

**Escambia County Area Transit
TRAMS ID 1092
Proposed Disadvantaged Business Enterprise
Fiscal Years 2025-2027 DBE Goal Methodology**

Goal Setting and Accountability/Methodology

Methodology

The purpose of the Disadvantaged Business Enterprise Program is intended to remedy past and current discrimination against disadvantaged business enterprises, ensure a level playing field and foster equal opportunity and non-discrimination in DOT-assisted contracts. The process improves the flexibility and efficiency of the DBE program and reduces burdens on small businesses. Title 49 Code of Federal Regulations (CFR) Part 26.45 requires recipients of USDOT federal-aid to utilize a two-step process in development of their overall DBE goal.

Step One – Develop a base figure related to available DBEs

A. Determine the weight of each type of work by NAICS Code:

Escambia County Area Transit (ECAT) has tailored its ratio to services and industries likely to benefit from federally funded projects. Anticipated spending by NAICS code is shown below:

	NAICS	Title	Amount of DOT Funds on Project:	% of Total DOT funds (weight)
1	238160	Roof & Building Repairs	\$ 291,150	0.0368
2	323111	Printing & Binding	\$ 16,000	0.0020
3	339950	Bus Signage	\$ 62,700	0.0079
4	423120	Shop Supplies	\$ 100,000	0.0126
5	423130	Tires	\$ 225,000	0.0284
6	423830	Equipment - Fare Box Collection System, Bus Vacuum, Equipment	\$ 1,897,408	0.2399
7	441110	Support Vehicle Purchases	\$ 510,000	0.0645
8	441330	Parts	\$ 822,400	0.1040
9	811310	Farebox Repairs	\$ 26,000	0.0033
10	444140	Support Facility Repairs parts	\$ 53,127	0.0067
11	238190	Bus Benches and Shelters	\$ 280,000	0.0354
12	81233	Uniforms	\$ 73,000	0.0092
13	459410	Office Supplies	\$ 24,000	0.0030
14	459999	Operating Supplies	\$ 101,000	0.0128
15	485999	ADA Paratransit Services	\$ 703,000	0.0889
16	517121	Communications	\$ 46,060	0.0058
17	541430	Graphic Design Services	\$ 30,000	0.0038
18	541613	Marketing Consulting Services	\$ 30,000	0.0038
19	541890	Promotional Activities - Other Services Related to Advertising	\$ 47,663	0.0060
20	561320	Temporary Help Services	\$ 768,150	0.0971
21	561613	Armored Car Service	\$ 20,500	0.0026
22	561621	Security	\$ 805,556	0.1018
23	561710	Exterminating and Pest Control	\$ 18,000	0.0023
24	561720	Janitorial	\$ 125,000	0.0158
25	541511	Capital Software	\$ 834,262	0.1055
	Total FTA Assisted Contract Funds		\$ 7,909,976	1

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B. Determine the relative availability of DBE's by NAICS Code

The base figure for the relative availability of certified DBE's is the ratio of the number of certified DBE's to the total number of firms available in the local market area. Escambia County Area Transit has defined its local market area as the Florida Counties of Escambia, Santa Rosa, and Okaloosa, and the Alabama County of Baldwin. Escambia County Area Transit collected the number of relevant (i.e., providing goods/services in the NAICS codes as listed on the prior page) in the Florida Department of Transportation's (FDOT's) DBE Directory for use in the numerators of the calculation and the total number of relevant Florida or Alabama firms from the US Census Bureau's County Business Patterns (CBP) Tables for use in the denominators. The data and the % of DBE firms are shown, by NAICS code, in the Table below.

	NAICS	Title	Number of DBEs available to perform this work	Number of all firms available (Including DBE's)	Relative Availability
1	238160	Roof & Building Repairs	0	1986	0.0000
2	323111	Printing & Binding	0	998	0.0000
3	339950	Bus Signage	0	432	0.0000
4	423120	Shop Supplies	0	4	0.0000
5	423130	Tires	0	147	0.0000
6	423830	Equipment - Fare Box Collection System, Bus Vacuum, Equipment	0	20	0.0000
7	441110	Support Vehicle Purchases	0	37	0.0000
8	441330	Parts	0	68	0.0000
9	811310	Farebox Repairs	0	104	0.0000
10	444140	Support Facility Repairs parts	0	38	0.0000
11	238190	Bus Benches and Shelters	1	551	0.0018
12	81233	Uniforms	0	8	0.0000
13	459410	Office Supplies	0	5	0.0000
14	459999	Operating Supplies	0	97	0.0000
15	485999	ADA Paratransit Services	1	3	0.3333
16	517121	Communications	0	111	0.0000
17	541430	Graphic Design Services	1	58	0.0172
18	541613	Marketing Consulting Services	2	190	0.0105
19	541890	Promotional Activities - Other Services Related to Advertising	0	14	0.0000
20	561320	Temporary Help Services	0	46	0.0000
21	561613	Armored Car Service	0	11	0.0000
22	561621	Security	1	629	0.0016
23	561710	Exterminating and Pest Control	0	85	0.0000
24	561720	Janitorial	7	245	0.0286
25	541511	Capital Software	1	212	0.0047
	Combined Totals		13	5887	0.002208

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C. Determine the weighted base figure by NAICS Code

The funding weight of each NAICS code is the percentage of federal funding anticipated to be spent on each NAICS code (see table A). This NAICS code weighted percentage is multiplied by the DBE Availability percentage to determine the Weighted Base Figure.

Weight x Availability = Weighted Base Figure					
	NAICS	Title	Weight	Availability	Weighted Base Figure
1	238160	Roof & Building Repairs	0.0368	0.0000	0.0000
2	323111	Printing & Binding	0.0020	0.0000	0.0000
3	339950	Bus Signage	0.0079	0.0000	0.0000
4	423120	Shop Supplies	0.0126	0.0000	0.0000
5	423130	Tires	0.0284	0.0000	0.0000
6	423830	Equipment - Fare Box Collection System, Bus Vacuum, Equipment	0.2399	0.0000	0.0000
7	441110	Support Vehicle Purchases	0.0645	0.0000	0.0000
8	441310	Parts	0.1040	0.0000	0.0000
9	443142	Farebox Repairs	0.0033	0.0000	0.0000
10	423710	Support Facility Repairs parts	0.0067	0.0000	0.0000
11	444190	Bus Benches and Shelters	0.0354	0.0018	0.0001
12	448150	Uniforms	0.0092	0.0000	0.0000
13	453210	Office Supplies	0.0030	0.0000	0.0000
14	453998	Operating Supplies	0.0128	0.0000	0.0000
15	485999	ADA Paratransit Services	0.0889	0.3333	0.0296
16	517210	Communications	0.0058	0.0000	0.0000
17	541430	Graphic Design Services	0.0038	0.0172	0.0001
18	541613	Marketing Consulting Services	0.0038	0.0105	0.0000
19	541890	Promotional Activities - Other Services Related to Advertising	0.0060	0.0000	0.0000
20	561320	Temporary Help Services	0.0971	0.0000	0.0000
21	561613	Armored Car Service	0.0026	0.0000	0.0000
22	561621	Security	0.1018	0.0016	0.0002
23	561710	Exterminating and Pest Control	0.0023	0.0000	0.0000
24	561720	Janitorial	0.0158	0.0286	0.0005
25	91759	Capital Software	0.1055	0.0047	0.0005
Combined Totals					0.0304
					3.04%

Based on these calculations the DBE weighted goal for Escambia County Area Transit for 2025-2027 will be 3.04%.

Escambia County Area Transit will meet the maximum feasible portion of the overall goal using race neutral means of facilitating DBE participation.

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Step Two – Adjustment of the Base Figure for the Overall Goal

The second step in this process is to adjust the base figure by going over the evidence available for the region and for past procurements.

Past Participation

Evidence considered in adjusting the Step 1 goal is past performance, sub-contracting opportunities and experience of similar-sized systems. Escambia County Area Transit reached out to Bay County, who identified difficulty related to finding DBE's. Escambia County Area Transits FY22-24 goal was 4%. Actual awards exceeded these goals for the 3-year period. Historical FTA funding, availability of FTA funding for DBE purchases and historical DBE purchases and related percentages are as follows:

Historical Federal Assistance Funded DBE Expenditures			
	FY22	FY23	FY24
ADA	\$ 1,323,926	\$ 658,930	\$ 467,143
Parts	\$ -	\$ -	
Marketing			
Maintenance	\$ -	\$ 4,477	\$ 5,523
Total Historical Federal Assistance Funded DBE Expenditures	\$ 1,323,926	\$ 663,407	\$ 472,666

Federally Assistance Funding History			
Federally Assistance Funding Received	FY22	FY23	FY24
Maintenance Costs	\$ 1,157,307	\$ 500,000	\$ 700,000
ADA Costs	\$ 1,323,926	\$ 658,930	\$ 467,143
Capital Costs	\$ 469,336	\$ 2,232,865	\$ 494,480
Operating Costs	\$ 2,601,178	\$ 3,259,776	\$ 4,128,338
Subtotal Federal Assistance Funding Received	\$ 5,551,747	\$ 6,651,571	\$ 5,789,961
Federal Assistance Funding Expended to DBE Firms	\$ 1,323,926	\$ 663,407	\$ 472,666
Total Historical Federal Assistance Funded DBE Expenditures divided by total Federal Assistance Funding Received	24%	10%	8%

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Federal Assistance Funding Available for DBE Purchases			
	FY22	FY23	FY24
Subtotal Federal Assistance Funding Received	\$ 5,551,747	\$ 6,651,571	\$ 5,789,961
Funding Not Available for DBE Purchases			
Wages (25% of ECAT Salary Expenses)	\$ 1,277,582	\$ 1,181,302	\$ 1,035,407
Wages (25% of ECAT Benefits Expenses)	\$ 506,917	\$ 521,350	\$ 1,242,212
Vehicle Procurement	\$ 1,500	\$ 1,439,397	\$ 241,184
Subtotal Funding Not Available for DBE Purchases	\$ 1,786,000	\$ 3,142,049	\$ 2,518,803
Federal Assistance Funding Available for DBE Purchases	\$ 3,765,748	\$ 3,509,523	\$ 3,271,158
Federal Assistance Funding Expended to DBE Firms	\$ 1,323,926	\$ 663,407	\$ 472,666
DBE Expenditure Percentage	FY22	FY23	FY24
Total Historical Federal Assistance Funded DBE / Historical Federal Assistance Funding Available for DBE Purchases	35%	19%	14%

Total Historical Escambia County Area Transit Expenses			
Historical ECAT Expenses	FY22	FY23	FY24
Salary & Benefits	\$ 6,951,630	\$ 6,993,953	\$ 7,609,961
Operating Expenses	\$ 6,336,766	\$ 7,459,032	\$ 6,746,620
Capital	\$ 2,299,693	\$ 856,591	\$ 498,068
Total Historical ECAT Expenses	\$ 15,588,089	\$ 15,309,576	\$ 14,854,649
Historical ECAT DBE Expenses	\$ 3,483,668	\$ 3,916,165	\$ 4,057,888
Total Historical ECAT Expenses / Expenditures to DBE Firms	22%	26%	27%

Escambia County has exceeded the historical goals of 4%, however, Escambia County Area Transit is choosing not to adjust the base figure for the overall weighted DBE goal based on this achievement. The DBE goal was exceeded by Escambia County due to the use of one DBE contractor with a substantial contract with Escambia County Area Transit. To apply an adjustment to the DBE goal due to this one contract would provide a disproportionate and potentially unrealistic and unreachable DBE goal. Therefore,

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Escambia County Area Transit is choosing not to adjust the base figure for the overall weighted DBE goal based on this historical activity.

Means To Meet The Overall DBE Goal / Consultation

Escambia County Area Transit will use only race/gender neutral means to encourage DBE participation in the federally assisted contracts. Thus, the means to meet the overall DBE goal will be 100% RN and 0% RC. Escambia County Area Transit has been able to meet and exceed DBE goal using only RN means. Race-neutral means to increase DBE participation includes, but is not limited to the following:

- Working with County Procurement staff and arranging solicitation times for presentation of bids and pre-bid meetings that facilitate DBEs and other small firm's participation; The following outreach events were conducted 10/1/23-9/30/24:
 - 1. Escambia County How to do Business with Local Government workshop – 2/12/2024, 3/25/2024, 7/01/2024, & 10/29/2024.
 - 2. Understanding Contracts and Lunch and Learn Session – 8/8/2024 & 09/5/2024.
 - 3. Future FY2025 Training Event:
 - E-Procurement Tools for Success – 11/18/2024
 - Escambia County How to do Business with Local Government workshop – 2/05/2025
- The Office of Purchasing participates in many local organization events related to Small Business Enterprise. Interested small business enterprises should attend an Open House at the Office of Purchasing, where a review of the program and application process is presented.
- The Office of Purchasing's events are recorded and provided online for those unable to attend in person at the following Link: [Vendor Resources](#)
- Escambia County encourages local, small, women-owned, and minority-owned businesses to register as vendors with the county. Businesses registered on OpenGov have an immediate advantage in acting on any advertised bid solicitations that fit the description of their business. Interested vendors will be able to monitor the online board or receive notifications for various project opportunities available for bidding, requests for proposals, or requests for quotes.
- While OpenGov offers a wealth of training and vendor resources for how to respond to solicitations, submit questions via the solicitation portal, register, etc., we also encourage vendors interested in doing business with the county to attend pre-solicitation meetings for posted projects where available. Attending these meetings will ensure all parties have and understand the information needed to ask questions or submit their proposals or bids in OpenGov.
- Encouraging prime contractors to subcontract portions of work they might otherwise perform with their own forces;

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- Providing technical assistance and other project related services;
- Ensuring distribution of our DBE Directory through print and electronic means to the widest grouping of potential prime contractors.

Escambia County Area Transit will continue to monitor the effectiveness of the above efforts and will appropriately adjust the computation of race-neutral and race-conscious participation as needed to reflect the actual participation and will keep track and report race-neutral and race-conscious participation separately.

Escambia County Area Transit has compiled a listing of active DBE's in Escambia County, Santa Rosa County, and Okaloosa County in Florida and Baldwin County in Alabama. This listing has been provided to Escambia County Area Transit Staff who are involved in the procurement process and to the County's procurement department. Notification of projects and procurement items are provided to DBE vendors when completing applicable purchases through the OpenGov software.

Public Involvement In The Overall Goal Setting Process

Escambia County Area Transit will make the proposed overall goal and methodology available through website posting on GoECAT.com. The goals and methodology will be available for review through this website. Additionally, the goals and methodology will be available for inspection during normal business hours at the Escambia County Area Transit Terminal located at 1515 West Fairfield Drive in Pensacola, Florida for 30 days following the date of the notice. Public Comments will be accepted up to 45 days from the date of the notice.

Consultation With Minority, Women's and Contractor Groups

Escambia County Area Transit consults with minority, women's and general contractor groups through Escambia County's Purchasing and Procurement Office. The Purchasing and Procurement Office offers "How to Do Business with Escambia County" trainings as well as a "Supplier Excellence Academy-Maximizing E-Procurement Tools for Success" class for those interested in doing business with the County. All comments received and any changes to the goal will be summarized herein, and the methodology will be resubmitted to the FTA.

Description And Evaluation Of Contracting Opportunities

Escambia County Area Transit does not typically have large Bid projects for construction contractor work, however, Escambia County Area Transit is committed to reaching out to DBEs in the area for small projects where quotes are requested from vendors. A major construction project for ECAT, that is underway, will solicit to DBE

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firms as well as Section 3 agencies. Currently, the contracting of ADA Paratransit services offers the best opportunity for contracting with DBE firms. Other contracting opportunities include Graphic Design services, Janitorial Services, and anticipated construction contracts for building and roofing repairs or renovations, as well as the installation and/or repair of bus shelters.