City of Milwaukee
Budget and Management
Intra-Office Memo

To: **Finance and Personnel Committee Members**
            Mark Nicolini, Budget and Management Director

From: Eric C. Pearson

Date: October 31, 2005

File Ref: 06BF, 3-C

Subject: Question on the Emerging Business Enterprise Program

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At the October 7, 2005 Finance and Personnel Committee Budget Hearing, several questions were asked of the Department of Administration regarding the Emerging Business Enterprise Program.

1. **Is it possible to provide the Committee with EBE best practices in peer cities research before amendment day?**

   The scheduled amendment days are November 3 and 4. Research of EBE best practices in peer cities cannot be completed before these dates. However, identifying best practices that contribute to contracting opportunities for emerging businesses (including but not limited to certification processes, bid processes, loan programs, payment processes and advertising) in other cities is one of the tasks that is included in the Scope of Services for a Request for Proposals for "A Study to Determine the Effectiveness of the City of Milwaukee's Emerging Business Enterprise Program" that is being drafted.

2. **Can DOA provide an update on the EBE tracking system?**

   The proposed schedule for BusinesSense, the EBE tracking system that will identify results by department, is as follows:

WHEN	WHAT
October 11	Finish testing 12 user areas
October 17	(Week of) Demonstration of system to Alderman Davis, Sharon Robinson and Cheryl Oliva
October 26	Presentation to Mayor's Cabinet and Mayor's directive to utilize
October 26	Letter out to all City departments from Mayor and Alderman Davis directing system use
October 28	Screen prints and instructions done (user documentation)
November 1	(Week of) City department users' training
November	(Mid month) Training sessions for all contractors
December 2	Letter out to all contractors regarding use of system
December	Validation of all contractors' email addresses
December	Press release
January 1, 2006	Go Live!