

Disability Business Enterprise

Staff Report

GCD/DBE Staff: Chris Rancourt Bruzzi

Activity Dates: March. 8, 2010 – May 17, 2010

Report Submitted: May 17, 2010

DBE's Contacted:

- Sent e-mails to DBE's regarding quarterly report data.
- Followed up with DBE's regarding quarterly report data submitted/not submitted.
- Corresponded through e-mail and telephone with the newest DBE, Ed LeDoux of Freelance Photography. He worked with students from the Marketing Department at JWU to create a marketing plan.
- Met with Paul Molloy of the Corliss Center on April 13, 2010 to discuss the DBE program. He's new to Corliss and his position and needed information. He shared three ideas for businesses with me. I sent him follow-up information on one of the businesses and included information on doing a SWOT (Strength, Weakness, Opportunity, and Threat Analysis) as well as a link to a website for a similar business.

Other Activities

- Continue to update Access database with the names and e-mail addresses of new contact people.
- Searched the Purchasing website for opportunities for DBE's at least once a week
- Contacted Lorraine Hynes, the new DBE committee member from Purchasing, regarding the MPA for BetterShred.
- Created the quarterly report for DBE's to complete and return to the GCD per the changes to the rules and regulations for the DBE program which went into effect 10/28/09.
- Collected and summarized the data: Of the 16 DBEs, only two reported that they had been awarded a government contract through the DBE program. BetterShred reported that bid on and won 1 contract and employ 9 people and The Cove Center reported that they bid on and won 1 contract with URI and employ 5 people. Eleven of the DBEs reported that they didn't bid on any contracts and three DBEs didn't respond at all.
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To do:

- Update DBE website – Bill N. will do this as soon as Form J is updated for the web.
- Revise DBE brochure again based on newly recertified DBE's.
- Continue to update Access database