



"Your guide to doing business with the City of Philadelphia"

## January

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## MBEC's Focus on Outreach in 2006

By Michael P. Williams, Esq.

In 2005, MBEC's Special Projects Unit (please see last month's issue) had a terrific year. 2006 is shaping up to be even better!

First and foremost, we have a new Special Projects Deputy, Ms. Rubi Pacheco-Rivera. Ms. Rivera comes to us after years of working with the Latino Community. She served as the Administrative Director of the Council of Spanish Speaking Organizations, Inc. and most recently as the Conference Coordinator for the Pennsylvania Statewide Latino Coalition. Rubi has outstanding ideas, commitment, passion and the dedication to build upon and surpass the Special Projects Unit's successes in 2005. In next month's newsletter, Rubi will discuss her unit's goals for 2006. In the meantime, feel free to contact Rubi at either [rubi.pacheco-rivera@phila.gov](mailto:rubi.pacheco-rivera@phila.gov) or (215) 686-3876. Welcome, Rubi!



Barbara Oliver, Special Projects Coordinator, and LaShawnda Ellison, Special Projects Assistant, are also here to help market and advocate for your business in the public as well as in the private sector.

Jasmin Campos-Rivera, MBE Specialist, is heading up our outreach to Spanish-speaking businesses; she has been doing an outstanding job, and her plans for 2006 are just as outstanding (you'll find an article from her about her work inside).

Our Supplies, Services and Equipment Unit (Julie Simmons), Public Works Unit (Hanford Jones) and Personal and Professional Services Unit (Cal Gaines in a new role as PPS Coordinator!) are all planning to do even more outreach in 2006; please expect more e-mail messages, fax blasts and telephone calls!

There have been some staffing changes at MBEC. Besides Rubi coming aboard and Cal moving from the Certification Unit to PPS, we welcome Alicia Mitchell-Wilson as my Executive Assistant. Alicia, who is known throughout the City for her outstanding work, comes to us from the NTI project. Alicia replaces Beverly Grazier, who has moved on to the City's Public Property division. Beverly will be missed, and we thank her for all her work at MBEC.



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**Q. How long have you been in business?**

A. We have been in business since 1989.

**Q. What made you start your business or type of business?**

A. The belief that I could do better on my own and the knowledge that I could employ and also serve my community by being in business.

**Q. Are you currently doing business with the City of Philadelphia?**

A. Yes.

**Q. What type of goods and services do you provide to the City?**

A. Consulting on Information Technology Professional Services.

**Q. With what City department(s) have you worked ?**

A. Mayor’s Office of Information Services (MOIS) / Department of Health / Water Revenue Bureau / Capital Program Office (CPO) / School District of Philadelphia.

**Q. What was the most difficult element of doing business with the City?**

A. Understanding the processes associated with procurement and the requirements to the same.

**Q. How has doing business with the City enhanced you or your business development?**

A. It has allowed me to assist my community and it has helped me to understand how city government works.

**Q. What would you recommend to others who are going into business?**

A. a) Thorough knowledge of your product/services;  
b) Understanding of the marketplace;  
c) Knowing where you could fit in the marketplace.

**Q. What recommendations would you give others who are interested in doing business with the City?**

A. Extreme patience, b) Perseverance, c) Financial Endurance and Backup.

**Q. How long should a business owner wait to pursue business with the City of Philadelphia?**

A. As long as it takes and until they are willing to invest the time in order to obtain contracts.

**Q. Has MBEC been helpful to you in getting business, retaining business, getting paid or resolving a problem?**

A. Yes, they have provided me with continuous counseling and direction.

**Q. Who are the City departments that have been helpful to you?**

A. MOIS, Water Revenue Bureau, Department of Health, CPO, School District of Philadelphia

**Q. What was your most recent project for the City?**

A. MOIS - Technical Consulting; Water Revenue Bureau - Oracle Support Services; Health - WebFocus Support.

**Q. What has been your largest project with/for the City?**

A. MOIS – Technical Consulting

**Q. What would you attribute your acquisition of business/award of contract to?**

A. M.B.E.C.  Pricing  Contact   
Certified Status  Other   
The ability to provide excellent and cost effective Technical / Project Management services in a timely manner.



## MBEC Employee of the Month: Hanford Jones, Public Works Coordinator

Hanford Jones is a Maryland native who joined the Minority Business Enterprise Council (MBEC) in 1989. Prior to working at MBEC, Mr. Jones worked for the Maryland Minority Contractors Association Inc. (NMCA). Mr. Jones began as a six month volunteer but then became employed with the City of Philadelphia.

Currently, Mr. Jones is the Coordinator of the Public Works Unit. In the past year, Mr. Jones has met with several city departments, including The Procurement and Law Departments, to discuss and investigate how M/W/DSBE firms can be better utilized in their future projects. Mr. Jones strives to meet a couple directly related but different goals. The first goal at hand is to increase the level of MBEC-certified firms' participation as prime contractors and as subcontractors on City funded and City/Federally funded contracts. Secondly, Mr. Jones is trying to build an arena where MBEC firms can bid comfortably, as well as win and perform the work specified in the contract.

Mr. Jones believes that over the past year, his message has been well received by the entire contracting community and he anticipates continuing spreading this message in the years to come.

**CONGRATULATIONS, Mr. Jones,** you have been selected as the "MBEC Employee of the Month". Thank you for your years of dedication and hard work.

## MBEC Events and Workshops

### The Minority Business Enterprise Council Presents "Understanding the Certification Process "

Come and receive all the answers to your questions regarding  
"How to become certified with the City of Philadelphia"  
You will receive information on what you need to become a  
"CERTIFIED VENDOR" with the City of Philadelphia.  
We will take you through our "certification process" step-by-step.

#### Upcoming workshops:

TIME	DATE	LOCATION
10:00-Noon	<b>Monday, February 27, 2006</b>	<b>MSB, 16th Floor Room "C"</b>
10:00-Noon	Monday, March 27, 2006	MSB, 16th Floor Room "C"
10:00-Noon	Tuesday, April 25, 2006	MSB, 16th Floor Room "C"
10:00-Noon	Tuesday, May 30, 2006	MSB, 16th Floor Room "C"
10:00-Noon	Tuesday, June 27, 2006	MSB, 16th Floor Room "C"
10:00-Noon	Tuesday, July 25, 2006	MSB, 16th Floor Room "C"
10:00-Noon	Tuesday, August 29, 2006	MSB, 16th Floor Room "C"
10:00-Noon	Monday, September 25, 2006	MSB, 16th Floor Room "C"
10:00-Noon	Monday, October 30, 2006	MSB, 16th Floor Room "C"
10:00-Noon	Tuesday, November 28, 2006	MSB, 16th Floor Room "C"
10:00-Noon	Tuesday, December 19, 2006	MSB, 16th Floor Room "C"

**SEATING IS LIMITED !**

**Please contact Ms. LaShawnda Ellison @ (215) 686-3872 to confirm your attendance.**



## Events and Workshops

**The U.S. Small Business Administration  
Presents  
The 8(A) Business Development Program**

Are you interested in learning how you could become 8(A), Hubzone, and SDB certified?

**If so, you should attend these seminars! Upcoming dates are:**

**Thursday, February 23, 2006**

**Thursday, March 23, 2006**

**Location:**

**U.S. Small Business Administration  
Robert N.C. Nix Federal Building  
900 Market Street, 5th Floor  
Philadelphia, Pa 19107**

To register please contact Jane Aquila at (215) 580-2701 or [jane.aquila@sba.gov](mailto:jane.aquila@sba.gov) or register online at <http://www.sba.gov/pa/phil/philregistration.html>

**SIGN IN TIME: 8:30 A.M. ORIENTATION TIME: PROMPTLY @ 9:00 A.M.**

**IMPORTANT: PLEASE BRING PHOTO I.D. FOR SECURITY CLEARANCE IN LOBBY UPON ARRIVAL**

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**The Philadelphia Development Partnership  
Presents  
Community Capital Works Peer Lending Program, Open House and Information Sessions**

Upcoming dates for this workshop are:

**Thursday, February 9, 2006**

**Thursday, February 23, 2006**

**Both begin at 6:00 P.M. and end at 8:00 P.M.**

**Location:**

**First District Plaza  
3801 Market Street, Conference Room 201  
Philadelphia, PA 19104**

**FREE ADMISSION!**

For more information, please contact Tessa Freeman-Anderson at (215) 545-3100, ext. 228 or [tfreeman@pdp-inc.org](mailto:tfreeman@pdp-inc.org)



## Events and Workshops continued.....

**The Philadelphia Development Partnership  
Presents  
The Successful Entrepreneur Seven Week Business Development Course**

These courses will be held on:

**Wednesdays and Fridays beginning February 15, 2006**

**Begins PROMPTLY at 10:00 A.M. and ends at 1:00 P.M.**

**Location:**

**1334 Walnut Street, 7th Floor  
Philadelphia, PA 19107**

**Cost: \$225 (includes tuition, workbook, and some professional services,  
including legal, accounting, and graphic design)**

For more information, please contact Tessa Freeman-Anderson at (215) 545-3100, ext. 228 or [tfreeman@pdp-inc.org](mailto:tfreeman@pdp-inc.org)

**The Women's Business Development Center  
Presents  
Orientation and Business Assessment Workshop**

**Are you a women? Are you interested in starting or growing a business?  
If so, this workshop is for you. At this workshop you will complete a  
business development survey, discuss your business needs, learn about what resources WBDC  
has to offer and network with other women-owned businesses.**

If you are interested, please attend this workshop on:

**Monday, February 13, 2006 @ 6:00 pm to 7:30 pm**

**Monday, March 13, 2006 @ 6:00 pm to 7:30 pm**

**Location:**

**Women's Business Development Center  
1315 Walnut Street, Suite 1124**

**ADMISSION IS FREE!**

**For more information and/or to register please call:  
(215) 790-WBDC (9232) or Fax (215) 790-9231**



## Annual Contracts for The Delaware River Port Authority

Service Products	Contract Status
One year supply, Bottled Water for <b>DRPA/PATCO</b>	2 <sup>nd</sup> year – This purchase will be up for competitive bid in <b>October 2006</b>
Emergency Generator Maintenance for <b>DRPA</b>	Bid Process – This purchase will be up for competitive bid in <b>February 2006</b>
Traffic cones for <b>DRPA</b>	DRPA may exercise its 2 <sup>nd</sup> year option in <b>August 2006</b>
Office Paper Products for <b>DRPA/PATCO</b>	DRPA may exercise its 2 <sup>nd</sup> year option in <b>May 2005</b>
Hazardous Waste Removal for <b>DRPA/PATCO</b>	DRPA may exercise its 2 <sup>nd</sup> year option in <b>February 2006</b>
Custom Made Police Uniforms for <b>DRPA/PATCO</b>	PATCO may exercise its 2 <sup>nd</sup> year option in <b>February 2006</b>
Unleaded Gasoline & Automotive Diesel Fuel for DRPA/PATCO #2 Heating Oil for PATCO	Bid Process – This purchase will be up for competitive bid in <b>August 2006</b>

If you are interested in pursuing any of these contracts listed above, please call Susan Squillace, Purchasing Agent, at (856) 968-2163.

## Annual Contracts for PATCO

Service Products	Expiration Date
Industrial Refuse Disposal Services for PATCO Lindenwold Maintenance Facility	April 30, 2006
Snow Removal Services for PATCO	December 2006
Landscaping Maintenance for PATCO	May 2007
Pest Control and Exterminating at PATCO	May 2007
Annual Inspection and Service on PATCO Fire Alarm Monitoring System	May 2007
Annual Inspection and Service of PATCO Sprinkler Systems	May 2007

If you are interested in pursuing any of these contracts listed above, please contact Thomas J. Zamorski, Purchasing Agent, at (856) 772-6914, or Stephen Suder, Manager, Procurement, Records and Stores at (856) 968-2142.



# Hispanic Outreach Initiative (HOI)

## By Jasmin Campos-Rivera, MBE Specialist

2006 is a very exciting time for us at the MBEC! We have plans to help build a stronger network of MBEC-certified Hispanic businesses in 2006 and beyond. Our strong commitment to the important Hispanic business community is called the “Hispanic Outreach Initiative” (HOI).

For those of you whom I have not yet met, allow me to introduce four things: who I am, what we at MBEC are currently doing in the Hispanic business community through the HOI, why the HOI is important and finally “what we plan to do next”! If after reading this you have any questions, comments or suggestions, please contact me directly!

### ***The first question: “Who is Jasmin Campos-Rivera?”***

**Answer:** I am a Specialist in the MBEC Certification Unit. I work with vendors to determine if they qualify for minority status with the City of Philadelphia. I evaluate vendors for the two types of certification: City-funded projects (MBEC certification) and federally-funded projects (UCP certification). In September 2005, I was asked to head the newly-created HOI... and I am delighted! I am Hispanic as well, so I have a real understanding of some of the challenges Hispanic –owned businesses face everyday. For example, language can be a real barrier, so I am willing to translate from Spanish to English and vice versa. I have helped many business owners in our Hispanic community with translating and I welcome the opportunity to help you or someone you know in the Hispanic business community with translation. Last year, I helped small start-up Hispanic businesses identify contract opportunities with different city departments and quasi agencies.

### ***Second question: “What is MBEC currently doing in the Hispanic community through HOI?”***

**Answer:** Our MBEC team is bringing awareness to the Hispanic business community about MBEC and the opportunities to do business with the City of Philadelphia as either a Prime Contractor or a Subcontractor. So far, we have been successful in helping a number of Hispanic businesses earn their certifications and we know we can really increase our number of certified Hispanic businesses!

I am also networking with different agencies that provide resources for minority-owned business enterprises (“MBEs”) and then educating Hispanic business owners on the various resources available to them. Last month, I chaired a meeting with key Latino community leaders from various agencies (*The Puerto Rican Affairs Administration, Empowerment Group, LEON, The Greater Philadelphia Hispanic Chamber of Commerce, Latino Partnership, Philadelphia Workforce Development*) and key business leaders, including *Logistics Management Consultants, Inc.* The primary purpose of the meetings is to work together in exploring the true community needs and ways of increasing the number of MBEC-certified Hispanic businesses. Our follow-up meeting is scheduled for next month. The most recent collaboration on which I can report is with the *Empowerment Group*. MBEC is conducting workshops on the Certification process at *EG’s: “Entrepreneurship Week”*. Keep reading our MBEC newsletter for future workshops and seminars geared to helping the Hispanic business community.

### ***Third question: “Why is the HOI important to Hispanic-owned businesses?”***

**Answer:** To answer that, ask yourself: “What it would mean to your business to have access to City-funded or federally-funded contracts?” Our current certified minority vendors tell us it means a lot! While never a guarantee of getting work, being MBEC-certified gives your company greater access to governmental contracting opportunities.

### ***Fourth question: “What does MBEC plan to do next to help the Hispanic business community?”***

**Answer:** MBEC plans to expand awareness of our various Units (Certification; Compliance; Special Projects; Supplies, Services and Equipment; Public Works; and Personal and Professional Services) and how the Hispanic business community benefits from working with all of MBEC’s units.



## Hispanic Outreach Initiative (HOI) continued...

Specific goals for helping the Hispanic business community in 2006 are:

- Addressing the community's needs by identifying what kind of resources are available for small businesses;
- Increasing the number of certified Hispanic firms by bringing awareness of MBEC's interrelated Units and how the Units function together;
- Understanding the benefit of being certified as a Minority/Woman-Owned Business Enterprise;
- Encouraging Hispanic firms to grow from "Sub-Contractors" to "Prime Contractors";
- Ensuring qualified Hispanic businesses have equal opportunities to bid and benefit from City contracts

We all know there will be some challenges in 2006 and MBEC is willing to help you succeed. We encourage you to take advantage of outside trainings, seminars and minority services at the various Hispanic-based agencies in your community.

Feel free to contact me at (215) 686-6395 or [jasmina.campos-rivera@phila.gov](mailto:jasmina.campos-rivera@phila.gov)

### The Certification Express Line By Kathy Padilla, Acting Certification Coordinator

One of the questions most often asked by those seeking certification is "what's the fastest way for me to get certified or recertified?" The general timeline for becoming MBEC-certified is within 90 days of the time an application is complete. For a file to be deemed complete, all required documentation must be accurate and must be delivered to MBEC's offices. The 90 day clock starts ticking after all required documentation is correct and in MBEC's offices.

But there is a much, much faster way to get certified via MBEC's Reciprocal Certification policy. Firms that are already certified by a local, state or federal governmental agency only need to provide a completed MBEC application and a copy of their governmental certification to be certified by the City of Philadelphia. Your MBEC certification under this procedure will expire when your certification expires with the other governmental agency. Please note that certifications from non-governmental groups (such as Business Development Councils) do not qualify for reciprocal certification, and reciprocal certification is not available for the PA UCP Program.

When you apply to become certified or recertified through reciprocity by the City of Philadelphia, you'll only need to fill out three sections of the City of Philadelphia application. You will only need to provide one supporting document (your certification from another governmental agency), and you'll be processed in a fraction of the time it would take under the standard certification process!



# “Know Your Rights”

## By Brigitte Daniel, Esq., MBEC Compliance Officer

MBEC’s Enforcement, Compliance, and Monitoring Unit has received many complaints regarding “paid when paid” payment provisions included within contracts between MBEC-certified vendors and prime contractors.

A “paid when paid” payment provision dictates terms of how a vendor will be paid. In most circumstances, this type of provision means that a subcontract vendor will only be paid when the prime contractor is paid by the City of Philadelphia or by whomever is the owner of the project. An example of a “paid when paid” provision is as follows,

“Approved invoices will be paid to subcontract vendor within ten (10) business days of prime contractor being paid by Philadelphia.”

If, as an MBEC-certified vendor, you receive a subcontract agreement with a “paid when paid” payment provision, you should present to the prime contractor an alternative means of payment. One contractual alternative is a contingency provision. In this case, a provision wherein a subcontract vendor will be paid after the subcontract vendor completely performs the contracted services. An example of such a provision is as follows,

“Payment will be issued to Subcontract vendor within thirty (30) days after completion of performance.”

If it is the issuance of invoices and /or purchase orders that delineate a subcontract vendor’s contractual obligations, the above-mentioned process can still apply. As an alternative, the prime contractor can provide a *certificate of completion* that states that the subcontract vendor completely performed its obligations. This alternative may be most effective in construction type public works projects. After the *certificate of completion* is submitted, the subcontract vendor can negotiate with the prime contractor that prime contractor issue payment within thirty (30) to forty-five (45) days after issuance of *certificate of completion*.

Ultimately, it is very clear why an MBEC-certified vendor should request alternative payment terms in lieu of a “paid when paid” contract provision. The most prevalent reason is that the performance provision or *certificate of completion* allows a vendor to get paid without having to rely upon factors not within the subcontract vendor’s control, i.e., the timeliness of payment to the prime or the timeliness of the prime’s submission of invoices to the City. In addition, if these provisions are established and incorporated into agreements between MBEC-certified vendors and prime contractors, this can deter litigation should an issue arise in regard to non-payment.

If you know that a “paid when paid” payment provision will be harmful to your business, do not hesitate to negotiate alternative terms of payment with the prime contractor. At the very least, these types of negotiations will let the prime contractor know that you, as an MBEC-certified vendor, are aware of the pitfalls of “paid when paid” provisions and wish to change the language to be included within your subcontract agreement.



# A MBEC Workshop Recap: The Turner School Construction Management Workshop



**Picture 1:** Michael P. Williams, Esq., MBEC Director, congratulates graduates on their successful completion of the program.



**Picture 2:** Councilwoman At Large Blondell Reynolds-Brown challenges the graduates to utilize their training to further enhance their business and skills while directly giving back to the community by employing others living in that perspective neighborhood.



**Picture 3:** Herbert Young, Turner Construction Company, presents Pepsi Bottling Company, Program Sponsor, with an award of recognition and appreciation. Pepsi representatives receiving the award are Wrenton Wright and Bill Walker.



**Picture 4:** Barbara L. Oliver, MBEC Special Project Coordinator (on the left), James A. Roundtree, Consultant to PAMBDC (on the right), and Herbert Young, Turner Construction (in the middle) present awards to program graduates and sponsors.



## A MBEC Workshop Recap: The Turner School Construction Management Workshop continued.....



**Picture 5:** Luis Torrado, Torrado Construction Company, accepts his award of recognition for being the “star student” in his class. In addition to this award, Mr. Torrado received a \$500 gift certificate to Alpha Office Supplies (MBEC certified vendor) and a vacation certificate for two.



**Picture 6:** Class Representative, Tamika McKoy, Immaculate Office Cleaning Co., LLC speaks about her experience in the construction program. Ms. McKoy also received an award for her class and homework assignment average. She received a \$350 Gift Certificate to Alpha Office Supplies and a vacation certificate for two.



**Picture 7:** Turner Construction Management Workshop 2005 Graduating Class poses with Councilwoman At Large Blondell Reynolds-Brown (far left hand corner).



**Picture 8:** Barbara L. Oliver, MBEC Special Projects Coordinator (middle), poses with two graduates; Stanley T. Williams, Stand the Lawnmower Man (right) and Damon Williams, Damon Williams and Associates (left).



# Minority Business Enterprise Council (MBEC) Mission Statement

The Minority Business Enterprise Council (MBEC) was established in 1982 to ensure that Minority ("MBE"), Woman ("WBE"), or Disabled ("DSBE") owned business enterprises (collectively "M/W/DSBEs") are afforded equal access and opportunity to compete for and secure contracts within the City of Philadelphia.

As part of its role, the MBEC promotes the economic development of M/W/DSBEs through its certification program; contract review and monitoring activities; as well as ongoing interaction with other City departments, quasi-public agencies and the local marketplace.

MBEC currently operates under the Mayor's Executive Order 02-05, the City's regulation that governs the MBE, WBE, and DSBE business program, and 49 C.F.R. Part 26, under the federal guidelines that govern the Disadvantaged Business Enterprises ("DBE") business program.

Feel free to contact MBEC at:

The City of Philadelphia  
Minority Business Enterprise Council (MBEC)  
1401 JFK Blvd, Room 330  
Philadelphia, PA 19102-1666  
Phone: (215) 686-MBEC (6232)  
Fax: (215) 686-3878

[www.phila.gov/mbec](http://www.phila.gov/mbec)

