

# CITY *of* COLUMBIA

MINORITY BUSINESS OPPORTUNITY CONFERENCE

## RESOURCE GUIDE



CHARTING THE COURSE FOR ECONOMIC GROWTH FOR ALL COMMUNITIES



## MESSAGE *from* MAYOR STEVE BENJAMIN

We are a city of creativity, a city of excitement and a city of promise. I firmly believe we have the potential to become the most talented, educated and entrepreneurial City in America. I am excited about the introduction of the Minority Business Opportunity Conference (Minority BOC) because it specifically supports the entrepreneurial efforts of minorities.

In 2013, I created the Mayor's Minority Business Advisory Council (MBAC) to help develop strategies and give valuable input to help minority businesses succeed in the City of Columbia. The MBAC assists my office and OBO in coordinating the City's efforts to maximize the opportunities and growth of minority businesses. Let me take this opportunity to thank all those that serve on the Mayor's Minority Business Advisory Council and continue to work tirelessly to provide the City with much needed input and advice.



## MESSAGE *from* CITY MANAGER TERESA WILSON

I am excited to see the City host its first Minority Business Opportunity Conference (Minority BOC) this year. In response to Council's commitment to small and minority owned businesses, I approved a 10% DBE goal city-wide last year. While the City has put a lot of emphasis on water and sewer projects, I see the need to ensure this message is clear throughout all of the city departments.

I also want to thank the members of the City Manager's Mentor Protégé Program Council (MPP Council). I appointed mentors and protégés that participate in our program in both professional services and construction to ensure that we are implementing the best program for our contractors. Their input has been invaluable in helping the city update MPP guidelines and giving me ongoing feedback on how the program is working. I'm looking forward to continuing to work with the MPP Council as we continue to better our program.

## MAYOR'S MINORITY BUSINESS ADVISORY COUNCIL

W. Lee Catoe - Greater Columbia Chamber of Commerce  
Jimmy Chao - Chao and Associates, Inc.  
Glenda Coleman - University of South Carolina  
Todd Corley - Corley Construction  
Greg Davis - SC Department of Transportation  
Cynthia Hardy - OnPoint Media, LLC  
Karen R. Jenkins- KRJ Consulting, LLC  
Anthony Lawrence - Brownstone Construction Group  
Dr. Louis Lynn - ENVIRO AgScience  
Dahli N. Myers - Myers, LLC-Business Lawyers  
Terris S. Riley - Government Relations  
Cheryl Sally- SC Small Business Development Centers  
Boyd Summers- The Congaree Group LLC  
Ronald Taylor - Taylor Brothers Construction Company  
Charles Weathers - The Weathers Group  
Roscoe Wilson - RC Wilson Group

## CITY MANAGER'S MENTOR PROTÉGÉ PROGRAM ADVISORY COUNCIL

David Beaty - ICA Engineering  
Jimmy Chao - Chao & Associates  
Bill Edmonds - MB Khan  
Deepal Eliamtamby - Alliance Consulting Engineering  
John Funny - Grice Consulting Group LLC  
Linda Hutto - LAD Corporation of West Columbia  
Bill Orne - Hazen and Sawyer  
Dianne Rushing - AOS Specialty Contractors  
Nathaniel Spells, Jr. - Construction Dynamics  
Diane Sumpter - DESA, Inc.



# CHARTING THE COURSE FOR ECONOMIC GROWTH FOR ALL COMMUNITIES...

The City of Columbia spends millions on goods and services annually, from chemicals and batteries to vehicles and architectural/engineering services. To be responsible stewards of taxpayer dollars, the City is committed to having a diverse supplier base that will contribute to the growth of all communities. A diverse supplier base would increase competition, positively impact prices and services, and drive innovation.

To implement the 10% city-wide DBE goal that Ms. Wilson approved, the Office of Business Opportunities has developed a Supplier Diversity Strategy. This strategy includes various internal and external action items, including training city staff and offering technical assistance to our local DBEs. The Minority Business Opportunity Conference (Minority BOC) is one of the strategies that we have developed to help minority owned businesses meet city staff and build new relationships. Why? Because people do business with people they know. Doing business is all about relationship building. The Minority BOC is also an opportunity for the City to inform minority businesses of the opportunities that exist throughout our organization.

I am extremely honored and grateful to have the tremendous support of Mayor Benjamin, Members of Council and City Manager Wilson. Thanks to all of the departments that have joined us today to help build relationships.

I also hope that you will find this resource manual helpful beyond today's event. Use it as a tool as you continue your path to marketing your goods and services to the City of Columbia.

**Tina Herbert**  
**Executive Director**  
**Office of Business Opportunities**





**1** Jacques Riley presenting to City Council on behalf of all 2015 FastTrac graduates regarding the benefits gained by participating in the program.

**2** City staff Juliette Nelly and Ayesha Driggers at recent trade show sharing information on how to do business with the City of Columbia.

**3** Gabrielle, and her mother, Rozalynn Goodwin, "pitching" their product "Gabby Bows" to US Small Business Administration's InnovateHER Competition in May 2015 at Washington Post Headquarters, Washington, DC.

**4** Ayesha Driggers conducting training for contractors involved in the City's MPP, SOP, and LBE Programs.



**5** Spirit Communications Ballpark Outreach Session, hosted by CCEB and OBO, in February 2015. Information shared with attendees included how to be part of the bid process for the ballpark construction.

APRIL 6, 2016

# CITY *of* COLUMBIA

## MINORITY BUSINESS OPPORTUNITY CONFERENCE

AGAPE CONFERENCE CENTER | 8AM - 12PM

MISTRESS OF CEREMONY

Cynthia Hardy, On Point Media

8:00AM

Registration & Sign-Up for Matchmaking

9:00AM

Welcome .....Mayor Stephen Benjamin

Purpose & Introductions .....Tina Herbert, Executive Dir., OBO

Purchasing & Contracting  
with the City..... Representative, Purchasing Division

Local Business  
Enterprise Program .....Juliet Nelly, Program Compliance Specialist

Mentor Protégé  
Program .....Ayesha Driggers, Compliance Administrator

Introduction of  
City Departments Present ..... Erica Wade, Program Coordinator,  
Contractor & Supplier Diversity

10:00AM

Matchmaking Session

*During this time, participants will be able to meet with purchasing personnel from various City of Columbia departments.*

12:00PM

Closing Remarks .....Tina Herbert, Executive Dir., OBO

# WHAT WE PURCHASE

The City of Columbia purchases a wide variety of goods and services.  
This is a sampling of purchases in the past couple of years.

Air quality monitoring services	Lights and accessories
Ammunition	Locksmith services
Automobiles, school buses, SUVs	Mailing, packaging, shipping machines
Batteries	Masonry
Bicycles and tricycles	Metal work
Breathing equipment for firemen	Meters (water)
Building maintenance, installation	Microcomputers
Chemicals	Office space rental or lease
Computer software	Office supplies
Concessions, catering, vending	Off-road vehicles (tracked or wheeled)
Concrete	Paint, protective coatings
Construction services	Park, playground, recreational
Consulting services	Peripherals (graphic digitizers/light pens)
Cooling systems	Pest control (spraying of trees/shrubs)
Credit classes, seminars, workshops, etc.	Pipe and tubing fittings
Cushions/covers, seat, automotive	Plastics
Demolition services	Police and prison equipment
Doors and windows	Printing services
Drugs and pharmaceuticals	Rags, shop towels, and wiping
Electrical	Security systems and equipment
Electrical equipment and supplies	Sewer inspection equipment
Elevator installation	Shoes and boots (safety, fire)
Engineering and architectural	Software maintenance/support
Evidence bags, containers and supplies	Solid or liquid waste disposal
Fencing and supplies	Sporting goods, athletic equipment
First aid blankets, stretchers, etc.	Sprinkler systems and parts, (lawn/turf)
Floor covering and supplies	Storage cabinets, metal
Flooring	Swimwear
Food preparation services	Tape recorders
Furniture	Telephone services, cellular
Gates, electric (maintenance and repair)	Television VCRS, DVDS
Glass and glazing	Tires and tubes
Glass and supplies (door, windshield, etc.)	Tree trimming and pruning equipment
Hammers, mallets, crow bars, pinch bars	Trophies, plaques, awards, certificates
Heating, ventilating and air conditioning	Uniforms
Ice equipment (carts, scoops, storage bins)	Vacuum cleaners
Janitorial/custodial services	Vehicle washing systems
Laboratory equipment	Veterinary services
Lawn maintenance equipment	Water treating chemicals
Legal books and publications	Wood chips and bark

# HOW WE PURCHASE

**There are different requirements for procurements based on several factors, including the dollar amount of the purchase and whether a product or service is being procured.**

Generally, there is a member of the Purchasing Division that assists each department with routine purchases of goods and services. Goods and services are divided into six categories: (1) goods and supplies, (2) information technology, (3) general service and repairs, (4) fleet/vehicle purchases and supplies, (5) professional services, and (6) Utilities and Engineering construction and professional services. The Purchasing Division is open Monday - Friday, 8:30 am - 5:00 pm. You can also reach them by phone at 803.545.3470.

## PROCUREMENT REQUIREMENTS BASED ON THRESHOLDS

### **Less than \$5,000.00**

*(Department Head Can Approve)*

Minimum of one written quote submitted with requisition to Purchasing office  
Ensure "Price is Fair and Reasonable"  
Distributed equitably among qualified suppliers

### **\$5,000.01 to \$25,000**

*(Assistant City Manager Must Approve)*

Quotes from a minimum of two (2) qualified suppliers (written or verbal)  
Quotes documented and attached in IFAS  
Procurement approved by Assistant City Manager

### **\$25,000.01 to \$49,999.99**

*(City Manager Must Approve)*

Bids must be advertised in accordance with regulations  
Buyer will forward all bid responses to requesting department for review  
Procurement must be approved by the City Manager prior to release of PO

### **\$50,000.00 & Above**

*(City Council Must Approve)*

Same as category above but should also include:  
Evaluation of results sent to City Council for final Approval  
Issuance of PO only if approved by Council & end of the 10 Day Intent Period (Protest)

\*The City will use a Request for Proposal (RFP) in lieu of an Invitation to Bid (IFB) when sealed bidding is neither practical nor advantageous to the City. (For example: architectural services)

\*\* Please see the City of Columbia Procurement Manual at [www.columbiasc.net/purchasing](http://www.columbiasc.net/purchasing) to see when a bond may be required.

# HOW WE PURCHASE



## How to get information about current contracting opportunities?

Current information may be obtained on the City's Bid Online web page. After successfully registering, vendors and contractors will be able to view open and canceled solicitations and addendums, place bids, submit online questions, view awarded bids as well as search the vendor/bidder database.

[www.columbiasc.net/purchasing/register](http://www.columbiasc.net/purchasing/register)

When registering with Bid Online, it is crucial for you to complete the following categories:

- 1

### COMMODITY TITLE

*This tells the City what type of product or service you provide.*
- 2

### OWNER STATUS

*This tells the City if you have a minority status.*

If you have questions about registering on Bid Online, please call **803.545.3473**.

The posting of bid opportunities is no guarantee of an award to a contract. The City reserves the right, in its sole discretion, to accept, reject or cancel in part, or in entirety, any or all submissions. In addition, the City reserves the right to reissue, terminate, restructure, or amend the solicitation and/or procurement process, at any time. Once a bidder downloads a solicitation and proceeds to bid, it is each bidders responsibility to review all governing terms and conditions, submit complete and accurate bid responses in the proper format, and to periodically check the site for updates and/or addendums.



# WHO TO CALL

While the OBO works to recruit diverse vendors for the City of Columbia, it is one of many departments and divisions within the City that purchases good and services. Below is a list of department and division contacts for your reference.

## A

**Abandoned Vehicles**  
803.545.3300

**Animal Service**  
803.776.7387

**Arts Center**  
803.545.3112

## B

**Building Permits**  
803.545.3420

**Business Licenses**  
803.545.3345

## C

**City Hall**  
803.545.3000

**City Manager's Office**  
803.545.3026

**Climate Protection  
Action Campaign**  
803.545.2722

**Columbia  
Development Corp.**  
803.988.8040

**Community Development**  
803.545.3373

**Crime Prevention**  
803.545.3555

**Customer Care Center**  
803.545.3300

## D

**Development Service**  
803.545.3420

**Drew Wellness Center**  
803.545.3200

## E

**Economic Development**  
803.734.2700

**Emergency Preparedness**  
803.545.3500

**Engineering**  
803.545.3400

**Environmental Control**  
803.545.3333

## F

**Finance**  
803.545.3325

**Fines & Bonds**  
803.545.3150

**Fire Department**  
803.545.3700

**Floodplain Management**  
803.545.3400

## G

**Garage Sales**  
803.545.3345

**Garbage & Trash Pickup**  
803.545.3800

## H

**Homeland Security**  
803.545.3500

**Homeless Services  
(Cooperative Ministry)**  
803.799.3853

## L

**LGBT Liaison**  
803.545.4265

**Loans/Housing**  
803.545.3373

## M

**Mayor's Office**  
803.545.3075

**Municipal Court**  
803.545.3150

## O

**Office of Business  
Opportunities**  
803.545.3950

**Overgrown/Vacant Lots**  
803.545.3432

## P

**Parking Tickets**  
803.545.3362

**Parks & Recreation  
Department**  
803.545.3100

**Planning & Development  
Services Department**  
803.545.3222

**Police Department**  
803.545.3500

**Potholes**  
803.545.3790

**Public & Media Relations**  
803.545.3020

## R

**Recycling**  
803.545.3800

**Richland County  
Information**  
803.929.6000

## S

**State Government  
Information**  
803.896.0000

**Streets Division**  
803.545.3790

## T

**Traffic Engineering**  
803.545.3850

**Trees (Forestry)**  
803.545.3860

## W

**Wastewater  
Maintenance**  
803.545.3300

**Water & Sewer Taps**  
803.545.3400

**Water Bills**  
803.545.3300

**Water Distribution**  
803.545.3400

**Water Testing**  
803.545.3400

# TESTIMONIES

Tips from vendors who have had success with working with the City of Columbia.



"Please be mindful that the City operates much like any other business and there are no obligations to conduct business with your firm in particular. It's important to position your business or firm with the City much like you would do with any other Fortune 500 company or smaller firm"

- DARRIN THOMAS  
*Black Pages USA*



**Do's & Don'ts ...**

"**Do** build relationships with businesses that are not in your field. B2B relationships can open the doors to opportunities you may not have access to if you stay only in your niche."

"**Don't** be an island. Seek collaborations and partnerships. They can help you reach your goal faster with less stress."

- SHENNICE CLECKLEY  
*My Dessert Bar*

"Know the needs of the department that you want to sell to. Earn the privilege to do work for City, not expecting it."

**Do's & Don'ts ...**

"Do deliver a quality job on time. Do not ask City staff to do your work."

- JIMMY CHAO  
*Chao & Associates, INC.*



**Lesson learned ...**

"I've learned quickly the importance of "connecting" with quality business partners rather than just "networking." I've gotten a greater return on business opportunities by developing real connections."

- LAJOIA BROUGHTON  
*Alpha Business Essentials*



"Our experience with the Façade Improvement Program was wonderful. We were lucky to have Gerry Lynn Hall, Program Compliance Specialist, to assist us through the process. She made it all seem easy. The City helped with a \$10,000 forgivable loan that enabled us to complete our renovation of a deteriorated gas station that had long been an eye sore on North Main Street. Now, our family owned barber salon is a no longer a dream, but a reality. The move from the county into the city limits of Columbia has been a blessing to us and our business."

- HERBERT TOLLIVER  
*Tolliver's Mane Event*



**1** OBO Staff sharing information on available programs and resources for small businesses on WACH FOX's "OnPoint with Cynthia Hardy."



**2** The Greater Columbia Chamber of Commerce VP for Community Affairs, Lee Catoe and OBO's Small Business Administrator, Angelo McBride, address City Council as they present the Quarterly Business Spotlight Award.



**3** Tina Herbert addressing business women of Columbia at 2015 Women Entrepreneurs "Breaking New Barriers Everyday". Panelists: Courtney Young, SC Women's Business Center; Lasenta Lewis-Ellis, LLE Construction; Sherry Norris, Alala, LLC; Debi Schadel, Flock and Rally.



**4** Graduation night for NxLevel Micro-Entrepreneur participants. NxLevel is a multi-session training series for entrepreneurs to learn how to operate their businesses more effectively.

# SUMMARY OF THE CITY *of* COLUMBIA SUPPLIER DIVERSITY STRATEGY

The City of Columbia has consistently showed its commitment to the economic growth of all communities. In 2015, City Manager Teresa Wilson approved a 10% DBE city-wide goal. OBO has developed the following Supplier Diversity Strategy to help achieve this goal.

## Business Case for Diversity

As the City works to implement this goal, it is crucial that **all** stakeholders understand why it is in the City's best interest to develop a diverse supplier pool. A diverse supplier pool:

- ✓ Ensures a diverse supplier base in the procurement of goods/services (which is especially important when spending tax payer dollars)
- ✓ Increases competition and positively impacts prices and services
- ✓ Provides multiple channels from which to procure goods and services
- ✓ Promotes innovation through the entrance of new products, services, and solutions
- ✓ Reduces the documented disparity in the wealth in minority communities
- ✓ Reduces documented disparity in pay for women
- ✓ Helps small businesses become/remain sustainable through business expansion that addresses growing/changing city needs
- ✓ Helps address 2006 disparity study finding that M/WBEs continued to be substantially underutilized in the majority of the procurement categories at the City
- ✓ Showcases the City's commitment to the economic growth of **all** communities

**STRATEGY TO IMPLEMENT**  
**10%** DBE (DISADVANTAGED BUSINESS ENTERPRISE) SPENDING GOAL  
**CITY-WIDE BY JUNE 30, 2016**

- I** Show City's Commitment
- II** Inform Department heads/staff of the City-Wide Goal and Conduct Trainings for City Staff and Leadership
- III** Recruit Diverse Suppliers
- IV** Inform DBEs of Opportunities within the City
- V** Build Capacity of DBEs
- VI** Continue to Develop Mentor Protégé Program
- VII** Report the Results

# FREQUENTLY ASKED QUESTIONS

## Does the City of Columbia have minority set-asides or preferences for minorities?

No, the City does not have minority set-asides. All programs offered by the City are race and gender neutral (See pages 12 & 13 for more information on the following programs: MPP, SOP, and LBE.). However, the City has implemented a 10% DBE (disadvantaged business enterprise) goal city-wide based on the recommendations from its disparity study. DBEs are businesses determined to be socially and economically disadvantaged. Minority owned businesses are presumed socially disadvantaged.

## Does a business have to be certified with the City of Columbia to compete for City contracts?

No. In efforts to support the concept of unified certifications, the City will use certifications from the South Carolina Department of Transportation (SCDOT) and The South Carolina Division of Small and Minority Contracting and Certification (SMBCC) to confirm the minority status of the business. Contact information for both agencies is below.

### South Carolina Division of Small & Minority Business Contracting and Certification

1205 Pendleton Street, Suite 453C  
Columbia, South Carolina 29201  
803.734.5010  
<http://osmba.sc.gov/contact.html>

### South Carolina Department of Transportation Office of Business Development & Special Programs

PO Box 191  
Columbia, SC  
803-737-1372  
[www.scdot.org](http://www.scdot.org)

## Are there any grants from the City available to help my business?

No, the city does not currently offer any grants. However, we do offer loans at a low interest rate for up to \$200,000. Call 803.545.3950 for more information.



# THE CITY OF COLUMBIA OFFERS A VARIETY OF PROGRAMS DESIGNED TO HELP SMALL, LOCAL, AND DBE FIRMS COMPETE SUCCESSFULLY FOR CITY CONTRACTS.

## Mentor-Protégé Program (MPP)

The Mentor-Protégé Program (MPP) is designed to provide minority-owned, women-owned, and small business enterprises (M/W/SBE's) assistance and operational strategies that will improve their ability to compete in water-sewer and other construction projects with the City of Columbia. The City also seeks to increase the capacity and number of local firms competing for water/sewer capital improvement projects. The ultimate objective of the program is to develop M/W/SBE firms that are capable of participating in the industry as fully independent and viable firms.

## Subcontractor Outreach Program (SOP)

The City of Columbia is committed to maximizing subcontracting opportunities for all qualified and available firms interested in participating in City of Columbia projects. The Subcontractor Outreach Program (SOP) requires twenty percent (20%) minimum subcontractor participation. Bidders assist the City in implementing this policy by taking reasonable steps to ensure all qualified businesses, including Disadvantaged Business Enterprises (DBEs) and Disabled Veteran Business Enterprises (DVBES) have equal opportunity to compete for and participate in City contracts.

**For more information about MPP and SOP, contact:**



### **Ayesha Driggers**

Compliance Administrator

*Responsible for administering the Mentor Protégé Program, Subcontractor Outreach Program, and Local Business Enterprise Policy.*

**Office** | 803.545.3049

**Cell** | 803.413.6752

agdriggers@columbiasc.net

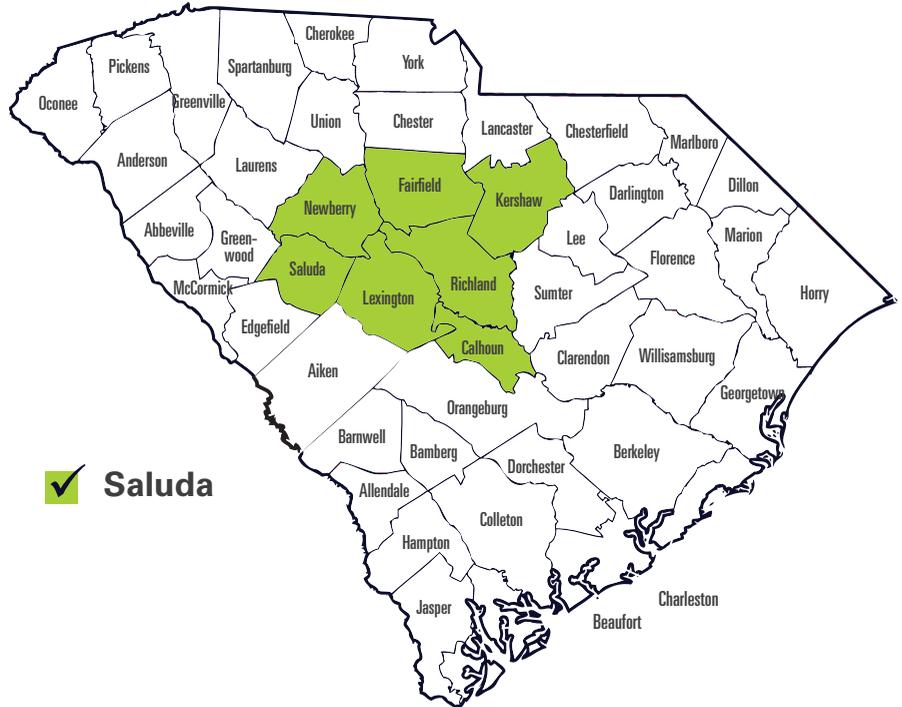
# LOCAL BUSINESS PREFERENCE POLICY

The City of Columbia is committed to maximizing contracting opportunities for local businesses.

## What's considered LOCAL?

Any business with a home office in the following counties:

- ✓ Calhoun
- ✓ Lexington
- ✓ Fairfield
- ✓ Newberry
- ✓ Kershaw
- ✓ Richland
- ✓ Saluda



## How does the LBE work?

Generally, when services/products go out for bid, contracts are awarded to the lowest responsible and responsive bidder. For the purpose of determining the lowest responsible and responsive bidder on a contract, the City shall evaluate any bid submitted by an LBE by discounting its bid by up to 5% of its actual bid amount (up to a maximum dollar value not to exceed \$500,000). If the 5% discount results in an LBE bidder being ranked as the lowest responsible and responsive bidder, then the LBE bidder will be given the opportunity to accept the contract award at the same dollar amount bid by the lowest non-LBE bidder. (LBEs competing for professional service contracts qualify for 5 additional points in the evaluation of their submittals.)

## When does it apply?

Generally, the LBE preference applies to contracts over \$5,000.

## For more specific information regarding the LBE Program, contact:



### Juliet Nelly

Compliance Officer

Responsible for administering the Mentor Protégé Program, Subcontractor Outreach Program, and Local Business Enterprise Policy.

Office | 803.545.4185

Cell | 803.528.3394

jmnelly@columbiasc.net

**4TH**  
ANNUAL

# SMALL BUSINESS WEEK CONFERENCE

## @ SPIRIT COMMUNICATIONS PARK

1640 FREED STREET INTERSECTING WITH BULL STREET

### SPEAKERS



**GLORIA LARKIN,**  
*Target.gov*



**CAROLYN SAWYER,**  
*Tom Sawyer Company*

### KEYNOTE CONVERSATION

*Meet the Members of CCEB  
(Builders of the Stadium)*



**THURSDAY  
MAY 5**



# TICKETS \$50

Register and enter your name to win 2  
All-Star Tickets to a Fireflies baseball game!

TO REGISTER, GO TO:  
[WWW.COLUMBIASC.NET/OBO](http://WWW.COLUMBIASC.NET/OBO)

### WORKSHOPS INCLUDE

*Perfect Pitch,  
HR Mistakes Every Small Business Should Avoid,  
Crowd Funding, & Franchise Ownership*

#### THANKS TO OUR SPONSORS



# OFFICE *of* BUSINESS OPPORTUNITIES

## WHO WE ARE & WHAT WE DO!

**MISSION:** The Office of Business Opportunities (OBO) is committed to supporting initiatives that benefit small, minority, and women owned businesses located in, or that want to do business with, the City of Columbia. This is accomplished by providing creative financing and funding, technical assistance, and training programs to build the capacity of these businesses. Additionally, OBO oversees the reporting of the City's utilization of local, minority, and women owned businesses to ensure that our funds contribute to the economic growth of all communities.

## THREE DIVISIONS

1

### COMMERCIAL LENDING

Provides financial assistance to start up and existing businesses for expansion, creation and retention of jobs, and assistance in the redevelopment of commercial corridors within the City of Columbia.

2

### TECHNICAL ASSISTANCE, EDUCATION & ADVOCACY

Provides business development assistance and courses for start-ups and companies looking to expand and grow on various topics including: marketing, use of social media, business plan development, finances, legal issues, and more.

3

### CONTRACTOR & SUPPLIER DIVERSITY

Provides training and support for city initiatives designed to increase local contractors' capacity to compete for government contracts and responsible for implementation of the City's Disparity Study Goals and Objectives. Programs include Sub-Contractor Outreach, Mentor Protégé, and Construction Management training.



Top from Left to Right: Cor'Deija Nelson, Tonya Porter-Deberry, Tina Herbert, Erica Wade, Gerry Lynn Hall  
Bottom from Left to Right: Nicholas Nance, Paul Fetheringill, Angelo McBride

# TIPS FROM OBO

## WHAT TO DO FROM HERE

- 1** Determine if you have a product/service that the City is or may be interested in purchasing.
- 2** Determine ALL NIGP codes that are relevant to your product or service.
- 3** Register your business on Bid Online indicating all of the applicable NIGP codes.
- 4** Once registered on Bid Online, watch for emails regarding contracting opportunities relevant to your business. If you offer products and services under \$25,000, you should contact the departments directly.
- 5** Review the business cards and contact information you have collected and follow up.
- 6** Make sure you have completed your capability statement.
- 7** If you are not already certified with SMBCC and/or SCDOT, please do so.
- 8** Take advantage of classes and workshops offered by the Office of Business Opportunities.



**City of Columbia Office of Business Opportunities**  
1225 Lady Street #102  
Columbia, SC 29201  
803.545.3950  
[WWW.COLUMBIASC.NET/OBO](http://WWW.COLUMBIASC.NET/OBO)

# ADDITIONAL RESOURCES

OTHER ORGANIZATIONS THAT SPECIFICALLY ASSIST MINORITY OWNED BUSINESSES LOCALLY.



## Minority Business Development Agency

**Camille Shaw**

400 Percival Road | Columbia, SC 29206

Phone | 803.743.1181

cshaw@columbiambdcenter.com

www.columbiambdcenter.com



## Commission for Minority Affairs

**Rogie Nelson**

2221 Devine Street Suite 408 | Columbia, SC 29205

Phone | 803.333.9621

rnelson@cfma.sc.gov

www.cma.sc.gov



**COLUMBIACHAMBER**  
PARTNERS FOR A GREATER COLUMBIA

## Columbia Chamber - Small & Minority Business Council

**Lee Catoe**

930 Richland Street | Columbia SC 29201

Phone | 803.733.1153

LCatoe@columbiachamber.com

www.columbiachamber.com



## Department of Administration

### Small Minority Business Contracting & Certification

**Ronald Boone**

1205 Pendleton Street Suite 453C | Columbia, SC 29201

Phone | 803.734.5010

Ronald.Boone@admin.sc.gov

osmba.sc.gov



## South Carolina Small Business Development Centers

**Cheryl K. Salley, Minority Business Development Manager**

1225 Laurel Street, 3rd Floor, RM 306B | Columbia, SC 29201

Phone | 803.777.4409

SALLEYCK@mailbox.sc.edu

www.SCSBDC.com



## Carolina Virginia Minority Supplier Development Council (CVMSDC)

**Dominic Milton**

9115 Harris Corners Parkway, Suite 440 | Charlotte, North Carolina 28269

Phone | 704.536.2884 or 843.751.3981

Dominique.Milton@CVMSDC.org

cvmsdc.org



## Hispanic Connections, Inc.

**Gustavo G. Penaranda, President and CEO**

2005 Hampton Street Suite B | Columbia, South Carolina 29204

Phone | 803.765.0560

Dominique.Milton@CVMSDC.org

hispanicconnections.com



## SC Department of Transportation

**Greg Davis**

955 Park Street | Columbia, SC 29201

Phone | 803.737.1717

www.scdot.org



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We Are Columbia

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