



Small Business Enterprise Program

# FACT BOOK



October 1, 2021 – September 30, 2022

FY 2022

## Mission Statement

*"Provide safe, clean, reliable, accessible and friendly public transportation services to our region."*

## Board of Directors

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## METRO's Small Business Enterprise Program Fact Book FY2022

METRO is pleased to present a summary of its Small Business Enterprise (SBE) Program, goals and achievements for fiscal year 2022. As an agency, METRO is committed to total diversity, as represented by the success of its SBE Program. Originated by METRO's Board of Directors, championed by its executives, and implemented throughout the Agency, METRO strives to utilize small and disadvantaged businesses in its procurement and purchasing efforts.

METRO's Office of Small Business (OSB), works closely with its partners throughout the small business community, ensuring awareness of procurements, training, and supporting efforts to build capacity. The OSB is METRO's in-house certification agent, providing small business certification, outreach, and technical assistance.

Below is a summary of METRO's SBE Program achievements at the close of FY2022 (Oct. 2021 – Sept. 2022):

- 426 firms received METRO SBE certification
- 1,510 SBE certified firms in METRO Small Business Database
- METRO achieved 67% Small Business (SB) participation on contracts with goals
- METRO awarded \$64.9M to Small and Disadvantaged Businesses
- 30 Small Business University (SBU) training sessions offered to Small and Disadvantaged Businesses

The impact of these efforts in FY2022 has been recognized within the small business community with METRO receiving recognition/awards from the following organizations:

- Houston Minority Supplier Development Council "2022 Accountability Recognition"
- Greater Houston Business Procurement Forum "Strategic Partner of the Year"
- Greater Houston Business Procurement Forum "Bronze Sponsor Award"
- Greater Houston Business Procurement Forum "Award of Merit" – Shurronda Murray & Jorge "Alex" Sandoval
- Indo-American Chamber of Commerce of Greater Houston "Women of Impact Award" – Shurronda Murray
- Subcontractor U.S.A. "Top 25 Prime Contractors for Diversity and Supplier Diversity Champion"
- Women's Business Enterprise Alliance Cutting Edge Award – "Greatest Growth in Spend" with WBEs Nomination Recognition

METRO looks forward to continuing its successful engagement with the small business community.

Metropolitan Transit Authority of Harris County, Texas

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# TABLE OF CONTENTS

## Small Business & Disadvantaged Business Enterprise Programs

<b>Overview .....</b>	<b>3</b>
SBE Program Enhancements .....	4
<b>Small Business Certification Program .....</b>	<b>6</b>
FY2022 Small Business Certification Fast Facts .....	8
FY2022 Small Business Certification Data .....	10
METRO Certified Small Business Directory .....	11
<b>Small Business Compliance Program.....</b>	<b>13</b>
FY2022 Small Business Compliance Fast Facts .....	14
Small Business Program Goals .....	15
FY2022 Small and Disadvantaged Business Enterprise Contract Awards .....	16
FY2022 New Contracts Awarded with Small Business Goals .....	17
Contracts with Small Business Goals Breakdown .....	18
<b>Small Business Goal Achievement FY2019 – FY2022 .....</b>	<b>20</b>
Small and Disadvantaged Businesses on All METRO Contracts .....	21
Total SBE/DBE Awards in FY2019 - FY2022 .....	22
FY2022 Payments to Small and Disadvantaged Businesses .....	23
<b>METRONext Overview.....</b>	<b>26</b>
FY2022 METRONext Small Business Compliance Fast Facts.....	26
METRONext Small Business Compliance Fast Facts To-Date .....	27
METRONext Small and Disadvantaged Business Enterprise Contract Awards .....	28
METRONext Contracts Awarded with Small Business Goals.....	29
METRONext Contracts with Small Business Goals Breakdown .....	31
<b>Outreach, Training and Business Development .....</b>	<b>34</b>
FY2022 Outreach, Training and Business Development Fast Facts .....	34
Small Business & Procurement Business Help Center.....	34
FY2022 Outreach, Business Development and Recognitions .....	35
The GAP List.....	39
METRO Small Business University (SBU).....	40
METRO SBE Business Assessment Tool.....	41
Interagency Mentor-Protégé Program .....	42
<b>Contact Information .....</b>	<b>45</b>

# Small Business & Disadvantaged Business Enterprise Programs Overview

The Metropolitan Transit Authority's Small Business Enterprise/Disadvantaged Business Enterprise (SBE/DBE) Program was adopted by the METRO Board of Directors in December 2005 and was last updated in April 2020. The purpose of these Programs is to provide additional opportunities for small businesses and to promote equal opportunity and fairness in all procurement matters, in accordance with state and federal laws. By formalizing innovative practices and implementing new procedures, METRO's Office of Small Business continues to increase Small and Disadvantaged Business participation. METRO established its Office of Small Business (OSB) specifically to promote small business participation in METRO procurement opportunities. The METRO OSB has three primary functions: (1) Small Business Enterprise (SBE) certification, (2) compliance, and (3) outreach, which includes: business development, technical assistance and training.

Currently, METRO operates both a Small Business Enterprise (SBE) Program and a Disadvantaged Business Enterprise (DBE) Program:

- The SBE Program was established by the Board with a 35% annual, aspirational goal for eligible contracts
- The DBE Program was established by the Board in accordance with the Federal Transit Administration/Department of Transportation (FTA/DOT) requirements for recipients of funds from FTA/DOT

METRO's DBE Program follows the regulations of 49 CFR part 26, and calculates its DBE goal every three years, pursuant to FTA guidelines.

## **METRO's Office of Small Business Objectives:**

- Provide full and equal business opportunities
- Follow non-discrimination policy in selection of vendors
- Use only race and gender-neutral means to ensure full and inclusive small business participation across a variety of business types
- Provide outreach and technical assistance to small businesses
- Meet or exceed 35% aspirational goal for small business participation
- Build small business capacity
- Ensure compliance with the SBE and DBE programs

## **SBE Program Enhancements**

Over the years, METRO has demonstrated its commitment to increasing participation in procurement opportunities across all sectors of the business community it serves. Despite the proven track record of METRO's Small Business Enterprise (SBE) Program, the Authority is continually seeking ways to improve the Program to be more inclusive and to bring increased awareness to opportunities. In FY2022, the Procurement Department, in conjunction with the Office of Small Business, implemented the following key enhancements/activities:

- Conducted a focus group session to identify obstacles in doing business with METRO
- Enhanced pre/post award monitoring and reporting
- Reinstated Multi-Trades program
- Initiated training videos on website

### **Upcoming Enhancements:**

- Track all formal contracts in B2Gnow
- Increase Prime and subcontractor training
- Create more training videos on website
- Increase marketing and messaging efforts
- Establish METRO Mentoring/Protégé program
- Increase capacity-building efforts
- Conduct additional focus groups and establish advisory committees

# **Small Business Certification Program**

# Small Business Certification Program

METRO is one of three (3) agencies in Harris County that administers a formal certification program. METRO's Small Business Enterprise certification is valid for three (3) years.



METRO's Office of Small Business certification process identifies small businesses that meet the following criteria:

- Must be in business for at least one year
- Must have at least \$5,000 in revenue over the last 12 months
- Company's gross receipts must not exceed SBA industry size standards
- Must provide owner(s) personal net worth statement
- Must provide one year of personal tax returns for everyone holding 5% or more ownership in the company
  - Personal net worth of each owner may not exceed \$1,320,000 (excluding the owner's primary residence and the value of the business)
- Must provide three (3) years of the firm's tax returns, or at least one year of business tax returns, if a new business

In addition to METRO's own SBE certification, METRO also accepts Disadvantaged Business Enterprise (DBE) certifications from the following agencies:

- City of Houston
- City of Austin
- Corpus Christi Regional Transportation Authority
- North Central Texas Regional Certification Agency (NCTRCA)
- South Central Texas Regional Certification Agency (SCTRCA)
- Texas Department of Transportation (TxDOT)
- Small Business Administration (SBA - 8a certification only)



METRO's Small Business Enterprise (SBE) certification is recognized by the following agencies for inclusion in their small, disadvantaged, minority and women business development programs:

- Port Houston, The International Port of Texas
- Fort Bend Independent School District (FBISD)
- Houston Community College (HCC) Small Business Procurement
- Houston First Corporation (HFC)

### **How Do I Get Certified?**

Getting certified with METRO as a Small Business Enterprise (SBE) offers several advantages to qualified small businesses:

- The process is fast, easy and free
- The entire process is done online for greater security of sensitive information
- Offers a competitive advantage for solicitations with Small Business goals
- Certification is accepted on solicitations issued by Port Houston, Fort Bend ISD, Houston Community College and Houston First Corporation
- Certification lasts for three (3) years
- DBE certified firms receive reciprocity and are expedited through the SBE certification process
- Expedited certification for HMSDC members

*To start the certification process:*

- Visit [www.ridemetro.org/SBEcertification](http://www.ridemetro.org/SBEcertification) and click on "Apply for / Renew Certification" and follow the online instructions

### **How Do I Register as A Vendor?**

Any firm that wishes to do business with METRO, should first register as a vendor. The two biggest advantages include: 1) automatic email notification of solicitations that match your company's services; and 2) automatic notification of "Addendums" during the solicitation process.

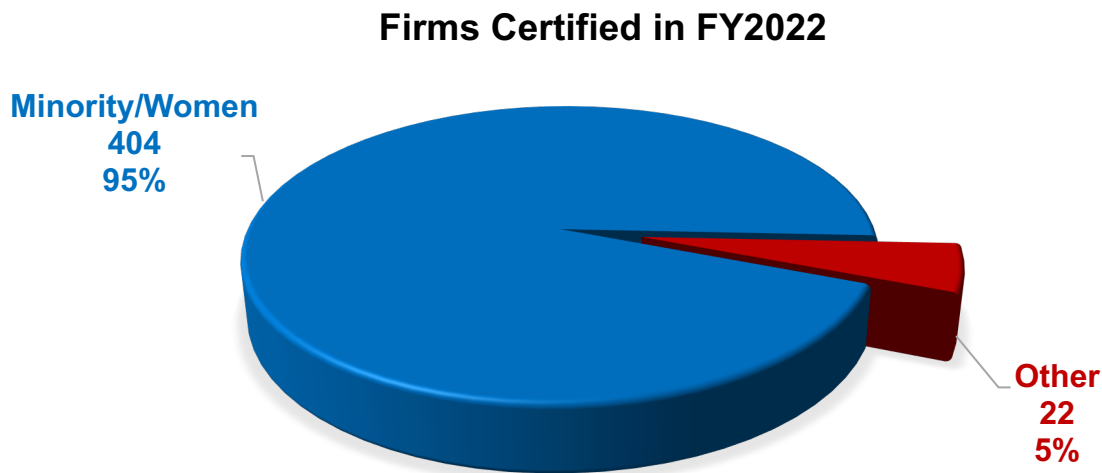
*To start the vendor registration process:*

- Visit [webapps.ridemetro.org/procurement](http://webapps.ridemetro.org/procurement) and click on "New Supplier Account," then select "Register a New Account"



## FY2022 Small Business Certification Fast Facts

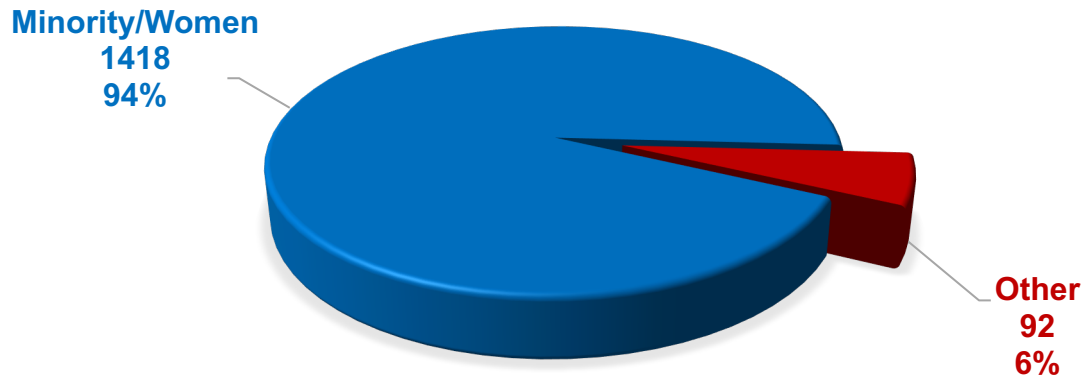
- **426** Firms certified as METRO Small Business Enterprises
  - **360** New Small Business Enterprise certifications
  - **66** Small businesses renewing their certifications
  - **404 (95%)** Certified firms were minority and women-owned firms



- **1** Firm graduated from METRO's Small Business Enterprise Program in FY2022
- **1,510** METRO-certified Small Business Enterprises listed in the agency's Certified Small Business Enterprise Directory at the end of FY2022
  - **189 (13%)** of the 1,510 firms listed in the directory at the end of FY2022 were actively participating on a total of 356 METRO contracts, as either a Prime or subcontractor

- **1,418 (94%)** of the firms listed in the directory at the end of FY2022 were minority and women-owned businesses

### **Certified SBEs at the End of FY2022**



- **11,620** Firms certified as METRO Small Businesses Enterprises, since inception of the Small Business Enterprise Program

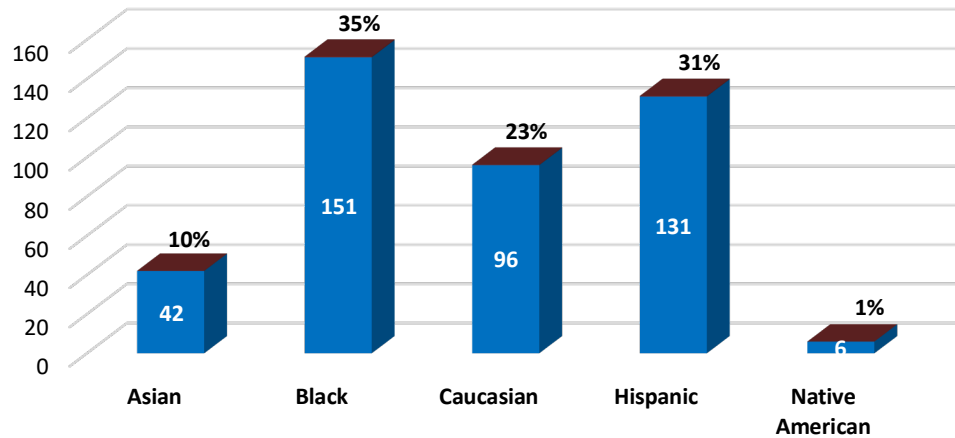
### **12 Small Business Certification workshops with partners in FY2022**

- Fort Bend ISD (4)
- Port Houston (2)
- Women's Business Enterprise Alliance (2)
- SCORE/SBA (2)

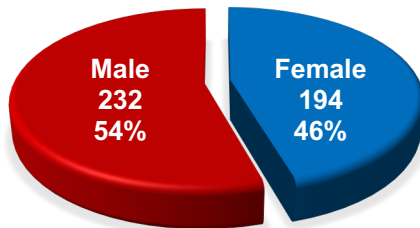
## FY2022 Small Business Certification Data

In FY2022, METRO's Office of Small Business certified 426 firms of various ethnicity, gender, locale and industry, as represented below.

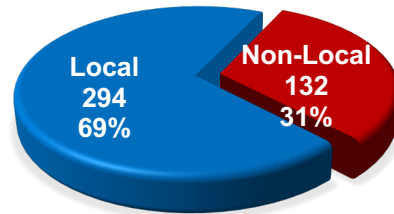
### FY2022 Certified SBE Firms by Ethnicity



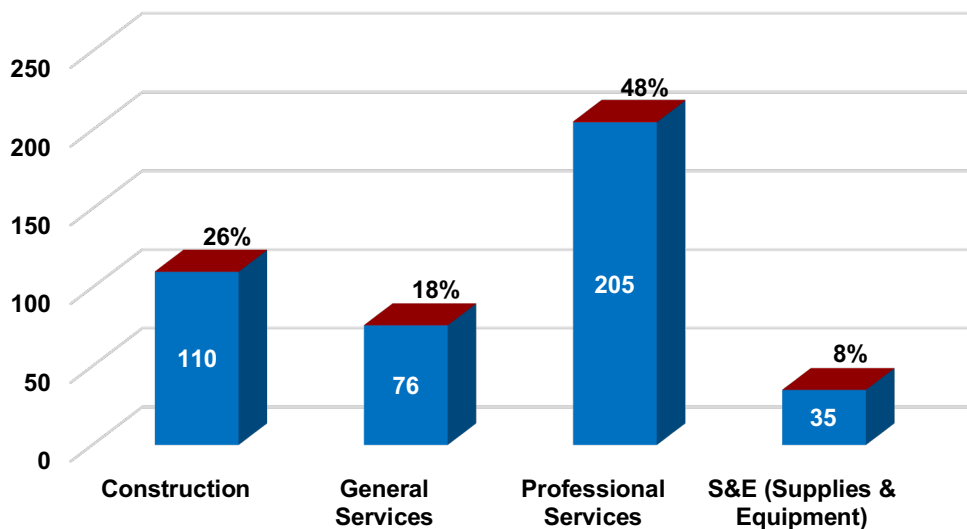
### FY2022 Certified SBE Firms by Gender



### FY2022 Certified SBE Firms by Locale



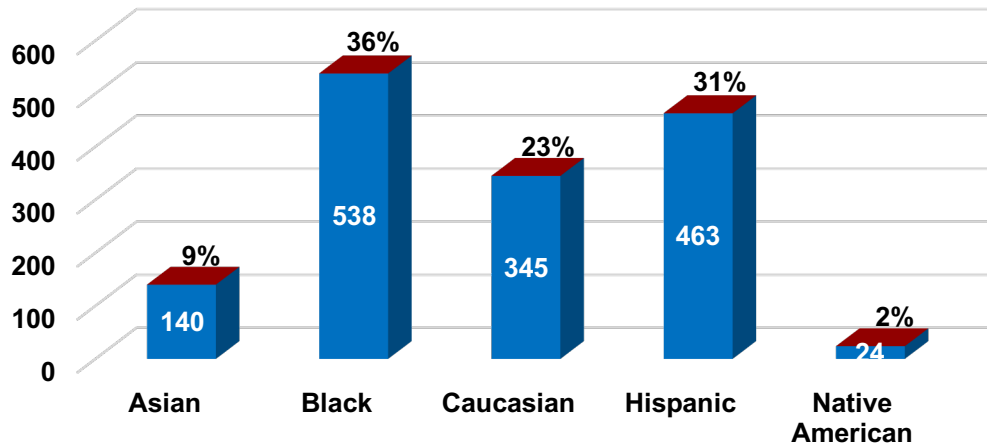
### FY2022 Certified SBE by Industry



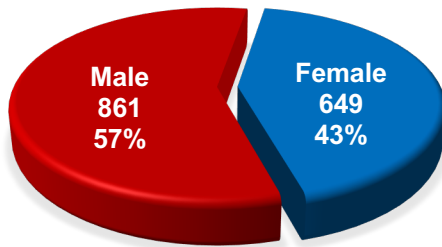
## METRO Certified Small Business Directory

As of the end of FY2022, 1,510 firms were listed as METRO-certified Small Businesses and represent the following categories:

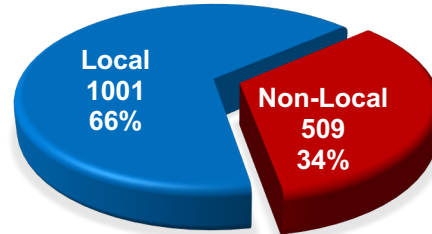
### SBE Database by Ethnicity



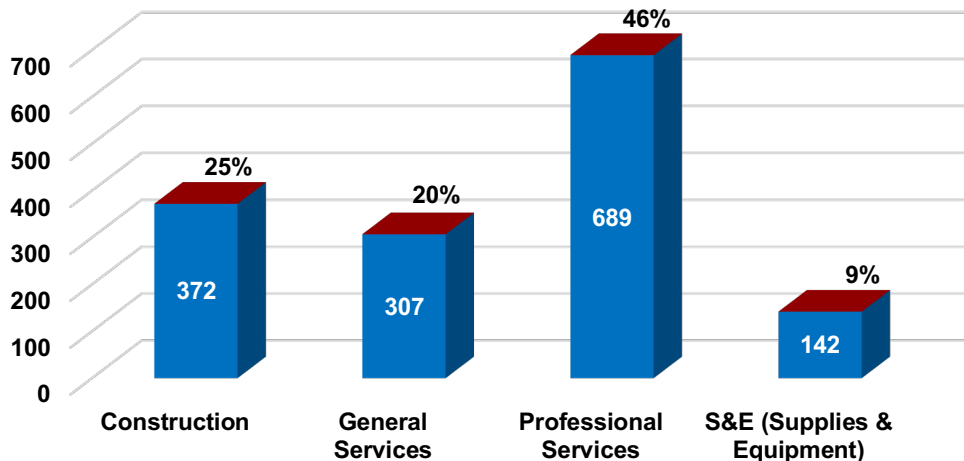
### SBE Database by Gender



### SBE Database by Locale



### SBE Database by Industry



# **Small Business Compliance Program**

## Small Business Compliance Program

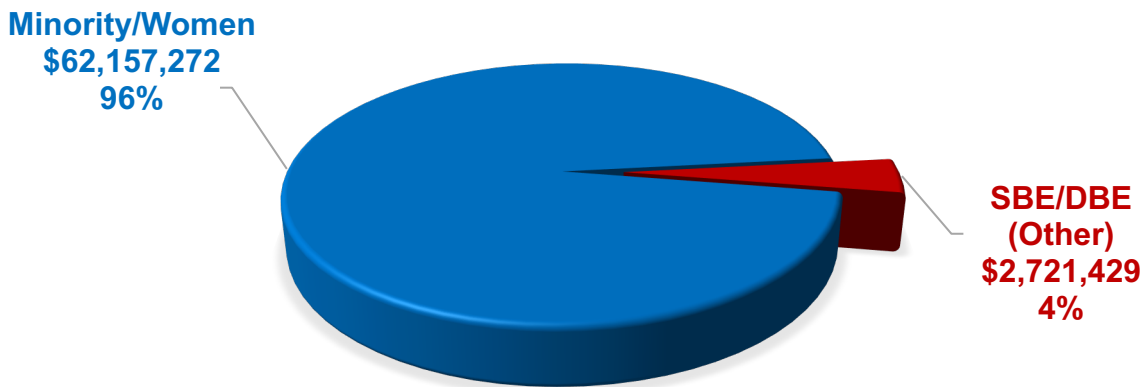
METRO's Office of Small Business ensures compliance with its Small Business and Disadvantaged Business Enterprise Programs by performing the following functions:

- Reviews solicitations with local budgets of \$100,000 or greater, or with federal funds, of any value, for Small Business goal setting opportunities
- Presents Small Business Enterprise Program at pre-bid/proposal conferences for contracts with Small Business goals
- Evaluates bids/proposals for contracts with Small Business goals for Small Business goal commitment
- Monitors contracts with Small Business goals for:
  - Small Business Participation goal achievement
  - Small Business Enterprise/Disadvantaged Business Enterprise (SBE/DBE) subcontractor utilization
  - Subcontractor addition/removal requests
  - Adherence to Prompt Payment Policy for subcontractors
  - SBE Program flow-down language
  - 49 CFR Part 26 compliance
- Seeks to amicably resolve disputes between Prime contractors and SBE/DBE subcontractors
- Reports Small Business goal achievement to Departments monthly
- Reports Small Business Enterprise Program activities annually
- Develops Disadvantaged Business Enterprise triennial goals for federally funded projects
- Monitors DBE participation on subrecipient contracts
- Reports DBE participation on federally funded projects to the Federal Transit Administration (FTA)

## FY2022 Small Business Compliance Fast Facts

- **187** Procurement opportunities reviewed for Small Business (SB) goals
  - **67** projects assigned SB goals
- **38** New contracts awarded with SB goals
  - **21 (55%)** of the new contracts were awarded to SBE/DBE Primes
    - **16 (76%)** of the SBE/DBE Primes were minority and women-owned firms
- **\$97M** Awarded on contracts with SB goals
  - **\$64.9M (67%)** of contracts awarded with SB goals went to SBE/DBE Primes and subcontractors
    - **\$62.2M (96%)** of the contracts with SB goals, awarded to SBE/DBEs went to minority and women-owned firms

### SBE/DBE Contract Awards with SB Goals in FY2022



- **67%** Small business participation achieved against an aspirational goal of 35%
- **61.9%** Represents the average Small Business goal commitment
- **125** Active contracts, with Small Business commitments, were monitored for compliance



## **Small Business Program Goals**

METRO's Office of Small Business monitors and reports three (3) types of Small and Disadvantaged Business participation goals:

1. Annual Small Business Goals
2. Contract Small Business Goals
3. FTA Disadvantaged Business Enterprise Goals

### **Annual Small Business (SB) Goals:**

- Established to measure the overall impact of the Small Business Enterprise Program (year-to-year)
- The METRO Board established a 35% aspirational Small Business goal
- Satisfied by the overall participation of Small/Disadvantaged Business Primes and/or subcontractors on METRO's procurements

### **Contract Small Business (SB) Goals:**

- Established on a contract-by-contract basis, prior to issuance of solicitation
- The Office of Small Business reviews all projects estimated over \$100,000 that are locally funded or DOT-funded projects, of any value, for small business subcontracting opportunities and availability
- May be lower than stated Annual Goal depending on budget, funding, subcontracting opportunities and Small/Disadvantaged Business capacity
- The SB contract goals can be satisfied by the participation of SBE/DBE Primes and/or subcontractors

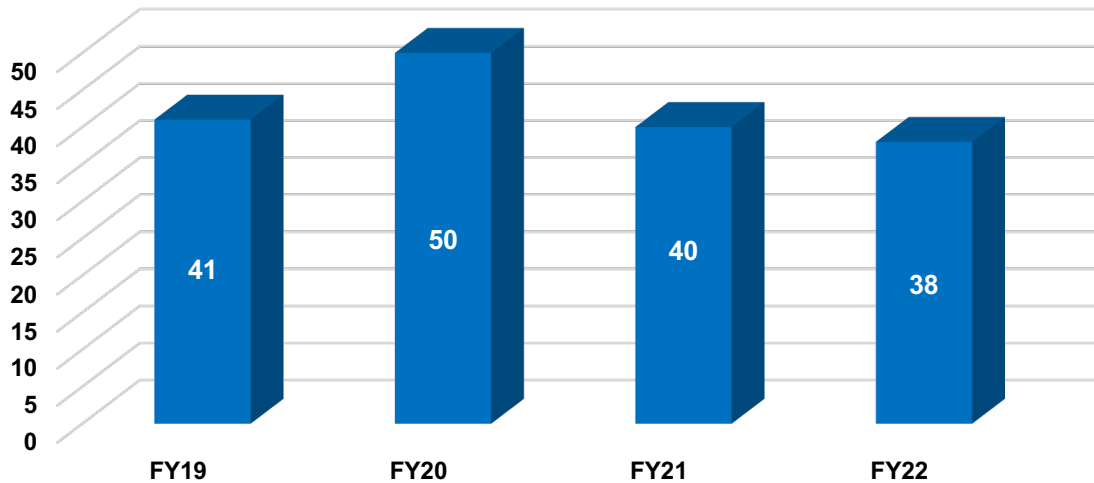
### **FTA Disadvantaged Business Enterprise (DBE) Goals:**

- METRO is a recipient of DOT funds; therefore, the FTA requires a DBE Program
- METRO adopted a race and gender-neutral DBE Program
- Applicable to Department of Transportation (DOT) funded contracts only
- Goal calculation is established by FTA guidelines
- Triennial DBE goal for FY2020-FY2022 is 19%
- FTA prohibits local preference on contracts involving federal funds (architect/engineering services excluded)
- Reported bi-annually to FTA

## FY2022 Small and Disadvantaged Business Enterprise Contract Awards

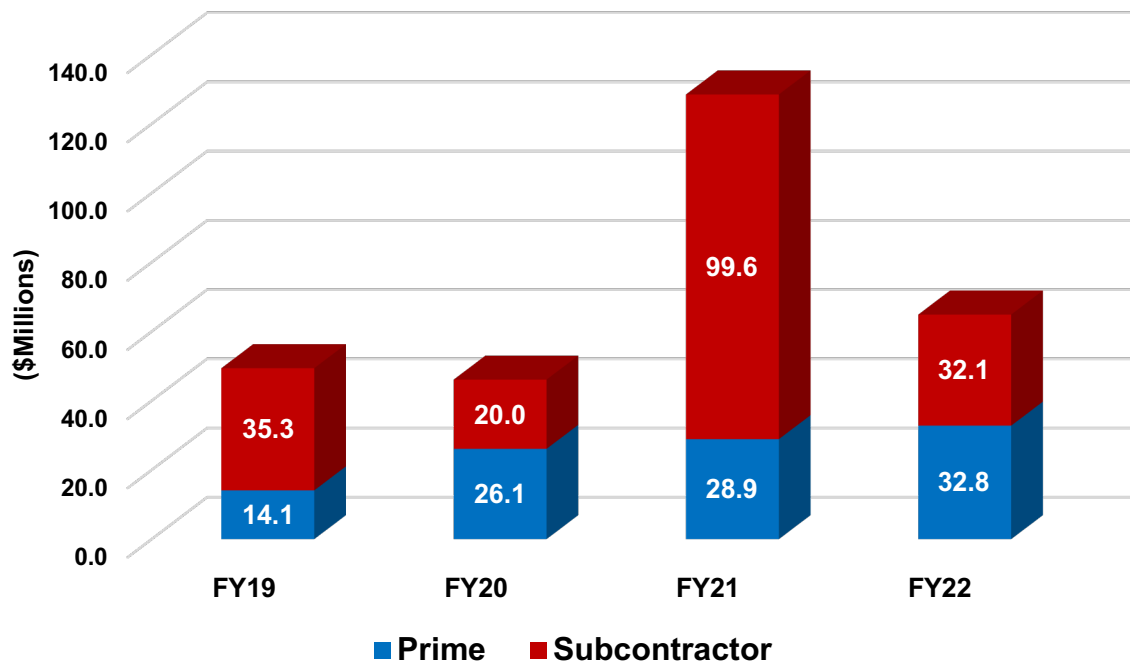
In FY2022, METRO awarded 38 contracts with Small Business goals, for a total of \$64.9M.

### Number of Contracts with SB Goals



Since 2009, \$1.06 billion has been awarded to Small and Disadvantaged Business Enterprise Primes and subcontractors on contracts with Small Business goals.

### Total Small/Disadvantaged Business Enterprises on Contracts with SB Goals



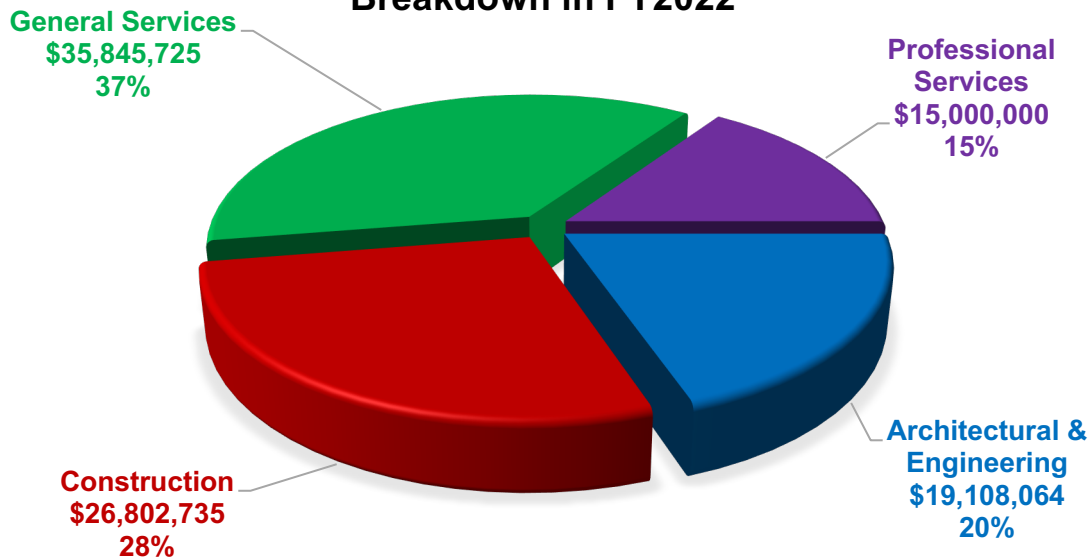
## FY2022 New Contracts Awarded with Small Business Goals

Contract Number	Contract Description	SB Goal	SB Goal Commitment
7122001309IDIQ	1900 Main 6th Floor Carpet Replacement	35.0%	35.0%
7022000080MN	54 Scott BOOST Contract for Construction along the Scott Route	35.0%	100.0%
7022000111MN	56 Airline - Montrose BOOST Contract	35.0%	94.0%
7022000076	A/E Services for Design for Transit Facilities	35.0%	36.0%
7022000091	A/E Services for Design for Transit Facilities	35.0%	75.0%
7022000077	A/E Services for Design for Transit Facilities	35.0%	37.0%
7022000088	A/E Services for Design for Transit Facilities	35.0%	36.2%
7022000097	A/E Services for Design for Transit Facilities	35.0%	91.0%
7021000229	A/E Services for Maintenance of Way (MOW) Facility	35.0%	54.0%
7022000127	Addition of Third Elevator at Burnett Transit Center	25.0%	44.9%
7122000204IT	Annual Break Fix and 811 Locates	35.0%	65.0%
7122001565IDIQ	Cypress Park and Ride Rehab	35.0%	100.0%
7022000114	Daily Cleaning Services at the Southwest Park and Ride and Transit Centers	35.0%	100.0%
7022000117	Daily Cleaning Services for Northeast Park and Rides and Transit Centers	35.0%	35.2%
7022000116	Daily Cleaning Services for Northwest Park and Rides and Transit Centers	35.0%	100.0%
7022000115	Daily Cleaning Services for Southwest Park and Ride and Transit Center	35.0%	100.0%
7022000223IT	Enterprise Physical Security Systems and Cable Plant Maintenance	35.0%	35.0%
7122000202IT	FY22 ITS Maintenance	35.0%	35.0%
7021000218MN	General Planning Consultant Services	35.0%	38.0%
7021000219MN	General Planning Consultant Services	35.0%	37.0%
7021000228	HVAC Preventive Maintenance & Repair	35.0%	35.0%
7022000118	Janitorial and Cleaning Services	35.0%	100.0%
7022000061	Land Surveying, Mapping & GIS Services	35.0%	40.0%
7022000062	Land Surveying, Mapping & GIS Services	35.0%	64.5%
7022000131	Landscape Maintenance for METRORail for Transit Centers and Park and Rides	35.0%	100.0%
7022000132	Landscaping Services for Undeveloped Properties	35.0%	100.0%
7022000189	Life Safety Systems Inspection & Repairs at 1900 Main	35.0%	35.0%
7022000098	LRV Cleaning Rail Platforms	35.0%	65.0%
7322000052	Martin Luther King at Griggs Sculpture Relocation	35.0%	100.0%
7021000204	On-Site Rolling Stock Manufacturing Inspection Services	15.0%	15.0%
7122001142IT	Physical Security Enhancements (TMC)	10.0%	10.0%
7322000041	Red Lanes Traffic Markings for Bus (Pilot Program) Phase II and III	35.0%	47.5%
7022000075	Red Line Tactile Replacement	25.0%	100.0%
7322000062	Rehabilitation of Pavement of the Travel Lanes at North Shepherd Park & Ride	35.0%	60.9%
7022000187	Rehabilitation of Two Curved Lanes at TMC Transit Center	35.0%	100.0%
7022000011	SAP Support Services	20.0%	21.0%
7122001406IT	West BOF Parking Lot Access Control Install	35.0%	36.0%
7122001501IDIQ	West BOF Starter's Office Rehab	35.0%	75.0%

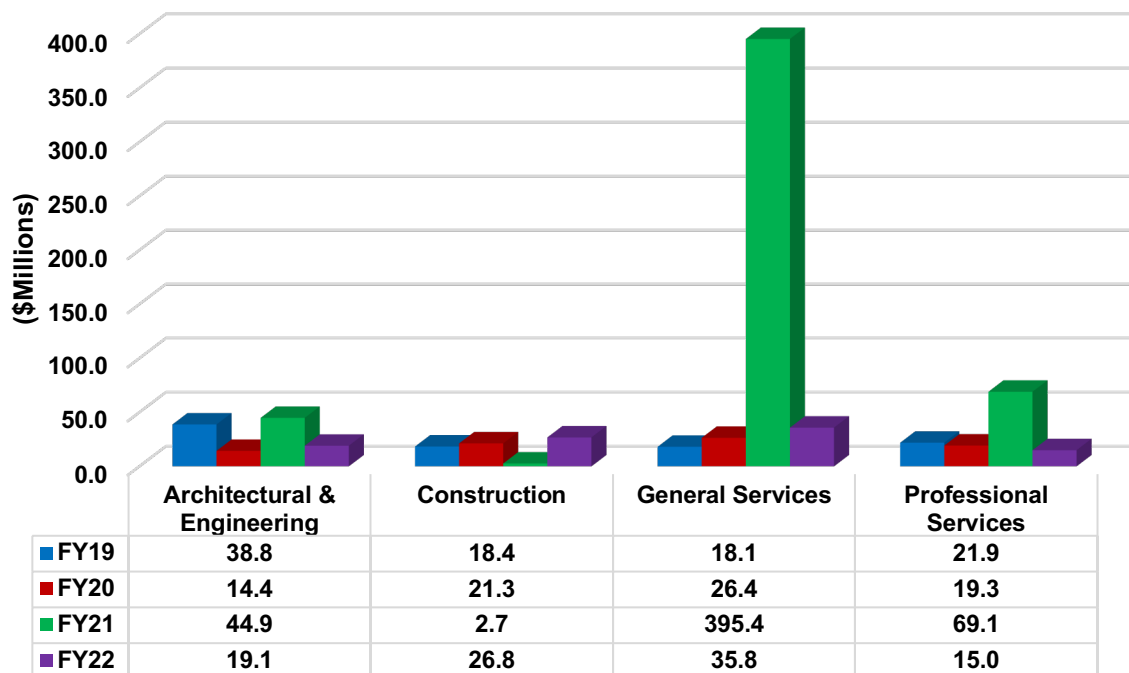
## Contracts with Small Business Goals Breakdown

Contract awards by industry vary from year to year, depending on METRO's needs. The following charts represent industry and ethnicity breakdowns for FY2022; as well as the past four years.

### Contracts Awarded with SB Goals by Industry Breakdown in FY2022

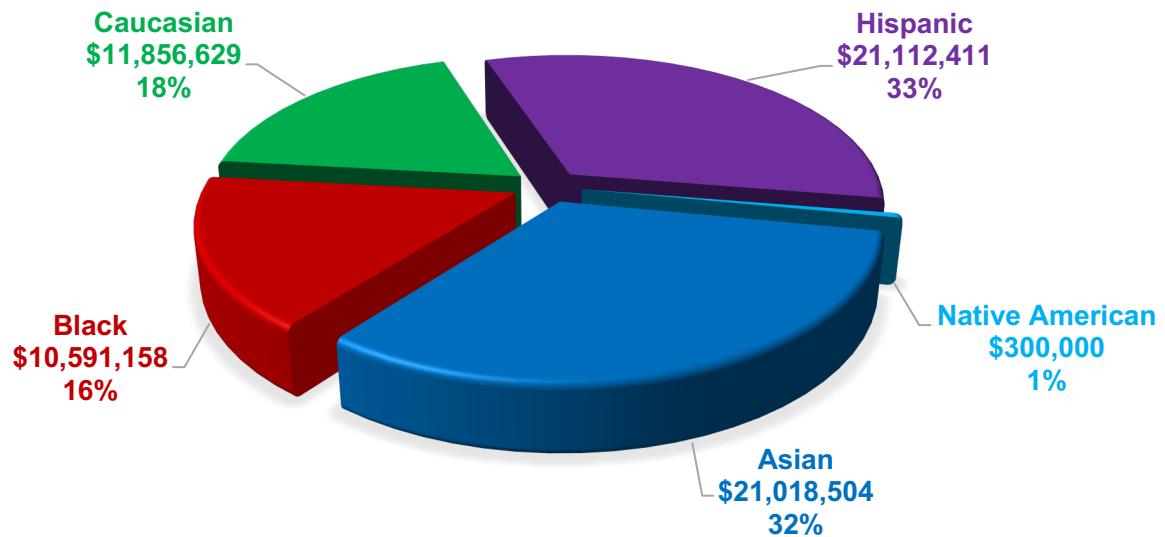


### Contracts Awarded with SB Goals by Industry Breakdown (FY2019 - FY2022)



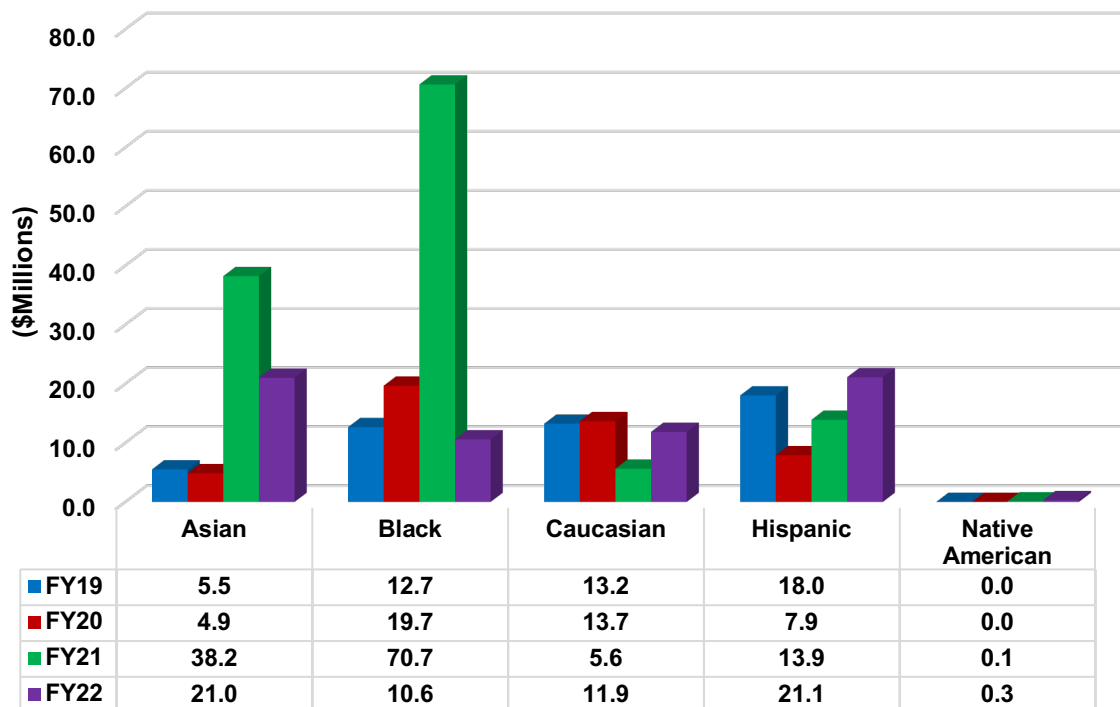
## Contracts with Small Business Goals Breakdown (cont'd)

### SBE/DBEs on Contracts Awarded with SB Goals by Ethnicity Breakdown in FY2022



Note: \$62.2M (96%) of the SBE/DBEs are minority-owned and women-owned firms.

### SBE/DBEs on Contracts Awarded with SB Goals by Ethnicity Breakdown (FY2019 - FY2022)

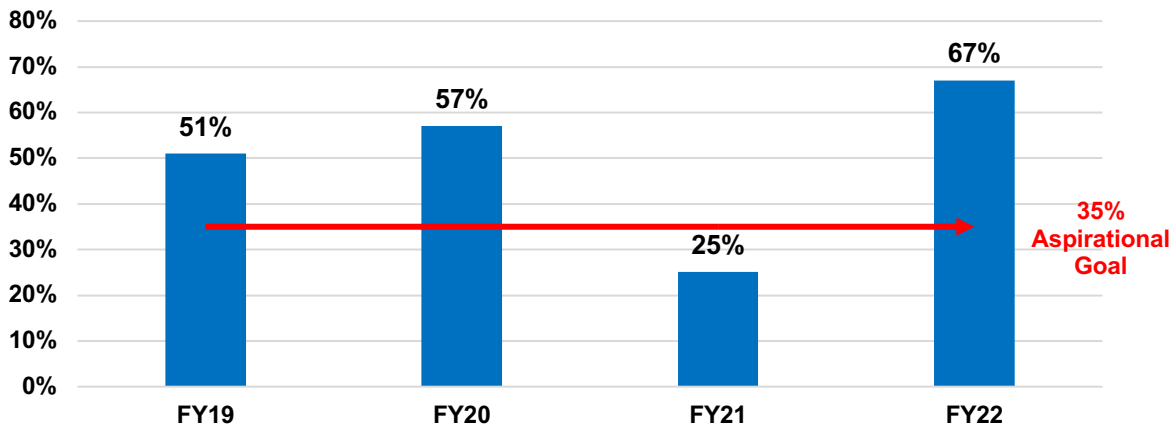


Note: \$276.3M (96%) of the above SBE/DBEs are minority-owned and women-owned firms, through FY2019 to FY2022.

## Small Business Goal Achievement FY2019 – FY2022

METRO's Board established an annual, 35% aspirational Small Business goal. Small Business goals are established in contracts on a case-by-case basis, depending on budget, funding, subcontracting opportunities, and Small/Disadvantaged Businesses capacity. Therefore, the contract Small Business goal may be less than the 35% Aspirational Goal. The chart below compares Small and Disadvantaged Primes and subcontractors on contracts awarded with Small Business goals, relative to the 35% annual Small Business goal.

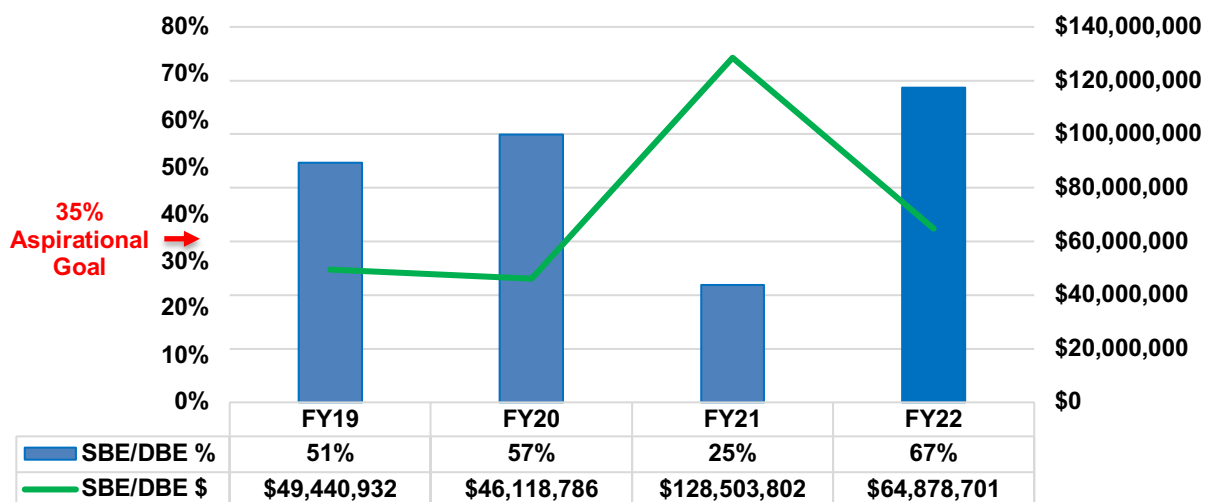
**Small Business Goal Achievement on Contracts with SB Goals**



**Note:** The FY2021 reduction in the SB goal achievement is due to the SB goal commitments associated with the Turnkey Operation of the Northwest Bus Operations Facility (NWBOF) and the METROLift Minivan Transportation Services. Without these two contracts, the SB goal achievement would have been 52.22%.

The chart below reflects the Small Business percentage goal achievement, for all contracts with Small Business goals, and the dollar amounts awarded from FY2019 through FY2022.

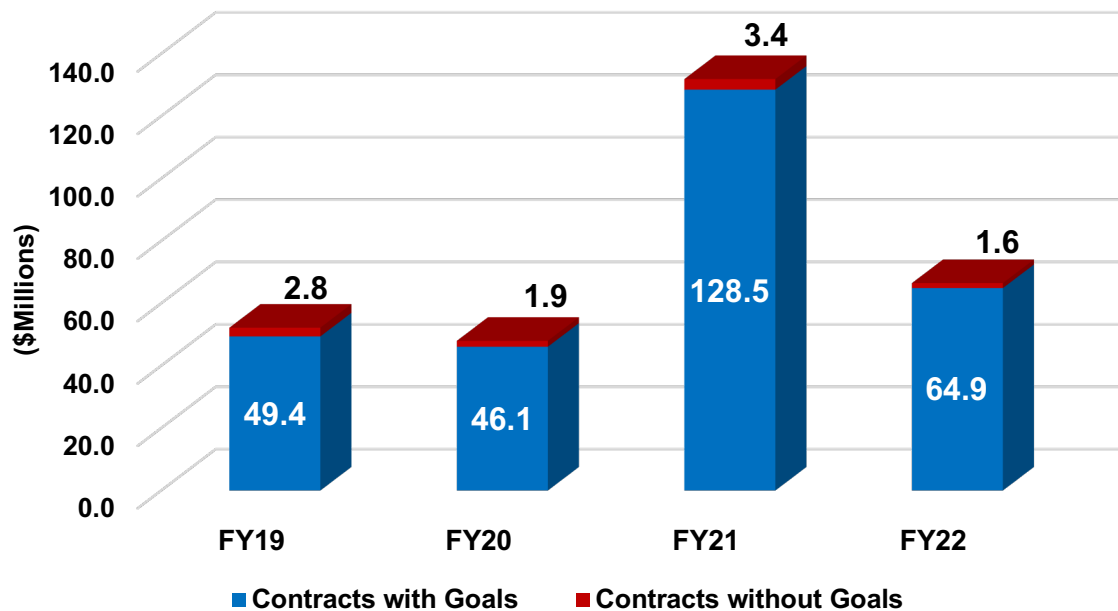
**Small Business Goal Achievement on Contracts with SB Goals**



## Small and Disadvantaged Businesses on All METRO Contracts

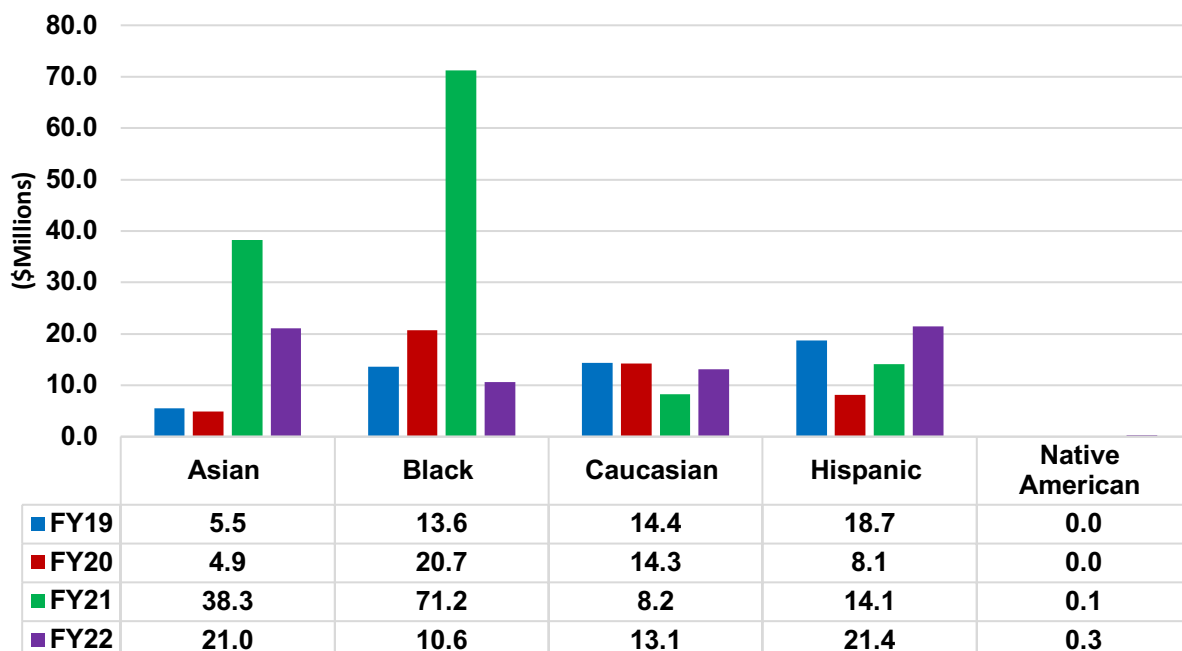
METRO tracks SBE/DBE participation on all METRO contracts. The following charts represent SBE/DBE participation on all contracts, with and without Small Business goals, and Purchase Orders.

### Total SBE/DBEs on Contracts FY2019 - FY2022



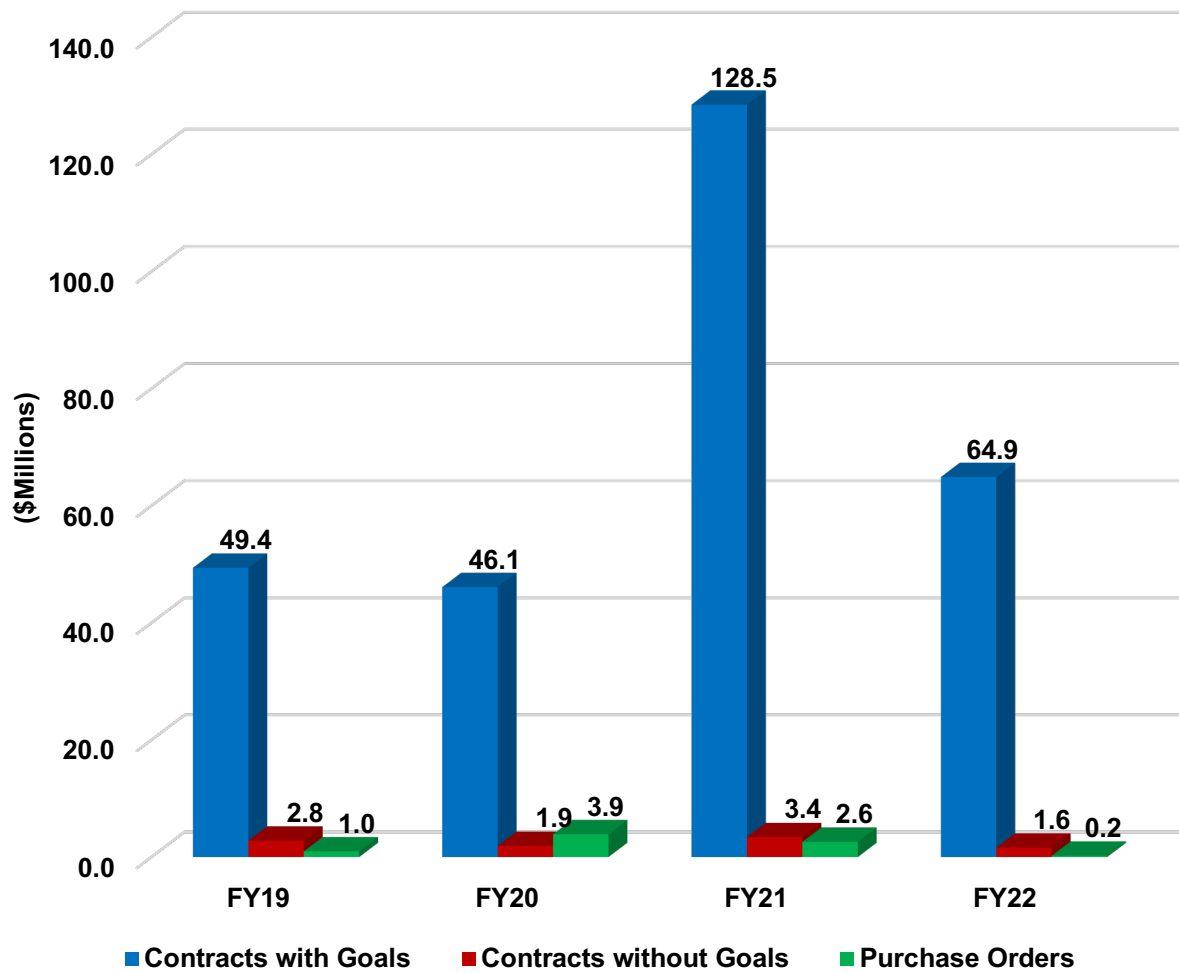
Note: In FY2022, 93% of the \$66,502,040 went to minority-owned and women-owned firms.

### Total SBE/DBEs on Contract Awards by Ethnicity Breakdown FY2019 - FY2022





## Total SBE/DBE Awards in FY2019 - FY2022

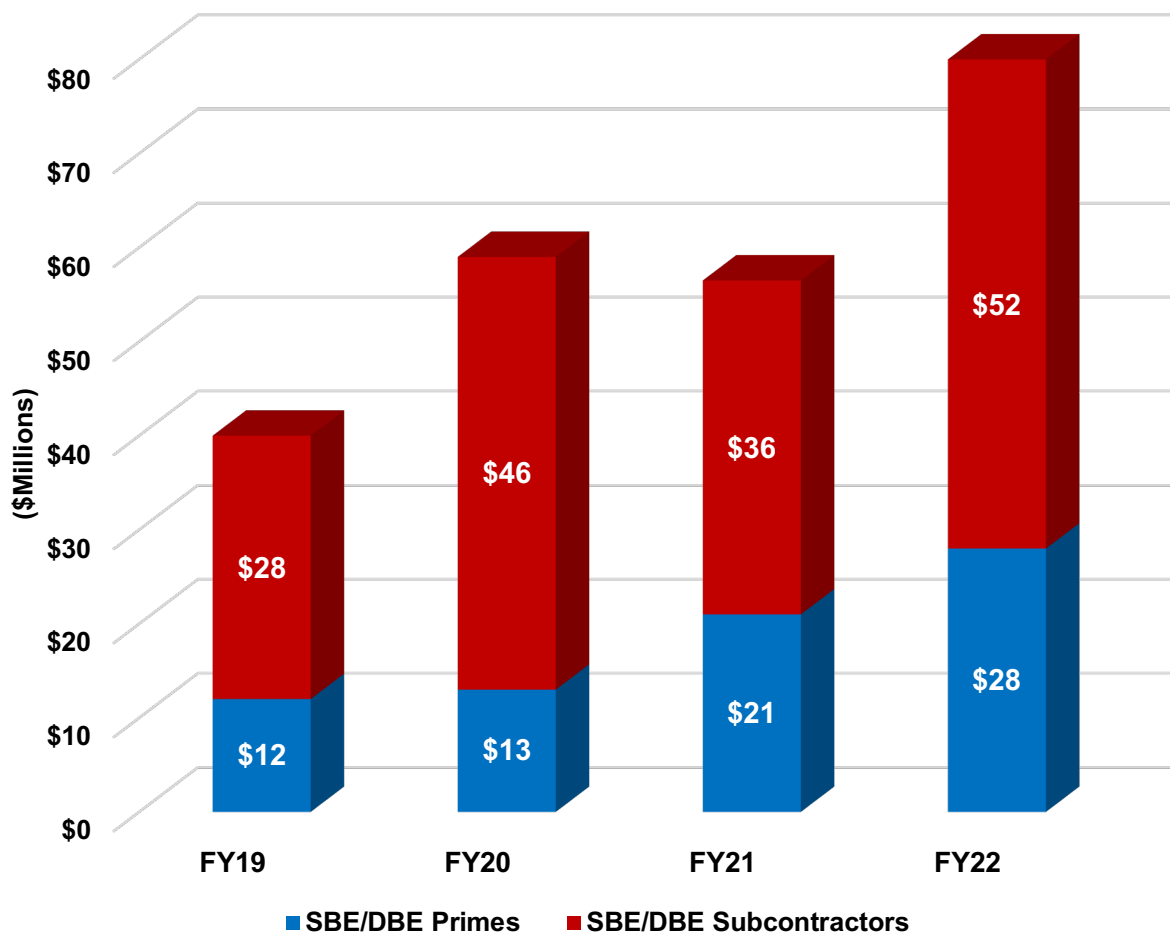


## FY2022 Payments to Small and Disadvantaged Businesses

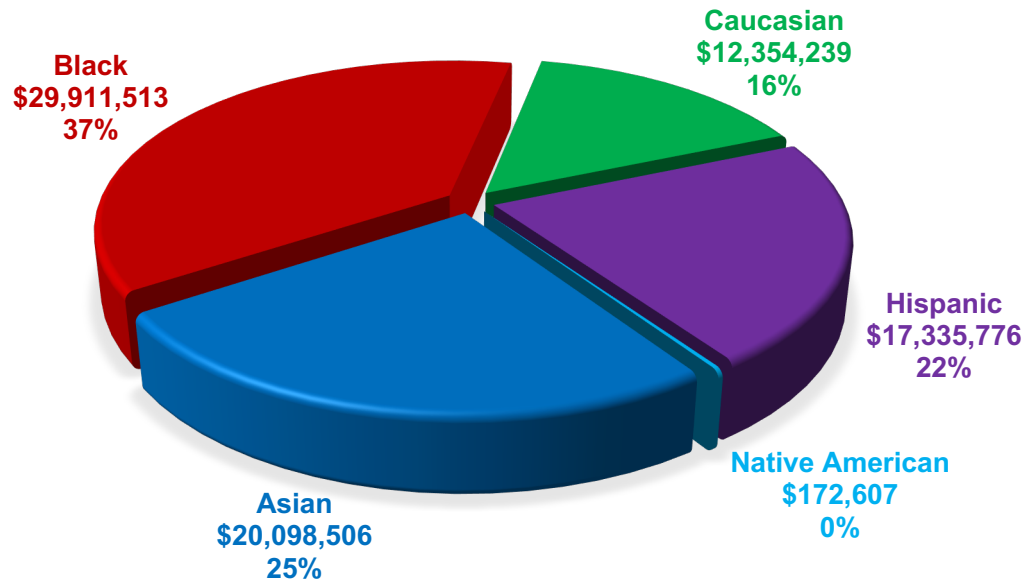
In FY2022 METRO paid \$213,016,967 on active contracts with Small Business participation. This payout represents contracts with and without Small Business goals that were awarded in FY2022, or in previous years, and were paid for services performed in FY2022.

- \$79,872,641 (37%) paid to SBE/DBEs
  - \$27,970,020 (35%) paid to SBE/DBE Primes
  - \$51,902,621 (65%) paid to SBE/DBE

**Total SBE/DBE Payments FY2019 - FY2022**

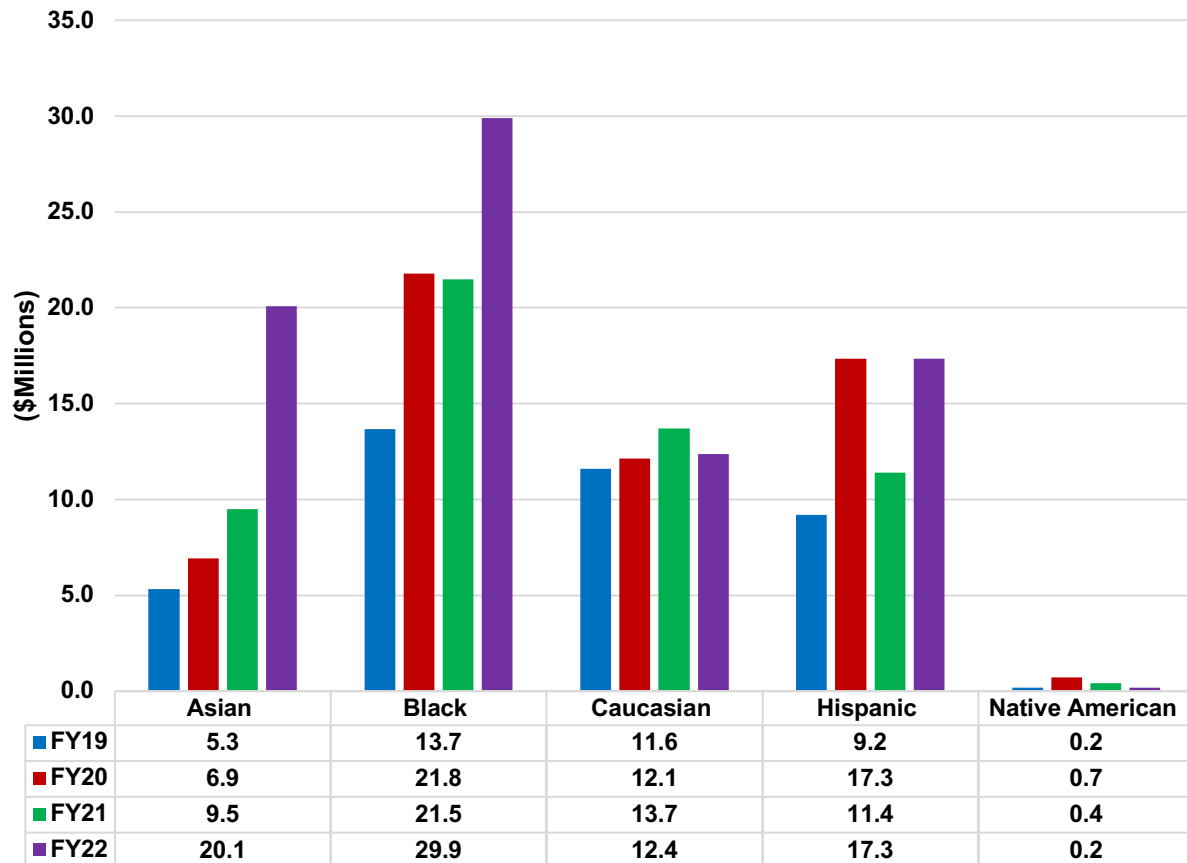


## SBE/DBE Payments by Ethnicity Breakdown FY2022



Note: \$75.3 (94%) of above SBE/DBEs are minority-owned and women-owned firms.

## SBE/DBE Payments by Ethnicity Breakdown FY2019 - FY2022



# METRONext

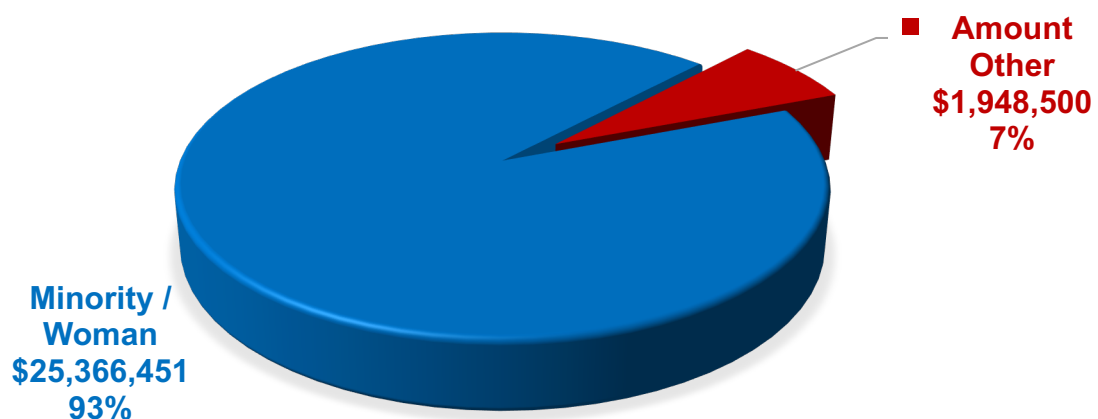
## METRONext Overview

Our region's population is expected to grow to more than 10 million people by 2040. As our community grows, so will traffic. The **METRONext Moving Forward Plan** is designed to help ease traffic congestion by taking more cars off the road and providing more options for moving around our region. The plan creates new service and travel options by expanding several types of transportation and making investments in service and accessibility. This 20-year landmark initiative will create tremendous opportunities for small business participation and is estimated to cost \$7.5B. This section of the report highlights our FY2022 achievements and our accumulative achievements through FY2022.

### FY2022 METRONext Small Business Compliance Fast Facts

- 7 New contracts awarded with SB goals in FY2022
  - 4 (57%) of the new contracts were awarded to SBE/DBE Primes
    - 3 (75%) of the SBE/DBE Primes were minority and women-owned firms
- \$37.6M Awarded on contracts with SB goals
  - \$27.3M (73%) of contracts awarded with SB goals went to SBE/DBE Primes and subcontractors
    - \$25.4M (93%) of the contracts with SB goals, awarded to SBE/DBEs went to minority and women-owned firms
- 73% Small business participation achieved

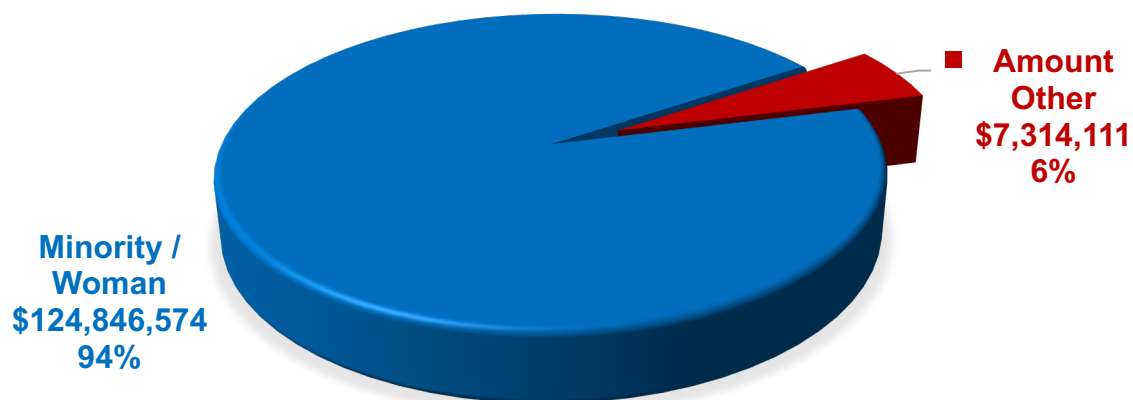
### SBE/DBE METRONext Contract Awards with SB Goals in FY2022



## METRONext Small Business Compliance Fast Facts To-Date

- **59** Total contracts awarded with SB goals
  - **33 (56%)** of the contracts were awarded to SBE/DBE Primes
    - **32 (97%)** of the SBE/DBE Primes were minority and women-owned firms
- **\$213.7M** Awarded on contracts with SB goals
  - **\$132.2M (62%)** of contracts awarded with SB goals went to SBE/DBE Primes and subcontractors
    - **\$124.8M (94%)** of the contracts with SB goals, awarded to SBE/DBEs went to minority and women-owned firms
  - **62%** Small business participation achieved

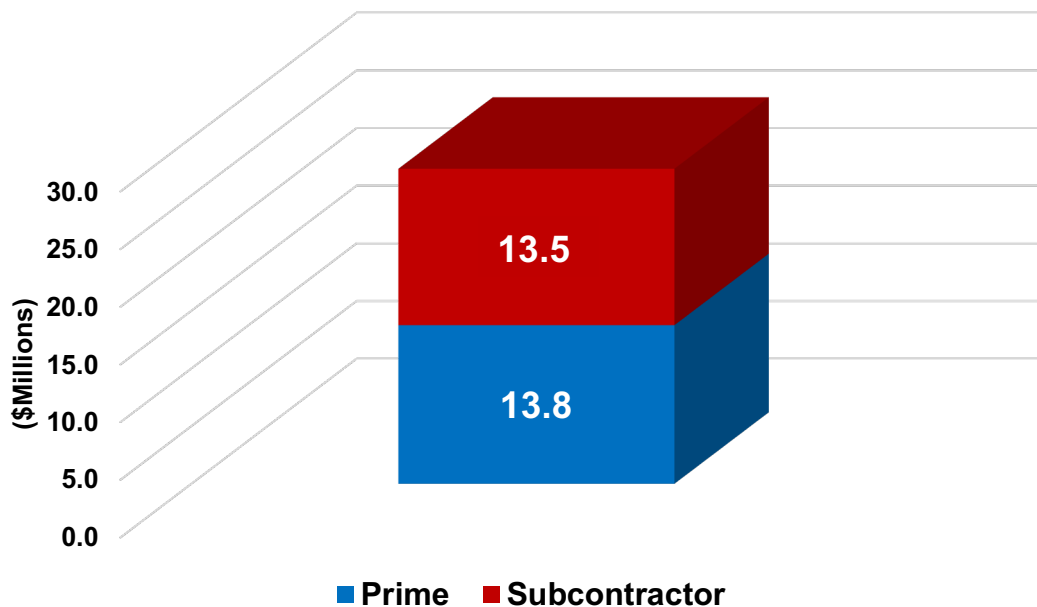
### SBE/DBE METRONext Contract Awards with SB Goals To-Date



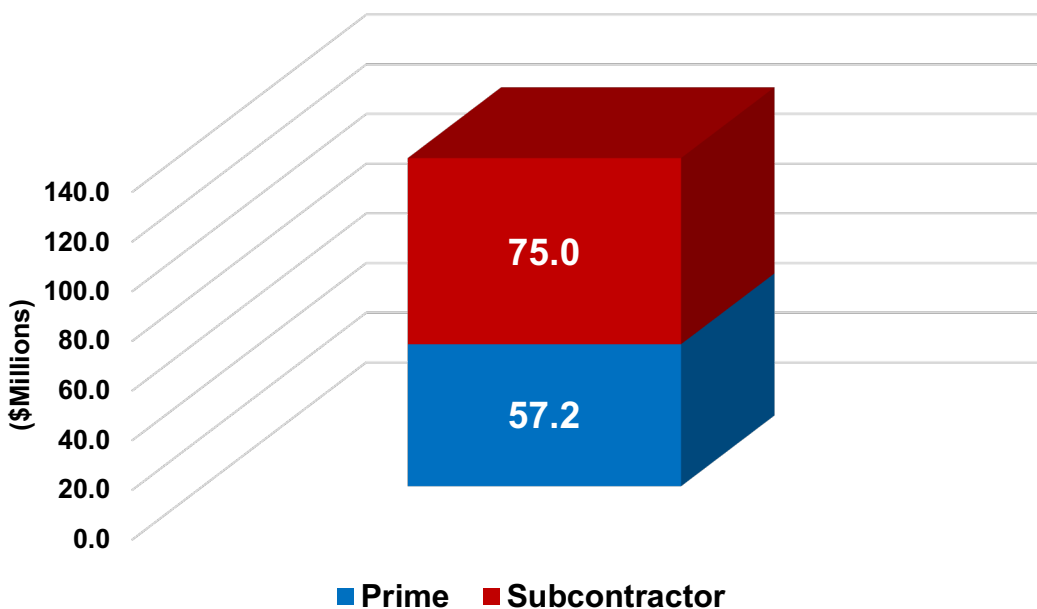
## METRONext Small and Disadvantaged Business Enterprise Contract Awards

In FY2022 METRO awarded 7 contracts with Small Business goals, for a total of \$27.3M. METRO has awarded a total of 59 METRONext contracts with Small Business goals, for a total of \$132.2M.

### Total Small/Disadvantaged Business Enterprises on METRONext Contracts with SB Goals in FY2022



### Total Small/Disadvantaged Business Enterprises on METRONext Contracts with SB Goals To-Date





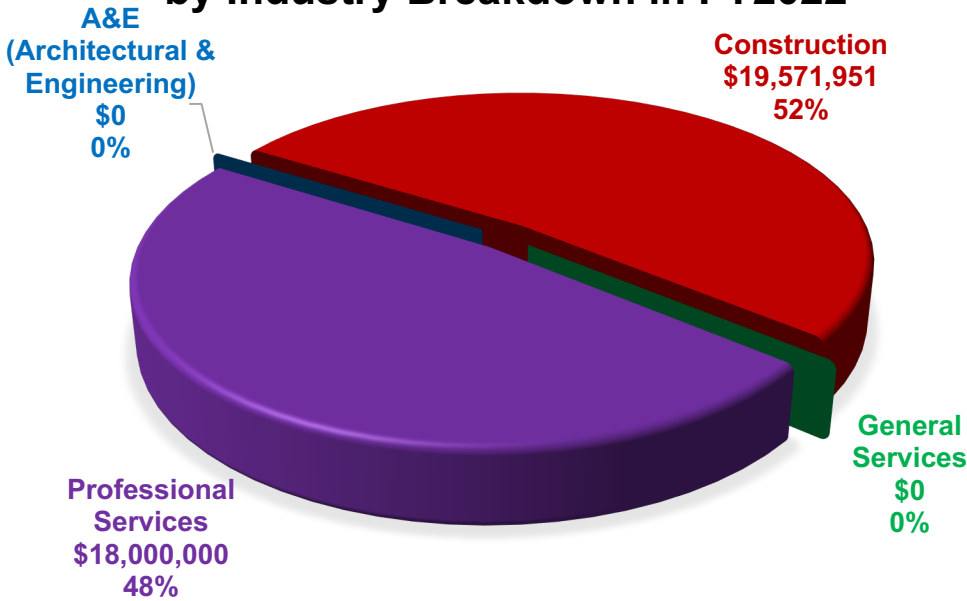
## METRONext Contracts Awarded with Small Business Goals

Contract Number	Contract Description	SB Goal	SB Goal Commitment
7022000080MN	54 Scott BOOST Contract for Construction along the Scott Route..	35.0%	100.0%
7022000111MN	56 Airline - Montrose BOOST Contract	35.0%	94.0%
7017000041MN	A/E Design Services for Transit Facilities	35.0%	45.0%
7017000053MN	A/E Services "As Needed" Basis	35.0%	40.0%
7017000054MN	A/E Services "As Needed" Basis	35.0%	100.0%
7018000060MN	A/E Services CTA Design "As Needed" Basis	35.0%	91.0%
7018000061MN	A/E Services CTA Design "As Needed" Basis	35.0%	77.5%
7021000144MN	A/E Services for BOOST 82 Westheimer Corridor	35.0%	47.0%
7020000155MN	A/E Services for CTA Design for Universal Accessibility Projects	35.0%	67.0%
7020000156MN	A/E Services for CTA Design for Universal Accessibility Projects	35.0%	36.0%
7022000097MN	A/E Services for Design for Transit Facilities	35.0%	91.0%
7020000152MN	A-E Universal Accessibility CTA Services	35.0%	98.0%
7021000031MN	B.O.O.S.T. Pilot Project	35.0%	93.5%
7017000016MN	Bus Stop Improvements Construction	35.0%	35.3%
7017000421MN	Bus Stop Improvements II	35.0%	64.0%
7021000123MN	Construction Management Contract for Zone 1	35.0%	36.0%
7021000124MN	Construction Management Services - Zone 2 "As Needed" Basis	35.0%	95.0%
7021000126MN	Construction Management Services - Zone 3 "As Needed" Basis	35.0%	80.0%
7021000127MN	Construction Management Services - Zone 4 "As Needed" Basis	35.0%	100.0%
7021000125MN	Construction Management Services - Zone 5 "As Needed" Basis	35.0%	100.0%
7021000128MN	Construction Management Services - Zone 6 "As Needed" Basis	35.0%	39.0%
7019000066MN	Construction Management Services "As Needed" Basis	35.0%	100.0%
7019000067MN	Construction Management Services "As Needed" Basis	35.0%	40.0%
7017000440MN	Construction Material Testing Services	35.0%	100.0%
7020000082MN	Construction Material Testing Services "As Needed" Basis	35.0%	40.0%
7017000293MN	Construction of Passenger Foundations	35.0%	100.0%
7020000001MN	Digital Signage	3.0%	6.9%
7119000191MN	Enterprise Physical Security System and Cable Plant Maintenance- Maintenance	15.0%	15.0%
7119000235MN	Enterprise Physical Security Systems and Cable Plant Maintenance - Markings and Locators	25.0%	25.0%
7017000251MN	Environmental Remediation Oversight & Compliance (EROC) Services	35.0%	40.0%
7018000059MN	General A/E Services "As Needed" Basis	35.0%	98.0%
7018000058MN	General Architectural and Engineering Services "As Needed" Basis	35.0%	100.0%
7017000253MN	General Planning Consultant	35.0%	37.0%
7019000051MN	General Planning Consultant Services	35.0%	38.0%
7021000218MN	General Planning Consultant Services	35.0%	38.0%
7021000219MN	General Planning Consultant Services	35.0%	37.0%
7019000112MN	General Planning Consulting Services	35.0%	37.0%
7021000083MN	I-10 Inner Katy Bus Rapid Transit Engineering Consultant Services	35.0%	68.0%
7017000051MN	Land Survey Services	35.0%	35.0%
7022000061MN	Land Surveying, Mapping & GIS Services	35.0%	40.0%

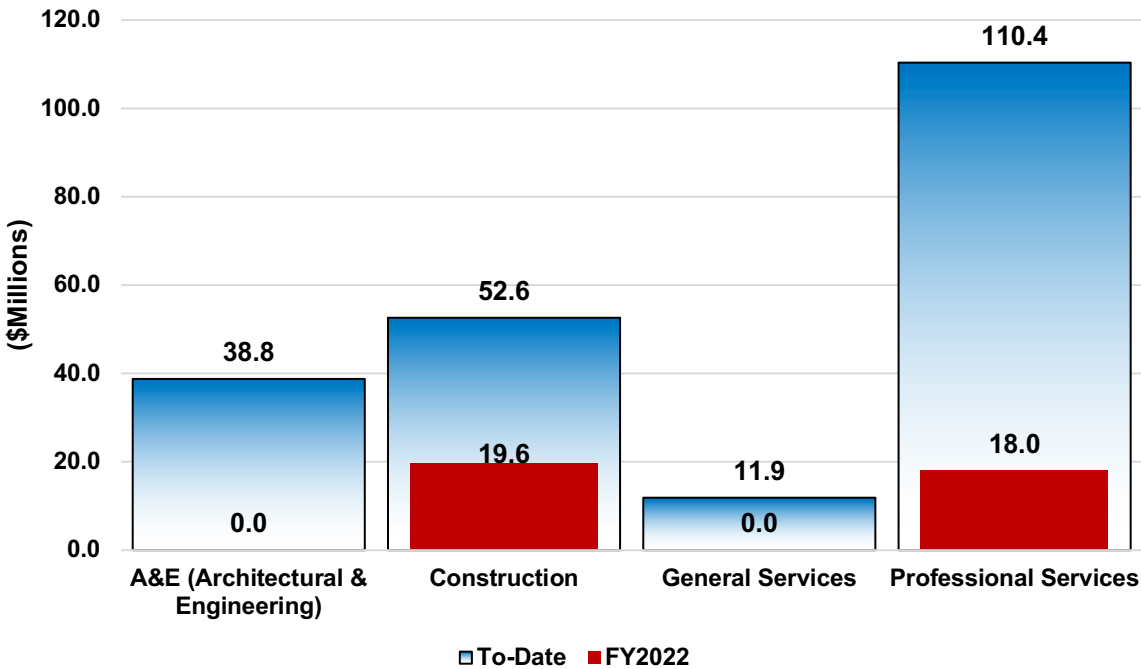
<b>Contract Number</b>	<b>Contract Description</b>	<b>SB Goal</b>	<b>SB Goal Commitment</b>
7022000062MN	Land Surveying, Mapping & GIS Services	35.0%	64.5%
7020000223MN	METRONext Program Management “As Needed” Basis	35.0%	37.3%
7021000141MN	North Houston Highway Improvement Project (NHHIP) General Engineering Consultant	35.0%	36.0%
7017000027MN	Professional Construction Management Services	35.0%	35.0%
7020000227MN	Program Management Information System for PEC	10.0%	100.0%
7018000033MN	Survey Services “As Needed” Basis	40.0%	40.0%
7018000055MN	Survey Services “As Needed” Basis	35.0%	40.0%
7018000157MN	Survey Services “As Needed” Basis	35.0%	100.0%
7021000075MN	Universal Accessibility Bus Stop Improvements - Zone Five (5) Survey Services “As Needed” Basis	35.0%	89.1%
7021000074MN	Universal Accessibility Bus Stop Improvements - Zone Four (4) Survey Services “As Needed” Basis	35.0%	89.3%
7021000071MN	Universal Accessibility Bus Stop Improvements - Zone One (1) Survey Services “As Needed” Basis	35.0%	89.9%
7021000076MN	Universal Accessibility Bus Stop Improvements - Zone Six (6) Survey Services “As Needed” Basis	35.0%	89.8%
7021000073MN	Universal Accessibility Bus Stop Improvements - Zone Three (3) Survey Services “As Needed” Basis	35.0%	88.5%
7021000072MN	Universal Accessibility Bus Stop Improvements - Zone Two (2) Survey Services “As Needed” Basis	35.0%	90.7%
7020000071MN	Universal Accessibility Construction & Improvements	35.0%	100.0%
7020000157MN	Universal Accessibility CTA Services “As Needed” Basis	35.0%	84.0%
7020000154MN	Universal Accessibility CTA Services “As Needed” Basis	35.0%	56.5%
7020000153MN	Universal Accessibility CTA Services “As Needed” Basis	35.0%	95.0%
7021000191MN	University BRT General Engineering Consulting Services	35.0%	37.1%

# METRONext Contracts with Small Business Goals Breakdown

## METRONext Contracts Awarded with SB Goals by Industry Breakdown in FY2022

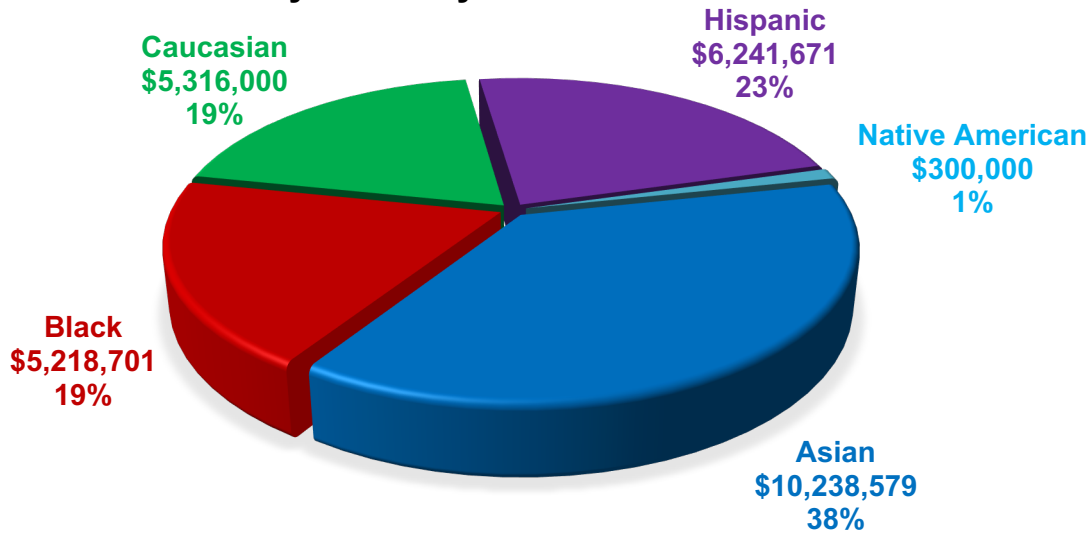


## METRONext Contracts Awarded with SB Goals by Industry Breakdown To-Date



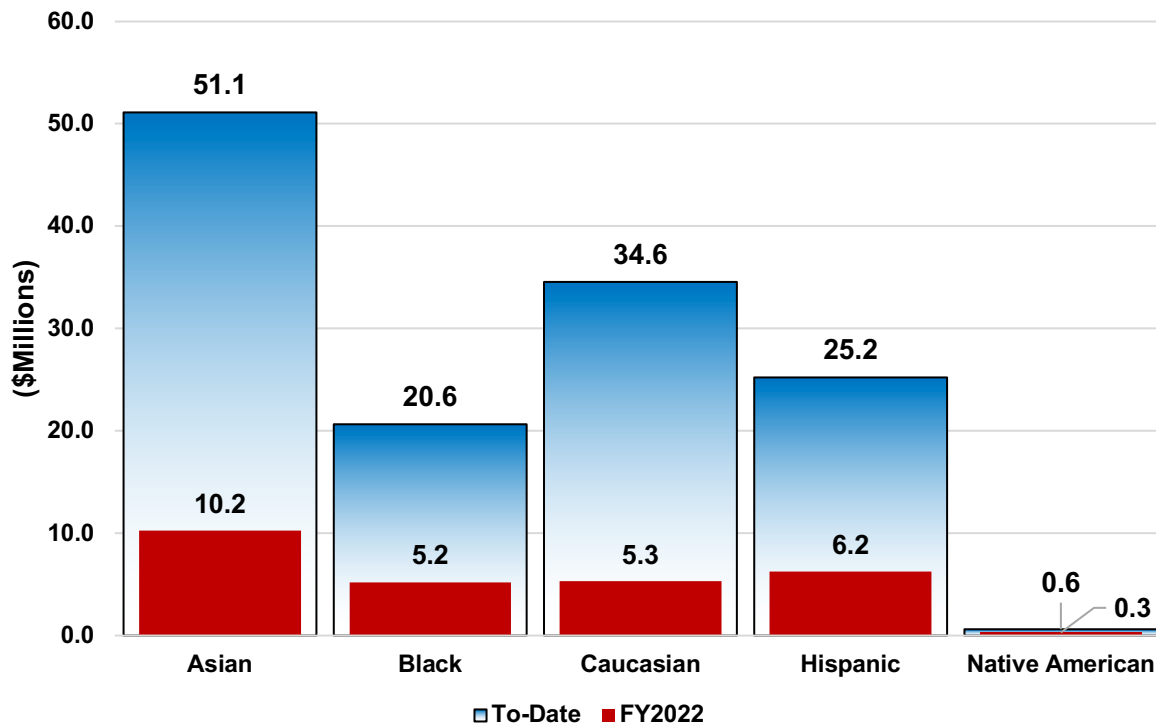
## METRONext Contracts with Small Business Goals Breakdown (cont'd)

### SBE/DBEs on METRONext Contracts Awarded with SB Goals by Ethnicity Breakdown in FY2022



Note: \$25.4 (93%) of the SBE/DBEs are minority-owned and women-owned firms.

### SBE/DBEs on METRONext Contracts Awarded with SB Goals by Ethnicity Breakdown To-Date



Note: \$124.8 (94%) of the above SBE/DBEs are minority-owned and women-owned firms.

# **Outreach, Training and Business Development Program**

## Outreach, Training and Business Development

METRO's Office of Small Business (OSB) focused efforts in promoting the Authority's Small Business Enterprise (SBE) Program, contracting opportunities and developing small and disadvantaged businesses continued. The following small business support services remained intact:

- Workshops through METRO's Small Business University (SBU)
- Early notification of upcoming procurements and targeted outreach
- Networking and Business-to-Business (B2B) events
- Business Development
- Technical Assistance
- Interagency Mentor Protégé Program (IMPP)

### **FY2022 Outreach, Training and Business Development Fast Facts**

- **172** events/workshops attended to identify ready, willing, and able vendors to participate in METRO's SBE Program and contracting opportunities
- **30** SBU training courses conducted primes and subcontractors
- **4** OSHA-30 training courses to METRO SBE certified construction firms
- **215** One-on-One Small Business meetings either in person, via phone or virtually through MS Teams
- **51** firms completed a Business Assessment
- **292** firms have completed a Business Assessment since 2015
- **7** Awards/Nominations received for METRO's SBE Program
- **20** IMPP graduates
- **6** Gap List firms added

### **Small Business & Procurement Business Help Center**

In FY2019, the Office of Small Business (OSB) and Procurement established a formal Business Help Center. This allowed the department to centralize many of its business support activities. The Business Help Center provides:

- One-on-One Introductions
- Vendor Registration Assistance
- Certification Assistance
- SBE/DBE Compliance – B2GNow Training, Invoicing and Dispute Resolution
- One-on-One Small Business Assessments
- Business Development/Technical Assistance
- Demo of METRO's Small Business and Procurement Websites
- Procurement Debriefings
- Meetings with Department Representatives

## **FY2022 Outreach, Business Development and Recognitions**

In FY2022, the Office of Small Business and Procurement collaborated with various partners, community advocacy groups and chambers to address and support the needs of the small business community.

### **Events/Workshops Included:**

- 2022 Houston East End Chamber of Commerce - East End Means Business – Connecting and Growing Businesses Through Knowledge & Procurement
- 2022 Women's Business Enterprise Alliance Business Conference and Matchmaking
- Asian Chamber of Commerce Business Conference and Expo 2022
- Asian Chamber of Commerce Leadership Series: International Women's Day
- Camara de Empresarios Latinos - How to Do Business with METRO Workshop
- City of Houston Airport System's Industry Day
- City of Houston Contracts Connect 2022
- D-Mars Top 25 Prime, Suppliers and Supplier Diversity Awards and Expo – Subcontractor USA
- Fort Bend ISD Small Business Enterprise Program (SBEP) Virtual Vendor Workshop
- Fort Bend ISD Virtual Focus Group Small Business Workshop
- Greater Houston Black Chamber of Commerce - Economic Development Committee Meeting
- Greater Houston Black Chamber of Commerce Women in Business Conference
- Greater Houston Business Monthly Procurement Forum
- Greater Houston Business Procurement Forum's - "Doing Business with METRO and Houston Institutions."
- Greater Houston Women's Chamber of Commerce - "How to Do Business with METRO" - Virtual Workshop
- Houston Community College Small Business EXPO 2022
- Houston East End Chamber of Commerce - Highlighting Chamber Partners
- Houston East End Chamber of Commerce Women in Business Luncheon & Business EXPO
- Houston Minority Supplier Development Council - Monthly Supplier Diversity Advisory Council (SDAC) Committee Meetings
- Houston Minority Supplier Development Council (HMSDC) 2022 EXPO
- Houston Minority Supplier Development Council Scholarship Fundraiser
- IMPP Meet & Greet
- IMPP Workshop 1 - Doing Business with Government Entities
- IMPP Workshop 2 - Back Office (HR/Compliance/PO's/Invoices/Insurance/Payroll Quick Books etc.)
- IMPP Workshop 3 - Learning to "Market" Your Company
- IMPP Workshop 4 - How to Price Your Product / Project / Proposal
- IMPP Workshop 7 - Mock Request for Proposal
- Indo-American Chamber of Commerce Business Networking Event
- METRO & Port Houston Baker's Fair
- National Association Minority Contractors (NAMC) Monthly Advisory Committee Meeting



- National Association Minority Contractors (NAMC) Monthly Business Development Committee Meeting
- National Association Minority Contractors (NAMC) Fourth Annual Day of the Construction Worker Celebration
- Small Business Administration (SBA) Third Annual Matchmaking Event
- Small Business Administration (SBA) Contracting Assistance Programs and The Certification Process (2)
- University of Houston HUB Forum 2022
- Women Business Enterprise Alliance (WBEA) Certification for Women-Owned Businesses Workshop

The Office of Small Business leadership team also conducted strategic meetings with the leadership of the following organizations below, to ensure their memberships were aware of METRO's contracting opportunities, workshops and business assessment tool.

- Greater Houston Black Chamber of Commerce
- Greater Houston Women Chamber of Commerce
- Regional Black Contractors Association
- Tri-County Regional Black Chamber of Commerce
- Women's Business Enterprise Alliance (WBEA)
- Women Contractors Association (WCA)

## Strategic Partners:



Houstonfirst



In FY2022, METRO was recognized for its Small Business Enterprise Program and Procurement practices.

## Recognitions

- Houston Minority Supplier Development Council “2022 Accountability Recognition”
- Greater Houston Business Procurement Forum “Strategic Partner of the Year”
- Greater Houston Business Procurement Forum “Bronze Sponsor Award”
- Greater Houston Business Procurement Forum “Award of Merit” – Shurronda Murray & Jorge “Alex” Sandoval
- Indo-American Chamber of Commerce of Greater Houston “Women of Impact Award” – Shurronda Murray
- Subcontractor U.S.A. “Top 25 Prime Contractors for Diversity and Supplier Diversity Champion
- Women’s Business Enterprise Alliance Cutting Edge Award – “Greatest Growth in Spend” with WBEs Nomination Recognition



## The GAP List

In an effort to identify areas where METRO has limited small business capacity, a **Gap List** was created. With increased capacity of certified SBE/DBE firms, the Office of Small Business can potentially set small business goals on projects. This list was created from lessons learned on past projects, as well as anticipating the needs for upcoming projects over the next few years. METRO expects the services listed below (but not limited to) will be needed at a prime or subcontractor level.

- Rail construction
  - Overhead Catenary Systems (OCS)
  - Traction Power Substations (TPS)
  - Concrete pouring for platform construction
  - Laying track
  - Rail ties
- Bridge construction
- Boring and tunneling
- Major IT equipment (authorized supplier)
- IT (SAP certification and modules)
- Private utilities
- Street sweeping (with water and vacuum option)
- Sound walls
- Specialized trucks (waste removal, fuel tank cleaning, etc.)
- Fuel transportation
- Underground fuel storage tanks
- Personal property claims (non-real estate property)
- Bus wrapping
- Solar energy provider/installer

### GAP List Successes

Outreach activities, to-date, have yielded increased small business capacity in the following areas:

- Rail Construction
  - Overhead Catenary Systems (OCS)
  - Traction Power Substations (TPS)
- Sound Walls
- Bus Wrapping
- Fuel Transportation



# METRO Small Business University (SBU)

METRO's Office of Small Business developed its own in-house training program: **Small Business University (SBU)**. This program is designed to help Small and Disadvantaged Businesses in obtaining METRO contracts. METRO's SBU also trains internal staff on mandated Small and Disadvantaged Business requirements. The following training/workshops and forums were offered in FY2022. (Note: Some classes were offered more than once to meet demand.)

<div><div>METRO's Small Business University</div><div>FY2022 Calendar</div></div> <div>METRO SMALL BUSINESS SBU UNIVERSITY</div>		
<p><b><u>October 18, 2021</u></b> <b>Learn How to Read METRO's Solicitations from A to Z!</b> 9:00 a.m. – 11:00 a.m.</p> <p><b><u>October 27, 2021</u></b> <b>METRONext Update!</b> 9:00 a.m. – 11:00 a.m.</p> <p><b><u>November 10, 2021</u></b> <b>METRO's Online SBE Certification Workshop</b> 10:00 a.m. – 11:30 a.m.</p> <p><b><u>November 17, 2021</u></b> <b>Learn METRO's Small Business Compliance Requirements</b> 9:00 a.m. – 11:00 a.m.</p> <p><b><u>December 1, 2021</u></b> <b>Learn About the Small Business Administration (SBA) Surety Bond Guarantee Program</b> 10:00 a.m. – 11:30 a.m.</p> <p><b><u>December 15, 2021</u></b> <b>Learn About the METRO Co-ops in the Procurement Process</b> 10:00 a.m. – 11:30 a.m.</p> <p><b><u>January 11, 2022</u></b> <b>How to Do Business with METRO</b> (with an emphasis on Procurement) <b>In Partnership with Old Spanish Trail Community Partners</b> 9:00 a.m. – 11:00 a.m.</p> <p><b><u>January 20, 2022</u></b> <b>METRO's Online SBE Certification Workshop</b> 10:00 a.m. – 11:30 a.m.</p> <p><b><u>January 26, 2022</u></b> <b>Accessing Capital</b> 9:00 a.m. – 11:00 a.m.</p>	<p><b><u>February 16, 2022</u></b> <b>Navigating Through METRO's RFPs RFQs &amp; IFBs</b> (Learn the important difference between an RFP, RFQ &amp; IFB) 9:00 a.m. – 11:00 a.m.</p> <p><b><u>February 23, 2022</u></b> <b>Pricing Your Proposal/Product</b> 9:00 a.m. – 11:00 a.m.</p> <p><b><u>March 9, 2022</u></b> <b>Day 1: METRO's Meet the Buyers (Focus is on Professional Services &amp; General Services Firms Only)</b> 9:00 a.m. – 11:00 a.m.</p> <p><b><u>March 10, 2022 – Day 2</u></b> <b>Day 2: METRO's Meet the Buyers (Focus is on Construction, Supplies &amp; Equipment and Materials Firms Only)</b> 9:00 a.m. – 11:00 a.m.</p> <p><b><u>March 24, 2022</u></b> <b>METRO's Online SBE Certification Workshop</b> 10:00 a.m. – 11:30 a.m.</p> <p><b><u>March 30, 2022</u></b> <b>Learn How to Do Business with METRO's HR Department</b> 10:00 a.m. – 11:30 a.m.</p> <p><b><u>April 7,14,21,28, 2022</u></b> <b>OSHA 30 Training</b> (Every Thursday in April) (Please Apply – 20 Seats Available) 8:00 a.m. – 5:00 p.m.</p> <p><b><u>April 13, 2022</u></b> <b>Understanding METRO's IT Process</b> 10:00 a.m. – 11:30 a.m.</p> <p><b><u>April 27, 2022</u></b> <b>Come Discover the Added Value of METRO's "Certification" Partners</b> (Port Houston, HCC, Houston First &amp; Fort Bend ISD) 9:00 a.m. – 11:00 a.m.</p>	<p><b><u>May 11, 2022</u></b> <b>Davis Bacon Workshop</b> (presented by the Department of Labor) 9:00 a.m. – 11:00 a.m.</p> <p><b><u>May 25, 2022</u></b> <b>I'm Certified, What's Next?</b> 10:00 a.m. – 11:30 a.m.</p> <p><b><u>June 15, 2021</u></b> <b>Learn How METRO Procures Its Small Purchases (\$50,000 and under P.O.s)</b> 10:00 a.m. – 11:30 a.m.</p> <p><b><u>June 29, 2022</u></b> <b>Creating A METRO Safety Plan</b> 10:00 a.m. – 11:30 a.m.</p> <p><b><u>July 13, 2022</u></b> <b>How to Do Business with METRO</b> (with an emphasis on Procurement) 9:00 a.m. – 11:00 a.m.</p> <p><b><u>July 28, 2022</u></b> <b>METRO's Online SBE Certification Workshop</b> 10:00 a.m. – 11:30 a.m.</p> <p><b><u>August 17, 2022</u></b> <b>Bonding &amp; Insurance</b> 10:00 a.m. – 11:30 a.m.</p> <p><b><u>September 7, 2022</u></b> <b>Hear from METRO's Strategic Partners</b> (SCORE, PTAC, SBA, GHBPf) 9:00 a.m. – 11:00 a.m.</p> <p><b><u>September 22, 2022</u></b> <b>METRO's Online SBE Certification Workshop</b> 10:00 a.m. – 11:30 a.m.</p>

[www.RideMETRO.org/Pages/SB-TrainingEvents.aspx](http://www.RideMETRO.org/Pages/SB-TrainingEvents.aspx)



## METRO SBE Business Assessment Tool

METRO's Office of Small Business supports the Authority's mission and goals by providing leadership in promoting diversity and equal opportunity. METRO believes in the small business community having the tools it needs to be able to compete fairly in METRO's contracting opportunities.

The Small Business Assessment Tool was developed in 2015 to help assist in measuring the abilities of small businesses to effectively compete in METRO's procurement process. Small businesses are asked to provide the following four (4) items:

1. The firm's revenue.
2. Number of employees.
3. The size (dollar amount) of contracts on which they are currently working and have worked on in the past year.
4. Bonding capacity, insurance limits, line(s) of credit, etc.

This specific information helps METRO craft recommendations for assisting firms to effectively compete in the procurement process. METRO's Office of Small Business has administered 292 assessments, since inception of the Small Business Assessment Tool.

In FY2022, the Business Development component of METRO's Office of Small Business provided Business Assessments to 51 firms.

- AC Engineered Systems, Inc.
- All-Pro Contracting
- BKJ Global Management Consulting, LLC
- C-7 Landscaping LLC
- CKB Machining, LLC
- CLI Energy and Construction LLC
- Constructive Development Services, LLC
- CUE Construction Service, LLC
- D.R. Idlebird Enterprise LLC
- Diverse Consulting Enterprises, Inc.
- DM Electrical and Construction LLC
- Dura Pier Facilities Services, Ltd. dba Facilities Sources
- Evermark Commercial Group
- Fairmont Chemical Systems
- Flintco, LLC
- General Commercial Solutions, LLC
- gForce Animation, Inc.
- Greater Houston Roofing
- HARPO Enterprises Inc.
- Heneco Engineering & Consulting
- Houston Barricade & Supply, LLC
- It's Your Time to Flourish, LLC
- KRESS Employment Screening
- La Prensa de Houston, Inc
- Lentz Engineering, LLC
- LJ's Cleaning Solutions
- MTG Construction & Renovations LLC
- Noble Texas Builders, LLC
- Patuxent Roofing and Contracting, LLC
- Pratt Power Partners, LLC
- Project One Logistics
- Project Plan Services, LLC
- Prosystem Group LLC
- Q Recycling & Construction Services, Inc.
- Sky's International Properties LLC DBA Ella's Logistics LLC
- SNR Construction & Consulting LLC
- Star Geoenvironmental, LLC
- STOA International Architects, Inc.
- SWEL Janitorial Services LLC
- Tapal Information Systems, Inc.
- TC Construction
- Thomas 11 Development LLC
- Three65 Ideas, LLC
- TLC Engineering, Inc.
- Torrey Lifestyle Investments, LLC
- Unity Signs Systems
- Verger Development Solutions LLC
- Waste Transfer Partners
- ZOAT Construction Services, LLC

## Interagency Mentor-Protégé Program



The Interagency Mentor-Protégé Program (IMPP) is a governmental partnership between the Metropolitan Transit Authority of Harris County (METRO), City of Houston, Houston Independent School District (HISD), Port Houston, Houston First, and Houston Community College (HCC), created to address the common issues that small business owners encounter in public procurements.

The Interagency Mentor-Protégé Program has been active for nine (9) years - (2011, 2013, 2015, 2016, 2017, 2018, 2019, 2021 and 2022). METRO, City of Houston, Houston Independent School District (HISD), and Port Houston teamed up to form a partnership to foster and strengthen long-term, effective working relationships among established companies, local agencies and emerging and historically underutilized businesses. METRO was the only agency to complete the 2011 Interagency Mentor-Protégé Program with seven (7) graduates.

In 2013, METRO, City of Houston, HISD and Port Houston rededicated their commitment to the IMPP. In 2017, Houston Community College and Houston First Corporation joined the Interagency Mentor-Protégé Program (IMPP) partnership.

The qualifications to participate in the IMPP include:

- Current certification as a Small, Women-owned, Veteran-owned, Minority-owned or Disadvantaged Business Enterprise by the City of Houston, METRO Small Business, or hold a current registration from the Port of Houston or the Houston Independent School District (HISD)
- Continuous operation for at least 24 months
- Revenue production between \$150,000 and \$4 million in the most recent fiscal year
- Minimum staff of four (4) employees
- Ability to commit to nine (9) workshops
- Ability to identify the type of guidance needed for development

Applicants meeting these qualifications are interviewed by the partners and selected based on their readiness to do business. Since inception of the Interagency Mentor-Protégé Program, over 764 applications have been received, 229 firms have been interviewed, and 168 firms have graduated.

Below is a breakdown of the 20 graduates in the IMPP for FY2022:

<b>Industries Represented</b>	<b># of Firms</b>
Construction	5
General Services	3
Professional Services	9
Supplies & Equipment	3

### **List of Protégé's**

- A1 Mobil Fleet Wash & Detail Service Inc.
- Alpha Co. Marketing & Media
- Associated Testing Laboratories, Inc.
- Bowman Engineering & Consulting, Inc.
- Builders Depot Direct DBA Builders Direct Depot
- Gratia Geomatics LLC
- H.C.G. Management, LLC dba Honesty Construction Group
- Key HTX
- LABORNOW LLC
- M&R Wong LLC dba You've Got Maids of Central Houston
- Maxari
- Portfolio Builders, Inc.
- Prime Facility Services Group
- Radia Enterprises Inc DBA Career Uniforms
- SNR Construction & Consulting LLC
- STAR Geoenvironmental, LLC
- Tessellations Inc.
- The J Team Tree Service
- Vetcore Technology and Electrical Services
- Visual AV LLC

### **List of Mentors**

- Atser
- Binkley & Barfield
- Canteen
- Charlesworth Consulting
- CK Productions
- Gilbreath Communications
- HDR
- HNTB Corporation
- Hospitality Cleaning Solutions
- Jacobs
- LAN
- Level 3 Corporation
- Rice & Gardner
- S&B Infrastructure, LTD
- SpawGlass
- Turner Construction Company



## IMPP Workshop Presenters

- Joi Beasley, Gogo Business Communications
- Latoshia Norwood, L'Renee & Associates, LLC.
- Ervin Hughes, Level 3 Business Consulting
- Julie Irvin & Susan Repka, B2G Victory

## FY2022 IMPP Graduates

# METRO's Interagency Mentor Protégé Program

Continues its Partnership to Advance, Strengthen &  
Drive the Small Business Community

									
Aravind Marella STAR Geoenvironmental LLC	Isidro X. Garza Gratia Geomatics LLC	Moylam Wong MSR Wong LLC dba Youve Got Haids of Central Houston	Sangita 'Beni' Patel Tessellations Inc.	Juan Pablo Osorio Alpha Co. Marketing & Media	Greg Williams H.C.G. Management LLC dba Honesty Construction Group	Raya Guruswamy Haxari Energy LLC dba "Haxari"	Rupendra Radia Radia Enterprises Inc. DBA Career Uniforms	Juanita Torres The J Team Tree Service	Sakara Ross SNR Construction & Consulting LLC
									
Bryant Price Key HTX	Christian Frisch Portfolio Builders Inc.	Priti Singh Associated Testing Laboratories, Inc.	Rafael S. Perez, Jr. Prime Facility Services Group	Johnny Yu Builders Depot Direct DBA Builders Direct Depot	Shauna Bowman Bowman Engineering & Consulting, Inc.	Stanley Rolland Al Mobil Fleet Wash & Detail Service Inc.	Nicole Salha LABORHOW LLC	Michael Higgins Vetcore Technology & Electrical Services	Babar Khan VISUAL AV LLC

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**Metropolitan Transit Authority of Harris County**