



City of Houston
Affirmative Action and
Contract Compliance

*Business Opportunities for Small,
Minority, Women, and
Disadvantaged Business Owners*

Velma J. Laws, Director



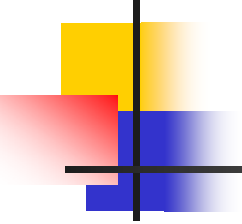
Mission Statement

The Affirmative Action and Contract Compliance Office is committed to providing quality certification, compliance, business development, and training programs to promote equal access, employment and economic opportunity at every level of City government, and to ensure compliance with local, state, and federal mandates. The Division is further committed to providing exceptional customer service that exceeds expectations. We are dedicated to providing a supportive and healthy work environment where all employees are appreciated, encouraged, and respected.



Affirmative Action Division Overview

- *Certification and Business Development*
- *Contract Compliance*
- *Training, EEO and ADA Compliance*



Many public and private sector entities have initiatives that facilitate the inclusion of small, minority, and women owned businesses...



Also known as...

- **MBEs – Minority Business Enterprises**
- **WBEs – Women Business Enterprises**
- **MWBEs – Minority Women Business Enterprises**
- **DBEs – Disadvantaged Business Enterprises**
- **HUBs – Historically Underutilized Businesses**
- **PDBEs – Persons with Disabilities Businesses Enterprises**
- **SBEs – Small Business Enterprises**



Certification Programs

- *Minority/Women Business Enterprise (MWBE) Program, for City funded contracts*
- *Disadvantaged Business Enterprise (DBE) Program, for federally (US DOT) contracts*
- *Persons with Disabilities Enterprise (PDBE) Program, for City funded contracts*
- *Small Business Enterprise (SBE) Program, for City funded construction contracts*



Certification Criteria

- *51% Ownership, Management, and Control by minority/woman applicant*
- *Firm must be Independent and Currently Operating*
- *Minority/woman must have license and/or expertise to operate business*
- *Must have significant local presence in Harris, Brazoria, Chambers, Fort Bend, Galveston, Liberty, Montgomery or Waller counties*
- *Firm must meet definition of a “small business” as specified by the Small Business Administration (for MWBEs, SBEs, DBEs, and PDBEs)*



Certification Criteria - cont'd

- *For DBE certification, applicant must have a Personal Net Worth less than \$750,000 - excluding value of home and ownership interest in the business*
- *For PDBE certification, applicant must provide a Disability Affidavit from a state licensed physician, documenting that the disability is of a chronic or permanent nature which substantially limits one or more major life activities.*



Certification Process

- *Pre-certification Workshop*
- *Desk and Financial Audit*
- *Field Audit **
- *Recommendation*
- *Appeal (if tentatively denied)*

** Field Audit may not be required for SBEs*



Certification Agreements

- *Houston Minority Business Council*
- *Women's Business Enterprise Alliance*
- *State Comptrollers Office (HUB Program)*
- *Texas Unified Certification Program (TUCP)*



City Certification is also accepted by ~

- *Houston Independent School District*
- *Port of Houston Authority*
- *Houston Housing Authority*
- *Environmental Protection Agency*
- *Texas Southern University Economic Development Center*
- *Houston Community College System*



For more information ~

Pre-Certification Workshop

Thursdays, 2:00 p.m.

611 Walker, 7th Floor

or Call (713) 837-9000



MWBE Program Goals

- *Construction – 14% MBE, 8% SBE*
- *Purchasing - 11%*
- *Professional Services - 24%*



PDBE Program Goal

1% PDBE, overall, based on
per contract availability



Which contracts have MWDBE goals?

- *Construction contracts estimated to be over \$1 million*
- *Purchasing/non-professional contracts estimated to be over \$100,000*

Note – There is no dollar threshold for Professional Services contracts.



Since the MWBE program's inception in 1984, over \$3.8 billion has been awarded to certified firms – 19.% of the \$20.0 billion awarded overall.



Accessing Contracting Opportunities

- *Register as a Vendor*
- *Online – www.houstontx.gov*
- *Bid Hotline – 832.393.8762*
- *Houston Business Journal/Houston Chronicle*
- *Pre-Bid/Pre-Proposal Conferences*
- *Network! Network! Network!*



Services Offered

- *One Stop Business Center*
- *Management and Technical Assistance
Workshops and Seminars*
- *Quarterly Newsletter*
- *Contract Opportunity Information*
- *Government Procurement Connections*
- *One-on-one consulting services*



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(Affirmative Action)*