

## WHO WE ARE

The Jacksonville Small and Emerging Business (JSEB) program was created to help build the capacity of small businesses so they can compete, not just for city contracts, but for ANY contract. Under the JSEB program, the city provides qualifying businesses with assistance in securing performance and payment bonds, cash flow management, business planning, marketing, human resources and technical training specific to their industry, as well as instruction in general practices.

The advantages to being a certified vendor with the City of Jacksonville are the annual goals and targets of 20% for all construction, professional, contractual services and commodity contracts for JSEBs.

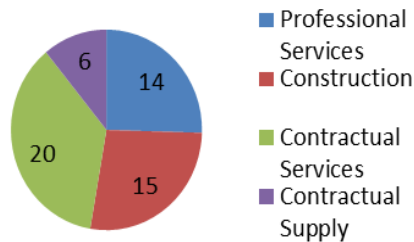
### OUR MISSION

Our mission is to maximize procurement opportunities with City of Jacksonville registered certified JSEBs as suppliers, prime contractors and subcontractors of superior products and services to the citizenry of Duval County. We encourage the private sector and local government to aggressively engage with JSEBs to develop productive business relationships leading to economic growth for the City.

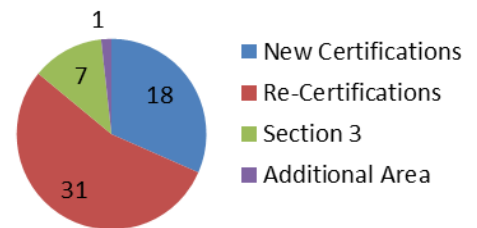
### PROGRAM GOALS

- ◆ Ensure compliance on city projects
- ◆ Promote economic development by offering technical and educational assistance
- ◆ Encourage cooperative communication amongst local agencies
- ◆ Assist with financial needs by providing short-term lending programs
- ◆ Establish a strong JSEB support presence in minority communities and with JSEB organizations

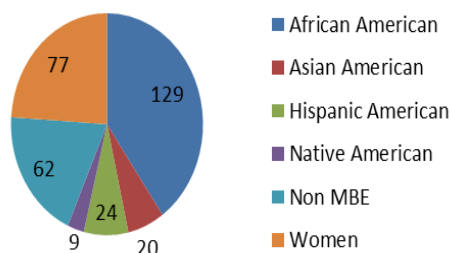
**Applications Submitted Since January**



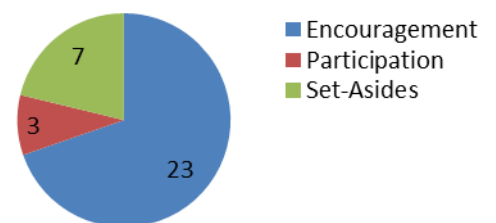
**Application Type**



**Race/ Ethnicity of Vendors**



**Projects Reviewed in Jan & Feb**



## Meet the JSEB Team!

### **Shamika Baker, JSEB Administrator—**

Shamika is the head of the JSEB division. Her role includes implementing and enforcing rules and regulations, as well as monitoring the program. Among her other responsibilities, Shamika also establishes project specific goals to ensure that adequate JSEBs are available to work.

### **Sheila Dunn, Clerical Support Aide III—**

Sheila is responsible for logging and organizing JSEB and Section 3 applications. This includes certifications and bids. She handles everything clerical in the JSEB office, and assists vendors with the application process.

### **Martha Eaves, JBA Contract Compliance Officer—Professional Services—**

Martha is the point of contact for Professional Service projects as they relate to the JSEB Program. Her role includes setting project goals on professional service projects, reviewing proposals for JSEB goal attainment, as well as monitoring and ensuring JSEB professional service contract performance and compliance.

### **Clifford Johnson, JBA Contract Compliance Officer—Training and Education—**

Clifford is the point of contact for Training and Education projects as they relate to the JSEB program. His role includes setting project goals on training projects, supporting educational classes for JSEB goal attainment, monitoring and enhancing JSEB education performance and compliance. He also approves certification for Section 3 applicants.

### **Chanel LeBlanc, Communications and Outreach Coordinator—**

Chanel handles marketing, communications and outreach for the JSEB programs. Her role includes promoting the utilization of JSEBs by City contractors to help create a diverse culture for the City of Jacksonville. She also approves certification for Section 3 applicants.

### **Chuck McNeil, JBA Analyst—**

Chuck is responsible for collecting, compiling and analyzing data relating to the JSEB program's effectiveness. He works closely with various city departments to capture JSEB payment and usage data to produce an array of measurement and compliance reports.

### **Ezra Thomas, JBA Contract Compliance Officer—Construction—**

Ezra is the point of contact for contract compliance for construction projects as they relate to the JSEB Program. His role includes setting goals on construction projects, reviewing proposals for JSEB goal attainment, monitoring and ensuring JSEB construction contract performance and compliance.

### March 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6 USDOT Vendor Compliance Training	7 Reverse Trade Show	8	9
10	11	12	13	14	15 JSEB Monitoring Cmte.	16
17	18	19 DCPS Business 101 Workshop	20	21	22 JSEB Vendor Training	23
24	25	26	27 New JSEB Vendor Orientation	28	29	30
31						