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September 5, 2018

Mike Culbertson
 City of Corpus Christi Type A Board
 1201 Leopard Street
 Corpus Christi, TX 78401

RE: Creation of Contractor Resources Center

Dear Mr. Culbertson,

Del Mar College and the Del Mar College Foundation respectfully request City of Corpus Christi Type A funding support in the amount of \$133,000 to develop and operate the first year of a new Contractor Resource Center (CRC).

The CRC would prepare area small businesses to compete in the large and government contracting areas. Qualifying for these contracts is intensely time-consuming, since many of the requirements for large commercial projects are detailed and industry-specific. Area small businesses are ill-equipped to compete in this arena.

The CRC would provide a wide range of assistance to provide small businesses with the information they need to take advantage of the multitude of opportunities due to the influx of large, multi-year construction projects. Funding for this initiative would allow creation and operation of this new small business service.

Please do not hesitate to contact us if you need additional information at 361-698-1032 or email mmcqueen2@delmar.edu.

Sincerely,

Lenora Keas
 VP for Workforce Initiatives
 Del Mar College

Mary C. McQueen, CFRE
 Executive Director of Development
 Del Mar College Foundation



Del Mar College Foundation, Inc.
 101 Baldwin Blvd.
 Corpus Christi, TX 78404-3897
 (361) 698-1317
 FAX (361) 698-1257
foundation@delmar.edu
www.delmar.edu

Mary C. McQueen, CFRE
 Executive Director
 of Development

Contractor Resource Center (CRC) at Del Mar College Proposal for Support

Del Mar College and the Del Mar College Foundation respectfully request support in the amount of \$133,000 to fund development and first year operations for a new Contractor Resource Center.

Contractor Resource Center (CRC)

As Oil & Gas projects continue to fluctuate and many more diverse businesses move to the Coastal Bend, there is an opportunity to prepare and connect area small businesses with large, multi-year construction projects, which will assist local businesses in filling some of the sales gap and expanding their capabilities to compete in this commercial arena for current and future projects.

Although there are several small business technical assistance programs already in place, none focus specifically on contractor preparation for large commercial projects. The Procurement Technical Assistance Center (PTAC), primarily funded from Defense Logistics Agency, has a specific mission to assist businesses to enter and compete in the government contracting arena. Likewise, the Small Business Development Center offers a broad array of general business support, but does not provide a specific focus on the key areas identified as critical for companies seeking to qualify for large commercial participation. Many of these areas are extremely detailed, time-consuming and specific to particular industries.

Challenging areas of assistance needed include, but are not limited to, the following:

1. Development/maintenance of Safety Plans/Records
2. Procurement of/Qualification for appropriate levels of Insurance/Bonding to be competitive
3. Development/maintenance of Audited Financial Statements
4. OSHA Compliance knowledge/records management
5. Human Resources training/records management
6. Quality Control processes/certifications (ISO)
7. Access to and proper classification of Workforce
8. Workers Compensation Program/records management
9. Understanding Scopes of Work
10. Importance/Development of Contractor Qualifications Statements
11. Knowledge and Guidance to set up Joint Ventures

Current Need

Del Mar College proposes Type A funds support for the development and first year operations to support a specific technical assistance program with a contractor support focus. This Contractor Resource Center (CRC) will be housed at Del Mar College along with the SBDC and PTAC. All three programs will work in concert to address the specific needs of each client seeking assistance. The lead advisor for this program will have extensive experience with large industry qualification standards, processes and requirements. Services will be delivered primarily via one-on-one advising as so many of these topics and issues are going to be unique to each business and confidentiality will be paramount.

The goal of this effort will be to prepare as many as possible of the local contractors to be viable business vendors for existing and upcoming large-industry opportunities. Nueces County has over 2,200 construction/manufacturing/oilfield service/transportation firms. A good portion of them are not currently organized to be qualified to do business with large firms. There is tremendous potential to develop a strong, qualified base of local support vendors. Many firms already have most of the pieces they need; they just need assistance with organizing, presenting and marketing themselves to be competitive. In addition to one-on-one advising, the CRC will organize and conduct training workshops on the more general topics to address the need for this information on a broader scale.

To provide the best possible outcomes, the CRC will also endeavor to connect this client base to large industry purchasing personnel to discuss opportunities. The CRC will work closely with industrial companies identified by the Corpus Christi Regional Economic Development Center (CCREDC) as needing local small business vendors to fill upcoming projects opportunities. Many of these industrial companies will have received incentive packages which contain requirements for utilization of local business vendors. The primary goal of the CRC will be to prepare existing local companies to be qualified to meet those needs and match them to the opportunities.

Additionally, the CRC will generate a GAP Analysis or utilize one already generated by the CCREDC to encourage development/relocation of companies specializing in identified high-demand products/services. Whenever a gap industry opportunity has been identified, the CRC will research the reason for the existing gap and notify CCREDC of current impediments.

CRC Proposal Request

Del Mar College is requesting \$133,000 in Type A support to initiate creation of the new Contractor Resources Center. A detailed budget is provided below. Del Mar College will provide the office spaces required to support the CRC.

Contractor Resource Center Proposed	FY 2019
Program Manager	\$60,000
Administrative Assistant (part-time)	\$17,000
Benefits Allocation	\$21,000
Travel	\$ 4,000
Phone	\$ 1,000
Start-up Expenses (equipment, collateral materials, etc.)	\$30,000
Total Budget	\$133,000

The metrics to be tracked will mirror metrics measured for PTAC and are reported below.

Metric Measure	2019
Active Clients	
Advising Sessions	
Counseling Hours	
# of Client Contract Awards	
\$ of Client Contract Awards	
Full Time Jobs Created/Retained (DLA computation)	
# Business expansions	
\$ Increased Sales	