



**2015 ANNUAL REPORT  
DEPARTMENT OF MINORITY,  
WOMEN, AND DISADVANTAGED  
BUSINESS ENTERPRISE**



**ALLEGHENY COUNTY**  
ALWAYS INSPIRING



August 2016

Dear Friends:

It is my pleasure to once again offer this Annual Report of the Allegheny County Department of Minority, Women and Disadvantaged Business Enterprise (MWDBE). Each year, I am encouraged to see the number of individuals in this community who are interested in becoming one of our vendors or service providers in this county.

Since first taking office as County Executive in 2012, I have asked that members of the administration strive to ensure that the diversity of our county's residents is reflected in our county government. We have accomplished much: 19.4% of all county appointments are held by African-Americans; 25.2% of our hires since January 2012 were African-American; and I am particularly proud of the fact that 26.3% of my Director and Deputy Director hires are African-American. We also continue to see growth in our MWDBE participation and, as you will see in this report, have consistently met our goals, including this past year. As just two examples, the Department of Public Works had a 16.3% MWDBE participation while Purchasing's participation was at 23.8%.

As a county, we continue to embrace data and data-driven efforts. Moving forward you will see that reflected in future MWDBE Annual Reports as we work to reflect the same statistics and measurements across all departments and divisions. That work will make it easier for you, our customers, to better gauge how the department is doing in its mission to promote meaningful business opportunities, showcase viable MWDBE firm capabilities and build productive partnerships.

As always, we encourage your input, comment, feedback and suggestions on ways we can improve our efforts as it relates to the MWDBE program, and your experience as a user of the office's programs. We look forward to working together with you as we strive to continuously improve the experiences of our residents and businesses in this county.

Sincerely,

Rich Fitzgerald

**OFFICE OF THE COUNTY EXECUTIVE**

COUNTY OF



ALLEGHENY

Dear Friends:

It is my pleasure to present to you the Allegheny County Minority Women and Disadvantaged Business Enterprise Department (MWDBE) – 2015 Annual Report. This was a year in review, built on teamwork and moving the agenda for small MWDBE businesses forward.

We currently have 545 firms certified directly with Allegheny County as part of the Pennsylvania Unified Certification Program. In addition to the certification, this office provides pre-award contract evaluation and review as well as contract compliance post-award to ensure that certified businesses are fully participatory throughout the life of the contracting process. Our department also provides outreach services and technical assistance to the small MWDBE certified business community in our region, with hopes of building the capacity and knowledge base of these entrepreneurs.

In the interest of moving our agenda forward, the department issued an RFP for consultants to assess the MWDBE Department and to identify best practices from around the country. One of those recommendations was to review new contract compliance software for the purpose of more easily tracking how contracting dollars are spent. Another observation was to increase staffing levels, which are currently being implemented. In all, the ability to see the department through a different lens gave us the ability to better assist those we work with.

As in 2015, we look forward to working with our firms to increase profitability, enhance business knowledge and create long term success.

Sincerely,

*Ruth Byrd-Smith*

RBS

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*Attendees of the annual 2015 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

## MISSION

The mission of the Minority, Women and Disadvantaged Business Enterprise Department (MWDBE) is to build the capacity of MWDBE certified businesses, monitor contracts to ensure compliance with Allegheny County goals, and provide outreach and technical assistance to the business community.

and 2% for WBEs. These goals remain in effect throughout the life of each contract.

To accomplish this objective, the Department provides services in three 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 600 companies that is certifies 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 MWDBE’s on these offerings. The MWDBE department works to increase the number of certified MWDBE companies participating in contracting opportunities in

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

Allegheny County. The department also serves as the repository for all information on MWDBE contract participation County-wide.

**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 technical business assistance forum.

## THE MWDBE OFFICE

The MWDBE Department currently has six employees, including Director Ruth Byrd-Smith and Deputy Director Lisa Edmonds, a contract/certification manager, a contract/certification monitor, and administrative staff. The Department’s 2015 adopted budget totaled \$630,430.



*2015 MWDBE Department Staff*

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 2015 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 DBE program, the PA UCP was created to provide a one-stop-shop for DBEs. The unified program allows businesses to file just 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 just 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. A total of 545 firms were certified in 2015, 469 were renewed by annual affidavit from previous years and 76 were new. Of the 545 firms certified, 340 or 62% were located within Allegheny County. Eighty-seven (87) firms were from outside the state with the remaining 118 business domiciled in other Pennsylvania counties.

County	Number of Firms	County	Number of Firms
Allegheny	340	Fayette	2
Armstrong	1	Greene	1
Beaver	12	Indiana	2
Bucks	1	Lawrence	1
Butler	22	McKean	1
Cambria	7	Mercer	4
Centre	1	Somerset	1
Clarion	1	Venango	2
Clearfield	1	Washington	18
Crawford	2	Westmoreland	23
Dauphin	1	York	1
Delaware	1	Out of State	87
Erie	12	Total Firms	545

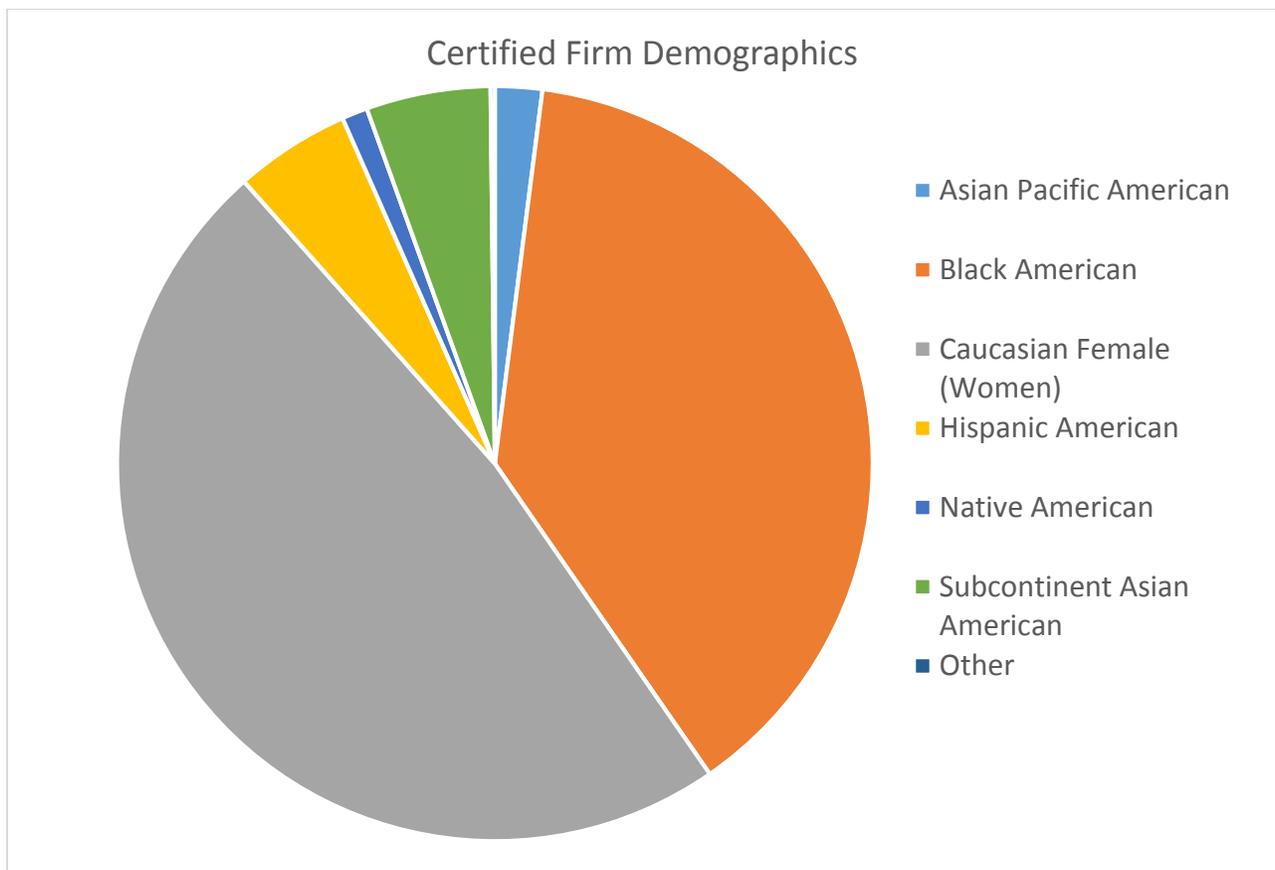
The purpose of the Pennsylvania Unified Certification Program (PA UCP) is to provide “one-stop shopping” for firms seeking certification as a Disadvantaged Business Enterprise (DBE). The PA UCP partners are Allegheny County MWDBE, Port Authority of Allegheny County, City of Philadelphia, Southeastern Pennsylvania Transportation Authority, and Pennsylvania Department of Transportation.

Certification is free. Businesses that wish to be PA UCP certified can begin by reviewing instructions and applications online at [www.paucp.com/DownloadForm.aspx](http://www.paucp.com/DownloadForm.aspx). Information can also be obtained by contacting the MWDBE Department by phone (412-350-4309) or e-mail ([mwdbe@alleghenycounty.us](mailto:mwdbe@alleghenycounty.us)). A completed application must be mailed or physically delivered to one of the certifying participants. It must contain an original signature and be notarized with all supporting documentation attached. 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](http://www.paucp.com).

Allegheny County Certified PA UCP Firms			
Gross Receipts Range	Number of Businesses	Total Gross Receipts	Average Gross Receipts
\$0 - \$100,000	188	\$5,390,535	\$22,150
\$100,001 - \$500,000	113	\$31,282,764	\$164,706
\$500,001 - \$1,000,000	72	\$50,512,905	\$301,762
\$1,000,001 +	172	\$693,159,673	\$1,630,680

Includes all 545 firms certified by Allegheny County MWDBE



## Benefits of PA UCP Certification

- All US 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 PA UCP.

### Contractor Spotlight: Edward Everett, Jr., E&S Parking and Transportation, Inc.

Edward Everett, Jr. is Chairman and CEO of E&S Parking and Transportation, Inc., a company that has provided the parking shuttle operations at the Pittsburgh International Airport since 1992. Prior to E&S, he held many marketing and management positions, with the last being a National Account Manager at Xerox Corporation, where he worked for 20 years, and had an annual business objective of \$4 million.



Edward's greatest strengths are that he is a consistent overachiever who believes that there is always a better, more innovative way. He also has a reputation of being ambitious and self-motivated with a tenacious desire to succeed.

Edward holds a bachelor degree from the University of Pittsburgh with a major in Economics and a minor in Math.

# CONTRACT PARTICIPATION

The MWDBE Department reviews the lowest bid contract and works to ensure the highest level of MWDBE participation throughout the life of the contract.

The Allegheny County Administrative Code (§435-10) requires that prime contractors submit an MWDBE plan and identifies the selection criteria for projects. Specifically, 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, is 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 which designation they are using to fulfill the County’s MWDBE goal, and seek participation for the other designation.

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.

## A “GOOD FAITH EFFORT”

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

- 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

Throughout the life of the contract, the prime contractor/vendor is required to report the MWDBE participation through web-based software. On a monthly basis, the payment progress of these contracts is submitted through the system. Utilizing this business process, the MWDBE Department receives contract payment information in regular intervals. The Department verifies the information submitted electronically by requesting the canceled check(s) or check images, as well as invoices, to the prime contractor/vendor from the MWDBE firms. 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.

The County’s MWDBE Program is intended to give the maximum opportunity to MBEs and WBEs to obtain and perform on county contracts. The County has set overall goals of 13% participation for MBEs and 2% participation for WBEs, which remain in effect throughout the life of the contract.

### Contractor Spotlight: Elizabeth Nury, Beth's Barricades

Elizabeth Nury has been certified with Allegheny County as a W/DBE since 2006.

Since 2005, Beth's Barricades has supplied contractors, municipalities, developers, and events with quality, dependable traffic control devices and services. They participated in Allegheny County contracts in 2015.

Beth's Barricades recently expanded operations by adding facilities in Northeastern and Southeastern Pennsylvania. Their newest full service shops and warehouses in York and Watsonstown service the greater Harrisburg, Scranton, Philadelphia, Baltimore and DC region.

Beth's Barricades is a proud member of ATSSA, CAWP, and the Maryland Transportation Builders and Materials Association.



## DEPARTMENT OF ADMINISTRATIVE SERVICES: DIVISION OF PURCHASING & SUPPLIES

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 lowest bid Requests for Proposals (RFPs) and Invitations for Bids (IFBs) during calendar year 2015. Piggyback, sole source, extensions, and Request for Qualifications (RFQ) contracts are not reviewed by the MWDBE Department. Additionally, multi-year contracts are reported during the year they are signed.

	Contract Expenditure	MBE Expenditure	MBE %	WBE Expenditure	WBE %	MWDBE Expenditure	MWDBE %
<b>Purchasing and Supplies</b>	\$3,672,834	\$310,742	8.46%	\$653,453	17.79%	\$964,195	26.25%
<b>Staples</b>	\$1,707,890	\$296,854	17.38%	\$16,725	0.98%	\$313,579	18.36%
<b>Total</b>	\$5,380,725	\$607,596	11.29%	\$670,179	12.46%	\$1,277,774	23.75%

The numbers listed for Purchasing and Supplies represent contract commitments. The numbers listed for Staples represent actual dollars spent with M/W/DBEs.

In addition, the Allegheny County Jail directly entered into two contracts with MWDBE firms. The contract with the MBE firm totaled \$500,000 and the contract with the WBE firm totaled \$300,000.

The County enters into some revenue based contracts, typically in the County Parks. The 2015 MWDBE participation in revenue contracts includes \$14,820 in revenue from MBE firms and \$503 in revenue from WBE firms.

## DEPARTMENT OF PUBLIC WORKS

The Department of Public Works is charged with the provision of the County's infrastructure, maintenance and engineering services. 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.

	Contract Expenditure	MBE Expenditure	MBE %	WBE Expenditure	WBE %	MWDBE Expenditure	MWDBE %
<b>Public Works</b>	\$26,744,993	\$3,198,937	11.96%	\$1,163,411	4.35%	\$4,362,348	16.31%

In 2015, the County oversaw PennDOT contracts totaling \$1,524,835, of which \$31,245 was spent with WDBEs.

## 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.

	African American	Faith Based	African American and Faith Based	Total
<b>Number</b>	50	68	20	138
<b>Value</b>	\$49,262,657.00	\$72,872,184.00	\$8,294,535.00	\$130,429,376.00
<b>Average per Contract</b>	\$985,253.14	\$1,071,649.76	\$414,726.75	\$945,140.41

## 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 Allegheny County MWDBE Department does not review contract participation on behalf of the Allegheny County Authorities.

### 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.

The report is provided with breakdowns based on programs: the Community Development Block Grant (CDBG), Community Infrastructure and Tourism Fund (CITF), Gaming Economic Development Fund (GEDF), HOME Investment Partnerships Program (HOME) and a variety of 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.

	Contract Expenditure	MBE Expenditure	MBE %	WBE Expenditure	WBE %	MWDBE Expenditure	MWDBE %
<b>CDBG</b>	\$15,754,239	\$470,676	3%	\$388,487	2%	\$859,163	5%
<b>CITF</b>	\$4,630,269	\$198,030	4%	\$389,393	8%	\$587,423	13%
<b>GEDF</b>	\$3,956,324	\$574,450	15%	\$451,690	11%	\$1,026,140	26%
<b>HOME</b>	\$3,591,932	\$240,965	7%	\$129,638	4%	\$370,603	10%
<b>Other</b>	\$1,310,106	\$349,493	27%	\$49,119	4%	\$398,612	30%
<b>Total</b>	\$29,242,870	\$1,833,614	6%	\$1,408,327	5%	\$3,241,941	11%

	Contract Expenditure	VOSB* Expenditure	VOSB %
<b>CDBG</b>	\$15,754,239	155,804	1%
<b>CITF</b>	\$4,630,269	39,081	1%
<b>GEDF</b>	\$3,956,324	-	0%
<b>HOME</b>	\$3,591,932	-	0%
<b>Other</b>	\$1,310,106	24,900	2%
<b>Total</b>	\$29,242,870	219,785	1%

\*Veteran Owned Small Business

### 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.

Quarter	Dates	MWDBE Contract Participation
<b>1</b>	Jan 1 to Mar 31 2015	\$1,256,156
<b>2</b>	Apr 1 to Jun 30, 2015	\$488,070
<b>3</b>	Jul 1 to Sep 30, 2015	\$528,731
<b>4</b>	Oct 1 to Dec 31, 2015	\$498,734
	<b>Total</b>	<b>\$2,771,691</b>

### 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.

	Contract Expenditure	MBE Expenditure	MBE %	WBE Expenditure	WBE %	MWDBE Expenditure	MWDBE %
<b>Service Contracts</b>	\$2,512,241	\$378,477	15.07%	\$257,654	10.26%	\$636,131	25.32%

	Contract Expenditure	VOSB* Expenditure	VOSB %
<b>Service Contracts</b>	\$2,512,241	\$205,410	8.18%

\*Veteran Owned Small Business

### 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.

MWDBE Construction, Supply, and Professional Service Contracts	MWDBE Supplies and Services (Non-Contract)	Total MWDBE Expenditure
\$2,401,656	\$223,731	\$2,625,387

## 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 230,000 daily riders. The Authority operates on a fiscal year of October through September and reports based on a fiscal, not calendar, year.

	Contract Expenditure	MBE Expenditure	MBE %	WBE Expenditure	WBE %	MWDBE Expenditure	MWDBE %
<b>Service Contracts</b>	\$38,581,725	\$4,205,050	10.90%	\$2,330,348	6.04%	\$6,535,398	16.94%

Contract expenditure from October 2014 - September 2015

## Sports and Exhibition Authority of Pittsburgh and Allegheny County

The Sports & 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, the Consol Energy Center, 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.

	Contract Expenditure	MBE Expenditure	MBE %	WBE Expenditure	WBE %	MWDBE Expenditure	MWDBE %
<b>Service Contracts</b>	\$2,750,783	\$497,278	18.08%	\$670,929	24.39%	\$1,168,207	42.47%

# OUTREACH AND TECHNICAL ASSISTANCE

## CAPACITY BUILDING, TECHNICAL ASSISTANCE & SUPPORT

Each year, the MWDBE Department offers or partners with others to offer workshops, seminars, tradeshow 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 website is updated on an ongoing basis to reflect those events in which the department is involved. The current list may be found at [www.alleghenycounty.us/mwdbbe/events/index.aspx](http://www.alleghenycounty.us/mwdbbe/events/index.aspx). 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 2015, the Department:

- Certified **545** Firms
- Attended **27** Construction Status Meetings
- Attended **21** Pre-bid and Bid Openings
- Participated in **2** Selection Committee Meetings
- Vetted **40** Specifications
- Vetted **59** Contracts
- Participated in **69** Outreach Activities
- Held **48** Certification Counseling Sessions

A construction status meeting is the periodic meeting that brings together the owner and prime contractors. Should there be any issues concerning the MWDBE firms performing work on a project, the department works to prevent any adverse issues from arising so that the firm may complete the project. The department also monitors the milestones in a project which involves a MWDBE firm.

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 what the department will need to review prior to the recommendation to award the contract.

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.

## **COMMUNICATION WITH FIRMS ON OPPORTUNITIES**

The MWDBE Department distributes information on business opportunities with the County through procurement solution software that government and school agencies utilize to post, distribute and to electronically accept bids that are solicited through the County's Purchasing Division. 2015 Allegheny County moved from using BidNet ([www.PABidSystem.com](http://www.PABidSystem.com)) to Public Purchase (<http://www.publicpurchase.com/gems/county.allegheny.pa/buyer/public/publicInfo>).

## **2015 Selected Events**

Annual SPEO Opportunities Forum

14<sup>th</sup> Annual Conference for Minority,  
Women & Disadvantaged Business  
Enterprises

Eastern MSDC Annual Business  
Opportunity Fair

NANBPWC 56<sup>th</sup> Annual Founders Day  
Celebration

MWDBE Department Annual Open House

Diversity Business Resource Center  
Certification Workshop

Hill CDC Certification Workshop

Certification Workshops

4<sup>th</sup> Annual Community-Education Business  
Night

17<sup>th</sup> Annual Entrepreneurs' Growth  
Conference

Pittsburgh NAACP 61<sup>st</sup> Annual Human  
Rights Dinner

24<sup>th</sup> Annual Racial Justice Awards  
Luncheon

Women's Business Enterprise Program and  
MatchMaker Meetings

How To Do Business with HACP

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 to utilize this software. The business opportunities are available to view by the public after completing a registration on the website. Typically, a business that wishes to take advantage of the automatic email notification is required to pay a nominal charge for a year's subscription. The MWDBE Department makes this subscription available for free to its certified firms that have offices domiciled in Allegheny County. This service automatically forwards notices to subscribers that have chosen descriptive identifiers regarding the kinds of notices in which they have an interest.

MWDBE firms that are certified by and domiciled in Allegheny County can receive a free subscription service, subsidized by the MWDBE Department, during the annual registration.



*Members of the Advisory Committee with attendees at the 2015 annual MWDBE Open House*

## **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 will be to recommend specific MBE 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 MBE participation.

The 2015 MWDBE Advisory Committee included the following individuals:

Name	Organization
Larry Brinker	Brinker Group
Austin Davis	Office of the Allegheny County Executive
Victor Diaz	VideoTek Construction, LLC
Ola Jackson	Onyx Woman Network (OWN)
Abass Kamara	The Carey Group
Marc Little	MWELA
Iftikhar Malik	Shawn Malik, Inc.
M. Gayle Moss	MBE Advisory Committee Chair
James Overton	Overton Financial Group
Barbara Parees	Office of the Allegheny County Manager
Roxanne Sewell	LJS Publishing/Talk Magazine
Toni Silva	UPMC
Gregory Spencer	Randall Industries, LLC
Tim Stevens	B-PEP

**Contractor Spotlight: Victor Diaz, VideoTek Construction**

Cuban-born Victor Diaz, president of VideoTek Construction and his business partner Pete Gonzalez have been certified by the Pennsylvania Unified Certification Program since 2009 and have made the program work for them in a positive way. Each year has seen steady and strategic growth in their business.

Victor, a graduate of Rutgers with an extensive background in the construction industry and Pete, a Pitt graduate and former Quarterback with the Steelers, Colts and Buffalo Bills make a winning combination.

They have done many projects, participating on trucking and underground utility contracts with Allegheny County as well as other public and private work in Southwestern Pennsylvania.





*A presentation at the 2015 annual MWD BE Open House*

Allegheny County Department of Minority, Women & Disadvantaged Business Enterprise

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