EXECUTIVE SUMMARY

Supplier Diversity Outreach Program Report as of August 25, 2017

The Procurement & Warehousing Services Department operates a Supplier Diversity Outreach Program in accordance with School Board Policy 3330, *Supplier Diversity Outreach Program* (SDOP) and *Standard Operating Procedures.* SDOP promotes the involvement and economic growth of the small, minority and women business community through Small/Minority/Women Business Enterprise (S/M/WBE) certification by:

- Identifying and certifying qualified S/M/WBE suppliers and contractors to engage in competitive solicitations that are available throughout the District;
- Building and maintaining a database of approved S/M/WBEs that reflects the diversity of our community, mitigating the findings presented in the Disparity Study;
- Ensuring timely, accurate information on opportunities within the District is made available to S/M/WBE certified vendors;
- Encouraging business opportunities within the District and S/M/WBEs through active participation in sourcing opportunities, ensuring that a fair, transparent, and inclusive vendor selection process is in place;
- Goal Setting in Procurement & Warehousing Services solicitations and construction bids.

Under Policy 3330, the following Certifications are available for eligible firms:

- Emerging Small Business Enterprise (E/SBE)
- Emerging Small/Minority/Women Business Enterprise (E/S/M/WBE)
- Minority Business Enterprise (MBE)
- Minority/Women Business Enterprise (M/WBE)
- Small Business Enterprise (SBE)
- Small/Minority/Women Business Enterprise (S/M/WBE)
- Women Business Enterprise (WBE)

Certifications are valid for two (2) years from the date of issue unless the firm is decertified or suspended by SDOP. In launching Policy 3330, SDOP efforts to increase pools of certified firms include:

- Offering Reciprocal Certification to certified firms in the Tri-County market area;
- Certifying current M/WBE firms as Small Business Enterprise (SBE) to create a pool of SBE vendors;
- Performing target marketing in the Tri-County market area to attract prospective S/M/WBE firms.

This report includes data on the active S/M/WBE Certified companies, S/M/WBE Program Activity, and S/M/WBE Certifications & Re-Certifications. (*See attached* S/*M/WBE Report as of August 25, 2017.*) In an effort to create a pool of Certified Small Business Enterprise (SBE) vendors, SDOP is designating existing M/WBEs as SBEs. To date, 137 M/WBEs have been granted the SBE designation. The entire existing pool of M/WBEs will be granted dual designation as S/M/WBE Certified companies.

The Outreach Events Report includes events coordinated by SDOP, events in which SDOP will participate and an analysis of the attendees present. (*See attached Outreach Events Report – August 25, 2017.*) The purpose of business outreach is to increase the number of certified S/M/WBE vendors and to educate firms on how to do business with the District to foster participation in the procurement process. It is also important to note the SMART Bond Program has incentivized firms to prepare to do business with the District through S/M/WBE Certification and Contractor Pre-Qualification.

In addition to the events listed in the Outreach Events Report, other SDOP marketing efforts include, but are not limited to, one-on-one meetings, networking, walk-ins, and referrals. SDOP also continues direct outreach to S/M/WBE firms to increase participation in procurement opportunities, including:

- Courtesy email distributions of solicitations advertised on DemandStar
- Courtesy email notifications of industry and bid-specific procurement opportunities

SDOP also continues to be a cornerstone of the Safety, Music & Art Athletics, Renovation, and Technology (SMART) program, providing significant involvement in the process including, but not limited to:

- Participating as a Qualification Selection Evaluation Committee (QSEC) Member, evaluating and scoring proposals;
- Scoring M/WBE participation in all QSEC proposals for each respective solicitation;
- Monitoring each contract file for compliance;
- Reporting quarterly to Bond Oversight Committee.

The table below summarizes SDOP's QSEC-related activity during the reporting period:

SDOP Evaluation of QSEC Activity August 10, 2017 – August 25, 2017					
QSEC Meeting Date	**RFQ #**	**Total Proposers**	**Total M/WBE Primes**	**Total M/WBE Sub-Consultants Included in Proposals**	**SDOP Scored M/WBE Participation**
8/25/2017	18-035C	11	1	14	Yes
	Totals	**1**	**1**	**14**	

SDOP's review of Procurement & Warehousing Services bid submittals involves verification of the S/M/WBE Certification status of proposers, sub-contractors, and sub-consultants. During the reporting period, SDOP verified S/M/WBE participation in the following Invitation to Bid submittal(s):

SDOP Evaluation of Procurement & Warehousing Services Invitation to Bid Activity August 10, 2017 – August 25, 2017				
Evaluation Committee Meeting Date	**ITB #**	**Total Proposers**	**Total M/WBE Proposers**	**SDOP Verified Participation**
8/15/2017	18-027B	11	0	Yes
8/15/2017	18-050N	1	0	Yes
	Totals	**12**	**0**	