# EDWARDS AQUIFER AUTHORITY Minority & Women Business Enterprise (M/WBE) 2015 Annual Report

# EDWARDS AQUIFER AUTHORITY MINORITY AND WOMEN BUSINESS ENTERPRISE (M/WBE)

# FISCAL YEAR 2015 ANNUAL REPORT

#### INTRODUCTION

The Edwards Aquifer Authority (EAA) instituted a *Minority and Women Business Enterprise (M/WBE)* program in 2007 to affirm its non-discrimination policy for contracting and procurement enterprises. Through the M/WBE program the EAA seeks to create a business environment that encourages and facilitates the full participation of all individuals, particularly those groups that encounter disparities, such as minorities and women, in all phases of the EAA's contracting and procurement activities. The Edwards Aquifer Authority Act calls for the EAA to make a good faith effort to award 20% of its contracts to minority and woman-owned businesses. The EAA bylaws increased this goal to 30%. This report serves as the annual overview of M/WBE performance and development for 2015.

#### M/WBE PERFORMANCE OVERVIEW

**Exhibit A** presents the EAA's total contract activity for 2015. In 2015, the EAA awarded 643 contracts (Professional, Non-Professional and Capital) with a total value of \$3,614,808. The following summarizes the results of M/WBE awarded contracts:

- \$595,257, or 17%, awarded to M/WBE firms
- 164 contracts, or 26%, awarded to M/WBE firms

**Exhibit B** presents the 2015 EAA M/WBE participation by dollar value and contract count. Both pie charts demonstrate women-owned businesses continue to lead the year of M/WBE participation both in contract count and contract value - followed by Hispanic owned businesses, African-American owned businesses and Native-American owned businesses.

**Exhibit C** presents the EAA's historical M/WBE dollar performance through a five-year trend analysis bar graph. In 2015, the EAA attained 17% M/WBE participation. The following is a breakdown of the \$595,257 awarded to M/WBE firms by Professional Services, Non-Professional Services and Capital Purchases for 2015:

٠	Professional Services Contracts	\$392,783 or 66%
•	Non-professional Services Contracts	176,461 or 30%

Capital Purchases Contracts
 26,013 or 4%

In 2015, the top four M/WBE vendors in relation to dollars spent were:

<u>Vendor</u>	Type of Service	<u>Amount</u>
1. Wickley, LLC	Professional Services	\$144,033
2. Caprice Productions	Non-Professional Services	45,022
3. Nancy McMillan	Professional Services	33,950
4. Vieux & Associates, Inc.	Professional Services	<u>32,775</u>
	TOTAL	\$ <u>255,780</u>

The dollar amount spent with the top four M/WBE vendors of 2015 represent 43% of the total M/WBE contracted amount of \$595,257.

The total dollar value of contracts awarded to M/WBE firms decreased from \$708,359 in 2014 to \$595,257 in 2015, with the number of awarded contracts decreasing from 174 to 164, respectively. This decrease is due in part to restructuring an outreach program and the completion of an aquifer science study, both of which were M/WBE firms and included in the 2014 report.

#### 2015 ACCOMPLISHMENTS

Throughout 2015, the M/WBE Coordinator participated in several outreach events, many with various organizations that work closely with M/WBE vendors, to increase M/WBE outreach for the EAA. The M/WBE Coordinator was on multiple steering committees in 2015 to help plan for events, conferences and other outreach endeavors which EAA sponsored and actively participated in. Among them: annual *Minority Enterprise Development Week (MED) Week* Awards Luncheon; Chair of *Business Opportunities for Texans (BOTS); coordinated and lead efforts for the Second Annual MED Week and Business Opportunities for Texans (BOTS) Consortium.* 

In addition to serving as Chair for BOTS, the M/WBE Coordinator is actively involved with the *South Central Texas Regional Certification Agency (SCTRCA)*, a non-profit certification agency that represents several public entities in the South Texas area. The mission of the SCTRCA is to increase participation of small, disadvantaged, minority-owned and woman-owned business enterprises in their pursuit of contracting and procurement opportunities by providing unified certification services. The EAA has held a board position and has been active in the SCTRCA since 2000. The current M/WBE Coordinator has served as a member of the SCTRCA Board of Directors since 2013 and is an active member of three committees – *Policies & Procedures, Certification/Appeals and Marketing & Partnerships*.

Additionally, the M/WBE Coordinator has helped improve visibility of the EAA M/WBE program to minority and women-owned businesses through the planning and implementation of *EAA M/WBE Quarterly Seminars* sponsored by the EAA. The seminars have been well-received and attended also serve as a spotlight for local M/WBE

businesses. Several participating M/WBE businesses have donated their time to provide instruction on how to grow minority and woman-owned businesses free to the M/WBE community through support of the EAA M/WBE quarterly seminar series.

Opportunities to improve M/WBE participation with EAA in 2015 included:

- Attending networking events in the San Antonio and surrounding areas;
- Partnering with supplier diversity staff to plan and facilitate the *Business Opportunity Academy (BOA)*, a biannual four-week workshop attended by local M/WBE owners who receive instruction and support from local supplier diversity professionals, networking and seminars;
- Analyzing current EAA contracts to identify opportunities for M/WBE participation resulting in participation from several local minority and women-owned businesses. The M/WBE Coordinator also checks with all EAA staff on a monthly basis to discuss planned and/or anticipated procurement opportunities;
- Attended the Texas Association of Mexican American Chamber of Commerce Conference (TAMACC) in Austin, TX to widen the reach of the EAA M/WBE program

**Exhibit D** lists specific activities attended and/or participated in during 2015.

#### EXHIBIT A Edwards Aquifer Authority

#### Minority/Women Business Enterprise (M/WBE) 2015 M/WBE Year End Report

#### 2015 Annual Contract Activity

	Number	%	Value	%
Total Contracts/Procurements <sup>1</sup>	643	100%	\$3,614,808	100%
Non-M/WBE	479	74%	\$3,019,551	83%
M/WBE	164	26%	\$595,257	17%

1 The number and dollar amounts do not include contracts and purchases reflective of an operational nature, such as but not limited to, employee reimbursements, employee salary and benefits, director reimbursements, conference registration fees, membership fees, utility payments, insurance, advertisements, credit card charges, postage and mailings, sole source purchases, etc. A complete list of excluded contracts and purchases, with a total dollar value of \$2,096,969 is available for review.

#### EXHIBIT B Edwards Aquifer Authority

#### Minority/Women Business Enterprise (M/WBE) 2015 M/WBE Year End Report



### M/WBE Performance - Contract Value

### M/WBE Performance - Contract Count



#### EXHIBIT C Edwards Aquifer Authority

# Minority/Women Business Enterprise (M/WBE) 2015 M/WBE Year End Report



#### Exhibit D Edwards Aquifer Authority

## Minority/Women Business Enterprise (M/WBE) 2015 M/WBE Year End Report

### 2015 Events and Activities

Ourse institut Franks Conferences and Colored							
Organization Events, Conferences and Outreach							
Business Opportunities for Texans (BOTS) mon	<ul> <li>Business Opportunities for Texans (BOTS) monthly luncheons</li> <li>Business Opportunity Academy (BOA) - Planning and Event</li> </ul>						
Business Opportunity Academy (BOA) - Plannir							
• South Central Texas Regional Certification Agency (SCTRCA) monthly Board of Directors meetings and Committee meetings as needed; SCTRCA Annual Awards Luncheon; Second Annual Business Bowl Fundraiser							
San Antonio Women's Chamber of Commerce	San Antonio Women's Chamber of Commerce sponsored networking luncheon						
Second Annual Minority Enterprise Developme	• Second Annual Minority Enterprise Development (MED) Week-BOTS Consortium Luncheon						
• Leon Valley Chamber of Commerce presentation "How to Conduct Business with the Edwards Aquifer Authority"							
<ul> <li>Nominated for Small Business Administration "Women's Business Advocate of the Year" for the Southcentral region</li> </ul>							
CPS Business Boot Camp Expo outreach fair sp	onsor and exhibitor						
<ul> <li>Bexar County Small, Minority, Women, Veteran-Owned Business Enterprise (SMWVBE) Conference/Outreach</li> </ul>							
<ul> <li>Leon Valley Chamber of Commerce presentation Aquifer Authority"</li> </ul>	on "How to Conduc	t Business with the Edwards					
Texas Association of Mexican American Chami	ber of Commerce Co	onference (TAMACC)/Outreach					
EAA Quarterly Seminars							
<ul> <li>Business Development, Marketing, Sales, Publ. Business Owners</li> </ul>	ic Relations and Rep	putation Management for					
Navigating Technology & Social Media to Max	imize S.M.A.R.T. Bu	siness Growth					
• Everyone Wins: Working With Competitors, Bu	ilding Capacity & R	etaining Talent					
Formal Procurement Activities (Request For Proposal	ls)						
Total Number of Formal Procurements	8						
Awarded to M/WBEs	2	25%					
Total Notifications Mailed/E-Mailed	855						
Sent to M/WBEs	53	6%					
Total Responses Received	21						
Received from M/WBEs	8	38%					