



**Washington Suburban
Sanitary Commission**

Small, Local and Minority Business Enterprise Program

Legislative Report

**Fiscal Year 2008
(July 1, 2007–June 30, 2008)**

WASHINGTON SUBURBAN SANITARY COMMISSION'S

SMALL, LOCAL AND MINORITY
BUSINESS ENTERPRISE PROGRAM

Fiscal Year 2008
July 1, 2007 - June 30, 2008

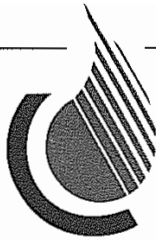
“Diversity, just the way we do business!”

PURPOSE

The Washington Suburban Sanitary Commission's ("WSSC") Small, Local and Minority Business Enterprise ("SLMBE") Office respectfully submits this Legislative Report in accordance with Article 29 §3-102(f)(6) House Bill 691/Ch. 621,2007 of the Annotated Code of Maryland, which states as follows:

"By September 15th of each year, the WSSC shall issue a report concerning the implementation and administration of the Minority Business Enterprise Program for the fiscal year ending on the preceding June 30th, and appropriate recommendations concerning the program, the Montgomery County and Prince George's County Senate and House Delegations to the Maryland General Assembly."





Washington Suburban Sanitary Commission

14501 Sweitzer Lane • Laurel, Maryland 20707-5902

COMMISSIONERS
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 Gene W. Counihan, Vice Chair
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 Hon. Adrienne A. Mandel
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INTERIM
 GENERAL MANAGER
 Teresa D. Daniell

INTERIM DEPUTY
 GENERAL MANAGER
 Rudolph S. Chow

INTRODUCTION LETTER

Dear Community and Business Partners:

Fiscal Year 2008 was very rewarding for the Commission as it relates to our Small, Local and Minority Business Enterprise ("SLMBE") Program. This was mainly due to the revitalization of our mandated Minority Business Enterprise ("MBE") Program and our commitment to the success of our SLMBE Program. Operating under a mandatory MBE Program and mandatory Small, Local Business Enterprise ("SLBE") Program, the Commission positioned itself to continue to contribute to the overall economic growth of the communities we serve.

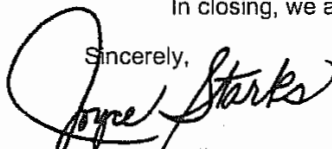
Fiscal Year 2008 was an excellent year for WSSC's SLMBE Program. Some of our accomplishments include:

- Exceeded our organization-wide objective of 25 percent contract payments to MBE firms;
 - **\$53M (27percent)** contract payments to MBE firms, a **\$14.1 Million** increase over FY07 (**\$38.9 Million**)
- Awarded **\$58.4 Million (27 percent)** of contracts to MBE firms;
- Paid **\$3.8 Million** to SLBE firms, an increase of **\$1.4 Million** over FY07 (**\$2.4 Million**);
- Awarded **33** contracts, totaling **\$5.2 Million** to first-time SLMBE vendors;
- Established and published our Commitment Statement to SLMBE firms;
- Developed and implemented a Centralized Bidder Registration ("CBR") web-based tool;
- Registered over **400** SLMBE Firms in CBR; and
- Enrolled **149** new SLBE firms in SLBE program.

We believe our vendor base should be as diverse as the 1.8 million residents we serve. As part of this effort, we are committed to being a leader in promoting the utilization of SLMBE firms. That is why the Commission employees continue to work daily to develop a sustainable base of ready, willing and able SLMBE firms to help meet the demands of our operation. The Commission realizes the value of having a diverse and inclusive vendor base that provides us with more options for better products and lower costs, and having those options helps us to provide better and reliable service to our customers.

We appreciate the recognition we have received for our dedication to our SLMBE community from the Maryland/District of Columbia Minority Supplier Development Council (MD/DC MSDC), ProBiz'08 and Women President's Educational Organization, but it is the value generated by our diverse vendor base that most excites us. As we continue to serve our growing community we must increase our reliance on innovative solutions, services, and ideas offered by our diverse vendor base.

In closing, we are very proud to present our FY'2008 SLMBE Program Annual Legislative Report.

Sincerely,

 Joyce Starks
 Chair



 Teresa D. Daniell
 Interim General Manager

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WHO WE ARE

This year the Washington Suburban Sanitary Commission marked its 90th anniversary. The WSSC was established on May 1, 1918. However, the concept of a bi-county water/sewer agency was first contemplated in 1912 following a strong complaint from our neighbors in the District of Columbia about the streams within the Nation's Capital being fouled by waste from Montgomery and Prince George's Counties.

The Commission was the brainchild of the public health officials, but it took the concentrated efforts of civic leaders like E. Brooke Lee, an esteemed Montgomery County politician, and T. Howard Duckett, a prominent Prince George's County attorney and entrepreneur (generally recognized as the "founding father" of the WSSC) to transform these admirable ambitions into what we all know today as the Commission.

The WSSC, which started with essentially no resources has grown with its service area (now 1,000 square miles, housing a population of nearly 1.8 million) to become the 8th largest water and wastewater facility in the United States. The Operating Budget for the fiscal year ending in 2008 was \$807.5 million. The WSSC is governed by six Commissioners with equal representation from Montgomery and Prince George's Counties. The Commission is recognized as a national leader in the water and wastewater industry. In tandem with the mission of the Commission "to provide safe and reliable water.... in a financially and ethically responsible manner," the SLMBE Program seeks to increase the Commission's spending with local minority businesses. The Minority Business Enterprise (MBE) Program is a multi-tiered program complete with policies and procedures. The policies and procedures include, but are not limited to, expenditure goals and compliance, third party certification requirements, dedicated resources and extensive community outreach.

OUR MISSION

We are entrusted by our community to provide safe and reliable water, life's most precious resource, and return clean water to our environment, all in a financially and ethically responsible manner.

THE MISSION OF THE SLMBE OFFICE

“The SLMBE Office is dedicated to creating an inclusive purchasing environment while building sustainable relationships; expanding opportunities; and cultivating growth of small, local minority business enterprises which adds value to the Commission and Community we serve.”

OUR STRATEGY

“Fiscally, to support the Commission in achieving its SLMBE objectives by offering trusted and convenient services to both our internal and external stakeholders through customized solutions that center around **Supplier Advocacy, Compliance, Extensive Outreach, and Supplier Development.**”

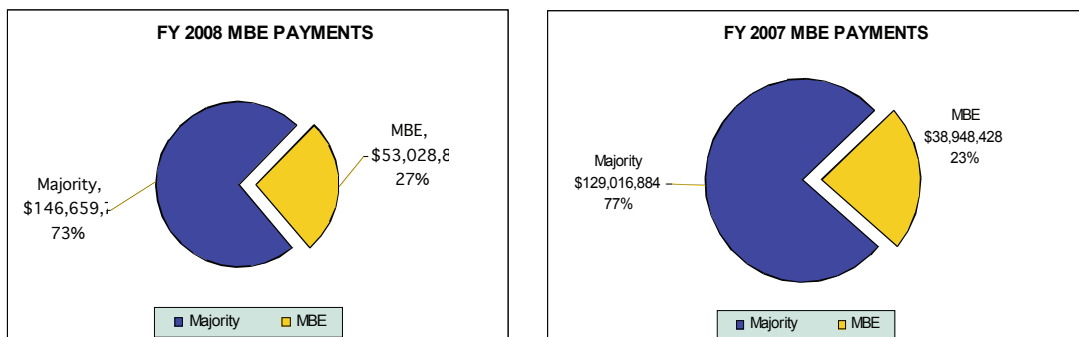
“Diversity, just the way we do business!”



EXECUTIVE SUMMARY

The Washington Suburban Sanitary Commission (“WSSC” or the Commission), the eighth largest water and wastewater utility in the United States is committed to the growth, utilization and success of small, local and minority business enterprises (“SLMBEs”) through its Small, Local and Minority Business Enterprise Program. In Fiscal Year (“FY”) 2008, the Commission spent \$53 million with Minority Business Enterprise (MBE) firms (defined as MBE firms and Woman-Owned Business Enterprise firms) and awarded \$58.4 million to MBE firms. The \$53 million in payments to MBE firms represents 27 percent of the total contract payments. In addition, 304 contracts were awarded to MBEs (valued at \$58.4 million) and 56 contracts were awarded to Small Local Business Enterprise (“SLBE”) firms (valued at approximately \$2 million). In FY2008, the Commission awarded 33 contracts, totaling \$5.2 million to first-time SLMBE firms with WSSC.

Figure 1—In FY2008, WSSC’s MBE Contract Payments exceeded FY2007 by \$14.1 million.

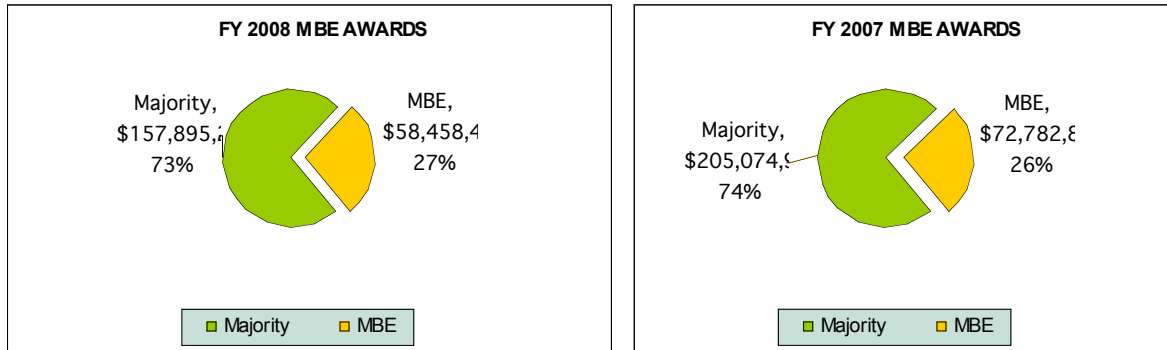


The momentum is growing. Spending with SLMBE firms has increased significantly during the past fiscal year, which is due not only to the restatement of the MBE Program legislation at the end of FY2007, but the leadership commitment to the Program. The Commission has found that it takes an active and committed Leadership Team, Staff, and Community to encourage and influence progress. A Commitment Statement to the SLMBE Program and the firms it serves was issued and widely-publicized, which has only been confirmed by the results the Program has yielded and the impact the Program has made on the community we serve. The Commitment Statement represented the Commission’s acknowledgement that living our core values means looking beyond its walls and into the community, to shouldering its social responsibility to the Community and its socio-economic development.

This Legislative Report will show the progress that has been made over the past Fiscal Year. Not only will we detail specific steps that the Commission has taken, we will document the successes, via data and metrics, the Program has yielded in the four contracting areas: Architecture and Engineering, Construction, Professional Service and Goods and Services. This report will share how the Commission implemented its various business initiatives to exceed its MBE payment objective in FY2008 and increase participation of SLMBE firms in its contracting opportunities. Of the \$53 million paid to MBE firms, 31 percent (\$16.7 million) was paid to African American –owned firms; 11 percent

(\$5.9 million) was paid to Asian-owned firms; 35 percent (\$18.6 million) was paid to Hispanic-owned firms; and 22 percent (\$11.8 million) was paid to Women-owned firms.

Figure 2—In FY2008, the MBE Contracts Award percentage exceeded FY2007.



In FY2008, the Commission launched a web-based Centralized Bidder Registration (CBR) portal, which provides a formal entry point in the Commission for all businesses seeking to do business with the WSSC. The CBR portal aids the Commission in “leveling the playing field” and providing fair and equal access to contracting opportunities. Because of the Commission’s commitment to the advancement of the SLMBE Program, MBEs and SLBEs are verified to be certified and/or approved and monitored to ensure that they get appropriate consideration. In addition, the SLMBE Office has worked with and/or educated all of its vendors and staff to encourage the utilization of the SLMBE firms, either as Primes or Subcontractors. These subcontracting opportunities hold tremendous potential for collaboration and partnership between majority or large firms and SLMBE firms.

The effort to build a strong, sustainable and trusted SLMBE Program at the Commission has been deliberate and organization-wide. From the development and implementation of its Centralized Bidder Registration web-based application to its increased focus on compliance, the Commission continues to ensure fair access to all vendors, including SLMBE firms, while achieving significant results as outline in this Report.

INTERNAL EFFORTS

WSSC's SLMBE Program stresses the importance of utilizing SLMBE firms. As a part of its continuous improvement process, the Commission has identified and implemented a series of internal initiatives designed to strengthen relationships with SLMBE firms and to improve its contract payments to SLMBE firms. WSSC's SLMBE Office's main focus is to assist the Commission with providing the maximum practicable opportunities to SLMBE firms. The following describes some of the internal activities that have taken place:

- **Established and communicated first ever Commitment Statement.** In nearly every successful situation, SLMBE programs begin with a high-level commitment from WSSC's Commissioners and Leadership Team. In FY2008, the Commission created, issued and communicated its first ever Commitment Statement to the growth and development of its SLMBE Program. The Commission continues to conceive and authorize the enhancement of its SLMBE Program, assuring that all segments of Prince George's and Montgomery Counties' business community have an opportunity to participate in all of its contracting opportunities. Recognizing the commitment to the Program must come from the top level of the organization the Commission formulated a Commitment Statement that embodies the level of dedication the Commission has to the success of its SLMBE Program. At the Commission the Commissioners and Leadership Team continues to endorse the SLMBE Program and initiatives. In fact the enhancement of the Program continues to be a core strategy of the Commission. Endorsement by the Commission leaders is considered essential to achieving the organization's SLMBE objectives. Support from the Leadership Team has set a standard of commitment that is expected throughout the Commission. Given Leadership involvement and commitment, Staff continues to be obligated to meeting and/or exceeding the fiscal year SLMBE payment objectives. They reach out to local SLMBE groups and organizations to achieve results.
- **Developed and implemented web-based Centralized Bidder Registration Portal.** Today, the confusing problem of access has been resolved by the development and implementation of the Centralized Bidder Registration (CBR) web-based portal, which provides an open door to all vendors. The web-based portal, located at www.wsscwater.com, is an interactive data repository and exchange for all vendors seeking to do business with the Commission. The portal is designed so that vendors, whether currently contracted or new to the Commission, can easily register and introduce its products and have equal access to contracting opportunities. In addition, all of the Commission's contracting opportunities are accessible through this portal. Part of the on-line registration process is the ability of vendors to identify themselves as SLBEs and/or MBEs. These statuses are validated by the SLMBE Office. Prior to the implementation of the CBR, potential bidders had to fill out a Bidder's Application; tracking and identifying ready, willing and able firms was a manual and time-consuming process. Since the launch of the CBR in December 2007, the Commission has 1648 registered vendors in its portal, of which approximately 600 are approved/certified SLMBE firms.

- **Enhanced Subcontracting Compliance.** WSSC's subcontracting web-based tool, SymTrac™, has supported the Commission in tracking all payments to all subcontractors and improving its reporting, tracking and monitoring of subcontracting plans. More importantly, this web-based application has assisted the Commission in ensuring that its subcontractors are paid in a timely fashion. All subcontracting plans must be approved via SymTrac™ before Notices-To-Proceed are issued to Prime contractors. This web-based application has also assisted the Commission in tracking its overall contract payments and awards to SLMBE firms. The Commission is working directly with all its vendors to encourage the utilization of SLMBE firms. It is the Commission's policy that each contract solicitation contains SLMBE requirements and those businesses seeking to do business with the Commission commit to requirements or submit a waiver detailing its "good faith efforts" to meet such requirements. This applies to all applicable agreements, contract amendments and/or contract renewals. In FY2008, the Commission received ten waiver requests and granted five of them. By encouraging and/or requiring SLMBE subcontracting participation, the Commission expects that these alliances between prime and subcontractor will grow into long-term relationships. Thus far, the Commission's SLMBE subcontracting efforts has achieved significant success as a result of performance criteria and requirements. In FY2008, the number of subcontracting plans entered into SymTrac™ and payments reported via SymTrac™ increased by more than 100 percent.
- **Improved tracking systems and scorecards.** The Commission continues to improve its methods of tracking against its contract payment and award SLMBE objectives and measuring and tracking specific spending. Since the inception of the MBE Program in 1978, the Commission has set targets related to its MBE Program. Prior to 2005 the Commission only tracked contracts awarded to MBE firms, however the Commission is now a leader among its peers in tracking and validating payments to SLMBE firms. MBE awards and payments are not only tracked by ethnicity and gender, but also locality and contracting area. Monthly reports are generated and communicated to leadership and staff that measure progress towards objectives. In addition, projection reports are generated and communicated to assist with business decisions related to maximizing the contracting participation of SLMBE firms. Reports related to subcontracting compliance and performance are generated and communicated monthly. In FY2008, the Commission established a fiscal MBE contract payment objective of 25 percent and that objective was exceeded. The percentage of spending with SLMBE firms has increased since targets were put in place and monthly reporting was initiated. In FY2007, payments to MBE firms totaled \$38.9 million and in FY2008 payments to MBE firms totaled \$53 million. In addition, in FY2007 payments to SLBE firms totaled \$2.4 million and in FY2008 payments to SLBE firms totaled \$3.8 million.
- **Improved cross-functional accountability.** The Commission continues to recognize that in order for SLMBE firms to succeed at the Commission, the SLMBE Office must work in tandem with the Acquisition Office and Staff Offices. The closer these teams are aligned, the more successful they are in bringing in new SLMBE primes and increasing the level of participation of SLMBE firms in the Commission's

contracting processes. At the Commission, the SLMBE Office is integral to the Acquisition process. They participate on the Purchase Order Review Committee; the Director of the SLMBE Office is a voting member on this committee, and act as advisors and/or voting members on Contracting ad hoc committees and the Consultant Selection Committee. The SLMBE Office provides input throughout the Acquisition process, from developing the scope of work to awarding contracts. The SLMBE Office manages SLMBE vendor databases and provides support and resources to vendors and internal stakeholders. Whenever possible, the SLMBE Office introduces SLMBE firms to Staff. Also, the Commission aligned goals for SLMBE with organizational objectives across the Commission. There are champions and advocates for the SLMBE program Commission-wide and the SLMBE Program remains a part of the Commission's strategic plan. Everyone understands that the SLMBE Program is a critical part of what we are trying to accomplish.

- **Improved internal business process controls.** The SLMBE Office continues to document and update its repeatable processes to ensure continuity and positive outcomes. In FY2007, the SLMBE Office initiated the documentation of all its business-related processes to improve its customer service levels and processing times for requests. Since the establishment of this process the SLMBE Office has reduced its processing time for requests from 17 business days to 5.6 business days and improved responsiveness to customers' concerns. Having documented business processes and practicing them consistently has contributed to the overall success of the SLMBE Office and Program. By having these business processes documented the SLMBE Office has positioned itself to be able to transfer knowledge and ensure a consistent level of performance.
- **Increased and improved Community Outreach.** All Commission staff participates in the WSSC's SLMBE Program outreach efforts. These efforts include, but are not limited to, serving as members of local Minority Business Council board members, members of Small Business Councils, and members of local, regional chambers of commerce. Also, staff participates in trade fairs for SLMBE firms. The Commission hosted, participated in and/or attended over 30 community outreach events in FY2008, a majority with over 100 attendees. The SLMBE Office produced and communicated quarterly newsletters and weekly announcements to its targeted audiences. In addition, the Commission introduced Vendor Days at the Commission, which afforded vendors the opportunity to meet end users, establish relationships, encourage matchmaking, and learn about specific contracting opportunities. Also, the SLMBE Office maintains an internet website that includes information about upcoming events, policies and procedures, certification information and other resources. The SLMBE Office also advertised the launch of the Commission's CBR web-based portal in local publications and trade magazines.
- **Continued to educate and create awareness about the SLMBE Program.** While the Leadership Team is engaged and committed to the success of the SLMBE Program, formal awareness and education about the Program was given to various teams Commission-wide at their Staff Meetings. Continuously, staff

communications related to the SLMBE Program are shared via emails, internal publications and other media regarding SLMBE firms' services and capabilities, leadership communications related to system goals and objectives, invitations to participate in vendor fairs and networking opportunities and mass e-mails regarding SLMBE Program updates. Numerous resources and tools are available to Staff to increase their awareness about the program and its activities. In FY2008, the SLMBE Office along with the Acquisition Office conducted a formal training for the leadership staff.

- **Increased dedicated Staff to Program.** In FY2008, the SLMBE Office created and advertised two newly created positions. These positions were created to further the advancement of the SLMBE Program and to meet the growing demands of stakeholders. Specifically, the SLMBE Field Compliance position was created to supplement the Commission's quantitative compliance process. The field compliance position will track, monitor and assess the qualitative aspects of subcontracting plans by conducting field and/or site visits and interviews with both primes and subcontractors, and ensuring that subcontractors are performing commercially useful work and engaging in work as reported on subcontracting plans. The Business Process Support Technician position was created to support the entire SLMBE Program efforts that center around, but are not limited to, Supplier Advocacy, Compliance, Outreach and Supplier Development.
- **Continued to make progress with the establishment and implementation of a MBE Program Policy.** Since FY2008, the MBE Program has been operating under an interim MBE Standard Procedure that was established in 1996 while the Commission considers viable options for its MBE Program Policy. The board of Commissioners established an MBE ad hoc committee which was co-chaired by one Commissioner from each county to help facilitate and expedite the formulation of its MBE Program Policy. A draft of the MBE Program Policy is being considered and has been shared with the Public for comments.

COMMITMENT TO SMALL, LOCAL AND MINORITY BUSINESS PROGRAM BRINGS RESULTS: PERFORMANCE MEASURES DATA AND GRAPHICS

In FY 2008, the Commission awarded contracts totaling \$216,353,692. This amount represents contracts awarded in four (4) Contracting Areas: Architecture and Engineering, Construction, Professional Services and Goods and Services. Of the total value of contracts awarded in FY2008, \$58,458,423, or 27 percent, was awarded to certified MBE firms. In addition, in FY2008, the Commission's total contract payments were \$199,688,611. The contract payments to Small, Local and Minority Business Enterprise (SLMBE) firms were \$53,028,891, or 27 percent of the Commission's total contract payments, which exceeded the organization-wide MBE payment objective of 25 percent. It is important to note that the Commission continues to surpass its peers in capturing, monitoring and reporting SLMBE payment data, which is essential to reporting the effectiveness of its SLMBE program. The Leadership Team and Staff played an integral role in making significant progress in this area.

SLMBE program initiatives have resulted in 304 contracts being awarded to certified MBE firms and 56 contracts being awarded to approved SLBE firms. In addition, the Commission Purchasing Card ("P-Card") performance with MBE firms improved over FY2007 (14 percent or \$363,955). In FY2008, the Commission purchases with the P-Card totaled \$4.7 million, of which 15 percent, or \$691,118, was paid to self-certifying MBE firms.

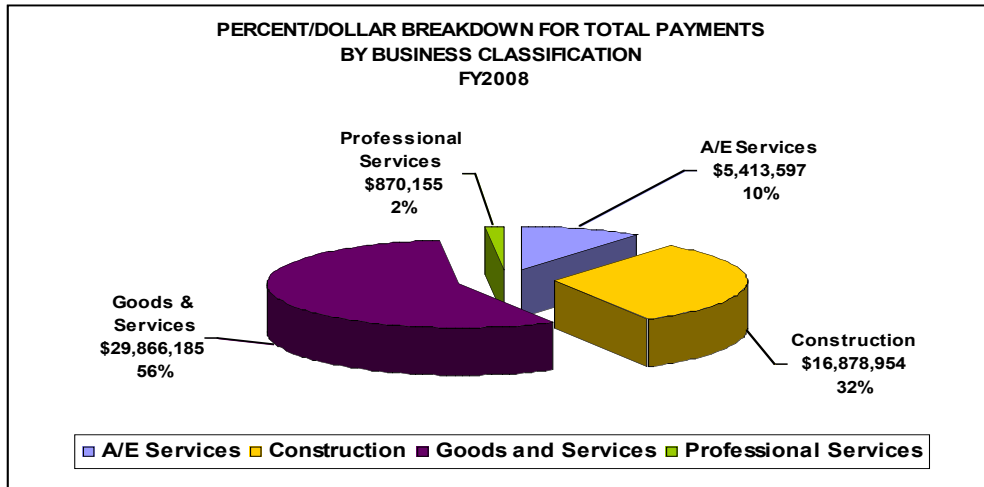
PERFORMANCE MEASURES, DATA AND GRAPHICS

FIGURE 1: SUMMARY OF TOTAL CONTRACT PAYMENTS FOR FY2008

Contracting Area	Goal	M/WBE %	MBE	WBE	Majority	M/WBE Totals (\$)
A/E Services	24%	23%	\$ 5,225,801	\$ 187,796	\$ 18,083,275	\$ 5,413,597
Construction	20%	21%	\$ 16,840,554	\$ 38,400	\$ 62,238,309	\$ 16,878,954
Goods and Services	28%	33%	\$ 19,550,661	\$ 10,315,524	\$ 59,634,591	\$ 29,866,185
Professional Services	20%	11%	\$ 868,175	\$ 1,980	\$ 6,703,546	\$ 870,155
Totals		27%	\$ 42,485,190	\$ 10,543,700	\$ 146,659,720	\$ 53,028,891

FIGURE 1-A FY2008 SUMMARY OF TOTAL CONTRACT PAYMENTS BY BUSINESS CLASSIFICATION

The graph below represents the breakdown of the \$53 million dollars paid to MBE firms in the four Contract Areas.



Note: Payments reported above are total of Women Owned (WBE) and Minority-owned (MBE) Businesses. The dollars are shown separately and totaled by contract area in the Figure 1.

SUMMARY OF TOTAL CONTRACT PAYMENTS AND AWARDS FOR FY2008

In FY2008, the WSSC exceeded the goal to pay and award 25 percent of its total dollars to minority-owned firms. Both payments and award dollars to MBE firms were 27 percent of total dollars awarded and paid. The fact that the percentages are the same for both awards and payments is coincidental. Dollars awarded can not predict the amount that will be paid within a fiscal year. The various contracting areas have different payment patterns. Architecture and Engineering and Construction generally have long-term contracts that may be paid over a period of several fiscal years. Goods and Services and Professional Services contracts normally pay out in a much shorter period of time. However, these contracts are prone to changes in dollar amounts as the Commission's needs and requirements change.

Provided on the next several pages are graphical depictions of payment and award dollars for Fiscal Year 2008. The graphs and tables are meant to give a detailed analysis of where the dollars have been paid and awarded. The WSSC strives to provide a transparent view of how the Minority Business Enterprise Program is performing and thriving.

FIGURE 1-B FY2008 SUMMARY OF TOTAL CONTRACT PAYMENTS TO MINORITY BUSINESSES

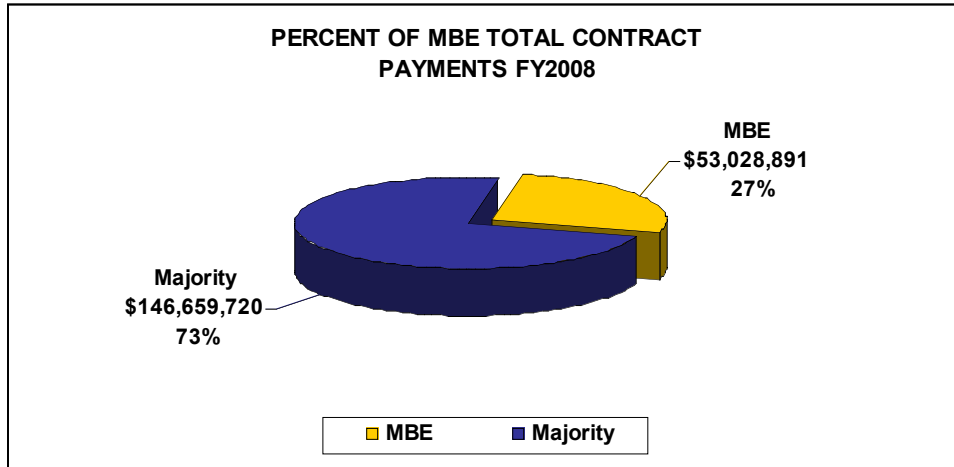


FIGURE 2. FY2008 SUMMARY OF TOTAL CONTRACT PAYMENTS BY ETHNIC CLASSIFICATION

Of the **\$53 Million** in contract payments to MBE firms in FY2008 **\$16.7 Million (32 percent)** went to African American-owned businesses; **\$5.9 Million (11 percent)** went to Asian-owned firms; **\$11.7 Million (22 percent)** went to Female-owned firms; and **\$18.6 Million (35 percent)** went to Hispanic-owned firms.

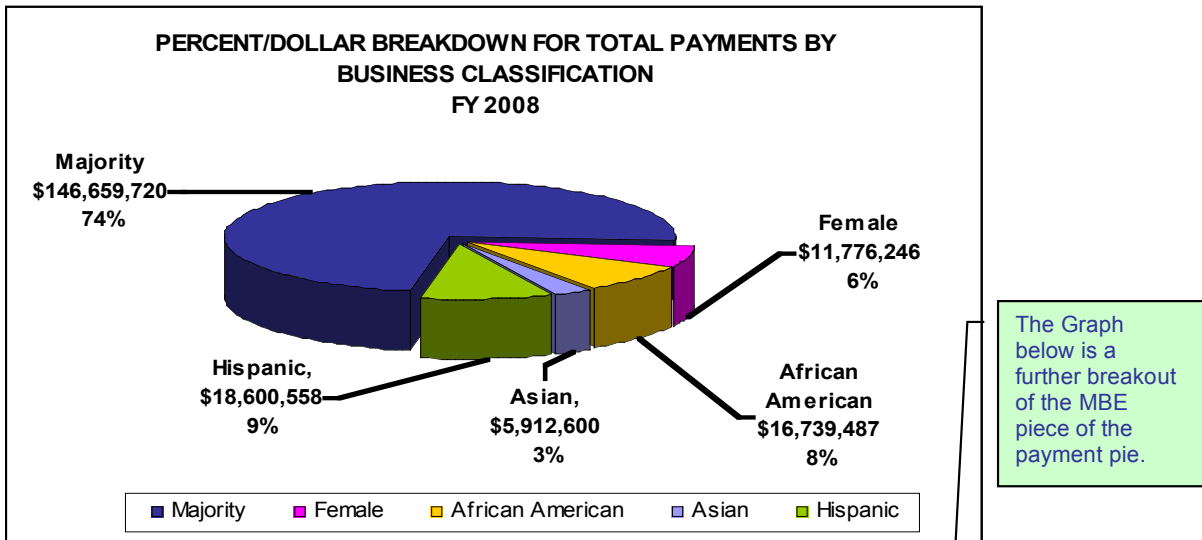
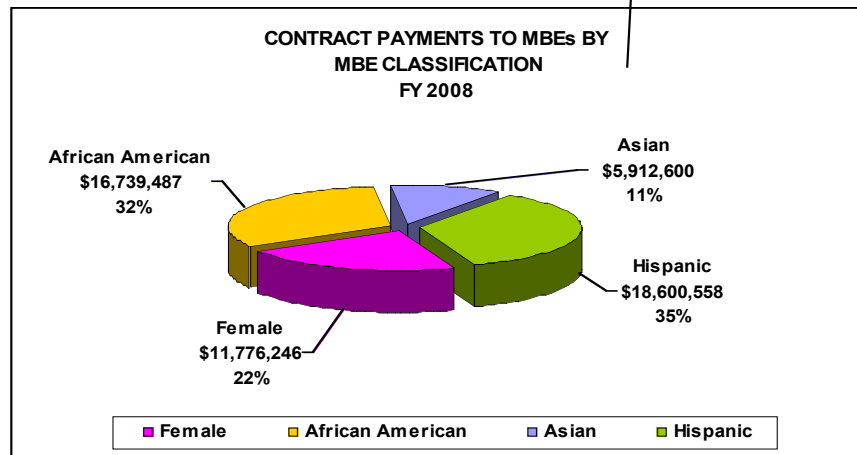


FIGURE 2-B. FY2008 SUMMARY OF MBE CONTRACT PAYMENTS BY ETHNIC CLASSIFICATION



FY2008 SUMMARY OF TOTAL CONTRACT PAYMENTS BY LOCATION

From the Commission's **\$53 Million** contract payments to MBE firms in FY2008, **\$6.9 Million, (13 percent)** went to businesses in Montgomery County and **\$22 Million (42 percent)** went to businesses in Prince George's County.

FIGURE 3. FY2008 TOTAL MBE CONTRACT PAYMENTS BY LOCATION

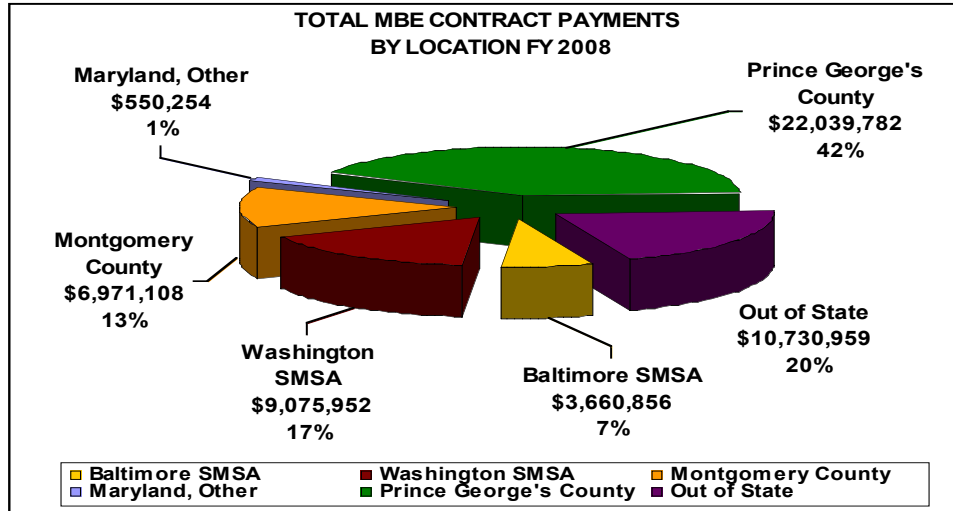
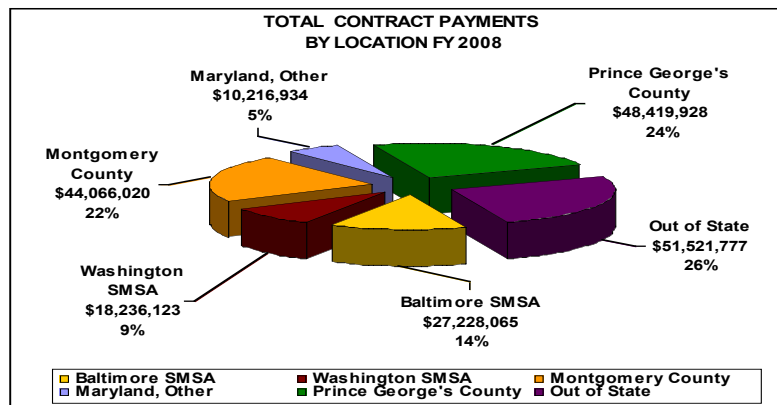


FIGURE 3-A. FY2008 SUMMARY OF TOTAL CONTRACT PAYMENTS BY LOCATION



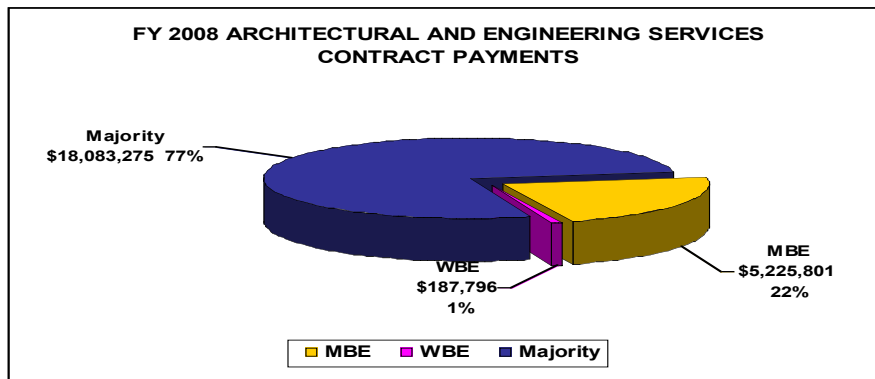
From the **\$44 Million** paid to businesses in Montgomery County, minority-owned business received **\$6.9 Million (15.8 percent)**. In Prince George's County minority-owned businesses were paid **\$22 Million (45.5 percent)** of the **\$48 Million** total contract dollars paid.

FY2008 CONTRACT PAYMENTS TO MBE VENDORS BY CONTRACTING AREA

FIGURE 4. ARCHITECTURE AND ENGINEERING SERVICES CONTRACT PAYMENTS (\$28.9M)

Architectural and Engineering contract payments totaled **\$23.49 Million**. Of the **\$23.4 Million**, **\$5.2 Million (22 percent)** went to MBE firms and **\$187 Thousand (1 percent)** went to women-owned (WBE) firms.

FIGURE 4-A.



CONSTRUCTION SERVICES CONTRACT PAYMENTS

Construction Services contract payments totaled **\$79 Million**. Of the **\$79 Million**, **\$16.8 Million (21 percent)** went to MBE firms and **\$38 Thousand (less than 1 percent)** went to women-owned (WBE) firms.

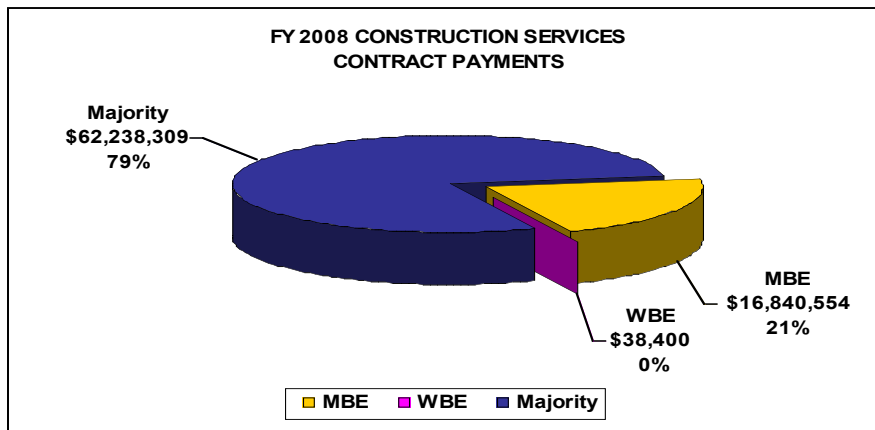


FIGURE 4-B. GOODS AND SERVICES CONTRACT PAYMENTS

Goods and Services contract payments totaled **\$89.5 Million**. Of the **\$89.5 Million**, **\$19.5 Million (22 percent)** went to MBE firms and **\$10.3 Thousand (12 percent)** went to women-owned (WBE) firms.

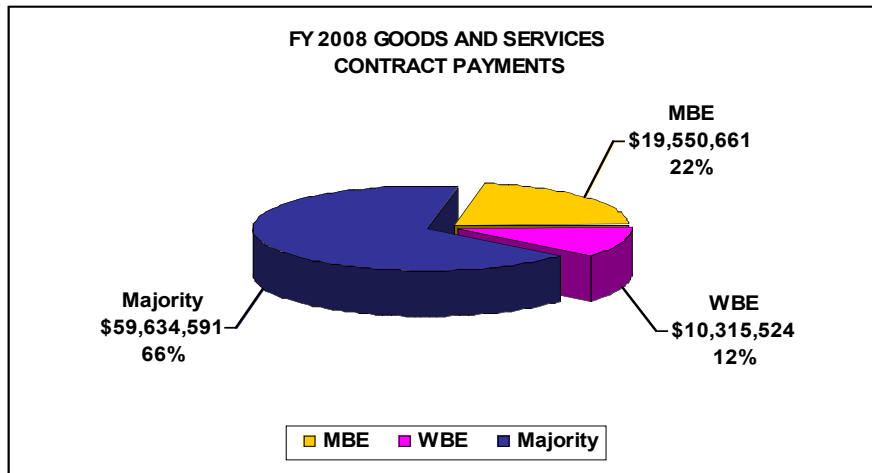
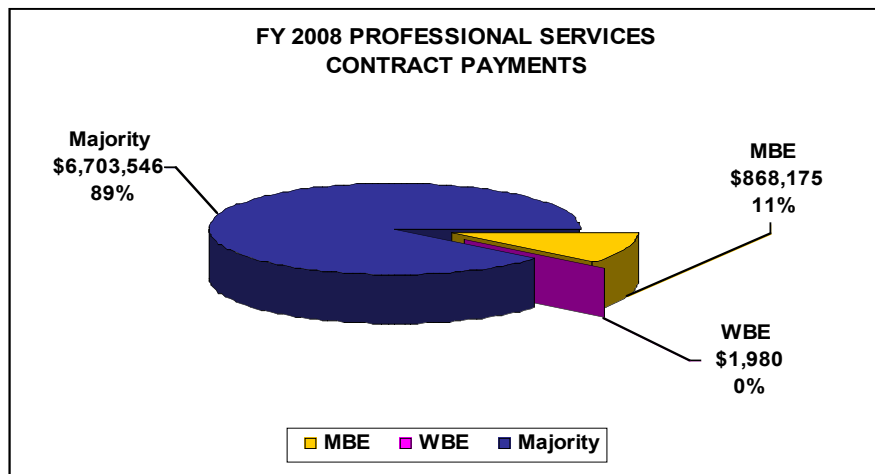


FIGURE 4-C. PROFESSIONAL SERVICES CONTRACT PAYMENTS

Professional Services contract payments totaled **\$7.5 Million**. Of the **\$7.5 Million**, **\$868 Thousand (11 percent)** went to MBE firms and approximately **\$2 Thousand (less than 1 percent)** went to women-owned (WBE) firms.



CONTRACT AWARDS FOR FY2008

In FY2008, the contracts awarded totaled **\$58.4 Million** to MBEs. Of the **\$58.4 Million, \$40.9 Million (70 percent)** was awarded to prime MBE firms and **\$17.5 Million (30 percent)** was awarded to MBE subcontractors.

FIGURE 5. SUMMARY OF TOTAL MBE PRIME CONTRACT AWARDS FOR FY2008

Contracting Area	MBE%	Majority	MBE	Total (\$)
A/E Services	24%	39,043,052	12,208,446	51,251,498
Construction	10%	47,965,632	5,368,782	53,334,414
Goods & Services	36%	66,287,669	37,217,311	103,504,981
Professional Services	44%	4,598,916	3,663,884	8,262,800
Totals	27%	157,895,269	58,458,423	216,353,692

FIGURE 5-A. SUMMARY OF TOTAL MBE SUBCONTRACT AWARDS FOR FY2008

Contracting Area	Sub % of MBE	Sub Award	Prime Award	Total MBE Award
A/E Services	87%	10,609,583	1,598,862	12,208,446
Construction	38%	2,030,097	3,338,685	5,368,782
Goods & Services	13%	4,765,189	32,452,122	37,217,311
Professional Services	4%	136,014	3,527,870	3,663,884
Totals	30%	\$ 17,540,883	\$ 40,917,539	\$ 58,458,423

*MBE refers to both certified minority and women business enterprises.

FIGURE 5-B FY2008 SUMMARY OF TOTAL CONTRACT AWARDS TO MINORITY BUSINESSES

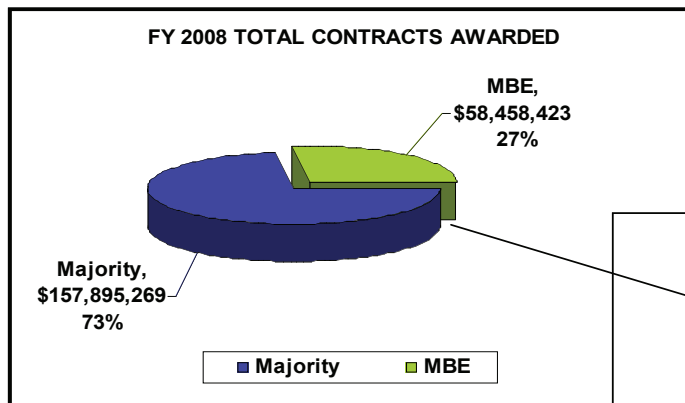
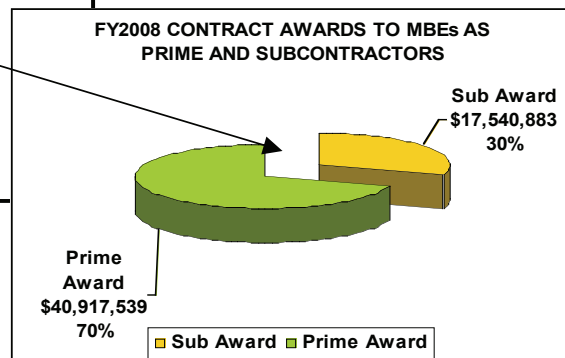


FIGURE 5-C SUMMARY OF CONTRACT AWARDED TO PRIME AND SUBCONTRACTORS



*MBE refers to both certified minority and women business enterprises.

FY2008 CONTRACT AWARDS TO MBEs BY CONTRACTING AREA (PRIME AND SUBCONTRACTOR COMPARISON, (\$58.4 MILLION)

FIGURE 6. ARCHITECTURE AND ENGINEERING SERVICES (\$12.2 MILLION)

In FY2008, the contracts awarded to Architecture and Engineering MBE firms totaled **\$12.2 Million**. Of the **\$12.2 Million**, **\$1.59 Million (13 percent)** was awarded to prime Architecture and Engineering firms and **\$10.9 Million (87 percent)** was awarded to MBE Architecture and Engineering subcontractors.

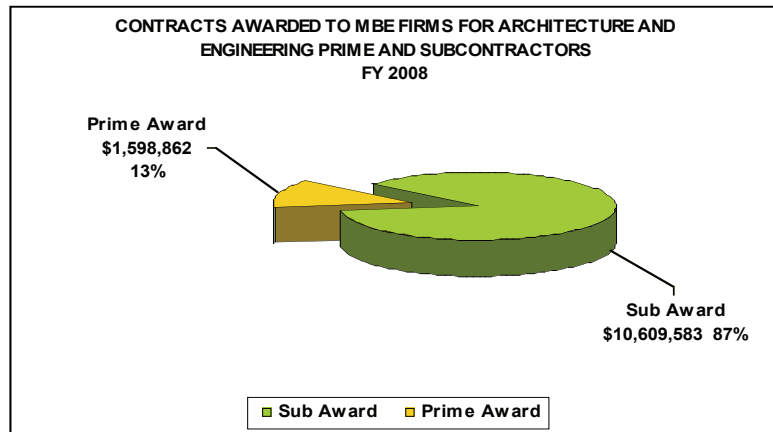


FIGURE 6-A. CONSTRUCTION SERVICES (\$5.36 Million)

In FY2008, the contracts awarded to Construction Services MBE firms totaled **\$5.36**. Of the **\$5.36 Million**, **\$2 Million (38 percent)** was awarded to prime Construction Services firms and **\$3.3M (62 percent)** was awarded to MBE Construction Services subcontractors.

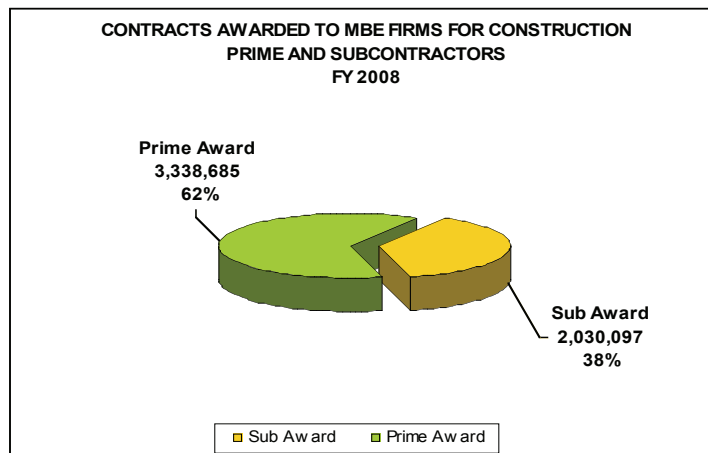


FIGURE 6-B. GOODS AND SERVICES (\$37 Million)

In FY2008, the contracts awarded to Goods and Services MBE firms totaled **\$37 Million**. Of the **\$37 Million**, **\$32 Million (87 percent)** was awarded to prime Goods and Services firms and **\$4.7 Million (13 percent)** was awarded to MBE Goods and Services subcontractors.

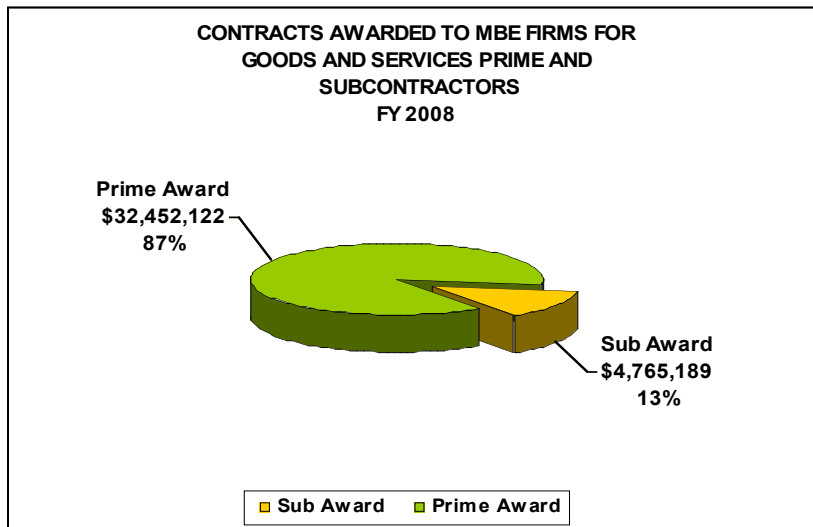
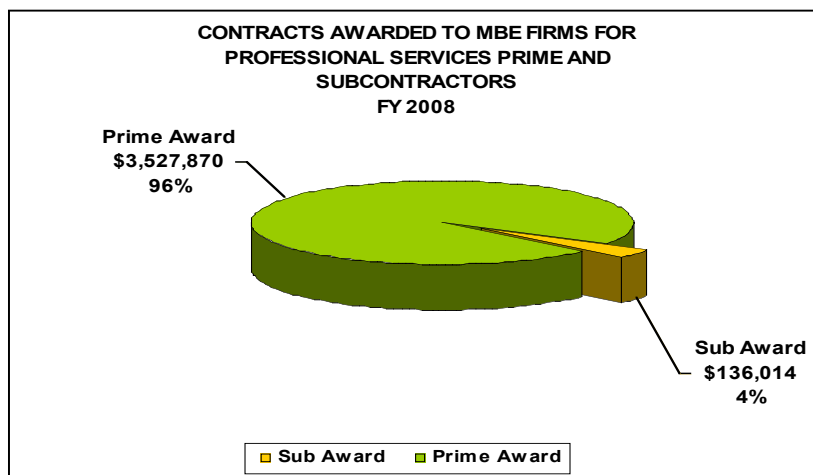


FIGURE 6-C. PROFESSIONAL SERVICES (\$3.6 Million)

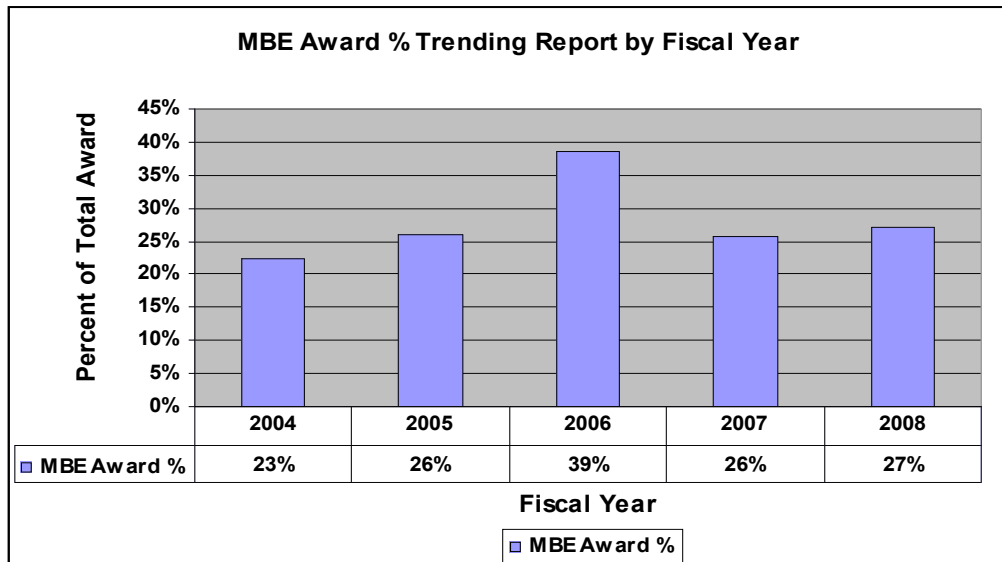
In FY2008, the contracts awarded to Professional Services MBE firms totaled **\$3.6 Million**. Of the **\$3.6 Million**, **\$3.5 Million (96 percent)** was awarded to prime Professional Services firms and **\$136 Thousand (4 percent)** was awarded to MBE Professional Services subcontractors.



CONTRACT AWARDS FIVE-YEAR FISCAL TRENDING REPORT FY2008

FIGURE 7. FIVE FISCAL YEAR TRENDING

The trending data reveals that the Commission on average awards 26 percent of its total contract awards to MBE firms. However, in FY2006, 39 percent was awarded to minority-owned businesses. Although FY2006 percentage was higher than the other five years, FY2007 holds the record for the highest dollar amount awarded to MBE firms with FY2008 holding the second highest in five years.



SUMMARY REPORT FISCAL YEAR TRENDING

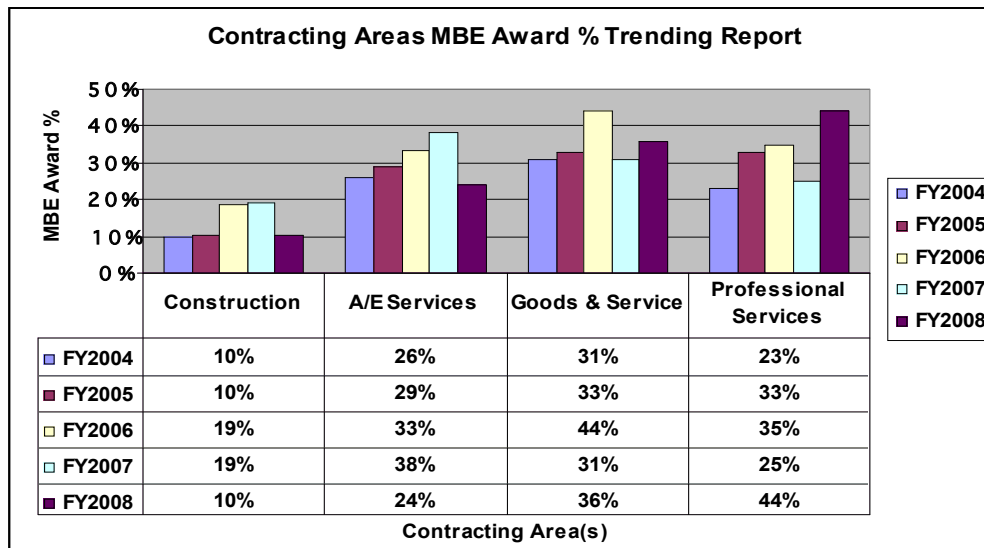
FIGURE 7-A

Fiscal Year	MBE Award	MBE Award %	Majority Award	Total Award
2004	\$ 27,100,151	26%	\$ 77,487,504	\$ 104,587,655
2005	\$ 37,640,676	26%	\$ 106,500,645	\$ 144,141,321
2006	\$ 53,524,242	39%	\$ 84,814,731	\$ 138,338,973
2007	\$ 65,942,556	26%	\$ 191,685,713	\$ 257,628,269
2008	\$ 58,458,423	27%	\$ 157,895,269	\$ 216,353,692

**SUMMARY FISCAL YEAR
TRENDING REPORT FY2008**

**FIGURE 8. CONTRACTING AREAS MBE AWARD
FISCAL YEAR TRENDING REPORT**

The Chart below provides MBE contract award percentage trending data by contracting area. In FY2008, Construction awards fell significantly from FY2007. This may be attributed to an increase in SLBE mandatory participation on Construction Contracts. Architecture and Engineering (A&E) awards also fell significantly from 38 percent in FY2007 to 24 percent in FY2008. Despite this drop there were more awards made to MBE prime vendors in Architecture and Engineering than in previous years. Goods and Services showed an increase in FY2008 from FY2007 of 5 percent. Professional Services showed the largest increase of MBE awards of all contracting areas with a 19 percent increase in FY2008 over FY2007.



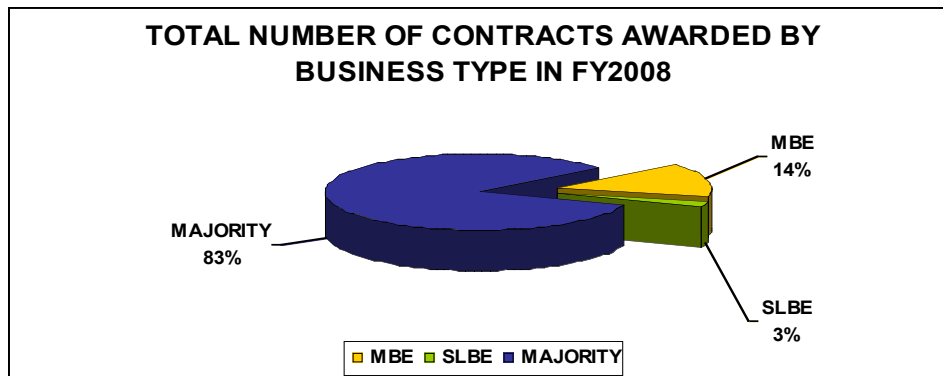
TOTAL NUMBER OF CONTRACTS AWARDED

In FY2008, WSSC awarded 2,125 contracts, of which 14 percent (304) were awarded to MBE firms and 3 percent (56) was awarded to SLBE firms. The number of total contracts awarded in FY2008 is less than awarded in FY2007 but the number awarded to both MBE and SLBE firms increased by 2 percent each.

FIGURE 9. NUMBER OF CONTRACTS AWARDED FY2008

TOTAL CONTRACTS AWARDED		
BUSINESS TYPE	NUMBER	% OF AWARDS
MBE	304	14%
SLBE	56	3%
MAJORITY	1765	83%
TOTAL AWARDS	2125	100%

FIGURE 9-A. GRAPH OF NUMBER OF CONTRACTS AWARDED FY2008



SMALL LOCAL BUSINESS ENTERPRISE (“SLBE”) DATA

The SLBE Program is intended to provide an additional race and gender neutral vehicle for the Commission to use in its efforts to ensure that all segments of its local business community have a reasonable and significant opportunity to participate in WSSC contracts. The SLBE Program also furthers the Commission’s public interest to foster effective broad-based competition from all segments of the vendor community, including, but not limited to, minority business enterprises, small business enterprises, and local business enterprises. In addition, the SLBE Program provides additional avenues for the development of new capacity and new sources of competition for WSSC contracts from the growing pool of small and local businesses.

In FY2008, WSSC’s payments to SLBE firms were **\$3,835,602**. This is a **\$1.4 Million increase** from FY2007. The dollars associated with the SLBE Program are strictly SLBE payments. These dollars are not double counted as MBE dollars or vice versa. Payments to SLBEs by Contracting Area are listed in the table below.

FIGURE 10. SUMMARY FY2008 PAYMENTS TO SLBE FIRMS

Contracting Area	Totals
Goods & Services	\$ 128,289
Professional Services	\$ 90,530
A/E Services	\$ -
Construction	\$ 3,616,783
Totals	\$ 3,835,602

FIGURE 10-A. SLBE CONTRACTS AWARDED BY COUNTY

In FY2008, the WSSC awarded a total of **56** contracts to SLBE firms. Of that, **23** SLBE firms were located in Montgomery County and **25** were located in Prince George's County.

SLBE Contracts Awarded	
County	Contracts Awarded
Montgomery	23
Prince George's	25
Non-Local*	8
Total	56

*Firms located outside Montgomery or Prince George's Counties may participate in the SLBE Program if at least twenty-five percent of their workforce is domiciled in one or both counties.

FISCAL YEAR 2008 PROCUREMENT CARD ("P-CARD") PURCHASES

Procurement Cards (P-Cards) are utilized for purchases under \$5,000. Currently, P-Card expenditures are not included in the WSSC's MBE payment data. However, the WSSC is exploring ways to enhance the ability to capture and track MBE payments via the P-Card and encourage MBE purchases via P-Card.

According to the best available data, in FY2008 WSSC's MBE P-Card performance was **\$363,955** or **14 percent** of all P-Card purchases were with MBE firms. It is important to note that MBE payments depicted in the chart and table below are with self-certifying MBE firms.

FIGURE 11. PROCUREMENT CARD PURCHASES GRAPH

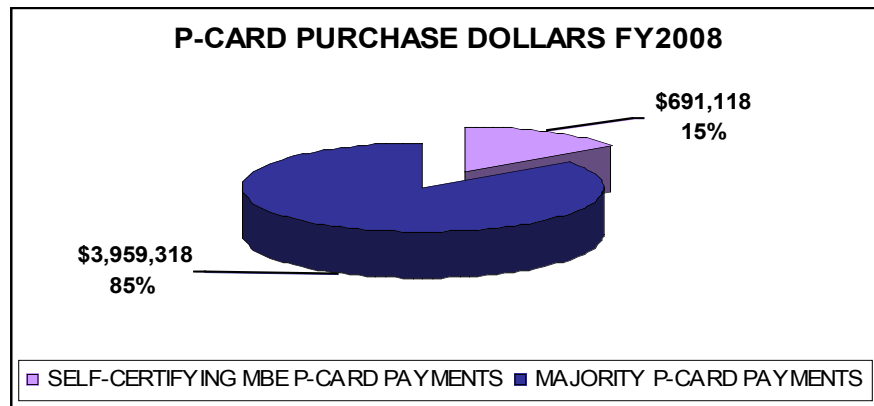


FIGURE 11-A. PROCUREMENT CARD TOTAL PURCHASE DOLLARS FY2008

VENDOR TYPE	DOLLARS SPENT	% OF TOTAL
SELF-CERTIFYING MBE P-CARD PAYMENTS	\$ 691,118	15%
MAJORITY P-CARD PAYMENTS	\$ 3,959,318	85%
TOTAL P-CARD PAYMENTS	\$ 4,650,436	100%

OUTREACH EFFORTS

WSSC is committed to providing SLMBEs with the maximum practicable opportunities to participate in the performance of contracts awarded by WSSC including the following external outreach efforts:

- **Current and working involvement with Supplier Diversity Organizations.** The SLMBE Office is an active member of several minority business organizations both locally and nationally. These organizations include: Prince George's Chamber of Commerce, Montgomery County Hispanic Chamber of Commerce, the Maryland-Washington Minority Contractor's Association, Maryland-District of Columbia Minority Supplier Development Council, Asian-Pacific Chamber of Commerce, and the Women's Professional Educational Association.
- **Continued External Outreach.** In FY2008, the Commissioners, Interim General Manager, Interim Deputy General Manager, SLMBE Office and WSSC Staff met with MBE agencies, organizations, and companies or individuals and participated in trade shows, procurement fairs, roundtable discussions and one-on-one meetings. This active engagement has definitely impacted our certified-MBE database and approved SLBE list, which has increased business participation and enhanced MBE relationships with our staff.
- **Maintained SLMBE Web Site.** The SLMBE website provides a wealth of information to our vendors and is accessible from the Commission's web site at www.wsscwater.com. Our web site provides vendors with information about WSSC's SLMBE program and contracting opportunities. Additionally, vendors can obtain contact information for the SLMBE Office, learn about upcoming bid opportunities, access our compliance tracking system, review our governing policy, review procedures and the disparity study, retrieve applications and forms related to our program, link to other resource agencies, and review a list of our Outreach events and activities.
- **Issued quarterly newsletters and weekly e-blast communications.** The SLMBE quarterly newsletter and weekly e-blast communication are designed to keep SLMBE firms informed about key events, relevant research, and contracting opportunities. These communications provide a brief description of news, events and other resources. In the quarterly newsletter we highlight SLMBE firms in our "Vendor Spotlight" column and provide professional development tips for our vendors. The quarterly newsletter and e-blast communication shares helpful news and information with SLMBE vendors in the community.

The following list of community outreach activities is by no means exhaustive; however, it depicts a glimpse of the variety of events that the SLMBE Office attended, exhibited, or participated in FY2008 to further our goal of promoting our SLMBE program:

- **November, 2007** -- The Maryland/District of Columbia Minority Supplier Development Council nominated Michael Turner and Sheldon Edwards as the Council's 2007 Supplier Diversity Advocate and Coordinator of the Year.
- **August, 2008** -- A Small, Local, and Minority Business Enterprise (SLMBE) program employee Thomas (Mike) Turner was honored at the ProBiz'08 Conference on August 1st. ProBiz'08 is the region's most significant small business opportunity conference in the Mid-Atlantic Region designed to connect small local businesses with over \$10 billion in opportunities with regional government procurement officials, private sector prime contractors and federal procurement officials. Turner, SLMBE Program Unit Coordinator, was recognized by ProBiz'08 for his advocacy, dedication and support of Small Business, MBE Program and Supplier Diversity initiatives. He was one of the honorees at the Regional Awards Banquet held August, 1 in Silver Spring, Maryland.

EXTERNAL OUTREACH EVENTS

- **July 9, 2008** -- The SLMBE Office exhibited at the 2007 Prince George's County 4th Annual Small Business Expo. The theme was "Capacity Building, Readiness for Success." The Conference was held at Camelot of Upper Marlboro, Maryland.
- **September 13-14** -- The SLMBE Office exhibited at the National Minority Enterprise Development Conference (MedWeek) Conference. The theme was "Celebrating the Legacy through Competitiveness." The event was held at the Marriott Wardman Park Hotel, Washington, DC. The SLMBE Office registered 3 new vendors from this event into the SLBE Program.
- **September 19** -- The SLMBE Office was featured at the Prince George's County Economic Development Corporation/Small Business Initiative (SBI) annual **WSSC's Procurement Day**. The Acquisition's Office and SLMBE Office presented a power point presentation on "How to do Business with WSSC" and participated in a one-on-one matchmaking session with prospective vendors. The event was held at SBI's headquarters, located at 1100 Apollo Drive, Largo, Maryland. The SLMBE Office registered seven new vendors from this event.
- **October 24** -- The SLMBE office exhibited and participated in a match-making event sponsored by the Maryland Hispanic Chamber of Commerce. The event was held at the BWI Marriott Hotel, Baltimore, Maryland. Approximately 25 applications were distributed to prospective vendors and four firms registered into the SLBE Program.
- **October 28-November 1** -- The SLMBE Office exhibited and participated in the (NMSDC) National Minority Supplier Development Council's 2007 Conference and Business Opportunity Fair held at the Miami Beach Convention Center, Miami, Florida. The theme was "Building the Global Economy of Tomorrow Today."

- **November 15** -- The SLMBE Office exhibited at the Prince George's County Chamber of Commerce Showcase 2007, "Excellence in Business" Expo. This event is the Chamber's premier event for minority businesses to display their company's capabilities to Local and State procurement professionals. The event was held at the Camelot of Upper Marlboro, Maryland.
- **November 16** -- The SLMBE Office attended the Maryland/District of Columbia Minority Supplier Development Council's annual awards dinner. The event was held at the Baltimore Waterfront Marriott Hotel, Baltimore, Maryland. SLMBE Staff was nominated for Advocate and Coordinator of the Year Awards.
- **December 7** -- The SLMBE Office attended the annual Hispanic Chamber of Commerce of Montgomery County's annual Minority Legislative Breakfast. The event was held at the Bethesda Marriott Hotel.
- **March 7** -- The SLMBE Office exhibited at the Honorable Albert Wynn's 14th Annual Congressional Small Business Expo. The event was held at the University of Maryland University College at Shady Grove campus, Rockville, Maryland. The SLMBE Office distributed approximately 60 SLBE applications and registered six new vendors from the event.
- **March 19** -- The SLMBE Office in conjunction with HCS Roofing hosted a "Roofing Certification" Workshop. This workshop was organized to assist prospective roofing contractors in achieving certification with HCS Roofing.
- **April 22-23** -- The SLMBE Office exhibited at the Maryland/District of Columbia Annual Golf/Procurement Fair held at the Turf Valley Golf/Resort, Ellicott City, Maryland. The SLMBE Office participated on a panel discussion about contract opportunities in the capital region.
- **June 13** -- The Washington Suburban Sanitary Commission Executive Leadership Staff and the SLMBE Office attended the Maryland Washington Minority Contractor's Association (MWMCA) annual spring membership breakfast at Martins West Caterers in Baltimore, Maryland.
- **June 19** -- The Interim General Manager, Commissioner and SLMBE Staff attended the Greater Washington Ibero American Chamber of Commerce's 32nd annual gala. The theme was "Embracing Change and Shaping the Future." The event was held at the Mayflower Hotel, Washington, DC.

EXTERNAL COMMUNITY OUTREACH EFFORTS

- **November 23, 2007** -- The SLMBE Office expanded its outreach in the community by adopting a family for the Holiday season. The SLMBE Office provided a local family in Prince George's County with a catered Thanksgiving dinner. The dinner was delivered to on November 21st. The family consisted of a widowed mother and three children located in Prince George's County. The Family was very appreciative of the warm acts of kindness shown by the SLMBE Office.

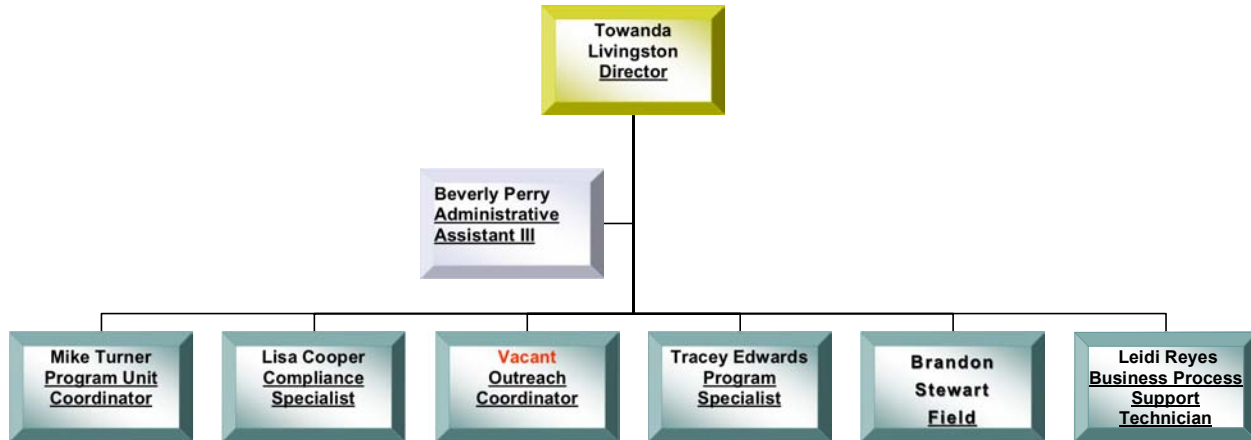
- **December 24, 2007** -- The SLMBE Office continued its Community Outreach by delivering new clothing, toys and gift certificates to the adopted family. In continuing our community outreach with the family, three wonderful and deserving children were able to experience the joy of receiving gifts during the holiday season and the SLMBE Office was able to successfully represent the Commission by investing in families which in turn builds better communities.

HOSTED OUTREACH EVENTS

- **September 27** -- WSSC's SLMBE Office Contractor's Conference, "Vendor Days" featuring Thomas Laboon, Acquisition Director: "How to do Business at WSSC." This kick-off event for the SLMBE Office was a series of educational and informative workshops designed to provide minority vendors with information pertaining to how business is conducted at WSSC. Ms. Towanda Livingston set the tone by introducing the SLMBE Staff, Mr. Laboon and the Acquisition staff. We presented "Putting the Pieces Together" handouts, which described the Procurement Process from beginning to end to approximately 100 vendors. The SLMBE Office assisted the vendors with networking and meeting the buyers and contracting officers at WSSC. The SLMBE Office enrolled six new vendors into the SLBE Program and registered several vendors into its new database.
- **October 12** -- The SLMBE Office hosted 2nd "Vendor Day" workshop featuring Roscoe Wade, Director of Logistics: "Contract Opportunities in Logistics." This workshop highlighted the different areas within the Logistics Department. These areas include: Fleet Services, Security/Safety, and Material Services. The managers of each department introduced themselves and spoke on the upcoming contracting opportunities in their respective areas.
- **December 6** -- WSSC's SLMBE Office hosted 3rd "Vendor Day" featuring Marcia Tucker, Systems Infrastructure Group Leader: "Our Infrastructure-present and future." Ms. Tucker has over 25 years with the Commission and is a certified Professional Engineer. Ms. Tucker and her managers gave a brief overview of where the Commission views the most critical areas of Infrastructure concerns and how we are preparing to rehabilitate, repair, and replace old pipes. The Group also, presented a forecast of upcoming contract opportunities and a list of subcontracting opportunities for minority vendors.
- **January 10** -- The SLMBE Office hosted 4th "Vendor Day" featuring the Information Technology Group: "Information Security and Infrastructure". The Information Technology Group presented a slide presentation on IT Security and upcoming Infrastructure contracts in its Department. The focus was the current status of WSSC's IT Department and the plans to take it to the next level. The Group talked about the new Enterprise Resource Planning (ERP/EAM) project and the contracting opportunities that will be available to vendors. Approximately 80 vendors attended the event and the SLMBE Office provided training for new vendors on CBR registration and compliance tracking system (SymTrac).

- **March 12** -- SLMBE Office hosted 5th “Vendor Day” featuring the WSSC’s Support Services Groups: “We need each other”: This workshop featured all of the Groups that support the Commission in its daily operations. They were Acquisition, Audit, Office of Communications and Customer Relations, Finance and Budget, Intergovernmental Relations, Retirement Office, and Strategic Systems Management Office. Each Office was represented by a manager and/or supervisor and gave an overview of its Department’s role and provided the attendees with a list of contracting opportunities in their areas. Several attendees have been awarded contracts since attending this event.
- **March 27** -- SLMBE Office and Small Business and Minority Teaming Alliance (SBMTA) hosted a minority conference on “Teaming for Success.” The event was held at the Holiday Inn, Laurel, Maryland and approximately 75 vendors attended the event. The purpose of the event was to provide a forum whereby minority vendors could meet and network with State and Local procurement professionals about contracting opportunities.
- **May 22** -- SLMBE Office hosted 6th “Vendor Day” featuring WSSC’s Customer Care Team: “Contracting Opportunities for Utility and Restoration Contractors.” The various teams from Customer Care-Claims, Emergency On-Call Water and Sewer Contracts, and Wastewater Collections presented an overview of their roles and responsibilities at the Commission and highlighted upcoming contracts opportunities. Approximately 50 vendors attended the workshop and one SLBE vendor received a restoration contract as a result.

SLMBE OFFICE ORGANIZATIONAL CHART



Summary of Roles and Responsibilities

Director: The person responsible for the administration and oversight of the Small, Local and Minority Business Enterprise Program and Office.

Administrative Assistant: The person who assists the Director with managing the SLMBE Office.

Program Unit Coordinator: The person responsible for ensuring the full coordination of the SLMBE Office resources and alignment of practices and procedures with the Commission’s contracting policies.

Compliance Specialist: The person responsible for tracking and reporting compliance data.

Outreach Coordinator: The person responsible for the planning and managing targeted outreach efforts and managing community partners’ relationships.

SLMBE Program Specialist: The person responsible for managing relationships with our SLMBE firms and the SLBE database, assisting with outreach to SLMBE firms and monitoring and auditing our SLBE Program certification process.

SLMBE Field Compliance Specialist: The person responsible for tracking and reporting subcontracting plan data and ensuring that SLMBE vendors are performing commercially useful work on WSSC-funded contracts.

SLMBE Business Process Support Technician: The person responsible for administrative and technical support of each element program within the SLMBE Office.

THE ROAD AHEAD



The Commission and its Staff are proud of the positive changes that occurred over the past fiscal year, resulting in more opportunities for small, local and minority business enterprise firms in the community we live in and serve. Through our focus and commitment, the Commission has proven that SLMBE firms can provide up to 27 percent of the goods and services it purchases.

Yet throughout the Commission, much work remains to be done in order for the SLMBE Program to move from a Program to “just the way we do business.” Both the visibility of the SLMBE firms and the commitment to utilize these firms on Commission-funded contracts must be both consistent and sustainable. As one of the largest water and wastewater utilities, WSSC awarded 17 percent or 359 of its contracts to SLMBE firms; a total of 2,125 contracts were awarded in FY2008. If the number of contracts awarded to SLMBE improved, the results would be significant in terms of the potential cost savings (e.g., having multiple bidders reduces the potential costs), SLMBE firm’s participation as Primes and the impact on the socio-economic of the Commission’s community.

Continued collaboration within the Commission, the vendor community, and other stakeholders can provide a powerful platform for increased success.

The Commission believes it is imperative to work in conjunction with other entities to promote and enhance the availability of contracting opportunities for SLMBE firms. Using best practice standards as a guide, the Commission can bring about significant improvements that will result in better costs, more jobs and economic development for Prince’s George and Montgomery Counties.

The Commission is a formidable leader in the area of SLMBE Programs. It will continue to share its progress, processes, results, best practices, outcomes and successes, so that

everyone can benefit from the collaboration. The SLMBE Program is valuable and supports economic development in the Commission's local communities, and it will take strategic efforts of the Commission and other stakeholders to sufficiently improve results. The opportunities are tremendous and endless—and together, we can make a difference.

In summary, while the Commission faces many challenges in carrying out its strategic initiatives, the organization, with the guidance and support of leadership, is committed to the inclusion of SLMBE firms in its contracting opportunities while meeting the needs of the diverse community in which it lives and serves. The Commission is well-positioned to leverage the inclusion of SLMBE firms; to continue to be a leader in providing fair and equal opportunity to all vendors; to reduce disparity in its community and ensure that its community remains financially vibrant while providing safe and reliable water and wastewater services to its customers.



**WSSC'S COMMISSIONERS AND INTERIM GENERAL
MANAGER'S OFFICE**

Chair



Joyce Starks

Vice-Chair



Gene W. Counihan



Prem P. Agarwal



Adrienne A. Mandel



Juanita D. Miller



Dr. Roscoe M. Moore, Jr.



Teresa D. Daniell
Interim General Manager



Rudolph S. Chow
Interim Deputy
General Manager



Towanda R. Livingston
Director, SLMBE Office



WSSC – SLMBE OFFICE'S DEFINITION OF TERMS



DEFINITIONS OF TERMS

Acquisition Office -- The Office that procures goods and professional services Commission wide.

Bidder -- A firm submitting a price or proposal in response to an Invitation for Bid (IFB).

Compliance -- The act of assuring that what is promised is what is paid. Also, as it pertains to the SLMBE Office compliance is the act of reviewing and reporting data to give an accurate picture of what the SLMBE Program is actually doing in the communities that we serve.

Contracting Areas -- Areas within the Commission that contract for goods and professional services; Architecture and Engineering, Construction, Goods and Services and Professional Services

Fiscal Year -- The Commissions fiscal year is July 1st through June 30th.

Goal -- A Commission-wide MBE Payment objective and/or the mandatory MBE or SLBE subcontracting requirement with in a solicitation and/or contract.

Good Faith Effort -- Documentation of the bidders' intent to comply with SLBE Program goals, and evaluation of that intent from a review of the documentation to support the actions taken.

Local Business Enterprise (LBE) -- A firm having a principal place of business or a significant employment presence in Prince George's or Montgomery County, Maryland. This definition is subsumed within the definition of Small Local Business Enterprise.

MBE -- Minority Business Enterprise (MBE): Any legal entity that is organized to engage in commercial transactions, which is at least fifty-one percent (51%) owned and controlled by one or more minority persons; and which has been certified as minority-owned by the Maryland Department of Transportation, Prince George's County Government Minority Business Development Division, the District of Columbia Office of Small Local Business Development, or any governmental certification agency which substantially duplicates the requirements of the Maryland Department of Transportation.

Notice to Proceed -- Notification to a prime contractor giving approval to begin work on an awarded contracted.

Prime Contractor -- The vendor or contractor to whom a purchase order or contract is issued by the WSSC for purposes of providing goods or services for the WSSC.

Principal Place of Business -- A location wherein a firm maintains a physical office and through which it obtains no less than fifty percent of its overall customers or sales dollars, or through which no less than twenty-five percent of its employees are located and domiciled either in Prince George's County or Montgomery County.

Procurement Card (“P-Card”) -- Credit card utilized by Commission employees to purchase items under five thousand dollars. These expenditures are not currently included in the MBE payment data.

Self-Certifying -- Firms that have identified themselves as small, minority or disadvantaged. These firms have not received certification from any agency that considers financial and other business indicators.

Significant Employee Presence -- No less than twenty-five percent of a firm’s total number of employees are domiciled in either Prince George’s County and/or Montgomery County.

SLBE -- Small, Local Business Enterprise (SLBE): An independently owned and operated business, regardless of race, ethnicity or gender, with a net worth initially defined by the State of Maryland. Located in Montgomery or Prince George's County or has 25 percent of its employees domiciled in one or both counties.

- a. The criteria for a small business qualifying under the state small business preference program as established in regulations adopted by the Department of General Services (DGS) under 14-203 of the state finance and procurement article” but with specific criteria so that WSSC size standards would not change as the states DGS.

Small Business Enterprise (SBE) -- An independently owned and operated business concern, regardless of race, ethnicity or gender, with a net worth initially defined, for the purposes of this Standard Procedure.

Small, Local and Minority Business Enterprise Office Director (“SLMBE Director”) -- The WSSC employee who is responsible for the management of the SLMBE Office, and ultimately responsible for oversight, tracking, monitoring, administration, and implementation of the SLMBE program. The SLMBE Director is also responsible for enforcement of contractor compliance with contract participation requirements, and ensuring that overall program goals and objectives are met.

Small Local Minority Business Enterprise Program (“SLMBE Program”)-- the combination of SLBE Program and MBE Program features and Affirmative Procurement Initiatives contained in this Standard Procedure.

Spend Dollars -- Dollars actually paid to prime and/ or subcontractors and vendors for WSSC contracted goods and/ or services.

Subcontractor -- Any vendor or contractor that is providing goods or services to a Prime Contractor in furtherance of the Prime Contractor’s performance under a contract or purchase order with the WSSC.

SymTrac -- A web-enable compliance tracking tool currently employed by the SLMBE Office and the WSSC to track SLMBE contract compliance.

Voluntary -- The contracting goal or method that does not require any pre-determined goal. The subcontracting goal is done willingly by the requested bidder.

Waiver -- The WSSC at its discretion may waive or reduce the bonding, or insurance requirements depending on the type of contract and whether the commission determines that the bonding and or insurance requirements would deny the SLBE an opportunity to perform the contract which the SLBE has shown itself otherwise capable of performing.

WSSC or "The Commission" -- Refers to the Washington Suburban Sanitary Commission.

APPENDICES





Washington Suburban Sanitary Commission

14501 Sweitzer Lane • Laurel, Maryland 20707-5902

COMMISSIONERS
 Adrienne A. Mandel, Chair
 Joyce Starks, Vice Chair
 Prem P. Agarwal
 Gene W. Counihan
 Dr. Juanita D. Miller
 Norman E. Pruitt

INTERIM
 GENERAL MANAGER
 Teresa D. Daniell

INTERIM DEPUTY
 GENERAL MANAGER
 Rudolph S. Chow

COMMITMENT TO SMALL, LOCAL AND MINORITY BUSINESS ENTERPRISE PROGRAM

The Washington Suburban Sanitary Commission (“WSSC”) maintains strong and active relationships with highly qualified Small, Local and Minority Business Enterprise (“SLMBE”) firms. The SLMBE Program not only helps our organization meet important business needs but promotes job creation and stimulates the local economy by increasing the contract opportunities for small and minority businesses located in Prince George’s and Montgomery Counties, Maryland.

The SLMBE Program has created many win-win solutions for the Commission and our 1.8 million residents to whom we proudly provide water and sewer services. During the past decade, WSSC has awarded more than \$400 million dollars of business to SLMBE firms. We are determined to build on this record and to do even more.

The SLMBE Program is just good business. The success of WSSC is driven by an array of factors but most fundamentally includes our commitment to provide safe, cost effective and reliable water and wastewater services; anticipate the opportunities which lie ahead in this vital and essential industry; ensure the protection of our environment, and other areas critical to our business. We recognize that SLMBE firms help provide ideas and perspectives reflective of the diverse marketplace and community which we serve. In short, it is often the SLMBE firm that can and does help us better serve our community.

Our SLMBE Program was not developed as an isolated initiative. Rather, it is interwoven in our core strategies: developing people; caring for customers; communications and community relationships; infrastructure asset management, and environmental stewardship. As a result, we continue to reap the benefits of the innovation of SLMBE firms, as have our customers and other key stakeholders.

The SLMBE Program is an important area for reinforcing our leadership, not only in the water and wastewater industry but in the wider community. Our success depends on our ability to manage costs, as well as to provide safe and reliable service to our customers. We recognize that SLMBE firms play a key role in helping us achieve these essential goals.

Adrienne A. Mandel
 Chair

Teresa D. Daniell
 Interim General Manager

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