

Small Business Inclusion Program Development Project

Revised Scope of Services

Crabbe, Brown & James

Consultant is responsible for the creation of a Small Business Inclusion (SBI) Program for the City of Columbus. The Consultant will facilitate meetings with city procurement/ contracting personnel, external stakeholders and all city leadership to identify strategies to encourage the utilization of small businesses. The Consultant will work in conjunction with the Equal Business Opportunity Office Executive Director. The Consultant and EBO Executive Director will engage with additional City Leadership when appropriate. Rita McNeil Danish (Crabbe, Brown & James) will serve as lead consultant. The Consultant will staff and manage the project team.

- I. Consultant will develop a Small Business Inclusion program consistent with the recommendations submitted in to the City September 2013. The program will include:

- Small Business Definitions

- Established Contract Goal(s)

- Established of Citywide Goal(s)

- Identification of Program Components

- Identification of Supportive Services Plan

- II. Consultant will develop a comprehensive plan to implement the Small Business Inclusion Program. The plan will include the following:

- Implementation Timeline

- Tracking and Monitoring Policy

- Proposed Legislative Changes

- Outreach Strategy

- III. Consultant will submit monthly invoices for services rendered.