

City of Jacksonville, Florida

Intra-Governmental  
Services  
Department

Jacksonville Small &  
Emerging Business  
Office

4<sup>th</sup> 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 110 professional service and construction / related projects for JSEB goal setting for the 4<sup>th</sup> quarter of FY 13-14. Fifty-five (55) projects were construction and related projects. Fifty-one (55) 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	19	4	1	12.7%	1.8%
August	16	3	0		
September	20	0	0		
Sub-Total	55	7	1		

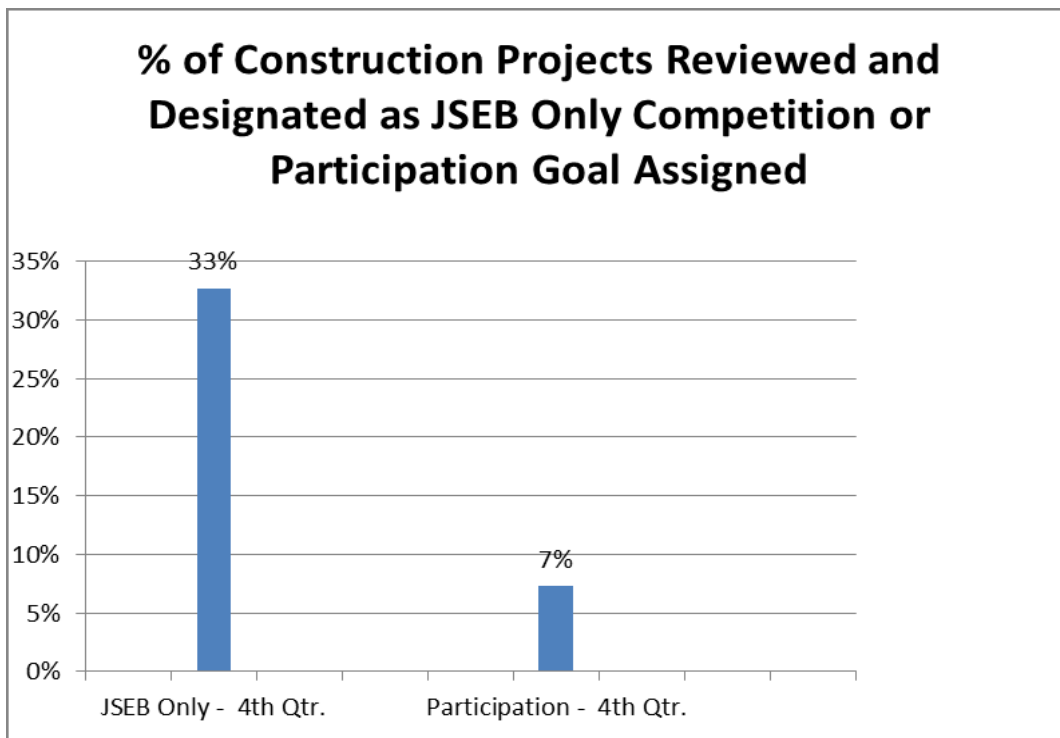
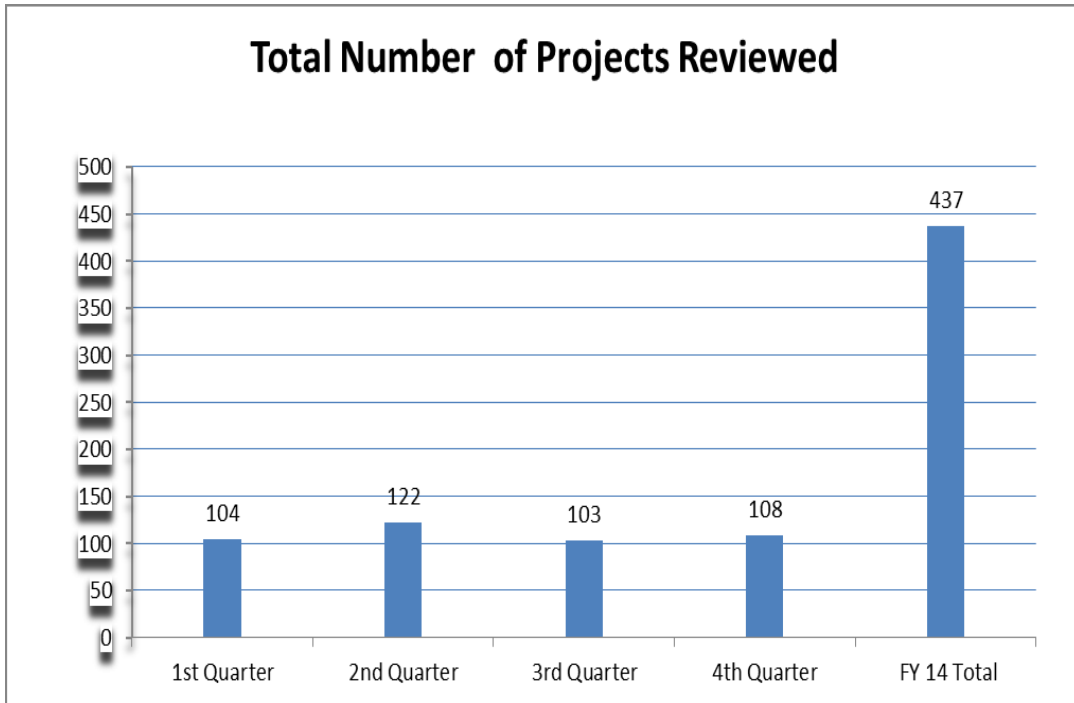
Seven professional service projects were set-aside, and 1.8% of the professional service projects reviewed had goals assigned to them during the 4th quarter.

### Construction and Related Projects

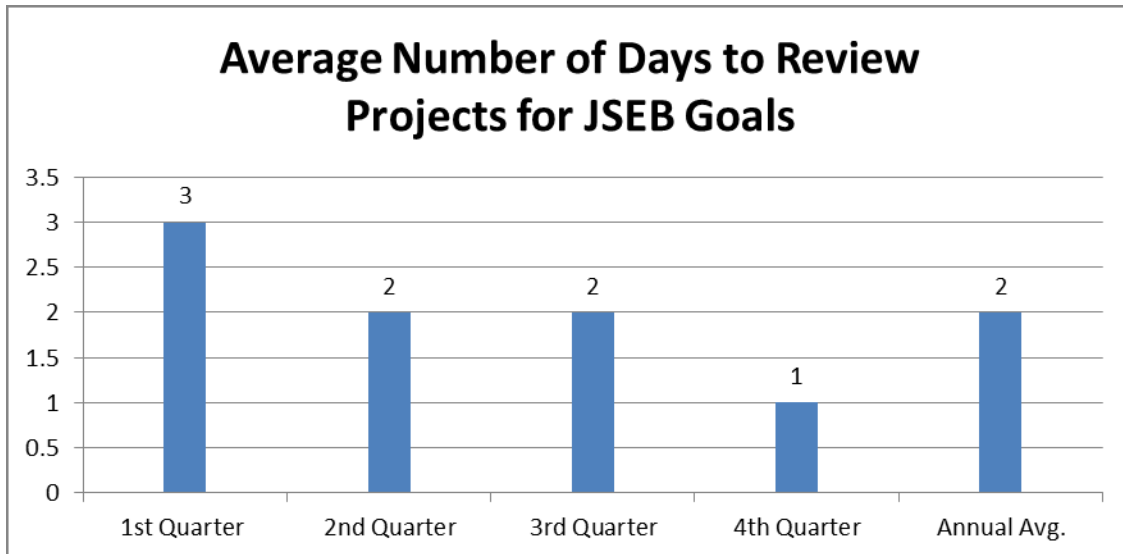
Month	# of Construction / Related Projects Reviewed	# of Projects Set-Aside	# of Projects w/Participation Goals	Set-Aside Percentage	Participation Percentage
July	24	8	1	32.7%	7.3%
August	20	6	3		
September	11	4	0		
Sub-Total	55	18	4		

Over 32% of construction & related projects reviewed for bidding during the 4<sup>th</sup> quarter were projects set-aside for “JSEB Only” competition. The JSEB Office was only able to assign four 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 4<sup>th</sup> quarter was 30, equating to 27% of all construction and professional service bids reviewed for bidding opportunities.

All projects reviewed during the 4<sup>th</sup> 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 4<sup>th</sup> quarter was one day.

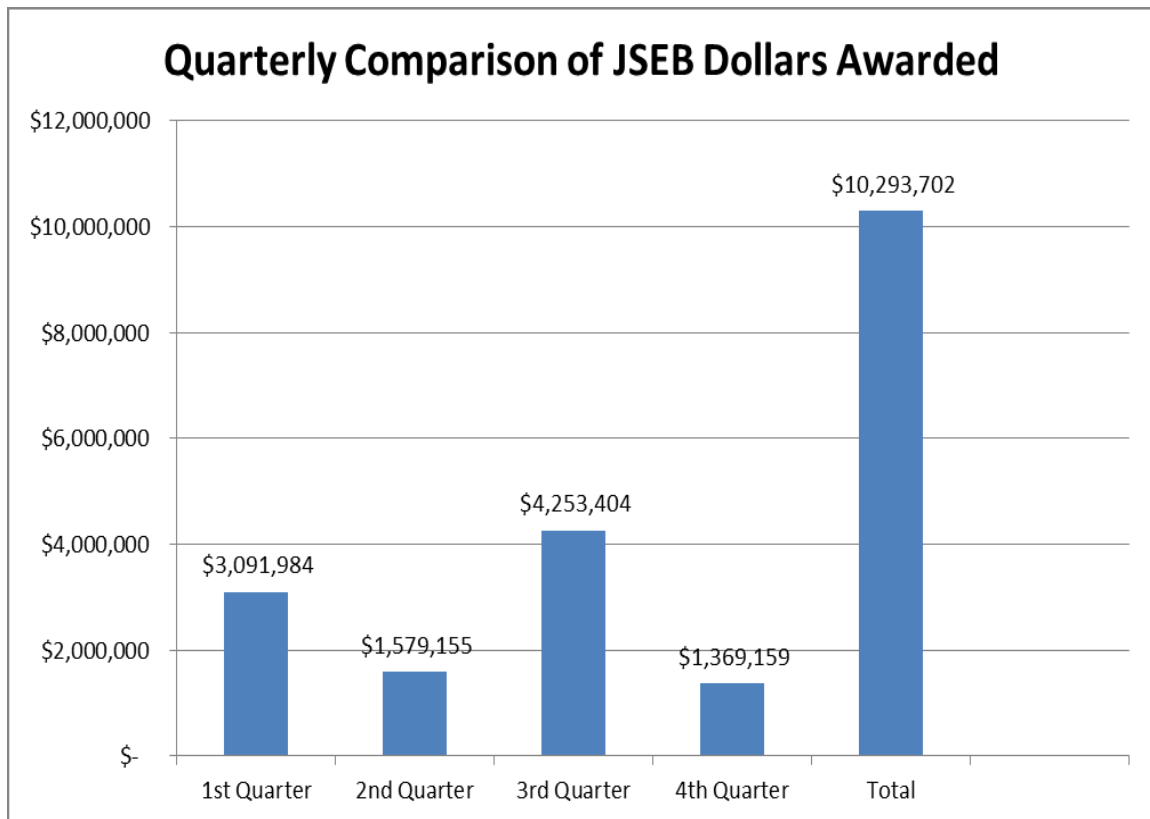


## Contract Dollars Awarded to JSEBs

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 4<sup>th</sup> quarter was \$7,632,986.

The dollar amount awarded through “JSEB Only” competition or prime contracts for the 4<sup>th</sup> quarter was \$830,222 and the dollar amount awarded through “JSEB Participation” or sub-contracts was \$479,215. The total amount awarded to JSEBs who were awarded projects through “encouragement/open” advertisement was \$59,722. The total amount awarded to JSEB vendors was \$1,369,159.

Eight formal projects for professional services were awarded city-wide; no dollars were awarded for formal professional services to JSEB vendors during the 4<sup>th</sup> quarter.

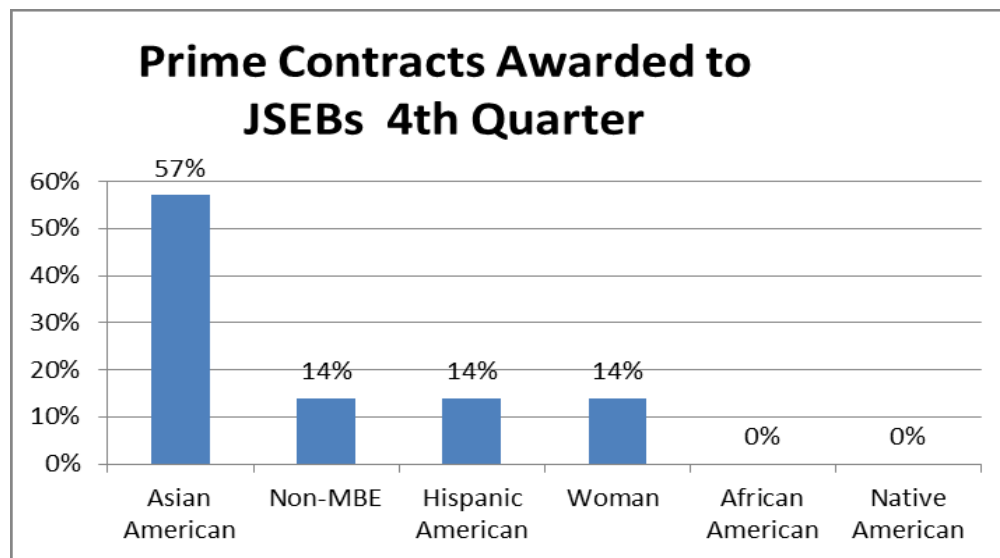


Note: The estimated total of dollars awarded to JSEBs will change once final numbers are calculated related to the Everbank Field construction project.

A total of seven (7) prime contracts were awarded to six (6) 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	57%	4	\$ 543,364
Non-MBE	14%	1	\$ 184,531
Hispanic American	14%	1	\$ 102,328
Woman-Owned	14%	1	\$ 59,722
African American	0%	0	\$ -
Native American	0%	0	\$ -
Total		7	\$ 889,945



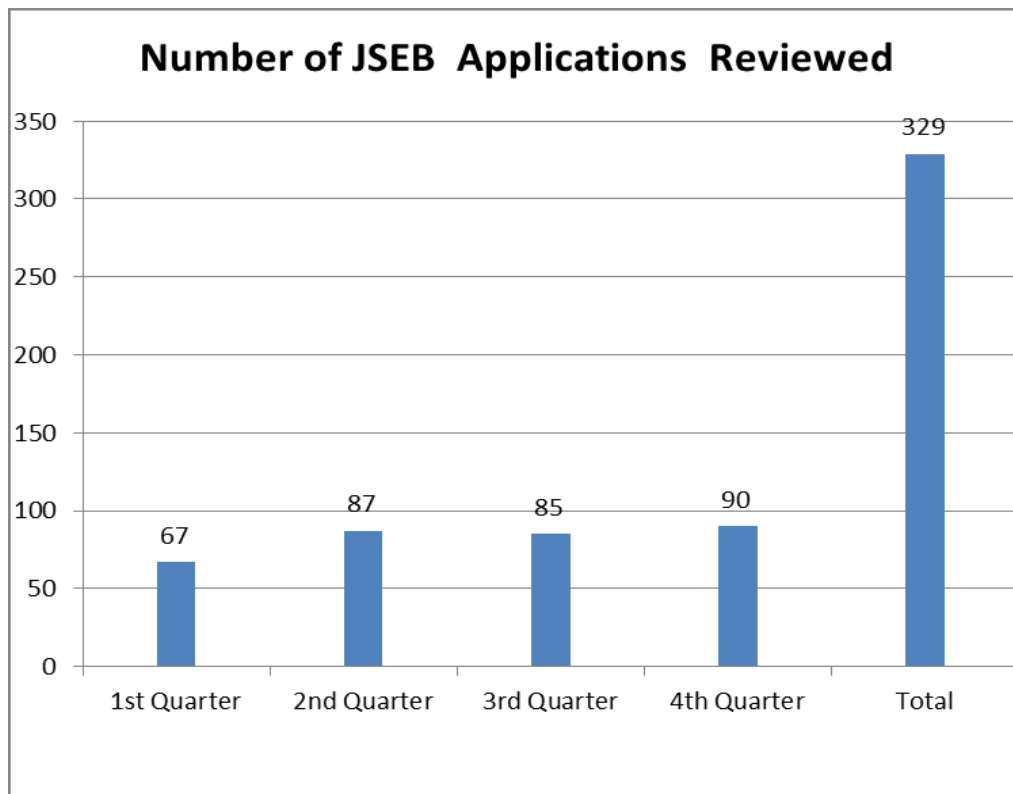
## Applications & Requests Reviewed

The JSEB Office reviewed a total of 90 JSEB applications and nine, Section-3 applications for the 4<sup>th</sup> quarter for a total of 99.

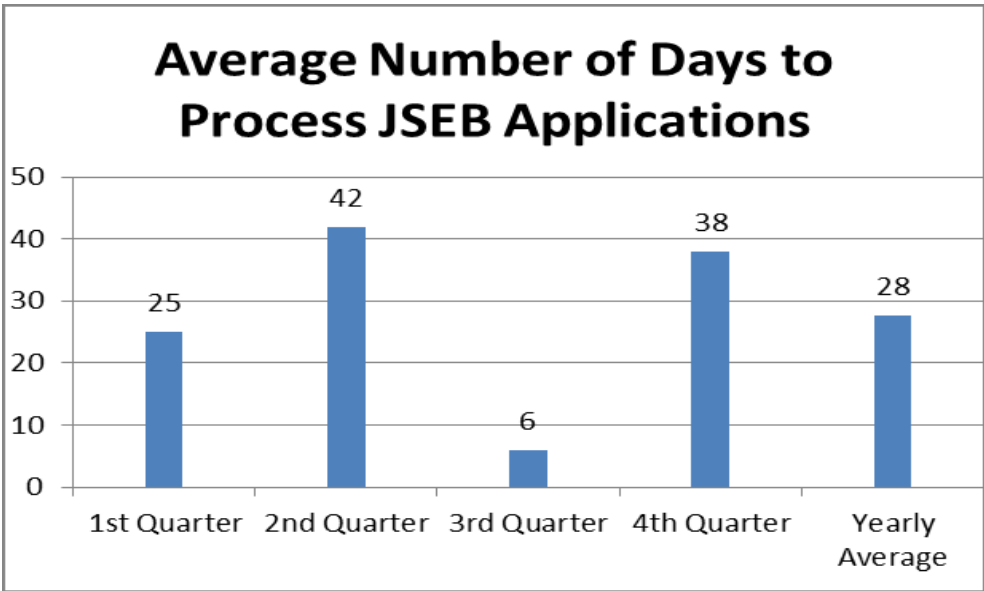
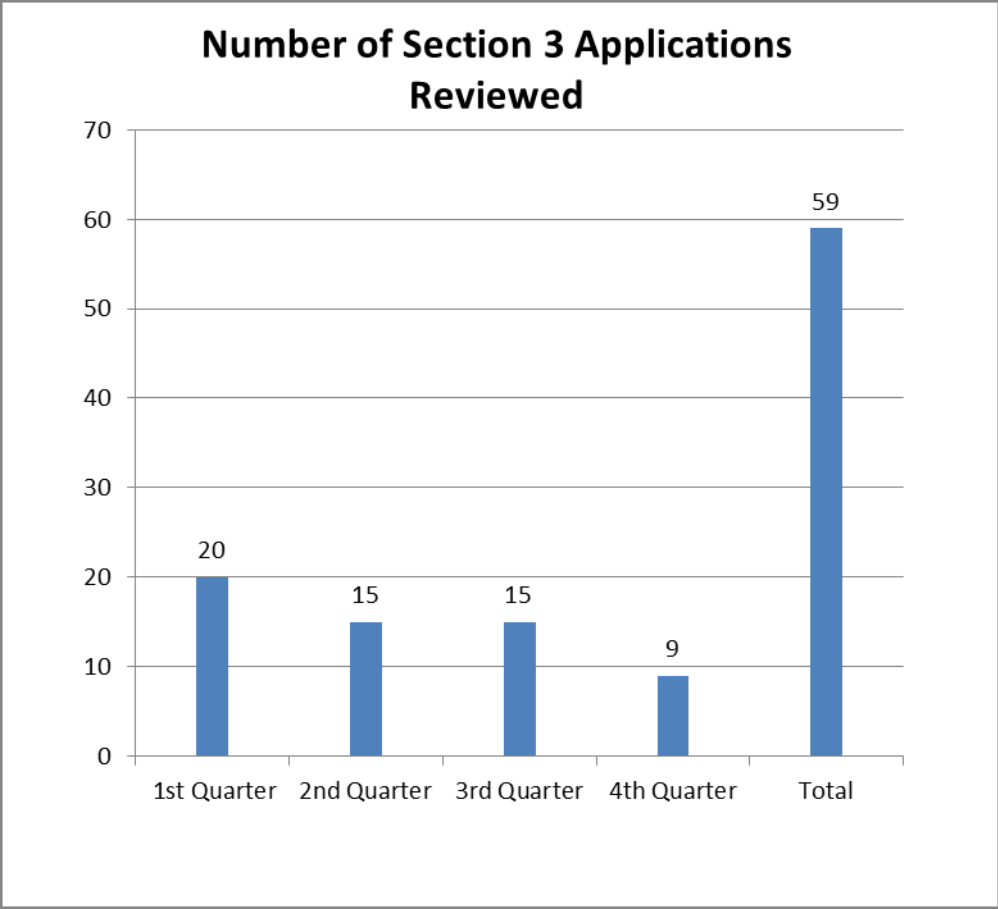
The application breakdown is as follows:

- (1) New applications – 44
- (2) Re-certifications – 46
- (3) New Section-3 Applications – 9

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





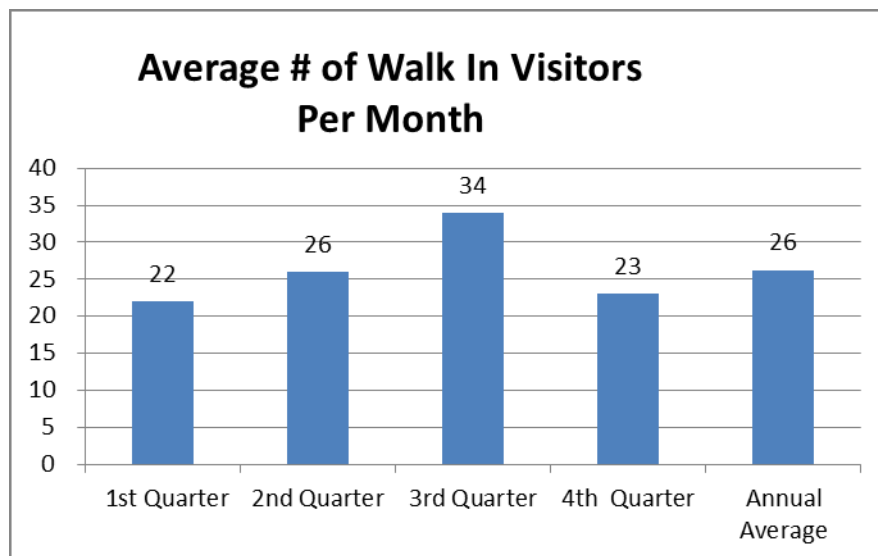


## JSEB Office Monthly Business Assistance

The JSEB Office provided business assistance to a total 121 of customers in person and through C.A.R.E for the 4<sup>th</sup> quarter of FY 14.

### JSEB VISITORS:

The JSEB Office provided business assistance to a total of 114 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 23 customers per month visited the JSEB Office for business assistance during the 4<sup>th</sup> quarter of FY14.



### JSEB PHONE INQUIRES:

The JSEB Office received seven 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 4<sup>th</sup> 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 4<sup>th</sup> quarter, they are as follows:

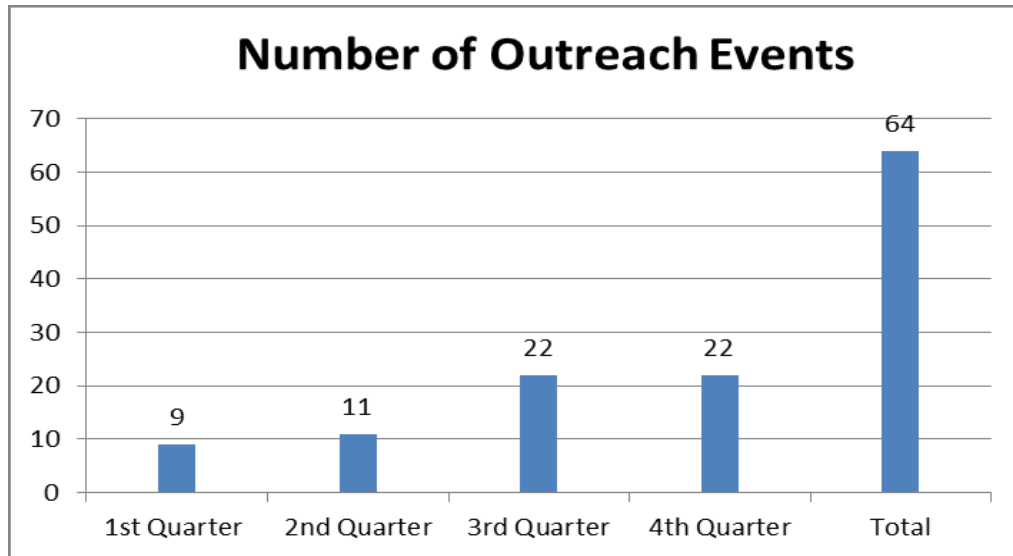
7/1/14 - Bonding Assistance Workshop  
7/8/14 - Mid-Year Tax Check-Up workshop  
7/8/14 - JSEB Conquering City Contracts Workshop  
7/11/14 - JSEB Quickbooks Workshop  
7/14/14 - JSEB Respiratory Protection Workshop  
7/18/14 - JSEB Quickbooks Workshop  
7/22/14 - JSEB Writing a Winning Proposal Workshop  
7/22/14 - Estimating 101 Workshop  
7/23/14 - New JSEB Orientation  
7/28/14 - JSEB Road Safety Workshop

8/5/14 - Cost Estimating 101 Workshop  
8/11/14 - Scaffolding Safety OSHA Workshop  
8/15/14 - JSEB Quickbooks Workshop  
8/22/14 - JSEB Quickbooks Workshop  
8/25/14 - Train the Trainer OSHA Workshop  
8/26/14 - Bonding Assistance Workshop

9/2/14 - Bonding Assistance Workshop  
9/4/14 - Cost Estimating Workshop  
9/16/14 - Bonding Assistance Workshop  
9/18/14 - Bonding Assistance Workshop  
9/22/14 - OSHA Road Safety Workshop  
9/23/14 - Bidding-Technical & Financial Workshop

**Performance Measure:**

1. # of community outreach & workshop events – 22



The JSEB Office participated in 64 community outreach and workshops during FY 14.

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