

City of Cincinnati Department of Economic Inclusion (DEI)

DEI Mission Statement

The Department of Economic Inclusion's goal is to ensure economic opportunity and inclusion for all citizens seeking to do business with the City of Cincinnati and serve as a catalyst for the growth of minority and women-owned businesses in the City and throughout the region.

DEI also ensures that workers in City of Cincinnati construction projects and service contracts receive proper compensation for their work.



Certification Programs



CERTIFICATION VS. REGISTRATION

- *Certification is not required to bid or to submit a proposal as a prime contractor.*
- *Certification is not required to be qualified to work as a subcontractor on a City contract.*
- *Certification is only required to participate in the benefits of the Small, Local, Minority and/or Women Business Enterprise Programs. Only City certified companies will count towards the SBE, MBE and WBE goals of a City project*
- *Any contractor can register as a vendor with the City through the self-registration portal:*

<https://vss.cincinnati-oh.gov/vssprod/Advantage4>

CITY OF CINCINNATI SMALL AND DIVERSE BUSINESS INCLUSION PROGRAMS

- ▶ Race and Gender Neutral
 - ▶ SBE - Small Business Enterprise
 - ▶ SLBE - Small Local Business Enterprise
 - ▶ ELBE - Emerging Local Business Enterprise
- ▶ Race and Gender Conscious
 - ▶ MBE - Minority Business Enterprise
 - ▶ WBE – Women Business Enterprise
 - ▶ MWBE – Minority Women Business Enterprise



Race & Gender Neutral Programs

ELBE – Emerging Local Business Enterprise

Eligibility

- Must be located in City of Cincinnati; or 25% of labor force domiciled in Cincinnati
- In existence less than 5 years
- Performs a commercially useful function
- Independently-owned and controlled, no brokers, not a subsidiary
- Active owners
- Maximum of 5 full-time employees
- Average lifetime annual gross revenues of \$250,000 or less

Benefits

- Direct awards available under \$50,000
- Bid preferences on all contract types \$50,000 - \$100,000
- RFP response evaluation preferences on professional services contracts \$50,000 - \$100,000
- Sheltered Market

Race & Gender Neutral Programs

SLBE - Small Local Business Enterprise

Eligibility

- Must be located in City of Cincinnati; or 25% of labor force domiciled in Cincinnati
- Established for one year or owners have at least 3 years experience
- Performs a commercially useful function
- Independently-owned and controlled, no brokers, nota subsidiary
- Maximum of 35 employees
- Active owners
- 3-year average annual gross revenues of \$1,000,000 or less

Benefits

- Bid preferences on all contract types \$100,000 - \$250,000
- RFP response evaluation preferences on professional services contracts \$100,000 - \$250,000
- Sheltered market opportunities to limit competition to SLBE certified firms

Race & Gender Neutral Programs

Small Business Enterprise (SBE)

- ▶ 3-year average annual gross revenues and number of employees do not exceed federally established limits
- ▶ Fixed office location in Hamilton County for at least one year
- ▶ Performs a commercially useful function
- ▶ Independently owned and controlled
- ▶ Personal net worth limit of \$750,000
- ▶ No brokers or franchisees
- ▶ Prime contracting opportunities under \$50,000
- ▶ Subcontracting opportunities for SBE certified firms on contracts of \$50,000 and above



MINORITY- and WOMEN-OWNED BUSINESS CERTIFICATIONS

MBE – Minority Business Enterprise

WBE – Women Business Enterprise

- ▶ At least 51% minority-owned/woman – owned **AND** controlled for at least 1 year
- ▶ Independent operating business
- ▶ Minority/Women owners have an interest in capital and earnings commensurate with ownership percentage
- ▶ Principal office in Hamilton County OR 25% of employees reside in Hamilton County
- ▶ Performs a commercially useful function

Benefits

- ▶ Subcontracting opportunities on contracts \$50,000 or more
- ▶ Price preferences available on supplies and non-professional services contracts bids
- ▶ Preference points available on responses to RFPs for professional services contracts

Minority- and Women-Owned Business Certifications

MWBE – Minority Women Business Enterprise

- ▶ Meets the eligibility criteria for BOTH an MBE and a WBE
- ▶ May be counted EITHER toward the MBE subcontracting goal OR the WBE subcontracting goal on a contract
- ▶ Subcontracting opportunities on contracts \$50,000 or more
- ▶ Same price preferences and preference points as MBE and WBE





Next Steps for Interested SBE/MBE/WBE

- ▶ Register as a vendor with the City
 - ▶ <https://www.cincinnati-oh.gov/purchasing/vendor-registration/>
 - ▶ Get certified with the City's Inclusion Program
 - ▶ <https://cincinnati.diversitycompliance.com/?TN=cincinnati>
- ▶ Check site for current business opportunities
 - ▶ <https://www.cincinnati-oh.gov/purchasing/business-opportunities-with-the-city/>

Next Steps for Interested SBE/MBE/WBE

- ▶ Attend Meet & Confer - An open Pre-Bid Meeting between developers and small businesses where City-assisted construction projects are explained as well as the extent of how City funds are involved.
- ▶ Meet & Confer Meetings are held every 2nd and 4th Tuesdays of each month in II Centennial Plaza, 805 Central Avenue, 7th floor at 9:00 am.

Vendor Registration

- ▶ Why register through Vendor Self Service?
 - ▶ Receive automatic email notifications by commodity
 - ▶ Update your vendor profile online anytime
 - ▶ Meet contracting requirements (Registration is not required for bidding, but is required prior to contract execution)
 - ▶ Stay in the loop for free!
- ▶ Visit City website to register (<http://www.cincinnati-oh.gov/purchasing/>)

Certification Impact

City of Cincinnati Contracts

- ▶ The City's purchasing needs encompass many areas of specialty represented by a broad range of departments including: Finance, Police, Fire, Health, Recreation, Parks, Transportation & Engineering, Community & Economic Development, Water, Sewer, Buildings & Inspections, and Public Services
- ▶ Includes opportunities in construction, supplies, services, and professional services
- ▶ Certification is not required to do business with the City, but the advantages of the Small, Minority and Women Business Enterprise programs are available only to City-certified firms



Basic Processes for Competition

- ▶ Under \$5,000
 - ▶ City purchases from SBE, SLBE, or ELBE firm whenever possible
- ▶ \$5,000 to \$50,000
 - ▶ Multiple quotes are required
 - ▶ City purchases from SBE, SLBE, or ELBE firm whenever possible
- ▶ Above \$50,000
 - ▶ Public advertisement is required
 - ▶ MBE, WBE, or SBE inclusion goals may apply

Finding Publicly Advertised Business Opportunities

- ▶ Vendor Self Service
 - ▶ (<https://vss.cincinnati-oh.gov/webapp/VSSPROD/AltSelfService>)
- ▶ Division of Purchasing Home Page
 - ▶ (<https://www.cincinnati-oh.gov/purchasing/>)
 - ▶ Click on Business Opportunities

MBE and WBE Inclusion Goals

Contract Participation Goals

The Director in consultation with the Chief Procurement Officer and/or the contracting agency shall establish appropriate MBE and/or WBE participation goals on each specific contract for construction and professional services valued at \$50,000 or more. **Below are some factors taken into consideration for goals setting:**

- The availability in the particular industry classification of MBEs and WBEs that are ready, willing and able to provide the goods, services, and expertise required by the contract;
- The level of utilization of MBEs and WBEs in past contracts;
- Contract specifications;
- The extent to which the work to be performed can reasonably be segmented for MBEs to participate;

Contracting Agency Responsibilities

- Departments are responsible for the completion and submission of an MBE/WBE Contract Goal Information Sheet to DEI prior to solicitation.
- Must break down scope of work into smaller, more specific trades, services, supplies
- Goal sheet found here: <https://citymatters.rcc.org/citymatters/departments/cmgi/inclusion/dei-goal-information-sheet/>

MBE/WBE Contract Goal Information Sheet

MBE/ WBE Contract Goal Information Sheet

Contract Agency: _____ Parks _____ Contract No.: _____
 Contract Description: __ Remove and replace existing retaining wall at Mt. Airy Maintenance Building, including railing and guardrail.
 Agency Contact Person: _____ Doug Dornette _____ Phone #: _ 475-9600 _____
 Total Estimated Contract Amount: _____ \$108,677.00 _____
 If a Term Contract, Annual Contract Amount: _____

Trades, Industries, Services or Supplies Required Under This Contract	Estimated Cost	Estimated % of Total Contract
Demolition	\$9,850.00	9.06%
Concrete Work	\$62,371.00	57.39%
Metals	\$3,920.00	3.61%
Excavation/Fills	\$3,090.00	2.84%
Contractor General Conditions	\$29,446.00	27.10%
Total Value of Work	\$108,677.00	100.00%

Contract Title and Number:

This Contract X

will be awarded through competitive bidding.
will be a direct award.
is for professional services.

List services or supplies that the Prime Contractor will not be able to subcontract to another company and will be required to perform with its own workforce:

List services or supplies required under this contract that are available only from a sole source:

List services or supplies required under this contract that should be exempt from MBE and WBE subcontracting goals and give reasons:

Joseph Donnette senior engineering Tech 8-25-2020
Signature and Title of person completing form Date

Action by Department of Economic Inclusion

The following goals are applied to this contract:

MBE Goal: 10 %

WBE Goal: 8 %

Joseph B. Mackey 8/28/2020
Signature Date

MBE CONTRACT GOAL-SETTING WORKSHEET

Contracting Agency	Parks	Contract No.	
Contract Description	Remove and Replace Existing Retaining Wall at Mt. Airy Maintenance Building, Inc		
Contract Amount	\$108,677.00		
Item 1	Demolition	Estimated Cost	MBE Dollars
# of certified firms	8 = 16.33%	x \$9,850.00	= \$1,608.16
# of available firms	49		
	NAICS238910		
Item 2	Concrete Work	Estimated Cost	MBE Dollars
# of certified firms	8 = 11.27%	x \$62,371.00	= \$7,027.72
# of available firms	71		
	NAICS238990		
Item 3	Metals	Estimated Cost	MBE Dollars
# of certified firms	0 =	x \$3,920.00	= \$0.00
# of available firms			
Item 4	Excavation/Fills	Estimated Cost	MBE Dollars
# of certified firms	8 = 16.33%	x \$3,090.00	= \$504.49
# of available firms	49		
	NAICS238910		
Item 5	Contractor General Conditions	Estimated Cost	MBE Dollars
# of certified firms	9 = 7.38%	x \$29,446.00	= \$2,172.25
# of available firms	122		
	NAICS236220		
		Total Items 1 - 5:	\$11,312.62
\$11,312.62	= % of contract Items 1 - 5	MBE GOAL Items 1 - 5:	10.41%
\$108,677.00			



Waiver Request

The director may grant the waiver of the MBE and WBE goals, if it is determined that:

- A. The reasonable and necessary requirements of the contract render subcontracting or other participation of businesses other than the bidder infeasible.
- B. There are not at least two qualified and certified MBEs or WBEs capable of providing the goods or services.

The purchasing agent determines that MBE and WBE goals do not apply to a particular contract if:

- A. There is only a single or sole source for the needed goods or services.
- B. It is in the best interest of the city to procure compatible equipment accessories or replacement parts, original manufacturer for supplies, or public services, or to procure supplies for trial use or testing through a direct award.
- C. An emergency procurement is appropriate.

QUESTIONS

DEI Contact Information

Apply Online: www.Cincinnati-oh.gov/inclusion

Phone - (513) 352-3144

Email - DEI@cincinnati-oh.gov

