



## **Annual Internal Review**

**This report covers the time period of 1/1/2014 to 12/31/2014**

### **MBE/WBE and Small Business Enterprise Procurement Program Advisory Committee**

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

- (1) Review the city manager's report, as described in Sections 2-9(A-D)-18 (Program Review); and
- (2) 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.**

The MBE/WBE & Small Business Procurement Advisory Committee's actions supporting their mission during calendar year 2014 were as follows:

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

- 1) Weatherization Program:* reviewed MBE/WBE and Small Business participation in the Weatherization Assistance Program and implemented reporting and schedule changes
- 2) Commodity Crosswalk Initiative:* Continued to monitor the development of the crosswalk initiative with Public Works to ensure opportunities for MBEs and WBEs
- 3) Small Business Construction Program:* reviewed reports of program activity
- 4) Third Party Resolution:* monitored agreements; facilitated presentations by Third Party Agreement participants; and made recommendations on the implementation of the resolution and associated processes. Assisted in the creation of the 3<sup>rd</sup> party handbook
- 5) SMBR Budget:* received updates on department budget and made recommendations as appropriate.
- 6) City Solicitation and Goal Determination Process:* reviewed and discussed solicitation and goal determination processes

**B. MBE/WBE TRAINING & OUTREACH:**

Continue to support SMBR and make recommendations on outreach opportunities/ information sessions for small businesses and upcoming City projects

**C. POLICY & REPORTING:**

Received updates and information on legislation 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.**

The MBE/WBE & Small Business Enterprise Procurement Program Advisory Committee's actions did comply with the mission statement throughout calendar year 2014.

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

The MBE/WBE & Small Business Procurement Advisory Committee's goals and objectives for calendar year 2015, include, but are not limited to, the following:

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

- 1) *Disparity Study*: continue to evaluate disparity study process and provide feedback and information as necessary
- 2) *Austin Energy Weatherization Program*: continue to receive updates on Austin Energy Weatherization Programs and set agenda items on an as-needed basis
- 3) *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 including, but not limited to, updates on Consolidated Car Rental Facility (CONRAC)
- 4) *Small Business Construction Program*: perform annual review of program and assess continuation
- 5) *Local Business Preference in Government Procurement*: continue to evaluate and monitor Local Business Preference in Government Procurement items
- 6) *Commodity Code Crosswalk Initiative*: continue discussions and recommendations on program funding and implementation
- 7) *City Solicitation and Goal Determination Process*: continue discussions and recommendations to processes.

**B. SMALL BUSINESS ASSISTANCE**

Financial and Payment Assistance Programs: continue to provide feedback on financial and payment assistance options for small business including City certified minority and women owned businesses and receive regular updates, including an annual report, of the Programs.

**C. POLICY & REPORTING:**

Continue to review staff reports and recommended changes to the reporting methods and processes for ease of use and transparency.

This Annual Internal Review was adopted by the MBE/WBE and Small Business Enterprise Procurement Program Advisory Committee on June 2, 2015.