



## **Annual Internal Review**

**This report covers the time period of 7/1/2022 to 6/30/2023**

MBE/WBE and Small Business Enterprise Procurement Program Advisory Committee

---

**(Official Name of Board or Commission)**

**The Board/Commission mission statement (per the City Code) is:**

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.**

The MBE/WBE & Small Business Procurement Advisory Board/ Committee's actions supported its mission during the reporting period of June 2022– July 2023 despite the ongoing pandemic and various challenges presented. The adoption of technology facilitated the advisory and guidance role of the MBE/WBE & Small Business Procurement Advisory Board/Committee during the past year. The incorporation of virtual meetings increased the attendance of individual committee members resulting in robust participation and recording quorum in all months. The board regularly received reports and monitored the areas listed below. While the committee met diligently, the disruption caused by the pandemic affected deadlines and startup projects under the purview of this board as noted in the following lines of business.

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

*SMBR Budget:* Budget discussions were not held due to the COA's quarantine orders prohibiting in person meetings. Previously the board received timely updates on annual department budget and made recommendations as appropriate.

*Annual Internal Review:* Presentation on the 2022 Annual Internal Review was made in accordance to department practices.

*City Solicitation and Goal Determination Process:* Reviewed and discussed solicitation and goal determination process.

*Corridor Mobility Bond Program:* Reviewed and monitored the Corridor Mobility Bond Program on MBE/WBE Outreach plan in support of the *Minority-Owned, Women-Owned and Small Business Enterprise Procurement Program* ordinance: Proposed revision to the MBE/WBE and Small Business Enterprise Procurement Program.

*Disparity Study:* The pandemic disrupted much of the momentum of the disparity study, causing a slow process to slow even further. Regardless, this Board reviewed and monitored the disparity study scope of work including the public input process, timelines and provided feedback and information as necessary for staff to administer and received presentation from consultant team undertaking the study approved by the City Council.

*Personal Net Worth (PNW):* The Board received presentations on the concept and definition of Personal Net Worth as PNW is tied to the definition of an economically disadvantaged business or individual. This topic will continue to be discussed in upcoming meetings and will be a major topic of discussion for the Disparity Procurement Committee which will be providing recommendations in the disparity study.

*B2GNow Software – continue to support SMBR in the implementation of software that will enhance the certification and compliance functions of the department to include efficiencies in delivery of services.*

*Third Party Resolution:* Monitored agreements; facilitated presentations by Third Party Agreement participants; and made recommendations on the implementation of the resolution and associated processes.

### ***MBE/WBE Training and Outreach***

Continue to support SMBR, make recommendations on outreach opportunities/information sessions for small businesses and the promotion of City project procurement, support business development opportunities between the city and the small business, women and minority communities.

### ***Policy and Reporting***

Received updates and information on city policy affecting the MBE/WBE and Small Business Enterprise Procurement Program.

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

Reviewed the board's actions throughout the year for compliance with the mission statement. The MBE/WBE & Small Business Enterprise Procurement Program Advisory Committee's actions complied with the mission statement throughout the 2022-23 reporting period.

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

The MBE/WBE & Small Business Procurement Program Advisory Committee's goals and objectives for the reporting period of July 2022 - June 2023 to include but are not limited to the following:

**A. MBE/WBE PROGRAM DEVELOPMENT & MONITORING:**

1. *Disparity Study*: Review and monitor disparity study implementation and provide feedback and information, as necessary, including the definition of Personal Net Worth.
2. *Third Party Resolution*: Continue to monitor and make recommendations on the implementation of the resolution and associated processes and continue to review MBE/WBE and small business participation on third party projects.
3. *BSMBR Software Implementation*: Continue to monitor and discuss SMBR software implementation and to review and how this software implementation affects the city of Austin certified vendors.
4. *City Solicitation and Goal Determination Process*: continue discussions and recommendations to processes.
5. Continue to keep City Council apprised of MBE/WBE Program recommendations made by the advisory committee.

**B. POLICY & REPORTING**

Continue to review staff reports and recommend changes to the reporting methods and processes.