

INDUSTRY DAY



MBE/WBE Procurement Program Overview

Small and Minority-Owned Business Resources

Felecia Shaw, Acting Assistant Director/SMBR Compliance Officer

Elton Price, Business Development Manager



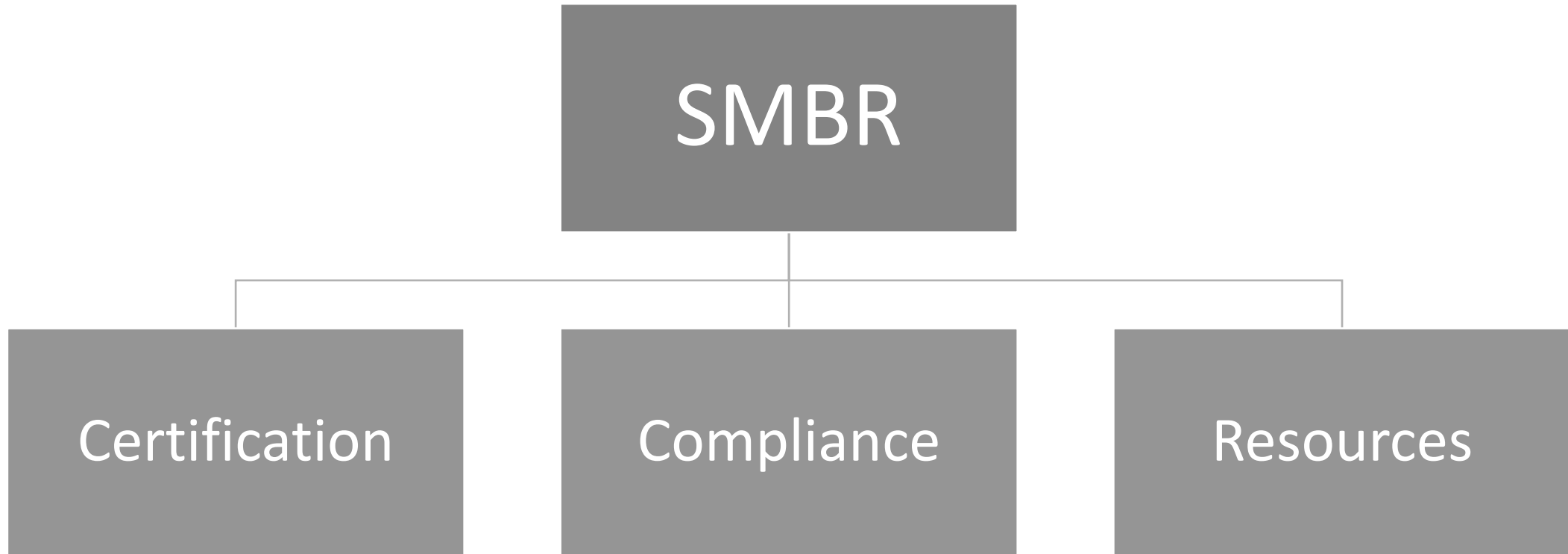
SMBR Mission Statement

The Small & Minority Business Resources Department (SMBR) administers the Minority-Owned, Women-Owned, Disadvantaged Business Enterprise Procurement Programs for the City of Austin.

Our mission is to promote access and equity on City of Austin contracts, providing economic opportunity to small, minority-owned, women-owned, and disadvantaged businesses.



SMBR Divisions



Certification

The City of Austin's Small and Minority Business Resources Department certifies qualified firms as Minority-Owned Business Enterprises (MBE), Women-Owned Business Enterprises (WBE), Disadvantaged Business Enterprises (DBE), Airport Concession Disadvantaged Business Enterprise (ACDBE), and Small Business Enterprises (SBE).

The Certification Division verifies that the minority, women, disadvantage, airport concession business applicant owns, manages, and controls the day-to-day operations of the for-profit business in compliance with the MBE/WBE Procurement Program Ordinance, City Code and 49 CFR part 23 and 26.



Certification

MBE/WBE Eligibility Requirements:

- At least 51% of the company must be owned, managed, and controlled by a socially and economically disadvantaged individual from one of the presumed groups i.e. Asian-American, African-American, Native American, Hispanic or Women
- A small business as defined by the Small Business Administration's (SBA) Size Standard Guidelines
- Personal Net Worth (PNW) must not exceed \$1,828,000 for MBE/WBE certification
- MBE/WBE applicant must have a facility located within the State of Texas for at least 90 days
- Firm must be organized as a for-profit business.



Certification

DBE/ACBDE Eligibility Requirements:

- Fifty-one percent owned, managed and controlled by an economically and socially disadvantaged individual (see presumed groups): Asian- American, African- American, Native American, Hispanic or Women.
- Must be a small business as defined by the US Small Business Administration (SBA).
- Personal Net Worth limit of \$1,320,000 for owner(s).
- Firm must be organized as a for-profit business.



How to get started

Register as a City of Austin Vendor

- Go to the Austin Finance Online (AFO) website to become a Vendor to do business in the City of Austin and set up on your online profile here: https://www.austintexas.gov/financeonline/account_services/registration/registration_user.cfm
- Once you have created your Austin Finance Online (AFO) profile, you can go to the SMBR online portal to apply here: <https://austintexas.mwdbe.com/> if you meet the above requirements for the program. Provided below are first time user instructions to create your profile in SMBR's Certification and Compliance System (CCS) portal.



How to get started

Apply for Certification

- In order to access the CCS portal, login to <https://austintexas.mwdbe.com/> using the email address that you used to create your Austin Finance Online (AFO) account login to the CCS portal at <https://austintexas.mwdbe.com>
 - The first time that you login to CCS, use your AFO email address for the Username and reset your Password.
 - If you have forgotten your AFO email account address, select Account Lookup and you will be prompted to answer a few questions so that the system can locate your account. You may also contact Austin Finance Online at the address below.
 - It may take a few minutes to search the database.
 - Once the search is complete, the system will populate a Business Name or Doing Business As (DBA) if the account is registered in the database.



Compliance – Pre-Award Functions

SMBR reviews information to determine if goals can be established on each procurement

- Reviews SOW and trade summary
 - Trade Summary identifies commodity codes & scopes that reflect anticipated materials/supplies and services on the project
- Reviews MBE/WBE or DBE availability in the individual scopes

SMBR can establish different types of goals, including:

- DBE Goal (Federally-funded)
- MBE/WBE goals (City-funded)
 - Ethnic Specific Goals (African American/Hispanic/Native-Asian American/Women)
 - Aggregate Goals (MBE & WBE Goal)
 - Combined MBE/WBE (All groups combined)

SMBR is responsible for making a compliance determination for Compliance Plans submitted with the bids/offers

- Bidders/Proposers can be compliant one of two ways:
 - Meeting the goal(s) as established in the solicitation **OR**;
 - Demonstrating Good Faith Efforts for any ethnic category where goals are not met (GFE)



Compliance – Good Faith Efforts Minimum Requirements

- Notify certified firms via fax, email, mail or phone at least 7 business days* prior to submission of bid/proposal
- Follow-up with interested MBE/WBE/DBE firms
- Negotiation in good faith with interested MBEs, WBEs, DBEs
- Select portions of work that will increase MBE/WBE/DBE opportunities
- Publish notice in local publication (i.e. newspaper, trade publication) or official company social/electronic media
- Seek services of trade associations and other minority and women community organizations
- Contact SMBR for assistance

*** 5 business days to DBEs for federally funded projects**



Compliance – Post-Award Activities

Following Council award, SMBR will engage with the Prime and City Project Team in the following areas:

- **Pre-Construction & Kick-Off Meetings**

SMBR representative discusses
DBE/MBE/WBE Program requirements

- **Subcontractor Expenditure Reporting (CCS)**

Prime Contractor/Prime Consultant
submission of sub expenditure reports
electronically in the Certification &
Compliance System (CCS)

- **Request for Change of Compliance Plan (RFC)**

Required for any changes to Compliance
Plans (Addition, Substitution, Deletion &
Contract Changes +/-)

- **DBE/MBE/WBE Close-Out Report**

As part of contract close-out process,
confirmation that all subs have been
utilized, accuracy of Original Contract
amounts, Contract Change amounts,
Payment amounts and Retainage (if
applicable).



Tips for Success

- MBE/WBE goals can only be met by using City of Austin certified MBE/WBE firms for scopes listed in the solicitation.
- DBE firms should be certified through a Texas Unified Certification Program certifying agency to count toward DBE participation.
- Dually certified firms (MBE and WBE) can only be counted as either MBE or WBE, **but not both;**
- Changes to Compliance Plans (i.e. additions/substitutions/deletions of subs) not occur without SMBR approval
- Always reach out to SMBR for assistance and for any program related questions (i.e. confirming vendor certification, availability list requests, GFE explanations, etc.)



Contact Us

Certification Questions:
(512) 974-7645

SMBRCertification@austintexas.gov

Compliance Questions:
(512) 974-7626

SMBRCompliance@austintexas.gov

SMBR Website: [Small and Minority Business Resources | AustinTexas.gov](#)

Future Certification Workshops: [Minority and Women-Owned Business Pre-Certification Workshop \(Virtual\) Tickets, Multiple Dates | Eventbrite](#)

SMBR's Certification and Compliance System (CCS): <https://austintexas.mwdbe.com>

Austin Finance Online (AFO): <https://www.austintexas.gov/financeonline/finance>



INDUSTRY DAY



Questions?

Save the Date – Fall Industry Day
October 19, 2023