



**2019 ANNUAL REPORT
DEPARTMENT OF MINORITY,
WOMEN, AND DISADVANTAGED
BUSINESS ENTERPRISE**



ALLEGHENY COUNTY
ALWAYS INSPIRING



Dear Friends:

I am delighted to provide you with the 2019 Annual Report for the Department of Minority, Women & Disadvantaged Business Enterprise (MWDBE). It is also the last report for the department, although not for MWDBE programs. On January 1, 2020, we embarked on a new initiative that is enhancing the services and role of the department by renaming and re-envisioning the department as the Equity and Inclusion Department.

In the past few years, we have seen significant increase in the number of outreach activities offered by the department, more firms choosing to receive unified certification, an expansion of participation in county and county authority contracts, and we continue to provide contracts to social service organizations that self-identify as being led by African Americans or having board leadership that includes African Americans. That commitment to inclusion and opportunity is why we have refocused the efforts of the new department and also made room for it to address emergent needs. That doesn't mean that building the capacity of MWDBE certified businesses in our community is any less important. It does mean that assisting our businesses and providing outreach and technical assistance is just one piece to promoting shared prosperity through community development and other opportunities with which the county can assist. Just as importantly, the department will be working with other departments and agencies to emphasize the county's commitment to equity across all sectors.

I've said it often, but diversity has always been one of this region's strengths. It has marked us as a home of innovation and entrepreneurship. With coordination and focused attention on these goals, it can also mark Allegheny County as a place where government is effective and inclusive and ensures racial equity for everyone who calls this community home. I look forward to working with you towards that end.

Sincerely,

Rich Fitzgerald

OFFICE OF THE COUNTY EXECUTIVE

COUNTY OF



ALLEGHENY

RICH FITZGERALD
COUNTY EXECUTIVE

Dear Friends:

The Allegheny County Department of Minority, Women and Disadvantaged Business Enterprise (MWDBE) is grateful to once again provide an annual report. As captured in the report, during 2019, we continued our efforts to ensure that MWDBEs are aware of the county's contracting processes and opportunities. We also ensured that good faith efforts were conducted to include MWDBEs on County contracts.

In addition, we continued our outreach through our Annual Open House and by partnering with other organizations with the goal of fostering business success not only with Allegheny County but throughout the region.

During this year new staff were welcomed aboard, and we bid farewell to Ruth Byrd-Smith who retired after over 15 years of service as the department director.

We look forward to continuing our work with MWDBEs and the expansion of the department. We ended the decade as the MWDBE Department and have entered a new decade as the Department of Equity and Inclusion.

Sincerely,

Lisa L. Edmonds

Lisa L. Edmonds
Acting Director

LISA L. EDMONDS, ACTING DIRECTOR
DEPARTMENT OF EQUITY AND INCLUSION
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Attendees of the annual 2019 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

MISSION

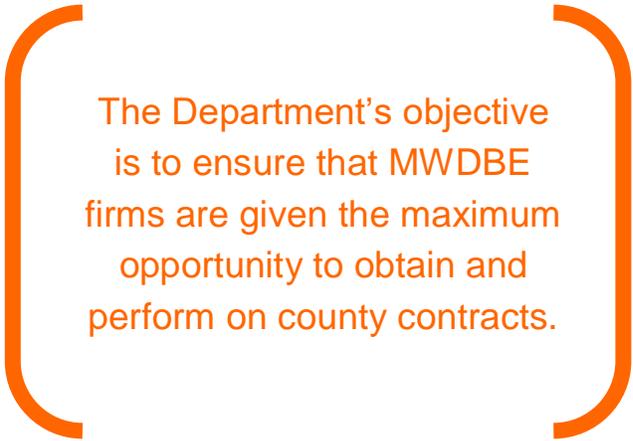
The mission of the Minority, Women and Disadvantaged Business Enterprise Department (MWDBE) is to build the capacity of MWDBE certified businesses, monitor contracts to ensure compliance with Allegheny County goals, and provide outreach and technical assistance to the business community.

entered into by Allegheny County having overall goals of 13% for MBEs and 2% for WBEs. These goals remain in effect throughout the life of each contract.

To accomplish this objective, the department provides services in the following 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 587 companies that are certified 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 MWDBEs on these offerings. The MWDBE Department works to increase the number of certified MWDBE companies participating in contracting opportunities in Allegheny County. The department also serves as the repository for all information on MWDBE contract participation County-wide.



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

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 forum for technical business assistance.

During 2019 the MWDBE Department collaborated with Allegheny County videography staff to develop three marketing videos that showcase success stories of PA UCP-certified firms. In each video, the business owner introduced their business and described the ways in which certification has assisted them in receiving opportunities and building their business. The videos are housed on the MWDBE Department Facebook page and the county's YouTube channel. Two of the videos were shown at the Annual Open House, and the business owners were on hand to speak to their personal successes.

THE MWDBE OFFICE

The MWDBE Department has a total staff count of eight. In addition to Director Ruth Byrd-Smith and Deputy Director Lisa Edmonds the balance of the staff consists of an office manager, senior certification analyst, certification analyst, contract/certification generalist, contract compliance specialist and receptionist. The Department's 2019 adopted budget totaled \$793,173.

Leadership



Ruth Byrd-Smith
Director



Lisa Edmonds
Deputy Director/Acting Director

Staff



Kristy Kwisnek
Office Manager



Sue Broadus
Senior Certification
Analyst



De Doyle
Certification Analyst/
Senior Certification Analyst



Robert Beach
Certification Analyst



Deborah Lewis
Contract/Certification
Generalist



La'Shelle Denson
Contract Compliance
Specialist



TaMya McCoy
Receptionist

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 partnerships with organizations that inform its mission including:

The PA UCP, 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, Mon Yough Chamber of Commerce and American Contract Compliance Association.



Attendees of the annual 2019 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 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 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.

As of December 31, 2019, please see the following certification statistics:

- 587 total certified firms
- 56 newly certified firms
- 9 new applications were denied
- 8 new applicants withdrew
- 456 firms continued their eligibility
- 39 firms were decertified
- 25 NAICS code modifications were approved
- 3 NAICS code modifications were denied

Of the 587 firms certified at the end of 2019, 375 or 64% were located within Allegheny County. Eighty-two (82) firms were from outside the state with the remaining 130 businesses domiciled in other Pennsylvania counties.

| County | Number of Firms | County | Number of Firms |
|-----------|-----------------|------------|-----------------|
| Allegheny | 375 | Lawrence | 1 |
| Beaver | 11 | Luzerne | 1 |
| Butler | 21 | McKean | 2 |
| Cambria | 9 | Mercer | 5 |
| Centre | 1 | Montgomery | 1 |

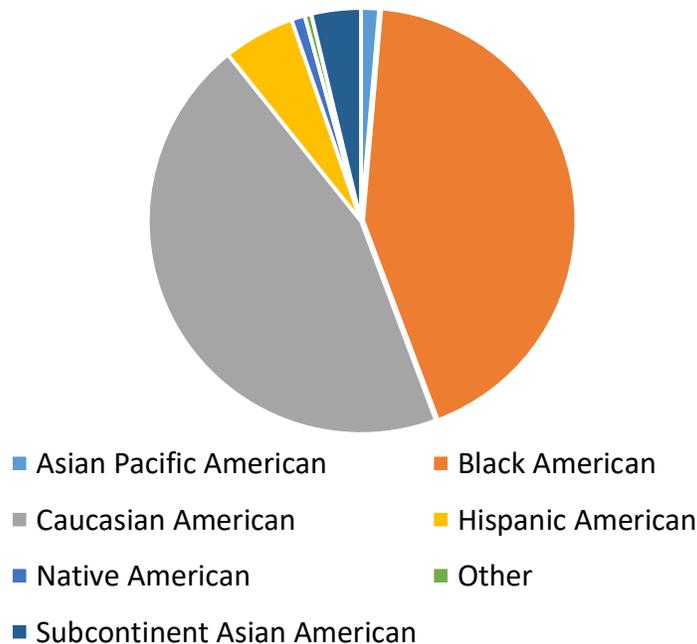
The purpose of the Pennsylvania Unified Certification Program (PA UCP) is to provide "one-stop shopping" for firms seeking certification as a Disadvantaged Business Enterprise (DBE). The PA UCP partners are Allegheny County MWDBE Department, Port Authority of Allegheny County, City of Philadelphia, Southeastern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

| County | Number of Firms | County | Number of Firms |
|--------------------|-----------------|--------------|-----------------|
| Crawford | 3 | Philadelphia | 1 |
| Cumberland | 1 | Somerset | 2 |
| Erie | 12 | Venango | 2 |
| Fayette | 3 | Washington | 23 |
| Greene | 1 | Westmoreland | 26 |
| Huntingdon | 1 | York | 1 |
| Indiana | 2 | Out of state | 82 |
| Total Firms | | | 587 |

Certification is free. Businesses that wish to be PA UCP certified can begin their application process online at PA UCP website¹. Information can also be obtained by contacting the MWDBE Department by phone or email². A completed application must be submitted to one of the certifying participants. Applications must contain an original notarized affidavit and all applicable supporting documents. 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 PA UCP website.

Certified Firm Ethnicity Demographics

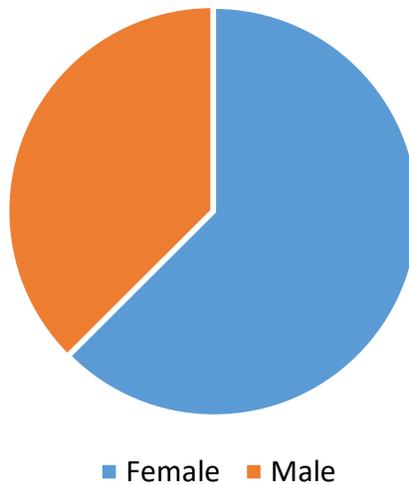


¹ www.paucp.com

² 412-350-4309, mwdb@allegHENYcounty.us

| Ethnicity | Number of Certified Firms | Percent of Total |
|-----------------------------|----------------------------------|-------------------------|
| Caucasian (Female) | 264 | 45% |
| Black American | 252 | 43% |
| Hispanic American | 32 | 6% |
| Subcontinent Asian American | 22 | 4% |
| Asian Pacific American | 8 | 1% |
| Native American | 6 | 1% |
| Other | 3 | 1% |
| TOTAL | 587 | 100% |

Gender Demographics



| Gender | Number of Certified Firms | Percent of Total |
|---------------|----------------------------------|-------------------------|
| Female | 367 | 63% |
| Male | 220 | 37% |
| TOTAL | 587 | 100% |

Benefits of DBE Certification through the PA UCP

- 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 the PA UCP.
- Greater visibility to contractors and consultants looking to utilize DBE firms to meet goals on federally assisted transportation projects.
- Access to free training and consulting services through the DBE Supportive Services Center.
- DBE certification is recognized by many state, regional, and local diverse, minority, and women business programs.

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 county's contract goals are 13% minority business enterprise (MBE) participation and 2% women business enterprise (WBE) participation.

The Allegheny County Administrative Code (§435-10) requires that prime contractors submit an MWDBE plan and identifies the selection criteria for projects. 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 are 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.

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 of CFR 49 Part 26, Appendix A)

- 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
- Monitoring the performance of other bidders in meeting the contract

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 the MWDBE designation that they will fulfill and seek participation for the other designation.

Throughout the life of the contract, the prime contractor/vendor is required to report the MWDBE participation through web-based software. The payment progress of these contracts is submitted online. Utilizing this business process, the MWDBE Department receives contract payment information in regular intervals. If a payment discrepancy surfaces, the department may request canceled check(s) or check images, as well as invoices, from the prime contractor/vendor. 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.

DEPARTMENT OF ADMINISTRATIVE SERVICES: DIVISION OF PURCHASING AND 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 Requests for Proposal (RFPs) and lowest bid Invitations for Bid (IFBs) during calendar year 2019. Piggyback, sole source, extension 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.

| Purchasing and Supplies* | Amount | Percent |
|-------------------------------------|--------------------|----------------|
| <i>Total Value of New Contracts</i> | \$27,777,507 | 100% |
| MBE | \$2,218,460 | 8% |
| WBE | \$202,647 | 1% |
| Total MWDBE | \$2,421,107 | 9% |

| Staples* | Amount | Percent |
|---------------------------|------------------|----------------|
| <i>Period Total Sales</i> | \$2,768,056 | 100% |
| MBE | \$369,478 | 13% |
| WBE | \$35,491 | 1% |
| M/WBE | \$2,471 | 0.1% |
| Total MWDBE | \$407,441 | 15% |

**The numbers listed for Purchasing and Supplies represent new contract commitments solicited through RFPs and IFBs. The numbers listed for Staples represent actual expenditures.*

The county enters into some revenue-based contracts, typically in the County Parks. The 2019 MWDBE participation in revenue contracts includes \$1,105,943 in revenue from MBE firms and \$204,475 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 service. 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. The Department of Public Works is responsible for the administration of direct county contracts, as well as overseeing PennDOT contracts. PennDOT contracts have separate requirements for DBE participation.

| Department of Public Works | Amount | Percent |
|---|--------------------|----------------|
| <i>Total Value of New County Contracts</i> | \$13,565,010 | 100% |
| MBE | \$869,275 | 6% |
| WBE | \$439,464 | 3% |
| Sub-total MBE and WBE for County Contracts | \$1,308,739 | 9% |
| <i>Total Value of PennDOT Contracts</i> | \$7,346,153 | 100% |
| DBE participation in PennDOT Contracts | \$535,151 | 7% |
| Combined Total MWDBE | \$1,843,890 | 9% |

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.

| Department of Human Services | Value | Number of Contractors |
|-------------------------------------|----------------------|------------------------------|
| African American | \$56,725,312 | 28 |
| Faith-Based | \$63,004,704 | 45 |
| African American and Faith-Based | \$8,628,075 | 17 |
| Total | \$128,358,090 | 90 |

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, by programs: Community Development Block Grant (CDBG), Community Infrastructure and Tourism Fund (CITF), Gaming Economic Development Fund (GEDF), HOME Investment Partnerships Program (HOME), Lead Hazard Reduction Demonstration (LHRD) and 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.

| Redevelopment Authority of Allegheny County | Amount | Percent |
|--|---------------------|----------------|
| <i>CDBG Contracts</i> | \$8,519,048 | 100% |
| MBE | \$95,909 | 1% |
| WBE | \$239,015 | 3% |
| <i>CITF Contracts</i> | \$4,922,806 | 100% |
| MBE | \$154,759 | 3% |
| WBE | \$591,575 | 12% |
| <i>GEDF Contracts</i> | \$2,755,900 | 100% |
| MBE | \$80,915 | 3% |
| WBE | \$136,209 | 5% |
| <i>HOME Contracts</i> | \$1,288,452 | 100% |
| MBE | \$371,443 | 29% |
| WBE | \$35,522 | 3% |
| <i>LHRD Contracts</i> | \$462,152 | 100% |
| MBE | \$63,103 | 14% |
| WBE | \$27,130 | 6% |
| <i>Other Contracts</i> | \$29,636 | 100% |
| MBE | \$19,810 | 67% |
| WBE | \$0 | 0% |
| Total - All Contracts | \$17,977,994 | 100% |
| Total MBE | \$785,939 | 4% |
| Total WBE | \$1,029,451 | 6% |
| Total MWDBE | \$1,815,390 | 10% |

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.

| Airport Authority | Amount | Percent |
|-------------------------------------|--------------------|----------------|
| <i>Total Value of New Contracts</i> | \$123,532,625 | 100% |
| MBE | \$0 | 0% |
| WBE | \$0 | 0% |
| DBE | \$9,041,052 | 7% |
| Total MWDBE | \$9,041,052 | 7% |

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 Housing Authority owns and manages 3,300 units, administers over 5,000 vouchers, has three HOPE VI developments, and 22 mixed-finance properties.

| Housing Authority | Amount | Percent |
|-------------------------------------|------------------|----------------|
| <i>Total Value of New Contracts</i> | \$3,908,083 | 100% |
| MBE | \$76,847 | 2% |
| WBE | \$110,484 | 3% |
| Total MWDBE | \$187,331 | 5% |

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.

| ALCOSAN | Amount | Percent |
|-------------------------------------|--------------------|----------------|
| <i>Total Value of New Contracts</i> | \$26,572,005 | 100% |
| DBE/MBE | \$3,653,643 | 14% |
| WBE | \$906,433 | 3% |
| M/WBE | \$491,710 | 2% |
| Total MWDBE | \$5,051,787 | 19% |

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 200,000 daily riders. The Port Authority operates on a fiscal year of October through September and reports based on a fiscal, not calendar, year.

| Port Authority | Amount | Percent |
|-------------------------------------|---------------|----------------|
| <i>Total Value of New Contracts</i> | \$8,611 | 100% |
| DBE Men* | \$850 | 10% |
| DBE Women* | \$0 | 0% |
| Total DBE* | \$850 | 10% |

Awards and commitments from October 2018 - September 2019. Total payments on ongoing contracts during the same period was \$4,613,783, \$545,059 of which, or 12%, were payments to DBEs.

** Port Authority counts DBE spend and breaks it further into DBE Men and WBE Women.*

Sports and Exhibition Authority of Pittsburgh and Allegheny County

The Sports and 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, PPG Paints Arena, PNC Park, Heinz Field, David L. Lawrence Convention Center, Convention Center Riverfront Plaza, North Shore Riverfront Park, and the North Shore Garage. SEA also provides administrative and other staff support to the Stadium Authority of the City of Pittsburgh.

| Sports and Exhibition Authority | Amount | Percent |
|--|--------------------|----------------|
| <i>Total Value of New Contracts</i> | \$7,239,561 | 100% |
| MBE | \$868,409 | 12% |
| WBE | \$391,021 | 5% |
| Total MWDBE | \$1,259,431 | 17% |

OUTREACH AND TECHNICAL ASSISTANCE

CAPACITY BUILDING, TECHNICAL ASSISTANCE AND 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 Department website is updated on an ongoing basis to reflect those events in which the department is involved. The current list can be found on Allegheny County website³. The department also posts the events on its Facebook page. These efforts are highlighted in an annual MWDBE Open House at the end of the year.

ADVOCACY

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 2019, the department:

- Certified 587 Firms
- Attended 8 Construction Status Meetings
- Attended 7 Pre-bid and Pre-proposal Meetings
- Participated in 19 Selection Committees
- Vetted 100 Specifications⁴
- Vetted 123 Contracts
- Participated in 23 Outreach Activities
- Held 234 Certification Counseling Sessions

³ www.alleghenycounty.us/mwdbbe/events/index.aspx

⁴ A specification can have more than one contract.

A construction status meeting is the periodic meeting that brings together the owner and prime contractors. The MWDBE Department works to prevent any adverse issues from arising so that the MWDBE firms may complete the project and addresses any issues that may arise concerning said firms with regard to the project. Additionally, the department monitors the milestones of the project that involve MWDBE firms.

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 the paperwork that the department will need to review prior to issuing an award recommendation.

A selection committee reviews proposals that are submitted by firms in the Request for Proposal process. The MWDBE Department focuses on the inclusion of MWDBE firms in that process.



2019 Selected Events

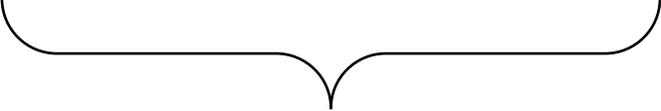
MWDBE Governmental Committee
Conference

Share2019

C3: Creating Opportunities, Connecting
Resources, Contracting Diversity

MWDBE Department Open House

Greenwood Week 2019:
Rebuilding Black Economics



COMMUNICATION OF OPPORTUNITIES

Allegheny County's Purchasing Division utilizes Public Purchase to house its open bids and proposals. 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 or to users to utilize this software. The business opportunities are available to view by the public after completing a short registration process on the website. Since the bid process is electronic, all vendors wishing submit bids or proposals to the county must register.

The MWDBE Department distributed literature detailing Public Purchase to newly certified firms and at trade shows to MWDBEs wishing to do business with the county.

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.



Members of the Advisory Committee with Director Ruth Byrd-Smith and Deputy Director Lisa Edmonds.

The role of this Committee is to recommend specific MWDBE 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 MWDBE participation.

The 2019 MWDBE Advisory Committee was comprised of the following individuals:

| <i>Name</i> | <i>Organization</i> |
|------------------------|--|
| <i>Brian Burley</i> | Allegheny Conference |
| <i>Victor Diaz</i> | VideoTek Construction, LLC |
| <i>Abass Kamara</i> | The Carey Group |
| <i>Marc Little</i> | MWELA |
| <i>M. Gayle Moss</i> | MWDBE Advisory Committee Chair |
| <i>James Overton</i> | Overton Financial Group |
| <i>Barbara Parees</i> | Office of the Allegheny County Manager |
| <i>Roxanne Sewell</i> | The LJS Group |
| <i>Toni Silva</i> | UPMC |
| <i>Andréa Stanford</i> | Office of the Allegheny County Manager |
| <i>Tim Stevens</i> | B-PEP |

PEOPLE AND EVENTS

Open House Highlights

Speakers at the MWDBE Department's annual Open House presented important and useful information to attendees on a variety of topics including opportunities at the Allegheny County Airport, business loans and programs and services. MWDBE business owners also shared their success stories.



MWDBE Director Ruth Byrd-Smith



Economic Development Director Lance Chimka

Open House Highlights



James Gibbs, Owner of PA UCP-certified business MeterFeeder



Toni Silva of the MWDBE Advisory Committee delivered closing remarks

Open House Highlights





Allegheny County Executive Rich Fitzgerald

**Allegheny County Department of Minority, Women &
Disadvantaged Business Enterprise**

Lisa L. Edmonds, Acting Director

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