

STATE OF DELAWARE
OFFICE OF MANAGEMENT AND BUDGET
GOVERNMENT SUPPORT SERVICES
OFFICE OF SUPPLIER DIVERSITY



OFFICE OF SUPPLIER DIVERSITY

FY2014 ANNUAL REPORT July 1, 2013 to June 30, 2014

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Key Indicators

The positive trend continues:

- In FY2014, the State of Delaware spent an all-time high of \$120.4Million with the Supplier Diversity Community. This is an increase of \$19.9Million or 19.82% over FY2013.
- Spend with the Supplier Diversity community has increased by 195% throughout Governor Markell's Administration. Since Governor Markell took office in 2009, state spend with the Supplier Diversity Community has tripled from \$40.7Million in FY2009 to \$120.4Million in FY2014.
- The Department of Education including the 19 School Districts collective spend with the Supplier Diversity community increased by 63.6% over FY2013. Of the \$30,755,573 spent with the Supplier Diversity community in FY2014, \$27,582,578 or 89.69% was spent by the School Districts. DOE has the highest Agency spend with the Supplier Diversity community in FY2014, representing 39% of the total state spend with the certified Supplier Diversity community.

Growth in the Supplier Diversity Certified community:

- The number of certified firms increased by 349 businesses from 2,316 to 2,665 during FY2014, a 15.07% increase.
- Executive Order 44 enhanced the state's Supplier Diversity community with the addition of businesses owned by Individual with DisAbilities.

Growth in the Technology Sector:

- The Professional, Scientific, and Technical Services sector experienced a 7.21% growth in the number of certified firms in the past year.

Creation of a Small Business Focus program

- Executive Order 44 created a new program to increase access to state opportunities for small businesses of a unique size, based on a three year average of the number of employees and gross sales.

Agencies' SCORE CARD FY2014

The State of Delaware spent an increase of 19.82% for a total of \$120.4Million with the Supplier Diversity community in FY2014; 64.93% or \$78.1Million was Agency spend.

Department of Education has highest spend with the OSD certified community at \$30.7Million and 39% of total of all agencies spending with the community. Three agencies account for more than 60% of the spend with the diversity community: DOE, Correction, and DelDOT.

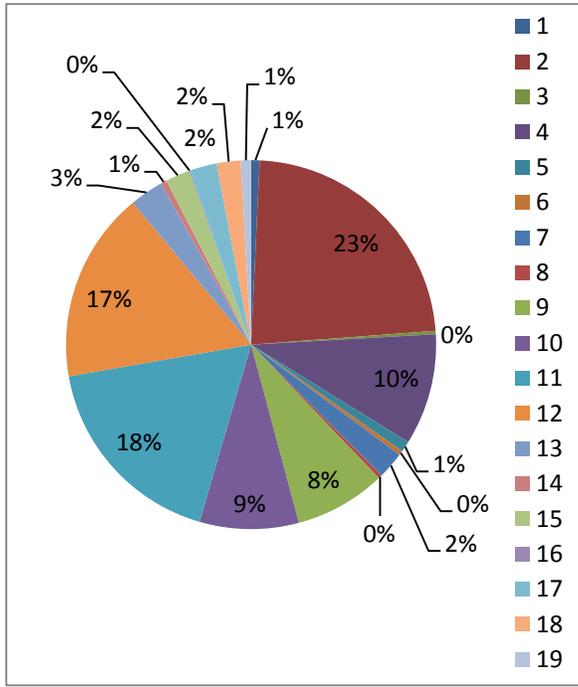
Interestingly, DHSS is number 5 for high spend with the OSD community at 6.61% of total, however the second lowest percent of total spend; DHSS has the highest total annual spend of all agencies and the second lowest percent against total attributed to the OSD community, 0.25%.

Department of Correction has the highest percent of supplier diversity spend to total agency spend, followed by Legislative, and then DOE.

AGENCY	FY2014 each agency spend with OSD Certified	Each Agency % of the total of all Agencies spend with OSD Certified	FY2014 Total Agency Spend	Each Agency % of their total FY2014 spend
Legislative	\$262,461	0.34%	\$2,941,544	8.92%
Judicial	\$646,756	0.83%	\$24,185,528	2.67%
Executive	\$5,830,757	7.46%	\$500,383,941	1.17%
Technology	\$1,080,232	1.38%	\$38,007,811	2.84%
Other Elective	\$338,792	0.43%	\$83,067,155	0.41%
Legal	\$289,490	0.37%	\$17,589,167	1.65%
Finance	\$3,818,697	4.88%	\$178,982,134	2.13%
DHSS	\$5,165,864	6.61%	\$2,079,040,943	0.25%
DSCYF	\$1,436,341	1.84%	\$103,530,183	1.39%
Correction	\$8,771,174	11.22%	\$91,533,443	9.58%
DNREC	\$3,103,663	3.97%	\$169,000,344	1.84%
DSHS	\$941,502	1.20%	\$49,549,503	1.90%
State	\$1,563,468	2.00%	\$56,971,089	2.74%
DelDOT	\$8,664,481	11.08%	\$493,468,969	1.76%
Labor	\$1,077,894	1.38%	\$28,916,438	3.73%
Agriculture	\$114,324	0.15%	\$62,552,837	0.18%
Elections	\$63,515	0.08%	\$2,166,192	2.93%
Fire	\$62,945	0.08%	\$1,877,279	3.35%
Natl Guard	\$488,679	0.63%	\$11,096,257	4.40%
Exceptional Citizens	\$289	0.00%	\$58,688	0.49%
Higher Education	\$3,701,727	4.73%	\$181,764,275	2.04%
Education	\$30,755,573	39.34%	\$630,689,987	4.88%
Total	\$78,178,623	100.00%	\$4,807,373,706	1.63%

DOE & School Districts SCORE CARD FY2014

School Districts spent \$27.6Million with the Supplier Diversity community in FY2014



	District	FY2014 Total
1	Caesar Rodney District	\$205,631
2	Capital School District	\$6,360,140
3	Lake Forest School District	\$81,060
4	Laurel School District	\$2,693,147
5	Cape Henlopen School District	\$260,136
6	Milford School District	\$104,646
7	Seaford School District	\$650,334
8	Smyrna School District	\$90,616
9	Appoquinimink School District	\$2,197,372
10	Brandywine School District	\$2,388,432
11	Red Clay School District	\$4,897,311
12	Christina School District	\$4,609,473
13	Colonial School District	\$809,195
14	Woodbridge School District	\$148,566
15	Indian River School District	\$588,068
16	Delmar School District	\$23,691
17	New Castle County VoTech School District	\$651,587
18	Polytech School District	\$576,686
19	Sussex County Technical School District	\$246,488
	Total	\$27,582,578

FY2014 saw a 63.6% increase in spend with the Supplier Diversity community by DOE. Of the \$30,755.573 spent with the Supplier Diversity community in FY2014, \$27,582,578 or 89.69% was spent by the School Districts. DOE has the highest Agency spend with the Supplier Diversity community in FY2014, representing 39% of the total state spend with the certified Supplier Diversity community.

DOE	FY2014 DOE's OSD spend	Agency's OSD spend as % of total state spend	FY2014 DOE's Total spend	Agency's OSD spend as a % of total DOE spend
	\$30,755,573	39.34%	\$630,689,987	4.88%

Agency spend	FY2013	FY2014
Dept. of Education	\$18,797,664	\$30,755,573*
percent increase		63.61%

It is important to note that much of the spend from the School Districts involves capital funds for new buildings and physical plant.

Executive Order 44

During FY2014 Governor Markell issued Executive Order 44, enhancing the Office of Supplier Diversity, growing the community to include businesses owned by Individuals with DisAbilities, and created a new Small Business Focus program for businesses of a unique small size.

Executive Order 44 replaced: Executive Orders 14 and 29. You can access E.O.44 at:

<http://www.governor.delaware.gov/orders/EO44.pdf>



Governor's Supplier Diversity Council

The Governor's Supplier Diversity Council works on initiatives and meets to review current activities and takes actions to continue to increase access to opportunities for the supplier diversity community. During FY2014 the Supplier Diversity Council (GSDC) worked on initiatives and on December 19, 2014 the Council met with Governor Markell and participated in a conversation around the current status of initiatives and about the overall status of supplier diversity efforts in the state. The GSDC initiatives reviewed include:

- “Examine and where practical, establish a standard for all agencies in terms of contract length and increased transparency on how the length of contract decisions are made”

Recommendation: GSDC is recommending to not standardize contract terms for state contracting. OMB GSS is developing training materials and FAQs to educate the supplier community on what the opportunities are to understand and influence contract decisions with regard to length of terms.

- Continue to work on codifying and promulgating the various initiatives explored and proposals developed through the Council Tiger Team process. This includes incorporating Veterans into the initiatives”.

Recommendation: The Office of Supplier Diversity, once the updated webpage of OSD Certified firms is finalized, will provide guidance to resource partners on the ability to use the OSD Directory of Certified Business Enterprises for inclusion in opportunities and events.

- Evaluate the consistency and integrity of the RFP process, including follow-through and status updates by Procurement personnel. Create accountable timelines for Vendors who have submitted formal proposals.

Recommendation: OMB GSS recommends conducting research on all contracts since 2010 to present date to review, from bid opening to contract close date for all procurements. This research will provide a timeline and will then assist in creating a recommendation by the GSDC for consideration in the state procurement processes.

- Devise a method for effectively communicating current Supplier Diversity Score Card information to the Supplier Diversity Community”.

Recommendation: The FY2014 first quarter report was published on December 18, 2013. OSD has reversed the reporting requirement from an agency self-submission to an OSD quarterly outreach to gather data necessary to complete agency score cards.

- Encourage School Districts to report their Diversity spend on the Supplier Diversity Score Cards: GSS to actively participate in School Districts Vendor Days including the providing of training.”

Recommendation: OMB GSS presented a letter on December 2nd to the school districts reminding them of their pledge to participate in the supplier diversity initiatives of the State. As of December 10th the districts committed to offering Vendor Day training in each county. The first is in Sussex County at Cape Henlopen School District on January 16. The next is in New Castle County at Appoquinimink Training Center on January 21. Vendor outreach to open the seats for these events commenced on December 18, 2013.

There are thirteen possible members of the Council at any given time and from time to time council members terms expire. The Council members include:

Council Member	Current Professional Role	Represents
Ken Anderson, Chair	Director - Entrepreneurial & Small Business Support, DEDO, State of Delaware	Delaware Economic Development Office designee
Anas Ben Addi	Director - Delaware State Housing Authority, State of Delaware	Representative of the Governor
Theresa V. Brown Edwards, Esq. <i>new in FY2014</i>	Corporate Restructuring Professional	Women-owned private business sector
L.J. Nick Callazzo III	President, Resource Specialists	Veteran-owned private business sector
Ernest (Ron) Frazier, Esq.	President, Countermeasures Assessment & Security Experts, LLC	Minority-owned private business sector
Clay Hammond	President, DelMarVa Black Chamber of Commerce	Local, private, or federal Minority business assistance program or community development program
Cathy Imburgia	President, Creative Communications	Local, private, or federal Women business assistance program or community development program
Givvel Marrero <i>new in FY2014</i>	President, Promotion Zone	Minority-owned private business sector
Dean Stotler	Director - Government Support Services, OMB, State of Delaware	Office of Management and Budget designee
Ronald Tutundji <i>Retired during FY2014 Currently open</i>	Supplier Diversity Manager, DuPont <i>Currently open</i>	Private sector DE business that administers a supplier diversity program
Dr. Sakthi A. Vel	President, Vel Micro Works Inc.	Minority-owned private business sector and meeting requirements of the Small Business Focus Program (<i>SBF role created by EO44</i>)
Dr. Devona Williams <i>Currently open Role created by EO44</i>	President, Goeins-Williams Associates, Inc. <i>Currently open Role created by EO44</i>	Women-owned private business sector Individual with Disability-owned private business sector

New Website launched in Q2

At the end of Q2 OSD launched a new website which contains the Directory of Certified Businesses. This new site streamlined the search and find steps for agency procurement officials to located certified vendors and for businesses in general to find B-to-B business contacts. The site is located at: <http://directory.osd.gss.omb.delaware.gov/index.shtml>



Your Search... [Phone Numbers](#) [Mobile](#) [Help](#) [Size](#) [Print](#) [Email](#)

Office of Management and Budget : Government Support Services : Office of Supplier Diversity : Directory Search

- HOME**
- Director's Letter
- About Agency
- FAQs
- Employment
- Contact Information
- SERVICES**
- Beneficial Business Events
- Certification
- Recertification
- Contractor Registration Application
- Directory of Certified Businesses
- INFORMATION**
- 2nd Tier Reporting Form
- DE Certification Flowchart
- Informational Video Series
- Newsroom & Spend Reports
- SDC Meeting Minutes
- Strategies for Success Presentation
- Supplier Diversity Plans
- Under Threshold Form
-   

Directory of Certified Businesses

Search the Directory

[Helpful Search Tips](#)

Please visit the [North American Industry Classification System \(NAICS\)](#) for additional information.
For a complete directory of all businesses certified in either program select the program title below.

<p style="text-align: center;">Office of Supplier Diversity</p> <ul style="list-style-type: none"> Minority Business Enterprise (MBE) Woman Business Enterprise (WBE) Veteran Owned Business Enterprise (VOBE) Service Disabled Veteran Owned Business Enterprise (SDVOBE) Individual with Disabilities Owned Business Enterprise (IWDBE) <p style="text-align: center;"><input type="button" value="Full OSD Directory"/></p>	<p style="text-align: center;">Small Business Focus</p> <ul style="list-style-type: none"> Architecture & Engineering Industry Firms Construction Industry Firms Manufacturing Industry Firms Retail Industry Firms Service Industry Firms Wholesale Industry Firms <p style="text-align: center;"><input type="button" value="Full SBF Directory"/></p>
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For assistance call the Office of Supplier Diversity at 302-857-4554

Last Updated: Thursday April 17 2014

What certifications exist?

During FY2014 the Office of Supplier Diversity (OSD) Certifications expanded to include Individuals with Disabilities, the Supplier Diversity Community is now inclusive as follows:

- | | |
|--------|--|
| MBE | Minority Business Enterprise |
| WBE | Woman Business Enterprise |
| VOBE | Veteran Owned Business Enterprise |
| SDVOBE | Service Disabled Veteran Owned Business Enterprise |
| IWDBE | Individual with Disability Owned Business Enterprise |

For Disadvantaged Business Enterprise (DBE) certification you need to contact the Delaware Department of Transportation¹ (DelDOT). There are both social and economic eligibility

¹ <http://www.deldot.gov/information/business/dbe/index.shtml>

requirements for the DBE certification. You will find DBE spend details within this report. The DBE office provides reporting of the spend that occurs within the state with DBE firms.

Who is eligible to apply for OSD certification?

A business (sole-proprietorship, partnership, corporation or joint venture) who meets the following criteria:

- The business is at least 51 percent owned, controlled, and actively managed by U.S. Citizen(s) or Permanent Resident(s) who is a:
 - Woman; or
 - Member of one of these ethnic groups: African Americans, Asian/Pacific Americans, Hispanic Americans, Native Americans, and Subcontinent Asian Americans; or
 - Veteran or Service Disabled Veteran owned business as verified by VetBiz.gov; or
 - Individual with Disability owned business; and is
- Operating as for profit business with “useful business functions”; and
- An out-of-state company must first be certified in its home state (this must be a state-level diversity certification, if available) or by one of the following: NMSDC, WBENC, or VetBiz.gov before it can be considered for certification in Delaware.

We encourage all eligible businesses to apply for OSD certification. The application is available to you at: <http://gss.omb.delaware.gov/osd/docs/certapp.pdf>

Firms that hold specific certifications:

Any firm already certified by their home state or one of the third party certification entities may utilize a *specialized application* to seek Office of Supplier Diversity certification, those include:

- Disadvantage Business Enterprise [49 CFR Pt 26](#) in Delaware, Maryland, or Pennsylvania
- City of Wilmington, Minority Business Enterprise Office ([MBEO](#))
- Center for Veterans Enterprise ([VetBiz.gov](#))
- National Minority Supplier Development Council ([NMSDC](#))
- Women Business Enterprise National Council ([WBENC](#))

Delaware also recognizes other state certifications and the OSD office can be contacted for additional details. The specialized application is available at:

<http://gss.omb.delaware.gov/osd/certify.shtml>

The goals of the Small Business Focus (SBF) Program

- Increasing access to opportunities for small businesses to participate in state procurement;
- Creating a program for small businesses of a certain size;
- Certifying those uniquely sized businesses enterprises;
- Creating a Directory of these uniquely sized small businesses;
- Encourage the revising of agency Supplier Diversity Plans to access the Small Business Focus Program Directory when making under threshold procurements; and
- Measuring, analyzing, and reporting on spend for current and future procurements with uniquely sized small businesses in the Small Business Focus Program.

Who is eligible to apply for Small Business Focus (SBF) certification?

To be eligible, a business must meet all of the following criteria:

- Be owned by U.S. Citizen(s) or Permanent Resident(s);
- Be a For-Profit business with “useful business functions”;
- Be within one of the six industry sectors and at or under the eligibility size caps identified below; and
- Operate free from the control of a business larger than the eligibility size caps identified below.

The SBF Industries	NAICS ² sectors* (initial code numbers)	eligibility & graduation size caps	
		FTE (full time equivalents) Based upon a 3 year average	Gross sales
Architecture & Engineering Services	237 and 541	none	< \$3,500,000
Construction	23	< 250	< \$7,000,000
Manufacturing	31, 32, and 33	< 250	none
Retail	42, 44, and 45	< 25	< \$3,500,000
Service	various	< 50	< \$3,500,000
Wholesale	42	< 50	none

NAICS codes within the OSD certified vendor pool.

The North American Industry Classification System (NAICS) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy. NAICS was developed under the auspices of the Federal Office of Management and Budget (OMB), and adopted in 1997³. Below are the top five NAICS codes under which firms are certified. The

² [North American Industry Classification System \(NAICS\)](http://www.census.gov/eos/www/naics/) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy. A NAICS code has 6 digits. The first 2 to 3 digits are used to identify the industry for the Small Business Focus Program. You can review NAICS at: <http://www.census.gov/eos/www/naics/>

³ You can review NAICS codes data and information at <http://www.census.gov/eos/www/naics/index.html>

number of firms with these NAICS codes has increased from the end of FY2013 through the first quarter of FY2014. In fact, these five NAICS codes are all within one sector, they all begin with 541 and that sector is known as the Professional, Scientific, and Technical Services sector. Delaware's supplier diversity community is demonstrating increases in these competencies through the continued increase in the number of companies working in these subsectors.

NAICS Code	Professional, Scientific, and Technical Services Sector	FY2014 Over FY2013	FY2014 Vendors by Trade	FY2013 Vendors by Trade
541512	Computer Systems Design Services	8.33%	300	275
541511	Custom Computer Programming	7.56%	291	269
541611	Administrative Management & General Management Consulting Services	7.12%	281	261
541330	Engineering Services	4.06%	197	189
541519	Other Computer Related Services	8.99%	189	172

During FY2014 the state experienced an average of 7.21% growth of OSD Certified businesses of FY2013 in the sector known as Professional, Scientific, and Technical Services.

FY2014 Delaware's Supplier Diversity Community

As we consider reporting on the state's spending during the first quarter of FY2014, we first should consider the community itself. Overall, in FY2014, the number of certified firms increased by 349 businesses or 15.07%, from 2,316 (the number of certified firm at the end of FY2013) to 2,665 (the number of firms certified at the end of FY2014).

Business Enterprise Classification	FY2014 Certified Totals	Veteran VOB/SDVOBE	Minority* MBE	Women WBE
African American	901		625	273
Subcontinent Asian	218		152	65
Hispanic American	201		140	59
Asian American	151		100	50
Native American	34		27	7
Veteran/Service DisAbled	26	22/4		
Caucasian Women	1,040			1,040

DisAbled	4			
Small Business	41			
subtotals	2616***	22**	1,044**	1,492**

**Firms counted in the MBE column are not necessarily firms that are male owned. A firm can be 50% Asian Male and 50% Asian Female, this is a minority owned firm (MBE) and not a woman owned (WBE) firm as 51% is not women owned. Certification is based upon 51% ownership and control but that ownership is clearly no male nor female as it is equally owned across genders.

**The Small Business Focus program launched on March 26, 2014 with the signing of Executive Order 44, this program is expected to grow in FY2015.

*** there are 2616 vendors active in the database and a total of 2665. Of the 2665, 204 are inactive, 484 are expired, 21 are deleted, and 27 are pending. There is great overlap in the classifications within the community as some vendors are more than one category and each vendor is counted in all of their categories, for example, a minority woman veteran is counted in three places.

FY2014 Delaware's Small Business Focus (SBF) Community

With the new creating of the SBF program during FY2014, the Office of Supplier Diversity has outreached to include businesses that are eligible based on the criteria. Here is a first look at the SBF community. Overall, in FY2014, the number of certified firms grew from zero to 41.

SBF Industries	FY2014 Total:	Veteran VOBE (SDVOBE)	Minority* MBE	Caucasian***	Women WBE
Architecture & Engineering	6	0	5	1	3
Construction	11	0	8	6	5
Manufacturing	2	0	1	1	1
Retail	3	0	0	3	2
Service	26	1	8	11	8
Wholesale	8	0	2	6	6
	41**	1**	24**	28**	25**

*Firms counted in the MBE column are not necessarily firms that are male owned firms. A firm can be 50% Asian Male AND 50% Asian Female; this is a minority (MBE) firm and not a women owned (WBE) as certification is based upon 51% ownership and control but that ownership is clearly not male as it is equally owned across genders.

** some vendors are qualified for more than one SBF industry and a vendor may graduate from one industry but not form another

***some vendors have multiple codes i.e.: VOB+MBE+SBF or AA+NA+SBF or WBE+SBF, and some vendors are only SBF.

Government Support Services, Contracting Unit, outreach

The GSS Contracting Unit manages all aspects of central or statewide contracts. As part of this team's commitment to a fair and equitable bidding platform, each contract specialist, manager, and officer performs outreach as the contracts they manage are opened for bid and posted within <http://bids.delaware.gov/>. Businesses that have registered within the state's free Vendor Notification Service receive notification of newly posted bids that match the United Nations Standard Products and Services Code® (UNSPSC®)⁴ codes that the business has registered with. The outreach performed by the contracting team to reach the supplier diversity community is significant. Over the past four years the team has sent 275,506 email points of outreach contact to vendors to notify them of solicitation opportunities. The chart below counts each point of outreach contact; note that this is different from the number of entities contacted as a firm may be listed in more than one of the sources and any firm may have more than one contact person identified on any list. These contact attempts are from various sources including:

- Office of Supplier Diversity (OSD): <http://gss.omb.delaware.gov/osd/certdir.asp>
- Veteran / Service Disabled Veteran: <http://www.vip.vetbiz.gov>
- SBA / CCR vendor database: http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm
- MyMarketPlace vendor listing: http://contracts.delaware.gov/vendor_list.asp
- DFM Contractor Registry: <http://dfm.delaware.gov/contractor/index.shtml>

	Total to date	FY2014	FY2013	FY2012	FY2011
Number of Central Contracts	204	50	45	76	33
Number of outreach communications performed to:					
Delaware Businesses	2,160	629	612	756	151
Small Businesses	136,589	36,509	24,918	67,800	1,541
MBE / WBE	75,002	19,537	16,590	33,994	3,286
Veteran / Service Disabled Veteran	61,755	16,645	12,114	29,116	2,202
Totals	275,506	73,320	54,234	131,666	7,180

⁴ You can review UNSPSC data and information at: <http://www.unspsc.org/>

ROI on GSS Contracting Unit outreach for bids

The OSD is interested in tracking the Return on Investment (ROI) from the high amount of outreach performed by the Contracting Unit on its solicitations. During FY2014 the contracting unit outreached 73,320 times to diversity vendors and small businesses to help them learn of the above threshold / formal procurement opportunities with state contracting. The FY2014 outreach was for 50 central contracts.

The reporting of how many firms submit proposals will be reviewed with the intention to develop reporting regarding the ROI of these efforts, including how many minority, women, veteran, and disabled firms bid; how many Delaware firms bid; the number of outreach points of contact in comparison to bids received; and then a normalized approach across all such events for the fiscal year. As discussed within this report, Vendor Day trainings were offered, and will continue to be offered throughout the state to assist vendors in better positioning their knowledge to submit bids to participate in above threshold / formal procurements.

FY2014 Delaware's Supplier Diversity FY2014 spend snapshot

FY2014 overall spend is represented in this snapshot. FY2014 exceeds that of FY2013 and is an increase of 16.54%, or \$19.9Million more committed to the supplier diversity community when compared with the same period last year.

	FY2014	% of FY2014 total	FY2013	% increase FY2014 over FY2013
Direct Certified OSD Spend*	\$78,178,622	64.93%	\$75,004,831	4.23%
DelDOT DBE Subcontracting	\$14,940,149	12.41%	\$11,068,405	34.98%
OSD 2nd Tier	\$2,180,053	1.81%	\$11,226	19319.68%
Self-Registered W-9	\$25,100,194	20.85%	\$14,403,074	74.27%
Total	\$120,399,017		\$100,486,536	19.82%

19.82%

Diversity Spend increases over Governor Markell's Administration

Since Governor Markell took office in 2009, state spend with the Supplier Diversity Community has tripled from \$40.7Million in FY2009 to \$120.4Million in FY2014, representing a 195% increase over the period of the Markell Administration.

The State of Delaware serves the citizenry and works with various vendors each quarter and year to perform and fulfill all necessary functions. From the vantage point of the Office of Supplier Diversity, we track and review state spend with the Supplier Diversity Community. In FY2014, the State of Delaware spent an all-time high of \$120Million with the Supplier Diversity Community. This is an increase of \$19.9Million or 19.82% over FY2013.

These figures include direct contracting with OSD Certified vendors, subcontracting through DelDOT with the Disadvantaged Business Enterprises (DBE Certified vendors), and with those businesses that are not certified but have self-identified in their W-9 submission that they are a firm owned by a minority, woman, or veteran. Further, each of Delaware's central contracts require that awarded vendors provide a Tier II report, which is a report of all work that the prime vendor (awarded vendor to a state central contract) has done with one or more subcontractors who are members of the supplier diversity community. We look at these numbers as a consolidated total as well as reviewing each separate category.

	FY2014	FY2013	FY2012	FY2011	FY2010	FY2009
Direct Certified OSD Spend*	\$78,178,622	***\$75,004,831	\$54,204,991	\$53,828,570		
DelDOT DBE Subcontracting	\$14,940,149	\$11,068,405	**\$9,299,557	\$6,920,209		
OSD 2nd Tier	\$2,180,053	\$11,226	\$527,778	\$286,582		
Self-Registered W-9	\$25,100,194	\$14,403,074	\$10,727,113	\$2,549,793		
Total	\$120,399,017	\$100,487,536	\$74,759,439	\$63,585,154	\$48,108,560	\$40,776,689
Increase over previous year	19.82%	34.41%	17.57%	32.17%	17.98%	

* Includes DSHA OSD spend

**DelDOT DBE Subcontracting data represents Q1-Q2 spend in FY2012 data

***During FY2014 \$8.3million in previously unreported spend was located for FY2013 and related increases were captured for FY2014. This correction was not applied backward to FY2012.

The continued year-over-year increases in total spend with the supplier diversity community is both good for the state and good for the community.

The Summary Score Card:

The report below provides an overview of the spending by each agency for FY2014. This snapshot reports the actual dollars spent with vendors who are OSD Certified, and includes dollars from both the state’s checkbook as well as the State’s procurement card purchases. The chart below shows not only the dollars spent by agency but it is also intended to show two areas, “No Find” and “1 for 3”. A “No Find” means that the agency attempted to find a vendor within the Directory of OSD Certified firms and was not successful in finding a certified vendor for a particular need. The “1 for 3” opportunity identifies the occasions when an agency had an Under-Threshold opportunity and they outreach to at least one vendor from the Directory of OSD Certified firms to obtain a written quote. Procurement officials follow their Agency Supplier Diversity Plans to seek at least three written quotes for Under-Threshold purchases, and in so doing, they seek from the Directory of OSD Certified firms. The capture of this data has been found to be challenging. We can track the actual spend, the tracking and reporting on each 1 for 3 opportunity is challenging. OSD has relied on the supplier diversity liaisons sharing this data but recognizes that the number of 1 for 3 opportunities as reported here is lacking. OSD will continue to increase outreach to the supplier diversity liaisons in each agency to request more comprehensive reporting on the 1 for 3 activities.

Agency	FY2014 Spend with OSD Certified	OSD No Find FY2014	Agency 1 for 3 Opportunities FY2014
Legislative	\$262,461		
Judicial	\$646,756		
Executive	\$5,830,757		
Technology	\$1,080,232		
Other Elective	\$338,792		
Legal	\$289,490		
Finance	\$3,818,697		
DHSS	\$5,165,864		
DSCYF	\$1,436,341	none	1
Correction	\$8,771,174		

DNREC	\$3,103,663	1	2
DSHS	\$941,502		
State	\$1,563,468		
DelDOT	\$8,664,481	none	
Labor	\$1,077,894		
Agriculture	\$114,324		
Elections	\$63,515		
Fire	\$62,945		
Nat'l Guard	\$488,679	none	none
Exceptional Citizens	\$289		
Higher Education	\$3,701,727		
Education	\$30,755,573		
Total	\$78,178,623	1	3

Note: Spend data includes Pcard, OSD No Find, and Agency 1 for 3 Opportunities are summarized for all agencies. OSD = Office of Supplier Diversity Certified firms.

Count of Supplier Diversity vendors in Formal Procurement with the state

During FY2014, 222 vendors certified with the Office of Supplier Diversity were utilized and performed work for at least one agency after being awarded as a vendor on an above threshold or formal procurement contract. Above threshold or formal procurement contract solicitations are advertised contracting opportunities with the state and are advertised on

MyMarketplace.Delaware.gov (MMP) within bids.Delaware.gov. Vendors may submit a bid for evaluation on open solicitations in the effort to become an awarded vendor on a state contract.

MyMarketplace.Delaware.gov is the state's electronic and transparent procurement portal hosted by Government Support Services. The chart below shows which agencies worked with the OSD certified vendors awarded on an above threshold or formal procurement, the number in the first column is the number of vendors that each agency paid for work during FY2014, the percentage in the second column is the percent of the total OSD population.

Agency	MyMarketplace.Delaware.gov # of OSD Vendors FY2014	% of Awarded OSD on MMP
Legislative	0	0.00%
Judicial	0	0.00%
Executive	112	50.45%
Technology	21	9.46%
Other Elective	0	0.00%

Legal	3	1.35%
Finance	1	0.45%
DHSS	6	2.70%
DSCYF	27	12.16%
Correction	5	2.25%
DNREC	2	0.90%
DSHS	2	0.90%
State	6	2.70%
DelDOT	9	4.05%
Labor	4	1.80%
Agriculture	0	0.00%
Elections	0	0.00%
Fire	0	0.00%
Nat'l Guard	1	0.45%
Exceptional Citizens	0	0.00%
Higher Education	1	0.45%
Education	22	9.91%
Total	222	100.00%

Count of Diversity vendors contracting with the state

During FY2014 there were 1,323 diverse vendors that received spend from the State of Delaware. This includes above threshold or Formal Procurement as well as Under Threshold and Open Market procurements. Of the 1,323, there are 316 that are Directly Certified by the Office of Supplier Diversity and this group accounts for approximately \$74M in spend. This spend is from both above threshold or Formal Procurement contracts as well as Under Threshold and Open Market procurement spend. There are 1007 vendors who have self-identified their diversity on their W9 as women owned, minority owned, or veteran owned, and attribute approximately \$25M of the spend with the community. In the next year OSD will outreach to the W9 self-identified community to invite them to apply for certification.

Breakdown of Spend by ethnicities, gender, veteran, disabled, and small business status

The following chart shows the FY2014 spend for each quarter and year end for each of the groups of the supplier diversity community. Minority Business Enterprise (MBE) vendors are representative of five ethnic minority groups and include minority women vendors. Women Business Enterprise (WBE) vendors are represented within six ethnic minority groups as well as within the Woman group; meaning that a WBE who is both African American and Native American is counted within both of those ethnic minority groups as well as within the Woman group. For FY2014 Veteran Owned Business Enterprises (VOBE) is inclusive of the disabled community as Service Disabled Veteran Business Enterprise (SDVOBE) vendors are counted in both. Note that a Veteran who is also a minority and/or a woman will be counted within each and every group they belong to. In FY2015 the disabled community will also include firms owned by Individuals with DisAbilities (IWDBE). As mentioned above, Governor Markell signed E.O. 44 on March 26, 2014, including IWDBEs into the supplier diversity community. The Governor's Supplier Diversity Council was changed, in EO44 to define that population for purposes of inclusion within the community and the GSDC approved the documentation in June 2014, the end of FY2014. Also included in the chart below if small businesses. E.O. 44 added uniquely sized small businesses into the supplier diversity community. Those firms that were approved as eligible for certification during Q4 were counted and then the spend

FY2014	Q1	Q2	Q3	Q4	PCARD*	FY2014 Totals
African American	\$759,320	\$1,643,828	\$1,311,022	\$1,983,932	\$73,306	\$5,771,408
Asian American	\$1,313,843	\$529,168	\$1,360,117	\$1,531,129	\$369,365	\$5,103,622
Subcontinent Asian	\$201,345	\$292,035	\$424,613	\$426,163	\$69	\$1,344,225
Hispanic American	\$1,496,523	\$958,101	\$661,897	\$740,370	\$96,553	\$3,953,444
Native American	\$19,458	\$13,613	\$17,763	\$6,444	\$42,178	\$99,456
MBE Tally**	\$3,790,489	\$3,436,745	\$3,775,412	\$4,688,038	\$581,471	\$16,272,155
Veteran & Service Disabled	\$672,446	\$828,812	\$328,891	\$370,788	\$38,971	\$2,239,908
VOBE & SDVOBE Tally**	\$672,446	\$828,812	\$328,891	\$370,788	\$38,971	\$2,239,908
Disabled		\$92,776	\$24,864	\$118,015		\$235,655
IWDBE Tally**	0	\$92,776	\$24,864	\$118,015	0	\$235,655
White American	\$15,048,164	\$15,631,243	\$13,232,221	\$13,262,465	\$1,377,508	\$58,551,601
Woman+	\$17,000,461	\$17,940,745	\$16,017,259	\$16,929,639	\$1,767,928	\$69,656,032
WBE Tally**	\$17,000,461	\$17,940,745	\$16,017,259	\$16,929,639	\$1,767,928	\$69,656,032
Small Business				\$1,854,349	\$257,606	\$2,111,955
Grand Total	\$36,511,560	\$37,930,321	\$33,378,647	\$37,223,294	\$4,023,484	\$149,067,306

*PCARD = procurement card or credit card. These numbers are annual for FY2014.

**There is some double count in the numbers for businesses who are in more than one category. For example, a n African American and Native American Women Business owners is counted in 3 categories.

+ This Woman category includes all minority women and they are also captured within their ethnic minority.

Self-Identified supplier diversity entities through the W-9

Any vendor doing work must provide a W-9 form for tax purposes. Delaware has a Substitute Form W-9; it allows vendors to self-identify in the Additional Reporting Elements section of the form, by checking all that apply, as: Women Owned, Veteran Owned, Minority Owned, and Small Business. Some firms who self-identify on the W-9 are also OSD Certified, but not all are. When reporting spend, a culling process occurs to remove all vendors that are OSD

Certified from the group in the W-9 spending column. The chart below reports on the monies spent with firms that self-identify on their W-9 form but are not certified through the Office of Supplier Diversity. As mentioned above, there are 1007 vendors who worked with the state in FY2014 who self-identified their diversity on their W9 but are not certified with the OSD.

Agency	Q1	Q2	Q3	Q4	FY2014 Total
Legislative		\$1,068	\$5,705	\$13,890	\$20,663
Judicial	\$146,652	\$175,477	\$169,067	\$159,629	\$650,825
Executive	\$50,114	\$112,539	\$206,933	\$712,682	\$1,082,268
Technology		\$0	\$7,165	\$10,095	\$17,260
Other Elective	\$5,179	\$694	\$1,265	\$29,810	\$36,948
Legal	\$239,972	\$251,968	\$253,210	\$209,981	\$955,131
Finance	\$105,110	\$92,340	\$60,421	\$128,478	\$386,349
DHSS	\$957,207	\$614,004	\$707,948	\$1,622,888	\$3,902,047
DSCYF	\$159,922	\$227,452	\$402,171	\$790,466	\$1,580,011
Correction	\$2,853	\$16,336	\$28,710	\$33,935	\$81,834
DNREC	\$78,029	\$203,795	\$228,204	\$173,328	\$683,356
DSHS	\$30,714	\$340,474	\$298,664	\$197,597	\$867,449
State	\$23,141	\$78,947	\$60,420	\$114,200	\$276,708
DelDot	\$92,074	\$314,896	\$547,063	\$551,298	\$1,505,331
Labor	\$28,483	\$45,928	\$116,125	\$142,901	\$333,437
Agriculture	\$9,728	\$23,624	\$139,798	\$134,118	\$307,269
Elections		\$0	\$57,687	\$26,160	\$83,847
Fire	\$241	\$1,570	\$1,669	\$2,975	\$6,455
Natl Guard	\$438,879	\$1,423,426	\$300,748	\$311,890	\$2,474,942
Exceptional Citizens		\$547			\$547
Higher Education	\$66,051	\$443,840	\$581,068	\$265,061	\$1,356,021
Education	\$1,564,558	\$2,144,017	\$2,068,895	\$2,714,028	\$8,491,497
Total	\$3,998,907	\$6,512,943	\$6,242,934	\$8,345,410	\$25,100,195

About the score card

This Annual Report is the first time there is a pull-out score card included. The first two pages of the report are a score card for agencies and one for School Districts. There are various data points that make up the FY2014 Annual Supplier Diversity Score Card. Agencies track and measure their Supplier Diversity efforts along these analytics. Agencies each have a Supplier Diversity Plan and those can be found at the Office of Supplier Diversity website at:

<http://gss.omb.delaware.gov/osd/supplierdiversity.shtml> or within each agency. In addition to looking at the spend that is done directly with OSD Certified firms, this chart looks at the spend in the form of dollars as well as in the form of a percentage of the total spend with OSD Certified firms. The first column captures the spend with OSD Certified firms. As the budget for each agency is different, the second column reports what that agency's percent of the total annual spend with the OSD certified community is. This percentage of total spend allows us to normalize the vantage point to find averages. The average percentage is 4.55%. Seven agencies exceed the average for FY2014. They are, in order of highest spend compared to other agencies: Education (39%), Correction (11%), DelDOT (11%), Executive (7%), DHSS (6.61%), Finance (4.88%), and Higher Education (4.73%). The third column is the total spend by each agency for the year. The last column reports the percentage of spend each agency had made with the certified OSD community as a percentage of their total annual spend. In this instance, the average agency spent 2.78% of their total spend with the OSD Certified community. Eight agencies exceeded that annual average with the supplier diversity community. They are, in order of highest percent of spend compared to total spend: Correction (9.58%), Legislative (8.92%), Education (4.88%), National Guard (4.4%), Labor (3.73%), Fire (3.35%), Elections (2.93%), and Technology (2.84%). The \$78Million total spend with OSD Certified firms is 1.63% of the \$4.8Billion total spent by these agencies in FY2014; this total figure is below the average. Of note is that this \$4.8Billion total spend has not been adjusted to remove any debt-service or any non-discretionary spend. The spend with the community continues to be an area for potential improvement: comparing the \$78Million spent with Certified firms and the \$120Million total spent with the broader Diversity community against the \$4.8Billion total spend, this continues as an area to watch and to consider additional changes. The addition of Individuals with DisAbilities and the creation of the Small Business Focus Program may help move the dial of spend with the diversity and small business population as we move forward in FY2015.

The score card follows. It is also included at the start of this report as a pull out page for Agencies and the School Districts.



AGENCY	FY2014 Direct Certified OSD Spend	Agency's Direct Certified OSD (1st column) as a % of the total Direct Certified OSD Spend	FY2014 Total Agency Spend	Agency Direct Certified (1st Column) as a % of that Agency's Total FY2014 spend (3rd column)
Legislative	\$262,461	0.34%	\$2,941,544	8.92%
Judicial	\$646,756	0.83%	\$24,185,528	2.67%
Executive	\$5,830,757	7.46%	\$500,383,941	1.17%
Technology	\$1,080,232	1.38%	\$38,007,811	2.84%
Other Elective	\$338,792	0.43%	\$83,067,155	0.41%
Legal	\$289,490	0.37%	\$17,589,167	1.65%
Finance	\$3,818,697	4.88%	\$178,982,134	2.13%
DHSS	\$5,165,864	6.61%	\$2,079,040,943	0.25%
DSCYF	\$1,436,341	1.84%	\$103,530,183	1.39%
Correction	\$8,771,174	11.22%	\$91,533,443	9.58%
DNREC	\$3,103,663	3.97%	\$169,000,344	1.84%
DSHS	\$941,502	1.20%	\$49,549,503	1.90%
State	\$1,563,468	2.00%	\$56,971,089	2.74%
DelDOT	\$8,664,481	11.08%	\$493,468,969	1.76%
Labor	\$1,077,894	1.38%	\$28,916,438	3.73%
Agriculture	\$114,324	0.15%	\$62,552,837	0.18%
Elections	\$63,515	0.08%	\$2,166,192	2.93%
Fire	\$62,945	0.08%	\$1,877,279	3.35%
Natl Guard	\$488,679	0.63%	\$11,096,257	4.40%
Exceptional Citizens	\$289	0.00%	\$58,688	0.49%
Higher Education	\$3,701,727	4.73%	\$181,764,275	2.04%
Education	\$30,755,573	39.34%	\$630,689,987	4.88%
Total	\$78,178,623	100.00%	\$4,807,373,706	1.63%

Year over Year Analysis

As we look at current fiscal year spending with the OSD Certified community, looking at a trend in comparison to the previous year is helpful. The chart below demonstrates an overall FY2014 spending increase of \$3.1Million or 4.23% increase with the OSD Certified community as compared with FY2013.

Agency	FY2014	FY2013	Difference	Percent Change
Legislative	\$262,461	\$115,772	\$146,689	126.70%
Judicial	\$646,756	\$940,834	-\$294,078	-31.26%
Executive	\$5,830,757	\$6,678,757	-\$848,000	-12.70%
Technology	\$1,080,232	\$2,113,874	-\$1,033,642	-48.90%
Other Elective	\$338,792	\$196,741	\$142,051	72.20%
Legal	\$289,490	\$603,682	-\$314,192	-52.05%
Finance	\$3,818,697	\$3,863,385	-\$44,688	-1.16%
DHSS	\$5,165,864	\$7,585,275	-\$2,419,411	-31.90%
DSCYF	\$1,436,341	\$1,893,848	-\$457,507	-24.16%
Correction	\$8,771,174	\$10,057,190	-\$1,286,016	-12.79%
DNREC	\$3,103,663	\$2,209,323	\$894,340	40.48%
DSHS	\$941,502	\$2,332,820	-\$1,391,318	-59.64%
State	\$1,563,468	\$1,578,792	-\$15,324	-0.97%
DelDot	\$8,664,481	\$11,441,306	-\$2,776,825	-24.27%
Labor	\$1,077,894	\$1,862,153	-\$784,259	-42.12%
Agriculture	\$114,324	\$68,880	\$45,444	65.98%
Elections	\$63,515	\$24,827	\$38,688	155.83%
Fire	\$62,945	\$70,570	-\$7,625	-10.80%
Natl Guard	\$488,679	\$752,335	-\$263,656	-35.05%
Exceptional Citizens	\$289	\$0	\$289	
Higher Education	\$3,701,727	\$1,816,799	\$1,884,928	103.75%
Education	\$30,755,573	\$18,797,664	\$11,957,909	63.61%
Total	\$78,178,623	\$75,004,830	\$3,173,793	4.23%

View of the Quarter to Quarter spend analysis

Each quarter of FY2014 saw an increase in spend over the same quarter in the year prior. This snapshot is for each segment of the total supplier diversity spend for all four quarters of FY2014.

Q-over-Q trend analysis	FY14 Q4	FY14 Q3	FY14 Q2	FY14 Q1	TOTAL
Direct Certified OSD Spend	\$19,426,030	\$18,181,909	\$20,383,442	\$20,187,240	\$78,178,621
DeIDOT DBE Subcontracting	\$2,255,659	\$3,958,807	\$4,423,571	\$4,302,112	\$14,940,149
OSD 2nd Tier	\$443,088	\$424,525	\$609,619	\$702,821	\$2,180,053
Self Registered W-9 (MBE WBE Vet)	\$8,345,410	\$6,242,934	\$6,512,943	\$3,998,907	\$25,100,194
Total (M, W, V)	\$30,470,187	\$28,808,175	\$31,929,575	\$29,191,080	\$120,399,017
% increase over same period last year		0.20%	56.81%	47.19%	19.82%

Subcontracting/Tier II Report

Government Support Services receives subcontracting information on central contracts from the prime or awarded vendors on those contracts, when they have work with the supplier diversity community relative to the core of the contract. The gathering of Tier II data was slow or delayed past the quarter end for each of these quarters in FY2014. By Fiscal Year end the Tier II reporting and spend was significant and is on seven contracts as follows:

This chart reports Tier II spend on seven GSS or central contracts totaling \$2.1Million.

GSS Contract	Vendor	FY2014				
		Q1	Q2	Q3	Q4	Total
001-DentalInsBenefit	Delta Dental		\$543	\$463		\$1,006
011-Hand Tools/127-Fasteners/577-Industrial	Fastenal		\$686	\$7,460	\$2,207	\$10,353
484-Outsourceprnt	William N. Cann			\$1,134		\$1,134
597-IT Augmentation	Computer Aid	\$644,275	\$524,819	\$403,755	\$406,806	\$1,979,656
608-Document Destruction	DE Assn. of Rehabilitation Facilities			\$4,691	\$5,483	\$10,174
614-IT Services	RCC Consultants	\$58,546	\$83,570	\$7,023		\$149,139
673-Ground Maint	Vermeer Corp.				\$28,592	\$28,592

Equip						
Total		\$702,821	\$609,619	\$424,525	\$443,088	\$2,180,053

Federal Disadvantaged Business Enterprise (DBE) program

The Delaware Department of Transportation (DelDOT) is a recipient of both federal and state funds for their projects. Businesses that are certified as Disadvantaged Business Enterprises (DBE) meet both social and economic eligibility review. The Directory of DBE Certified Firms at DelDOT is at: <http://www.deldot.gov/public.ejs?command=PublicDBEVendorSearch>. The projects that include federal funds may have a federally required sub-contracting participation goal for firms that are Disadvantaged Business Enterprise (DBE) Certified. DelDOT's contract is with a prime contractor or awarded contractor and those contractors bid with identified DBE Certified sub-contractors. The prime contractors provide a Tier II report regarding the DBE participation during each phase of the work. In FY2014 thirty-four (34) different DBE Certified firms worked on DelDOT projects in a sub-contracting capacity, those payments totaled \$14.9Million. This represents an increase of \$1.4Million or 33.2% more in this quarter than in the same period last year.

	FY2014	FY2013	FY2012	FY2011
DelDOT DBE Subcontracting**	\$14,940,149	\$11,068,404	\$9,299,557	\$6,920,209
Increase over previous year	34.98%	19.02%	34.38%	

Trainings offered to the Vendor Community

In a strong effort to help diverse and small business seize upon the opportunity to bid on formal procurement solicitations, Government Support Services (GSS) Contracting Unit's Trainer and OSD offered eleven (11) "Vendor Day – How to Do Business with the State of Delaware" trainings throughout the state to help engage vendors and educate about the state's procurement process, procedure, expectations, and helpful tips. These trainings were offered in Kent and New Castle Counties in FY2014. The Trainer, Mr. Bruce Krug, Supervisor in Government Support Services and Trainer, and his Training Curriculum were recognized nationally through the National Association of State Procurement Officials' (NASPO) George Cronin Award, as an Honorable Mention for 2014.

In addition to the Vendor Days a new training, School District Vendor Days, was offered for the first time on three (3) occasions to help educate vendors about how School Districts procure. Even though state contracts are intended to be used, and eligible to be used by all state agencies, not all entities are required by Delaware Code to utilize these contacts. Schools and municipalities are both examples of excluded entities. Therefore, vendors are eligible to market directly to these groups. To help you vendors learn how to do that on a district by district bases, three School District Vendor Day trainings were offered, one in each county. Additionally, vendors were provided with a link to a chart of names and contact information for procurement officers throughout all School Districts, state agencies, all municipalities, and various other departments to assist them in building relationships.

The charts below identify the number of trainings, the total participants for FY2014 and the breakdown of participants as minority or women owned businesses, veteran or service disabled owned businesses, Delaware based businesses, and small businesses.

Training	# of Offerings FY2014	# of MWBE Vendors Attending	# Veteran/SDV Attending	# DE Based Vendors Attending	# of Small Businesses Attending	Total FY2014 # Vendors Attending
Vendor Day	11	164	34	159	157	296
K12 Vendor Day	3	50	8	64	64	87

Plan Requests

In addition to certification, the Office of Supplier Diversity manages a process known as Plan Requests. Any Public Works construction project that has architectural or engineering plans or drawings involved has the Plan Request option for vendors. A vendor may make a request to view the plans or drawings. The request comes into the Office of Supplier Diversity and is reviewed, passed along to the solicitation owner if appropriate, and once the solicitation owner reviews they send their decision back to OSD. OSD then works with the technology team to cause an internet site to be created especially for the approved vendor where they can view the requested plans. This Plan Request option removes the financial burden of purchasing plans for

non-bidding vendors and allows such a vendor to view the plans electronically for 2 weeks so that they may determine if their business has the capacity to perform as a subcontractor or Tier II contractor on projects. Plan Requests are for school projects, colleges and university projects, state buildings under Division of Facilities Management (DFM), the National Guard, and any other state public work project. This process has been in place since August of 2012.

There is a group of vendors that are excluded from this process – they are known as Bid Rooms or Plan Rooms. Plan Rooms do not perform construction trade work on a contract but instead collect plans from throughout the country or a region and then share the plans with their customers. The Plan Request form explains the limitations on use - including that drawings are not for re-distribution. Plan Rooms and Bid Rooms are therefore excluded as their sole purpose of receiving the plans is to redistribute to their subscribership. The obvious safety aspect about who has what plans for which project is one of the most compelling reasons for this exclusion.

There is a specific email address created for Plan Requests, it is PlanRequests@state.de.us.

This chart documents the increase in FY2014 request volume over that of FY2013.

Plan Request history	FY2014					FY2013	Percent change FY2014 over FY2013
	Q1	Q2	Q3	Q4	total		
Plan Requests received	97	60	31	93	281	147	48%
Businesses requesting	59	53	26	78	216	79	63%
Requests approved	94	56	26	91	267	147	45%
Requests denied	3	4	5	2	14	0	100%
Solicitations involved	25	17	14	33	89	37	58%
Requesting businesses that are OSD Certified	11	1	7	11	30	2	93%

Of the PlanRequests made through OSD for FY2014 only 11.19% were from the OSD Certified community.

OSD Participation in the Community

The Office of Supplier Diversity is committed to continued contact and participation in the community. During the first quarter OSD created a list serve and started the outreach to the community. During the second quarter that outreach grew and OSD connected with more

resource partners to share further access to business development, opportunities, networking, and engagement to the businesses who joined the list serve. OSD had 149 in-person touch points with the community in the fourth quarter and a total of 420 for the year.

FY2014	Q1	Q2	Q3	Q4	FY2014
Meetings and Events	14	19	31	14	78
State of Delaware events	7	7	22	17	53
Open For Business		7	9	9	25
DE GSS Vendor Day trainings		4	2	1	7
PTAC, SBDC, SBA, SCORE		2	4	4	10
Individuals with DisAbilities meetings		0	0	10	10
Veteran meetings		3	1	1	5
Vendor requested meetings	6	27	41	62	136
Metropolitan Wilmington Urban League	0	0	1	2	3
ABC Delaware Diversity Committee	1	3	1	3	8
DBCC's MBAC	2	3	4	2	11
DE Commission for Women	1	1	4	0	6
NAWBO	1	1	1	2	5
DE Hispanic Commission	2	3	5	6	16
Chambers of Commerce	8	2	6	7	23
national activities	0	4	4	8	16
regional activities	0	1	6	1	8
total	42	87	142	149	420

One of the best ways to learn about the various business development activities and other opportunities is to join the OSD list serve via this link:

<http://directory.osd.gss.omb.delaware.gov/self-registration.shtml>. In that regard, the OSD list serve shared 112 different business-opportunity focused messages with the community this quarter, which shared are included in this chart:

OSD is Sharing:	Date sent
OPPORTUNITY: Water Treatment Plant, Town Of Georgetown	4/2/2014
DDC RFP Due April 9 2014	4/2/2014
DDC RFP Due April 11 2014	4/2/2014
Vendor Day May 7 2014	4/2/2014
3E-Boost Your Business Workshop	4/7/2014
Breakthrough Strategies To Make Your Life & Business An Incredible One	4/9/2014



PTAC Is Holding A Construction Industry Event May 16	4/9/2014
Shark Tank Searching For VOSBS & Public	4/10/2014
State Chamber Networking Event April 2014	4/11/2014
Talent Bank	4/11/2014
PTAC's Government Contracting And Certification Program In Sussex County On 04-29-2014	4/21/2014
Governor Markell Signs Executive Order 44 Enhancing Supplier Diversity In Delaware	4/21/2014
Success Story: Delaware Company Star-Med, LLC	4/22/2014
Kent County Is Open For Business May 2014	4/29/2014
Panel On IT Infrastructure - Delaware State Chamber Of Commerce	5/6/2014
Boost Your Business Workshop And New Media Marketing Academy	5/6/2014
PTAC Adapting To The Changing Construction Industry May 16 2014	5/6/2014
PTAC's Government Contracting And Certification Program In Kent County On 05-20-2014	5/8/2014
Push The Limits Raise The Bar	5/8/2014
National Small Business Week 2014	5/12/2014
Success Story Brightfields Inc 2014	5/12/2014
NETWORK And Get To Know New Castle County Chamber Of Commerce - May 29 2014	5/13/2014
SBF Program Application During National Small Business Week	5/13/2014
Delaware Society Of Human Resource Management (SHRM) - 40th Celebration And Professional Development Program May 22	5/13/2014
NCC Open For Business 05-22-2014	5/15/2014
Tina Brinkley Potts LLC Is Hosting: Google Partners Connect May 21 2014	5/16/2014
Sussex County: Open For Business May 21, 2014	5/16/2014
WBENC 2014 Conference Philly	5/16/2014
Nine Innings Of Networking Job Fair	5/20/2014
3 Marketing Workshops: May 29, June 11, And June 26, 2014	5/22/2014
Delaware Small Business Chamber Grow Your Business With Email	5/27/2014
Kent County Open For Business: June 5 2014	5/29/2014
Networking - Multi Chamber Mixer - June 13 2014	5/29/2014
Small Business Convoy - This Saturday May 31	5/29/2014
PTAC's Government Contracting And Certification Program In New Castle County On 06-24-2014	6/2/2014
INCREASE YOUR Gross Profit And Working Capital	6/4/2014
Teal Construction North Duck Creek Utility Extension Project June 17 2014	6/5/2014
Food Service Management Contract 2014	6/5/2014
Janitorial Contract 2014	6/5/2014
NCCCC Two Digital Marketing Workshops June 2014	6/6/2014

Boost Your Business Workshop • FREE - January 14 2015	6/9/2014
Boost Your Business Workshop On The Power Of Partnerships	6/9/2014
DSCC At Dogfish Head, June 11, 2014	6/9/2014
NCC Open For Business June 26 2014	6/9/2014
DSBC Is Hosting Small Business Focus Program Overview June 17, 2014	6/9/2014
Small Business Disaster Recovery Night: Don't Get Caught Up Unprepared, July 16 2014	6/9/2014
Small Business Conference And End Of Session Legislative Brunch June 18, 2014	6/9/2014
Sussex County: Open For Business June 18, 2014	6/9/2014
NCC OFB June 26 2014	6/20/2014
OPPORTUNITY: Teal Construction: Hilltop Septic Elimination Project	6/20/2014
OPPORTUNITY: Teal Construction Pump Station 207 Due July 16 2014	6/25/2014
U.S. Small Business Administration (SBA) Newsletter	6/25/2014
State Of Delaware Vendor Day Training (On August 6th In New Castle, DE)	6/25/2014
The New "Women Owned" Logo For Packaging	6/25/2014
Boost Your Business Through Systems And Support	6/25/2014
Opportunity: Wilmington Job Corp Center Roof Repair Project	6/26/2014

Future Plans for OSD

In addition to continuing the efforts already in process, tracked, and reported in this report, the Office of Supplier Diversity's future plans include:

- Continue to look for additional opportunities to provide analytics to the state and the supplier diversity community.
- FY2015 will continue the growth of the Small Business Focus (SBF) Program including joining DEDO at a Small Business Summit during the second quarter of FY2015 to help drive knowledge of the SBF certification and the access to opportunity points to the larger business community.
- OSD will also continue to join with the Individuals with DisAbilities community to continue outreach and certification for Individuals with DisAbilities who are business owners. OSD continued to join collaborative efforts with the various divisions within DHSS and DOL to raise awareness of the inclusion of Individual with DisAbilities as business owners in the OSD programming.

- OSD is working with various agencies to provide a more comprehensive reporting for the 1 for 3 opportunities and the no find results for under threshold procurement opportunities.
- Additionally, OSD is working to assist agencies to update their Supplier Diversity Plans during FY2014, this will include adding the under threshold effort to outreach to seek a quote from the Small Business Focus (SBF) program certified firms.
- OSD will work with agencies and school departments to identify those vendors that are already doing business with the state who are eligible for OSD Certification and encouraging them to apply for certification.
- OSD will continue to participate with the Governor' Supplier Diversity Council on initiatives to continue to support supplier diversity and small business opportunities state wide.
- OSD will continue to process PlanRequests and will conduct additional outreach to the certified community through the OSD list serve to let trades and others know that they can view the drawings for new construction as well as maintenance and repairs for free for a two week period, in an effort to grow access to the subcontracting opportunities these projects avail.
- OSD will continue to work with Corporate entities to continue to grow the usage of the online Directory of Certified firms for those entities and for the community of certified businesses.
- OSD will continue to work with resource partners and vendor to continue the OSD is Sharing outreach of business development, access to opportunity, and continuing networking knowledge to the entire community. You can join the OSD list serve at: : <http://directory.osd.gss.omb.delaware.gov/self-registration.shtml>

Questions, Comments, and Feedback

Your questions, comments, and feedback are always welcome. Please feel welcome to call or email so that we can find a time to get together to discuss your questions, comments, and

feedback. Collaboration is a wonderful tool to finding results that move us along in a positive direction.

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