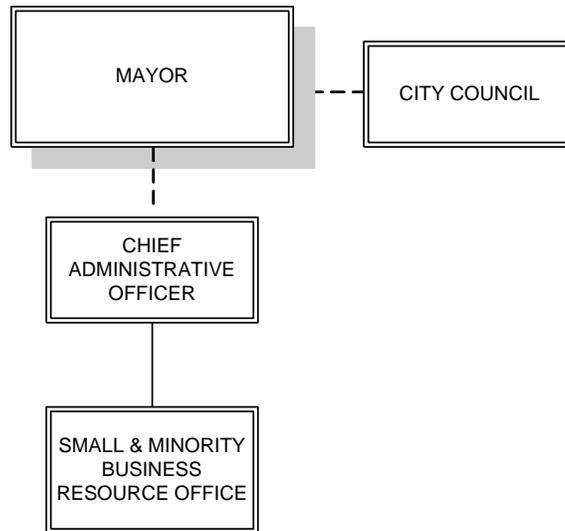


GENERAL GOVERNMENT DIVISIONS  
**SMALL & MINORITY BUSINESS RESOURCE OFFICE**

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MISSION STATEMENT

The mission of the Small & Minority Business Resource Office is to provide the resources and information small, minority, and women-owned businesses need to compete for business opportunities with the City of Bridgeport.



GENERAL FUND BUDGET  
SMALL & MINORITY BUSINESS OFFICE

BUDGET DETAIL

Deborah Caviness  
Senior Program Administrator

REVENUE SUMMARY

*Not Applicable*

APPROPRIATION SUMMARY

ORG DESC	APPR DESC	FY2009 ACTUAL	FY2010 BUDGET	FY2011 MAYOR PROPOSED	FY2011 ADOPTED	VARIANCE TO FY2010 BUDGET
<b>'01112000 BUSINESS RESOURCE OFFICE</b>			<b>161,181</b>	<b>179,760</b>	<b>179,760</b>	<b>18,579</b>
	1112PS MBE PERS SVCS		128,402	133,561	133,561	5,159
	2112TPS MBE OTHER PERS SVCS					
	3112FB MBE FRINGE BENEFITS		12,779	26,699	26,699	13,920
	4112EX MBE OPER EXP		18,500	18,000	18,000	-500
	6112SS MBE SPEC SVCS		1,500	1,500	1,500	

PERSONNEL SUMMARY

Job Description	FTE FY 2010	FTE FY 2011	VAC	NEW	UNF	FY 2010 CURRENT	FY 2011 ADOPTED	VARIANCE
SENIOR PROJECT MANAGER (MEB)	1.0	1.0				83,853	87,223	3,370
ASSISTANT SPECIAL PROJECT MANA	1.0	1.0				44,549	46,338	1,790
	<b>2.0</b>	<b>2.0</b>				<b>128,402</b>	<b>133,561</b>	<b>5,159</b>
					<b>TOTALS</b>			

GENERAL FUND BUDGET  
SMALL & MINORITY BUSINESS OFFICE

PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2008-2009	ESTIMATED 2009-2010
<b>SMALL &amp; MINORITY BUSINESS DEVELOPMENT OFFICE</b>		
Public Awareness Events	20	25
Attendance at Public Awareness Events	698	725
Total Number of people impacted by programming	825	
New Businesses Registered	<b>127</b>	
African American Businesses	74	
Hispanic Businesses	23	
Women Owned Businesses	30	
Value of Contracts Awarded		
Contracts Awarded for Physical Development Projects	\$ 30,951,449	
Prime: Minority & Women-Owned Businesses	\$ 14,641,468	
Subcontracts: Minority & Women-Owned Businesses	\$ 7,515,757	

Please note the Small & Minority Business Development Office is a new department, so service indicators reflect recent history only.

**FY 2010-2011 GOALS**

- 1) To continue our aggressive grassroots outreach efforts and participating in community events and forums.
- 2) Hosting city-wide Business Expo – over 125 businesses participated.
- 3) Partnering with local organizations that provide capacity building workshops and professional services to small/minority businesses.
- 4) Working with developers to identify small/minority owned businesses to fulfill MBE requirements.

**FY 2009-2010 GOAL STATUS**

- 1) Promote opportunities for economic development and growth of minority businesses;  
**6 MONTH STATUS:** The Mayors' Office, Small and Minority Business Resource Office and the Economic Development Office hosted a citywide information forum for the general public and business community to provide an update on the status of the current and upcoming economic development projects. The event was held at the newly renovated Arcade Mall and was very well attended with over 70-75 businesses. In 2009, 127 new businesses registered with the Small & Minority Business Resource Office. April 23<sup>rd</sup> the office will host the Green Construction and Product Forum. This event is designed to provide cutting edge information of the sustainable construction and eco-friendly products. Invited businesses in the green industry will participate in a panel discussion. (United Illuminating, The Green Team, The Center for Green Building, WB Mason) May 11<sup>th</sup> & 18<sup>th</sup> - the office will host a Green Landscaper Training in collaboration with the Environmental Protection Agency (EPA) Rutgers University, UCONN Nemo Program, Horsley Witten Association and others). This informative workshop will focus on Low Impact Development, How to Build a Rain Garen, Plant Selection and Long & Short Term Maintenance.
- 2) Serve as an advocate for minority businesses in city contracting and procurement;  
**6 MONTH STATUS:** The Small & Minority Business Resource Office, which opened in April 2008, provides small, minority, and women-owned businesses with the information and training necessary to successfully pursue and obtain construction, commodities, architectural and engineering contracts with the City of Bridgeport. The office assists small and minority-owned businesses primarily through training workshops, technical support, information services, and business networking.
- 3) Provide business assistance to minority business enterprises by responding to technical and information requests and resolve issues relating to the impact of agencies policies and regulations on minority businesses;  
**6 MONTH STATUS:** This year we registered 127 businesses all of which expressed an interest in doing business with the City of Bridgeport and surrounding towns. On a regular basis contracting

opportunities are researched and via email and telephone calls respective registered small and minority-owned businesses are notified of opportunities.

- 4) Serve as an information resource for minority business enterprises and state agencies;  
6 MONTH STATUS: Although 127 businesses actually registered with the Small and Minority Business Resource Office there are numerous other businesses that have contacted the office requesting other services and referrals (i.e. Licensing, Insurance, Marketing/Advertising, Taxes)
- 5) Identify proactive ways for the inclusion of minority business in local and regional city contracting opportunities;  
6 MONTH STATUS: Building partnerships with local businesses and community agencies that provide services to the small and minority-owned business has proven to be successful. The Small and Minority Business Resource Office works closely with the Southern Connecticut Black Chamber of Commerce and Hispanic Chamber of Commerce to assist in the City's outreach and recruitment efforts and critical topics for the capacity building workshops.
- 6) Provide technical assistance to city departments to identify minority business enterprises to purchase goods and/or services and guide them toward the attainment of meeting the city's goals;  
6 MONTH STATUS: All city employees and/or Purchasing Agents were mandated to attend a training on the implementation of the Minority Business Enterprise Ordinance and were provided access to the City's database comprised on local and statewide small and minority-owned businesses. This database has proven to be an invaluable tool when advertising and soliciting contractors for contracting opportunities.
- 7) Foster a positive environment for small, minority, women-owned businesses and state agencies to increase opportunities for minority business enterprises in the state's procurement system;  
6 MONTH STATUS: Accessible computer terminals to register on the city's computerized program BidSync is available weekly and on weekends by appointment. A user-friendly step-by-step guide entitled "How to do Business with the City of Bridgeport" and Introduction to BidSync was developed by the Purchasing Department and is available for all small and minority-owned businesses. This information is disseminated at all the capacity building workshops and events.
- 8) Conduct project site visits and administratively monitor contracts for compliance;  
6 MONTH STATUS: Through the aggressive monitoring efforts of the Contract Compliance Office on-site visits have been conducted. Last year 2 companies that were awarded city contracts were identified as violating the Minority Enterprise Ordinance which resulted in being debarred from doing business with the City of Bridgeport.
- 9) Conduct aggressive outreach and recruitment for local Minority Business Enterprises (MBEs) who can deliver competitive, high quality and on-time products and professional services;  
6 MONTH STATUS: The outreach efforts are on-going. As the city's economic development projects come to fruition the need increases for qualified small and minority-owned businesses. This has not been an easy task and there continues to be an increased number of businesses that could be performing services without the required licenses and insurances.
- 10) Work with city's Finance Department to ensure timely payments;  
6 MONTH STATUS: The City's Finance Department operates on a 30 - 45 day check processing cycle which is less time than in the previous years. However, to a small business owner 30 - 45 days can cause a real financial hardship. The Finance Department has been cooperative in their efforts to expedite payments, when necessary and upon request.
- 11) Assist local MBEs with certification applications (DAS, CMSDC, DOT, etc.);  
6 MONTH STATUS: Many of the local small and minority owned business have expressed little interest in becoming certified with state and federal agencies because of the labor intensive requirements and documentation request. (3-year federal taxes, been in business 2 or more

years, etc). The Southern Connecticut Black Chamber of Commerce offers a streamline process and at times provisional certifications.

- 12) Conduct capacity business training/workshops/seminars, professional networking opportunities and pre-bidders conferences;  
6 MONTH STATUS: The Small and Minority Business Resource Office provides referrals for one-on-one consultation for business development (i.e. finances/loans, cash flow management, purchasing, strategic and tactical planning, quality control, marketing and sales strategies, business plans, financial management). Capacity building and professional development workshops to expand and sustain businesses such as "How to Do Business with the City of Bridgeport," "How To Market Your Business."
- 13) Develop a quarterly newsletter highlighting contract awards so the MBEs can be made aware of possible subcontracting opportunities;  
6 MONTH STATUS: To avoid the duplication of services the quarterly newsletter was not implemented. Small and Minority-owned businesses that complete the registration process will receive bid notifications and access to all bid documents from BidSync via telephone, fax or email, which ever method of communication they request.
- 14) Publish the city's newly developed MBE directory;  
6 MONTH STATUS: The MBE directory is available on the city's "K" Drive and available via email or hard copies upon request.

#### FY 2009-2010 ADDITIONAL ACCOMPLISHMENTS

- 1) Nearly half of the City of Bridgeport's physical development contractors in 2009 were certified minority or women-owned businesses, and more than 70% of its development sub-contractors were minority or women-owned businesses, thanks to the outreach efforts of the City's Small & Minority Business Resource Office. This is a significant increase over 2008, when less than 30% of the City's development contractors were certified minority or women-owned.
- 2) Continue to hold capacity-building workshops for small businesses, bringing in guest speakers, and integrating our programs with the Mayor's BGreen 2020 initiative and the Green Jobs ladder. Our annual Business Expo & Multicultural Marketplace brings a lot of attention to minority-owned businesses in the area.
- 3) Of \$30,951,449 in physical development contracts granted in 2009, \$14,641,468 went to certified minority or women-owned businesses. Of \$10,067,569 in physical development sub-contracts, \$7,515,757 went to certified minority or women-owned businesses. Out of a total of 151 prime and sub-contracts in 2009, 101 were awarded to certified minority or women-owned businesses, including 14 prime contracts and 87 sub-contracts.

GENERAL FUND BUDGET  
SMALL & MINORTY BUSINESS OFFICE                      APPROPRIATION SUPPLEMENT

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ORG	OBJECT DESC	FY2009 ACTUAL	FY2010 BUDGET	FY2011 MAYOR PROPOSED	FY2011 COUNCIL ADOPTED	VARIANCE TO FY2010 BUDGET
<b>'01112000 BUSINESS RESOURCE OFFICE</b>		<b>0</b>	<b>161,181</b>	<b>179,760</b>	<b>179,760</b>	<b>18,579</b>
	'51000 FULL TIME EARNED PAY	0	128,402	133,561	133,561	5,159
	'51100 PT TEMP/SEASONAL EARNED PA	0	0	0	0	0
	'52154 LIFE INSURANCE CIVIL SERVICE	0	0	0	0	0
	'52360 MEDICARE	0	1,216	1,937	1,937	721
	'52504 MERF PENSION EMPLOYER CONT	0	6,289	12,688	12,688	6,399
	'52917 HEALTH INSURANCE CITY SHARE	0	5,274	12,074	12,074	6,800
	'53605 MEMBERSHIP/REGISTRATION FEES	0	1,000	1,000	1,000	0
	'53705 ADVERTISING SERVICES	0	4,500	4,000	4,000	-500
	'53750 TRAVEL EXPENSES	0	2,500	2,500	2,500	0
	'54675 OFFICE SUPPLIES	0	4,000	4,000	4,000	0
	'54705 SUBSCRIPTIONS	0	0	0	0	0
	'55150 OFFICE EQUIPMENT	0	6,500	6,500	6,500	0
	'56170 OTHER MAINTENANCE & REPAIR S	0	1,500	1,500	1,500	0
	'59015 PRINTING SERVICES	0	0	0	0	0