



Annual Internal Review

This report covers the time period of 1/1/2012 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

- The Committee passed a motion to approve the current revised bylaws.

II. MBE\WBE Participation Opportunity Reviews

- **Monitoring of the Formula One project**
The Committee received updated reporting of procurement opportunities on the Circuit of the Americas (COTA) project quarterly.

- **Updates From US Farathane project**

The Committee received updates on procurement opportunities on the US Farathane project.

III. Special Committees

- **Austin Energy Weatherization Program**

The Committee approved to move the additional recommendations with amendments regarding the ARRA Weatherization Assistance Program from the December 20, 2012 Weatherization Meeting forward to the Council Committee.

The Committee recommended on the Home Energy Assistance Program (HEAP) job order contracting co-efficiency training & assisted in determining appropriate delivery methods and evaluation criteria for the HEAP solicitation.

The Committee endorsed Austin Energy's Meadowbrook Project to improve the living conditions for the residents.

The Committee was instrumental in BPI and Resnet training for interested minority contractors.

- **Mentor Protégé Initiative Working Group creation**

The Committee official voted to create a Mentor Protégé Initiative Working Group.

IV. Resolutions

- **Budget Request & Overlapping Service on Service Provider Contracts Resolution**

The Committee adopted the following in regards to budget requests:

A resolution to support the minority trade associations funding increase requests.

A resolution in support of minority trade associations funding increase.

- An amendment to the Resolution for Service Provider Contracts to be drafted and distributed by City staff to the Board and service providers.

- **ARRA Weatherization Assistance Program**

Adopted a Resolution of Acknowledgement for the successful implementation of the ARRA Weatherization Assistance program.

- **Pickfair Recreation Center ADA & Parks Improvement & Conley Guerrero Senior Activity Center Renovations (Rebid) projects**

Passed a motion for the City Auditor to review the Pickfair contract as it related to work performed, the dispute and payment made to T-N-G Construction.

V. Program Recommendations

- **Small Business Construction Program (SBCP)**
The Committee requested improvements to the SBCP report to include terminated projects.
- **Commodity Code Improvements**
The Committee requested community involvement with establishing standardized and methodical processes for Commodity Code Crosswalk project.
- **Third Party Resolution Contract Enforcements**
The Committee requested staff confirm that the Third Party Agreement guidebook addresses repercussions for a firm not meeting guidelines. The Committee also requested an update on the third party agreements periodically.
- **Disparity Study Recommendations**
The Committee recommended public involvement in the development of the disparity study solicitation.

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 2012.

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 2013 are as follows:

- **MBE/WBE PROGRAM DEVELOPMENT & MONITORING:**
 1. Disparity Study: Monitor and make recommendations for the 2013 disparity study.
 2. Weatherization Program: Continue to participate in the development and examination of the new Home Energy Assistance Program (HEAP)

Weatherization program and future related programs for MBE/WBE & Small business participation 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.
 - Monitor enforcement of pass-through's, MBE/WBE firms that don't perform a commercially useful function.
 4. Small Business Construction Program: Continue to monitor the program throughout the year and conduct an annual review.
 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: Continue to 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 on City projects.
 3. Continue to support SMBR and make recommendations on outreach opportunities/information sessions for upcoming City projects.

- **RESOLUTIONS:** Develop a monitoring process of approved Committee resolutions to encourage timely approval by Council Committee and City Council.
 - Cultivate and improve relationships with the Council Committee, SMBR's Assistant City Manager, the Electric Utility Commission, Resource Management Commission & Water and Wastewater Commission.
 - Continue to cultivate and improve relationships with the community and minority trade associations.

- **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.

This Annual Internal Review was adopted by the MBE/WBE Advisory Committee on March 5, 2013.