



**2018 ANNUAL REPORT
DEPARTMENT OF MINORITY,
WOMEN, AND DISADVANTAGED
BUSINESS ENTERPRISE**



ALLEGHENY COUNTY
ALWAYS INSPIRING



Dear Friends:

It is with great pleasure that I present you the 2018 Annual Report for the Department of Minority, Women & Disadvantaged Business Enterprise (MWDBE). By providing important services, it continues to play a vital role in supporting this vibrant county's thriving and growing economy, and we're delighted to share its accomplishments from this past year.

In 2018, the department doubled its participation in outreach activities. As part of that, the total number of firms it certified through the Pennsylvania Unified Certification Program increased to 601. Of those, 55 were new, and the majority were located within the county. Additionally, MWDBE participation is expanding. The Division of Purchasing and Supplies in the Department of Administrative Services had a total MWDBE participation of 17%, and the Sports and Exhibition Authority of Pittsburgh and Allegheny County had 31%, both of which were increases from 2017. Also, organizations that self-identified as being led by African Americans or having board membership that includes African Americans held 51 contracts last year with the Department of Human Services totaling nearly \$68 million.

Our commitment to inclusion and opportunity for all extends beyond the MWDBE Department, as well. Since I took office in 2012, 27.4% of all the county employees hired have been persons of color and 60.4% have been women. And, of the 246 board seats available in the county, 20.7% are held by African Americans and persons of color.

Diversity has always been one of this region's strengths and has helped make us a home of innovation and entrepreneurship. That was reflected recently by online loan marketplace LendingTree ranking the Pittsburgh metro area as eighth best in the country for minority entrepreneurs. We had higher than average results in the percentage of minorities who were self-employed, minority-owned businesses with revenues \$500,000 or higher, and minority-owned businesses in operation for six or more years. While we are thrilled with that recognition, we know there is always more we can do to promote fair access to opportunities in our economy, and that includes improving the services offered by our MWDBE Department. We encourage your feedback and suggestions on ways to enhance our MWDBE programs and look forward to working together to continue our progress.

Sincerely,

Rich Fitzgerald

OFFICE OF THE COUNTY EXECUTIVE

COUNTY OF



ALLEGHENY

RICH FITZGERALD
COUNTY EXECUTIVE

Dear Friends:

It is my pleasure to submit to you the Allegheny County Department of Minority, Women and Disadvantaged Business Enterprise (MWDBE) 2018 Annual Report.

The MWDBE team works throughout the year to provide group workshops, speaking engagements and individual counseling sessions to develop the capacity and growth of MWDBE businesses. In 2018 the department produced several video offerings with the assistance of our County videography staff. These videos aid in the completion of various documents needed from firms seeking new certification and for firms currently certified as a Disadvantaged Business Enterprise to retain their eligibility in the program. These video links are posted on the Allegheny County website.

We have joined with our community partners to develop networking, tradeshow and informational events to further enhance outreach to the publics we serve. The largest events we sponsored in 2018 include our MWDBE Department Annual Open House, SHARE 2018, C3 and the Annual MWDBE Governmental Committee Conference. These events attract hundreds of new and existing business owners.

We now present to you the 2018 MWDBE Department Annual Report.

Respectfully submitted,

Ruth Byrd-Smith

Ruth Byrd-Smith
Director

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2018 MWDBE Open House

MINORITY, WOMEN, AND DISADVANTAGED BUSINESS ENTERPRISE (MWDBE)

ABOUT US

In 1981, the Allegheny County Commissioners established a county-wide Minority Business Enterprise Program to provide for greater participation of minority and women business enterprises

(MBEs and WBEs) in County contracts. The goal of the program was to remove impediments that prevented those businesses from achieving greater participation. That program evolved into today's Minority, Women and Disadvantaged Business Enterprise (MWDBE) Department.

The mission of the Department is to create an environment that promotes meaningful business opportunities, showcases viable MWDBE firm capabilities, builds productive partnerships and exercises effective program management targeted towards successful integration of those firms within the business structure of Allegheny County and surrounding areas.

The Department's objective is to ensure that MWDBE firms are given the maximum opportunity to obtain and perform on County contracts. In order to accomplish and monitor this effort, goals have been established for all contracts and other business-related activities entered into by Allegheny County having overall goals of 13% for MBEs and 2% for WBEs. These goals remain in effect throughout the life of each contract.

To accomplish this objective, the Department provides services in the following areas:

Certification: Allegheny County is a certifying participant of the Pennsylvania Unified Certification Program (PA UCP). The purpose of the PA UCP is to provide "one-stop shopping" for firms seeking certification as a Disadvantaged Business Enterprise (DBE) in accordance with 49 CFR Part 26. The Department has a portfolio of approximately 601 companies that are certified through this program.

Contract Participation: The MWDBE Department oversees the effort made by firms bidding contracts with Allegheny County to ensure that a "good faith effort" has been made to include MWDBEs on these offerings. The Department works to increase the number of certified MWDBE companies participating in contracting opportunities in Allegheny County. The department also serves as the repository for all information on MWDBE contract participation County-wide.

The Department's objective is to ensure that MWDBE firms are given the maximum opportunity to obtain and perform on County contracts.

Outreach and Technical Assistance: The MWDBE Department communicates with the public by hosting and participating in workshops, trainings, tradeshow and speaking engagements. The Department partners with local non-profits at whose satellite sites it conducts monthly certification counseling sessions. The Department hosts an annual Open House that is open to the public. The Open House provides a networking opportunity as well as a forum for technical business assistance.

During 2018 the MWDBE Department, in concert with Allegheny County videography staff, developed video offerings for instruction in completion of the certification paperwork. Available on YouTube (the link for which can be found at www.alleghenycounty.us/mwdbecertification.aspx), the videos walk applicants through the unified certification application and the personal net worth form, thoroughly explaining each section of each document. Because small business owners have demanding schedules it is beneficial for this assistance to be available on demand. Additionally, the questions that the Department still receives are fewer and more focused.

THE MWDBE OFFICE

The MWDBE Department has a total staff count of eight. In addition to Director Ruth Byrd-Smith and Deputy Director Lisa Edmonds the balance of the staff consists of certification, compliance and administrative professionals. The Department's 2018 adopted budget totaled \$737,314.

Leadership



*Ruth Byrd-Smith
Director*



*Lisa Edmonds
Deputy Director*

Staff



*Kristy Kwisnek
Office Manager*



*Sue Broadus
Senior Certification
Analyst*



*De Doyle
Certification Analyst*



*Deborah Lewis
Contract/Certification
Generalist*



*KaShayna Trent
Contract Compliance
Specialist*



*Tamya McCoy
Part-Time Clerk*

The staff works cooperatively to increase the services provided to MWDBE firms, the number of certified firms in markets, and the availability of meaningful business opportunities afforded to MWDBE firms in the county. The staff also ensures effective communication with firms, and the establishment of meaningful partnerships that advance the program.

The Department maintains active membership in organizations that inform its mission including: the PA Unified Certification Program, National Association of Diverse Contractors, PA Women's Hall of Achievement, Center for Women's Entrepreneurship at Chatham University, Diversity Business Resource Center, Eastern Minority Supplier Development Council, Pittsburgh Metropolitan Hispanic Chamber of Commerce, African American Chamber of Commerce of Western PA, NAACP, National Association of Women Business Owners, National Urban League, Southwestern PA Engineering Outreach, MWDBE Governmental Committee, National Council of Negro Women, Inc., Mon Yough Chamber of Commerce, and American Contract Compliance Association.



Attendees of the annual 2018 MWDBE Open House

CERTIFICATION

PENNSYLVANIA UNIFIED CERTIFICATION PROGRAM

The Allegheny County MWDBE Department is a certifying participant under the Pennsylvania Unified Certification Program (PA UCP). Created in response to federal action that revamped the U.S. Department of Transportation's (U.S. DOT's) DBE program, the PA UCP was created to provide a one-stop shop for DBEs. The unified program allows businesses to file one application and go through one certification review to achieve certification that is recognized by all recipients of federal funds in the state. Allegheny County's MWDBE Department is one of five organizations throughout the state that certify DBEs. Participation in the PA UCP ensures mandatory reciprocity, a customer-friendly process and a unified DBE directory for use by prime contractors wishing to participate in the program.

As of December 31, 2018, please see the following certification statistics:

- 601 total certified firms
- 55 newly certified firms
- 13 new applications were denied
- 13 new applicants withdrew
- 482 firms continued their eligibility
- 40 firms were decertified
- 13 NAICS code modifications were approved
- 1 NAICS code modification was denied

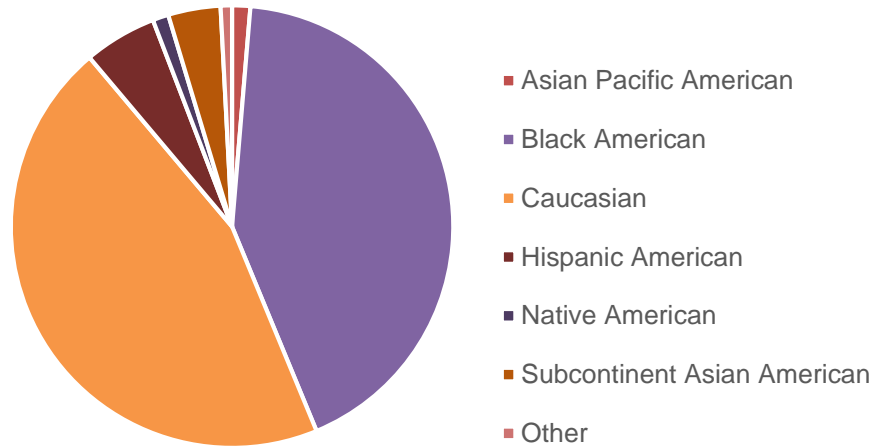
Of the 601 firms certified at the end of 2018, 380 or 63% were located within Allegheny County. Ninety (90) firms were from outside the state with the remaining 131 businesses domiciled in other Pennsylvania counties.

| County | Number of Firms | County | Number of Firms |
|------------|-----------------|--------------|-----------------|
| Allegheny | 380 | Indiana | 2 |
| Beaver | 13 | Lawrence | 1 |
| Butler | 24 | Luzerne | 1 |
| Cambria | 9 | McKean | 2 |
| Centre | 1 | Mercer | 4 |
| Crawford | 3 | Somerset | 2 |
| Cumberland | 1 | Venango | 2 |
| Dauphin | 1 | Washington | 21 |
| Erie | 13 | Westmoreland | 25 |
| Fayette | 3 | York | 1 |
| Greene | 1 | Out of State | 90 |
| Huntingdon | 1 | | |
| | | TOTAL FIRMS | 601 |

Certification is free. Businesses that wish to be PA UCP certified can begin their application process online at www.paucp.com. Information can also be obtained by contacting the MWDBE Department by phone (412-350-4309) or email (mwdbe@alleghenycounty.us). A completed application must be submitted to one of the certifying agencies. Applications must contain an original notarized affidavit and all applicable supporting documents. Once received, the application is reviewed, and information verified. Additional information may be requested, and an on-site interview will be conducted prior to a final decision being made.

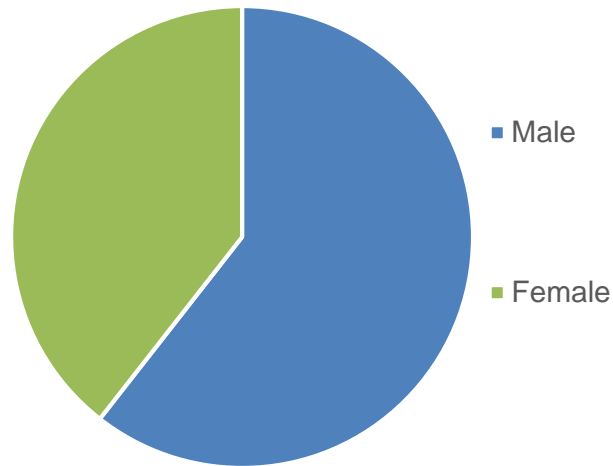
Once certified, DBEs will be recognized by all recipients of funds from the Federal Aviation Administration, Federal Highway Administration, and Federal Transit Administration. Certified DBEs are also listed in the web-based online directory which can be accessed at www.paucp.com.

Certified Firm Ethnicity Demographics



| Ethnicity | Number of Certified Firms | Percent of Total |
|-----------------------------|---------------------------|------------------|
| Asian Pacific American | 8 | 1.3% |
| Black American | 255 | 42% |
| Caucasian | 271 | 45% |
| Hispanic American | 32 | 5% |
| Native American | 7 | 1.2% |
| Subcontinent Asian American | 23 | 4% |
| Other | 5 | 0.8% |
| TOTAL | 601 | 100% |

Gender Demographics



| Gender | Number of Certified Firms | Percent of Total |
|--------|---------------------------|------------------|
| Male | 364 | 61% |
| Female | 237 | 39% |
| TOTAL | 601 | 100% |

Benefits of DBE Certification through the PA UCP

- All U.S. DOT recipients in Pennsylvania are members of the PA UCP.
- Mandatory reciprocity is a component of the PA UCP.
- The PA UCP offers a customer-friendly process intended to streamline the DBE certification process.
- Prime contractors will find ease of use with one unified DBE directory to locate DBEs certified by the PA UCP.
- Greater visibility to contractors and consultants looking to utilize DBE firms to meet goals on federally assisted transportation projects.
- Access to free training and consulting services through the DBE Supportive Services Center.
- DBE certification is recognized by many state, regional, and local diverse, minority, and women business programs.

CONTRACT PARTICIPATION

The MWDBE Department reviews proposals and bids for County contracts and works to ensure the highest level of MWDBE participation throughout the life of the contract. The County's contract goals are 13% minority business enterprise (MBE) participation and 2% women business enterprise (WBE) participation.

The Allegheny County Administrative Code (§435-10) requires that prime contractors submit an MWDBE plan and identifies the selection criteria for projects. At the time a bid or proposal is submitted, the contractor must identify the MWDBEs that will participate in the work. A description of the work that the MWDBE will perform and the dollar value of the services or goods to be provided by the MWDBE are to be included along with a written assurance that the MWDBE plan will be followed.

The written assurance must also state that the MWDBE is not prohibited from providing quotes to other prime contractors and make assurances that if the MWDBE is unable to perform successfully that the prime contractors will make every effort to replace that business with another MWDBE.

If a participation plan submitted with the bid documents does not meet participation goals, the MWDBE Department reviews the plan to ensure that a "good faith effort" has been made to identify and offer business opportunities to MWDBE firms that are available in the marketplace. A thorough "good faith effort" verifies that there are no qualified MWDBE vendors available to participate in that contract area. For that reason, contracts that are granted waivers are not included in the contract total and not compared to contracts where MWDBE vendors are available to participate.

If the Department determines that a "good faith effort" (see definition below) has been made, a waiver for the participation gap may be granted.

In the event that the prime contractor/vendor is an MWDBE firm, this information must still be submitted. In the case of a firm that is owned by a minority woman, at the onset of the contract they must declare the MWDBE designation that they will fulfill and seek participation for the other designation.

Throughout the life of the contract, the prime contractor/vendor is required to report the MWDBE participation through web-based software. The payment progress of these contracts is submitted online. Utilizing this business process, the MWDBE Department receives contract payment information in regular intervals. If a payment discrepancy surfaces, the Department may request canceled check(s) or check images, as well as invoices, from the prime contractor/vendor. Should a firm not report this information as requested, corrective action may be taken. If the problem is still not corrected, the Purchasing Division will be notified in writing of the deficiencies and a recommendation will be made that the contract should be terminated for breach of the reporting responsibilities.

DEPARTMENT OF ADMINISTRATIVE SERVICES: DIVISION OF PURCHASING & SUPPLIES

A “GOOD FAITH EFFORT”

(Using guidance from CFR 49 Part 26, Appendix A)

- Soliciting the interest of certified DBEs who have the capability to perform the work of the contract through all reasonable and available means
- Selecting portions of the work to be performed by DBEs in order to increase the likelihood that the DBE goals will be achieved
- Providing interested DBEs with adequate information about the plans, specifications and requirements of the contract in a timely manner to assist them in responding to a solicitation
- Negotiating in good faith with interested DBEs
- Not rejecting DBEs as being unqualified without sound reasons based on a thorough investigation of their capabilities.
- Making efforts to assist interested DBEs in obtaining bonding, lines of credit, or insurance as required by the recipient or contractor
- Effectively using the services of available minority/women community organizations, contractors’ groups, business assistance offices and other organizations to provide assistance in the recruitment and placement of DBEs
- Monitoring the performance of other bidders in meeting the contract

The Department of Administrative Services Division of Purchasing and Supplies procures supplies, equipment and services for Allegheny County. Their mission is to bring value to the procurement process while reducing cost, creating efficiency and providing high quality customer service.

The following numbers represent committed participation on the Requests for Proposal (RFPs) and Invitations for Bid (IFBs) during calendar year 2018. Piggyback, sole source, Requests for Qualifications (RFQ) and contract extensions are not reviewed by the MWDBE Department. Additionally, multi-year contracts are reported during the year they are signed.

| Purchasing and Supplies | Amount | Percent |
|-------------------------------------|--------------|---------|
| <i>Total Value of New Contracts</i> | \$33,919,385 | 100% |
| MBE | \$3,957,744 | 12% |
| WBE | \$1,824,749 | 5% |
| <i>Total M/WBE¹</i> | \$5,782,493 | 17% |

In addition, Staples, Inc. reports purchases by the County for office supplies that are filled by minority and women owned suppliers. These expenditures are shown in the table below.

| Staples, Inc. | Amount | Percent |
|----------------------------------|-------------|---------|
| <i>Period Total Sales</i> | \$1,794,383 | 100% |
| MBE | \$281,002 | 15.7% |
| WBE | \$14,229 | 0.8% |
| MWBE ² | \$3,648 | 0.2% |
| DBE ³ | \$148 | 0.01% |
| <i>Total M/W/DBE⁴</i> | \$295,379 | 16% |

DEPARTMENT OF PUBLIC WORKS

The Department of Public Works is charged with the provision of the County’s infrastructure, maintenance and engineering service. Its mission is to provide those services in an efficient, effective, responsive and responsible manner in order to enhance the quality of life, economic prosperity and mobility of the citizens of Allegheny County. The Department of Public Works is responsible for the administration of direct County contracts, new commitments for which are shown below.

| Department of Public Works | Amount | Percent |
|--|--------------|---------|
| <i>Total Value of New County Contracts</i> | \$10,484,407 | 100% |
| MBE | \$1,117,291 | 11% |
| WBE | \$338,295 | 3% |
| <i>Total M/WBE</i> | \$1,455,586 | 14% |

¹ M/WBE indicates the sum of MBE and WBE.

² MWBE indicates minority-women owned businesses and is not included in either MBE or WBE.

³ DBE indicates disadvantaged business owners.

⁴ M/W/DBE indicates the sum of MBE, WBE, MWBE and DBE.

The Department of Public Works also oversees PennDOT contracts which have separate requirements for DBE participation. Commitments for PennDOT contracts entered into during 2018 are shown in the next table.

| Department of Public Works | Amount | Percent |
|---|--------------|---------|
| <i>Total Value of PennDOT Contracts</i> | \$43,200,296 | 100% |
| DBE participation in PennDOT Contracts | \$5,036,872 | 12% |

DEPARTMENT OF HUMAN SERVICES

The Department of Human Services (DHS) is responsible for providing and administering publicly-funded human services to Allegheny County residents. DHS is dedicated to meeting those needs through community partners that hold contracts to service the County’s most vulnerable populations. Although the majority of those partners are not certified as MWDBEs, DHS does provide information relative to its service providers that have self-identified as African American, faith-based, or both.

Providers designated as African American were based on the following criteria: foundation mission/purpose, CEO/Board Chair is African American, and neighborhood/consumers are predominantly African American. Likewise, providers designated as faith based were determined by the following criteria: mission/purpose and affiliation with faith-based entity.

The MWDBE Department serves as the repository for DHS contract participation data and does not review or certify any contracts on their behalf.

| Department of Human Services | Value | Number of Contractors |
|----------------------------------|------------------|-----------------------|
| African American | \$59,713,912.26 | 34 |
| Faith-Based | \$64,908,126.72 | 46 |
| African American and Faith-Based | \$8,191,590.92 | 17 |
| Total | \$132,813,629.90 | 97 |

ALLEGHENY COUNTY AUTHORITIES

Pursuant to Article 203 of the Allegheny County Administrative Code, each County Authority must develop policies to ensure the participation of minority-owned, women-owned, and disadvantaged business enterprises. The Authorities provide quarterly reports to the MWDBE Department on their progress. The MWDBE Department does not review contract participation on behalf of the Allegheny County Authorities. The tables below reflect new contract commitments in 2018.

Redevelopment Authority of Allegheny County

Allegheny County Economic Development (ACED) is the lead economic and residential development agency for Allegheny County and coordinates development initiatives across its eight divisions. The

Department staffs multiple county authorities, including the Redevelopment Authority. The following participation data represents contracts under the Redevelopment Authority of Allegheny County, by programs: Community Development Block Grant (CDBG), Community Infrastructure and Tourism Fund (CITF), Gaming Economic Development Fund (GEDF), HOME Investment Partnerships Program (HOME), Lead Hazard Reduction Demonstration (LHRD) and other miscellaneous programs.

The MWDBE Department serves as the repository for ACED contract participation data and does not review or certify any contracts on their behalf. Shown below are the commitments for contracts entered into during 2018.

| Redevelopment Authority of Allegheny County | Amount | Percent |
|--|--------------|---------|
| CDBG Contracts | \$11,200,197 | 100% |
| MBE | \$723,641 | 6% |
| WBE | \$432,058 | 4% |
| CITF Contracts | \$5,331,846 | 100% |
| MBE | \$238,471 | 4% |
| WBE | \$66,454 | 1% |
| GEDF Contracts | \$3,020,227 | 100% |
| MBE | \$62,450 | 2% |
| WBE | \$318,959 | 11% |
| HOME Contracts | \$2,323,319 | 100% |
| MBE | \$35,234 | 2% |
| WBE | \$16,024 | 1% |
| LHRD Contracts | \$266,605 | 100% |
| MBE | \$3,459 | 1% |
| WBE | \$20,486 | 8% |
| Other Contracts | \$27,649 | 100% |
| MBE | \$27,649 | 100% |
| WBE | \$0 | 0% |
| Total - All Contracts | \$22,169,843 | 100% |
| Total MBE | \$1,090,904 | 5% |
| Total WBE | \$853,981 | 4% |
| Total M/WBE | \$1,944,885 | 9% |

Allegheny County Airport Authority

The Allegheny County Airport Authority was created in 1999 to operate the Pittsburgh International and Allegheny County airports. The Authority oversees all aspects of airport operations including new development, environmental issues, airline and tenant management, as well as airfield operations.

| Airport Authority | Amount | Percent |
|-------------------------------------|--------------|---------|
| <i>Total Value of New Contracts</i> | \$68,040,361 | 100% |
| Total DBE ⁵ | \$3,036,288 | 5% |

Allegheny County Housing Authority

The Allegheny County Housing Authority was created to provide decent, safe and sanitary housing for eligible low-income families and senior citizens in Allegheny County. The Authority owns and manages 3,300 units, administers over 5,000 vouchers, has three HOPE VI developments, and 22 mixed-finance properties.

| Housing Authority | Amount | Percent |
|-------------------------------------|-------------|---------|
| <i>Total Value of New Contracts</i> | \$3,341,945 | 100% |
| MBE | \$35,000 | 1% |
| WBE | \$175,426 | 5% |
| Total M/WBE | \$210,426 | 6% |

Allegheny County Sanitary Authority

The Allegheny County Sanitary Authority (ALCOSAN) was formed in 1946 to provide wastewater treatment services to 83 communities within Allegheny County, including the City of Pittsburgh. Its principal treatment plant is along the Ohio River, downstream from Pittsburgh's downtown, and processes up to 250 million gallons of wastewater daily.

| ALCOSAN | Amount | Percent |
|-------------------------------------|-----------------|---------|
| <i>Total Value of New Contracts</i> | \$31,789,736.3 | 100% |
| MBE | \$ 4,562,158.29 | 14% |
| WBE | \$ 3,106,729.16 | 10% |
| MWBE ⁶ | \$ 52,280.75 | 0.2% |
| Total M/WBE ⁷ | \$ 7,721,168.2 | 24% |

Port Authority of Allegheny County

Formed in 1959 by the Pennsylvania legislature, the Port Authority of Allegheny County began serving the community in March 1964. The agency operates, maintains and supports bus, light rail, incline and paratransit service for approximately 200,000 daily riders. The Authority operates on a fiscal year of

⁵ Airport Authority only counts DBE Participation.

⁶ MWBE indicates businesses that are owned by minority women, the contract values for which are not included in MBE or WBE.

⁷ Total M/WBE is calculated as the sum of MBE, WBE and MWBE.

October through September and reports based on a fiscal, not calendar, year. The table below is for the year ending September 30, 2018.

| Port Authority | Amount | Percent |
|-------------------------------------|--------------|---------|
| <i>Total Value of New Contracts</i> | \$33,704,006 | 100% |
| DBE Men | \$2,010,880 | 6% |
| DBE Women | \$2,605,561 | 8% |
| Total DBE | \$4,616,441 | 14% |

Sports and Exhibition Authority of Pittsburgh and Allegheny County

The Sports and Exhibition Authority (SEA) was created in 1954 and charged with the construction and support of sports and exhibition facilities. Facilities include the Lower Hill Redevelopment Site, PPG Paints Arena, PNC Park, Heinz Field, David L. Lawrence Convention Center, Convention Center Riverfront Plaza, North Shore Riverfront Park, and the North Shore Garage. The SEA also provides administrative and other staff support to the Stadium Authority of the City of Pittsburgh.

| Sports and Exhibition Authority | Amount | Percent |
|-------------------------------------|--------------|---------|
| <i>Total Value of New Contracts</i> | \$12,810,308 | 100% |
| MBE | \$2,871,083 | 22% |
| WBE | \$1,044,545 | 8% |
| Total M/W/BE | \$3,915,628 | 31% |

OUTREACH AND TECHNICAL ASSISTANCE

CAPACITY BUILDING, TECHNICAL ASSISTANCE & SUPPORT

Each year, the MWDBE Department offers or partners with others to offer workshops, seminars, tradeshows and other business opportunities. These trainings provide capacity building, business technical assistance and other support to its certified firms and other small businesses. The MWDBE Department website is updated on an ongoing basis to reflect these events. The current list may be

found on the [MWDBE website](#)⁸. The Department also posts the events on its Facebook page. These efforts are highlighted in an annual MWDBE Open House at the end of the year.

ADVOCATING MWDBE BUSINESS CONCERNS

Each year, the MWDBE Department advocates for MWDBE firms by involvement in the business processes at Allegheny County and by working closely with other agencies, non-profits and corporations in our region.

In 2018, the Department:

- Certified 601 Firms
- Attended 27 Construction Status Meetings
- Attended 12 Pre-bid and Pre-proposal Meetings
- Participated in 1 Selection Committee
- Vetted 59 Specifications⁹
- Vetted 78 Contracts¹⁰
- Participated in 77 Outreach Activities
- Held 289 Certification Counseling Sessions

A construction status meeting is the periodic meeting that brings together the owner and prime contractors. The MWDBE Department works to prevent any adverse issues from arising so that the MWDBE firms may complete the project and addresses any issues that may arise concerning said firms with regard to the project. Additionally, the Department monitors the milestones of the project that involve MWDBE firms.

A pre-bid meeting is held prior to acceptance of bids to clarify what is required by the County in the information a firm submits for consideration as a contractor/vendor. At these meetings the Department explains MWDBE goals, how to find such firms and also answers any questions regarding the paperwork that the Department will need to review prior to issuing an award recommendation.

A selection committee reviews proposals submitted by firms in the Request for Proposal process. The MWDBE Department focuses on the inclusion of MWDBE firms in that process.



2018 Selected Events

MWDBE Governmental Committee Conference

Spring 2018 MWDBE/Human Services Outreach Event

Share2018

C3: Creating Opportunities, Connecting Resources, Contracting Diversity



⁸ www.alleghenycounty.us/mwdbbe/events/index.aspx.

⁹ A specification can have more than one contract.

¹⁰ This does not include those that were vetted in 2017 but did not start until 2018 and were counted into MWDBE 2017 Annual Report.

COMMUNICATION WITH FIRMS ON OPPORTUNITIES

Allegheny County's Purchasing Division utilizes Public Purchase¹¹ to house its open bids and proposals. Suppliers utilize this centralized site to have instant access to bid opportunities throughout the region. Because the Purchasing Division accepts electronic bids through this site, vendors can also see the bid results in real time.

There is no cost to government agencies or to users to utilize this software. The business opportunities are available to view by the public after completing a short registration process on the website. Since the bid process is electronic, all vendors wishing to submit bids or proposals to the County must register.

The MWDBE Department distributes literature detailing Public Purchase to newly certified firms and at trade shows to MWDBEs wishing to do business with the County.

MWDBE ADVISORY COMMITTEE

The Allegheny County Administrative Code §435-3 states that the Chief Executive and County Council will establish an MWDBE Advisory Committee. The purpose of this Committee will be to recommend specific MWDBE goals for various types of procurement of goods or services. The Committee will also monitor the County's MWDBE efforts on a quarterly basis.

The role of this Committee is to recommend specific MWDBE goals for:

1. Construction contracts.
2. Supplies.
3. Development.
4. Services, including professional services.
5. Monitoring progress toward these objectives on a quarterly basis, and posting written quarterly progress reports conspicuously on the County's website.
6. Recommending to the Chief Executive and County Council specific activities for improving MWDBE participation.

¹¹ www.publicpurchase.com/gems/county.allegheny.pa/buyer/public/publicInfo

The 2018 MWDBE Advisory Committee was comprised of the following individuals:

| <i>Name</i> | <i>Organization</i> |
|------------------------|--|
| <i>Brian Burley</i> | Allegheny Conference |
| <i>Victor Diaz</i> | VideoTek Construction, LLC |
| <i>Abass Kamara</i> | The Carey Group |
| <i>Marc Little</i> | MWELA |
| <i>M. Gayle Moss</i> | MWDBE Advisory Committee Chair |
| <i>James Overton</i> | Overton Financial Group |
| <i>Barbara Parees</i> | Office of the Allegheny County Manager |
| <i>Roxanne Sewell</i> | The LJS Group |
| <i>Toni Silva</i> | UPMC |
| <i>Andréa Stanford</i> | Office of the Allegheny County Manager |
| <i>Tim Stevens</i> | B-PEP |



Members of the Advisory Committee with Director Ruth Byrd-Smith, Director and Deputy Director Lisa Edmonds.

PEOPLE AND EVENTS

2018 Open House Highlights

Speakers at the MWDBE Department's annual Open House presented important and useful information to attendees on a variety of topics including consumer credit, business loans and programs and services.



Tom Klevan, Southwestern Pennsylvania Commission



Heather Murray, Advantage Credit Counseling Service



Lauren Byrne Connelly, Allegheny County Department of Economic Development

2018 Open House Highlights



Deputy County Manager Barbara Parees represented Allegheny County executive staff and gave opening remarks.



MWDBE Advisory Committee member Toni Silva gave closing remarks.

MWDBE/DHS Outreach Event Highlights



Human Services Director Marc Cherna



MWDBE Director Ruth Byrd-Smith



*MWDBE Deputy Director
Lisa Edmonds*



*Catering was provided by PA UCP-
certified firm Roxanne's Catering*



*Human Services Deputy Director
Darnell Moses*

PEOPLE AND EVENTS PHOTOS





**Allegheny County Department of Minority, Women &
Disadvantaged Business Enterprise**

Ruth Byrd-Smith, Director

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