

Thank you for your interest in doing business with the City of Richmond, Va!
Rita Henderson, OMBD Director

Office of Minority Business Development Winter News Flash

Vol. 1 No. 3



New OMBD Website



The Office of Minority Business Development has a new web site. The site contains links to information on: **starting a business, upcoming events, registration forms** and a listing of the **businesses registered** with the office. Visitors to the site have access to **maps, press releases, OMBD's brochure, newsletters, and useful links** to other sites relevant to Richmond area businesses. Information about the office and registered emerging and minority businesses are found **in the news** section and a **photo gallery** is available. Visit the new web site at: <http://www.richmondgov.com/MBD/>.

Intermediate Terminal Building Demolition

Morris Cephas, the owner of Old Dominion Land Contractors Inc., was awarded the contract with the City of Richmond to demolish the Intermediate Terminal Dock Warehouse on Dock Street, a sugar and tobacco warehouse built in the late 1800s. Mr. Cephas was given 30 days to demolish the building; he completed the project in 29 days. In the near future, a marina for cruise ships to arrive in the Richmond area from the South Hampton Roads area will replace the vacant lot there in an effort to provide a boost in local tourism.

In 1607, British Captain Christopher Newport and explorers from Jamestown sailed along this section of the James. Due to its striking



geographic similarity to a suburb of London called Richmond-upon-Thames, William Byrd named the city "Richmond." To celebrate the 400th birthday of both Richmond and Jamestown, a reenactment of the Godspeed's historic journey will occur on the demolition site on May 23rd, followed by an outdoor concert by the Richmond Symphony and a spectacular fireworks display.

Richmond Supply Schedule

To provide products and services more effectively to the City's agencies and departments, the City of Richmond developed the Richmond Supply Schedule Program (RSSP), a new multiple awards Procurement Program. The Richmond Supply Schedule Program is patterned after the U.S. General Services Administration's Federal Supply Schedule Program, which has proven to be extremely successful in the management of small purchases. Contracts are awarded to multiple suppliers who can provide hundreds of products and services to meet recurring needs of governmental bodies; a process that will cut down on the lead time for procuring products and services by drastically reduce the time it takes for a full and open procurement. Suppliers (future contractors) seeking to become a part of the Richmond Supply Schedule Program should visit <http://www.richmondgov.com/departments/procurement/SupplySchedule.aspx>.

Bonding Seminar

Demystifying Bonding and Insurance Issues with City of Richmond's Contracts

Date: 4/26/2007

Time: 4-6 p.m.

Location: Maggie L. Walker Technology Center

Auditorium, Room 105

501 E. Franklin Street

Richmond, VA

Presenters:

Rita Henderson, director, Office of Minority Business Development;

Haskell Brown III, City attorney;

Mike Hulsey, chief of Risk Management, Finance Department;

Eric Mens, director, City of Richmond's Procurement Services

* Registration is required – All seminars are free and open to the public.

Contact: My Lan Tran, Office of Minority Business Development program manager at: (804)-646-6046 or email:

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New Compliance Specialist

On March 19, 2007, Kevin Lucas became the new compliance specialist for the Office of Minority Business Development. Mr. Lucas has worked for Philip Morris USA and Verizon. He has a B.A. in marketing from the University of the District of Columbia and a Master's Degree in management information systems from the University of Maryland.

My Lan Tran Honored

My Lan Tran, program manager for the Department of Minority Business Development, was selected by the U.S. Small Business Administration as Virginia's and Region III's "Minority Small Business Champion of the Year." Region III includes Pennsylvania, Maryland, Delaware, West Virginia, Virginia and the District of the Columbia. The award will be presented to her formally on May 18 at an awards luncheon at the Jefferson Hotel.

Office of Minority Business Development

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Rita Henderson

Director

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Administrator

My Lan Tran

Program Manager

Kevin Lucas

Contract Specialist

Debra Moore

Administrative Program

Support Assistant

Nathaniel Watkins

Business Liaison

Resource Center

(Multi- Industry Business Reference Library)

OMBD opened the City's Business Resource Center in September. The center is located within the Office of Minority Business Development on the 9th floor of City Hall. Information is available for individuals and minority, emerging and small businesses at all stages of development including resources to help with starting, financing, growing, and marketing businesses. The resource center is equipped with business software, computers for research with Internet access, and an assortment of literature with valuable information for businesses. The following list includes resources that are available in the center:

General Business Section

Marketing Plan Pro by Quicken

Marketing assistance: Sales and marketing management software.

Quicken Basic 2007

Financial management assistance: Track spending, pay bills, balance checkbook, create budget.

Business Plan Pro 2006 Premier

Business Plan development assistance: Create business plans.

Construction Section — BOOKS

Builder's Guide to Accounting (Revised)

Step-by-step, easy-to-follow guidelines for setting up and maintaining records for your construction building business

Estimating With Microsoft Excel

Step-by-step how to create your own customized automated spreadsheet estimating program for use with Excel

National Construction Law Manual, 4th Edition

In-depth coverage of legal terms in a construction business

2006 CD Estimator Heavy

780-page heavy construction cost estimating volume for each of the 50 states

Land Development

Principles in land development from initial market studies to site selection and analysis

Getting Financing & Developing Land

Practical knowledge to prepare market study, select building site, obtain financing, have plans approved and control building costs

Construction English to Spanish Dictionary

Pocket-sized dictionary of up-to-date construction words and phrases in English-Spanish and Spanish-English

HARD COPY with CD

Contractor's Guide to QuickBooks Pro 2006

A template for a construction company to help speed your set-up, an estimating program with a 5,000-item database

2006 CD Estimator

85,000 construction costs for new construction, home improvement, remodeling, renovation and insurance

Construction Master Pro Calculator

Advanced construction math calculator for building professionals

Primavera - SureTract Manager 03

Project management software offers analysis, Web reporting and graphics

General Reference

Proposal Pack Wizard

Wizard automates business proposal kit in minutes

Proposal Kit Pro

Contract/proposal template package for IT, Web, software, hardware, media, photography, and other technology related companies

Estimate Pack - V6

Estimate costing spreadsheets for Website, E-commerce, CD ROM, video production, graphic design, and photography service