



Annual Internal Review

This report covers the time period of 1/1/2011 to 12/31/2012
(This report is due in the first quarter of each fiscal year for the previous year.)

MBE/WBE & SMALL BUSINESS PROCUREMENT PROGRAM ADVISORY COMMITTEE

The Board/Commission mission statement (per the City Code, Section 2-1-163) **is:**

- A. Review the city manager's report as described in Sections 2-9A-18 (Program Review), 2-9B-18 (Program Review), 2-9C-18 (Program Review), and 2-9D-18 (Program Review); and
- B. Recommend changes to the City Code provisions, adopted rules and regulations and program operations.

1. Describe the board's actions supporting their mission during the previous calendar year. Address all elements of the board's mission statement as provided in the relevant sections of the City Code.

(Reference all reports, recommendations, letters or resolutions presented to the City Council on mission-specific issues. If some of the elements of the mission statement were not acted on by the board in the past year, the report should explain why no action was taken.)

The MBE/WBE & Small Business Procurement Advisory Committee's supporting their mission during calendar year 2011 is as follows:

I. Bylaw Changes

- Advisory Committee creation of Subcommittees as needed with notice given to the MBE/WBE Council Committee.

II. Council Support

- Council members allowed the board to call additional meetings as needed, outside the bylaw limits to address issues of the program.
- Council also stated that support staff could be provided with the agreement of the SMBR Director for a Working Group meeting.

III. MBE\WBE Participation Opportunity Reviews

- Formula One project reviews that resulted in process changes and improvements.
- African American Cultural and Heritage Facility project that resulted in increase participation goals on the project.
- Austin Energy's Weatherization program that resulted in 15 recommendations to Council.

IV. Special Committees/Working Groups Created

- Austin Energy Weatherization Program
- Mentor Protégé Initiative Working Group
- Third Party Resolution Working Group

V. Resolutions Accomplished

- Third Party Resolution Amendment
- Small Minority Business Resources Budget Resolution

VI. Program Recommendations to City Departments & Contractors

- **SMBR**; Small Business Construction Program (SBCP)
- **SMBR**; Commodity Code Improvements
- **Purchasing Department**; Vendor Connection: On-line Vendor Registration
- **Austin Energy**; Austin Energy's Weatherization Program's 15 Recommendations that resulted in process changes and improvements
- **Circuit of the Americas**; Formula One project included elements of the 3rd Party Agreement as a result of recommendations made by the Advisory Committee.

VII. General

- Maintained an established tenured Committee with a diverse and qualified membership.
- The Chair and Vice Chair meet with new City Department Directors to introduce the Committee's mission and goals and offer assistance and guidance on the promotion of the program within their department.

2. Determine if the board's actions throughout the year comply with the mission statement.

(If any of the board's actions were outside the scope of the mission statement, the report should explain the non-compliance issues.)

The MBE/WBE & Small Business Procurement Advisory Committee's actions did comply with the mission statement throughout calendar year 2011.

3. List the board's goals and objectives for the new calendar year.

(Make sure the goals and objectives fall within the mission statement of the board/commission.)

The MBE/WBE & Small Business Procurement Advisory Committee's goals and objectives for calendar year 2012 are as follows:

• **MBE/WBE PROGRAM DEVELOPMENT & MONITORING:**

1. Disparity Study: Develop recommendations for the next disparity study.
2. Weatherization Program: Continue to participate in the development and examination of the new Weatherization program for MBE/WBE & Small business participation to meet requirements needed for specialized licensing or certifications such as LEED, OSHA, BPI, etc. on City projects.
3. Program Rules:
 - Compliance; Monitor reporting and good faith efforts in order to promote and strengthen the utilization on minority subcontractors.
 - Scrutinize excessive changes that lower MBE/WBE participation.
 - Review Certification's graduation process.
 - Monitor enforcement of pass-through's, MBE/WBE firms that don't perform a commercially useful function.
4. Small Business Construction Program: Monitor the program throughout the year and conduct an annual review in July upon one year of completion.
5. Super Prompt Pay:
 - Identify SPP available projects early and recommend implementation were applicable.
 - Continue to evaluate utilization for improved implementation on a wider scale.
6. Advance Notice Process: Implement an advance notice process of specialized licensing or certifications required on upcoming projects.
7. Third Party Resolution: Monitor and make recommendations to SMBR, regarding the implementation of the resolution processes.
8. Mentor Protégé Program: develop and recommend implementation of a Mentor Protégé program with achievable goals.

9. Large City projects: Monitor MBE/WBE participation and make recommendations for process improvements.
 10. SMBR Budget: Continue to support SMBR from budget reduction of staff budget or monetary support of service providers. Advocate SMBR to obtain new facility.
- **MBE/WBE TRAINING & OUTREACH:**
 1. Continue to assist SMBR with their MBE/WBE training and education program for City department directors, staff and key personnel.
 2. Assist in developing a training process to aid the MBEs/WBEs & small businesses to meet requirements needed for specialized licensing or certifications such as LEED, OSHA, BPI, etc. on City projects.
 3. Continue to support SMBR and make recommendations on outreach opportunities/info sessions for upcoming City projects.
 - **RESOLUTIONS:** Develop a monitoring process of approved Committee resolutions to encourage timely approval by Council Committee and City Council.
 - **RELATIONSHIP BUILDING:** Cultivate and Improve relationships with the Council Committee, SMBR's Assistant City Manager, the Electric Utility Commission, Resource Management Commission & Water and Wastewater Commission.
 - **POLICY & REPORTING**
 1. Review Conflict of Interest policy regarding contractors' dual roles on city projects and specifically Outreach Coordinator utilized with dual roles on projects.
 2. Monitor state legislation that could affect the program.
 3. Continue monitoring new City software updates for improved reporting.

Other Committees: Have Advisory Committee representation on the Bond Oversight and Bond Implementation Committees.