

City of Jacksonville, Florida

Intra-Governmental
Services
Department

Jacksonville Small &
Emerging Business
Office

3rd Quarter Report
for FY 13-14

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RFP / BID Opportunities Reviewed

The Jacksonville Small & Emerging Business (JSEB) Office reviewed a total of 103 professional service and construction / related projects for JSEB goal setting for the 3rd quarter of FY 13-14. Fifty-two (52) projects were construction and related projects. Fifty-one (51) 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
April	13	0	0	0.0%	0.0%
May	23	0	0		
June	15	0	0		
Sub-Total	51	0	0		

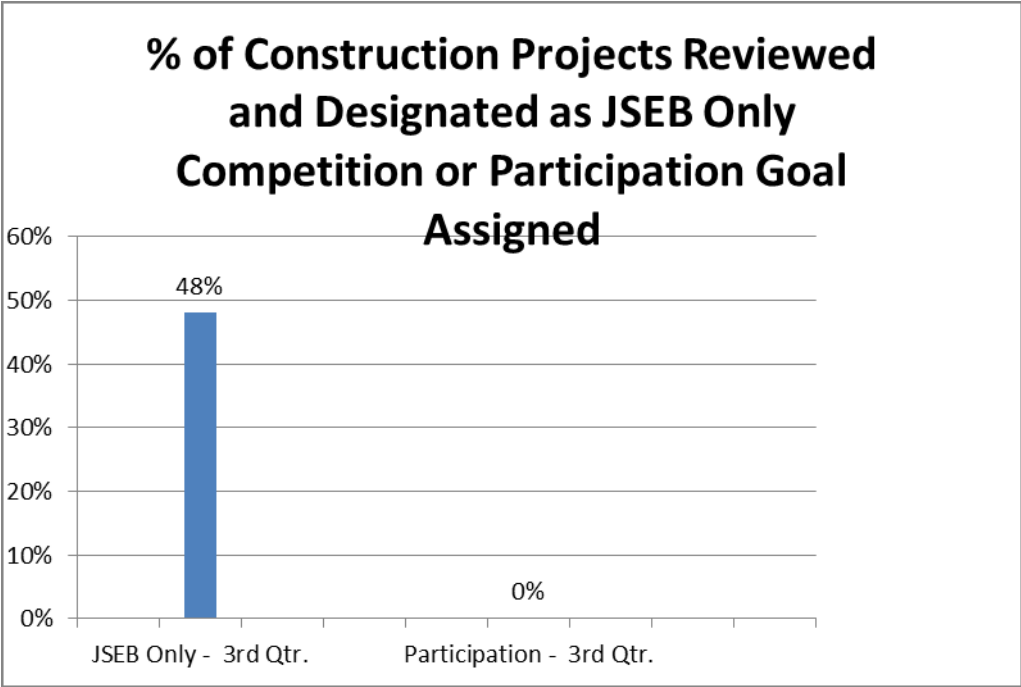
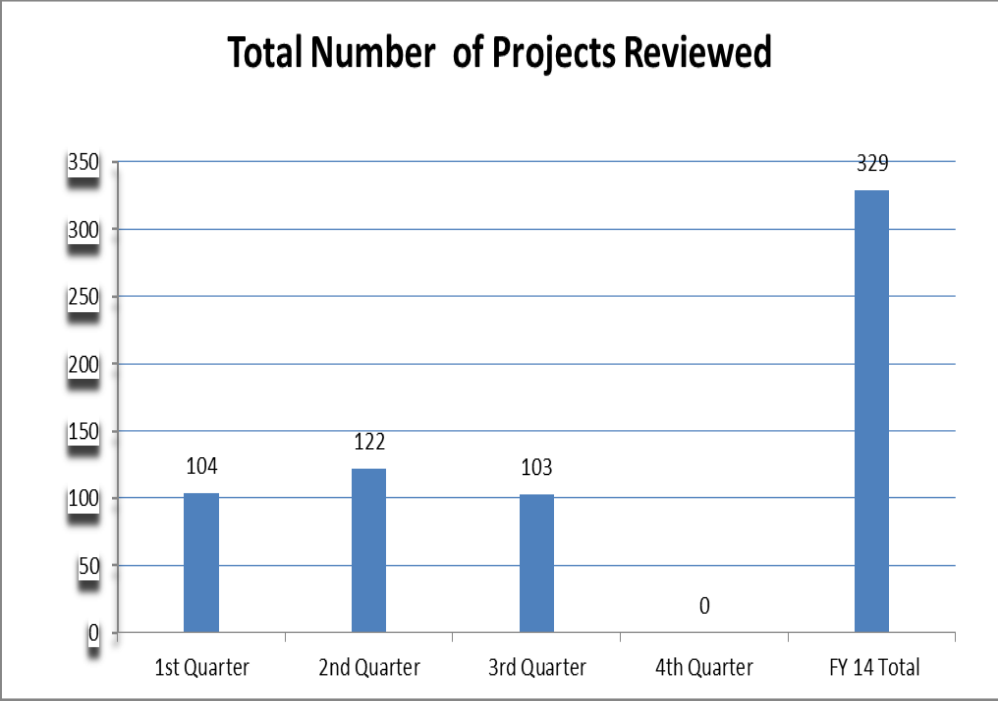
No professional service projects were able to be set-aside, but 1.5% of the professional service projects reviewed had goals assigned to them during the 2nd quarter.

Construction and Related Projects

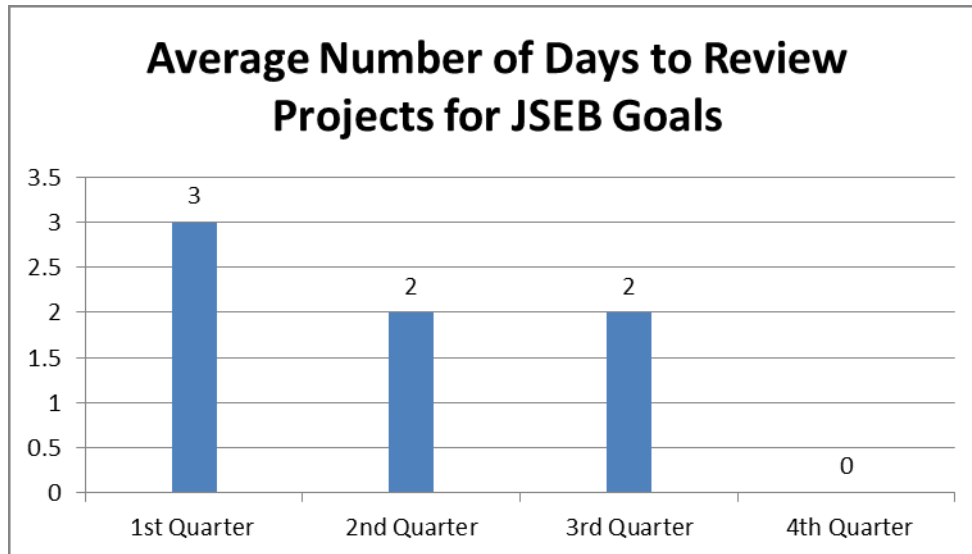
Month	# of Construction / Related Projects Reviewed	# of Projects Set-Aside	# of Projects w/Participation Goals	Set-Aside Percentage	Participation Percentage
April	18	6	1	38.5%	9.6%
May	17	7	3		
June	17	7	1		
Sub-Total	52	20	5		

Almost 39% of construction & related projects reviewed for bidding during the 3rd quarter were projects set-aside for “JSEB Only” competition. The JSEB Office was only able to assign five projects a participation goal, but will continue to aggressively review all opportunities. The total number of projects assigned “JSEB only” or Participation “Goals” for the 3rd quarter was 25, equating to 48% of all construction and professional service bids reviewed for bidding opportunities.

All projects reviewed during the 3rd 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 JSEB Office average # of days to review contracts for participation for the third quarter was two (2) days.

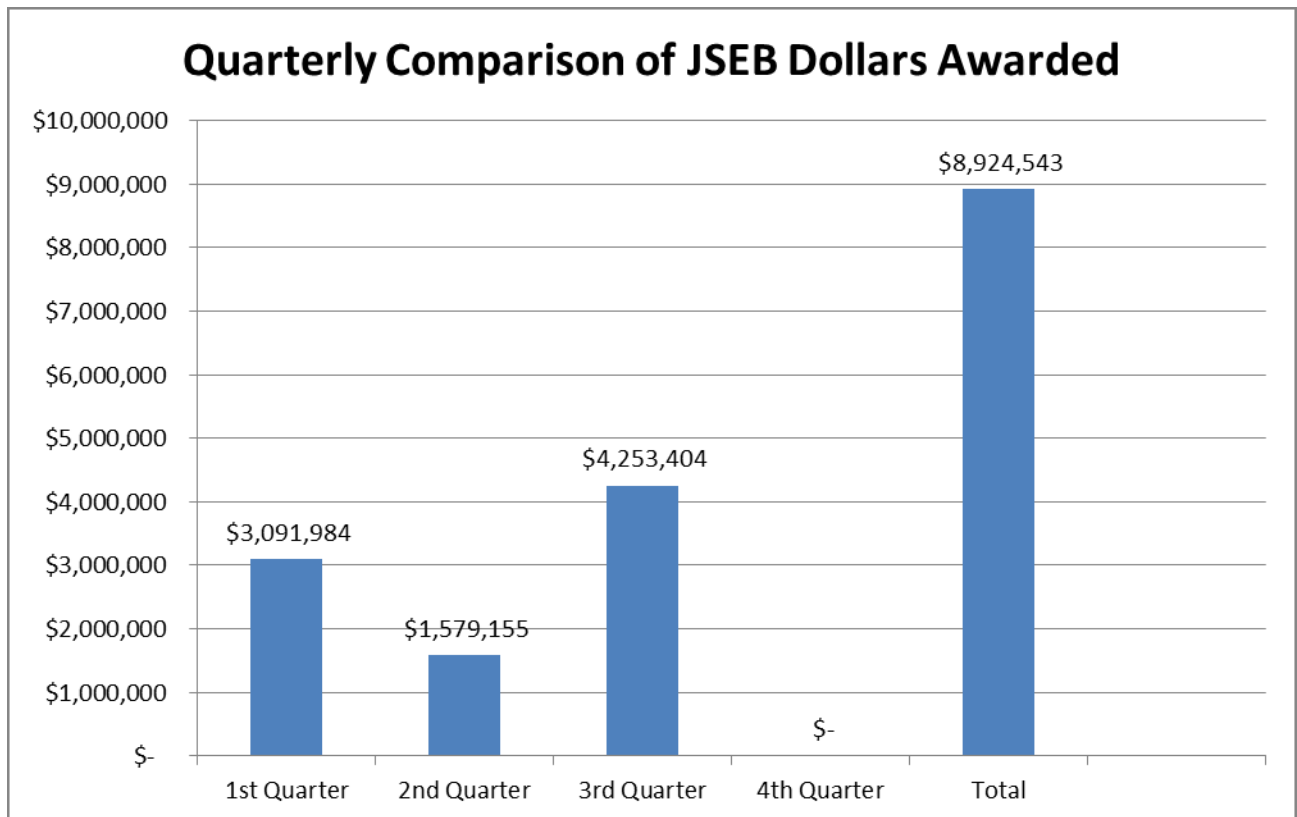


Contract Dollars Awarded to JSEBs

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 third quarter was \$27,243,700.

The dollar amount awarded through “JSEB Only” competition or prime contracts for the 3rd quarter was \$1,555,404 and the dollar amount awarded through “JSEB Participation” or sub-contracts was \$878,000. The total amount awarded to JSEBs who were awarded projects through “encouragement/open” advertisement was \$1,820,000. The total amount awarded to JSEB vendors was \$4,253,404.

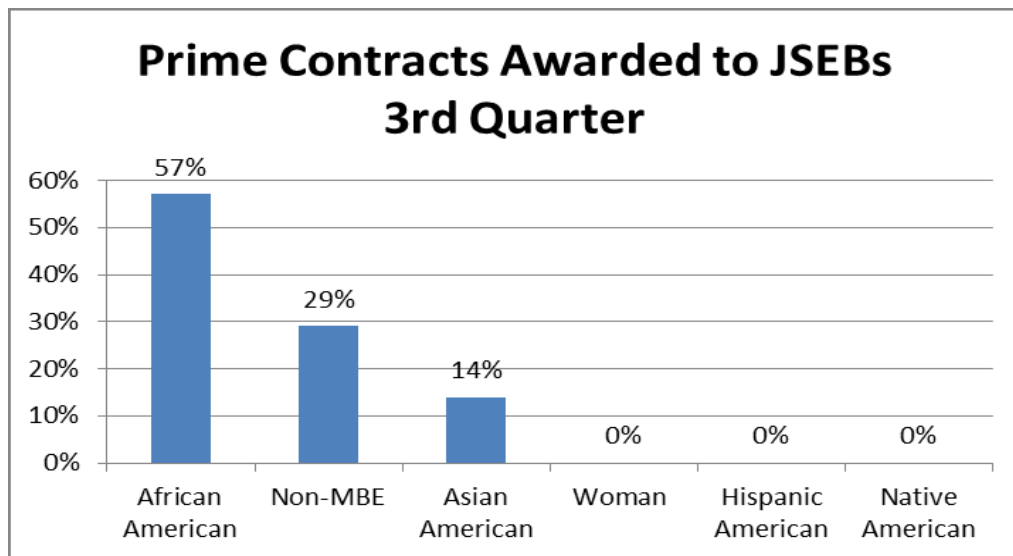
Six formal projects for professional services were awarded city-wide; no dollars were awarded for professional services to JSEB vendors during the third quarter.



A total of seven (7) prime contracts were awarded to seven (7) different JSEB vendors. The percentages of contracts awarded by ethnic category follow:

3rd Quarter

Sub-Contractor Ethnic Category	Percentage of Prime Contracts Awarded to JSEBs	# of Contracts Awarded	Total Dollar Amount Awarded
African American	57%	4	\$ 1,164,649
Non-MBE	29%	2	\$ 381,484
Asian American	14%	1	\$ 329,271
Woman-Owned	0%	0	\$ -
Hispanic American	0%	0	\$ -
Native American	0%	0	\$ -
Total		7	\$ 1,875,404



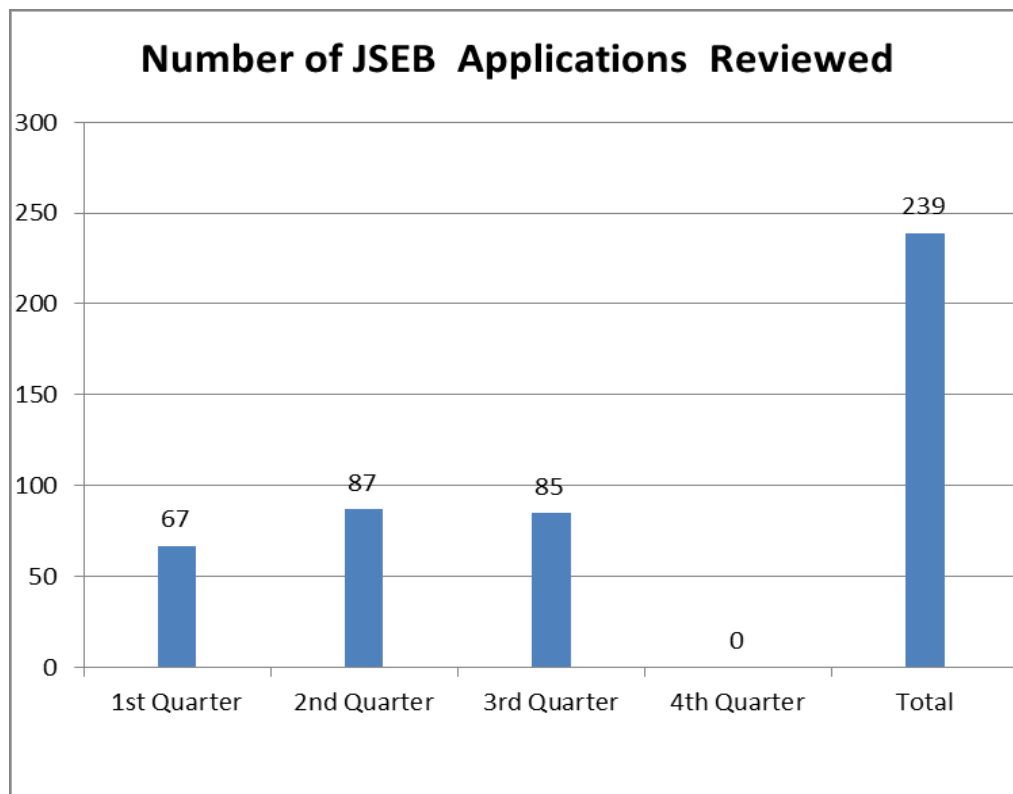
Applications & Requests Reviewed

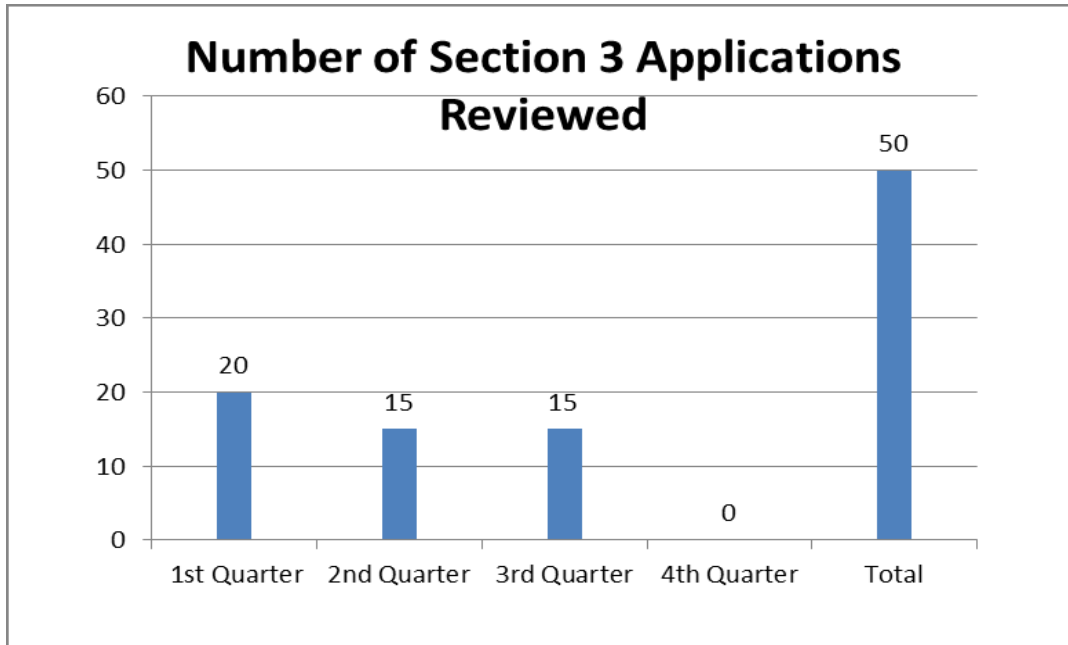
The JSEB Office reviewed a total of 85 JSEB applications and 15, Section-3 applications for the third quarter for a total of 100.

The application breakdown is as follows:

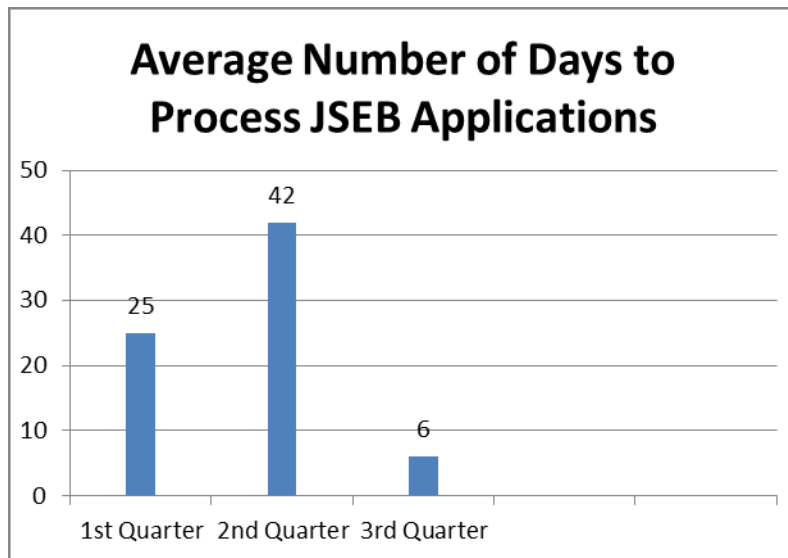
- (1) New applications – 26
- (2) Re-certifications – 59
- (3) New Section-3 Applications – 15

One requests for additional commodity codes to be added to business certifications were reviewed.





1. Average # of days to process JSEB applications for the 3rd quarter – 6



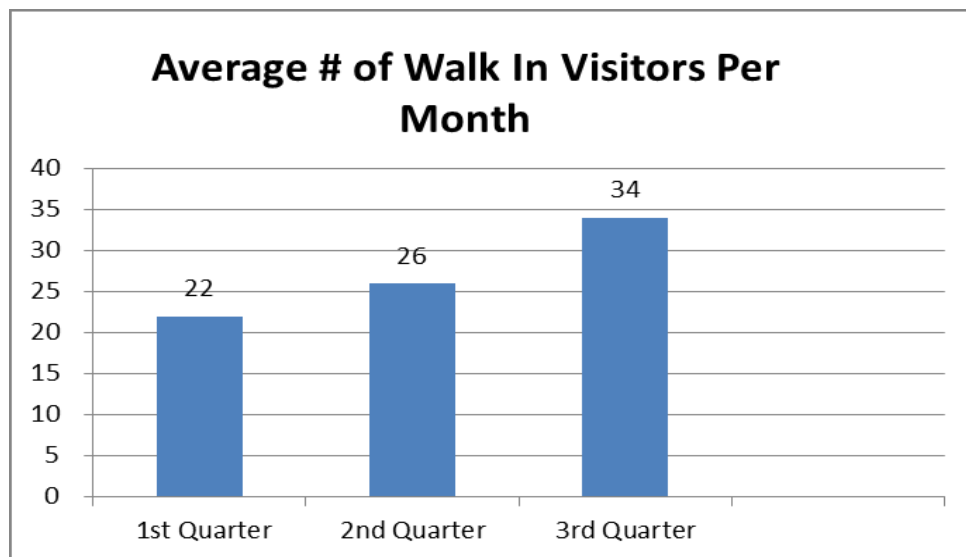
Two new staff members were hired which helped decrease the review time for applications.

JSEB Office Monthly Business Assistance

The JSEB Office provided business assistance to a total of 118 customers in person and through C.A.R.E for the third quarter of FY 14.

JSEB VISITORS:

The JSEB Office provided business assistance to a total of 103 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 34 customers per month visited the JSEB Office for business assistance during the third quarter of FY14.



JSEB PHONE INQUIRES:

The JSEB Office received 15 customer service inquiries issued through the Citizen Active Response Effort (C.A.R.E.) system during the second quarter of FY14.

Graduation

No JSEB's graduated from the small business program during the third 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.

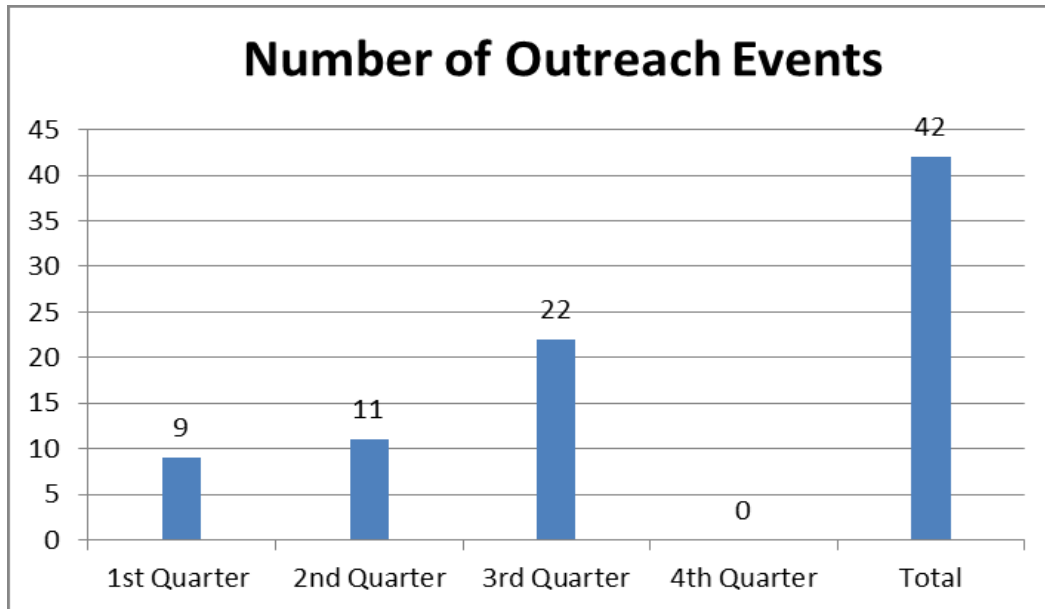
Outreach Events

The JSEB Office participated in 22 outreach events during the 3rd quarter, they are as follows:

- JSEB/SBDC Government Contracting Workshop
- JSEB/SBDC Capture Planning Workshop
- OSHA Blood Borne Pathogens
- JSEB/SBDC - Government Contracting Regulations Workshop
- OSHA Electrical Hazards
- JSEB/SBDC Proposal Development Workshop
- JSEB/SBDC making Smart Bid Decisions
- JSEB/FSCJ OSHA Hazcom in the workplace Workshop
- JSEB Round table presentation at U.S. SBA
- JSEB/FSCJ OSHA Construction Hazards Workshop
- JSEB Quick Books Workshop
- JSEB/FSCJ OSHA Lightening Safety Awareness
- JSEB Quickbooks Workshop
- Hopewell Baptist Church Outreach Event
- Business Development Workshop
- QuickBooks Workshop
- OSHA Mold Safety Awareness Workshop
- Getting our Office & Business Ready to bid on Government Contracts Workshop
- QuickBooks Workshop
- U.S. DOT/Congresswoman Corrine Brown Briefing
- Day Spring Baptist Church Outreach Event
- OSHA Rights Workshop

Performance Measures:

1. # of outreach events – 22



To date the JSEB Office participated in 42 outreach events during FY 14.

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