



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



OFFICE OF SUPPLIER DIVERSITY

FY2017
Q3 Report
January 1, 2017 to March 31, 2017

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Key Indicators

Big Picture results:

- The tracking of spend with the full community of diverse and small businesses shows that FY2017 Q3 totaled \$75Million, which is a 16.6% increase over the spend of \$65Million in same period last year.

Growth in Agency and School District Spend with Certified Diverse and Small Businesses:

- In Q3 of FY2017 the State of Delaware spent \$57Million with the Supplier Diversity (\$25M) and Small Business (\$31.8M) communities. This is inclusive of the OSD and SBF certified businesses, W9 self-identified businesses, and awarded contract Tier II spend inclusive of DelDOT certified DBEs.
- In Q3 of FY2017 the Department of Education spent \$7.58M with the Supplier Diversity community of which \$6.5M or 85% was spent by the School Districts. DOE has the highest Agency spend with the Supplier Diversity community in FY2017 Q3 representing 30.1% of the total Supplier Diversity spend this quarter. DOE's spend with the diversity community is up 55% compared to the same period last fiscal year.

Growth in the Supplier Diversity Certified community:

- The number of certified firms increased by 3% or 91 businesses from 2,954 FY2016 to 3,045, FY2017 Q3.
- DelDOT showed an increase in Tier II subcontracting results this quarter with an 11% increase over the same period in FY2016.
- The Housing Authority showed an increase in diverse vendor spend results with a 39.4% increase with MBEs, however, this quarter showed zero spend with Veterans, and an 83% decrease in spend with WBEs this quarter over the same period in FY2016.

Growth in the Small Business Certified community:

- The number of certified firms increased in by 13.1% from 99 in FY2016 to 112 this quarter.

Growth in the Technology Sector:

- The Professional, Scientific, and Technical Services sector continues to experience the highest growth in the number of certified firms over all other sectors. FY2017 year-to-date continues this trend with an average growth of 4.12% over FY2016.

Agencies' SCORE CARD FY2017 Q3

The State of Delaware spent a total of \$57Million with the OSD Certified Supplier Diversity and Small Business Communities this quarter, of which \$25Million was with the Certified Supplier Diversity community and \$31.8Million was with Small Businesses.

Department of Education (DOE) has highest spend with the OSD Certified community at \$7.5Million and 30% of the total of all agencies spend with the diversity community as well as the highest spend with small businesses at \$11.3Million and 35.5% of the total of all agencies W9 spend with small businesses this quarter. Four agencies account for 70% of the spend with the diversity community: DOE, Correction, DHSS, and DelDOT and four agencies account for 77% of small business spend: DOE, DHSS, DelDOT, and Children, Youth & Families.

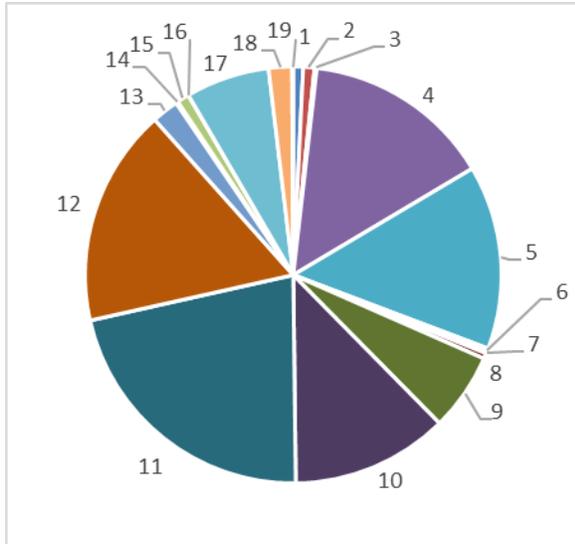
AGENCY	OSD FY17 Q2	% of Agency OSD Spend	OSD% YTD Agency Spend	Total Agency Spend	Small FY17 Q2	% of Agency small Spend	Small% YTD Agency Spend
Legislative	\$67,550	0.3%	4.1%	\$1,652,639	\$0	0.0%	0.0%
Judicial	\$529,804	2.1%	8.8%	\$5,991,305	\$185,164	0.6%	3.1%
Executive	\$1,486,878	5.9%	0.4%	\$346,090,04	\$2,000,027	6.3%	0.6%
Technology	\$1,597,042	6.3%	14.4%	\$11,088,804	\$1,375,211	4.3%	12.4%
Other Elective	\$61,109	0.2%	0.1%	\$50,869,121	\$578,004	1.8%	1.1%
Legal	\$35,874	0.1%	0.8%	\$4,308,458	\$475,431	1.5%	11.0%
Finance	\$207,802	0.8%	0.3%	\$59,613,321	\$290,159	0.9%	0.5%
DHSS	\$3,233,040	12.8%	0.4%	\$789,712,08	\$4,562,339	14.3%	0.6%
DSCYF	\$560,646	2.2%	2.1%	\$26,718,436	\$4,351,570	13.7%	16.3%
Correction	\$4,371,049	17.3%	15.9%	\$27,429,885	\$417,212	1.3%	1.5%
DNREC	\$886,204	3.5%	2.6%	\$34,192,397	\$59,737	0.2%	0.2%
DSHS	\$391,136	1.6%	2.6%	\$15,338,388	\$348,585	1.1%	2.3%
State	\$285,396	1.1%	1.8%	\$15,961,390	\$663,454	2.1%	4.2%
DelDOT	\$2,652,615	10.5%	2.0%	\$134,262,60	\$4,424,547	13.9%	3.3%
Labor	\$477,460	1.9%	5.5%	\$8,703,855	\$164,135	0.5%	1.9%
Agriculture	\$929	0.0%	0.0%	\$12,625,170	\$6,999	0.0%	0.1%
Elections	\$9,710	0.0%	2.4%	\$398,275	\$425	0.0%	0.1%
Fire	\$1,016	0.0%	0.1%	\$1,453,723	\$26,098	0.1%	1.8%
Natl Guard	\$107,207	0.4%	2.9%	\$3,647,753	\$57,407	0.2%	1.6%
Exceptional Citizens	\$0	0.0%	0.0%	\$8,504	\$0	0.0%	0.0%
Higher Education	\$336,763	1.3%	1.0%	\$34,215,725	\$539,263	1.7%	1.6%
Education	\$7,583,466	30.1%	4.9%	\$155,278,15	\$11,278,281	35.5%	7.3%
Housing Authority ¹	\$327,692	1.3%	n/a	n/a	n/a	n/a	n/a
Totals:	\$25,210,388	100%	1.4%	\$1,739,560,0	\$31,804,049	100%	1.8%

¹ The Delaware Housing Authority spend was not previously included in quarterly reporting in previous fiscal year quarterly reports but was included in the Annual FY2016 report, with year-end diverse spending reported back through FY2009. DSHA utilizes its own system rather than the State of Delaware financial system. DSHA diverse spending is included throughout this FY2017 Q3 report.



DOE & School Districts SCORE CARD FY2017 Q3

School Districts spent \$6.5Million with the Supplier Diversity community in Q3 of FY2017



District	FY2017 Q3	%
1 Caesar Rodney District	\$49,559	1%
2 Capital School District	\$55,659	1%
3 Lake Forest School District	\$11,572	0%
4 Laurel School District	\$946,249	15%
5 Cape Henlopen School District	\$921,797	14%
6 Milford School District	\$15,886	0%
7 Seaford School District	\$10,481	0%
8 Smyrna School District	\$27,906	0%
9 Appoquinimink School District	\$389,173	6%
10 Brandywine School District	\$787,909	12%
11 Red Clay School District	\$1,400,331	22%
12 Christina School District	\$1,091,544	17%
13 Colonial School District	\$134,406	2%
14 Woodbridge School District	\$10,711	0%
15 Indian River School District	\$60,491	1%
16 Delmar School District	\$860	0%
17 New Castle County VoTech School District	\$419,777	7%
18 Polytech School District	\$117,422	2%
19 Sussex County Technical School District	\$5,288	0%
Total	\$6,457,022	

Of the \$7.6M spent by DOE with the Supplier Diversity community in FY2017 Q3, \$6.5M or 85% was spent by the School Districts. DOE has the highest Agency spend with the Supplier Diversity community in FY2017 Q3 representing 30.1% of the total Supplier Diversity spend this quarter. DOE's spend with the diversity community is up 55.32% 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 are projects with end-dates; this is in addition to ongoing spend.

DOE	FY2017 Q3 DOE's OSD spend	Agency's OSD spend as % of Q3 state spend	FY2017 DOE's Q3 total spend	Agency's OSD spend as a % of DOE Q3 spend
	\$7,583,466	30.1%	\$155,278,153	4.9%

Agency spend	FY2016 Q3	FY2017 Q3
Dept. of Education ²	\$4,882,614	\$7,583,466
percent increase/decrease over previous year, same quarter	3.51%	55.32%

² Inclusive of all DOE, 19 School Districts, and Charter Schools

Governor's Supplier Diversity Council

The Governor's Supplier Diversity Council works on initiatives, 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 and Northeast Regional Counsel at US Foods, Inc.	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
Ralph Truitt	Farmer, and Co-Chair of the Delaware Association of African American Farmers	Local, private, or federal Minority business assistance program or community development program
Jayshree Moorthy	CEO, Frontier Technologies, Inc. (FTI) and WBENC Member and Committee leader	Local, private, or federal Women business assistance program or community development program
Givvel Marrero	President, Promotion Zone	Minority-owned private business sector
Dean Stotler	Chief Procurement Officer Director - Government Support Services, OMB, State of Delaware	Office of Management and Budget designee
Loren Hopkins Taylor, has been a non-voting participant during FY2017 <i>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 Small Business sector
Dr. Devona Williams	President, Goeins-Williams Associates, Inc.	Women-owned private business sector
<i>Currently open</i> <i>Role created by EO44</i>	<i>Currently open</i> <i>Role created by EO44</i>	Individual with Disability-owned private business sector

Who are the Agency Liaisons?

Each Executive Branch Agency is invited to select a Supplier Diversity Liaison to participate with Council and to connect with the Office of Supplier Diversity and work internal in their agency to provide reporting to OSD as well as to support access to opportunities for certified diverse and small business vendors. As a new Administration came into authority during Q3, some shifts occurred within roles and agencies. The Liaisons during FY2017 Q3 included:

Liaisons	Agency Representing	Email
Dean Stotler	OMB - Executive	Dean.Stotler@state.de.us
Wendy Brown	DHSS	Wendy.M.Brown@state.de.us
Brian Leahy	DNREC	Brian.Leahy@state.de.us
Mike Malik	DTI	Mike.Malik@state.de.us
Mike Miles	Housing Authority	MIKE@destatehousing.com
Ramon Ceballos	DeIDOT	Ramon.Ceballos@state.de.us
Herman Rodriguez	DOL	herman.rodriguez@state.de.us
Stephanie Young	DSHS	Stephanie.Young@state.de.us
William (Bill) Davis	National Guard	william.r.davis534.nfg@mail.mil
Karen Davis-Williams	DSCYF	Karen.Davis-Williams@state.de.us
Ken Anderson	DEDO	Kenneth.R.Anderson@state.de.us

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 Transportation³ (DeIDOT). 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.

³ <http://www.DeIDOT.gov/information/business/dbe/index.shtml>

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 aim of the Small Business Focus (SBF) Certification

- 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 certification 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 certification group.

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 ⁴ 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 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 1997⁵. 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 FY2016 through this quarter of FY2017. 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.

⁴ [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/>

⁵ You can review NAICS codes data and information at <http://www.census.gov/eos/www/naics/index.html>

NAICS Code	Professional, Scientific, and Technical Services Sector	FY2017 Over FY2016	FY2017 Q3	FY2016
541512	Computer Systems Design Services	3.14%	361	350
541511	Custom Computer Programming	3.27%	347	336
541611	Administrative Management & General Management Consulting Services	7.08%	348	325
541330	Engineering Services	3.48%	208	201
541519	Other Computer Related Services	3.60%	230	222

During FY2017 to date the state experienced an average of 4.12% growth of OSD certified firms over FY2016 in the sector known as Professional, Scientific, and Technical Services.

Delaware's Supplier Diversity Community

As we consider reporting on the state's spending during this quarter of FY2017, we first should consider the community itself. Overall, in FY2017 Q3, the number of certified firms increased by 91 businesses or 3%, from 2,954 (the number of businesses in the database at the end of FY2016) to 3,045 (the number of businesses in the database at the end of FY2017 Q3).

Business Enterprise Classification	FY2017 Q3 Certified database Totals	FY2017 Q3 Certified (active) Totals	Veteran VOB/SDVOBE (active)	Minority* MBE (active)	Women WBE (active)
African American	1016	719	13(3)	455	264
Subcontinent Asian	249	178	0(0)	116	62
Hispanic American	226	158	3(1)	100	58
Asian American	179	122	1(1)	67	55
Native American	36	24	1(0)	18	6
Veteran/(Service DisAble)	51	37(9)	41(9)	22(4)	3
Caucasian Women	1143	842	1		857
DisAble	12	9	12	3	0

**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 2079 vendors active in the directory and a total of 3019 in the database. Of the 3019, 199 are inactive, 492 are expired, 46 are deleted, 1 is denied, and we are always working on applications. 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.

Delaware's Small Business Focus (SBF) Community

The third year of the SBF program grew marginally during FY2017; the Office of Supplier Diversity has increased outreach to share the SBF application with every diverse certified firm when they are recertified and at a first time diverse certification. OSD continues to seek to include businesses that are eligible based on the criteria. Overall, in FY2017, the number of certified firms grew by 13.1% from 99 in FY2016 to 112 at the end of this quarter of FY2017.

SBF Industries	FY2017 Q3	SBF only	Veteran VOB (SDVOBE)	Disabled	Minority* MBE	Caucasian***	Women WBE	Delaware SBF
Architecture & Engineering	8	0	0	0	6	2	5	2
Construction	18	5	1	0	5	7	8	12
Manufacturing	8	3	0	0	1	4	6	8
Retail	14	5	0	0	2	5	7	13
Service	81	20	5(1)	1	34	24	39	55
Wholesale	19	3	0	0	6	8	11	10
	112***							

*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 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®)⁶ codes with which the business has registered. The outreach performed by the contracting team to reach the supplier diversity community is significant. During FY2017 to date, the Central Contracting Team at Government

⁶ You can review UNSPSC data and information at: <http://www.unspsc.org/>

Support Services has sent 85,995 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://directory.osd.gss.omb.delaware.gov/index.shtml>
- 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	FY2017 through Q3	FY2016**
Number of Central Contracts	83	38	45
Number of outreach communications performed			
Delaware Businesses	1,170	613	557
Small Businesses	111,180	39,137	72,043
MBE / WBE	57,072	30,132	26,940
Veteran / Service Disabled Veteran	37,015	16,113	20,902
Totals	206,437	85,995	120,442

** note this chart indicates an update to the FY2016 year-end numbers for central contracts through total outreach; from 42 to 45 total central contracts and a total outreach from 117,659 for the year to 120,442 outreaches.

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 FY2017 Q3, the contracting unit outreached 85,995 times to diverse and small businesses to help them learn of the above threshold / formal procurement opportunities with state contracting. The FY2017 Q3 outreach was for eight central contracts, bringing the FY2017 to-date-total to 38.

This chart shows the Return on Investment for the Contracting Unit outreach.

Total Bids Received	Total Awarded Vendors	Delaware Bids Received	Awarded To A Delaware Firm	Total Diverse Bids Received (OSD or W9)	Awarded To A Diverse Firm (OSD or W9)
135	57	25	19	7	3

Delaware's Supplier Diversity and Small Business spend snapshot

FY2017 Q3 overall spend is represented in this snapshot. The tracking of spend with the full community of diverse and small businesses shows that of the \$75.3Million is a 26.4% increase over the spend of \$59.6Million in same period last year. Supplier Diversity spend with direct certified firms, inclusive of the Housing Authority (DSHA)⁷, increased by 25.4% over the same period last year. This quarter over quarter increase with the OSD certified vendors for this first row of data includes the DSHA addition for both fiscal years; all diverse vendors increase this quarter is 22% above the same quarter last fiscal year. DelDOT's DBE Subcontract spend shows an 11% increase over the same period last year. GSS Tier II spend is more than the same period last year by 8.3%. The spend with self-identified W9 minority, women, and veteran firms increased by 22.2%. Small Business results increased by 32.7% over the same period last year; this includes those self-identifying on their W9 as well as those certified in the SBF program.

	FY2017 Q3	% of Total	FY2016 Q3	Difference FY2017 Q3 over FY2016 Q3
Direct Certified OSD & DSHA Spend	\$25,210,388	33.48%	\$20,107,860	25.4%
DelDOT DBE Subcontracting	\$5,820,658	7.73%	\$5,238,392	11.1%
GSS 2nd Tier	\$610,090	0.81%	\$563,271	8.3%
Self Registered W-9				
Minority, Women, Vets	\$11,856,094	15.74%	\$9,699,296	22.2%
Small Businesses (with SBF)	\$31,804,049	42.24%	\$23,967,701	32.7%
Total (with Small Businesses)	\$75,301,280		\$59,576,520	26.4%
Total (diverse only)	\$43,497,231		\$35,608,819	22.2%

⁷ The Delaware Housing Authority spend was not previously included in quarterly reporting in FY2016 but was included in the Annual FY2016 report; this report added DSHA into the FY2016 Q3 spend. DSHA utilizes its own system rather than the State of Delaware financial system. DSHA diverse spending is included throughout this FY2017 Q3 report.

The Summary Score Card:

The report below provides an overview of the spending by each agency for FY2017 Q3. 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	FY17 Q3	OSD Vendors paid with Pcard	OSD Vendors paid in checkbook	OSD No Find FY2017 Q3	Agency 1 for 3 Opportunities FY2017 Q3
Legislative	67,550	0	0		
Judicial	529,804	1	0		
Executive	1,486,878	4	0		
Technology	1,597,042	4	5		
Other Elective	61,109	1	13		
Legal	35,874	0	27		
Finance	207,802	1	4		
DHSS	3,233,040	2	4		
DSCYF	560,646	0	8	0	0 opportunities 0 awards
Correction	4,371,049	14	7	1	0
DNREC	886,204	9	47	8	2 opportunity 0 awards
DSHS	391,136	3	16		
State	285,396	6	14		
DeIDOT	2,652,615	2	23		
Labor	477,460	2	20		
Agriculture	929	0	3		

Elections	9,710	0	3		
Fire	1,016	1	2		
Natl Guard	107,207	0	9		
Exceptional Citizens	0	0	0		
Higher Education	336,763	2	17		
Education	7,583,466	7	97		
Housing Authority	327,692	n/a	n/a	n/a	n/a
Total	\$25,210,388	59	319	9	2 opportunities 0 awards

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

During FY2017 Q3 of the diverse vendors that received spend from the State of Delaware, there are 319 in the checkbook and 59 in the Procurement Card payments and this group accounts for approximately \$25.2M 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 \$11.9M or 15.7% of the spend with the entire diverse and small business community. Adding in Tier II spend of \$6.4M; this quarter diverse vendor spend totaled \$43.5Million.

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

The following chart shows the FY2017 Q3 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. Minority Women Business Enterprise (MBE+WBE) vendors are represented within five ethnic minority groups as well as within the Woman group; meaning that a MBE+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 FY2017 Q3 Veteran Owned Business Enterprises (VOBE) is inclusive of Service Disabled Veteran Business Enterprise (SDVOBE). Note that a Veteran who is also a minority and/or a woman will be counted within each group they belong to. In FY2017 Q3 the disabled

community includes firms owned by Individuals with DisAbilities (IWDBE) and Service Disabled Veteran Business Enterprises (SDVOBE).

	FY2016 Q3	FY2017 Q3	Difference FY2017 Q3 over FY2016 Q3
African American	\$1,655,881	\$2,109,199	27.4%
Asian American	\$1,356,666	\$4,265,991	214.4%
Subcontinent Asian	\$503,991	\$290,688	-42.3%
Hispanic American	\$1,474,974	\$936,477	-36.5%
Native American	\$17,347	\$11,267	-35.0%
DE State Housing Authority^	\$583,677	\$185,059	-68.3%
MBE Tally**	\$5,592,536	\$7,798,681	39.4%
Veteran & Service Disabled	\$1,388,537	\$876,965	-36.8%
DE State Housing Authority^	\$18,233	\$0	-100.0%
VOBE & SDVOBE Tally**	\$1,406,770	\$876,965	-37.7%
Disabled	\$0	\$0	0.0%
IWDBE Tally**	\$0	\$0	0.0%
White American	\$11,384,353	\$16,397,306	44.0%
Woman+	\$14,506,367	\$22,516,284	55.2%
DE State Housing Authority^	\$860,250	\$142,633	-83.4%
WBE Tally**	\$15,366,617	\$22,658,917	47.5%
Total	\$22,365,923	\$31,334,563	40.1%

**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 three categories.

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

^ DSHA provides spend by Minority, woman, and veteran without further breakdown.

The Small Business Focus program includes six industry sectors. FY2017 Q3 spend by category is contained in the following chart, which also includes the percent change for this quarter this year versus the same quarter last year. This quarter of FY2017 experienced a decrease of 30.7% in spend from the same period last year for small businesses.

Small Business Focus (SBF)	FY2016 Q3	FY2017 Q3	Difference FY2017 Q3 over FY2016 Q3
Architecture & Engineering Services	\$32,552	\$19,494	-40.11%
Construction	\$459,835	\$250,299	-45.57%
Manufacturing	\$268,221	\$128,136	-52.23%
Retail	\$475,907	\$248,016	-47.89%

Service	\$1,305,931	\$1,087,284	-16.74%
Wholesale	\$478,915	\$359,269	-24.98%
Total	\$3,021,361	\$2,092,498	-30.74%

**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. This chart shows W-9 diverse and W-9 small businesses.

Agency ⁸	Diverse	Small ⁹
Legislative	\$36,595.71	\$0.00
Judicial	\$131,812.56	\$185,164.46
Executive	\$406,035.48	\$2,000,027.44
Technology	\$69,182.54	\$1,375,211.08
Other Elective	\$86,778.74	\$578,003.75
Legal	\$360,020.20	\$475,431.04
Finance	\$522,307.63	\$290,158.60
DHSS	\$1,094,613.22	\$4,562,338.61
DSCYF	\$1,999,191.37	\$4,351,569.96
Correction	\$1,195,155.56	\$417,211.91
DNREC	\$18,400.40	\$59,736.82
DSHS	\$215,711.00	\$348,585.46
State	\$184,066.91	\$663,453.89
DelDOT	\$1,877,494.47	\$4,424,546.93
Labor	\$162,757.56	\$164,135.48
Agriculture	\$8,826.98	\$6,999.11
Elections	\$0.00	\$425.00
Fire	\$7,152.34	\$26,098.36
Natl Guard	\$158,790.06	\$57,407.38
Exceptional Citizens	\$0.00	\$0.00
Higher Education	\$121,875.14	\$539,263.16

⁸ The Diverse and Small business W9 reporting does not include the Housing Authority spend with those only identified on their W9 filing.

⁹ The small business W9 spend does include the SBF certified firms if self-identified as small on their W9 forms.

Education	\$3,199,326.60	\$11,278,280.70
Housing Authority	\$327,692	n/a
Total	\$12,183,786	\$31,804,049.14

About the score card

This Annual Report provides a pull-out scorecard. The first two pages of the report are a scorecard for agencies and one for School Districts. There are various data points that make up the FY2017 Q3 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 4.3%. Six agencies exceed the average for FY2017 Q3. They are, in order of highest spend compared to other agencies: Education (30.1%), Correction (17.3%), DHSS (12.8%), DeIDOT (10.5%), Technology (6.3%), and Executive (5.9%). 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 3.3% of their total spend this quarter with the OSD Certified community. Eight 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: Correction (15.9%), Technology (14.4%), Judicial (8.8%), Labor (5.5%), Education (4.9%), and Legislative (4.1%). The \$25.2Million total spend with OSD Certified firms is 1.4% of the \$1.7Billion total spent by these agencies in this quarter; this total figure is below the average, and lower than last quarter. Of note is that this \$1.7Billion total quarterly spend has not been adjusted to remove any debt-service or any non-discretionary spend.

The scorecards follow. Here there is a scorecard for the spend with the Supplier Diversity community followed by one with the small business community. At the start of this report is a scorecard 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	FY2017 Q3 spend with certified OSD	% of FY17 Q3 Direct Certified OSD Spend	FY2017 Q3 Total Agency Spend	OSD % of FY17 Q3 Agency Spend
Legislative	\$ 67,550	0.3%	\$1,652,639	4.1%
Judicial	\$ 529,804	2.1%	\$5,991,305	8.8%
Executive	\$ 1,486,878	5.9%	\$346,090,041	0.4%
Technology	\$ 1,597,042	6.3%	\$11,088,804	14.4%
Other Elective	\$ 61,109	0.2%	\$50,869,121	0.1%
Legal	\$ 35,874	0.1%	\$4,308,458	0.8%
Finance	\$ 207,802	0.8%	\$59,613,321	0.3%
DHSS	\$ 3,233,040	12.8%	\$789,712,085	0.4%
DSCYF	\$ 560,646	2.2%	\$26,718,436	2.1%
Correction	\$ 4,371,049	17.3%	\$27,429,885	15.9%
DNREC	\$ 886,204	3.5%	\$34,192,397	2.6%
DSHS	\$ 391,136	1.6%	\$15,338,388	2.6%
State	\$ 285,396	1.1%	\$15,961,390	1.8%
DelDOT	\$ 2,652,615	10.5%	\$134,262,608	2.0%
Labor	\$ 477,460	1.9%	\$8,703,855	5.5%
Agriculture	\$ 929	0.0%	\$12,625,170	0.0%
Elections	\$ 9,710	0.0%	\$398,275	2.4%
Fire	\$ 1,016	0.0%	\$1,453,723	0.1%
Natl Guard	\$ 107,207	0.4%	\$3,647,753	2.9%
Exceptional Citizens	\$0	0.0%	\$8,504	0.0%
Higher Education	\$ 336,763	1.3%	\$34,215,725	1.0%
Education	\$ 7,583,466	30.1%	\$155,278,153	4.9%
Housing Authority ¹⁰	\$327,692	1.3%	n/a	
Total	\$25,210,388	100.0%	\$1,739,560,037	1.4%

¹⁰ The Delaware Housing Authority spend was not previously included in quarterly reporting in previous fiscal year quarterly reports but was included in the Annual FY2016 report, with year-end diverse spending reported back through FY2009. DSHA utilizes its own system rather than the State of Delaware financial system. DSHA diverse spending is included throughout this FY2017 Q3 report.

Spend with the Small Business community

Now let us examine FY2017 Q3 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 certified as Small Business Focus (SBF) vendors 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 with Small Businesses and SBF certified firms 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 that agency's percent of the total Q3 spend with the small businesses. This percentage of Q3 spend allows us to normalize the vantage point to find averages. The average percentage is 4.5%. Some OSD certified firms are also small businesses and some of these numbers will be inclusive of OSD certified firms. Five agencies exceed the average for FY2017 Q3. They are, in order of highest spend compared to other agencies: Education (35.5%), DHSS (14.3%), DeIDOT (13.9%), DSCYF (13.7%), and Executive (6.3%). 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 3.2% of their total spend this quarter with the small business community. Eleven agencies exceeded that quarterly average. They are, in order of highest percent of spend compared to total spend: DSCYF (16.3%), Technology (12.4%), Legal (11%), Education (7.3%), State (4.27%), and DeIDOT (3.3%). The \$31.8Million total spend with small business community is 1.8% of the \$1.7Billion total spent by these agencies in this quarter; this total figure is below the average. Of note is that this \$1.7Billion total quarterly spend has not been adjusted to remove any debt-service or any non-discretionary spend.

Agency	FY2017 Q3 Spend with Small Businesses	% of Total FY17 Q3 Small Biz Spend	FY2017 Q3 Total Agency Spend	% of FY17 Q3 Agency Spend
Legislative	\$0.00	0.0%	\$1,652,639	0.0%
Judicial	\$185,164.46	0.6%	\$5,991,305	3.1%
Executive	\$2,000,027.44	6.3%	\$346,090,041	0.6%

Technology	\$1,375,211.08	4.3%	\$11,088,804	12.4%
Other Elective	\$578,003.75	1.8%	\$50,869,121	1.1%
Legal	\$475,431.04	1.5%	\$4,308,458	11.0%
Finance	\$290,158.60	0.9%	\$59,613,321	0.5%
DHSS	\$4,562,338.61	14.3%	\$789,712,085	0.6%
DSCYF	\$4,351,569.96	13.7%	\$26,718,436	16.3%
Correction	\$417,211.91	1.3%	\$27,429,885	1.5%
DNREC	\$59,736.82	0.2%	\$34,192,397	0.2%
DSHS	\$348,585.46	1.1%	\$15,338,388	2.3%
State	\$663,453.89	2.1%	\$15,961,390	4.2%
DelDOT	\$4,424,546.93	13.9%	\$134,262,608	3.3%
Labor	\$164,135.48	0.5%	\$8,703,855	1.9%
Agriculture	\$6,999.11	0.0%	\$12,625,170	0.1%
Elections	\$425.00	0.0%	\$398,275	0.1%
Fire	\$26,098.36	0.1%	\$1,453,723	1.8%
Natl Guard	\$57,407.38	0.2%	\$3,647,753	1.6%
Exceptional Citizens	\$0.00	0.0%	\$8,504	0.0%
Higher Education	\$539,263.16	1.7%	\$34,215,725	1.6%
Education	\$11,278,280.70	35.5%	\$155,278,153	7.3%
Housing	N/A	N/A	N/A	N/A
Total	\$31,804,049.14	100.0%	\$1,739,560,037	1.8%

Delaware State Housing Authority

The Delaware State Housing Authority (DSHA) spend was not previously included in Office of Supplier Diversity quarterly reporting in previous fiscal year quarterly reports but was included in the Annual FY2016 OSD report. That FY2016 Annual report included year-end diverse spending by DSHA reported back through and including FY2009. DSHA utilizes its own system rather than the State of Delaware financial system. DSHA diverse spending is included throughout this FY2017 Q3 report, and will be included in OSD reporting going forward, both quarterly and annually.

DSHA Programs	Total		MBE		WBE		Veteran		Section 3	Section 3
	Contracts	Dollars	Contracts	Dollars	Contracts	Dollars	Contracts	Dollars	Contracts	Dollars
PH and CFP	6	\$53,312	4	\$41,676	2	\$2,438	0	\$0	0	\$0
CDBG and NSP	42	\$307,119	5	\$10,725	6	\$43,163	0	\$0	6	\$42,722

¹¹ The Delaware Housing Authority spend was not previously included in quarterly reporting in previous fiscal year quarterly reports but was included in the Annual FY2016 report, with year-end diverse spending reported back through FY2009. DSHA utilizes its own system rather than the State of Delaware financial system. DSHA diverse spending is included throughout this FY2017 Q3 report.

HOME	17	\$206,087	8	\$116,835	8	\$83,802	0	\$0	7	\$69,661
DSHA Ops	5	\$13,618	5	\$13,618	3	\$13,230	0	\$0	0	\$0
HCV and S8 CA	3	\$2,205	3	\$2,205	0	\$0	0	\$0	0	\$0
TOTALS	73	\$582,341	25	\$185,059	19	\$142,633	0	\$0	13	\$112,383
FYQ3 diverse		\$327,692								

The DSHA program include: PH = Public Housing; CDBG = Community Development Block Grant Program; NSP = Neighborhood Stabilization Program; HOME = HOME Investment Partnerships Program; HCV = Housing Choice Voucher; and S8 = Section 8.

Of interest is DSHA's fourth grouping of tracked and reporting spending, titled Section 3. The federal program known as Housing and Urban Development (HUD) includes a Section 3 program, which is related to the provision of economic opportunities for low or very low-income businesses and residents. It is a program that primarily deals with providing training, employment and contracting opportunities to residents of properties supported by federal assistance, or those seeking to obtain work on projects supported by federal funds. There are requirements with respect to reporting Section 3 activities and spend data, however the program is primarily defined by income, and not specific diversity classifications as reported by the State of Delaware Office of Supplier Diversity, nor the size of the business entity. DSHA captures this Section 3 data for HUD purposes, as it is specific to the programs identified.

For additional information on the extensive financial reporting from DSHA, use this link:

<http://www.destatehousing.com/FormsAndInformation/financial.php>

Subcontracting/Tier II Report

Government Support Services (GSS) 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 Q3 covers four 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	FY2017 Q3	FY2016 Q3	Difference FY2017 Q3 over FY2016 Q3
001-DentalInsBenefit	Delta Dental		\$487	-100%
597-IT Augmentation	Computer Aid	\$610,090	\$550,045	11%
608-Document Destruction	DE Assn. of Rehabilitation Facilities		\$9,705	-100%
723-Nutrition Software	Education Mgmt. Systems		\$3,035	-100%
Total		\$610,090	\$563,271	8.3%

Federal Disadvantaged Business Enterprise (DBE) program at DelDOT

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 FY2017 Q3 thirty seven (37) different DBE Certified firms worked on DelDOT projects, of which five (5) performed as Prime Contractors and thirty four (34) performed in a sub-contracting capacity, those payments totaled \$6Million and the Tier II spend with the subs totaled \$5.8Million. This business activity represents an increase of 11% over the same period last year, where \$18.6Million was spend in Tier II sub-contracting capacities.

Certified DBE	Payments as Prime	FY2017 Q3 Payments as Sub	Total Payments
A B CONSULTANTS, INC.		\$2,844	\$2,844
AMERICAN FLAG, INC.		\$274,358	\$274,358



ARROW LEASING CORP		\$1,601	\$1,601
ATLANTIC SURVEYING AND MAPPING, LLC		\$1,779	\$1,779
BERENATO CONTRACTORS INC		\$174,221	\$174,221
BLUE CHIP TRUCKING, LLC		\$9,371	\$9,371
BRIGHTFIELDS, INC.	\$131,9		\$131,941
CALLAHAN PAVING PRODUCTS, INC.		\$534,765	\$534,765
CRAWFORD TRUCKING, LLC		\$325,884	\$325,884
CURBS ETC INC		\$633,807	\$633,807
DIRECT & CORRECT, INC.		\$36,724	\$36,724
DOVETAIL CULTURAL RESOURCE GROUP I, INC	\$4,482		\$4,482
EASTERN STEEL CONSTRUCTORS, INC.		\$343,743	\$343,743
EASTERNEX INT'L LTD.		\$87,348	\$87,348
FITZGERALD & HALLIDAY, INC.		\$1,932	\$1,932
INTERLOCK STEELWORKERS, INC.		\$41,459	\$41,459
JANETTE REDROW LTD.		\$1,190,325	\$1,190,325
KRISS CONTRACTING, INC.	\$34,81	\$316,832	\$351,648
M & M CONSTRUCTION, INC.		\$49,928	\$49,928
M. L. RUBERTON CONSTRUCTION COMPANY, INC		\$615,581	\$615,581
MARINIS BROS, INC.		\$14,601	\$14,601
NANTICOKE FENCE, LLC		\$3,570	\$3,570
PAUL PUGH TRUCKING CO., INC.		\$413	\$413
RAMESH C. BATA ASSOCIATES, PA		\$54,000	\$54,000
RAM-T CORPORATION		\$19,483	\$19,483
REMLINE CORP.		\$5,827	\$5,827
RJM ENGINEERING, INC.		\$20,980	\$20,980
ROSSI TRANSPORTATION GROUP, INC.	\$5,313		\$5,313
RYBINSKI ENGINEERING, LLC	\$55,98	\$57,517	\$113,499
SAM'S CONSTRUCTION LLC		\$174,118	\$174,118
SITE WORK SAFETY SUPPLIES, INC.		\$60,237	\$60,237
STRIPE-A-LOT, INC.		\$123,434	\$123,434
THE VANN ORGANIZATION		\$1,650	\$1,650
TRAFFIC & SAFETY SIGNS, INC.,		\$524,145	\$524,145
VEGA SOLUTIONS, INC.		\$800	\$800
WANG TECHNOLOGY LLC		\$52,865	\$52,865
WILTON CORPORATION		\$64,516	\$64,516
	subtotal(s):	\$232,534	\$5,820,658
TOTAL: Tier II spend at DelDOT		\$5,820,658	\$6,053,192

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	FY2017 Q3	FY2016 Q3	% change
Plan Requests received	58	111	-47.7%
Businesses requesting	41	73	-43.8%
Requests approved	49	102	-52.0%
Requests denied	2	9	-77.8%
Solicitations involved	20	33	-39.4%
Requesting businesses that are OSD	6	15	-60.0%

FY2017 Q3 experienced an overall decrease in the number of Plan Requests by 48%. Of the Plan Requests made through OSD for FY2017 Q3, 10.3% were from the OSD Certified community, which is a 23% decrease in the number of OSD certified businesses seeking to review plans through the Plan Request process as compared to the same quarter in FY2016.

OSD Participation in the Community

The Office of Supplier Diversity is committed to continued contact and participation in the community. OSD utilizes a list serve to outreach to the business community to share access to business development, opportunities, networking, and engagement to the businesses who joined the list serve. OSD had 77 in-person touch points with the community in the quarter.

FY2017	Q3
Meetings and Events	17
State of Delaware events	14
OSD Community meetings	11
Vendor requested meetings	19
Boards, Committees, Commissions	13
Chambers of Commerce	4
subtotal	77
OSD List serve outreach activities	160
OSD participation in community by quarter	237

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

Kent County is Open For Business - Jan 5 - FREE	1/2/2017
-After Hours Networking event at Skipjack & DSBC 5th Birthday Party - Jan 16	1/3/2017
Network & Knowledge - January 12 - FREE	1/3/2017
OPPORTUNITY - main, sewer, and pumps - Angola North Pump Station - Due Jan 12	1/3/2017
Smart Social Media Strategies for the Busy Entrepreneur - Jan 12	1/4/2017
Start your New Year with the SBDC - free	1/4/2017
Reigning in Your Operating Expenses - Jan 6- NAWBO First Friday	1/4/2017
SCORE Delaware Announces Workshops - Jan to June 2017	1/4/2017
2017 Delaware Department of Transportation Civil Rights Summit - Jan 19 - FREE	1/5/2017
Emerging Enterprise Center January 2017 Workshops	1/5/2017
Does your logo send the right message? Jan 24	1/6/2017



Inspiration Spaces @ Delaware Libraries Workshop Schedule - January 2017	1/6/2017
Continuing the Conversation at Great Dames Circle Launch - Jan 20	1/9/2017
DeIDOT Outreach Opportunity: Capability Training	1/9/2017
Go Global: Business trip to South Korea scheduled for April 2017	1/9/2017
Networking: Open House/Mixer Hosted by Sundance Real Estate Advisors - Jan 11	1/9/2017
DSBC SEMINAR: 3 Reasons Why Every Small Business Needs HR - March 29th	1/10/2017
SCORE Workshop - Body Language - January 17th	1/11/2017
Autumn Sages Retreat - Jan 27-29	1/12/2017
After Hours Networking event at Skipjack & DSBC 5th Birthday Party - Jan 16	1/13/2017
Federal Contracting Certification Programs Seminar - Jan 18 - FREE	1/13/2017
OSD & SBF Certification Workshop - January 23 - free	1/13/2017
Technology Forum of Delaware - Jan 18	1/13/2017
Learn How to Take Advantage of the R&D Tax Credit! Feb 3 - FREE	1/16/2017
Want to do business in South Korea? - business trip with Global Delaware scheduled	1/17/2017
Keep your resolution to get/keep your business going in 2017 - Jan & Feb -Libraries	1/18/2017
New Member Breakfast - DSBC - Feb 2 - FREE	1/18/2017
Getting Ready to Apply for International Contracts - Jan 24 - Registration closing soon:	1/20/2017
WBENC's SUMMIT & SALUTE 2017 - March 21-23	1/20/2017
1 Million Cups - all 3 counties - Wednesday morning - FREE	1/23/2017
Register Now for the 18th Annual Alliance Mid-Atlantic Procurement Fair - March 28	1/23/2017
Government Contracting & Certification Program - Jan 31 - Georgetown	1/24/2017
Ideas worth spreading -TEDx Speakers and Volunteers	1/25/2017
Education for Entrepreneurs - Kauffman FASTTRAC - at DTCC Stanton	1/26/2017
Learn How to Take Advantage of the R&D Tax Credit - Feb 3 - FREE	1/26/2017
Hiring Practices and Insights - NAWBO First Friday - Feb 3	1/27/2017
1 Million Cups - all 3 counties - Wednesday morning - FREE	1/30/2017
Entrepreneur Education - Inspiration Spaces@Delaware Libraries February Workshop	1/30/2017
High-Potential Women's Leadership Forum - March through April - at UD Lerner	1/30/2017
Kent County is Open For Business - Feb 2 - FREE	1/30/2017
Writing Business Plans - Feb 7 and 21	1/31/2017
New Castle County Economic Forecast Luncheon - Feb 9	1/31/2017
Remember those New Year's Resolutions? Get back on track - March 9	2/1/2017
Network & Knowledge - Feb 9 - FREE	2/1/2017
Are you the go-to person in your industry? - Boost Your Business - Feb 8 - FREE	2/2/2017
Business Networking - The Belle & DLPN - Feb 9 - FREE	2/2/2017
Business Idea Assessment - Feb 14	2/3/2017
1 Million Cups - all 3 counties - Wednesday morning - FREE	2/6/2017
Vendor Day: How to Do Business with the State of Delaware - March 22 - FREE	2/6/2017
Alliance Mid-Atlantic Small Business Procurement Fair March 28 - early registration	2/7/2017
Small Business Success Series - City of Wilmington	2/7/2017
How YOUR business can leverage U.S. Census Data - multiple webinars announced	2/8/2017
"Celebrating Women FIRSTS!" March 20 April 24 May 15	2/9/2017



Federal Contracting 8(a) and HUBZone Certification Programs - Feb 15	2/10/2017
Powerful 60 Second Networking Event for businesses - Wilmington - March 1	2/10/2017
1 Million Cups - all 3 counties - Wednesday morning - FREE	2/13/2017
OSD & SBF Certification Workshop - February 20 - free	2/13/2017
After Hours Networking - Milford - Feb 27	2/14/2017
Go Global: Join us on a Business trip to South Korea	2/14/2017
Networking, Breakfast and Knowledge: Boomers Staffing Breakfast Open House -	2/15/2017
Sussex County - Open For Business - Feb 16 - FREE	2/15/2017
Transitioning from employee to independent contract - what you need to know - Feb 16	2/15/2017
CONSTRUCTION Industry businesses - Construction Symposium - Feb 23	2/15/2017
After Hours Networking mixer - Newark - Feb 22	2/16/2017
Philadelphia Women in Leadership Symposium - March 14	2/16/2017
The Virtual Passport to Business Success Program	2/16/2017
Calling Female Founders WBENC Student Entrepreneur Program	2/17/2017
Fundamentals of Grant Writing & Managing - March - April - May	2/17/2017
1 Million Cups - all 3 counties - Wednesday morning - FREE	2/20/2017
How to Sustainably Grow Your Family Business - March 7	2/20/2017
Join NCCCC at one of the largest business community events of the year - March 20	2/20/2017
Webinar: Strategies for Optimizing Millennials in Your Business' - Feb 22 - free	2/20/2017
A success story and You're Invited to a celebration! Feb 24	2/21/2017
Networking & more with WWB - Feb 22	2/21/2017
New Castle County Open for Business - Thurs. February 23 - free	2/21/2017
Connect the dots, chart the course! [Retreat Invite] - March 2	2/22/2017
one of the largest business community events of the year - March 20	2/22/2017
Save the Date...for Lift-Off! - April 4	2/22/2017
Blogging for Business - Feb 27 - free	2/23/2017
Vendor Day: How to Do Business with the State of Delaware - March 22 - FREE	2/23/2017
Networking & Knowledge - Every Partnership Needs a Prenup - March 1	2/23/2017
After Hours Networking in Milford - NEW DATE: from Feb 27 to April 25	2/24/2017
Cybersecurity Education Events - March 8 & 14 Free	2/24/2017
Do you Know How to Achieve Effective Branding Results? - March 2	2/24/2017
ExporTech Strategic Exporter Challenge - March 7	2/24/2017
Government Contracting & Certification Program - February 27 - Dover - free	2/24/2017
The Do's and Don'ts of a Business Plan - Feb 28 - free	2/24/2017
1 Million Cups - all 3 counties - Wednesday morning - FREE	2/27/2017
CONSTRUCTION INDUSTRY JOB FAIR - March 23	2/27/2017
Networking - Young Professionals Network - Feb 28 - free	2/27/2017
After Hours Networking - Wilmington - March 22	2/28/2017
CONSTRUCTION INDUSTRY: Matchmaking at DeIDOT Vendor Day - March 9 - free	2/28/2017
Kent County is Open For Business - March 2 - FREE	2/28/2017
Building Your Business Through Solutions and Strategies - NAWBO First Friday - March 3	3/1/2017
Mindset of a Business Owner Workshop - EEC - lunch & learn - March 7	3/1/2017



Networking & Knowledge: Art Fitness - March 9 - free	3/1/2017
need help learning about the financial & operational parts of your business? - March 7	3/2/2017
Remember those New Year's Resolutions? Get back on track - March 9	3/2/2017
Boost Your Business: Accessorize and Layer for Maximum Impact - March 8 - free	3/3/2017
The New Startup - learn the basics to starting a business. March 14	3/3/2017
1 Million Cups - all 3 counties - Wednesday morning - FREE	3/6/2017
EMSDC Making Certification Work and First Quarterly Meeting - March 16	3/6/2017
National Women's Business Council's Public Meeting Via Webcast - March 8 - free	3/6/2017
Employee Appraisal Process - March 14 @ EEC	3/7/2017
Federal Contracting info 8(a) & WOSB - March 15 - FREE	3/7/2017
Surplus Services Online Auctions - Vehicles, Equipment and Miscellaneous Equipment	3/7/2017
Seeking Speakers - 2017 Mexico City Women in Leadership Symposium	3/9/2017
Eats for Equity - Philadelphia - May 4	3/9/2017
CONSTRUCTION INDUSTRY JOB FAIR - March 23	3/10/2017
Spring 2017 Powerful Conversations Series - "Celebrating Women FIRSTS" - Leadership - Sussex County - Open For Business - March 16 - FREE	3/10/2017
1 Million Cups - all 3 counties - Wednesday morning - FREE	3/13/2017
Apple Cybersecurity Event - March 14 - free - limited number of seats	3/13/2017
OSD & SBF Certification Workshop - March 20 - free with DSBC in Newark	3/13/2017
the Stellar Awards - Eastern Minority Supplier Development Council (EMSDC) - April 18	3/13/2017
11th Annual Small Business Conference - Monday Mar 20th	3/14/2017
Vendor Exhibitor Opportunities: Girls' Night Out! - May 11	3/14/2017
After Hours Networking - Wilmington - March 22	3/15/2017
How is the Change in Administration Affecting Government Contracting? 3/28	3/15/2017
Last opportunity to join the South Korea Business Trip	3/15/2017
OPPORTUNITY - storm drain & 'green' infrastructure - Town of Laurel - Due March 28	3/15/2017
Does your business work with Women & Girls? - March 20 - free	3/16/2017
Vendor Day: How to Do Business with the State of Delaware - March 22 - FREE	3/16/2017
Balancing the Books: QuickBooks and Data Storage - March 20 - The Money School	3/17/2017
Entrepreneurship & Innovation - 2 panel discussions - March 23	3/17/2017
OSD & SBF Certification Workshop - March 20 - FREE with DSBC in Newark	3/17/2017
Established Business Workshop - Enable Your Staff & Improve Productivity - March 28	3/17/2017
1 Million Cups - all 3 counties - Wednesday morning - FREE	3/20/2017
Alliance Mid-Atlantic Small Business Fair - March 28 - (Price savings extended)	3/20/2017
Government Contracting & Certification Program - March 28 - Newark - free	3/20/2017
Vendor OPPORTUNITY 5th Annual Ladies Expo and Luncheon - Nanticoke Indian Tribe	3/20/2017
How to Turn the Tables on the Performance Appraisal Process - March 29	3/21/2017
NETWORKING AND KNOWLEDGE: DIY Graphic Design for Entrepreneurs - March 30	3/21/2017
New Castle County Open for Business - Thurs. March 23 - Free	3/21/2017
Selling online - how to have a transactional web presence - March 23 - free	3/21/2017
Delaware Small Business Awards - SBA - May 3	3/22/2017
Networking - Wine4Women BY Women - March 30	3/22/2017



3 Reasons Why Every Small Business Needs HR - March 29	3/23/2017
Business Education - Flagger Certification Course - March 29 - PA	3/23/2017
Vendor OPPORTUNITY at Health & Beauty Expo - April 22	3/23/2017
Volunteer Leadership and How It Can Help Your Community - EEC workshop - March 30	3/23/2017
Go Global: travel with us to Mexico - scheduled for July 10-14, 2017	3/24/2017
Networking and Orientation - NCCCC - March 28 - Free	3/24/2017
NETWORKING Breakfast - DSCC, the Blue Rocks, and YOU - April 4	3/24/2017
1 Million Cups - all 3 counties - Wednesday morning - FREE	3/27/2017
Business workshops at the Inspiration Space@Delaware Libraries April 6, 13, 20 & 27	3/27/2017
Spring Forward in Business Success - April 11, 13 & 25	3/27/2017
NETWORKING AND KNOWLEDGE: DIY Graphic Design for Entrepreneurs - March 30	3/28/2017
Networking AND Tech Recruitment event - March 30 - FREE	3/28/2017
EMSDC is bringing the CINTAS Sales training to Delaware! - April 26	3/29/2017
Federal Contracting info HUBzone & 8(a) - Tuesday April 18 - FREE	3/29/2017
Business education for Artists and Markers - deadline April 10	3/29/2017
Opportunity for Exhibitors & Presenters - April 27	3/30/2017
WBENC National Conference & Business Fair - MATCHMAKING - Early Bird Registration	3/30/2017
Are You Ready for Lift-Off? April 4	3/31/2017
EMSDC Stellar Awards - April 18	3/31/2017
Great Dames' First Speed Mentoring Event - April 24	3/31/2017
Networking & Pre-Game Tailgate! April 3 - in Wayne, PA	3/31/2017
SpringFest Tabletop & Networking EXPO - April 4 - FREE	3/31/2017
SPARK Challenge, Apr. 7th Application Deadline	3/31/2017

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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