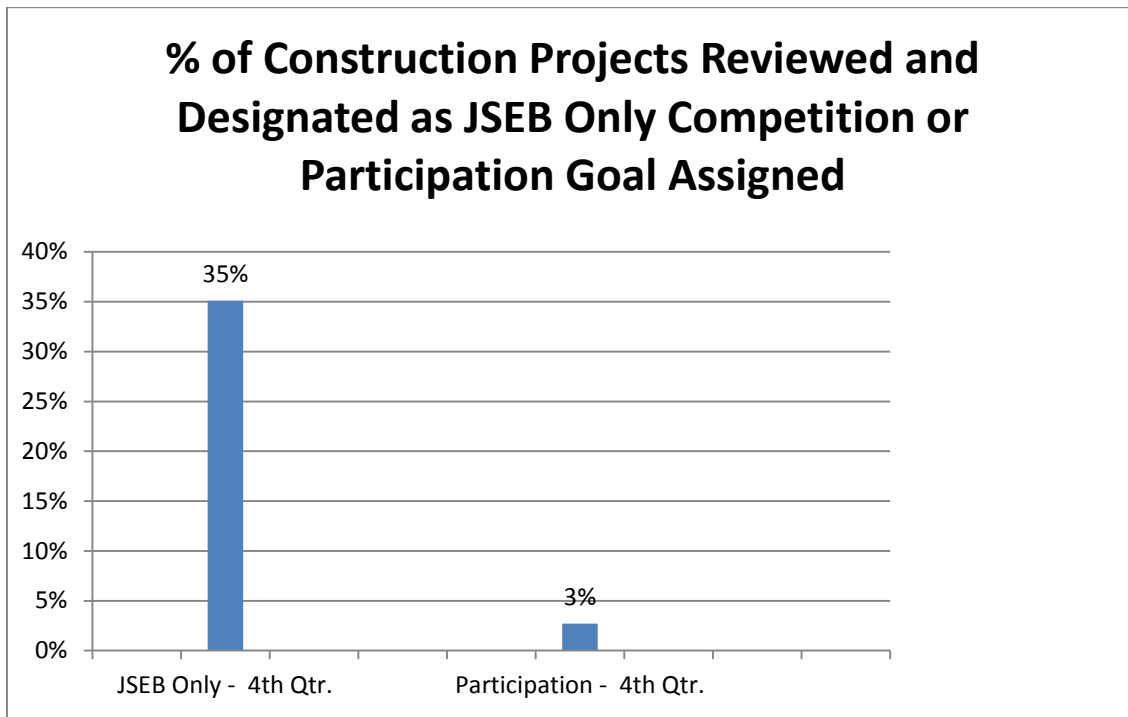
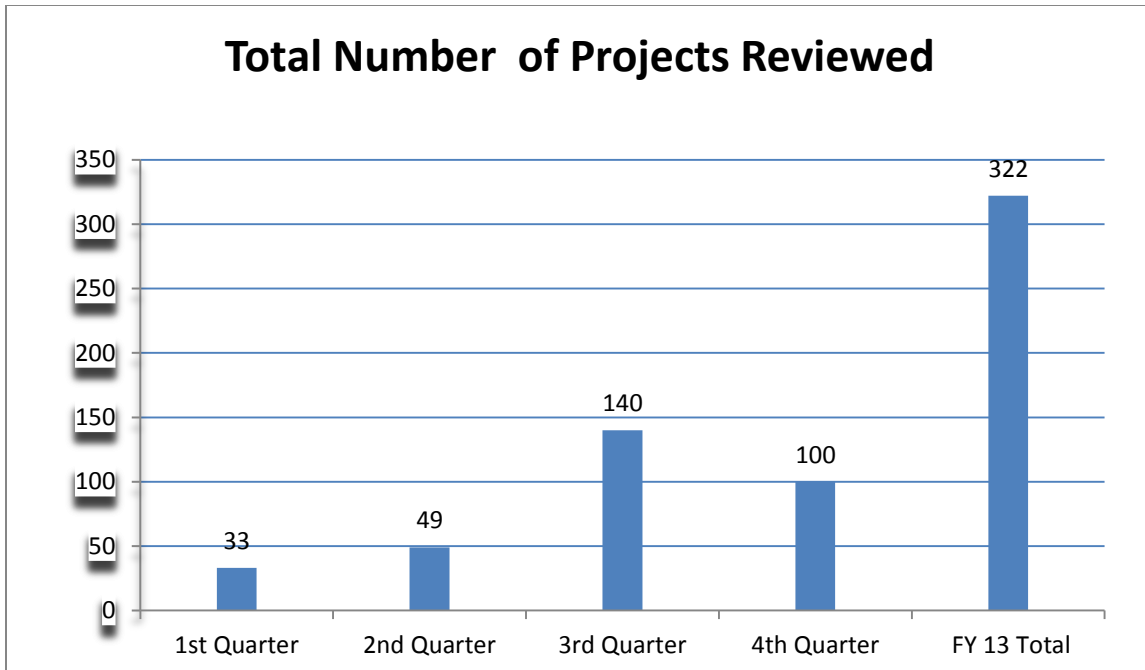
No professional service projects were able to be set-aside, but sixteen (17.5%) of the professional service projects reviewed had goals assigned to them during the 4<sup>th</sup> quarter.

### Construction and Related Projects

Month	# of Construction / Related Projects Reviewed	# of Projects Set-Aside	# of Projects w/Participation Goals	Set-Aside Percentage	Participation Percentage
July	15	5	1	35.1%	2.7%
August	15	4	0		
September	7	4	0		
Sub-Total	37	13	1		

Thirty-five percent (35%) of construction & related projects reviewed for bidding during the 4th quarter were projects set-aside for “JSEB Only” competition. The JSEB Office was only able to assign one project a participation goal, but will continue to aggressively review all opportunities. The total number of projects assigned “JSEB only” or Participation “Goals” for the 4<sup>th</sup> quarter was fourteen (14), equating to 37.8% of all construction bids reviewed for bidding opportunities.

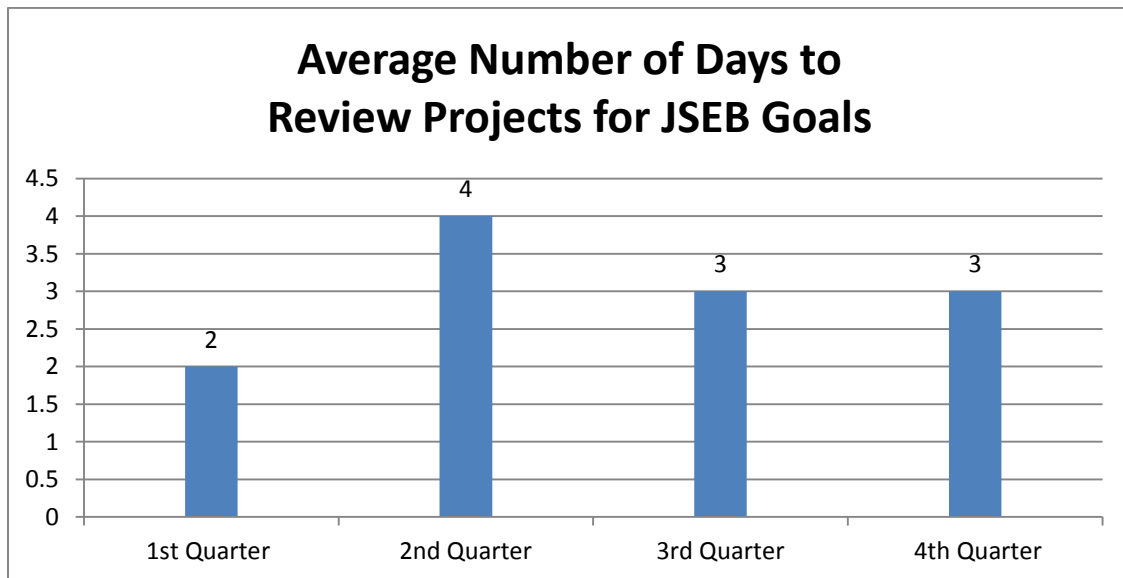
All projects reviewed during the 4th quarter were not necessarily awarded during the same time period. Many projects are initially reviewed, but awarded later during the year depending on the complexity of the project.



The estimated dollar amount for projects reviewed for “JSEB Only” competition (prime contracts) was \$1,949,851. The estimated amount assigned for “JSEB Participation” was \$4,500. The total estimated amount reviewed for JSEB goal participation for the 4th quarter was \$1,954,351.

The 12 month estimated total amount reviewed which includes the first, second, third and fourth quarters for set-asides is \$5,392,649 and for participation is \$3,306,331 for a total estimated goal of \$8,698,980.

The JSEB Office average # of days to review contracts for participation for the fourth quarter was three (3) days.

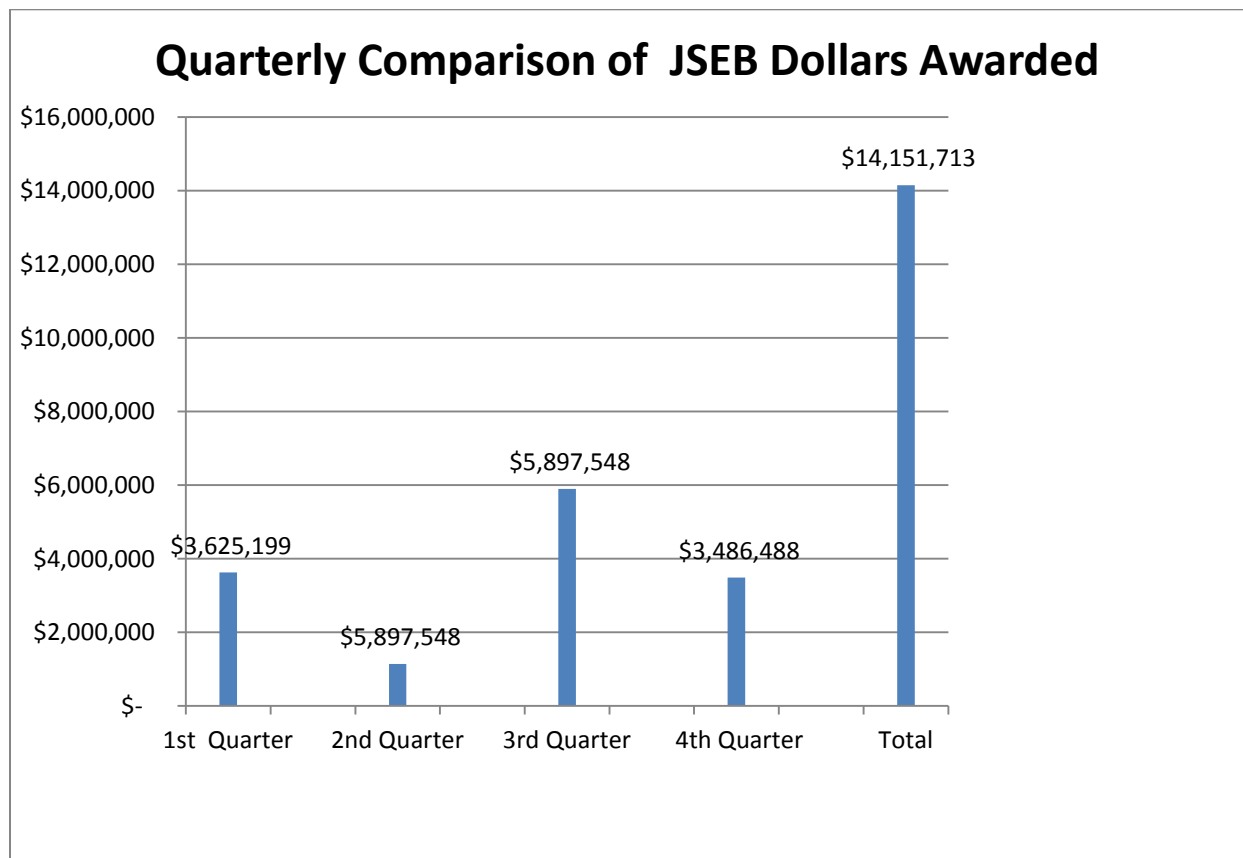


## Contract Dollars Awarded to JSEBs

The total contract dollars that JSEBs were eligible to bid on, awarded by the City of Jacksonville for construction, construction related, contractual services, or contractual supply contracts in the fourth quarter was \$15,219,108.

The dollar amount awarded through “JSEB Only” competition or prime contracts for the fourth quarter was \$1,495,789 and the dollar amount awarded through “JSEB Participation” or sub-contracts was \$1,985,201, also one project for \$5,498 that was advertised with “encouragement” language was awarded to a JSEB vendor, which brings the total amount to \$3,486,488 awarded to JSEB vendors.

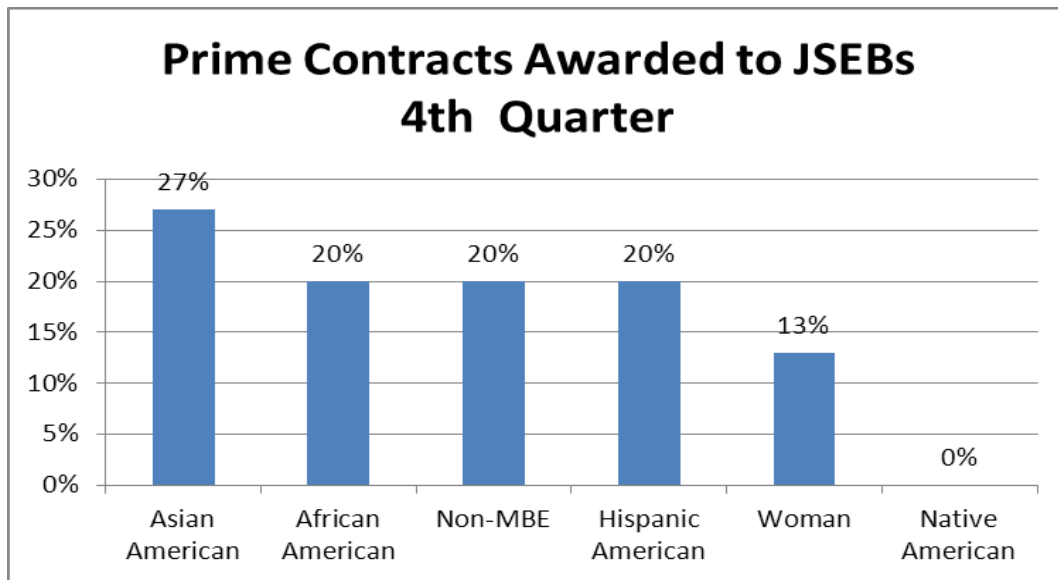
Six formal projects for professional services were awarded city-wide; no dollars were awarded for professional services to JSEB vendors during the fourth quarter.



A total of 15 prime contracts were awarded to 11 different JSEB vendors. The percentages of contracts awarded by ethnic category follow:

#### 4<sup>th</sup> Quarter

Sub-Contractor Ethnic Category	Percentage of Prime Contracts Awarded to JSEBs	# of Contracts Awarded	Total Dollar Amount Awarded
Asian-American	27%	4	\$ 167,556
African American	20%	3	\$ 583,468
Non-MBE	20%	3	\$ 436,112
Hispanic American	20%	3	\$ 129,857
Woman-Owned	13%	2	\$ 178,797
Native American	0%	0	\$ -
Total		15	\$ 1,495,790



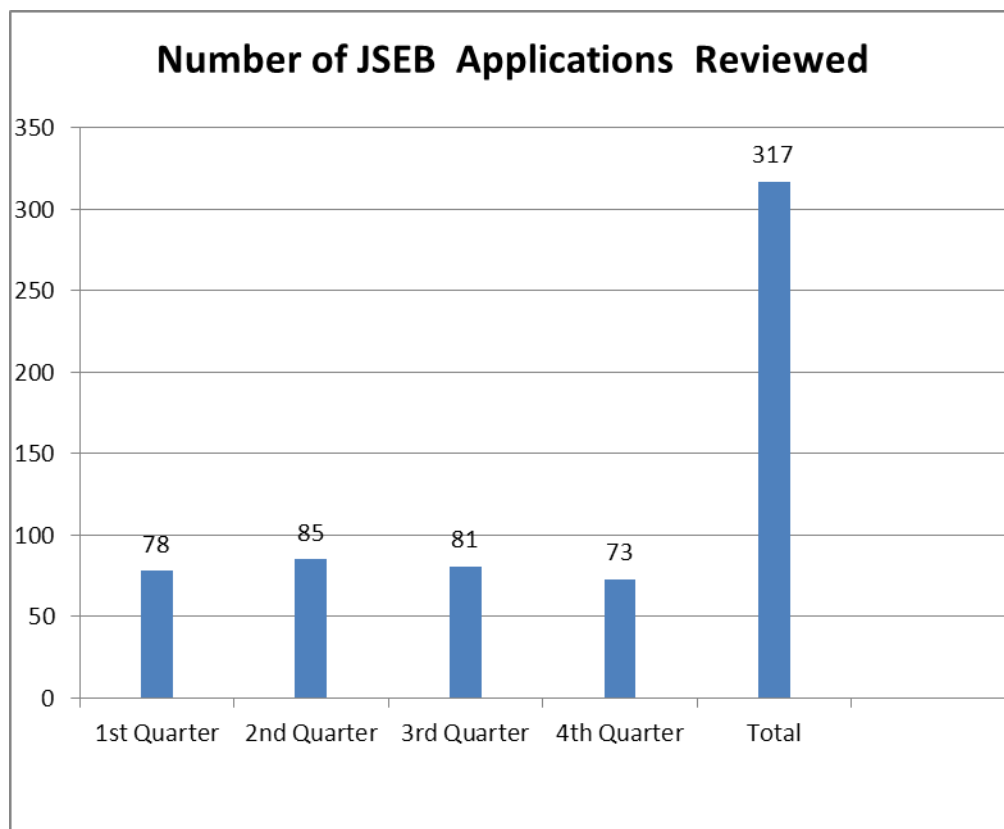
## Applications & Requests Reviewed

The JSEB Office reviewed a total of 73 JSEB applications and 16, Section-3 applications for the fourth quarter for a total of 89.

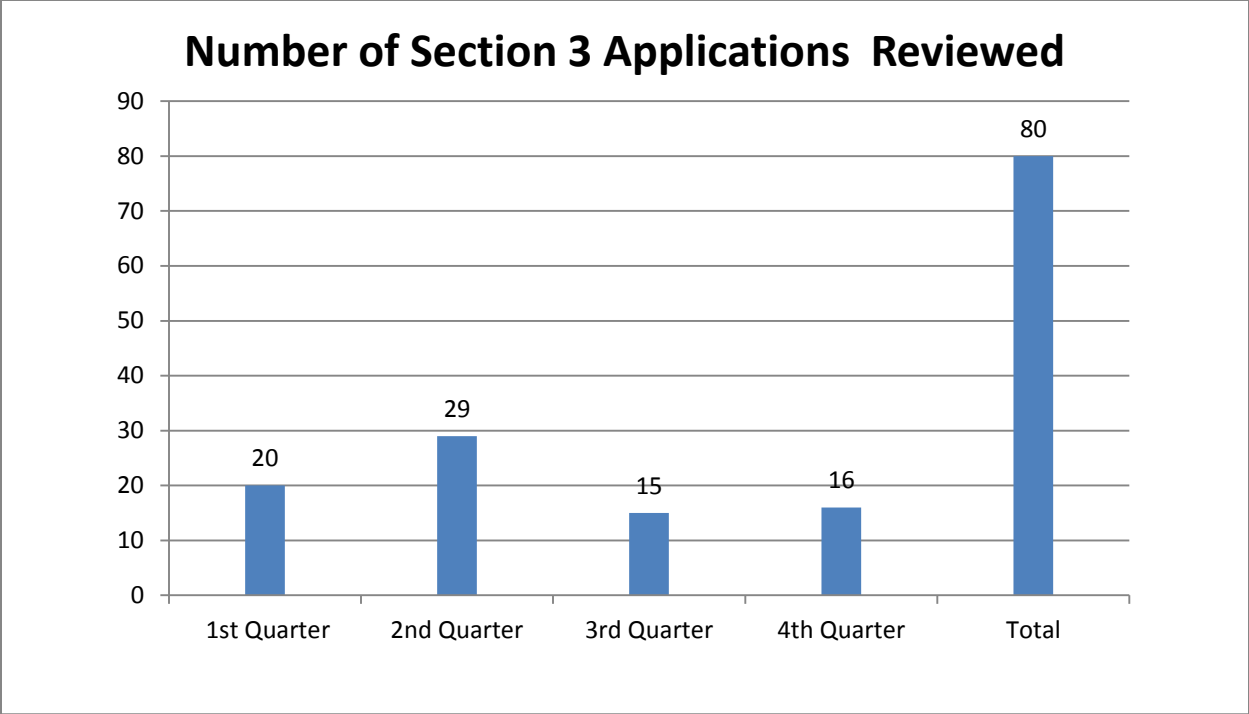
The application breakdown is as follows:

- (1) New applications – 12
- (2) Re-certifications – 61
- (3) New Section-3 Applications – 16

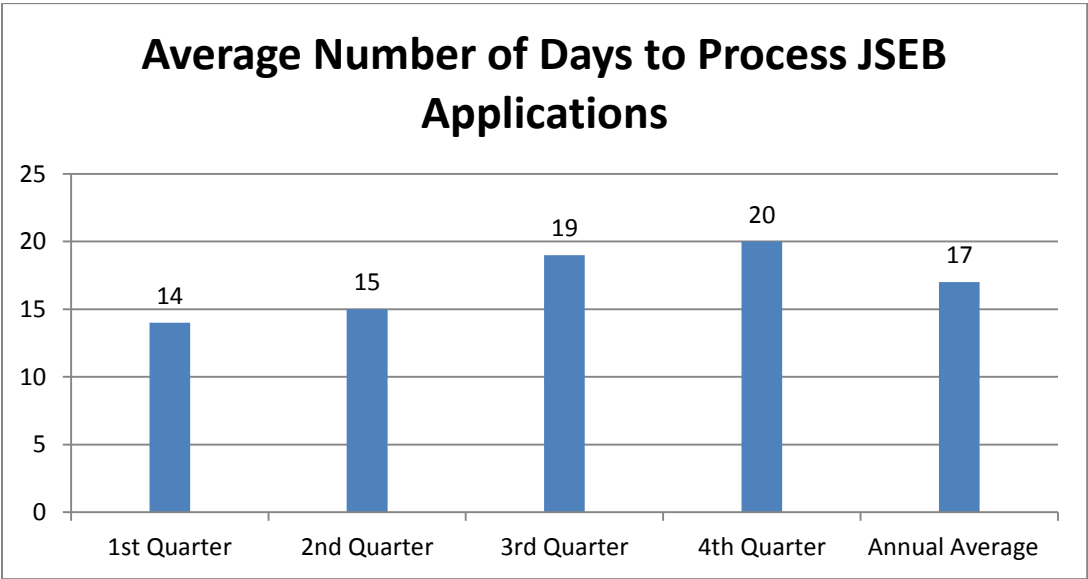
Two (2) requests for additional commodity codes to be added to business certifications were reviewed.







1. Average # of days to process JSEB applications for the 4<sup>th</sup> qtr. – 20

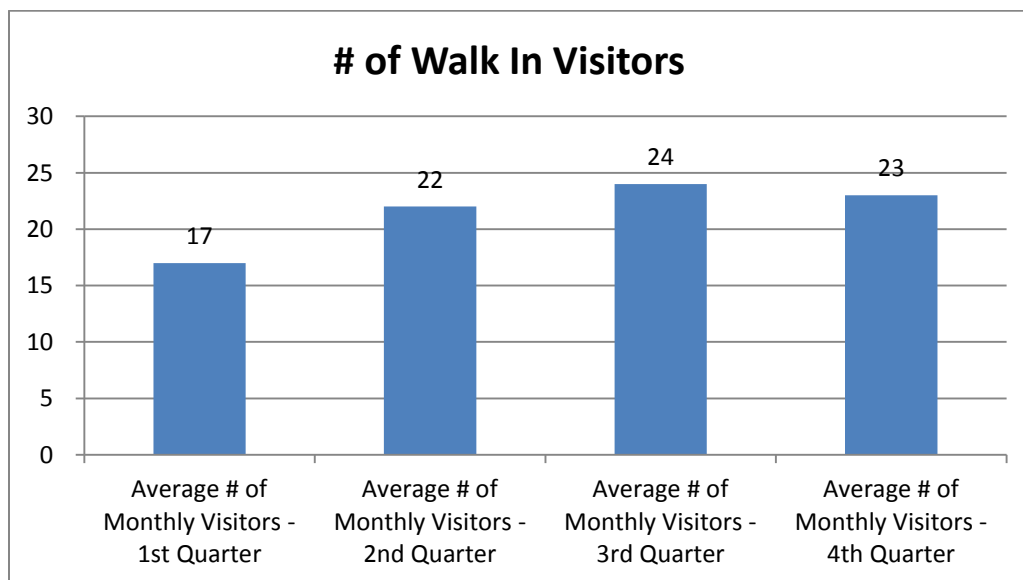


## JSEB Office Monthly Business Assistance

The JSEB Office provided business assistance a total of 105 customers in person and through C.A.R.E for the fourth quarter of FY13.

### JSEB VISITORS:

The JSEB Office provided business assistance to a total of 70 scheduled & unscheduled walk-in visitors who came to the office to inquire about the JSEB Program, Section 3 certification, bidding or other needed assistance. An average of twenty-three (23) customers per month visited the JSEB Office for business assistance during the third quarter of FY13.



### JSEB PHONE INQUIRES:

The JSEB Office received 35 customer service inquiries issued through the Citizen Active Response Effort (C.A.R.E.) system during the fourth quarter of FY13.

## Graduation

No JSEB's graduated from the small business program during the 4th quarter.

**Note:**

In accordance with Section 126.615 of the City's Procurement Code - Continuing obligations of JSEBs and MBEs and graduation:

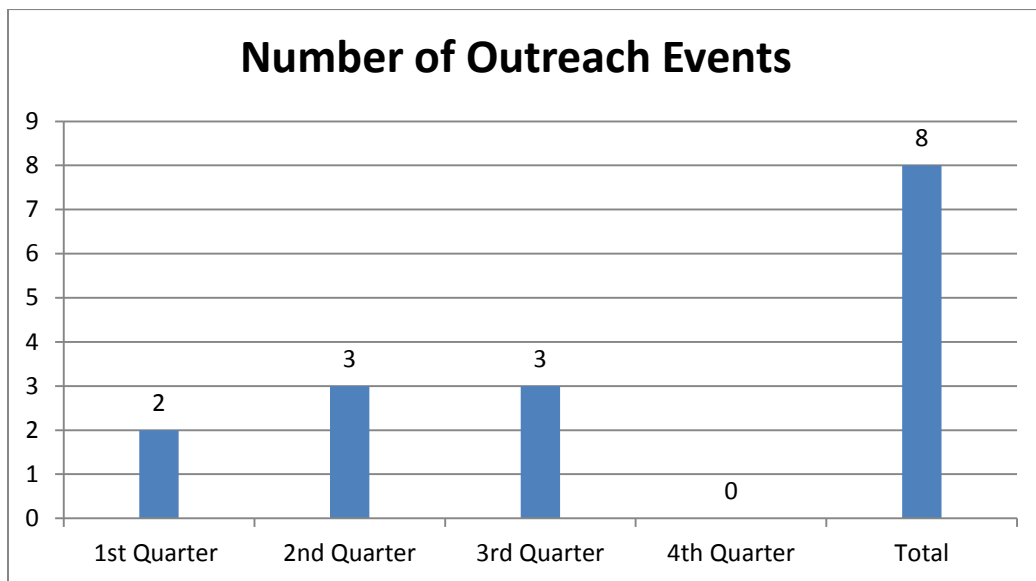
A firm, or qualifying individuals, who have participated in the JSEB program for a total of 15 years shall graduate from the Program, or if their networth has exceeded \$605,000, or if their averaged annual gross sales receipts immediately preceding three (3) period exceed \$6,000,000.

## Outreach Events

The JSEB Office was unable to participate in any outreach events during the 4<sup>th</sup> quarter due to budget workshops and other related commitments:

### Performance Measures:

1. # of outreach events – 0



To date the JSEB Office participated in eight (8) outreach events during FY 13.

This Page Left Blank Intentionally