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METRO’s Small Business Enterprise Program Fact Book FY2018

METRO is pleased to present a summary of its Small Business Enterprise (SBE) Program and its goals and achievements for fiscal year 2018, through this annual Small Business Enterprise Fact Book. As an agency, METRO is committed to diversity in all facets of its operations as represented by its successful SBE Program. Originated by our Board of Directors, championed by our executives and implemented throughout the agency, METRO strives to utilize small businesses in our procurement and purchasing efforts.

Through the Office of Small Business (OSB), METRO works closely with partners throughout the small business community ensuring awareness of procurements, training, and supporting efforts to build capacity. OSB is METRO’s in-house certification agent, providing small business certification; as well as, outreach and technical assistance.

Below is a summary of METRO’s SBE Program achievements as of the close of FY18 (Oct. 2017 – Sep. 2018):

- 756 firms certified as METRO SBEs
- 1,540 SBE certified firms in METRO Small Business Database
- METRO exceeded its 35% SB goal by achieving 40% participation
- METRO awarded $33.6M to Small and Disadvantaged Businesses
- 17 Small Business University training sessions offered to Small and Disadvantaged Businesses

The impact of our efforts has been recognized within the small business community with METRO receiving the following major awards in FY2018:

- Subcontractors U.S.A. Top 25 Prime Contractors for Diversity and Supplier Diversity Champion
- The Greater Houston Business Procurement Forum Strategic Partner of the Year
- Services Cooperative Association’s Outstanding Service To The Community Recognition
- Women’s Business Enterprise Alliance (WBEA)
  - Nominee for Corporate Volunteer of The Year
  - Nominee for Corporate Cutting-Edge Award

METRO looks forward to continued, successful engagement with the small business community!
Small Business Enterprise Program

The Metropolitan Transit Authority’s Small Business Enterprise/Disadvantaged Business Enterprise (SBE/DBE) Program was adopted by the METRO Board in December 2005 and updated in December 2015. The purpose of the program is to provide additional opportunities for small businesses and to promote equal opportunity and fairness in all its procurement matters in accordance with state and federal laws. By formalizing innovative practices and implementing new procedures, METRO’s Office of Small Business continues to increase small and disadvantaged business participation. METRO established its Office of Small Business (OSB) specifically to promote small business participation in METRO procurement opportunities. The METRO OSB has three primary functions: (1) small business certification, (2) compliance, and (3) outreach/technical assistance/training.

Overview of METRO Small Business Enterprise Program

METRO operates both a Small Business Enterprise (SBE) and Disadvantaged Business Enterprise (DBE) Program:

- The Small Business Enterprise (SBE) Program is Board-established with a 35% annual overall goal for eligible contracts.

- The Disadvantaged Business Enterprise (DBE) Program is required of recipients of federal funds by the Federal Transit Administration/Department of Transportation (FTA/DOT).

- METRO’s DBE program follows the regulations of 49 CFR 26, and its DBE goal is calculated pursuant to FTA guidelines every three years.

Goals of METRO’s Office of Small Business:

- Provide full and equal business opportunities.

- Non-discrimination in selection of vendors.

- Use only race and gender-neutral means to ensure full small business participation.

- Provide outreach and technical assistance to small businesses.

- Ensure compliance with its SBE and DBE programs.
Small Business Certification Program
Small Business Certification Program

The METRO Office of Small Business is one of three (3) agencies in Harris County that administers a formal Certification Program. METRO’s Small Business Enterprise certification is valid for 3 years.

METRO’s Office of Small Business certification function identifies small businesses that meet the following criteria:

- Must be in business for at least one year
- Must have at least $5,000 in revenue in the last 12 months
- Company’s gross receipts must not exceed SBA industry size standards
- Must provide owner(s) personal net worth statement
- Must provide one year of personal tax returns for each owner
  - Personal net worth of each owner may not exceed $1,320,000 (excluding the owner’s primary residence and the value of the business).
- Must provide three (3) years of the firm’s tax returns or at least one year business tax return if a new business

In addition to METRO’s certification, METRO also accepts Disadvantaged Business Enterprise (DBE) certifications from the following agencies:

- City of Houston
- City of Austin
- Corpus Christi Regional Transportation Authority
- North Central Texas Certification Agency
- South Central Texas Certification Agency
- Texas Department of Transportation
METRO’s Small Business Enterprise (SBE) certification is recognized by the following agencies for inclusion in their small, disadvantaged, women and minority business development programs:

- Houston Community College Small Business Procurement
- Houston First Corporation
- Port Houston, The International Port of Texas
- Fort Bend ISD

The Office of Small Business offers small business firms:

- Workshops through METRO’s Small Business University (SBU)
- Interagency Mentor-Protégé Program
- Notification of procurements and targeted outreach to small businesses
- Networking/Meet the Prime and B2B Events
- Post-contract support
  - Assistance with prompt payment
  - Technical assistance

How Do I Get Certified?

- Visit www.ridemetro.org and click on “Small Business” under “Business with METRO” at the bottom of the page. Follow the prompts under “Small Business Certification.”

I’m Certified, What's Next?

- Register online as a vendor with METRO’s Office of Procurement.
  - Visit www.ridemetro.org and click on “Procurement & Materials” under “Business with METRO” at the bottom of the page. Click on “Register a New Account” to begin the vendor registration process.
FY2018 Small Business Certification Fast Facts

- 756 firms certified as METRO Small Business Enterprises.
  - 669 new small business certifications
  - 87 small businesses renewing their certifications
  - 74 (10%) of the firms certified were on active METRO contracts.
  - 722 (96%) of the firms certified were minority and/or women-owned firms.

Firms Certified in FY2018

- 5 firms graduated from METRO's Small Business Enterprise Program.

  - 184 (12%) of the firms listed in the directory at the end of FY2018 were actively participating on METRO contracts as either a Prime or Subcontractor.
  - 1,429 (93%) of the firms listed in the directory at the end of FY2018 were minority and/or women-owned businesses.

Certified SBEs at the End of FY2018

- 9,172 firms certified as METRO Small Businesses Enterprises since inception of the Small Business Enterprise Program.

- 11 Small Business Certification partnering workshops/events with:
  - Houston Community College – Houston MBDA Business Center
  - University of Houston Small Business Certification Class
  - HCC Northwest
  - Kingdom Builders’ Contractors Construction Class (CCC)
  - Fort Bend ISD Small Business Workshops
FY2018 Small Business Certification Data

In FY2018, METRO’s Office of Small Business certified firms of various ethnicities, genders and industries as represented below.

### FY2018 Certified SBE by Ethnicity

- **Asian**: 61 firms (8%)
- **Black**: 224 firms (30%)
- **Caucasian**: 183 firms (24%)
- **Hispanic**: 274 firms (36%)
- **Native American**: 14 firms (2%)

### FY2018 Certified SBE by Gender

- **Male**: 427 firms (56%)
- **Female**: 329 firms (44%)

### FY2018 Certified SBE by Locale

- **Non-Local**: 387 firms (51%)
- **Local**: 369 firms (49%)

### FY2018 Certified SBE by Industry

- **Construction**: 217 firms (29%)
- **General Services**: 163 firms (22%)
- **Professional Services**: 313 firms (41%)
- **S&E (Supplies & Equipment)**: 63 firms (8%)
As of the end of FY2018, 1,540 firms were listed as METRO-certified small businesses and represented the following categories:
Small Business Compliance Program
Small Business Compliance Program

METRO’s Office of Small Business ensures compliance with METRO’s Small Business and Disadvantaged Business Enterprise Programs by performing the following functions:

- Reviews solicitations with federal funds or with local budgets $100,000 or greater for Small Business goal setting opportunities.
- Presents Small Business Enterprise Program at pre-bid/proposal conferences for contracts with Small Business goals.
- Evaluates bids/proposals for contracts with Small Business (SB) goals for Small Business goal commitment.
- Monitors contracts with Small Business goals for:
  - Small business goal achievement
  - Small Business and Disadvantaged Business (SBE/DBE) subcontractor utilization
  - Prompt payment of subcontractors
  - Small Business Enterprise Program flow-down language
  - 49CFR Part 26 compliance
- Seeks to amicably resolve disputes between Prime Contractors and SBE/DBE subcontractors.
- Reports SB goal achievement to Project Management monthly.
- Reports Small Business Enterprise Program activities annually.
- Develops Disadvantaged Business Enterprise Triennial goals for federally funded contracts.
- Monitors Disadvantaged Business Enterprise (DBE) participation on subrecipient contracts.
- Reports Disadvantaged Business Enterprise (DBE) participation on federally funded projects to the Federal Transit Administration (FTA).
FY2018 Small Business Compliance Fast Facts

- **236** procurement opportunities reviewed for Small Business (SB) goals.
  - 71 contracts assigned SB goals

- **19** new contracts awarded with SB goals.
  - 10 (52%) of the new contracts were awarded to SBE/DBE Primes
    - 9 (90%) of the SBE/DBE Primes were minority and/or woman-owned firms

**SBE/DBE Primes Awarded Contracts in FY2018**

- **$83M** awarded on contracts with SB goals.
  - $33.6M (40%) of contracts awarded with SB goals went to SBE/DBEs
    - $24.8M (74%) of contracts with SB goals awarded to SBE/DBEs went to minority- and/or woman-owned firms

**SBE/DBE Contract Award w/SB Goals FY2018**

- **40%** small business participation achieved against an aspirational goal of 35%.
- **54%** was average SB goal commitment.
- **100** active contracts with SB commitments monitored for compliance.
Small Business Program Goals

METRO’s Office of Small Business monitors and reports three types of goals: (1) Annual Small Business Goals, (2) Contract Small Business Goals and (3) FTA Disadvantaged Business Enterprise Goals.

Annual Small Business (SB) Goals:

- Established to measure the overall impact of the Small Business Enterprise Program (year to year).
- METRO Board established an overall 35% small business participation goal.
- Satisfied by the overall participation of small and disadvantaged business primes and/or subcontractors on METRO’s procurements.

Contract Small Business (SB) Goals:

- Established on a contract-by-contract basis prior to issuance of solicitation.
- The Office of Small Business reviews all contracts over $100,000 or DOT-funded projects for subcontracting opportunities and small business availability.
- May be higher or lower than stated Annual Goal.
- The SB contract goals can be satisfied by the participation of SBE/DBE Primes and/or Subcontractors.

FTA Disadvantaged Business Enterprise (DBE) Goals:

- FTA requires a DBE component within the SBE Program, since METRO is a recipient of DOT funds.
- METRO adopted a race and gender-neutral DBE program.
- Applicable to Department of Transportation (DOT) funded contracts only.
- Goal calculation is established by FTA guidelines.
- Triennial DBE goals for FY17-FY19 is 17%.
- FTA prohibits local preference on contracts involving federal funds. (Architect/Engineering Services excluded).
- Reported bi-annually to FTA.
In FY2018, METRO awarded 19 contracts with Small Business goals.

**No. of Contracts w/SB Goals**

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Contracts w/SB Goals</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY15</td>
<td>30</td>
</tr>
<tr>
<td>FY16</td>
<td>48</td>
</tr>
<tr>
<td>FY17</td>
<td>21</td>
</tr>
<tr>
<td>FY18</td>
<td>19</td>
</tr>
</tbody>
</table>

In FY2018, METRO awarded $33.6 million to Small and Disadvantaged Businesses, an increase of $24.7 million from FY2017. Since 2009, $773.4 million has been awarded to Small and Disadvantaged Business Primes and Subcontractors on contracts with Small Business goals, including the METRORail Expansion Project.

**Total Small/Disadvantaged Businesses on Contracts w/SB Goals**

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Prime</th>
<th>Sub</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY15</td>
<td>$25.6</td>
<td>$3.2</td>
</tr>
<tr>
<td>FY16</td>
<td>$68.0</td>
<td>$7.8</td>
</tr>
<tr>
<td>FY17</td>
<td>$4.7</td>
<td>$4.2</td>
</tr>
<tr>
<td>FY18</td>
<td>$21.9</td>
<td>$11.7</td>
</tr>
</tbody>
</table>
## FY2018 New Contracts Awarded with Small Business Goals

<table>
<thead>
<tr>
<th>Contract Description</th>
<th>Contract Amount</th>
<th>SB Goal</th>
<th>SB Goal Commitment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collection, Transportation and Disposal of Solid Waste</td>
<td>$629,597.28</td>
<td>20%</td>
<td>20.00%</td>
</tr>
<tr>
<td>ARGO Services Operations and Maintenance</td>
<td>$31,231,448.55</td>
<td>20%</td>
<td>21.00%</td>
</tr>
<tr>
<td>Procure and Install Ramp Closure System</td>
<td>$1,449,845.05</td>
<td>20%</td>
<td>21.00%</td>
</tr>
<tr>
<td>Purchase of Tire Lease and Maintenance Service for Transit Vehicles</td>
<td>$16,310,467.81</td>
<td>15%</td>
<td>22.00%</td>
</tr>
<tr>
<td>Upgrades to LRT Traction Pull Boxes</td>
<td>$1,727,639.00</td>
<td>20%</td>
<td>25.04%</td>
</tr>
<tr>
<td>Professional A/E Support Services for METRORail System On an &quot;As Needed Basis&quot;</td>
<td>$4,000,000.00</td>
<td>35%</td>
<td>35.00%</td>
</tr>
<tr>
<td>FSC 15 HVAC Replacement - ID/IQ Construction</td>
<td>$283,570.00</td>
<td>35%</td>
<td>35.00%</td>
</tr>
<tr>
<td>Missouri City P&amp;R Pavement Upgrade ID/IQ Construction</td>
<td>$117,633.00</td>
<td>35%</td>
<td>35.00%</td>
</tr>
<tr>
<td>Upgrades to LRT Motor-Operated Disconnects</td>
<td>$256,484.00</td>
<td>35%</td>
<td>35.00%</td>
</tr>
<tr>
<td>Townsend Park &amp; Ride Post Harvey Rehab</td>
<td>$222,844.55</td>
<td>35%</td>
<td>38.00%</td>
</tr>
<tr>
<td>Security Guard Services</td>
<td>$6,835,221.12</td>
<td>35%</td>
<td>40.00%</td>
</tr>
<tr>
<td>Rail Pedestrian Fencing Installation</td>
<td>$558,705.00</td>
<td>35%</td>
<td>65.00%</td>
</tr>
<tr>
<td>Magnolia Transit Center Expansion</td>
<td>$2,999,956.04</td>
<td>35%</td>
<td>72.94%</td>
</tr>
<tr>
<td>Architectural &amp; Engineering Services Civil, Traffic and Accessibility Design on an &quot;As Needed&quot; Basis</td>
<td>$4,000,000.00</td>
<td>35%</td>
<td>77.50%</td>
</tr>
<tr>
<td>Architectural Engineering Services Civil, Traffic, and Accessibility Design on an &quot;As Needed&quot; Basis</td>
<td>$4,000,000.00</td>
<td>35%</td>
<td>91.00%</td>
</tr>
<tr>
<td>General Architectural and Engineering Services on an &quot;As Needed&quot; Basis</td>
<td>$4,000,000.00</td>
<td>35%</td>
<td>98.00%</td>
</tr>
<tr>
<td>General Architectural and Engineering Services on an &quot;As Needed&quot; Basis</td>
<td>$4,000,000.00</td>
<td>35%</td>
<td>100.00%</td>
</tr>
<tr>
<td>Courier Services</td>
<td>$245,610.54</td>
<td>35%</td>
<td>100.00%</td>
</tr>
<tr>
<td>Downtown Station Railing SE &amp; EE</td>
<td>$178,735.80</td>
<td>35%</td>
<td>100.00%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$83,047,757.74</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Contract w/Small Business Goals Breakdown

Contract awards by Industry vary from year to year depending on METRO’s needs.

Contracts Awarded w/SB Goals Industry Breakdown FY2018

- **General Services**: $55,252,345 (67%)
- **Architectural & Engineering**: $21,628,581 (26%)
- **Construction**: $4,182,709 (5%)
- **Professional Services**: $1,984,123 (2%)
- **Supplies & Equipment**: $0 (0%)

Contracts Awarded w/SB Goals Industry Breakdown FY2015 - FY2018

<table>
<thead>
<tr>
<th></th>
<th>Architectural &amp; Engineering</th>
<th>Construction</th>
<th>General Services</th>
<th>Professional Services</th>
<th>Supplies &amp; Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY15</td>
<td>$5,318,800</td>
<td>$47,648,063</td>
<td>$8,678,431</td>
<td>$20,700,607</td>
<td>$-</td>
</tr>
<tr>
<td>FY16</td>
<td>$3,500,000</td>
<td>$18,634,137</td>
<td>$267,777,689</td>
<td>$6,015,551</td>
<td>$906,362</td>
</tr>
<tr>
<td>FY17</td>
<td>$9,101,618</td>
<td>$5,536,478</td>
<td>$1,236,415</td>
<td>$2,221,040</td>
<td>$-</td>
</tr>
<tr>
<td>FY18</td>
<td>$21,628,581</td>
<td>$4,182,709</td>
<td>$55,252,345</td>
<td>$1,984,123</td>
<td>$-</td>
</tr>
</tbody>
</table>

Note: FY16-General Services-METROLift Van Services contract for $115M with 11% Small Business goal and METROLift Minivan Service contract for $141M with a 25% Small Business goal.
Note: $24,841,309 (74%) of above SBE/DBEs are minority- and/or women-owned firms.

Note: $126,391,435 (86%) of the above SBE/DBEs are minority- and/or women-owned firms.
Small Business Goal Achievement

METRO’s Board established an aspirational 35% annual small business goal. Small Business goals are established on contracts on a case-by-case basis depending on budget, funding, subcontracting opportunities and Small/Disadvantaged Businesses capacity. Therefore, the contract small business goal may be less than the 35% annual goal. The chart below compares Small and Disadvantaged Primes and Subcontractors on contracts awarded with Small Business goals to the 35% annual small business goal.

Small Business Goal Achievement on Contracts w/Small Business Goals

Note: FY16 Small Business Goal Achievement reflects the METROLift Van Service contract for $115M and METROLift Minivan Services contract for $141M, with SB contract goals of 10% and 24% respectively. Without these contracts FY16 Small Business Goal Achievement would have been 50%.
To maximize small business participation in METRO procurements, METRO establishes Small Business goals on contracts with subcontracting opportunities. As the goals are in direct proportion to the subcontracting opportunities, some contracts are assigned SB goals less than the 35% aspirational annual goal. In these cases, the dollar amounts awarded to SBE/DBEs are relatively higher, reflecting the increase in SBE/DBE participation, yet METRO falls short of the 35% annual aspirational goal.

The chart below reflects the Small Business goal achievement for all contracts with Small Business goals in blue and the dollar amounts awarded in red. Although METRO did not achieve the 35% annual aspirational goal in FY16, METRO substantially increased the dollars awarded to SBE/DBEs.
Small and Disadvantaged Businesses on All METRO Contracts

METRO tracks SBE/DBE participation on all METRO contracts. The following charts represent SBE/DBE participation on METRO contracts with and without Small Business goals and Purchase Orders.

**Total SBE/DBEs on Contracts**

**FY15-FY18 (Millions)**

<table>
<thead>
<tr>
<th>Year</th>
<th>Contracts w/Goals</th>
<th>Contracts w/out Goals</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY15</td>
<td>$1.1</td>
<td>$1.5</td>
</tr>
<tr>
<td>FY16</td>
<td>$75.8</td>
<td>$28.8</td>
</tr>
<tr>
<td>FY17</td>
<td>$0.5</td>
<td>$8.9</td>
</tr>
<tr>
<td>FY18</td>
<td>$1.3</td>
<td>$33.6</td>
</tr>
</tbody>
</table>

**Total SBE/DBEs on Contract Awards**

**Ethnicity Breakdown**

**FY15-FY18**

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>FY15</th>
<th>FY16</th>
<th>FY17</th>
<th>FY18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asian</td>
<td>$4,018,930</td>
<td>$4,651,637</td>
<td>$11,012,751</td>
<td>$10,665,268</td>
</tr>
<tr>
<td>Black</td>
<td>$4,421,142</td>
<td>$47,588,442</td>
<td>$1,375,050</td>
<td>$12,829,764</td>
</tr>
<tr>
<td>Caucasian</td>
<td>$11,012,751</td>
<td>$8,930,370</td>
<td>$2,860,296</td>
<td>$814,253</td>
</tr>
<tr>
<td>Hispanic</td>
<td>$10,665,268</td>
<td>$14,791,621</td>
<td>$15,451,549</td>
<td>$280,000</td>
</tr>
<tr>
<td>Native American</td>
<td>$-</td>
<td>$289,636</td>
<td>$-</td>
<td>$280,000</td>
</tr>
</tbody>
</table>
Note: Tracking SBE/DBE participation on Purchase Orders started in FY15
FY2018 Payments to Small and Disadvantaged Businesses

In FY2018 METRO paid $143,270,440 on active contracts with Small Business participation. This represents contracts with and without Small Business goals, that were awarded in FY2018 or in previous years and were paid for services performed in FY2018.

- $31,944,231 (22%) was paid to SBE/DBEs.
  - $8,629,714 (27%) was paid to SBE/DBE Primes
  - $23,214,517 (73%) was paid to SBE/DBE Subcontractors

Total SBE/DBE Payments (Millions) FY2015 - FY2018
Note: $25,210,217 (79%) of above SBE/DBEs are minority- and/or women-owned firms.

<table>
<thead>
<tr>
<th></th>
<th>FY15</th>
<th>FY16</th>
<th>FY17</th>
<th>FY18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asian</td>
<td>$4,239,959</td>
<td>$4,815,315</td>
<td>$3,484,582</td>
<td>$3,363,857</td>
</tr>
<tr>
<td>Black</td>
<td>$19,112,513</td>
<td>$14,622,003</td>
<td>$11,866,607</td>
<td>$11,338,318</td>
</tr>
<tr>
<td>Caucasian</td>
<td>$24,315,335</td>
<td>$16,903,143</td>
<td>$14,615,883</td>
<td>$10,997,506</td>
</tr>
<tr>
<td>Hispanic</td>
<td>$14,741,249</td>
<td>$11,597,626</td>
<td>$8,695,530</td>
<td>$6,148,506</td>
</tr>
<tr>
<td>Native American</td>
<td>$81,028</td>
<td>$-</td>
<td>$42,687</td>
<td>$96,044</td>
</tr>
<tr>
<td>Unknown</td>
<td>$64,303</td>
<td>$41,900</td>
<td>$-</td>
<td>$-</td>
</tr>
</tbody>
</table>
Outreach, Training and Business Development Program
Outreach, Training and Business Development

METRO’s Office of Small Business’ Business Development focuses on promoting METRO’s Small Business Enterprise Program, contracting opportunities and developing small and disadvantaged businesses.

**FY2018 Outreach, Training and Business Development Fast Facts**

- **23** events/workshops attended to present METRO’s Small Business Enterprise Program and contracting opportunities
- **11** partnerships initiatives to promote METRO’s Small Business Enterprise Program and contracting opportunities
- **17** Small Business University in-house training courses to SBE/DBEs
- **21** firms completed Business Assessments
- **90** firms completed Business Assessments since 2015
- **21** firms graduated from the Interagency Mentor/Protégé Program
- **5** Program recognitions received for METRO’s Small Business Enterprise Program and contracting
FY2018 Outreach, Community Support/Partnerships and Recognitions

In FY2018 the Office of Small Business collaborated with various partners and advocacy groups to address specific needs of the small business community through training, development and recruitment for METRO procurement opportunities.

Procurement Events/Workshops

- Acres Homes Chamber of Commerce
- Asian Chamber of Commerce
- Camara de Empresarios Latinos
- Capital One Getting Down to Business
- City of Houston's Meet the Buyer Purchasing Forum
- Galleria Chamber of Commerce
- Greater Houston Black Chamber
- Greater Houston Business Procurement Forum
- Greater Houston Partnership
- Houston Airport System Office of Business Opportunity
- Houston East End Chamber of Commerce
- Houston First Corporation
- Houston Hispanic Chamber of Commerce EXPO
- Houston Minority Business Development Agency (MBDA)
- Houston Minority Supplier Development Council EXPO
- Indo-American Chamber of Commerce of Greater Houston
- National Association of Minority Contractors (NAMC)
- National Contract Management Association (NASA JSC)
- University of Houston Small Business Development Center
- SCORE
- U.S. Small Business Administration (SBA)
- Women's Business Enterprise Alliance Annual EXPO
- Women Contractors Association (WCA)

In FY2018, METRO was honored to receive 3 awards and 2 nominations for its Small Business Enterprise Program and contracting.

Recognitions

- Subcontractor U.S.A. Top 25 Prime Contractors for Diversity and Supplier Diversity Champion
- The Greater Houston Business Procurement Forum Strategic Partner of the Year
- Services Cooperative Association Outstanding Service To The Community Recognition
- Women's Business Enterprise Alliance (WBEA)
  - Nominee for Corporate Volunteer of The Year
  - Nominee for Corporate Cutting-Edge Award
Partnerships

METRO partnered with local agencies, community organizations and training providers to promote METRO’s Small Business Program and contracting opportunities.
METRO Small Business University (SBU)

METRO’s Office of Small Business developed its own in-house training program: the Small Business University (SBU). This program is designed to help Small and Disadvantaged Businesses in obtaining METRO contracts. METRO’s SBU also trains internal staff on mandated Small and Disadvantaged Business requirements.

METRO’s Office of Small Business recognizes that its outreach programs must continually evolve to meet the needs of the Small and Disadvantaged Business Community. The following training/workshops and forums were added to enhance the abilities of the SBE/DBEs and prepare them for greater opportunities in obtaining METRO contracts.

METRO’s SBU offered the following programs in FY18:

- How To Do Business with METRO
- Hands on Certification/Recertification Training Workshops (Quarterly)
- Understanding METRO’s Information Technology (IT) Process
- How To Price Your Proposal
- METRO’s “Meet The Buyers!”
- Learn How To Do Business with METRO’s Human Resources (HR) & Benefits Departments
- Comprehensive Learning of METRO’s Solicitations
- Davis Bacon (Department of Labor) & LCP Tracker Training
- Learn How To Do Business with METRO’s Facilities Maintenance Department
- METRO Small Purchases (PO’s)
- How To Be Responsive and Responsible, When Responding to an “RFP, RFQ and IFB”
- OSHA 30 Training (Every Thursday in August)
- Bonding & Insurance Workshop
- Accessing Capital
- I’m Certified, What’s Next?
- Creating A Safety Plan
- Bidding Tips From Our Partners (SCORE, P-TAC, SBA, Greater Houston Procurement Forum)
October 11, 2017
Come Hear From Agencies Who Accept
METRO’s Certification 1900 Main Street
9am – 11:00am

November 8, 2017
Come Hear From Our Partners (SCORE, P-TAC, SBA, Greater Houston Procurement Forum) 1900 Main Street
9am – 11:00am

December 6, 2017
I’m Certified, What's Next! 1900 Main Street
9am – 10:30am

January 9, 2018
How To Do Business with METRO! Certification! Procurement Team! Opportunities!
5330 Griggs (Palm Center)
11:30am – 1:30pm

February 7, 2018
Understanding METRO’s Information Technology (IT) Process 1900 Main Street
9am – 10:30am

February 21, 2018
How to Price Your Proposal “Bidding Tips” 1900 Main Street
9am – 11:00am

March 7, 2018
METRO’s “Meet The Buyers” 1900 Main Street
1:30pm – 4:30pm

April 4, 2018
Learn How To Do Business with METRO’s Human Resources (HR) & Benefits Departments 1900 Main Street
9am – 11:00am

May 2, 2018
Comprehensive Learning of METRO’s Solicitations 1900 Main Street
9am – 11:00am

May 23, 2018
Davis Bacon (Department of Labor) & LCP Tracker Training 1900 Main Street
8am – 12:00 Noon

June 13, 2018
Learn How To Do Business with METRO’s Facilities Maintenance Department 1900 Main Street
9am – 10:30 am

July 18, 2018
How To Be Responsive and Responsible, When Responding to an "RFP, RFQ and IFB" 1900 Main Street
9am – 11:00am

August 9, 16, 23, 30, 2018 (Every Thursday in August)
OSHA 30 Training 1900 Main Street
8am – 5pm

August 8, 2018
Bonding & Insurance Workshop 1900 Main Street
9am – 11:00am

September 12, 2018
Accessing Capital 1900 Main Street
9am – 11:00am

METRO Quarterly Hands On, Online Certification Workshops

UH Small Business Development Center
2302 Fannin, Suite 200 - Houston, TX 77002
9:00am – 11:00am

April 10, 2018        June 19, 2018        September 13, 2018

www.ridemetro.org/SB-TrainingEvents
METRO SBE Business Assessment

METRO’s Office of Small Business supports the Authority’s mission and goals by providing leadership in promoting diversity and equal opportunity. METRO believes in the small business community having the tools it needs to be able to compete fairly in METRO’s contracting opportunities.

The Small Business Assessment tool is one of the mechanisms developed in 2015 to help assist in measuring small businesses’ abilities to effectively compete in METRO’s procurement process. The small businesses are asked for the following:

1. The firm’s revenue
2. Number of employees
3. The size (dollar amounts) of contracts on which they are currently working and have worked on in the past year. We list dollar amounts for them to choose from, starting with $100,000 - $299,999.
4. Bonding and insurance limits and line of credit, etc.

This specific information helps METRO to craft recommendations for assisting firms to effectively compete in the procurement process. METRO’s Office of Small Business has administered 90 assessments since inception of the Small Business Assessment Program.

In FY2018, METRO’s Office of Small Business provided SBE Business Assessments to 21 firms.

- ADSI
- Amen 2 Pressure Washing
- Bickham Services Unlimited LLC
- Dream Cleaning Service
- Enterprise Systems Corporation
- Ex Nihilo LLC
- Excalibur Exhibits, A Swords Co.
- Fidelis Companies LLC
- Hull Cleaning
- Interactive Solutions LLC
- JAGNELL LLC
- LandMore, Inc.
- Lina T. Ramey & Associates
- Liu Advanced Engineering LLC
- Midstream & Terminal Services LLC
- Original Food Co. LLC
- Phalanx Financial Solutions Group LLC
- Premier Wireless
- Pyramid Roofing & Construction Co., Inc.
- Role Model Productions LLC
- SAMES, Inc.
- Solutions Logistics & Transportation LLC
- Sportval LLC
- TC Computer Service, Inc.
- Venice Flooring and Remodeling
The Interagency Mentor-Protégé Program (IMPP) is a governmental partnership between Metropolitan Transit Authority (METRO), City of Houston, Houston Independent School District (HISD), Port Houston, Houston First, and Houston Community College (HCC), created to address the common issues that small business owners encounter in public procurements.

The Interagency Mentor-Protégé Program has been active for six (6) years - (2011, 2013, 2015, 2016, 2017 and 2018). Metropolitan Transit Authority (METRO), City of Houston, Houston Independent School District (HISD), and Port Houston teamed up to form a partnership to foster and strengthen long term, effective working relationships among established companies, local agencies and emerging and historically underutilized businesses. METRO was the only agency to complete the 2011 Interagency Mentor-Protégé Program (IMPP), with seven (7) graduates. In 2013, METRO, City of Houston, HISD and Port Houston rededicated their commitment to the IMPP. In 2017, Houston Community College and Houston First Corporation joined the Interagency Mentor-Protégé Program (IMPP) partnership.

The qualifications to participate in the IMPP are:
- Currently certified as a Small, Woman-owned, Veteran-owned, Minority-owned or Disadvantaged Business Enterprise by the City of Houston, METRO Small Business, or hold a current registration from the Port of Houston or the Houston Independent School District (HISD)
- In continuous operation for at least 24 months
- Revenues between $150,000 and $4 million in the most recent fiscal year
- Minimum of four (4) employees
- Must be able to commit to nine (9) workshops
- Must be able to identify the type of guidance needed for development

Applicants meeting the qualifications are interviewed by the partners and selected based on readiness to do business. Since inception of the program over 423 applications have been received, 131 firms were interviewed, and 109 firms graduated the program.

**FY2018 Protégés represented the following industries:**

<table>
<thead>
<tr>
<th>Industries</th>
<th>No. of Firms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction</td>
<td>4</td>
</tr>
<tr>
<td>Engineering</td>
<td>3</td>
</tr>
<tr>
<td>General Services</td>
<td>6</td>
</tr>
<tr>
<td>Information Technology (IT)</td>
<td>6</td>
</tr>
<tr>
<td>Professional Services</td>
<td>1</td>
</tr>
<tr>
<td>Supplies</td>
<td>1</td>
</tr>
</tbody>
</table>
FY2018 Protégés:

- All-N-One Services LLC
- Amazing Awards, Inc.
- AVA Landscape & Maintenance
- Bovay Engineers, Inc.
- Brannan Designs LLC
- C3S, Inc.
- Certitech Staffing Solutions LLC
- Corporate Move Consulting, Inc. dba CMCI
- EDS Training Sites LLC
- Genesis Cabling Solutions, dba Genesis Cabling & Lighting
- iGET Services LLC
- Karios Security LLC
- LATAVCO Consulting Group
- Teksync Technologies, Inc.
- Texas Precision Paving LLC
- The Basileia Group, Inc., dba New Dimension Pharmacy
- Twice Media Productions
- US Facility Tec LLC
- Verger Development Solutions LLC
- Washington & Son’s A/C and Heating LLC
- Wilson Building Services, Inc.

FY2018 Mentors:

- Binkley & Barfield
- Dominion Commercial Credit
- Facility Interiors
- Forde Construction Company, Inc.
- Gilbreath Communications
- Gunda Corporation
- Jacobs
- Levy Restaurants
- MBN Enterprises LLC
- MCA Communications
- McCarthy
- PBK Architects
- Rice and Gardner
- Satterfield and Pontikes
- Turner Construction
Glossary of Key Terms

• **13 Neighboring Counties**: Austin, Brazoria, Chambers, Colorado, Fort Bend, Galveston, Harris, Liberty, Matagorda, Montgomery, Walker, Waller and Wharton.

• **Annual Goal** – 35% of overall small and disadvantaged yearly participation on contracts with Small Business contract goals.

• **Disadvantaged Business Enterprise (DBE)** – Owned by African Americans, Hispanics, Native Americans, Asian-Pacific and Subcontinent Asian Americans, Caucasians with disabilities and women, whose personal net worth does not exceed $1.32M and meets Small Business Administration Industry Size Standards.

• **Disadvantaged Business Enterprise Goal** – Calculation is established by FTA guidelines and is applicable to Department of Transportation (DOT) funded contracts only.

• **Small Business Enterprise (SBE)** – A firm, regardless of race or gender, whose personal net worth does not exceed $1.32M and meets Small Business Administration Industry Size Standards.

• **Small Business/Disadvantaged Business Enterprises (SBE/DBE)** – Certified as Small Business and/or Disadvantaged Business

• **Small Business Contract Goal** – A subcontracting goal that is contract-specific based on the scope of work and the availability of small businesses to perform the job. The goal can be satisfied using Small Businesses, Disadvantaged Business Enterprises or a combination of Small and Disadvantaged Business Primes and Subcontractors.

  o METRO accepts Disadvantaged Business Enterprise certification from:
    - City of Houston - DBE
    - City of Austin - DBE
    - Corpus Christi Regional Transportation Authority - DBE
    - North Central Texas Regional Certification Agency - DBE
    - South Central Texas Regional Certification Agency - DBE
    - Texas Department of Transportation (DOT) approved DBE Certification
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