



OFFICE OF SUPPLIER DIVERSITY

FY2015 Q1 Report

July 1, 2014 to September 30, 2014

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Key Indicators

Growth in the Supplier Diversity Certified community:

- The number of certified firms increased by 34 businesses from 2,665 at the end of FY2014 to 2,699 during FY2015 Q1.
- The Small Business Focus program is growing, with 54 businesses certified at the end of Q1.
- The Small Business Focus (SBF) Program has triggered state review and reporting of spend with small businesses, inclusive of those self-identified on their W9. Spend with the small businesses in Q1 was: \$21M, of which \$746,892 was with the SBF certified community.
- Spend with the small businesses is reflected on the Agency Score card

Growth in the Technology Sector:

- During FY2015 to date the state experienced an average of 11.42% growth of OSD certified firms over FY2013 in the sector known as Professional, Scientific, and Technical Services and average 3.35% growth FY2015 over FY2014.

Agencies' SCORE CARD FY2015 Q1

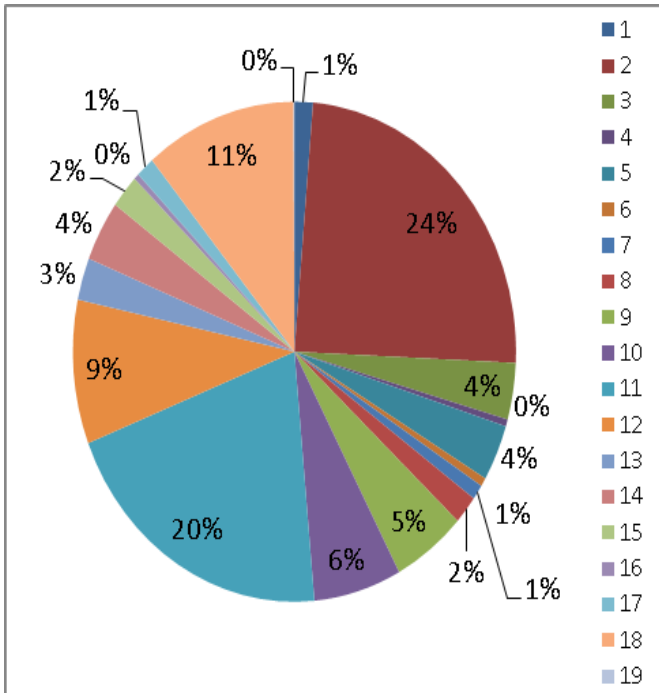
The State of Delaware spent a total of \$50.3Million with the Supplier Diversity and Small Business Communities this quarter, of which \$29.05Million was with the Supplier Diversity community and \$21.2Million was with Small Businesses.

Department of Education (DOE) has highest spend with the OSD certified community at \$6.26Million and 34% of the total of all agencies spend with the diversity community as well as the highest spend with small businesses at \$6.33Million and 30% of the total of all agencies spend with small businesses this quarter. Three agencies account for more than 56% of the spend with the diversity community: DOE, Correction, and Higher Education and three agencies account for 65% of the spend with small businesses: DOE, Health and Social Services, and DelDOT.

| AGENCY | OSD FY15 Q1 | % of Agency OSD Spend | OSD% YTD Agency Spend | Total Agency Spend | Small FY15 Q1 | % of Agency small Spend | Small% YTD Agency Spend |
|-------------------------|---------------------|--------------------------------|--------------------------------|------------------------|---------------------|----------------------------------|----------------------------------|
| Legislative | \$121,941 | 0.66% | 0.01% | \$1,170,020 | \$3,250 | 0.02% | 0.28% |
| Judicial | \$174,190 | 0.95% | 0.01% | \$8,063,126 | \$311,263 | 1.48% | 3.86% |
| Executive | \$1,140,593 | 6.19% | 0.08% | \$354,158,910 | \$833,209 | 3.97% | 0.24% |
| Technology | \$702,317 | 3.81% | 0.05% | \$12,121,691 | \$691,062 | 3.29% | 5.70% |
| Other Elective | \$67,771 | 0.37% | 0.00% | \$32,644,489 | \$290,636 | 1.38% | 0.89% |
| Legal | \$131,518 | 0.71% | 0.01% | \$4,744,541 | \$492,277 | 2.34% | 10.38% |
| Finance | \$918,372 | 4.99% | 0.06% | \$55,243,160 | \$1,276,746 | 6.08% | 2.31% |
| DHSS | \$1,213,466 | 6.59% | 0.08% | \$543,313,974 | \$4,089,585 | 19.46% | 0.75% |
| DSCYF | \$170,262 | 0.92% | 0.01% | \$23,821,539 | \$403,286 | 1.92% | 1.69% |
| Correction | \$2,288,222 | 12.43% | 0.15% | \$26,883,937 | \$414,657 | 1.97% | 1.54% |
| DNREC | \$671,065 | 3.64% | 0.04% | \$31,137,258 | \$483,950 | 2.30% | 1.55% |
| DSHS | \$253,392 | 1.38% | 0.02% | \$12,253,381 | \$652,751 | 3.11% | 5.33% |
| State | \$399,922 | 2.17% | 0.03% | \$14,102,133 | \$403,255 | 1.92% | 2.86% |
| DelDOT | \$1,444,567 | 7.85% | 0.10% | \$150,107,174 | \$3,455,251 | 16.44% | 2.30% |
| Labor | \$340,075 | 1.85% | 0.02% | \$8,664,810 | \$122,072 | 0.58% | 1.41% |
| Agriculture | \$23,869 | 0.13% | 0.00% | \$11,695,411 | \$163,423 | 0.78% | 1.40% |
| Elections | \$35,080 | 0.19% | 0.00% | \$1,597,374 | \$40,655 | 0.19% | 2.55% |
| Fire | \$1,919 | 0.01% | 0.00% | \$520,586 | \$22,184 | 0.11% | 4.26% |
| Natl Guard | \$145,979 | 0.79% | 0.01% | \$3,293,465 | \$41,347 | 0.20% | 1.26% |
| Exceptional Citizens | \$0 | 0.00% | 0.00% | \$7,462 | \$165 | 0.00% | 2.21% |
| Higher Education | \$1,903,726 | 10.34% | 0.13% | \$48,084,980 | \$754,164 | 3.59% | 1.57% |
| Education | \$6,264,303 | 34.02% | 0.42% | \$149,737,558 | \$6,326,989 | 30.11% | 4.23% |
| Total | \$18,412,549 | 100.00% | 1.23% | \$1,493,366,981 | \$21,012,030 | 100.00% | 1.41% |

DOE & School Districts SCORE CARD FY2015 Q1

School Districts spent \$5.35Million with the Supplier Diversity community in Q1 of FY2015



| | District | FY2015 Q1 |
|----|--|--------------------|
| 1 | Caesar Rodney District | 72,287 |
| 2 | Capital School District | 1,304,758 |
| 3 | Lake Forest School District | 195,961 |
| 4 | Laurel School District | 24,430 |
| 5 | Cape Henlopen School District | 194,775 |
| 6 | Milford School District | 29,249 |
| 7 | Seaford School District | 51,925 |
| 8 | Smyrna School District | 98,529 |
| 9 | Appoquimink School District | 286,092 |
| 10 | Brandywine School District | 342,670 |
| 11 | Red Clay School District | 1,096,770 |
| 12 | Christina School District | 498,444 |
| 13 | Colonial School District | 146,161 |
| 14 | Woodbridge School District | 210,308 |
| 15 | Indian River School District | 115,916 |
| 16 | Delmar School District | 20,230 |
| 17 | New Castle County VoTech School District | 72,009 |
| 18 | Polytech School District | 591,815 |
| 19 | Sussex County Technical School District | 3,133 |
| | Total | \$5,355,470 |

Of the \$6,264,302 spent by DOE with the Supplier Diversity community in FY2015 Q1, \$5,355,470 or 85.49% was spent by the School Districts. DOE has the highest Agency spend with the Supplier Diversity community in FY2015 Q1 representing 34% of the total Supplier Diversity spend this quarter. DOE's spend with the diversity community is down 27% compared to the same period last fiscal year. It is important to note that much of the spend from the School Districts involves capital funds for new buildings and physical plant, which projects with end-dates rather than on-going spend.

| DOE | FY2015 Q1 DOE's OSD spend | Agency's OSD spend as % of total state spend | FY2015 DOE's Total spend | Agency's OSD spend as a % of total DOE spend |
|-----|---------------------------|--|--------------------------|--|
| | \$6,264,302 | 34.02% | \$149,737,558 | 4.23% |

| Agency spend | FY2013 Q1 | FY2014 Q1 | FY2015 Q1 |
|---------------------------------|-------------|-------------|-------------|
| Dept. of Education ¹ | \$3,246,936 | \$8,629,535 | \$6,264,302 |
| percent increase/decrease | | 166% | -27% |

¹ Inclusive of all DOE, 19 School Districts, and Charter Schools

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. 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. | 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 | 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 | President, Goeins-Williams Associates, Inc. | Women-owned private business sector |
| <i>Currently open Role created by EO44</i> | <i>Currently open Role created by EO44</i> | Individual with Disability-owned private business sector |

Certification Programs

What certifications exist?

The Delaware Office of Supplier Diversity (OSD) 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 is through the Delaware Department of Transportation² (DelDOT). There are both social and economic eligibility 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, this is Tier II.

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

² <http://www.deldot.gov/information/business/dbe/index.shtml>

- 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 ³ sectors* (initial code numbers) | eligibility & graduation size caps | |
|-------------------------------------|--|------------------------------------|---------------|
| | | FTE (full time equivalents) | Gross sales |
| | | Based upon a 3 year average | |
| 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 |

³ [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/>

NAICS codes within the OSD and SBF 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 1997⁴. Below are the top five NAICS codes under which firms are certified. The number of firms with these NAICS codes has increased from the end of FY2013 through the first quarter of FY2015. 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 | FY2015 Q1 | FY2014 Over FY2013 | FY2014 Vendors by Trade | FY2013 Vendors by Trade |
|------------|--|-----------|--------------------|-------------------------|-------------------------|
| 541512 | Computer Systems Design Services | 311 | 8.33% | 300 | 275 |
| 541511 | Custom Computer Programming | 298 | 7.56% | 291 | 269 |
| 541611 | Administrative Management & General Management Consulting Services | 295 | 7.12% | 281 | 261 |
| 541330 | Engineering Services | 203 | 4.06% | 197 | 189 |
| 541519 | Other Computer Related Services | 194 | 8.99% | 189 | 172 |

During FY2015 to date the state experienced an average of 11.42% growth of OSD certified firms over FY2013 in the sector known as Professional, Scientific, and Technical Services and average 3.35% growth FY2015 over FY2014.

FY2015 Q1 Delaware's Supplier Diversity Community

As we consider reporting on the state's spending during the first quarter of FY2015, we first should consider the community itself. Overall, in FY2015 Q1, the number of certified firms

⁴ You can review NAICS codes data and information at <http://www.census.gov/eos/www/naics/index.html>

increased by 34 businesses or 1.28%, from 2,665 (the number of certified firm at the end of FY2014) to 2,699 (the number of firms certified at the end of FY2015 Q1).

| Business Enterprise Classification | FY2015 Q1 Certified Totals | Veteran VOB/SDVOBE (active) | Minority* MBE (active) | Women WBE (active) |
|---|-----------------------------------|------------------------------------|-------------------------------|---------------------------|
| African American | 911 | | 633 | 238 |
| Subcontinent Asian | 219 | | 107 | 59 |
| Hispanic American | 201 | | 97 | 49 |
| Asian American | 153 | | 63 | 48 |
| Native American | 34 | | 18 | 6 |
| Veteran/Service DisAbled | 31 | 25/6 | 6/3 | 1 |
| Caucasian Women | 1,050 | | | 815 |
| DisAbled | 6 | 6 | | |
| subtotals | 2605*** | 25** | 918** | 1,215** |

**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.

***There are 1950 vendors active in the directory and a total of 2699 in the database. Of the 2699, 204 are inactive, 482 are expired, 23 are deleted, and 40 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.

FY2015 Q1 Delaware's Small Business Focus (SBF) Community

With the new creating of the SBF program during FY2015 Q1, the Office of Supplier Diversity has outreached to include businesses that are eligible based on the criteria. Overall, in FY2015 Q1, the number of certified firms grew from zero to 41. In FY2015 Q1 the firms grew from 41 at the end of FY2014 to 54 at the end of FY2015 Q1. This is an increase of 12 firms or 31.7%.

| SBF Industries | FY2015 Q1: | SBF only | Veteran VOB/SDVOBE | Minority* MBE | Caucasian*** | Women WBE |
|----------------------------|-------------------|-----------------|---------------------------|----------------------|---------------------|------------------|
| Architecture & Engineering | 7 | | 0 | 5 | 1 | 3 |
| Construction | 11 | 1 | 0 | 8 | 6 | 5 |
| Manufacturing | 2 | | 0 | 1 | 1 | 1 |
| Retail | 3 | 1 | 0 | 0 | 3 | 2 |
| Service | 40 | 9 | 2(1) | 12 | 23 | 29 |
| Wholesale | 9 | 2 | 0 | 2 | 4 | 6 |

| | | | | | | |
|--|------|------|-----|------|------|------|
| | 54** | 11** | 1** | 24** | 31** | 32** |
|--|------|------|-----|------|------|------|

*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 from 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 teams' 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®)⁵ 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 280,458 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 | FY2015 Q1 | FY2014 | FY2013 | FY2012 | FY2011 |
|---|---------------|-----------|--------|--------|--------|--------|
| Number of Central Contracts | 217 | 13 | 50 | 45 | 76 | 33 |
| Number of outreach communications performed to: | | | | | | |
| Delaware Businesses | 2,240 | 92 | 629 | 612 | 756 | 151 |

⁵ You can review UNSPSC data and information at: <http://www.unspsc.org/>

| | | | | | | |
|------------------------------------|---------|--------|--------|--------|---------|-------|
| Small Businesses | 137,816 | 7,048 | 36,509 | 24,918 | 67,800 | 1,541 |
| MBE / WBE | 76,601 | 3,194 | 19,537 | 16,590 | 33,994 | 3,286 |
| Veteran / Service Disabled Veteran | 63,801 | 3,724 | 16,645 | 12,114 | 29,116 | 2,202 |
| Totals | 280,458 | 14,058 | 73,320 | 54,234 | 131,666 | 7,180 |

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 FY2015 Q1 the contracting unit outreached 14,058 times to diversity vendors and small businesses to help them learn of the above threshold / formal procurement opportunities with state contracting. The FY2015 Q1 outreach was for 13 central contracts. Here is the ROI on the outreach.

| Total Bids Received | Total Awarded Vendors | Delaware Bids Received | Awarded To A Delaware Firm | Total OSD Bids Received | Awarded To An OSD Firm |
|---------------------|-----------------------|------------------------|----------------------------|-------------------------|------------------------|
| 49 | 36 | 10 | 8 | 4 | 1 |

FY2015 Q1 Delaware's Supplier Diversity and Small Business spend snapshot

FY2015 Q1 overall spend is represented in this snapshot. FY2015 Q1 Supplier Diversity spend with direct certified firms is less than the same period last year by 8.79%. Tier II spend is also less than last year by 18.6%. The spend with self-identified W9 minority, women, and veteran firms increased by 67.9%. The new tracking of small businesses shows that of the \$50.3Million in spend being tracked by the Office of Supplier Diversity for this quarter, 42% of the spend was with the small business community, this includes those self-identifying on their W9 as well as those certified in the SBF program.

| | FY2015 Q1 | % of Total | FY2014 Q1 | Difference FY2015 Q1 over FY2014 Q1 |
|--------------------------------------|------------------------|-------------------|------------------|--|
| Direct Certified OSD Spend | \$18,412,548.64 | 36.59% | \$20,187,240.65 | -8.79% |
| DelDot DBE Subcontracting | \$3,500,011.60 | 6.95% | \$4,302,111.93 | -18.64% |
| OSD 2nd Tier | \$425,334.05 | 0.85% | \$11,226.07 | 3688.81% |
| Self Registered W-9 | | | | |
| Minority, Women, Vets | \$6,714,789.60 | 13.34% | \$3,998,907.30 | 67.92% |
| Small Businesses (with SBF) | \$21,272,174.94 | 42.27% | n/a | |
| Total (without Small Businesses) | \$29,052,683.89 | | \$28,499,485.95 | 1.94% |
| Total (with Small Businesses) | \$50,324,858.83 | | | |

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 FY2015 Q1. This snap shot reports the actual dollars spent with and the number of vendors who are OSD Certified that performed work for each agency, 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 very challenging. OSD is exploring methods to capture and report this data.

| Agency | FY15 Q1 | OSD Vendors | % of Awarded OSD | OSD No Find FY2015 Q1 | Agency 1 for 3 Opportunities FY2015 Q1 |
|----------------------|------------------------|-------------|------------------|-----------------------|--|
| Legislative | \$121,940.50 | 0 | 0.00% | | |
| Judicial | \$174,189.70 | 1 | 0.48% | | |
| Executive | \$1,140,592.67 | 111 | 52.86% | | |
| Technology | \$702,316.91 | 21 | 10.00% | | |
| Other Elective | \$67,771.35 | 0 | 0.00% | | |
| Legal | \$131,518.45 | 1 | 0.48% | | |
| Finance | \$918,371.92 | 1 | 0.48% | | |
| DHSS | \$1,213,466.46 | 5 | 2.38% | | |
| DSCYF | \$170,261.59 | 27 | 12.86% | | |
| Correction | \$2,288,222.04 | 4 | 1.90% | | |
| DNREC | \$671,064.91 | 2 | 0.95% | | |
| DSHS | \$253,392.46 | 1 | 0.48% | | |
| State | \$399,921.78 | 5 | 2.38% | | |
| DelDot | \$1,444,567.43 | 9 | 4.29% | | |
| Labor | \$340,074.95 | 4 | 1.90% | | |
| Agriculture | \$23,869.41 | 0 | 0.00% | | |
| Elections | \$35,080.00 | 0 | 0.00% | | |
| Fire | \$1,918.61 | 0 | 0.00% | | |
| Natl Guard | \$145,978.95 | 1 | 0.48% | | |
| Exceptional Citizens | \$0.00 | 0 | 0.00% | | |
| Higher Education | \$1,903,725.57 | 2 | 0.95% | | |
| Education | \$6,264,302.98 | 15 | 7.14% | | |
| Total | \$18,412,548.64 | 210 | | 0 | 0 |

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 Diversity vendors contracting with the state FY2015 Q1

During FY2015 Q1 of the diverse vendors that received spend from the State of Delaware, there are 210 that are Directly Certified by the Office of Supplier Diversity and this group accounts for approximately \$18.4M in spend. This spend includes above threshold or Formal Procurement as well as Under Threshold and Open Market procurements. There are also vendors who have self-identified their diversity on their W9 as women owned, minority owned, or veteran owned, who are not currently certified with the Office of Supplier Diversity and the spend attributed to

this group of diverse businesses is approximately \$6.7M or 13% of the spend with the entire diverse and small business community.

Breakdown of Spend by ethnicities, gender, veteran, individuals with disabilities and the small business program.

The following chart shows the FY2015 Q1 spend 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 FY2015 Q1 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 Q1 the disabled community also includes 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.

| | FY2014 Q1 | FY2015 Q1 | Difference FY2015 Q1 over FY2014 Q1 |
|----------------------------|-------------|-------------|--|
| African American | \$759,320 | \$827,728 | 9.01% |
| Asian American | \$1,313,843 | \$1,363,310 | 3.77% |
| Subcontinent Asian | \$201,345 | \$436,363 | 116.72% |
| Hispanic American | \$1,496,523 | \$2,120,014 | 41.66% |
| Native American | \$19,458 | \$42,536 | 118.60% |
| MBE Tally** | \$3,790,489 | \$4,789,951 | 26.37% |
| Veteran & Service Disabled | \$672,446 | \$1,041,756 | 54.92% |
| VOBE & SDVOBE Tally** | \$672,446 | \$1,041,756 | 54.92% |
| Disabled | | \$78,089 | |

| | | | |
|----------------|--------------|--------------|---------|
| IWDBE Tally** | 0 | \$78,089 | |
| White American | \$15,048,164 | \$12,339,473 | -18.00% |
| Woman+ | \$17,000,461 | \$14,767,023 | -13.14% |
| WBE Tally** | \$17,000,461 | \$14,767,023 | -13.14% |
| Grand Total | \$36,511,560 | \$20,676,819 | -43.37% |

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

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

The Small Business Focus program has 6 industries. FY2015 Q1 spend by category is as follows:

| Small Business Focus (SBF) | FY15 Q1 SBF Certified Spend** |
|-------------------------------------|-------------------------------|
| Architecture & Engineering Services | \$83,374 |
| Construction | \$228,637 |
| Manufacturing | 0 |
| Retail | \$126,334 |
| Service | \$444,015 |
| Wholesale | \$117,199 |
| Total | \$746,892 |

**There is some double count in the numbers for businesses who are in more than one category

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.

| Agency | FY2014 Q1 | FY2015 Q1 | Difference FY2015 Q1 over FY2014 Q1 |
|-------------|-----------|------------|-------------------------------------|
| Legislative | 0 | \$7,795.00 | |

| | | | |
|----------------------|--------------------|-----------------------|---------------|
| Judicial | \$146,652 | \$156,316.00 | 6.59% |
| Executive | \$50,114 | \$988,132.62 | 1871.77% |
| Technology | 0 | \$3,671.82 | |
| Other Elective | \$5,179 | \$34,590.00 | 567.89% |
| Legal | \$239,972 | \$223,662.44 | -6.80% |
| Finance | \$105,110 | \$127,420.18 | 21.23% |
| DHSS | \$957,207 | \$1,261,216.92 | 31.76% |
| DSCYF | \$159,922 | \$497,237.22 | 210.92% |
| Correction | \$2,853 | \$8,675.10 | 204.07% |
| DNREC | \$78,029 | \$180,350.89 | 131.13% |
| DSHS | \$30,714 | \$81,079.64 | 163.98% |
| State | \$23,141 | \$80,623.26 | 248.40% |
| DelDot | \$92,074 | \$279,863.65 | 203.96% |
| Labor | \$28,483 | \$83,701.88 | 193.87% |
| Agriculture | \$9,728 | \$153,479.48 | 1477.71% |
| Elections | 0 | \$12,325.00 | |
| Fire | \$241 | \$3,269.04 | 1256.45% |
| Natl Guard | \$438,879 | \$370,227.57 | -15.64% |
| Exceptional Citizens | 0 | \$165.00 | |
| Higher Education | \$66,051 | \$143,131.85 | 116.70% |
| Education | \$1,564,558 | \$2,017,855.04 | 28.97% |
| Total | \$3,998,907 | \$6,714,789.60 | 67.92% |

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 FY2015 Q1 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 FY2015 Q1. They are, in order of highest spend compared to other agencies: Education (34%), Correction (12%), Higher Education (10%), DeIDOT (7.8%), DHSS (6.59%), Executive (6%), and Finance (4.99%). The third column is the total spend by each agency for the quarter. The last column reports the percentage of spend each agency had made with the certified OSD community as a percentage of their total quarterly spend. In this instance, the average agency spent 0.06% of their total spend this quarter with the OSD Certified community. Seven agencies exceeded or were at that quarterly average with the supplier diversity community. They are, in order of highest percent of spend compared to total spend: Education (0.42%), Correction (0.15%), Higher Education (0.13%), DeIDOT (0.10%), Executive and DHSS both at (0.08%), and Finance (0.06%). The \$18.4Million total spend with OSD Certified firms is 1.23% of the \$1.49Billion total spent by these agencies in this quarter; this total figure is below the average. Of note is that this \$1.49Billion total quarterly spend has not been adjusted to remove any debt-service or any non-discretionary spend.

The score cards follow. Here there is a score card for the spend with the Supplier Diversity community followed by one with the small business community. At the start of this report is a score card that combines reporting for both the Supplier Diversity Community and the Small Business community. It is included at the start of this report (at pages iii and iv) as a pull out page for Agencies and also includes School Districts spend with the diversity community.

| AGENCY | FY15 Q1 | % of Total FY15 Q1 Direct Certified OSD Spend | FY15 YTD Total Agency Spend | OSD % of FY15 YTD Total Agency Spend |
|----------------|-----------------|---|-----------------------------|--------------------------------------|
| Legislative | \$ 121,940.50 | 0.66% | \$1,170,020.03 | 0.01% |
| Judicial | \$ 174,189.70 | 0.95% | \$8,063,126.23 | 0.01% |
| Executive | \$ 1,140,592.67 | 6.19% | \$354,158,910.21 | 0.08% |
| Technology | \$ 702,316.91 | 3.81% | \$12,121,690.97 | 0.05% |
| Other Elective | \$ 67,771.35 | 0.37% | \$32,644,489.44 | 0.00% |
| Legal | \$ 131,518.45 | 0.71% | \$4,744,540.91 | 0.01% |
| Finance | \$ 918,371.92 | 4.99% | \$55,243,160.20 | 0.06% |
| DHSS | \$ 1,213,466.46 | 6.59% | \$543,313,973.98 | 0.08% |
| DSCYF | \$ 170,261.59 | 0.92% | \$23,821,538.62 | 0.01% |

| | | | | |
|----------------------|------------------------|----------------|---------------------------|--------------|
| Correction | \$ 2,288,222.04 | 12.43% | \$26,883,937.10 | 0.15% |
| DNREC | \$ 671,064.91 | 3.64% | \$31,137,257.65 | 0.04% |
| DSHS | \$ 253,392.46 | 1.38% | \$12,253,380.68 | 0.02% |
| State | \$ 399,921.78 | 2.17% | \$14,102,133.10 | 0.03% |
| DelDOT | \$ 1,444,567.43 | 7.85% | \$150,107,174.48 | 0.10% |
| Labor | \$ 340,074.95 | 1.85% | \$8,664,810.49 | 0.02% |
| Agriculture | \$ 23,869.41 | 0.13% | \$11,695,411.31 | 0.00% |
| Elections | \$ 35,080.00 | 0.19% | \$1,597,374.07 | 0.00% |
| Fire | \$ 1,918.61 | 0.01% | \$520,586.44 | 0.00% |
| Natl Guard | \$ 145,978.95 | 0.79% | \$3,293,465.42 | 0.01% |
| Exceptional Citizens | \$ 0.00 | 0.00% | \$7,462.03 | 0.00% |
| Higher Education | \$ 1,903,725.57 | 10.34% | \$48,084,979.96 | 0.13% |
| Education | \$ 6,264,302.98 | 34.02% | \$149,737,558.04 | 0.42% |
| Total | \$18,412,548.64 | 100.00% | \$1,493,366,981.36 | 1.23% |

Spend with the Small Business community

Now let's examine FY2015 Q1 spend with the Small Business community. This will be inclusive of businesses who self-identified as small on their W9 report as well as those who are Small Business Focus (SBF) program certified with the Office of Supplier Diversity.

In addition to looking at the spend that is done directly with OSD Certified firms as we did above, 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 small businesses. The first column captures the spend with small business 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 small businesses. This percentage of total spend allows us to normalize the vantage point to find averages. The average percentage is 4.60%, not that different from the average with OSD certified firms. In fact there are OSD certified firms that are all small businesses and some of these numbers will be inclusive of OSD certified firms. Four agencies exceed the average for FY2015 Q1. They are, in order of highest spend compared to other agencies: Education (30%), DHSS (19%), DelDOT (16%), and Finance (6%). The third column is the total spend by each agency for the quarter. The last column reports the percentage of spend each agency had made with the small business community as a percentage of their total

quarterly spend. In this instance, the average agency spent 2.66% of their total spend this quarter with the small business community. Seven agencies exceeded that quarterly average. They are, in order of highest percent of spend compared to total spend: Legal (10%), Technology (5.7%), DSHS (5.33%), Fire (4%), Education (4%), Judicial (3.8%), and Dept. of State (2.8%). The \$21Million total spend with small business community 1.41% of the \$1.49Billion total spent by these agencies in this quarter; this total figure is below the average. Of note is that this \$1.49Billion total quarterly spend has not been adjusted to remove any debt-service or any non-discretionary spend.

| Agency | FY2015 Q1 Small Businesses | % of Total FY15 Q1 Small Biz Spend | FY15 YTD | % of FY15 YTD Total Agency Spend |
|----------------------|----------------------------|------------------------------------|---------------------------|----------------------------------|
| Legislative | \$3,250.00 | 0.02% | \$1,170,020.03 | 0.28% |
| Judicial | \$311,262.90 | 1.48% | \$8,063,126.23 | 3.86% |
| Executive | \$833,208.79 | 3.97% | \$354,158,910.21 | 0.24% |
| Technology | \$691,061.77 | 3.29% | \$12,121,690.97 | 5.70% |
| Other Elective | \$290,636.10 | 1.38% | \$32,644,489.44 | 0.89% |
| Legal | \$492,276.64 | 2.34% | \$4,744,540.91 | 10.38% |
| Finance | \$1,276,746.13 | 6.08% | \$55,243,160.20 | 2.31% |
| DHSS | \$4,089,585.03 | 19.46% | \$543,313,973.98 | 0.75% |
| DSCYF | \$403,286.37 | 1.92% | \$23,821,538.62 | 1.69% |
| Correction | \$414,656.65 | 1.97% | \$26,883,937.10 | 1.54% |
| DNREC | \$483,950.28 | 2.30% | \$31,137,257.65 | 1.55% |
| DSHS | \$652,751.36 | 3.11% | \$12,253,380.68 | 5.33% |
| State | \$403,254.73 | 1.92% | \$14,102,133.10 | 2.86% |
| DelDot | \$3,455,250.63 | 16.44% | \$150,107,174.48 | 2.30% |
| Labor | \$122,071.87 | 0.58% | \$8,664,810.49 | 1.41% |
| Agriculture | \$163,422.78 | 0.78% | \$11,695,411.31 | 1.40% |
| Elections | \$40,654.53 | 0.19% | \$1,597,374.07 | 2.55% |
| Fire | \$22,183.72 | 0.11% | \$520,586.44 | 4.26% |
| Natl Guard | \$41,347.28 | 0.20% | \$3,293,465.42 | 1.26% |
| Exceptional Citizens | \$165.00 | 0.00% | \$7,462.03 | 2.21% |
| Higher Education | \$754,163.66 | 3.59% | \$48,084,979.96 | 1.57% |
| Education | \$6,326,988.72 | 30.11% | \$149,737,558.04 | 4.23% |
| Total | \$21,012,029.94 | 100.00% | \$1,493,366,981.36 | 1.41% |

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. Tier II reporting has a lag period to gather all data as we rely upon prime vendors to report their supplier diversity spend with subcontractors (Tier II) and that data extends past a quarter end. The currently available Tier II reporting and spend for Q1 covers 4 contracts and is compared to the same period for the previous year. This data is expected to be updated in future reporting once the known lag-period reports are received:

| Contract | Vendor | FY2015 Q1 | FY2014 Q1 | Difference FY2015 Q1 over FY2014 Q1 |
|---|---|---------------------|---------------------|--|
| 001-DentalInsBenefit | Delta Dental | \$682.50 | | |
| 011-Hand Tools/127-Fasteners/577-Industrial | Fastenal | \$1,814.00 | | |
| 597-IT Augmentation | Computer Aid | \$411,398.26 | \$644,275.03 | -36.15% |
| 608-Document Destruction | DE Assn. of Rehabilitation Facilities | \$9,501.79 | | |
| 723-Nutrition Software | Education Management Systems | \$2,620.00 | | |
| Total | | \$426,016.55 | \$644,275.03 | -33.88% |

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 FY2015 Q1 twenty seven (27) different DBE Certified firms worked on DelDOT projects in a sub-contracting capacity, those payments totaled \$3.5Million.

| Certified DBE | FY2015 Q1 |
|---------------------------------------|-----------------------|
| American Flag Inc | \$553,077.78 |
| Atlantic Surveying and Mapping LLC | \$43,381.00 |
| Callahan Paving Products Inc | \$96,798.00 |
| Carolina Construction LLC | \$462.00 |
| CNS Construction Corp | \$15,234.27 |
| Crawford Trucking Co LLC | \$303,710.78 |
| Curbs Etc Inc | \$562,423.47 |
| DCS Staffing, LLC | \$23,718.41 |
| Direct & Correct, Inc. | \$18,340.00 |
| Easternex International Ltd | \$102,322.77 |
| Garden State Highway Products | \$13,696.53 |
| Griffin Sign Inc | \$163,272.87 |
| Highway Markings | \$5,691.10 |
| Janette Redrow Ltd | \$203,254.06 |
| Kriss Contracting Inc | \$317,871.95 |
| M & M Construction Inc | \$53,009.67 |
| Mary Thresa Allen Dba Nanticoke Fence | \$137,627.72 |
| Paul Pugh Trucking Co., Inc. | \$84,007.50 |
| Ramesh C Batta Associates Pa | \$81,127.00 |
| S & T Trucking Co | \$23,880.00 |
| Sam's Construction LLC | \$39,617.35 |
| Sam's Construction | \$21,101.75 |
| Sitework Safety Supplies Inc | \$356,424.07 |
| Stripe-A-Lot Inc | \$96,977.20 |
| Traffic & Safety Signs Inc | \$144,618.35 |
| Vega Solutions Inc | \$7,600.00 |
| Wilton Corporation | \$30,766.00 |
| Total | \$3,500,011.60 |

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, to date Government Support Services (GSS) Contracting Unit's Trainer and OSD have offered thirteen (13) "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. Two were offered in this quarter and we continue to see new vendors join us as well as repeat vendors, coming for a second or third time to continue to learn more about contracting with the state. 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, starting in FY2014 a new training, School District Vendor Days, was offered for the first time. They were successful trainings and will be offered in FY2015 in Q2 and Q3. 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 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 to date, through FY2015 Q1, and the breakdown of participants as minority or women owned businesses, veteran or service disabled, and Individuals with DisAbilities owned businesses, Delaware based businesses, and small businesses.

| Training | # of Offerings FY2015 Q1 TO DATE | # of MBE WBE Vendors Attending | # Veteran/SDV Attending | # DE Based Vendors Attending | # of Small Businesses Attending | # of Disabled Owned Businesses Attending | Total FY2014 # Vendors Attending | Actual # Vendors Attending |
|------------------------------|---|---------------------------------------|--------------------------------|-------------------------------------|--|---|---|-----------------------------------|
| Vendor Day | 13 | 209 | 39 | 200 | 212 | 4 | 296 | 361 |
| School District Supply Chain | 3 | 50 | 8 | 64 | 64 | n/a | 87 | 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.

| Plan Request history | FY2015 Q1 |
|--|-----------|
| Plan Requests received | 52 |
| Businesses requesting | 41 |
| Requests approved | 45 |
| Requests denied | 4 |
| Solicitations involved | 25 |
| Requesting businesses that are OSD Certified | 8 |

Of the PlanRequests made through OSD for FY2015 Q1 only 15.38% 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 62 in-person touch points with the community in the quarter.

| FY2015 | Q1 |
|---|-----|
| Meetings and Events | 12 |
| State of Delaware events | 16 |
| OSD Community meetings | 5 |
| Vendor requested meetings | 13 |
| Boards, Committees, Commissions | 12 |
| Chambers of Commerce | 4 |
| subtotal | 62 |
| OSD List serve outreach activities | 75 |
| OSD participation in community by quarter | 137 |

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 75 different business-opportunity focused messages with the community this quarter, which shared are included in this chart:

- 9/30/2014 Delaware's SMALL BUSINESS SUMMIT - November 18
- 9/30/2014 Training Opportunity Expo For Consumers With Disabilities
- 9/30/2014 Kent County is Open for Business - October 2
- 9/30/2014 School District Vendor Days - save the dates FY2015
- 9/24/2014 VETERANS Business Training & Outreach Conference - October 21 - FREE
- 9/24/2014 Boost Your Business through the 90 Day Countdown, October 8th FREE
- 9/24/2014 World Trade in Motion: October 1
- 9/24/2014 NAWBO Delaware's First Friday offering for October
- 9/24/2014 Delaware State University - Minority Vendor Fair - October 14
- 9/24/2014 Women with ideas? Join the Remarkable Ideas Competition!
- 9/24/2014 Hispanic Small Business Workshop
- 9/24/2014 Construction Industry: B2B Networking event - Philadelphia November 5
- 9/24/2014 Construction Classes at ABC Delaware
- 9/23/2014 TONIGHT - Delaware's biggest Networking event
- 9/22/2014 Delaware State University - Minority Vendor Fair - October 14, 2014
- 9/22/2014 New Castle County Open for Business September 25
- 9/22/2014 MBDA Construction Networking Event - November 5 2014
- 9/22/2014 Business Killers - October 15, 2014
- 9/22/2014 ABC Delaware's TECH EXPO - October 2 2014
- 9/17/2014 Delmarva Black Chamber of Commerce: Business Opportunity Breakfast Sept. 24
- 9/13/2014 WBENC 2015 - Save the Dates
- 9/13/2014 Construction Industry - Prime Connections - Sept. 22
- 9/9/2014 OPPORTUNITY: Teal Construction: Town of Smyrna, due September 25, 2014
- 9/8/2014 Purses to Portfolios Conference 2014 - October 18th
- 9/8/2014 Sussex County: Open for Business - September 18, 2014
- 9/8/2014 NAMWOLF's 10th Annual Meeting & Law Firm Expo in Philadelphia, PA
- 9/8/2014 The Affordable Care Act - What you should know - Sept. 16
- 9/8/2014 Is Your Idea Worth \$25,000 to Get Started?
- 9/8/2014 Transportation Industry: Free STEM Forum for Girls & Young Women - September 19th
- 9/8/2014 ABC Delaware: program for future leaders & rising managers - 6 sessions
- 9/8/2014 Boost Your Business through Best Practices, Sept. 10th FREE
- 9/8/2014 Small Business Owner's Boot Camp - Oct 11-12, 2014
- 8/28/2014 COMCAST 1800 Arch Street Project OUTREACH Event - Sept 10



- 8/28/2014 City of Wilmington: SMALL BUSINESS SUCCESS SERIES - Fall 2014
- 8/27/2014 3rd Annual Delaware Consumer Expo and Marketplace
- 8/27/2014 a Success Story - Janet Killian & Gemini Janitorial Services
- 8/27/2014 WBENC Recognizing Excellence Awards - Sept. 19
- 8/27/2014 Crowd Funding seminar - in NJ
- 8/27/2014 Kent County is Open for Business - Sept. 4th
- 8/27/2014 Philadelphia based Bonding Education Program
- 8/26/2014 Delaware Small Business Chamber: Networking at Catch 202 in Wilmington, Sept 9th
- 8/26/2014 EMSDC "The Shift" Procurement Conference and Trade Show, Sept. 22-23, 2014
Networking: Delaware Small Business Chamber's Welcome New Member Breakfast
- 8/20/2014 08/26/2014
- 8/20/2014 NAWBO: Influential Business Negotiation Skills for Women, Sept 5
- 8/20/2014 Tomorrow: NAWBO: Influential Business Negotiation Skills for Women, Sept 5-copy
- 8/18/2014 Vendor Day 10-01-2014 & Success Story: Cronin Award for Excellence 2014
- 8/14/2014 Prospecting with LinkedIn event at NCCCC September 23
- 8/14/2014 Sussex County: Open for Business August 21, 2014
- 8/14/2014 DEDO's e-Commerce Sales & Marketing event - Application deadline September 5
Great Dames Remarkable Ideas Competition this Fall - Winner Receives \$25,000 in Cash
& Services
- 8/14/2014 DFLI's Center for Business Growth - "Grow Your Business" August 19
- 8/7/2014 2 for 1 special Alliance Baltimore at Marriott BWI Airport, Thursday, October 30
- 8/7/2014 New Castle County Open for Business August 28
- 8/7/2014 OSD is Sharing: Sussex County: Open for Business August 21, 2014
- 8/7/2014 Project Pop-Up deadline extended until Friday, 08-08-14 at 1pm
- 7/23/2014 Philadelphia Diversity & Leadership Conference for DE, PA, & NJ September 4, 2014
- 7/21/2014 Open for Business in New Castle County - this Thursday!
- 7/21/2014 Are you Doing Business with the Federal Government? Come learn how - August 7, 2014
- 7/17/2014 OPPORTUNITY: Teal Construction: Washington Street, Milford project, due July 31, 2014
- 7/17/2014 Delaware's 3rd Annual Natural Hair & Holistic Health Expo - vendors wanted! September
- 7/17/2014 NAWBO DE August 1
- 7/10/2014 Sussex County: Open for Business July 17, 2014
- 7/9/2014 EMSDC General Meeting - "Demystifying Success Series" in Wilmington July 18, 2014
Human Capital Media Group, free two-day online business education conference - July
15 & 16, 2014
- 7/9/2014 OPPORTUNITY: Teal Construction: Sewer System Repair Project, Georgetown, due July
29, 2014
- 7/9/2014 LinkedIn for Business Development: NAWBO event Friday, July 11, 2014
- 7/2/2014 GRANT OPPORTUNITY: Teen Behavioral Health
- 7/2/2014 Doing Business with the Federal Government, August 7, 2014
- 7/1/2014 SAVE THE DATE: Project Pop-Up applications available July 21, 2014
- 7/1/2014 NETWORKING: Delaware Small Business Chamber of Commerce (DSBC) July 9
- 7/1/2014 Bruce Krug 2014 Cronin Award nomination OSD feedback request

- 7/1/2014 NETWORKING: Home-based Business Chamber of Commerce on July 15, 2014
- 7/1/2014 ABC Delaware offers course: EPA RRP Final Rule, 40 CFR Part 745
- 7/1/2014 Business Survival Workshop, July 31, 2014 at NCCCC
- 7/1/2014 NETWORKING: Delaware State Chamber of Commerce 07/08/2014

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:

- 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 will continue to participate with the Governor' Supplier Diversity Council on initiatives 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.
- OSD will continue to work with resource partners and vendors to continue the OSD is Sharing outreach of business development, access to opportunity, and continuing networking knowledge to the entire community. Anyone 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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