



Interoffice Memorandum

Business Development 1

**DATE:** January 8, 2021

**TO:** Mayor Jerry L. Demings  
-AND-  
County Commissioners

**FROM:** Anne Kulikowski, Director  
Administrative Services Department

A handwritten signature in black ink, appearing to read "AK", written over the name Anne Kulikowski.

**CONTACT PERSON:** Sheena Ferguson, Manager

**DIVISION:** Business Development  
Phone: 407-836-7345

**ACTION REQUESTED:** Approval of a new Senior Contract Administrator position in the Business Development Division.

**PURPOSE:** The approval of the new Senior Contract Administrator position will allow Business Development to handle an increase in workload associated with the higher volume of contracts and payment applications as well as the recent change to the Minority/Women-owned Business Enterprise (M/WBE) ordinance, which removed the construction sliding scale. This increased workload includes contract compliance services for Goods and Services contracts, monitoring the M/WBE and Registered Service Disabled Veteran Utilization, providing M/WBE availability analysis, and reviewing Registered Service Disabled Veteran applications, as well as reviewing all construction service related bids to determine if the new bid requirements pertaining to the good faith effort is sufficient.

**BACKGROUND:** Prior to 2009, the Business Development Division had five full-time Senior Contract Administrators handling the mission of the division to promote the participation in and the award of contracts to women and minority business enterprises in accordance with the M/WBE Ordinance, requiring M/WBE compliance monitoring in the categories of Construction, Goods, Services and Professional Services. During the recession in 2009, one Senior Contract Administrator position was lost due to budget constraints.

On August 11, 2020, the Board approved removal of the construction sliding scale. As a result of this change, all bidders are required to meet the M/WBE subcontract goals in the invitation for bids or provide sufficient good faith effort documentation. This change impacts the workload for the Goods and Services area.

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Due to these changes, the workload will be unbearable for the existing staff to handle the Goods and Services areas that includes construction contracts. The addition of one Senior Contract Administrator will also assist the M/WBE and Registered Service Disable Veterans with any contract compliance related concerns and M/WBE availability analysis.

*CC: Darren Gray, Deputy County Administrator  
Carla Bell Johnson, Assistant County Administrator  
Sheena Ferguson, Manager, Business Development Division*