

EXECUTIVE SUMMARY

Supplier Diversity Outreach Program Report as of September 30, 2018

The Procurement & Warehousing Services (PWS) 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 Emerging/Small/Minority/Women Business Enterprise (E/S/M/WBE) certification by:

- Identifying and certifying qualified E/S/M/WBE suppliers and contractors to engage in competitive solicitations that are available throughout the District;
- Building and maintaining a database of approved E/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 E/S/M/WBE certified vendors;
- Encouraging business opportunities within the District and E/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 PWS solicitations and construction bids.

Under School Board 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. SDOP efforts to increase pools of certified firms include:

- Offering Reciprocal Certification to certified firms in the Tri-County market area;
- Performing target marketing in the Tri-County market area to attract prospective E/S/M/WBE firms.

This report includes data on the active E/S/M/WBE Certified companies, E/S/M/WBE Program Activity, and E/S/M/WBE Certifications & Re-Certifications. (*See attached E/S/M/WBE Report as of September 30, 2018.*)

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 – September 30, 2018.*) The purpose of business outreach is to increase the number of certified E/S/M/WBE vendors and to educate firms on how to do business with the District to foster participation in the procurement process.

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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 E/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

Also, SDOP continues to be a cornerstone of the Safety, Music & Art, Athletics, Renovation, and Technology (SMART) Bond Program which propelled firms to prepare to do business with the District through E/S/M/WBE Certification and Contractor Pre-Qualification.

SDOP provides significant involvement in the process including, but not limited to:

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

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

SDOP Evaluation of QSEC Activity August 24, 2018 – September 30, 2018					
Evaluation Date	RFQ/RFP#	Total Proposers	Total M/WBE Proposers	Total M/WBE Sub-Consultants Included in Proposals	SDOP Scored M/WBE Participation
9/12/2018	RFQ 19-063C	9	0	10	YES
9/12/2018	RFQ 19-062C	9	2	11	YES
9/20/2018	ITB 19-198C	4	2	6	YES
TOTALS		22	4	27	

In addition to the evaluation of QSEC proposals for E/S/M/WBE participation, SDOP reviews PWS bid submittals to verify E/S/M/WBE participation, as well as the certification status of proposers, sub-contractors, and sub-consultants. During the reporting period, SDOP verified E/S/M/WBE participation in the following solicitations:

SDOP Evaluation of PWS Bid Activity August 24, 2018 – September 30, 2018					
Evaluation Date	RFP/ITB #	Total Proposers	Total M/WBE Proposers	Total M/WBE Sub-Consultants Included in Proposals	SDOP Scored M/WBE Participation
9/20/2018	ITB 19-198C	4	2	6	YES
TOTALS		4	2	6	