OFFICE OF BUSINESS OPPORTUNITY

Department Description and Mission

The mission of the Office of Business Opportunity (OBO) is to create a competitive and diverse business environment in the City of Houston by promoting the growth and success of local small businesses, with special emphasis on historically underutilized groups by ensuring their meaningful participation in the government procurement process.

The vision for OBO is to achieve program success by leveling the playing field for all city and local businesses regardless of race or gender, and by obliterating internal and external barriers in contracting. This can be achieved by attracting qualified certification candidates, administering a reputable certification and Hire Houston First designation process while providing unparalleled service delivery, ensuring that prime contractors consistently meet and exceed utilization goals on contracts, and tracking progress towards departmental goals through metrics.

The primary services offered by the Office of Business Opportunity include the following:

- Certification of Businesses for participation on City and Federally Funded projects: Certifies Minority, Women, Small, and Persons with Disabilities Business Enterprises (MWSBE and PDBE), as well as Disadvantaged Business Enterprises (DBE), collectively "certified firms", to be eligible to participate for credit on goal oriented portions of City contracts.
- Contract Compliance: Enforces Equal Employment Opportunity, nondiscrimination, prevailing wages, and other labor standards on City contracts. In addition, Contract Compliance Officers conduct audits to ensure certified firms are utilized and receive payment. Monitors City contracts to ensure Good Faith Efforts are being made to ensure meaningful participation on City contracts.
- Department Services: Evaluates waivers, proposed contract goals, and pre-award certified firm utilization plans. Facilitates the Procurement Training Institute that educates departments on common compliance issues and best practices. Assists departments with setting contract goals based on market availability of certified firms.
- External Affairs and Outreach: Organizes events to raise awareness of City of Houston contract opportunities. Sends out quarterly newsletter and promotes certification to eligible firms.
- Vendor Services: Evaluates the pool of certified firms to promote their utilization on upcoming City of Houston contracts, and provides assistance and facilitates business development programs for certified firms.
- Houston Business Solutions Center (HBSC): Provides free assistance, counseling, financial advice, and business training workshops for individuals that would like to obtain information on how to start, own, and operate their own business. HBSC administers the Hire Houston First Program.

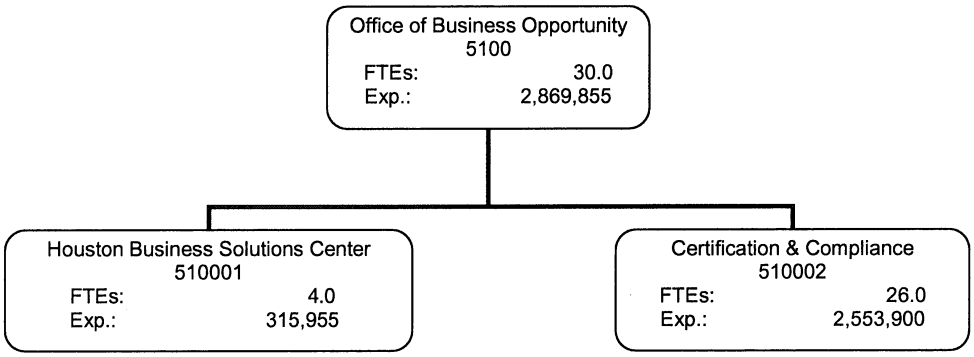
Department Short Term Goals

- Update internal policies and procedures to include current and best practices.
- Create analytical tools to ensure transparency.
- Continue to augment reporting to ensure transparency.
- Modify Contract Compliance workflow, delegating monitoring of utilization to select Departments.
- Expand Vendor Services to include capacity building programs which contain detailed tracking metrics to assess efficacy.
- Launch programs that target new businesses and redevelop existing capacity building initiatives.
- Increase program visibility through a targeted marketing plan and outreach efforts to identify prospective companies.
- Launch the second year of the Business Plan Competition with a focus on distinct local businesses.

Department Long Term Goals

- Improve the current contract management system to improve work performance and leverage reporting functions.
- Provide external stakeholders easy access to expanded contract information.
- Conduct disparity studies in the areas of Professional Services, Purchasing and Construction.

Department Organization



Business Area Budget Summary

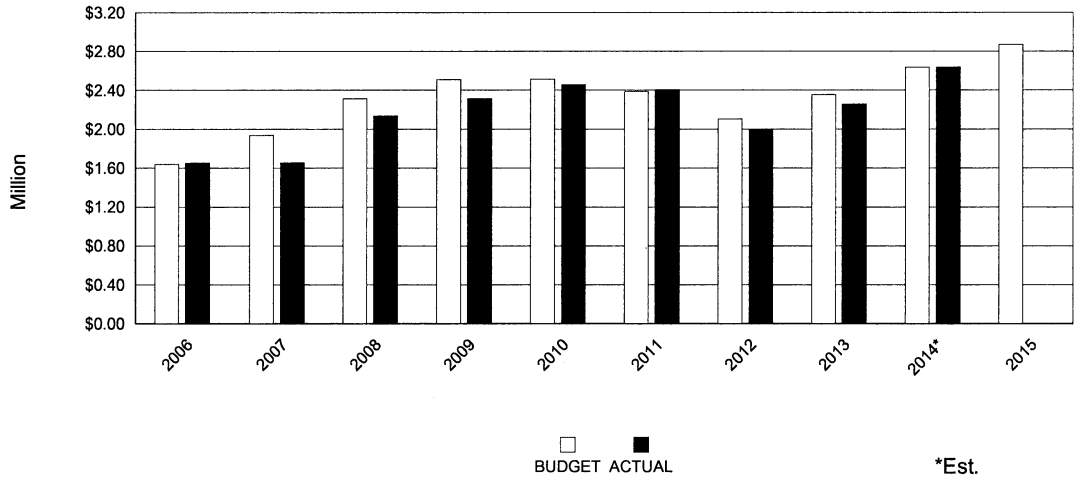
Fund Name : General Fund
Business Area Name : Office of Business Opportunity
Fund No./Bus. Area No. : 1000 / 5100

		FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
Expenditures	Personnel Services	1,945,441	2,247,034	2,258,034	**2,499,215**
	Supplies	60,030	33,922	33,922	**22,180**
	Other Services and Charges	246,579	356,896	345,896	**348,460**
	Non-Capital Equipment	1,900	0	0	**0**
	Total M & O Expenditures	2,253,950	2,637,852	2,637,852	**2,869,855**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	2,253,950	2,637,852	2,637,852	**2,869,855**
Revenues		101,527	167,156	121,400	**108,842**
Staffing	Full-Time Equivalents - Civilian	25.1	25.0	25.0	**30.0**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	25.1	25.0	25.0	**30.0**
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	**0.0**

Significant Budget Changes and Highlights

- The FY2015 Budget provides funding for health benefits, pension contribution and municipal employees 3% pay increases.
- Continue marketing and advertising efforts to promote services offered by the Office of Business Opportunity for Hire Houston First and Minority, Women, Small and Persons with Disabilities Business Enterprises Program (MWSBE and PDBE), and Disadvantaged Business Enterprises Program (DBE).
- Continue marketing and promoting our new three year certification, which allows small businesses and historically underserved groups to remain certified for three years ensuring their meaningful participation in government procurement.

Office of Business Opportunity
Current Budget vs Actual Expenditures



*Est.

Business Area Performance Measures

Fund Name : General Fund
Business Area Name : Office of Business Opportunity
Fund No./Bus Area No. : 1000 / 5100

Performance Measure	Priority	FY2013 Actual	FY2014 Budget	FY2014 Estimate	FY2015 Budget
Certification Processing Timeframe	J	31	90	30	30
MWSBE Contract Participation % - Construction	J	28.2%	34%	25.7%	34%
MWSBE Contract Participation % - Professional Services	J	39.9%	24%	40.1%	24%
MWSBE Contract Participation % - Purchasing	J	15.0%	11%	21.8%	11%
Total Certified Firms	J	2,079	2,353	2,353	2,628
Total HHF Designations	J	900	1,400	1,400	1,800
Expenditures Budget vs Actual Utilization	F	96%	98%	100%	98%
Revenues Budget vs Actual Utilization	F	60%	100%	73%	100%

Mayor's Five Priorities: Jobs and Sustainable Development (J) Public Safety (P) Infrastructure (I)
Fiscal Responsibility (F) Quality of Life (Q)

Division Summary

Fund Name : General Fund
Business Area Name : Office of Business Opportunity
Fund No./Bus Area No. : 1000 / 5100

Division Description	FY2013 Actual		FY2014 Estimate		FY2015 Budget	
	FTEs	Cost $	FTEs	Cost $	FTEs	Cost $
Houston Business Solutions Center 510001						
The Houston Business Solutions Center provides free business assistance and monitors business creation and job development by systematically tracking clients. The HBSC administers the Hire Houston First program.	3.8	274,560	2.5	285,715	**4.0**	**315,955**
Certification & Compliance 510002						
The Certification and Compliance section consists of Certification, External Affairs and Outreach, Vendor Services, Contract Compliance and Administration.	21.3	1,979,390	22.5	2,352,137	**26.0**	**2,553,900**
Total	25.1	2,253,950	25.0	2,637,852	**30.0**	**2,869,855**

Business Area Roster Summary

Fund Name : General Fund
Business Area Name : Office of Business Opportunity
Fund No./Bus Area No. : 1000 / 5100

Job Description	Pay Grade	FY2014 Current Budget FTE	FY2015 Budget FTE	Change
ADMINISTRATION MANAGER	26	1.0	1.0	
ADMINISTRATIVE AIDE	10	3.0	0.0	(3.0)
ADMINISTRATIVE ASSOCIATE	13	2.0	5.0	3.0
ADMINISTRATIVE COORDINATOR	24	3.0	2.0	(1.0)
ADMINISTRATIVE SPECIALIST	20	1.0	1.0	
ASSISTANT DIRECTOR (EXE LEV)	32	1.0	1.0	
BUSINESS DEVELOPMENT COORDINATOR	18	0.0	5.0	5.0
BUSINESS DEVELOPMENT SUPERVISOR	22	0.0	1.0	1.0
CONTRACT COMPLIANCE OFFICER	15	3.0	0.0	(3.0)
CONTRACT COMPLIANCE SUPERVISOR	22	1.0	0.0	(1.0)
DIRECTOR OF BUSINESS OPPORTUNITY (EXEC)	34	1.0	1.0	
DIVISION MANAGER	29	2.0	2.0	
MANAGEMENT ANALYST I	15	2.0	0.0	(2.0)
MANAGEMENT ANALYST III	21	2.0	1.0	(1.0)
PROCUREMENT SPECIALIST	24	1.0	2.0	1.0
PUBLIC INFORMATION OFFICER	26	0.0	1.0	1.0
SENIOR BUSINESS DEVELOPMENT COORDINATOR	20	0.0	6.0	6.0
SENIOR CONTRACT COMPLIANCE OFFICER	18	4.0	0.0	(4.0)
STAFF ANALYST	26	1.0	1.0	
Total FTEs		**28.0**	**30.0**	**2.0**
Less adjustment for Civilian Vacancy Factor		**3.0**	**0.0**	**(3.0)**
Full-Time Equivalents		**25.0**	**30.0**	**5.0**

Business Area Revenue Summary

Fund Name : General Fund
Business Area Name : Office of Business Opportunity
Fund No./Bus Area No. : 1000 / 5100

Commit Item	Description	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
5100020001	**Certification & Compliance**			
424160	Interfund Affirmative Action Services	127,156	81,400	**83,842**
5100020002	**Prevailing Wages**			
452030	Miscellaneous Revenue	40,000	40,000	**25,000**
Total	**Office of Business Opportunity**	**167,156**	**121,400**	**108,842**

Business Area Expenditure Summary

Fund Name : **General Fund**
Business Area Name : **Office of Business Opportunity**
Fund No./Bus. Area No. : **1000 / 5100**

Commit Item	Description	FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
500010	Salary Base Pay - Civilian	1,365,024	1,556,895	1,567,895	**1,716,985**
500060	Overtime - Civilian	139	0	0	**0**
500110	Bilingual Pay - Civilian	1,240	0	0	**0**
501070	Pension - Civilian	293,399	358,055	358,055	**435,424**
501120	Termination Pay - Civilian	1,211	0	0	**0**
502010	FICA - Civilian	101,532	120,256	120,256	**130,968**
503010	Health Ins-Act Civilian	148,510	177,134	177,134	**194,424**
503015	Basic Life Insurance - Active Civilian	787	1,219	1,219	**1,004**
503060	Long Term Disability-Civilian	1,945	2,425	2,425	**2,550**
503090	Workers Compensation-Civilian-Admin	5,419	6,819	6,819	**7,860**
503100	Workers Compensation-Civilian-Claim	7	0	0	**0**
504030	Unemployment Claims - Administration	26,228	24,231	24,231	**10,000**
Total	**Personnel Services**	**1,945,441**	**2,247,034**	**2,258,034**	**2,499,215**
511045	Computer Supplies	24,724	4,000	4,000	**1,700**
511055	Publications & Printed Materials	0	300	300	**300**
511060	Postage	10,652	9,241	9,241	**4,000**
511070	Miscellaneous Office Supplies	14,713	12,414	12,414	**8,840**
511110	Fuel	3,706	3,260	3,260	**4,840**
511125	Food Supplies	2,673	2,000	2,000	**2,500**
511150	Miscellaneous Parts & Supplies	3,562	2,707	2,707	**0**
Total	**Supplies**	**60,030**	**33,922**	**33,922**	**22,180**
520100	Temporary Personnel Services	19,495	32,656	21,656	**0**
520108	Information Resource Services	6,550	0	0	**0**
520109	Medical Dental & Laboratory Services	253	300	300	**476**
520110	Management Consulting Services	0	13,500	13,500	**6,000**
520114	Miscellaneous Support Services	23,285	25,000	25,000	**23,800**
520119	Computer Equipment/Software Maintenance	0	3,100	3,100	**700**
520121	IT Application Svcs	15,478	77,842	77,842	**88,575**
520123	Vehicle & Motor Equipment Services	12,406	8,000	8,000	**0**
520124	Other Equipment Services	209	0	0	**0**
520515	Print Shop Services	6,427	13,000	13,000	**2,800**
520520	Printing & Reproduction Services	0	2,000	2,000	**8,751**
520605	Advertising Services	32,857	21,000	21,000	**57,550**
520705	Insurance Fees	532	626	626	**663**
520765	Membership & Professional Fees	1,765	3,000	3,000	**2,500**
520805	Education & Training	2,975	5,070	5,070	**3,800**
520905	Travel - Training Related	14,007	19,935	19,935	**16,900**
520910	Travel - Non-Training Related	1,942	1,500	1,500	**400**
521605	Data Services	7,774	13,823	13,823	**11,408**
521610	Voice Services	10,090	6,715	6,715	**3,026**
521620	Voice Equipment	4	678	678	**678**
521625	Voice Labor	1,007	860	860	**860**
521630	GIS Revolving Fund Services	971	1,416	1,416	**1,540**
521635	Voice Services -Wireless	0	5,790	5,790	**6,688**
521715	Office Equipment Rental	10,187	13,695	13,695	**10,187**
521730	Parking Space Rental	14,296	19,420	19,420	**14,300**
522430	Miscellaneous Other Services & Charges	39,394	44,238	44,238	**51,560**
522721	Interfund HR Client Services	20,130	20,835	20,835	**27,900**
522722	KRONOS Service Chargeback	892	1,039	1,039	**1,161**
522730	Interfund Engineering Services	701	0	0	**0**
522780	Interfund Photo Copy Services	1,804	0	0	**0**

Business Area Expenditure Summary

Fund Name : **General Fund**
Business Area Name : **Office of Business Opportunity**
Fund No./Bus. Area No. : **1000 / 5100**

Commit Item	Description	FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
522845	Interfund Vehicle Services	1,148	1,858	1,858	**6,237**
Total	**Other Services and Charges**	**246,579**	**356,896**	**345,896**	**348,460**
551010	Non-Capital Office Furniture & Equipment	1,815	0	0	**0**
551020	Non-Capital Communication Equipment	85	0	0	**0**
Total	**Non-Capital Equipment**	**1,900**	**0**	**0**	**0**
	Grand Total Expenditures	**2,253,950**	**2,637,852**	**2,637,852**	**2,869,855**