

OFFICE OF MINORITY, WOMEN AND EMERGING SMALL BUSINESS

Administrator
Raleigh Lewis

Certification of Firms

- ◆ Conducts certification reviews
- ◆ Provides direct inquiry access to directory for certified minority and women-owned firms and certified emerging small businesses
- ◆ Conducts public awareness activities
- ◆ Acts as a resource/referral service for certified firms

Minority, Women & Emerging Small Business

2005-07
Approved
5 Positions
5.00 FTE
\$762,286

2007-09
Requested
5 Positions
5.00 FTE
\$855,170

OFFICE OF MINORITY, WOMEN AND EMERGING SMALL BUSINESS

Mission

To ensure that minorities, women, and emerging small businesses have access to targeted contracting opportunities in both the public and private sectors.

What we do

The Office of Minority, Women and Emerging Small Businesses (OMWESB) is the sole certification authority in Oregon to administer the Disadvantaged, Minority, Women and Emerging Small Business Enterprise certification programs. The office is responsible for certification, directory maintenance, referral, and public awareness, while the Governor's advocate is responsible for promotion and outreach. The office also collaborates with the Economic & Community Development Department and the Department of Transportation Office of Civil Rights on services for minority, women, and emerging small businesses. Statutory authority is found in ORS 200.

Program delivery

Disadvantaged Business Enterprise Program (DBE)

This federally mandated certification program allows eligible minority- and women-owned firms to bid on contracts targeted by recipients of federally funded transportation-related monies. The eligibility criteria for this certification are based on U.S. Department of Transportation regulations as provided in 49 CFR 26.

Minority and Women Business Enterprise Programs (MBE/WBE)

These state certification programs allow eligible minority- and women-owned firms to bid on contracts targeted by state, city, county, and other local jurisdictions. Some private companies also offer contracting opportunities to certified firms. The eligibility criteria for these programs are found in OAR 445.

Emerging Small Business Program (ESB)

This state certification program is race- and gender-neutral and allows eligible Oregon-based small businesses to bid on contracts targeted by state, city, county, and other local jurisdictions. The eligibility criteria for this program are found in OAR 445.

During the 2005 Legislative session, the ESB program was expanded with the passage of SB 173. The bill raised the income limits, giving more firms the opportunity to earn the certification and in turn develop and grow their business.

	FY 2001- 2002	FY 2002- 2003	FY 2003- 2004	FY 2004- 2005	FY 2005- 2006
New applications certified	343	506	453	537	560
Applications recertified	758	272	184	401	419
TOTAL	1,101	778	637	938	979

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Accomplishments, 2005-2007

- Businesses are saving time and effort using online certification applications.
- The Emerging Small Business (ESB) certification and recertification application packets are now combined to reduce copying costs, time, and effort.
- Certified firms have better access to state contracts because of a partnership among OMWESB, the Governor's advocate, and the Department of Administrative Services. Firms certified with OMWESB are automatically registered on the Oregon Procurement Information Network (ORPIN), making them eligible for state contracts without having to go through a separate registration process. The codes used by ORPIN and codes used by OMWESB to identify vendors capable of providing a particular good or service have merged. This coordination will help more certified firms become state vendors.

Anticipated results, 2007-2009

- Work with the Governor's advocate, the Regional Consortium of Historically Underutilized Businesses, and the Department of Administrative Services to increase contracting opportunities for disadvantaged firms. The goal is to provide timely notification to certified firms of purchasing and contracting opportunities through use of the ORPIN program to advertise public agency and other contract solicitations for professional services, supplies and services, construction projects, and other opportunities.
- Provide timely and accurate certification decisions and provide technical certification assistance to applicants.
- Expand outreach efforts to remote areas of Oregon to promote access to business opportunities.
- Continue to coordinate services with the Governor's Advocate for Minority, Women & Emerging Small Business, the Economic & Community Development Department, and the Department of Transportation Office of Civil Rights to ensure minority, women, and emerging businesses are receiving information about programs that can help them.

Key performance measures and related outcomes

OMWESB exists to maximize economic opportunities for certified firms, with the goal of promoting their success. Because efficiency in the certification process has a direct impact on the economic success of these firms, OMWESB tracks the following key performance measure:

- *Percent of timelines for key activities that are met.* Target: 94.2 percent. Progress report: 99.3 percent.

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Revenues

OMWESB receives its funding from two sources:

- State agency assessment based on FTE
- Funding from the Oregon Department of Transportation

The state agency assessment is derived from all other state agencies that benefit from the growth of small business in Oregon. The agencies are assessed a fee based on nonfederal, full-time equivalent position authority of all state agencies.

The Oregon Department of Transportation provides funding based on the number of actively certified DBE and ESB firms that are certified in products or services specific to ODOT Codes in road/highway construction, engineering, surveying, and supplier codes.

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Governor's Recommended Budget

	Request	FTE
2005-07 Legislatively Adopted Budget	\$ 760,286	5.00
Base Budget Adjustments		
Net Cost of 2005-07 Position Actions:		
Administrative, Biennialized E-Board, Phase-outs	\$ 33,541	-
Estimated Cost of 2007-09 Merit Increase	\$ 9,644	-
Subtotal: 2007-09 Base Budget	\$ 803,471	5.00
Essential Package 010 - Non-PICS Adjustments		
Vacancy factor adjustment.	\$ 30,119	-
Non-PICS adjustments for unemployment, overtime, temporaries, and mass transit taxes calculated as .006 of base salaries and wages.	\$ (210)	-
Essential Package 021/022 - Phase in/out	\$ -	-
Essential Package 030 - Cost Adjustment for Inflation and Price List		
Cost of Goods & Services Increase/(Decrease)	\$ 5,250	-
Increase/shift in State Government Service Charges.	\$ 16,540	-
Essential Package 060 - Technical Adjustments	\$ -	-
Subtotal: 2007-09 Essential Budget Level	\$ 855,170	5.00
Policy Packages	\$ -	-
Total: 2007-09 Governor's Recommended Budget	\$ 855,170	5.00

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Revenues and Disbursements

2007-09 Beginning Balance		\$ 209,974
Revenues		
Interest Income	\$ 36,600	\$ -
Subtotal Revenues		\$ 36,600
Transfers		
Transfer In - Department of Administrative Services	\$ 792,438	\$ -
Transfer In - Department of Transportation	\$ 637,955	\$ -
Transfer Out - Governor's Office	\$ (546,000)	\$ -
Transfer Out - Intrafund	\$ (216,417)	\$ -
Subtotal Transfers		\$ 667,976
Available Funds		\$ 914,550
Budget		\$ 855,170
2007-09 Ending Balance		\$ 59,380