

MBE Advisory Committee Subcommittee Conference Call February 17, 2010

Participants:

Lisa Edmonds – Allegheny County M/W/DBE Department
Jim Johnston – Allegheny County Department of Economic Development
M. Gayle Moss – NAACP Pittsburgh Branch
Joyce Query – I2, Inc.
Toni Silva – UPMC

The purpose of this conference call was to discuss enhancing the M/W/DBE Department internet website to include additional information beneficial to M/W/DBEs. Toni Silva had originally proposed the idea of housing information on the website to make it into a one-stop shop, similar to the Where to Turn booklet. Lisa Edmonds asked if the information posted would encompass only County opportunities. Joyce Query and Toni Silva agreed that it would be just for information relating to the County. Ms. Edmonds asked if everyone was familiar with the M/W/DBE Department website at that time, and Gayle Moss responded that she was not but would take a look at it before the next meeting. Ms. Query suggested taking the website further by including information for primes looking for M/W/DBEs, like a keyword search option. Ms. Edmonds stated that that feature is already available on the PA UCP website. She asked everyone who had the ability at that time to pull up the PA UCP website so they could see the search features already in place.

Ms. Query asked if the intended audience for the M/W/DBE webpage is certified firms, because primes can be an audience as well. Ms. Edmonds stated that there are links on the M/W/DBE Department website to the PA UCP database and also to various contracting opportunities within the County that primes would find useful. She suggested that everyone click on Related Links to see what is already included. Ms. Edmonds asked everyone to consider whether there is information not already there that should be included. Ms. Query asked if there was a way to measure hits on the website. Ms. Edmonds responded no, and mentioned that the County wants all of the pages within its website to have the same look. She asked everyone to navigate to the homepage and then click on the For Businesses link. After a cursory review, Ms. Silva felt that most of the information they wanted to see posted is already there, and Ms. Query agreed.

Ms. Query asked if there was a step-by-step guide available that would outline the steps M/W/DBEs would take to do business with the County. Ms. Edmonds answered that a firm does not need to be certified to do business with the County, but they would in order to count towards the contract goals. She made reference to the Suppliers' Guide that is available on the County website. Ms. Query asked about professional services, and Ms. Edmonds replied that there are no guidelines for that. Ms. Query feels that professional services contracting differs enough from commodities contracting to have

its own instruction sheet. Ms. Silva was satisfied with what she has seen thus far, and Ms. Edmonds suggested that everyone explore the website and provide feedback. She asked whether feedback should be discussed at another subcommittee meeting or at the next MBE Advisory Committee quarterly meeting, and Ms. Silva thought that the next quarterly meeting would be sufficient.