



MBE Division Annual Report FY 2023



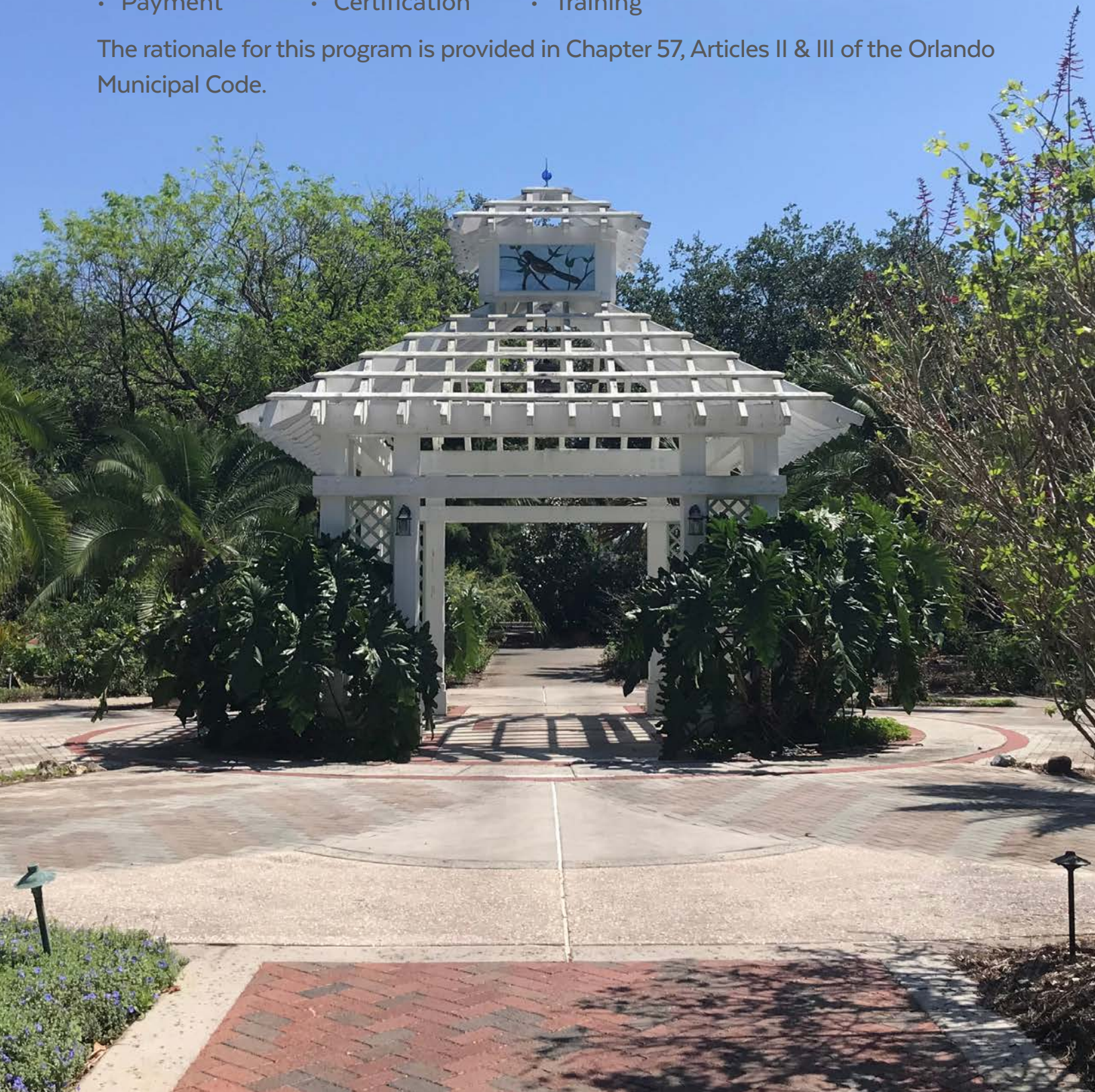


The MBE Division's mission is to increase the number of city certified minority and women-owned business enterprises (MWBE) and ensure they receive knowledge of all contract and subcontract opportunities and resources targeted to them.

Divisional Functions:

- Contracting
- Compliance
- Outreach
- Advocacy
- Payment
- Certification
- Training

The rationale for this program is provided in Chapter 57, Articles II & III of the Orlando Municipal Code.



## TABLE OF CONTENTS

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### Contents

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<b>I.</b>	<b>Letter from the Mayor and MBE Division Manager Introduction</b>	<b>4</b>
<b>II.</b>	<b>Annual Report</b>	<b>6</b>
	• <i>Meet Your MBE Division Team</i>	6
	• <b>Vision</b>	7
	› RISE Employment and Training Program	7
	› OpenGov Highlight	8
	› E-Builder Project Management Information Solution for Capital Improvements Division	8
	• <b>Mission</b>	9
	› Base Consultants Profile	9
	› Monica’s Comfort Foods Profile	10
	› Mims Construction Profile	11
	› MWBE Certification Outcomes	12
	› City of Orlando MWBE 2023 Spend	14
	› Speed Technical Assistance Event	16
	› 16th Annual Greater Orlando Aviation Authority (GOAA) How to do Business Event	17
	› American Contract Compliance Association (ACCA) 2023 Training Institute	18
	• <b>Values</b>	19
	› 2022 National Association of Minority Contractors (NAMC) Diversity Awards	19
	› City of Orlando Honored by Hispanic Chamber of Commerce Central Florida at Annual Ignite Event	20
	• <b>MBE Division Servant Leaders</b>	21
<b>III.</b>	<b>City of Orlando Resources and Government Officials</b>	<b>22</b>

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Greetings!

The City of Orlando is committed to continuing to work to help ensure that every person in our community feels equally valued and has equitable access to opportunities that help them thrive.

For 40 years, our Minority Business Enterprise Division has played a key role in our efforts. Since 1983, the MBE Division has helped minority and women-owned businesses. Through contracting opportunities, training and advocacy, members of the MBE team have provided support that has led to businesses growth that has helped entrepreneurs and their employees excel.

I am proud that the Hispanic Chamber of Commerce of Central Florida recognized the MBE team in 2023 with its Supplier Diversity Award. This was a well-deserved honor for their work, which has truly helped to create a stronger, more inclusive and welcoming Orlando for all.

I hope you find this annual report informative.

Sincerely,

Buddy Dyer  
Mayor



## MBE DIVISION MANAGER INTRODUCTION

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To the City Beautiful,

My staff and I are honored to hold positions in a division whose sole purpose is to work on behalf of minority and women-owned business enterprises. We have worked hard to meet the needs of MWBEs in our community through increased communication, resources and training opportunities. Along with Mayor Dyer's leadership, we have also seen an increased involvement in City contracts for our certified MWBEs.

During the 2023 Fiscal Year, MWBE subcontractors were paid \$17 million, while MWBE prime contractors received \$12 million. These payments totaled \$29 million. MWBE prime payments increased significantly from the previous year from \$9.6 million to \$12 million nearly an increase of 29%. The year over year increase in MWBE prime contracts were mostly in the Goods & Services category. I believe a bellwether of our program's success is seeing MWBEs expand their capacities and move to the next level. And of course, we continue to focus our attention on the program's primary goals, which include:

- Help MWBEs gain access to contracting opportunities with the City of Orlando.
- Reach minimum spend goals of 18% for MBEs and 6% for WBEs.
- Assist with the MWBE certification process, including offering a monthly workshop.
- Educate MWBEs about the process and value of certification.
- Hold outreach events that target specific scopes of work that currently lack MWBE participation.

Our division was able to host an outreach event dedicated to business development opportunities for MWBEs. We partnered with NAMC Central Florida and the Orlando Minority Business Development to put on the Technical Assistance Speed Dating Event. Along with business development services, firms met with the City's Procurement and Public Works Divisions.

This year, the City of Orlando introduced the RISE program partnership with CareerSource Central Florida. The goal is to ensure residents have equitable access to opportunities in education, training and coaching to measurably increase their employability.

I'm proud of all we did for FY 23 and furthermore, I'm proud of the lasting impact we've had for the last 40 years of this division.

Best,

A handwritten signature in black ink that reads "Janeiro Coulter". The signature is fluid and cursive.

**Janeiro Coulter**  
MBE Division Manager



## MEET YOUR MBE DIVISION TEAM

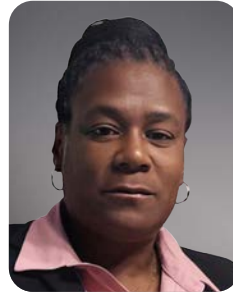
A City of Orlando Division, Dedicated to Serve.



**Marya Collier**  
MBE Program Manager  
Data Analysis | Reporting  
Assistant Division Manager



**Byron Raysor**  
MBE Project Manager  
Construction | Onsite Compliance  
Training



**Gina Bernard**  
MBE Certification Officer III  
Certifications  
Advanced Special Projects



**Chisha Lewis**  
Contract Compliance Investigator III  
Professional Services  
Special Projects



**Kay Hall**  
Contract Compliance Investigator III  
Goods & Services  
Special Projects



**Kimberly Wyche**  
Contract Compliance Investigator III  
Goods & Services  
Labor & Payroll Compliance | Collaterals



**Guillermo Navarro**  
Contract Compliance Investigator II  
Recertifications  
Special Projects



**Donna Dopson**  
Contract Compliance Coordinator  
Community Outreach  
Administrative





## VISION

### RISE Employment and Training Program

This year the City of Orlando created the RISE Employment & Training Program. This initiative is in partnership with CareerSource Central Florida to provide equitable access to opportunities through various training programs and support services. The goal is to increase local Orlando residents' employability and/or put them on new career paths.

Shirley Walker-Hightower is the program manager for RISE. She has been involved from the start of the program and has seen the impacts made so far. *“Initially, we were supposed to have three people from CareerSource work in the office to provide social services for RISE registrants but we now have five and it’s been so helpful because we want the RISE office to be a one stop shop where registrants can receive as much as possible all in the same place instead of having to go from place to place”,* says Walker-Hightower. Before RISE, the City of Orlando created the BLUEPRINT that focused on placing local Parramore, homeless and ex-offenders on City-owned Venues construction projects.



Shirley Walker-Hightower

The City hopes to broaden the type of opportunities offered with the BLUEPRINT for local residents with more training programs especially after COVID-19. CareerSource has connections to over 100 job and training programs. In addition, RISE offers a \$125 per week stipend to registrants to help cover transportation, housing and childcare while enrolled in a training program. So far 120 registrants have gone through RISE and eventually were employed.



## VISION

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### OpenGov Highlight

Our Procurement and Contracts Division partnered with OpenGov to establish our new Intake E-Procurement Portal. This will allow the City to:



Standardize the procurement process



Collaborate on projects in the platform with access to conversation history and revision history



Create and develop requests and/or specifications by using OpenGov's intake tools



Strengthen communication and provide easier access to information

### E-Builder Project Management Information Solution for Capital Improvements Division

With a robust Project Management Information Solution, the MBE Division can improve project delivery and overall performance while providing cost effective solutions to meet management needs. Here are a few additional benefits!



Role-based construction document management system allows transparency at all levels



Integrated project scheduling software designed for owners and construction managers



Create custom reports with E-Builder reporting



Track process improvement for each design, bid and build activity throughout construction process





## MISSION

### Base Consultants

Saila Alath had been working at a large engineering firm for ten years. But as a young mother, she experienced challenges maintaining work-life balance. ***“It was a difficult and risky decision to leave my comfortable job and start a small business, but I had to take control of my life and be the change that I wanted to see in the industry,”*** says Saila.

Sixteen years later, Saila and her partner Wendy Bonnett are still going strong with their business BASE Consultants. Today, Saila works on building designs and draftings, marketing and mentoring younger staff.

The initial plan was to start with small projects and work their way up to larger contracts but as it turns out, BASE Consultants was able to secure work with the Wizarding World of Harry Potter at Universal Studios within months of starting the business! During this period Laura Barbero-Buffa joined the firm as its third partner. Each of them bring different strengths to the business. ***“Wendy is our construction guru, Laura is our financial marketing chief and I’m more of a theoretical and mathematical person running models and designs,”*** says Saila.

BASE Consultants has had the opportunity to work on the Dr. Phillips Center for the Performing Arts, Orlando International Airport, Orange County Convention Center and, of course, the City of Orlando. As a minority and woman owned small business, BASE faced a lot of challenges like access to capital, delayed payments and underestimation of capabilities. Saila believes the best way to overcome barriers is to produce the highest quality of work possible and demonstrate your company’s talents. ***“We don’t use the MWBE certification as crutch or entitlement, but we use it to get our foot in the door and gain access to greater opportunities”***, says Saila. The City of Orlando was the first certification BASE received.



Saila Alath



It holds a special place for them and it’s been incredibly rewarding for BASE to serve Central Florida and be a part of the transformation of downtown Orlando into today’s city beautiful.



## MISSION

### Monica's Comfort Foods

Monica McCullough would watch her grandmother cook and it would bring about a feeling of family and love. Later on, Monica would bring cookbooks to school and then eventually she would enjoy bringing dishes to co-workers. In 2012, she started selling meals and came to realize more and more that this was her passion. Monica finally decided to start her own catering company, Monica's Comfort Foods.

Monica is the owner, main chef, administrative lead and pretty much has her hands in anything related to her business. The challenges for Monica came from going through the process of starting her own business. *"I didn't have a business mentor or someone I could look up to for guidance when I was starting out. I'm proud I was able to figure out everything on my own and I want to be that mentor for others that I wish I had,"* says Monica. Monica helps other small businesses like other vendors who can serve as bartenders or offer a service alongside her catering jobs.

Monica found out about the City of Orlando's MWBE Certification through another minority-woman owned business owner who encouraged her to apply. Monica wasn't sure whether it would be in her company's best interest to have certification as she never pictured herself working in a capacity with local governments. However, it truly turned out for the best.



Monica McCullough



In 2022, Monica's Comfort Foods was selected as a subcontractor for Leu Gardens catering. *"That was the moment when I felt like there was no limited to what I could do!"*, says Monica. Monica would encourage any person, particularly minority and or women looking to start a business to build the foundation and have any necessary paperwork, licenses etc. in place at the start. *"It may seem like more work but it's truly the best for your business and will show others that you are more than capable of providing work for them."*





## MISSION

### Mims Construction

Lynn Mims, President of Mims Construction remembers attending community meetings and workshops in anticipation of obtaining MWBE certification with the City of Orlando. What's more special is this was around the time the City of Orlando first launched MWBE certification. Mims Construction is still certified with the City of Orlando today and has been able to work on various projects with the City and throughout Central Florida.

Lynn's journey to Mims Construction began when she went to work for a family-friendly part-time. She found that she was able to complete the ongoing projects and credits her strong work ethic and furthering her knowledge of the trade by attending construction classes. This was the groundwork for the creation of Mims Construction. ***"I was blessed with two incredible mentors - Johnie McGee and Jim Easton. They were not only a source of inspiration, but they also provided a blueprint for navigating challenges and achieving meaningful goals,"*** says Lynn. The two mentors offered the perfect balance as Johnie helped with the construction, estimation and building side and Jim helped with the marketing and proposal submission side for the business. Having a network of peers in the industry has been crucial, especially for Lynn as a black woman in a predominantly white male industry over the past 35 years. Still with all of this, Lynn views challenges as invaluable learning opportunities allows to grow and evolve.

Mims Construction operates on projects in education, airports and infrastructure. Lynn has been able to witness how her projects directly impact communities and enhance the way people live. ***"Providing residents with safe sidewalks, replacing road and dirt paths has been fulfilling. It also feels me with pride to contribute to educational projects, especially witnessing children enter a new school on campus***



***on their first day of school,"*** says Lynn. In addition to all of this, Mims Construction offers inhouse apprenticeship and on the job, training programs for students or for individuals with a criminal history. Lynn is able to do for others what her mentors did for you and provide people the skills and knowledge to grow in their professional and personal lives.



## MISSION

### MWBE Certification Outcomes

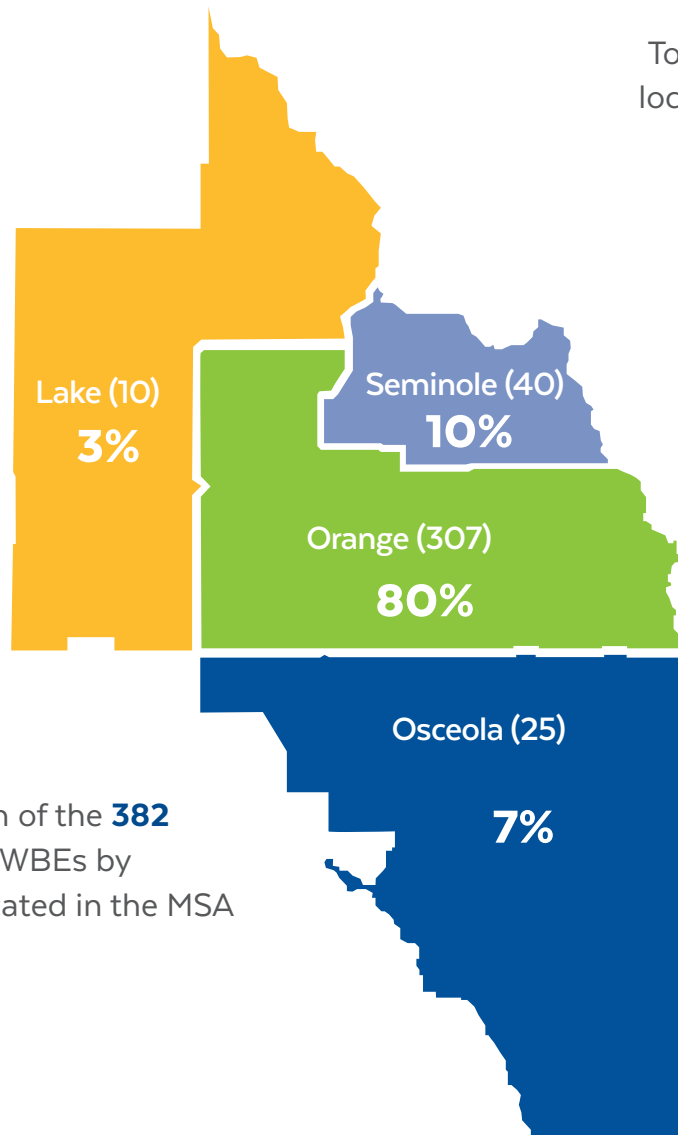
In FY 2023 there were 544 MWBE firms certified with the City of Orlando. Of the 544 MWBE Firms, 382 (70%) were located within the Metropolitan Statistical Area (MSA) and of those firms 80% are located in Orange County.

**544**

Total MWBE firms certified by the City of Orlando in FY 2023

**70%**

Total MWBE firms located within MSA



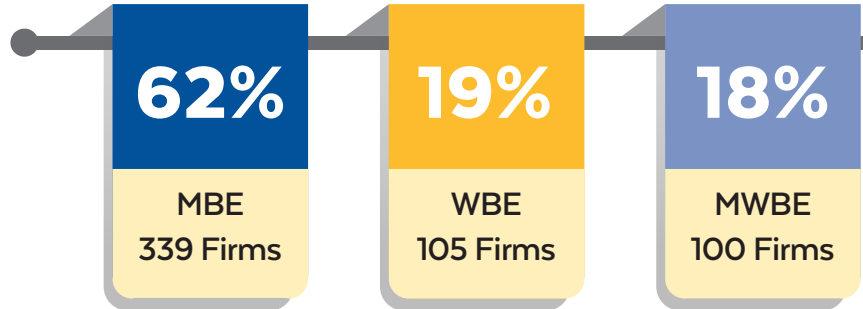
Breakdown of the **382** certified MWBEs by County located in the MSA



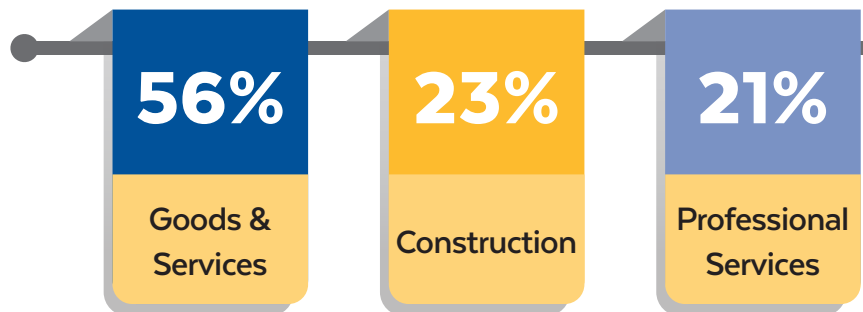


## MISSION

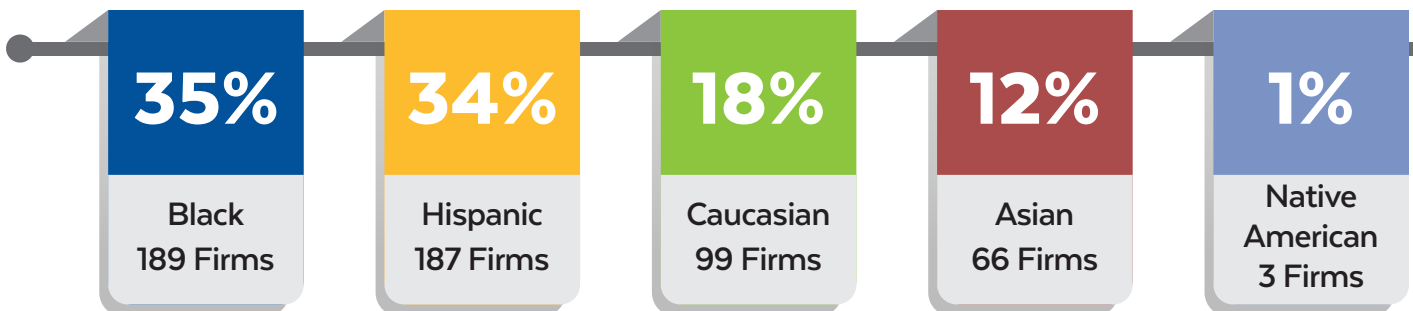
FY 2022-2023  
Firms By **Type**



FY 2022-2023 Certified  
Firms By **Industry Type**



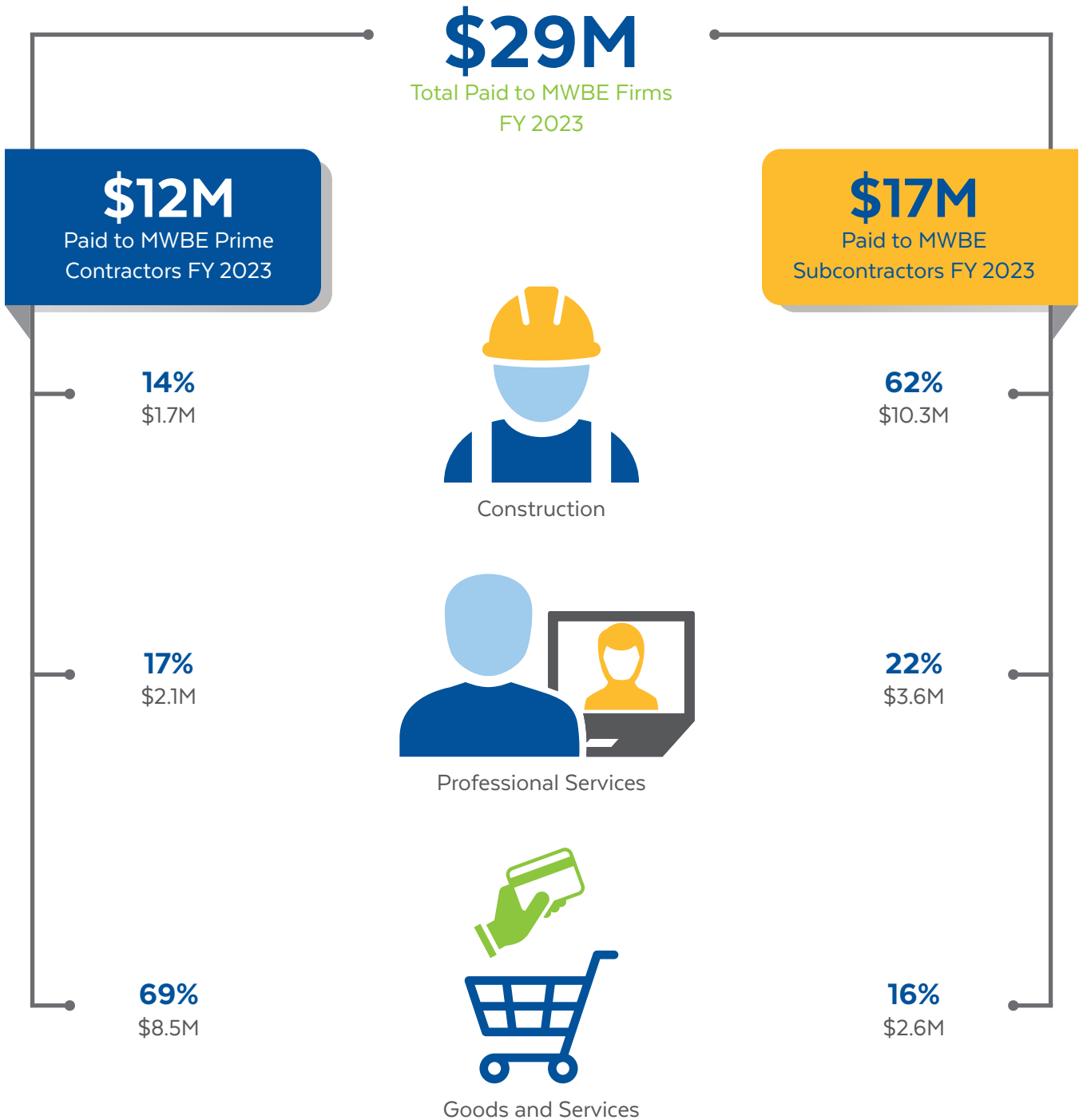
FY 2022-2023 Firms By **Ethnicity**



## MISSION

### City of Orlando MWBE 2023 Spend

During FY 2023, a total of \$29 million in City of Orlando contracts was paid to MWBE firms. Of this total, \$12 million was paid to MWBE Prime Contractors and \$17 million was paid to MWBE subcontractors.

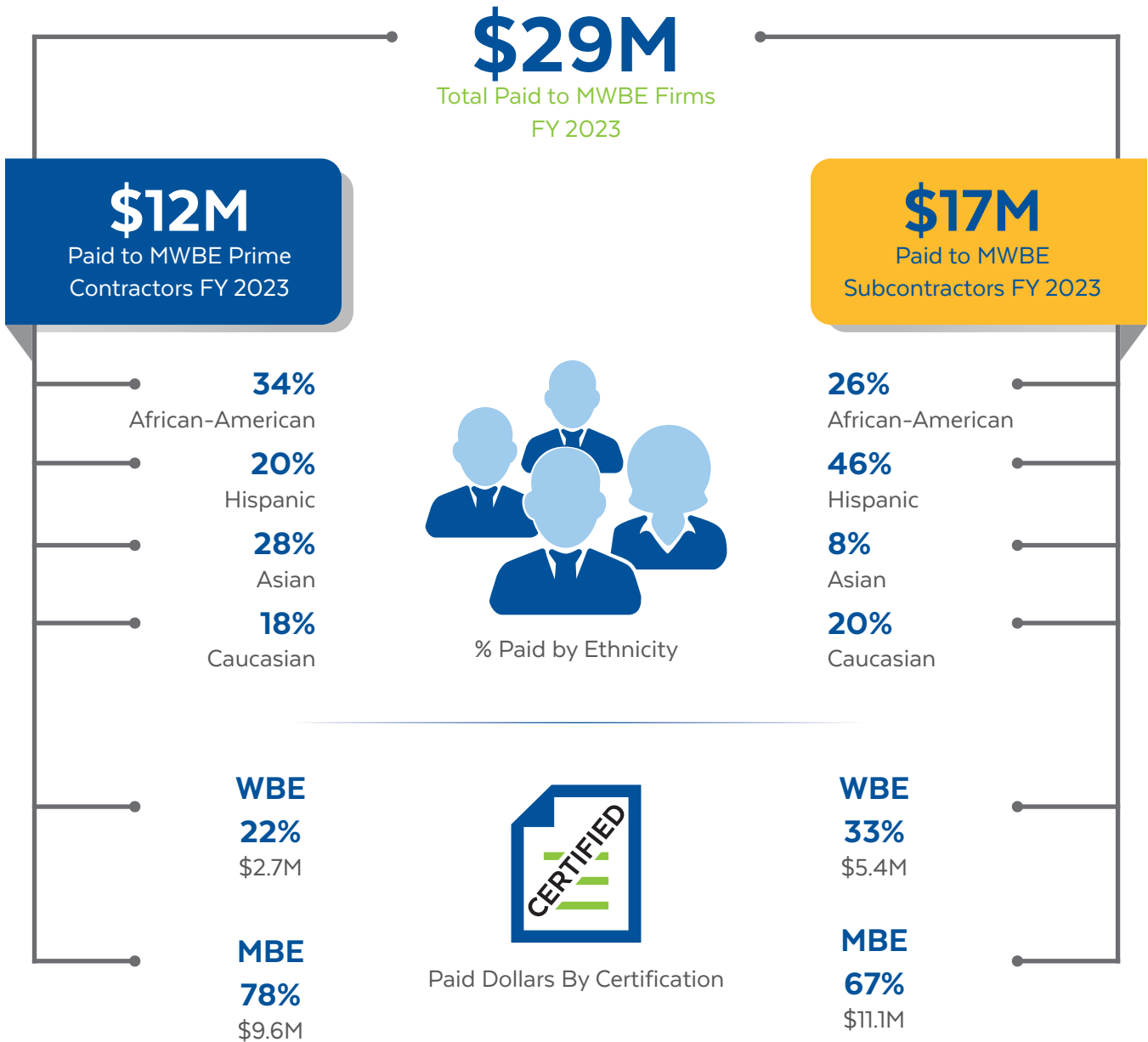




## MISSION

### City of Orlando MWBE 2023 Spend

Following, is the FY 2023 breakdown of City of Orlando paid contracts between Prime Contractors and Subcontractors by ethnicity and certification type.



## MISSION

### Speed Technical Assistance Event

The City of Orlando MBE Division partnered with the National Association of Minority Contractors of Central Florida (NAMC) to host an event in collaboration with the Orlando Minority Business Development Center (MBDA). The Speed Technical Assistance event offered City-certified MWBEs business development services to help grow their businesses.



*“We previously reached out to our certified firms to ask what our division could better assist you with and people wanted more business development services,”* says Janeiro Coulter, MBE Division Director. In addition, participants got the chance to meet with the City’s Public Works, Procurement and Business Development Departments to learn about work opportunities at the city.



Kimberly Rosier Jean-Louis, Director MBDA Orlando spoke at the event and highlighted the available resources to small businesses. This type of event is especially meaningful to Kimberly as she’s the president of 3D Strategic Management, Inc., a full-service business development firm with a focus on women and youth entrepreneurship programs.



## MISSION

### 16th Annual Greater Orlando Aviation Authority (GOAA) How to do Business Event

The City of Orlando MBE Division was able to attend the 16th annual How to do Business with Greater Orlando Aviation Authority (GOAA). The annual event was hosted by GOAA's Small Business Development department at the Hyatt Regency Orlando on International Drive.

This full day event brings together hundreds of small businesses in Central Florida. It's an excellent opportunity to network and hear from GOAA's leaders about upcoming opportunities at the airport. This year the event included a community partners speed dating session. Attendees personally met with each agency and received resources and information to assist with their businesses.

The City of Orlando MBE Division encouraged eligible firms to apply for certification and gave a brief overview of how to navigate the procurement process to seek work with the City. We were honored to be a part of this successful event and look forward to being able to participate again next year!



**ORLANDO  
INTERNATIONAL  
AIRPORT | MCO**





## MISSION

### American Contract Compliance Association (ACCA) 2023 Training Institute

Members of our MBE Division staff were able to attend the American Contract Compliance Association's (ACCA) Training in Memphis, Tennessee.

Morgan State administered classes for attendees that covered practices pertaining to our work in contract compliance. Once the staff earns 42 hours of training, he or she will receive certification as a Contract Compliance Administrator. The training has a wide variety of speakers, workshops and networking opportunities that will enable our staff to better perform our jobs in support of our certified MWBEs.

Memphis was a welcoming host and it was great to experience the hospitality and learn about its history, especially Black History. The mayor of Memphis, Jim Strickland spoke at the training about all the new opportunities in Memphis and goals for the future. Over 800 people from around the country attended the training – the largest attendance ever!



## VALUES

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### 2022 National Association of Minority Contractors (NAMC) Diversity Awards

Orlando City Hall hosted the 2022 NAMC of Central Florida Diversity Champions Awards to celebrate those who embrace and value an inclusive Central Florida. The honorees were:



The NAMC organization strives to assist members with building capacity by providing access to opportunity, advocacy and contractor development training. It means a lot for Jason Albu the Chair of NAMC Central Florida and as a second-generation small business owner (he is the CEO of Albu & Associates). *“It’s such an honor to be here and to recognize companies and organizations that put to action NAMC’s mission in bettering our community,”* says Albu.



## VALUES

### City of Orlando Honored by Hispanic Chamber of Commerce Central Florida at Annual Ignite Event

This year the Hispanic Chamber of Commerce honored the City of Orlando with its Supplier Diversity Award! This award is given to an organization that works to assist minority-owned small firms and their employees.

*“My staff and I are honored to receive this recognition from the Hispanic Chamber of Central Florida”,* says Janeiro Coulter, MBE Division Director.

Past recipients include Universal Parks & Resorts, Orlando Health and Central Florida Expressway Authority. It’s encouraging that past honorees range from corporate, hospitals and local municipalities. This shows that there are so many ways MWBEs can gain access to capital, networking, and resources. The Annual Ignite Event focused on the many opportunities available for small businesses and took a moment to honor the organization’s past leaders who helped get the chamber to where it is today.

Meanwhile, the City of Orlando MBE Division will continue its path to advocate for MWBEs and looks forward to more amazing opportunities for the community through the Hispanic Chamber of Commerce Central Florida.



**HISPANIC  
CHAMBER**  
METRO ORLANDO





## MBE DIVISION SERVANT LEADERS

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### Certification Appeals Board

The MBE Division Team wants to thank our Certification Appeals Board for their support during Fiscal Year 2023.



Danielle Davis is a dedicated Nursing Manager at Nemours Children’s Hospital in Orlando. With a passion for pediatric care, she oversees nursing operations, ensuring top-notch patient care and staff coordination. Danielle’s commitment to excellence shines through her leadership, fostering a supportive and efficient environment. Her unwavering dedication contributes to the hospital’s mission of providing exceptional healthcare to every child.



Lisa Harvey is an accomplished attorney and Contracts Manager at Siemens Energy, adept at navigating legal intricacies with precision. As President of the Paul C. Perkins Bar Association, she advocates for diversity and inclusion in the legal profession. Lisa’s expertise in contract law and her commitment to equity make her a respected leader in both corporate and community spheres, driving positive change.



Danae Diaz is a diligent Litigation Paralegal at Paul Knopf Bigger, where she supports legal teams with meticulous research and case preparation. Her keen attention to detail and organizational skills ensure smooth proceedings. Danae’s dedication to the field and her ability to streamline complex processes make her an invaluable asset in achieving successful outcomes for clients.



Sherry Parramore is the Vice President of Institutional Advancement at Bethune–Cookman University since March 2022. Previously served as President of ELEVATE Orlando, a Central Florida non-profit organization that equips and empowers underserved youth with in-school instruction, mentoring and post-secondary preparation. Has served on the appeals board since June 2020.



Ayhan K. Topgul is a graduate of the University of Central Florida with a degree in Political Science. He is a volunteer with Guardian Ad Litem in Central Florida. He was involved in the International Club, Latin American Student Association and the Caribbean Student Association and has served on the City of Orlando MWBE certification appeals board since June 2022.



Secily Wilson has 20+ years as an award winning broadcast news journalist. Previously served as the Director of Community Relations and Development for the YMCA of Central Florida. That role evolved in to the CEO and Founder of WOW (Women Overcoming with Willpower) Legacy Group, a growing Central Florida non-profit committed to educating, inspiring and transforming the lives of women facing life adversity. Has served on the appeals board since June 2022.



Robin Treito is a graduate of Emory University School of Law and practices in Orlando where he was born and raised. He is experienced in interpreting and litigating federal, state, and local laws and regulations. He has served on the City of Orlando MWBE certification appeals board since April 2022.



## CITY OF ORLANDO RESOURCES

Procurement/  
Contracts Division..... 407.246.2291

Public Works/Engineering Services/Construction  
/Project Management..... 407.246.2266

Business Tax Receipt/  
Occupational License..... 407.246.2204

Permitting Services..... 407.246.2271

Business Incentive Programs..... 407.246.2721

Office of Supplier Diversity  
State of Florida  
osd.dms.state.fl.us ..... 850.487.0915

Florida Department of Transportation  
fdot.gov ..... 850.414.4100

Greater Orlando Aviation Authority  
orlandoairports.net ..... 407.825.2001

Orange County Government Business  
Development Division  
ocfl.net/business ..... 407.836.7317

Central Florida Expressway Authority  
cfxway.com ..... 407.690.5000

Orange County Public Schools  
procurement.ocps.net 407.317.3219,  
vendor press 4

Florida State Minority Supplier  
Development Council  
fmsmdc.org ..... 305.762.6151

Women’s Business Enterprise National Council  
Certification for Women Owned Businesses  
wbenc.org ..... 305.971.9446

## OTHER COMMUNITY RESOURCES

Black Business Investment Fund  
bbifflorida.com ..... 407.649.4780

Florida First Capital Finance Corporation  
fffc.com ..... 850.681.3601

Prospera (formerly HBIF)  
prosperausa.org ..... 407.428.5872

Counselors to America’s Small Business  
score.org/orlando ..... 407.420.4844

Small Business Administration (SBA)  
sba.gov/ ..... 407.648.2891

UCF Small Business Development Center  
sbdcorlando.com ..... 407.420.4850

UCF Technology Incubator  
incubator.ucf.edu ..... 407.882.0888

National Entrepreneur Center  
nationalEC.org ..... 407.420.4848  
Email: Patrice McKay, Patrice.mckay@ocfl.net  
Certification Workshop: 2nd Monday every month  
from 2 – 4 p.m.

## ORLANDO GOVERNMENT

Members of the Orlando City Council are the Mayor, elected at-large, and six City Commissioners who are elected from respective districts. All are elected for four-year terms.



District 1  
Commissioner  
Jim Gray



District 2  
Commissioner  
Tony Ortiz



District 3  
Commissioner  
Robert F. Stuart



District 4  
Commissioner  
Patty Sheehan



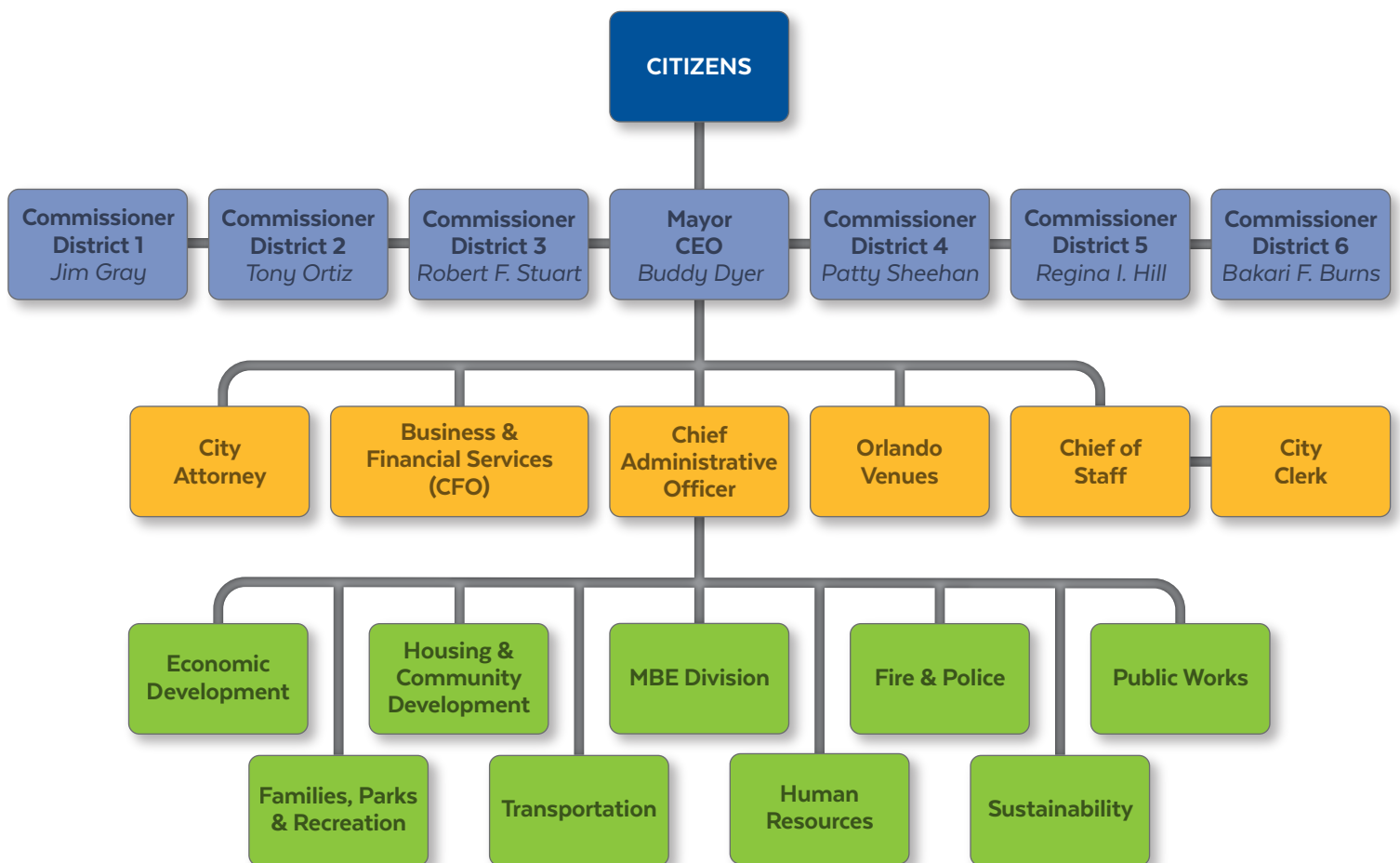
District 5  
Commissioner  
Regina I. Hill



District 6  
Commissioner  
Bakari F. Burns











**MINORITY BUSINESS  
ENTERPRISE DIVISION**

MBE Division Annual Report FY 2023

**EXECUTIVE OFFICES  
MINORITY BUSINESS ENTERPRISE DIVISION**

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