

***Lake County Board of County Commissioners***  
***Disadvantaged Business Enterprise***  
***Goal***  
***FY 2022-2023-2024***

**DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM GOAL SETTING  
PROCESS FY 2022-2023-2024**

The Lake County Board of County Commissioners (LCBCC) has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. The LCBCC has received Federal financial assistance from the Federal Transit Administration (FTA), and as a condition of receiving this assistance, the LCBCC agrees to comply with 49 CFR Part 26.

It is the policy of the LCBCC to ensure that DBE's as defined in 49 CFR Part 26, have an equal opportunity to receive and participate in FTA-assisted contracts.

The LCBCC will not exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR Part 26 on the basis of race, color, sex, or national origin.

In administering its DBE program, the LCBCC will not, directly or through contractual or other arrangements, use criteria or methods of administration that have the effect of defeating or substantially impairing accomplishment of the DBE program objectives with respect to individuals of a particular race, color, sex, or national origin.

The Goal setting process contained in this Attachment to Lake County's Disadvantaged Business Enterprise Program outlines the adopted process to determine the relative availability of DBE's to perform the types of contracts anticipated in FY 2022, 2023 and 2024.

The purpose of this process is to determine the percentage of all ready, willing and able (RWA) "Establishments" that are DBE'S and to establish a DBE Goal.

The methodology used to calculate the LCBCC goal of **6.13%** was:

**Step 1- Developing the Base Figure**

Lake County Board of County Commissioners expect to have contracting or subcontracting possibilities in the following areas:

- Transit and Paratransit Services
- Transit vehicle maintenance
- ADA bus stop shelter and pad construction.

The Lake County Office of Transit Services staff has reviewed past bidders and contracts to establish a region that includes Lake, Sumter, Marion, Volusia, Flagler, Seminole, Orange, and Osceola Counties. This region was used to identify DBE and Non-DBE firms ready, willing and able to work in Lake County.

Transit staff utilized the [Florida Unified Certification Program \(UPC\) Disadvantaged Business Enterprise \(DBE\) Directory](#) to identify DBE vendors ready, willing and able (RWA) to work in Lake County.

Utilizing NAICS codes to determine specified industries and types of business for the proposed future projects, Lake County Transit staff discovered 38 ready, willing, and able (RWA) certified DBE's in the identified region.

Transit staff utilized the [United States Census Bureau County Business Patterns \(CBP\) database](#) for ready, willing, and able TOTAL establishments that currently provide service in our regional area.

Staff identified 3,018 ready, willing and able (RWA) TOTAL establishments that currently provide service in our regional area.

The process used to obtain the percent of DBE's to TOTAL establishments for the potential contract percent is illustrated below.

$$\begin{array}{l} \text{Certified UCP Program DBE's} \\ \text{TOTAL Establishments} \end{array} \quad \frac{38}{3,018} = 1.26\%$$

The percent of DBE establishments by NAICS codes available in the Lake County area is 1.26%.

To ensure that Step One Base Figure is as accurate as possible, weighting was used to make the LCBCC's goal calculation more accurate. Weighting takes into consideration the type of work and what percent of the total anticipated expenses it will consume. Categories were established grouping like NAICS codes to potential federally and state funded projects.

$$\text{Weight \%} \quad \times \quad \text{DBE Availability \%} \quad = \quad \text{Base Figure \% by NAICS}$$

To determine the appropriate weighting percent by NAICS, the estimated dollar value by NAICS was divided by the total federal and state dollars. The weighting percent by NAICS was then multiplied by the DBE Availability % to determine the Base Figure % by NAICS. See Table below:

Project	NAICS CODE	Regional Total Potential Bidders	Regional DBE Potential Bidders	Percent of DBE Availability	Estimated Tri-Annual Expenditures	% of Total Expenditures \$ 5,671,000	Weighted Number
Transit and Paratransit Services	485991	40	3	7.50%	\$ 1,800,000	31.75%	2.38%
	485113	7	2	28.57%	\$ 1,500,000	21.08%	7.56%
	485999	64	7	10.94%	\$ 320,000	21.08%	.62%
Transit Vehicle Maintenance	811121	831	0	0.00%	\$ 640,000	7.69%	0.00%
	811118	1889	0	0.00%	\$ 870,000	7.69%	0.00%
ADA Bus Stop Pads and Shelters	238110	90	2	2.22%	\$ 240,000	5.13%	0.09%
	238910	304	5	1.64%	\$ 75,000	.85%	0.02%
	238990	644	6	.93%	\$ 75,000	2.03%	0.01%
	237310	90	3	3.33%	\$ 75,000	4.54%	0.04%
	236220	528	10	1.89%	\$ 75,000	4.54%	0.03%
Totals	-----	3018	38	1.26%	\$ 5,670,000	100%	10.75%

**Step 2 – Adjusting the Base Figure**

Step 2 of the Goal setting process is designed to adjust the Step 1 base figure to make it as precise as possible. After calculating a base figure of the relative availability of DBEs, evidence was examined to determine what adjustment was needed to the base figure in order to arrive at the overall goal.

Historical Lake County DBE participation data for FY 18, 19 and 20 was shown to have a median of 1.51% DBE participation.

FY 18	FY 19	FY 20
0.2%	1.51%	6.6%

An adjusted figure was established utilizing median past participation figure and the base figure of Step 1.

$10.75\% \text{ Base Figure} + 1.51\% \text{ Median Past Participation} = 12.26\%$ $12.26\% / 2 = 6.13\%$
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In order to reflect as accurately as possible, the DBE participation that would be expected in the absence of discrimination, the adjusted figure of 5.4% will be used for Fiscal Years 2022, 2023, and 2024.

**Step 3 - Race/Gender-Neutral and Race/Gender-Conscious Split methodology**

Race/Gender-Neutral and Race/Gender-Conscious Split methodology.

Staff reviewed the “U.S. Department of Transportation Office of Small and Disadvantaged Business Utilization” guidelines prior to preparing the DBE Goal. The guidelines for Step 3 provide assistance in determining what factors to consider in projecting the overall portion of the goal that will be met through race/gender-neutral means. The examples are based on past participation or experience. Therefore, in determining the race/gender-neutral and race/gender-conscious split, staff used the available data below.

	Percent
Race/Gender-Neutral	6.13%
Total DBE	6.13%

This data will be continually monitored and updated if necessary, through FY 2022, 2023 and 2024.

**Public Notice**

- March 26, 2021, the Lake County Office of Procurement Services announced an upcoming webinar, via Zoom, to be held on April 15<sup>th</sup> to learn about bidding on government contracts. Subsequent press releases were also issued leading up to the webinar.
- April 1, 2021, the Lake County Board of County Commissioners Disadvantaged Business Enterprise Goal for FY 2022-2023-2024 was posted on the County’s Procurement webpage. This is the previous site and location, which is familiar, for the prior FY 2019-2020-2021 DBE Goals.
- April 15<sup>th</sup>, the 90-minute ZOOM webinar was held. The presentation, in part, contained relevant DBE information regarding available commodities and services, along with identifying DBE qualifications and certification information.
- June 3, 2021, it was determined that of the 109 webinar attendees, one was identified as a certified DBE on the FDOT UCP and DBE Directory.
- June 21, 2021, the Procurement Office emailed an exclusive invitation to over seventy relevant DBEs that derived from an expanded search of the FDOT UCP and DBE Directory for the *good faith* purposes of garnering public participation and obtaining feedback.

- The invitation included:
  - the newly proposed DBE Goals and Policies.
  - an opportunity to provide feedback through a self-paced review.
  - a link and phone number for a Teams meeting scheduled for July 29, 2021, at 11:00 AM.
    - The meeting was an additional opportunity to provide feedback and ask questions about the DBE Goals, methodology used to determine the Goals or the DBE Policies.
  - Available resources for questions.
- July 28, 2021. No feedback or reviews from DBEs were received by the close of business.
- July 29, 2021, the Teams meeting room was opened at 10:45 AM. Both the Procurement Office Director and Transit Operations Supervisor were in attendance. There were no other participants that joined the meeting by 11:10 AM. As a result, the meeting concluded.

Attachments:

- March 26      Announcement of upcoming webinar.
- April 1        DBE Goals uploaded onto Procurement webpage.
- April 1B      DBE Goals.
- April 15      PPT slide from webinar regarding DBE.
- June 21        List of DBE vendors invited to participate to provide feedback.
- June 21B      Invitation extended to expanded list of DBEs.

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