



# REPORT OF SMALL BUSINESS PROGRAM

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and

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## HCDE's Small Business Program

### Introduction

The purpose of this report is to provide data analysis regarding the current procurement practices in relation to small businesses within Harris County and other areas. Suppliers are classified as Historically Underutilized Businesses (HUBs), Minority, Small Business Enterprise (SBEs), and/or Women-Owned entities. For the purposes of this report, the Procurement Services Division analyzed data for seventy-seven (77) HUBs, Minority, SBEs, and Women-Owned small businesses.

### Overview

The Superintendent's purposeful intent is to support small business activity to maximize the fiscal resources in Harris County. The Procurement Services Division's primary goal is to procure goods and services in accordance with federal, state, and local guidelines, to promote ethical competition in its practice, and achieve the best value for the department.

### Scope

The Procurement Services Division analyzed all disbursements processed by the HCDE Business Services Division via check or ACH for the FY2022 period beginning September 1, 2021, through August 31, 2022.

### Methodology

The methodology included the following steps:

1. The Procurement Services Division exported all disbursements from PowerSchool eFinance (HCDE's ERP system) to identify data within the total scope of the report.
2. The initial analysis included coding each disbursement by type to eliminate expenditures to governmental entities, employee reimbursements (i.e., travel, mileage, etc.), and payments made to utility companies, and publicly traded businesses.
3. The second analysis included the identification of each small business to determine whether the supplier was classified as a HUB, Minority, SBE, Women-Owned, or multiple.

### The Report Results

Based on the data, the following assumptions can be made for FY2022:

1. The total adjusted disbursements were \$33.6 million for FY2022 (see Figure 1).
2. Disbursements to small businesses for FY2022 totaled \$6.8 million or **20%** (77 vendors)
3. Disbursements to Harris County small businesses totaled \$5.8 million or **17%** (57 vendors)
4. Disbursements outside of Harris County totaled \$1 million or **2.9%** (20 vendors)

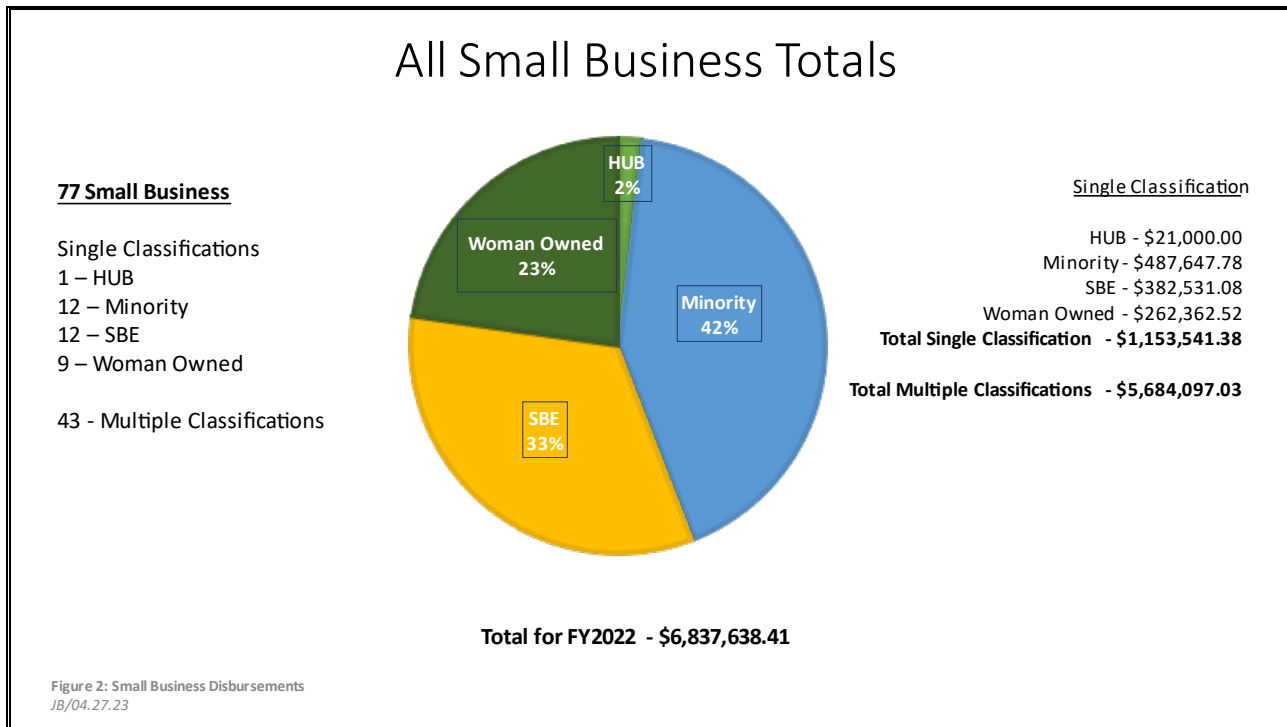
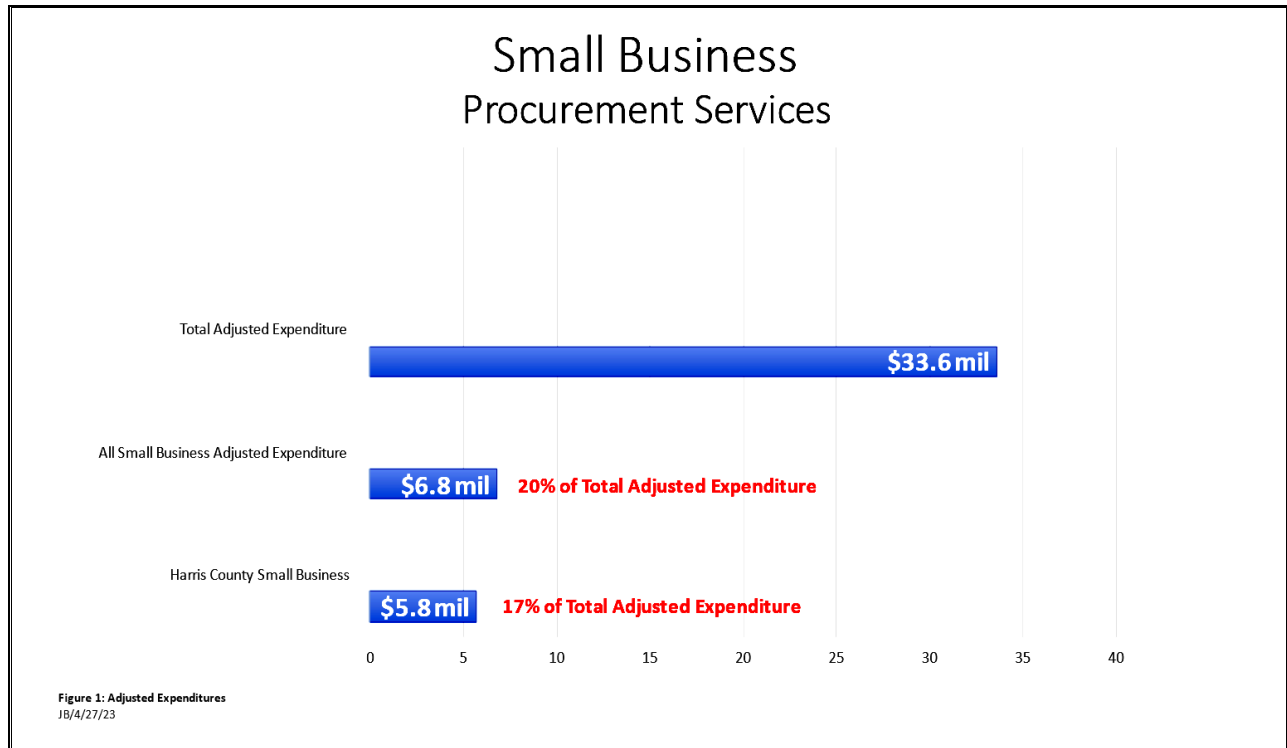
### Ongoing Efforts

The Procurement Services Division continues to promote small businesses participation by:

1. Reaching out to small businesses through vendor fairs and trainings
  - a. Quarterly Vendor Outreach meetings
  - b. Annual Supplier Showcase (iPASS)
2. Cooperation MOU with Chambers of Commerce
3. Seek and promote small business participation through presentations at local, state and national conferences, and Chambers of Commerce at large.

(Attached are the summary of charts for FY2022)

## Summary of Charts for FY2022

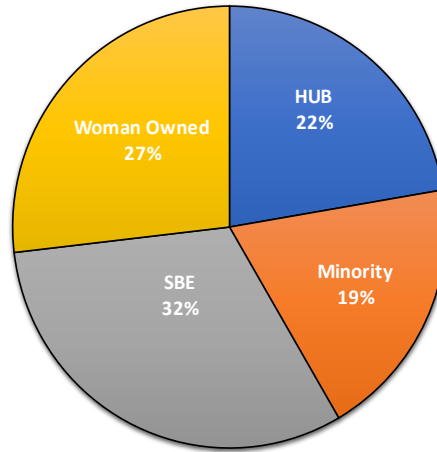


## Summary of Charts for FY2022

### Small Business per Classification within Harris County

#### 57 Harris County Small Business Vendors

1 – HUB  
11 – Minority  
5 – SBE  
8 – Woman Owned  
32 – Multiple Classifications



#### Disbursement by Classification

HUB - \$21,000.00  
Minority - \$454,722.78  
SBE - \$225,234.62  
Woman Owned - \$236,201.71  
**Single Classifications**  
**Total - \$937,159.11**

**Multiple Classifications**  
**Total - \$4,832,865.68**

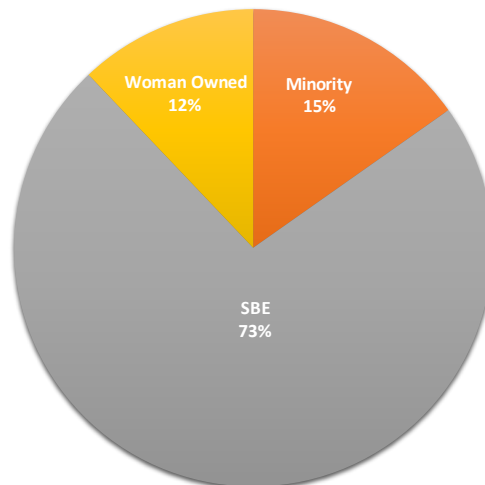
**Total - \$5,770,024.79**

Figure 3: Small Business Disbursements  
within Harris County  
JB/04.27.23

### Small Business per Classification Outside of Harris County

#### 20 Small Business Vendors outside of Harris County

0 – HUB  
2 – Minority  
7 – SBE  
1 – Woman Owned  
10 – Multiple Classifications



#### Disbursement by Classification

HUB - \$0  
Minority - \$32,925.00  
SBE - \$157,296.46  
Woman Owned - \$26,160.81  
**Single Classifications**  
**Total - \$216,382.27**

**Multiple Classifications**  
**Total - \$851,231.35**

**Total - \$1,067,613.62**

Figure 4: Small Business Disbursements  
outside of Harris County  
JB/04.27.23

## Addendum

### Subcontractor Progress for Construction Projects



**SMALL BUSINESS PROGRAM (SBP) – MONTHLY UPDATE FORM**

Project No./Title: HCDE Adult Education Center

Report Date: 3/31/23

Prime Contractor: Paradigm Construction

Total Contract Amount (Prime Contractor): \$ 14,917,107

Total Invoiced Amount (Prime Contractor) To-Date: \$13,953,049.47

**Instructions:** This form shall be completed and signed by an officer of the Prime Contractor's company and shall be attached to each invoice for payment submitted to HCDE.

List of SBP Subcontractors	Type of Work Performed	Subcontract Amount	% of Contract Effort	Dollar Amount Paid To-Date
Eagle Fabrication	Structural Steel	\$1,978,888.00	13.27%	\$1,981,671.00
Cypress Construction	Earthwork/Utilities	\$1,039,420.00	6.97%	\$891,645.40
Tron Electric	Electrical	\$1,007,738.00	6.76%	\$832,196.57
EDH Plumbing	Plumbing	\$700,000.00	4.69%	\$644,948.35
Duke Systems	Cabling	\$127,913.90	0.86%	\$62,843.11
AVEX	AV Systems	\$125,296.00	0.84%	\$59,818.43
Quality Security	Camera/Access	\$219,373.59	1.47%	\$6,023.76
Prime Texas	Roofing	\$169,000.00	1.13%	\$139,531.25
J&C Sitework/Paving	Concrete	\$884,595.00	5.93%	\$765,832.06

Total Amount Paid to SBP Subcontractors to-date: \$5,384,509.93

Percent of SBP Subcontractor Participation to-date: 38.59 %  
(Total Amount Paid to SBP Subcontractors / Total Invoiced Amount To-Date)

Signature: 

Name (Print or Type): Justin Hennis

Title: Project Manager

Date: 3/31/23



**SMALL BUSINESS PROGRAM (SBP) – MONTHLY UPDATE FORM**

Project No./Title: 2107 HCDE Highpoint East Middle School

Report Date: 04/06/2023

Prime Contractor: C.A. Walker Construction

Total Contract Amount (Prime Contractor): \$ 7,271,000.00

Total Invoiced Amount (Prime Contractor) To-Date: \$ 3,056,523.16

**Instructions:** This form shall be completed and signed by an officer of the Prime Contractor's company and shall be attached to each invoice for payment submitted to HCDE.

List of SBP Subcontractors	Type of Work Performed	Subcontract Amount	% of Contract Effort	Dollar Amount Paid To-Date
Aggtech	Concrete	\$546,514	63.5%	\$347,360
New Dawn Enterprises	Roofing/Siding Panels	\$632,080	13.59%	\$85,953.81
Keane Fire & Safety	Fire Extinguishers/Cabinets	\$4,792	67.59%	\$3,239
Vossler Plumbing	Plumbing	\$315,520	43.94%	\$138,626
M-Tech Electrical	Electrical	\$509,010	68.85%	\$350,495.15
Excavation Management INC	Excavation and Fill	\$301,465	35.82%	\$107,982.50
Cypress Construction	Utilities	\$264,950	16.49%	\$43,703.31

Total Amount Paid to SBP Subcontractors to-date: \$1,407,596.37

Percent of SBP Subcontractor Participation to-date: 46.05%

(Total Amount Paid to SBP Subcontractors / Total Invoiced Amount To-Date)

Signature: 

Name (Print or Type): Marcos Mendoza

Title: APM

Date: 04/07/2023





**Subcontractor Progress Assessment Report**  
**ABS East - Sovereign Builders dba Construction Ltd**

Subcontractor	Subcontract Amount	Total Amount Paid to Date
Commercial Flooring	\$ 190,000.00	\$ 164,350.00
Quality Security	\$ 273,270.99	\$ 259,815.95
MS Glass	\$ 168,065.00	\$ 147,834.00
TX Underground Utilities	\$ 1,262,826.34	\$ 1,126,328.70
TX Premier Drywall	\$ 134,634.00	\$ 118,007.19
SB Subcontractor Total	\$ 2,028,796.33	\$ 1,816,335.84
Contract Amount	\$ 12,348,500.00	
Participation Percentage		16%
Percentage Paid		90%

**Subcontractor Payments**

Commercial Flooring	Quality Security	MS Glass
12/26/2022 \$ 164,350.00	9/14/2022 \$ 217,638.67	4/7/2022 \$ 43,200.00
	10/7/2022 \$ 42,177.28	8/18/2022 \$ 18,045.00
	2/3/2023 \$ 34,755.17	9/8/2022 \$ 50,220.00
		11/4/2022 \$ 23,085.00
		12/21/2022 \$ 8,604.00
		2/8/2023 \$ 2,430.00
TX Underground Utilites	TX Premier Dryall	
1/26/2022 \$ 56,923.20	10/7/2022 \$ 45,939.15	
3/2/2022 \$ 54,903.60	11/4/2022 \$ 13,095.75	
3/3/2022 \$ 86,040.90	12/21/2022 \$ 58,972.29	
4/7/2022 \$ 14,895.00	1/31/2023 \$ 4,074.45	
6/6/2022 \$ 709,018.20		
6/22/2022 \$ 27,081.00		
6/28/2022 \$ 18,664.54		
9/8/2022 \$ 26,937.00		
11/16/2022 \$ 74,520.27		
12/21/2022 \$ 57,888.00		