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**The 1983 Annual Report of  
The Chairman  
of the Development Coördination Committee**

**Statistical Annex 4**

ACTIVITIES OF THE  
MINORITY RESOURCE CENTER  
FISCAL YEAR 1982

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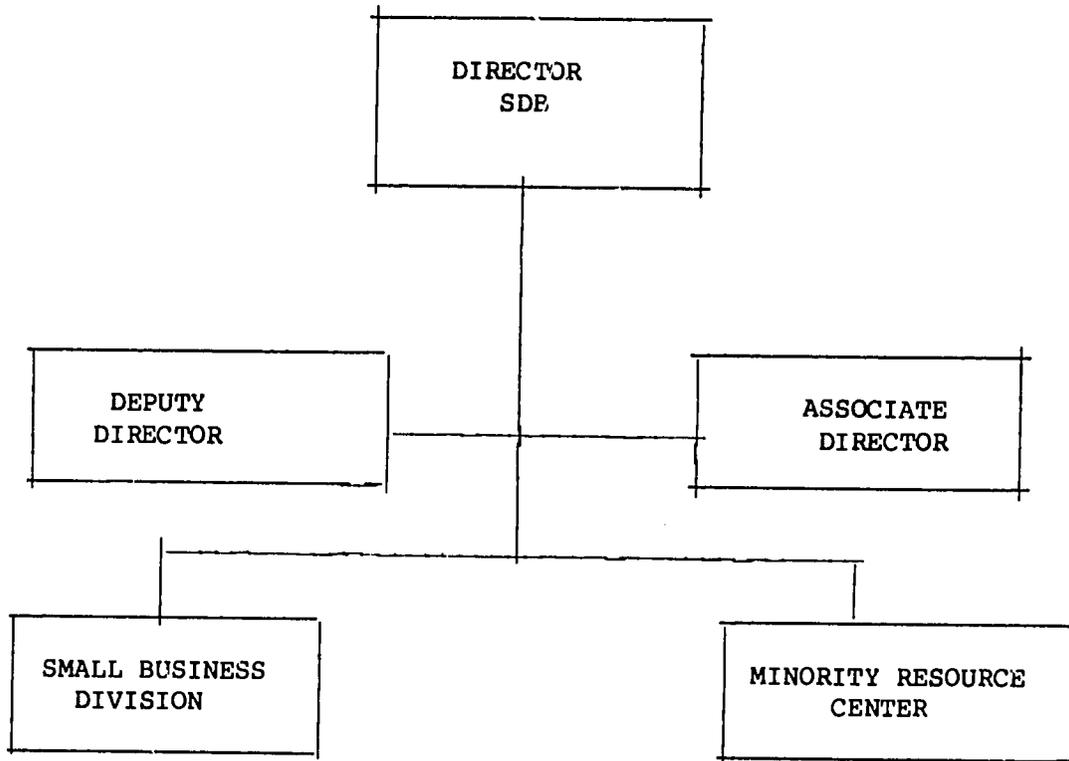
BACKGROUND

The Minority Resource Center was established in accordance with Section 123 of Public Law 96-53, the International Development Cooperation Act of 1979. The Center's purpose is to increase the participation of economically and socially disadvantaged business in AID financed programs.

The five basic responsibilities are the dissemination of information; the design of programs to assist disadvantaged firms; the identification of opportunities for such firms through market research and planning; the development of support mechanisms for them; and the letting of contracts to involve such firms in development assistance programs.

The Minority Resource Center is in the Office of the Small and Disadvantaged Business Utilization ("SDB") which in turn is in the Bureau for Private Enterprise. The goal of the Agency's private sector initiative is to foster the growth of productive, self-sustaining, income and job producing private sectors in developing countries using the financial, technological and management expertise of the U.S. private sector among others.

Following is the organizational structure of SDB in the Bureau for Private Enterprise:



The staff of the Minority Resource Center consists of a Director, who reports to the Director of SDB, three business specialists, and one secretary. The staff's many years of experience in the private and public sector enable them to carry out the five major functional activities mandated by Section 123. They also carry our programs to increase the participation of women-owned firms in Agency contracting.

The senior staff of SDB, the Director of the Center and the Center's staff participate in development of procurement policies affecting disadvantaged businesses. SDB's Small Business Division also assists the Center.

#### ON GOING ACTIVITIES OF THE MRC

The Center maintains an index of over 800 small disadvantaged and women-owned businesses who have marketed with the Agency. From this index staff of the Center are able to access small disadvantaged businesses with specific capabilities for AID contract requirements. The system may also be accessed by firm name.

A detailed corporate capability statement is maintained for each firm in the index; the statement presents the corporate and administrative structure of the firm, its expertise, and the resume of its owners and principal employees.

In referring small disadvantaged businesses, the full capability statements are made available to AID technical offices and overseas missions. Thus, firms marketing with the Agency are encouraged to submit statements and are advised on how to prepare them. To improve the index we are now beginning the design of a questionnaire so that the entire system can be automated.

Every member of the Center's professional staff counsels and advises small disadvantaged businesses on the intricacies of AID and how to participate in all aspects of AID financed activities. Opportunities are explored for direct and host country contracts and for the provision of commodities to AID recipient countries.

Letters of reference are sent for firms seeking 8(a) Certification. Contract opportunities are explored and meetings are arranged with Agency project and technical officers.

Center staff speak at and participate in meetings of minority business associations and organizations explaining AID programs and contracting opportunities.

Finally, every Washington based AID contract is reviewed for possible small disadvantaged business participation. We recommend firms from the index and seek mechanisms for involvement of those firms for the procurements in question.

OVERALL PERFORMANCE

The Center is pleased to report that fiscal year 1982 was a productive year for large and small disadvantaged businesses. In fact it was the first year that AID achieved its goal for contract awards to small disadvantaged business concerns since it began the goaling process under P.L. 95-507 with the Small Business Administration. As in the past, fiscal year 1982 goals negotiated with the Small Business Administration were subdivided and allocated to the geographic bureaus and independent offices of the Agency. The table below sets forth AID's performance for fiscal year 1982 with respect to the negotiated goals.

FY 1982 REPORT  
FOR THE  
AGENCY FOR INTERNATIONAL DEVELOPMENT  
ESTABLISHED GOALS VERSUS PERFORMANCE  
(\$000)

The Agency's performance relative to its established goals and appropriate notes concerning selected performance elements are shown below:

<u>GOAL CATEGORY</u>	<u>GOAL</u>		<u>PERFORMANCE</u>	
	<u>\$</u>	<u>%</u>	<u>\$</u>	<u>%</u>
1. Estimated amount of contracts to be awarded (including awards to non-profit and educational organizations).	217,000	-	218,990	-
2. Estimated amount of contracts of \$10,000 <sup>1</sup> / or more to be awarded (including awards to non-profit and educational institutions).	210,000	-	216,743	-
3. Goal for contract awards of \$10,000 <sup>1</sup> / or more to small business concerns.	50,400	24% of Item 2	51,231	23.6% of Item 2
4. Goal for contract awards under Section 8(a) authority.	11,000	5.1% of	11,244	5.1%

<u>GOAL CATEGORY</u>	<u>GOAL</u>		<u>PERFORMANCE</u>	
	<u>\$</u>	<u>%</u>	<u>\$</u>	<u>%</u>
		Item 1		of Item 1
5. Goal for contract awards \$10,000 <sup>1/</sup> or more to small disadvantaged business concerns.	6,174	2.94% of Item 2	6,600	3.1% of Item 2
6. Goal for prime contracts for small firms owned by women.	1,600	.74% of Item 1	3,732	1.7% of Item 1
7. Goal for labor surplus areas.	NOT APPLICABLE TO AID			
8. Estimated amount of subcontracts to be awarded by all prime contractors.	3,500	-	1,222	-
9. Goal for subcontracting with small business concerns.	1,700	48.6% of Item 8	585	47.9% of Item 8
10. Goal for subcontracting with small disadvantaged business concerns.	500	14.3% of Item 8	71	5.8% of Item 8

<sup>1/</sup> Procurements under \$10,000 subject to small purchase procedures are not included in the goals versus performance program.

Small disadvantaged business performance is shown as the total of categories 4 and 5 or \$17.8 million dollars. In category 4 and 5 the Agency achieved or exceeded its goal in dollars and percentage for awards to small disadvantaged business. This is the first year of such an accomplishment. It is also the first year that small disadvantaged business participation has exceeded \$17.0 million.

A clearer picture of the importance of this achievement is demonstrated by the fact that the FY 1982 performance more than doubles FY 1979 performance.

When the performance of large disadvantaged businesses (not shown on the above table) is added to that of small disadvantaged business the performance of FY 1982 is excellent relative to prior years performance. Large disadvantaged business contracted for \$1.79 million in technical services with AID. That added to the small disadvantaged business participation totals over \$19.5 million. By far AID's finest year of performance.

The following is a list of the small disadvantaged businesses who accounted for the \$17.8 million in contracting with AID in Fiscal Year 1982.

Aptech, INC.  
A. L. Nellum & Associates, Inc.  
American Overseas Books Co.  
Andrews Reproduction Center  
Aurora & Associates  
Automated Business Systems & Services  
Automated Datatron, Inc.  
Birch & Davis  
Chess and Associates  
Creative Associates  
Development Assistance Corp.  
Development Associates, Inc.  
Dimpex Associates, Inc.  
Energy and Environmental Engineering, Inc.  
Energy Systems International, Inc.  
Executive Resource Associates  
Evaluation Technologies, Inc.  
Expand Associates, Inc.  
Human Resources Management  
InterAmerica Research Associates  
International Business Services  
International Scientific and Technological Institute  
Juarez and Associates  
Jeffalyn Johnson and Associates  
JWK International  
Kaaren Johnson & Associates  
Lawrence Johnson & Associates  
Lucas, Tucker & Co.  
L. Miranda & Associates  
The Match Institution  
The Maxima Corp.  
MSM Security  
Network Solutions  
One America  
Opportunity Systems, Inc.  
Pragma Corporation  
Parametric  
Price, Williams & Associates

Ronco Consultants  
Roy Littlejohn and Associates  
Servicios Technicos del Caribe  
The SET Corporation  
Sheladia and Associates  
Sigma One Corporation  
Socio-Economic Systems Corp.  
Systems and Applied Services Corp.  
Triton Corp.  
Urban Resources Consultants, Inc.  
WU 'PI, Inc.  
Watson, Rice and Co.

NEW INITIATIVES

Among the new initiatives to be undertaken by AID is the planned scheduling of seminars for members of the Washington business community on doing business with AID. SDB will organize the seminars on a quarterly basis to include programs directed toward trade associations, business organizations and Washington corporations. SDB also plans to organize and coordinate seminars with AID Geographic Bureaus addressing specific development sectors such as agriculture, health, or education.

SDB is considering the initiation of an "Early Alert System" by which staff counselors of SDB will work with assigned senior officers in the geographic Bureaus to coordinate contracting opportunities for small and small disadvantaged businesses at the earliest opportunity in the project planning phase. In this way the Minority Resource Center and all of SDB can involve the small disadvantaged business as close as possible to the inception of the AID contracting process.