

State of Delaware



OFFICE OF SUPPLIER DIVERSITY

FY2018 Q1 REPORT July 1, 2017 to September 30, 2017

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Key Indicators

The positive trend continues:

- In FY2018, Q1, the State of Delaware spent \$76.4Million with the Supplier Diversity and Small Business communities. This is an increase of 16.54% over FY2017 Q1. The total spend is inclusive of direct spend (the OSD and SBF certified businesses, W9 self-identified diverse and small businesses), and indirect spend (awarded contract Tier II spend inclusive of DelDOT certified DBEs).
- The Delaware Housing Authority was the Agency with the highest spend with the supplier diversity community in FY2018 Q1; representing 30.35% of state spend with the certified Supplier Diversity community.

New Trainings:

- Government Support Services Contracting Unit launched “Contracts to Watch” this quarter to educate businesses in deciding which contracts to be monitoring, and when: 39 contracts were discussed at 4 Contracts to Watch workshops this quarter. The entire business community of traditional, diverse, and small business are inclusively invited.

Growth in the Technology Sector:

- The Professional, Scientific, and Technical Services sector experienced an average growth of 1.52% in the number of certified firms in FY2018 Q1.

Growth in the Supplier Diversity Certified community:

- The number of certified diverse firms increased by 37 businesses from 3,083 to 3,120 during FY2018 Q1, a 1.2% increase.
- In FY2018 Q1, the State of Delaware spent \$44Million in direct spend with our community of diverse businesses and \$7.9M in indirect Tier-II spend.

Growth in the Small Business community:

- During FY2018 Q1, the number of certified small business firms grew 18.9% from 127 at the end of FY2017 to 151.
- This is the third fiscal year that OSD has tracked spend with the small business community both as W9 self-identified and as certified Small Businesses. The State spent \$24.4M with small businesses in FY2018 Q1; including \$1.29M with SBF certified vendors and \$23.4M with W9 self-identified.

OSD Participation in the community:

- The Office of Supplier Diversity had 48 in-person touch points at meetings and workshop events engaging with 1,209 individuals, and 160 touch points with the OSD List Serve, for a Quarterly total of 208 touch points with the community engaging with 3,204 business owners and business leaders.

Awards:

- EMSDC CEO and President Valarie Cofield presented OSD Executive Director Michelle Morin and the Office of Supplier Diversity with the “Phoenix Award”.

Agencies' SCORE CARD FY2018 Q1

Diverse Business Spend

The FY2018 Q1 total spend is \$76.4Million, which is an increase of 4.89% over the same quarter last year. This amount includes \$52M of direct spend with the Supplier Diversity community, of which \$23.5M is with certified OSD vendors and \$10.3M is with W9 self-identified diversely owned firms, and \$7.9M is indirect Tier-II spend. Also included is \$24.4Million of direct spend with small businesses, including \$23.1M with W9 self-identified small businesses and \$1.3M with certified small businesses.

The Housing Authority ranked highest spend with the OSD certified community at \$10.2M and 30.4% of all agencies. Four agencies account for more than 69% of spend with the certified diversity community: Housing, DOE, Correction, and DelDOT. Five agencies account for more than 74% of spend with the W9 self-identified diverse vendors: DOE, DSCYF, DHSS, Finance, and Correction.

AGENCY	OSD Agency FY2018 Q1	% of OSD Spend	W9 Agency FY2018 Q1	% of W9 Spend	OSD + W9 Spend	Total Agency Spend	OSD + W9 % Agency Total
Legislative	\$1,219	0.00%	\$0	0.00%	\$1,219	\$1,500,661	0.08%
Judicial	\$279,051	0.83%	\$177,021	1.72%	\$456,072	\$6,917,585	6.59%
Executive	\$1,888,728	5.59%	\$45,388	0.44%	\$1,934,116	\$165,640,369	1.17%
Technology	\$687,278	2.03%	\$51,230	0.50%	\$738,508	\$14,279,808	5.17%
Other Elective	\$67,312	0.20%	\$67,866	0.66%	\$135,178	\$35,351,621	0.38%
Legal	\$105,212	0.31%	\$255,246	2.48%	\$360,458	\$4,103,550	8.78%
Human Resources ¹	\$9,923	0.03%	\$0	0.00%	\$9,923	\$236,334,641	0.00%
Finance	\$144,528	0.43%	\$1,041,45	10.14%	\$1,185,987	\$84,360,472	1.41%
DHSS	\$2,131,120	6.31%	\$1,419,65	13.82%	\$3,550,778	\$806,617,080	0.44%
DSCYF	\$238,877	0.71%	\$1,607,83	15.65%	\$1,846,713	\$28,573,409	6.46%
Correction	\$4,130,174	12.22%	\$1,041,29	10.13%	\$5,171,465	\$28,068,257	18.42%
DNREC	\$1,697,525	5.02%	\$57,057	0.56%	\$1,754,582	\$43,419,610	4.04%
DSHS	\$450,445	1.33%	\$191,730	1.87%	\$642,175	\$16,201,620	3.96%
State	\$488,127	1.44%	\$431,338	4.20%	\$919,465	\$19,793,100	4.65%
DelDOT	\$2,566,478	7.60%	\$927,239	9.02%	\$3,493,717	\$190,245,503	1.84%
Labor	\$645,471	1.91%	\$192,643	1.87%	\$838,114	\$9,005,253	9.31%
Agriculture	\$26,543	0.08%	\$11,599	0.11%	\$38,142	\$11,098,620	0.34%
Elections	\$0	0.00%	\$535	0.01%	\$535	\$576,915	0.09%
Fire	\$42,623	0.13%	\$15,911	0.15%	\$58,534	\$1,816,816	3.22%
Natl Guard	\$535,962	1.59%	\$229,218	2.23%	\$765,180	\$4,167,905	18.36%
Exceptional Citizens	\$0	0.00%	\$85	0.00%	\$85	\$8,103	1.05%
Higher Edu	\$895,600	2.65%	\$46,594	0.45%	\$942,194	\$52,010,801	1.81%
Education	\$6,503,463	19.25%	\$2,463,90	23.98%	\$8,967,368	\$172,316,616	5.20%
Housing Authority	\$10,254,990	30.35%	0	0.00%	\$10,254,990	n/a	
Total	\$33,790,649	100.00	\$10,274,8	100.00	\$44,065,498	\$1,932,408,315	2.28%

¹ This is the first report that includes the Department of Human Resources, which was created in CY2017.

Agencies' SCORE CARD FY2018 Q1

Small Business Spend FY2018 Q1

The FY2018 Q1 total spend is \$76.4Million, which is an increase of 4.89% over the same quarter last year. This amount includes \$52M of direct spend with the Supplier Diversity community, of which \$23.5M is with certified OSD vendors and \$10.3M is with W9 self-identified diversely owned firms, and \$7.9M is indirect Tier-II spend. Also included is \$24.4Million of direct spend with small businesses, including \$23.1M with W9 self-identified small businesses and \$1.3M with certified small businesses.

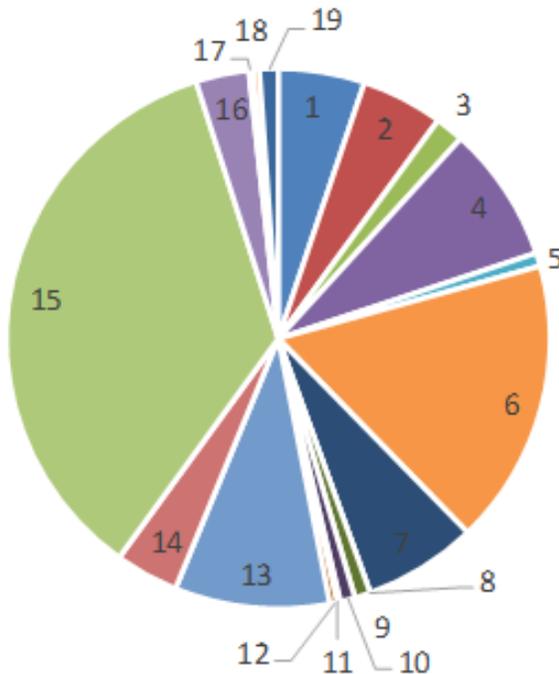
The Department of Education ranked highest spend with the Small Business community with both W9 self-identified and SBF Certified. Three agencies account for 81% of spend with SBF Certified small businesses: DOE, DeIDOT, and Judicial. Four agencies account for 81% of spend with W9 self-identified small businesses: DOE, DeIDOT, DHSS, and Finance.

AGENCY	Small SBF Certified FY2018 Q1	% of Small Spend	Small W9 FY2018 Q1	% of Small Spend	SBF + W9 Spend	Total Agency Spend	SBF + W9 % Agency Total
Legislative	\$0	0.00%	\$2,612	0.01%	\$2,612	\$1,500,661	0.17%
Judicial	\$102,468	7.93%	\$275,087	1.19%	\$377,555	\$6,917,585	5.46%
Executive	\$21,372	1.65%	\$463,868	2.00%	\$485,240	\$165,640,369	0.29%
Technology	\$2,520	0.20%	\$677,648	2.93%	\$680,168	\$14,279,808	4.76%
Other Elective	\$0	0.00%	\$85,192	0.37%	\$85,192	\$35,351,621	0.24%
Legal	\$2,822	0.22%	\$369,361	1.60%	\$372,183	\$4,103,550	9.07%
Human Resources ²	\$0	0.00%	\$0	0.00%	\$0	\$236,334,641	0.00%
Finance	\$1,213	0.09%	\$2,330,361	10.07%	\$2,331,574	\$84,360,472	2.76%
DHSS	\$24,570	1.90%	\$3,207,918	13.86%	\$3,232,488	\$806,617,080	0.40%
DSCYF	\$33,940	2.63%	\$406,054	1.75%	\$439,994	\$28,573,409	1.54%
Correction	\$14,303	1.11%	\$69,276	0.30%	\$83,579	\$28,068,257	0.30%
DNREC	\$10,613	0.82%	\$482,782	2.09%	\$493,395	\$43,419,610	1.14%
DSHS	\$63,606	4.92%	\$649,074	2.80%	\$712,680	\$16,201,620	4.40%
State	\$15,073	1.17%	\$502,374	2.17%	\$517,447	\$19,793,100	2.61%
DeIDOT	\$170,397	13.19%	\$3,820,879	16.51%	\$3,991,276	\$190,245,503	2.10%
Labor	\$38,764	3.00%	\$267,191	1.15%	\$305,955	\$9,005,253	3.40%
Agriculture	\$0	0.00%	\$4,169	0.02%	\$4,169	\$11,098,620	0.04%
Elections	\$0	0.00%	\$0	0.00%	\$0	\$576,915	0.00%
Fire	\$2,447	0.19%	\$18,379	0.08%	\$20,826	\$1,816,816	1.15%
Natl Guard	\$0	0.00%	\$29,465	0.13%	\$29,465	\$4,167,905	0.71%
Exceptional Citizens	\$0	0.00%	\$85	0.00%	\$85	\$8,103	1.05%
Higher Edu	\$13,194	1.02%	\$152,985	0.66%	\$166,179	\$52,010,801	0.32%
Education	\$774,319	59.95%	\$9,329,383	40.31%	\$10,103,702	\$172,316,616	5.86%
Housing Authority	n/a		n/a			n/a	
Total	\$1,291,619	100.00%	\$23,144,143	100.00%	\$24,435,762	\$1,932,408,315	1.26%

² This is the first report that includes the Department of Human Resources, which was created in CY2017.

DOE & School Districts SCORE CARD FY2018 Q1

School Districts spent \$5.09Million with the certified Supplier Diversity community in FY2018 Q1



	District	FY2018 Q1	%
1	Appoquinimink School District	\$261,602	5.1%
2	Brandywine School District	\$247,784	4.9%
3	Caesar Rodney School District	\$86,749	1.7%
4	Cape Henlopen School District	\$416,137	8.2%
5	Capital School District	\$40,725	0.8%
6	Christina School District	\$869,831	17.1%
7	Colonial School District	\$344,624	6.8%
8	Delmar School District	\$0	0.0%
9	Indian River School District	\$47,777	0.9%
10	Lake Forest School District	\$45,077	0.9%
11	Laurel School District	\$10,116	0.2%
12	Milford School District	\$22,112	0.4%
13	New Castle County VoTech School District	\$469,217	9.2%
14	POLYTECH School District	\$192,307	3.8%
15	Red Clay School District	\$1,790,733	35.2%
16	Seaford School District	\$160,701	3.2%
17	Smyrna School District	\$12,349	0.2%
18	Sussex County Technical School District	\$19,536	0.4%
19	Woodbridge School District	\$56,476	1.1%
	Total	\$5,093,863	100.0%

FY2018 Q1 saw a decrease increase in spend with the combined certified Supplier Diversity community and W9 self-identified businesses by the Department of Education (DOE) when compared to the same period last fiscal year. Of the \$6,503,463 spent with the certified Supplier Diversity community by the Department of Education as a whole in FY2018 Q1, \$5,093,863 or 78.33% was spent with the certified business community by the School Districts. DOE has the second highest Agency spend with the Supplier Diversity community in FY2018 Q1, representing 19.25% of the total state spend with the certified Supplier Diversity community and \$2,463,905 or 23.98% of the total state spend with the W9 self-identified diversity community.

DOE	FY2018 Q1 DOE's OSD spend	OSD spend as % of total	FY2018 Q1 DOE's W9 spend	W9 spend as % of total	OSD + W9	FY2018 Q1 DOE's Total spend	OSD + W9 as a % of DOE's Total spend
	\$6,503,463	19.25%	\$2,463,905	23.98%	\$8,967,368	\$172,316,616	8.92%

Agency Spend	FY2017 Q1	FY2018 Q1
Dept. of Education ³	\$7,535,691	\$6,503,463
Percent increase/decrease from same period previous year	22.45%	-13.69%

***It is important to note that much of spend from the School Districts involves capital funds for new buildings and physical plant, and that this spending changes or projects complete and end.**

³ Inclusive of all DOE, 19 School Districts, and Charter Schools

Executive Order 44

The Office of Supplier Diversity (OSD), housed within the Office of Management and Budget's (OMB) Government Support Services (GSS) division, is the primary administrative body responsible for executing the State's supplier diversity strategy. The function and focus of Supplier Diversity and the Office were last updated through the signing of Executive Order 44 in 2014. Executive Order 44 and those that preceded it (Markell E.O.s #29 & 14) have allowed the Office to expand its role in assisting diverse owned business enterprises and uniquely sized small businesses through certification and inclusion in state contracting through support services. The community of diversely owned businesses includes those 51% or more owned, controlled, and actively managed by ethnic minorities, women, veterans, service disabled veterans, and individuals with disability. The community of small businesses are those of a certain size that are not owned by a larger enterprise, and meet certain size metrics. You can access Executive Order 44 at <http://www.governor.delaware.gov/orders/EO44.pdf>

Governor's Supplier Diversity Council

The Governor's Supplier Diversity Council works on initiatives and meets to review current activities in further of 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 during FY2018 Q1 included:

Council Member	Current Professional Role	Represents
Ken Anderson, Chair	Director - Entrepreneurial & Small Business Support, Department of State, Division of Small Business, Development and Tourism	Delaware Economic Development 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 Region Legal Counsel – Northeast 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 W. Stotler	State of Delaware 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 FY2018 <i>Currently open</i>	Sourcing Manager: Small Business / Supplier Diversity DuPont Sourcing & Logistics <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 Role created by EO44</i>	<i>Currently open 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. The Liaisons during FY2018 Q1 included:

Liaisons	Current Professional Role	Agency Representing	Email
Dean Stotler	Chief Procurement Officer, Director - Government Support Services	Office of Management and Budget (OMB)	Dean.Stotler@state.de.us
Wendy Brown and Kimberly Jones	DMS Contract & Procurement Administrator; Purchasing Service Administrator	Department of Health and Social Services (DHSS)	Wendy.M.Brown@state.de.us
Brian Leahy	Deputy Principal Assistant	Delaware Department of Natural Resources and Environmental Control (DNREC)	Brian.Leahy@state.de.us
vacant		Department of Technology and Information (DTI)	
Mike Miles	Procurement	Delaware State Housing Authority (DSHA)	
vacant		Department of Finance	
Ramon Ceballos	DBE Program Manager	Delaware Department of Transportation (DelDOT)	Ramon.Ceballos@state.de.us
Herman Rodriguez	Administrative Officer	Department of Labor (DOL)	herman.rodriguez@state.de.us
Stephanie Young	Controller	Delaware Department of Safety and Homeland Security (DSHS)	Stephanie.Young@state.de.us
William (Bill) Davis	Contracting Specialist	Delaware National Guard	william.r.davis534.nfg@mail.mil
Karen Davis-Williams	Family Services Program Support Administrator	Department of Services for Children, Youth and their Families (DSCYF)	Karen.Davis-Williams@state.de.us
Ken Anderson	Director - Entrepreneurial & Small Business Support,	Department of State, Division of Small Business Development and Tourism.	Kenneth.R.Anderson@state.de.us

What certifications exist?

During FY2018 Q1 the Office of Supplier Diversity (OSD) Certifications includes the following diversely owned business enterprises:

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 business owners should contact the Delaware Department of Transportation⁴ (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 subcontracting spend with DBE firms.

Who is eligible to apply for OSD certification as a diverse vendor?

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 with independent knowledge 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; 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/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;

⁴ <http://www.deldot.gov/information/business/dbe/index.shtml>

- 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 ⁵ 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

Firms that hold specific certifications:

Any firm already certified by their home state or one of the third party certification entities may skip parts of the new combined application when seeking Office of Supplier Diversity certification. The new application (see next section) provides instruction at each question. The other certifying entities that OSD will allow for reduced responses includes:

- Disadvantage Business Enterprise [49 CFR Pt 26](#) in Delaware, Maryland, or Pennsylvania
- City of Wilmington, Minority Business Enterprise Office (DBE)
- Center for Veterans Enterprise ([VetBiz.gov](#))

⁵ [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. A NAICS code has 6 digits. The first 2 to 3 digits are used to identify the industry for the Small Business Focus Program.

- 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 application is available at <http://gss.omb.delaware.gov/osd/certify.shtml>

A New Combined Application for Certification

In an on-going effort for reducing the level of effort for applicants to apply for certification, the Office of Supplier Diversity released a new certification application during FY2018 Q1. This combines both the diverse business vendor certification process and the small business vendor certification process. The impacts of this release include:

- Streamlining 4 applications into 1 application, eliminating the potential of vendors inadvertently submitting the wrong application or needing to submit two applications if both diverse and small;
- Expanding the small business certification term from 1 year to 3 years to match the diverse certification term;
- Expanding the Application Affidavit to include self-identification of diversity by applicants in all diverse categories (minority, woman, veteran, service disabled veteran, and/or individual with disability) while allowing OSD to request documentation where eligibility may be called into question;
- Conforming the Certification Policy to align with GSS's policy documentation methodology; and
- The Effective Date of the new application is August 30, after which only the combined diverse and small business application will be accepted.

Directory of Certified Vendors:

Public listings of OSD and SBF certified companies helps your company be known to and found by state procurement teams when seeking a quote from a vendor where the need (a) does not already exist on contract, (b) the spend to meet the need does not exceed the threshold that requires the opportunity to become a formal procurement. If both of those criteria is met, the buyers' use their Agency's Supplier Diversity Plan and seeks three written quotes from three vendors, and the first one comes from the certified diverse vendor pool. The second and third quote may come from any other business; this is how the state is inclusive in our under-threshold sourcing activities.

OSD and SBF Public Listings are in two locations. [Directory of Certified Businesses](#)⁶, where the Supplier Diversity Plan searches occur. Additionally, you are invited to search our Directory when seeking a business to meet your needs. This data is updated via automation and is dynamically.

Directory of Certified Businesses

Search the Directory

Helpful Search Tips

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

Office of Supplier Diversity

- Minority Business Enterprise (MBE)
- Woman Business Enterprise (WBE)
- Veteran Owned Business Enterprise (VOBE)
- Service Disabled Veteran Owned Business Enterprise (SDVOBE)
- Individual with Disabilities Owned Business Enterprise (IWDBE)

Explore or download OSD as Open Dataset

Small Business Focus

- Architecture & Engineering Industry Firms
- Construction Industry Firms
- Manufacturing Industry Firms
- Retail Industry Firms
- Service Industry Firms
- Wholesale Industry Firms

Explore or download SBF as Open Dataset

Delaware Open Data portal:

OSD data is also publically listed in the [Delaware Open Data](#)⁷ portal, and has been hosted there since the June 2016 go-live of the portal. This publishing of this data is also automated. OSD data is included in the ‘[Economic Development](#)’ tab and also the ‘[Government & Finance](#)’ tab within Open Data.

⁶ <http://directory.osd.gss.omb.delaware.gov/index.shtml>

⁷ <https://data.delaware.gov/>

Open Data – Economic Development tab	
Data set:	Certified Vendors – Office of Supplier Diversity
Chart:	Certified Minority-Owned Business Breakdown
Chart:	OSD Certified also DOT certified DBEs
Map:	Certified Vendors Map – Office of Supplier Diversity
Data set:	Certified Vendors – Small Business Focus
Chart:	Certified Small Businesses – by Industry

Open Data – Government & Finance tab information -

Open Data – Government & Finance tab	
Chart:	Certified Women-Owned Business Breakdown
Chart:	Certification Categories - OSD
Map:	Certified Vendors in the Small Business Focus Program
Chart:	Delaware vendors and OSD vendors successes in total
Chart:	Awarded Vendors who are OSD Certified
Chart:	Veteran Service Disabled Vendors as a % of Total Awarded
Filtered View:	Women-Owned Businesses with Cooperative Agreements
Filtered View:	Veteran-Owned Businesses with Cooperative Agreements
Filtered View:	Small Businesses with Cooperative Agreements
Filtered View:	Minority-Owned Businesses with Cooperative Agreements

During FY2018 Q1 OSD shared information through the Open Data Portal at <https://data.delaware.gov/>, under the Economic Development section. The list of all OSD certified diverse firms was visited 705 times, with the geo-map visited 243 times; the minority owned list was visited 168 times, and the cross-referenced OSD and DelDOT list 90 times. The list of all SBF (Small Business) certified firms was visited 294 times, and the industry breakdown list 172 times.

Open Data sets: Economic Development	FY2018 Q1	FY2017	% change comparison
Data set: Certified Vendors – Office of Supplier Diversity	705	633	11.37%
Chart: Certified Minority-Owned Business Breakdown	168	154	9.09%
Chart: OSD Certified also DOT certified DBEs	90	82	9.76%
Map: Certified Vendors Map – Office of Supplier Diversity	243	235	3.40%
Data set: Certified Vendors – Small Business Focus	294	249	18.07%
Chart: Certified Small Businesses – by Industry	172	154	11.69%

Delaware’s Supplier Diversity Community

As we consider reporting on the state’s spending during FY2018 Q1, we first should consider the community itself. Overall, in FY2018, the number of certified firms increased by 37 businesses or 1.2%, from 3,083 (the number of certified firm at the end of FY2017) to 3,120.

Business Enterprise Classification	FY2018 Q1 Certified database Totals***	FY2018 Q1 Certified (active)[Delaware] Totals	Veteran VOB/SDVOBE (active)	Minority MBE (active) **	Women WBE (active)
African American	1050	726 [357]	16(4)	459	267
Subcontinent	249	178 [52]	0(0)	117	61
Hispanic American	230	158 [61]	5(2)	99	59
Asian American	185	123 [34]	1(1)	68	55
Native American	38	19 [8]	1(0)	13	6
Veteran/Service	64	51 [22]	51(18)	29(7)	5
Caucasian Women	1161	853 [349]	1	0	853
DisAbled	23	19 [9]	18	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 not male nor female, as it is equally owned across genders.

*** There are 2,104 vendors active and a total of 3,120 in the database. Of the 3,120 vendors, 209 are inactive, 528 are expired, 52 are deleted, 1 is denied, and there are always applications in process. There is great overlap in the classifications within the community as some vendors fit into 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.

FY2018 Q1 Delaware’s Small Business Focus (SBF) Community

The SBF certification program is growing slowly in the number of businesses certified, and declined in the amount of spend with SBF certified businesses during this quarter. OSD continues to seek to include businesses that are eligible based on the criteria, including those

applying for OSD diverse certification. Overall, in FY2018 Q1, the number of certified firms grew by 18.9% over the annual total for FY2017.

SBF Industries	FY2018 Q1	FY2017
Architecture & Engineering	9	10
Construction	24	27
Manufacturing	9	13
Retail	19	20
Service	113	122
Wholesale	23	26
	151**	127**

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

NAICS codes within the OSD certified vendor pool.

The North American Industry Classification System (NAICS) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy. NAICS was developed under the auspices of the Federal Office of Management and Budget (OMB), and adopted in 1997⁸.

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 FY2017 through FY2018 Q1. 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	FY2018 Q1 Vendors by Trade	FY2017 Vendors by Trade	FY2018 Over FY2017
541512	Computer Systems Design Services	371	368	0.8%
541511	Custom Computer Programming	357	353	1.1%
541611	Administrative Management & General	367	359	2.2%
541330	Engineering Services	213	209	1.9%
541519	Other Computer Related Services	238	235	1.3%

⁸ You can review NAICS codes data and information at <http://www.census.gov/eos/www/naics/index.html>

During FY2018 Q1, the state experienced an average of 1.52% growth of OSD certified firms over FY2017 in the sector known as Professional, Scientific, and Technical Services.

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®)⁹ codes that the business selected when registering. The outreach performed by the contracting team to reach the supplier diversity community is significant. During FY2017, the team has sent 296,631 email points of outreach contact to vendors to notify them of solicitation opportunities. During FY2018 Q1, the team sent 51,768 emails. 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 / SAM 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>

	FY2018 Q1	FY2017 YTD
Number of Central Contracts	11	52
Number of outreach communications performed to:		
Delaware Businesses	358	820
Small Businesses	26,108	47,345
MBE / WBE	26,504	32,410
Veteran / Service Disabled Veteran	12,627	19,633
Totals	51,768	296,631

⁹ You can review UNSPSC data and information at: <http://www.unspsc.org/>

ROI on GSS Contracting Unit outreach for bids

The OSD is interested in tracking the Return on Investment (ROI) from the high amount of outreach performed by the Contracting Unit on its solicitations. During FY2018 Q1, the contracting unit outreached 51,768 times to diversity vendors and small businesses to help them learn of the above threshold / formal procurement opportunities with state contracting. The FY2018 Q1 outreach was for 11 central contracts. The return on investment of effort to include diverse and Delaware businesses into the formal contracting opportunities this year includes 89 Bid Proposals and Responses received, the chart below explores and breaks down the results.

FY2018	Total Bids Received	Total Awarded Vendors	Delaware Bids Received	Awarded to a Delaware Firm	Total OSD Bids Received	Awarded to an OSD Firm
Q1	89	64	38	35	9	9
Total	89	64	38	35	9	9

FY2018 Q1 Delaware's Supplier Diversity & Small Business Community spend snapshot

In FY2018 Q1, the State of Delaware spent \$76.48Million with the Supplier Diversity and Small Business communities. This is inclusive of \$44M in direct spend with the OSD and W9 self-identified businesses, and \$7.9M in indirect spend with awarded contract Tier II spend inclusive of DelDOT certified DBEs. The State spent \$24.4M with small businesses in the same quarter, including \$23.1M with W9 self-identified and \$1.3M with SBF certified vendors.

	FY2018 Q1
Direct spend with OSD Certified + W9 + DSHA	\$44,065,497
Indirect spend. Tier II	\$7,943,522
TOTAL Supplier Diversity spend (include W9, OSD & Tier II)	\$52,009,019
Direct spend with W9 + SBF Certified	\$1,291,619
Direct spend with W9 small firms (include SBF)	\$23,144,144
TOTAL Small Business spend (include W9 & SBF)	\$24,435,763
TOTAL (direct and indirect, all diverse & small)	\$76,444,782

Quarter over Quarter Analysis

FY2018 Q1 over FY2017 Q1 supplier diversity spend is represented in this snapshot. FY2018 Q1 exceeds that of the same quarter last year with an increase of 27.5%. Of note is that the Housing Authority increase this quarter when compared to the same quarter last year shows a tremendous increase of 302.7%.

	FY2018 Q1	% of FY2018 total	FY2017 Q1	% increase FY2018 over FY2017
Direct Certified OSD Spend*	\$23,535,661	45.3%	\$22,437,924	4.9%
DelDOT DBE Subcontracting	\$7,245,356	13.9%	\$6,845,527	5.8%
GSS 2nd Tier	\$698,166	1.3%	\$613,241 ¹⁰	13.8%
Self-Registered W-9	\$10,274,846	19.8%	\$8,349,707	23.1%
Housing Authority (DSHA)	\$10,254,990	19.7%	\$2,546,807	302.7%
Total	\$52,009,019		\$40,793,206	27.5%

FY2018 Q1 over FY2017 Q1 small business community spend is represented in this snapshot. FY2018 Q1 spend with SBF Certified small businesses increased over FY2017 Q1 by 16.7%. However, spend with W9 self-identified small businesses decreased for the quarter by 2.33% for total spend decrease of 2.92% for SBF Certified and W9 self-identified small businesses combined.

	FY2018 Q1	% of FY2018 total	FY2017 Q1	% increase FY2018 over FY2017
Direct Certified SBF Spend*	\$1,291,619	5.29%	\$1,106,123	16.77%
Self-Registered W-9	\$23,144,144	94.71%	\$23,696,919	-2.33%
Total	\$24,435,763		\$24,803,042	-2.92%

Breakdown of Spend by ethnicities, gender, veteran, and disabled

The following chart shows the FY2018 Q1 compared to FY2017 Q1 for each of the groups of the supplier diversity community. Minority Business Enterprise (MBE) vendors are representative of five ethnic minority groups and includes minority women as well as ‘minority and veteran’

¹⁰ Tier II spend often has a lag time in reporting. The FY2017 Q1 report indicated Tier II spend as \$605,591, that has been updated with additional spend reported after the close of the report.

and ‘minority and disabled’. Women Business Enterprise (WBE) vendors are represented within 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. Veteran Owned Business Enterprises (VOBE) is inclusive of Service Disabled Veteran Business Enterprises (SDVOBE). Note that a Veteran who is also a minority and/or a woman is counted within each group they belong. Disabled also includes firms owned by Individuals with DisAbilities (IWDBE). For a breakdown of certification eligibility details please refer to pages 4 and 5 of this report.

The change in FY2018 Q1 over the same period last year is represented in the chart below. Overall, total spend with diverse firms and with small businesses increased this quarter over the same period last year. However, that is not universal for each category. OSD provides a breakdown by ethnicity for the OSD Certified, but not the W9 spend, as the W9 form does not report at that level. OSD provided an eight-year look at State trends in spend with the OSD Certified enterprises, from base year FY2009 to FY2017 in the FY2017 Annual Report¹¹. The Delaware Housing Authority, a quasi-governmental authority, also values diversity and inclusion in contracting spend, which is included in this reporting, but without a further breakdown to ethnicity. Note the tremendous spend increase of 765% with minority firms and 194% with women firms by the Housing Authority this quarter as compared with the same period last year.

OSD	FY2018 Q1	FY2017 Q1	FY2018 Q1 increase/decrease over FY2017 Q1
African American	\$1,297,593	\$1,765,335	-26.5%
Asian American	\$2,200,204	\$1,784,297	23.3%
Subcontinent Asian	\$396,957	\$239,529	65.7%
Hispanic American	\$1,365,850	\$1,654,942	-17.5%
Native American	\$95,388	\$121,832	-21.7%
DE State Housing Authority	\$9,718,281	\$1,123,129	765.3%
MBE Tally**	\$15,074,272	\$6,689,063	125.4%
Veteran & Service Disabled	\$1,793,884	\$798,298	124.7%
DE State Housing Authority	\$0	\$0	0%
VOBE & SDVOBE Tally**	\$1,793,884	\$798,298	124.7%

¹¹ OSD Reports are located in the “Newsroom and Spend Reports” <https://gss.omb.delaware.gov/osd/reports.shtml>

Disabled	\$0	\$0	0%
IWDBE Tally**	\$0	\$0	0%
White American	\$16,345,790	\$12,795,094	27.8%
Woman+	\$19,316,153	\$15,850,738	21.9%
MWBE Minority Women	\$2,970,363	\$3,055,644	-2.8%
DE State Housing Authority	\$536,709	\$182,349	194.3%
WBE Tally**	\$19,852,862	\$16,033,087	23.8%
Total	\$36,721,018	\$23,520,448	56.1%

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

+ This category includes all women including minority women who are also counted within their ethnic minority.

Breakdown of Spend by small business status

The Small Business Focus (SBF) certification includes six industries. FY2018 Q1 total spend with the SBF community was \$1.29M without double count or \$1.39M as tallied:

SBF**	FY2018 Q1	FY2017 Q1	FY2018 increase/decrease over FY2017
Architecture &	\$55,849	\$13,513	573.4%
Construction	\$125,935	\$287,522	17.4%
Manufacturing	\$32,886	\$23,312	102.5%
Retail	\$196,745	\$336,611	-46.4%
Service	\$804,724	\$851,573	17.2%
Wholesale	\$176,913	\$310,817	-13.8%
Totals**	\$1,393,052	\$1,823,349	5.4%

**There is some double count in the numbers for businesses who are in more than one category; however, the total is not a double count number.

About the Score Cards

This Quarterly Report includes the pullout scorecard included above at pages iii, iv, and v. The first two pages of the Score Card captures agency spending with diverse businesses and with small businesses and the third page is a scorecard for the 19 School Districts. There are various data points that make up the Score Cards. Agencies track and measure their Supplier Diversity efforts along these analytics. Agencies each have a Supplier Diversity Plan, which 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 direct spend with OSD Certified firms and with W9 self-identified diverse firms, the scorecards explore both dollars and percentage of the total spend with OSD Certified firms and

W9 firms. The first column captures direct 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 spend with the OSD certified community is. This percentage of total spend allows us to normalize the vantage point to find averages. The next column reviews W9 spend at the agency level and then reports the percentage of total spend. Following is a combined calculation of spend with Certified and Self-identified firms, followed by total spend for the period by each agency, and a calculation of the percent of diverse spend as compared to the same agency's total quarterly spend. Below we will look at the reporting data for this quarter.

Diverse

The first Quarterly Score Card reports spend by agency with diverse businesses against the total spend for the quarter. The average combined OSD and W9 spend as compared to total agency spend for the quarter is 4.47%. Nine agencies exceed the average for FY2018 Q1. They are, in order of highest percentage of spend compared to total agency spend this quarter: Correction (18.42%), Nat'l Guard (18.36%), Labor (9.31%), Legal (8.78%), Judicial (6.59%), DSCYF (6.46%), Education (5.20%), Technology (5.17%), and State (4.65%).

The \$44Million total spend with OSD Certified firms and W9 self-identified firms is 2.28% of the \$1.93Billion total spent by these agencies in this quarter. Of note is that this \$1.93Billion total quarterly spend has not been adjusted to remove any debt-service or any non-discretionary spend.

Small

The second Quarterly Score Card reports spend by agency with small businesses and compares it against the total spend for the quarter. The average combined SBF and W9 spend as compared to total agency spend for the quarter is 2.08%. Nine agencies exceed the average for FY2018 Q1. They are, in order of highest percentage of spend compared to total agency spend this quarter: Legal (9.07%), Education (5.86%), Judicial (5.46%), Technology (4.76%), DSHS (4.40%), Labor (3.40%), Finance (2.76%), State (2.61%), and DelDOT (2.10%).

The \$24.4Million total spend with SBF Certified firms and W9 self-identified firms is 1.26% of the \$1.93Billion total spent by these agencies in this quarter. Of note is that this \$1.93Billion total quarterly spend has not been adjusted to remove any debt-service or any non-discretionary spend.

School Districts

FY2018 Q1 saw a decrease increase in spend with the combined certified Supplier Diversity community and W9 self-identified businesses by the Department of Education (DOE) when compared to the same period last fiscal year. Of the \$6,503,463 spent with the certified Supplier Diversity community by the Department of Education as a whole in FY2018 Q1, \$5,093,863 or 78.33% was spent with the certified business community by the School Districts. DOE has the second highest Agency spend with the Supplier Diversity community in FY2018 Q1, representing 19.25% of the total state spend with the certified Supplier Diversity community and \$2,463,905 or 23.98% of the total state spend with the W9 self-identified diversity community.

Subcontracting/Tier II Report

Government Support Services (GSS) contracts

Tier II reporting is indirect spend, meaning that the spend is not direct from the State to the Tier II vendor, but rather is paid to an awarded contractor and that contractor has included a diverse vendor in their supply chain or sub-contracting opportunities. The awarded contractor pays the Tier II vendor, and reports on these activities to the State. Government Support Services (GSS) receives subcontracting and supply chain information on central contracts from the prime or awarded contractors, 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 FY2018, is identified below.

This chart reports Tier II spend on six GSS or central contracts totaling.

GSS Contract	Vendor	FY2018	
		Q1*	YTD Total
001-DentalInsBenefit	Delta Dental		
011-Hand Tools/ 127-Fasteners/ 577-Industrial	Fastenal	\$3,077	\$3,077
597-IT Augmentation	Computer Aid	\$677,181	\$677,181
608-Document Destruction	DE Assn. of Rehabilitation Facilities		
630-IT Project Staffing	MicroTek Software	\$728	\$728
723-Nutrition Software	Education Mgmt. Systems	\$17,180	\$17,180
Total		\$698,166	\$698,166

* Because Tier II spend reporting has a lag, each quarter experiences an update during the next quarter.

Federal Disadvantaged Business Enterprise (DBE) program

This is another indirect spend category, and it is also Tier II. The Delaware Department of Transportation (DelDOT) is a recipient of both federal and state funds for their projects. Businesses that are certified by DelDOT as Disadvantaged Business Enterprises (DBE) meet both social and economic eligibility review. The Directory of DBE Certified Firms is at <https://deldotcivilrights.dbesystem.com/FrontEnd/VendorSearchPublic.asp?TN=deldotcivilrights&XID=8978>. 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. Occasionally, a DBE certified firm is also a Prime. For Tier II reporting, we do not count those DBEs who are primes, as they will be captured in the Agency Direct Spend reporting. In FY2018 Q1, thirty-eight (38) different DBE Certified firms worked on DelDOT projects in a sub-contracting capacity, those Tier II payments totaled \$7.2Million.



Certified DBE	Ethnicity	Gender	# Awards	Payments as Prime	# Contracts as Prime	Payments as Sub	# Contracts as Sub
American Flag, Inc.	Caucasian	Female	2	\$0	0	\$631,494	19
Arrow Leasing Corp	Native American	Male	0	\$0	0	\$1,207	1
Atlantic Concrete Cutting Inc	Caucasian	Female	0	\$0	0	\$5,142	1
Atlantic Surveying And Mapping, LLC	Caucasian	Female	1	\$0	0	\$6,525	2
Blue Chip Trucking, LLC	Hispanic American	Male	0	\$0	0	\$7,778	1
Callahan Paving Products, Inc.	Caucasian	Female	1	\$0	0	\$498,587	3
Carolina Construction, LLC	Black American	Male	0	\$0	0	\$14,280	1
Crawford Trucking, LLC	Caucasian	Female	0	\$0	0	\$459,878	10
Curbs ETC. INC	Caucasian	Female	1	\$0	0	\$784,423	6
DeSilvio & Company, Inc.	Caucasian	Female	0	\$0	0	\$23,819	1
Direct & Correct, Inc.	Caucasian	Female	1	\$0	0	\$362,870	9
Dovetail Cultural Resource Group I, Inc.	Caucasian	Female	1	\$18,806	3	\$0	0
Eastern Steel Constructors, Inc.	Caucasian	Female	0	\$0	0	\$760,301	4
Easternex Int'l Ltd.	Subcontinent Asian American	Male	2	\$0	0	\$303,625	7
Engineering & Testing Services, Inc.	Caucasian	Female	0	\$0	0	\$2,475	1
FILEC Services, LLC	Caucasian	Female	1	\$0	0	\$34,250	1
Interlock Steelworkers, Inc.	Native American	Male	0	\$0	0	\$17,938	1
Janette Redrow Ltd.	Caucasian	Female	2	\$0	0	\$753,872	13
Kriss Contracting, Inc.	Caucasian	Female	4	\$73,543	1	\$322,497	7
M & M Construction, Inc.	Black American	Male	0	\$0	0	\$198,000	5
M and V Contractual Services, Inc.	Black American	Female	0	\$0	0	\$91,020	1
M. L. Ruberton Construction Company, Inc.	Caucasian	Female	0	\$0	0	\$132,016	1
Marinis Bros, Inc.	Caucasian	Female	1	\$0	0	\$169,037	4
Paul Pugh Trucking Co., Inc.	Black American	Male	0	\$0	0	\$2,925	1
Ramesh C. Batta Associates, PA	Subcontinent Asian American	Male	0	\$0	0	\$54,000	1



RAM-T Corporation	Caucasian	Female	1	\$0	0	\$3,850	1
RJM Engineering, Inc.	Subcontinent Asian American	Male	0	\$0	0	\$11,910	2
Rybinski Engineering, LLC	Caucasian	Female	1	\$31,713	3	\$10,729	3
S & T Trucking	Caucasian	Female	0	\$0	0	\$16,520	1
Sam's Construction LLC	Hispanic American	Male	1	\$119,782	1	\$405,645	4
Seagull Fence & Concrete, LLC	Hispanic American	Male	1	\$0	0	\$133,543	3
Site Work Safety Supplies, Inc.	Native American	Male	0	\$0	0	\$25,039	2
Stripe-A-Lot, Inc.	Hispanic American	Male	0	\$0	0	\$164,306	1
The Vann Organization	Black American	Male	0	\$0	0	\$1,630	1
Traffic & Safety Signs, Inc.,	Caucasian	Female	2	\$0	0	\$624,034	20
Vega Solutions, Inc.	Subcontinent Asian American	Female	0	\$0	0	\$1,200	1
Wang Technology LLC	Asian-Pacific American	Female	0	\$0	0	\$36,494	1
Wilton Corporation	Caucasian	Female	0	\$0	0	\$172,497	1
TOTALS:			27	\$243,844	8	\$7,245,356	142

Trainings offered to the Vendor Community

Procurement Specific Training

In a strong effort to help diverse and small business seize upon the opportunity to bid on formal procurement solicitations, and to help share how to access under-threshold opportunities, Government Support Services (GSS) Contracting Unit's Trainer and OSD offers two different but equally important training events. "Vendor Day – How to Do Business with the State of Delaware" trainings are offered throughout the state to help engage vendors and provide education about the state's procurement process, procedure, expectations, and helpful tips. "School District Supply Chain" trainings are offered in cooperation with the School Districts. These are held at the county level, offering vendors an opportunity to understand that School Districts are welcome to use statewide contracts, but are not required to, and therefore may contact with vendors following state procurement rules. Even though our state contracts are intended to be used, and are eligible to be used, by all state agencies, not all entities are required

by Delaware Code to utilize these contracts. An example of excluded entities are schools, fire departments, and municipalities. Therefore, vendors are eligible to market directly to these groups. To help you identify whom to contact, the Contracting Unit maintains a list of those other procurement officials at <http://mymarketplace.delaware.gov/procurement-contacts.shtml>. This list provides names and contact information for procurement officers throughout all state offices, all municipalities, and various other departments.

These two trainings are offered inclusively to the entire business community of traditional, diverse, and small businesses. Government Support Services Contracting Unit and OSD continue to meet new vendors as they join us, along with vendors who are repeat attendees, 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, eMarketplace 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.

The charts below identify the number of trainings, the total participants for the full FY2018 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 TO DATE	# of MBE WBE Vendors Attending	# Veteran/SDV Attending	# DE Based Vendors Attending	# of Small Businesses Attending	# of Disabled Businesses Attending	Actual # Vendors Attending *
Vendor Day FY2011-FY2017	24	372	62	364	390	21	663
FY2018 YTD	1	23	3	20	25	2	40
School District Supply Chain FY2014 – FY2017	9	155	16	184	203	0	269
FY2018 YTD	0	0	0	0	0	0	0

*Some vendors meet more than one category, such as Delaware vendor who is a minority female service disabled Veteran. We count business in all categories they meet, and therefore there is some double count among the categories, however the ‘actual number of vendors’ column counts each vendor only once. The entire business community of traditional, diverse, and small business are invited, and the “Actual # Vendors Attending” is inclusive.

Contracts to Watch

New during FY2018 Q1, the Government Support Services (GSS) Contracting Unit initiated a new training opportunity. “Contracts to Watch” helps educate businesses in deciding which contracts to be monitoring, and when. The Government Support Services Contracting Unit hosts informal monthly meetings to facilitate the gathering and sharing of information related to statewide contracts that are approaching a critical decision point: extend or create and advertise a new solicitation. Parties interested in sharing information on either the efficiencies of the existing contract or trends in related market sectors are invited to attend. 39 contracts were discussed at 4 Contracts to Watch workshops this quarter. The entire business community of traditional, diverse, and small business are invited inclusively. The specific contracts up for discussion during this quarter are listed below.

8/29/2017	Band Uniforms
	Biodiesel – B20 and B5 Fuels
	Fiberglass Boat
	Time and Attendance Management Solution
	Ice Machine and Refrigeration Preventative Maintenance
	Auto Parts and Batteries
	Custom Uniforms
9/26/2017	Commodity Beef Processing of Frozen Ground Beef
	Semi Automated External Defibrillators
	Dry Cleaning Services
	Hand Tools Powered and Non-Powered
	Hazards Mitigation Services
	Health and Fitness Assessments
	Industrial Supplies and Equipment
	Information Technology Staff Augmentation Services
	Janitorial and Cafeteria Supplies
	Janitorial and Cafeteria Supplies (K12)
9/28/2017	Milk, Dairy and Juice Products
	OnBase Implementation Partners
	Pizza, Fresh
	Consultant – 800MHz Public Safety Communications System Upgrade
	Public Safety Communication Equipment – Radios 2015-2020
	School Supplies
	Security Officer Services – Armed
	Single Stream Recycling and Solid Waste Removal

	Soft Pretzels and Cookies
	Temporary Employment Services
	Temporary Employment Services (Substitutes Re-Bid)
	Temporary Nursing Services for LTC Facilities
10/24/2017	Ammunition and Targets
	Autopsy System Equipment
	Bottled Water and Cooler Rental
	Fire Suppression Services, Inspection, and Testing
	Heavy Duty Vehicle Parts and Accessories
	Micrographic Services and Conversion Services
	Office Supplies and Accessories
	Playground and Recreation Equipment and Accessories
	Tax and Revenue Image Processing System
	Toner and Supplies

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 Contracting Unit and is reviewed, passed along to the solicitation owner if appropriate, and once the solicitation owner reviews they send their decision back. GSS then coordinates with the technology team and plans are made available to the approved vendor for a 2-week period so that they may determine if their business has the capacity to perform as a supplier, 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 business types that are excluded from this process – they are known as Bid Rooms or Plan Rooms. Plan Rooms do not perform construction trade work on a contract but instead collect plans from throughout the country or a region and then share the plans with their customers. The Plan Request form explains the limitations on use - including that drawings are not for re-distribution. Plan Rooms and Bid Rooms are therefore excluded, as their sole purpose

of receiving the plans is to redistribute to their subscribership. The obvious safety aspect about who has what plans for which project is one of the most compelling reasons for this exclusion. There is a specific email address created for Plan Requests, it is PlanRequests@state.de.us. This chart documents the request volume in this quarter and includes FY2017 year-end results for comparison.

Plan Request history	FY2018 Q1	FY2017
Plan Requests received	38	167
Businesses requesting	31	123
Requests approved	34	143
Requests denied	1	11
Solicitations involved	23	63
Requesting businesses that are OSD	4	16

Of the PlanRequests made for OSD certified vendors during FY2018 Q1, 10.52% 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. New during FY2018 Q1, the Office of Supplier Diversity initiated a new monthly workshop, aimed to assist businesses in completing their diverse and small business applications. This workshop walks vendors through the application process, and provides an open forum for question and answers regarding the application process, eligibility questions, and more. OSD had 48 in-person touch points at meetings and workshop events engaging with 1,209 individuals, and a total of 208 touch points with the community engaging with 3,204 business owners and business leaders. The chart below breaks out the engagement. The Meetings and Events category includes events that are business focused such as education, networking, development, matchmaking, small and diverse business roundtables, vendor requested meetings, trainings and workshop, and any meeting at which OSD had a role to meet with and/or present access to opportunity information with business owners and business leaders. The Boards, Committees, Commission category represents working meetings as OSD sits in participant or advisory roles on nine councils, boards, and commissions, including:

- National Association of State Procurement Officials (NASPO), Steering Committee Member for 2018 Exchange Conference,
- Delaware Governor’s Supplier Diversity Council,
- United Way Delaware, Women In Action & Women United Advisory Council,
- Delaware Hispanic Commission, Economic Development Sub-Committee,
- Association of Builders and Contractors (ABC Delaware), Diversity & Inclusion Committee,
- Delaware’s State Council for Persons with Disabilities
- Delaware Technical Community College (DTCC), Terry Campus Business Advisory Board,
- National Association of Women Business Owners (NAWBO) Delaware, and
- YWCA’s Women Achieving A New Direction (WAND) Delaware, Advisory Board.

	FY2018 Q1	number of business individuals engaged	FY2017 Total ¹²
Meetings and Events	29	1208	52
Boards, Committees, Commissions	19		38
subtotal	48	1208	220
OSD List serve outreach activities	160	1996	506
OSD participation in community	208	3204	782

OSD List Serve

OSD utilizes a list serve to outreach inclusively to the business community. All vendors, traditional, diverse, and small as welcome to join the list serve. The focus of the OSD List Serve is to share access to business development, opportunities, networking, and engagement to the businesses who joined the list serve. 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>. During FY2018 Q1 OSD has shared 160 different business-opportunity focused messages for: networking, development, and opportunity messages with the traditional, diverse, and small business community though the OSD List serve; they are included in this chart:

The Intersection of two industries: Medical and Technology - Networking and Education -	9/29/2017
Federal Certifications: 8(a) and HUBZone Programs, FREE SEMINAR - October 11	9/29/2017
Need help with Social Media for Your Business? - Oct. 5	9/29/2017
Networking & Discover your Ideal Business Opportunity - October 4	9/28/2017

¹² The number of business individuals engaged for OSD events was not tracked in the same manner in FY2017. The number of events are tracked similarly.



What's Your Business Really Worth? October 5	9/28/2017
Is Your Elevator Pitch Worth \$1,000? - October 16 - Philadelphia	9/27/2017
Construction & Trades NETWORKING - October 5	9/27/2017
2017 Inspiring Women in STEM Conference - October 18	9/27/2017
SAVE THE DATE and come learn about the Goldman Sachs 10K Small Businesses	9/26/2017
1 Million Cups - all 3 counties - Wednesday mornings - FREE	9/25/2017
Small Business workshop at the Libraries - Partnering for Profits - September 28	9/25/2017
Open for Business - New Castle County - September 28	9/25/2017
Are you Ready to Saddle Up for Business?!?! September 28	9/22/2017
SEMINAR: Personal and Business Credit: It can impact a lot. September 27	9/22/2017
OSD is Sharing : Free for All - DSBC End-of-Summer Beach After Hours Networking At	9/22/2017
Construction & Trades Education: Confined Space - Sept. 27, 2017	9/22/2017
Vendor OPPORTUNITY - Craft Show and Flea Market at Victory Village for Veterans -	9/21/2017
2017 Canaan Business Network Success Conference - October 28 - registration open	9/21/2017
Networking and Award-Winning Documentary - September 27	9/20/2017
DLPN Networking September - Wine, Cheese, & Alpacas - September 21	9/19/2017
SBA is Hiring Staff to Help with Disaster Response	9/18/2017
TONIGHT Get Social With NAWBO Delaware!	9/18/2017
1 Million Cups - all 3 counties - Wednesday morning - FREE	9/18/2017
Small Business workshop at the Libraries - Managing Your Business's Finances - September	9/18/2017
Vendor Day, How To Do Business With the State of Delaware - September 27 - free -	9/18/2017
Sussex County - Open For Business - September 21 - FREE	9/18/2017
Vendor Day, How To Do Business With the State of Delaware - September 27 - free -	9/14/2017
Vendor OPPORTUNITY Exhibitors or Sponsors - "Invent - Reinvent - Invest" - October 11	9/14/2017
Small Business workshops at the Libraries - Increase your Net Revenue and your Energy	9/13/2017
Meet the Media: A Panel Discussion - September 22	9/13/2017
Diverse and Small Business Certification Workshop with OSD - September 18 - free - Dover	9/12/2017
Networking and Workshop to Grow, Expand, and Accelerate - September 15	9/12/2017
Philadelphia Minority Enterprise Development week - Oct 2 to 6	9/12/2017
State of Delaware Contracts to Watch - Sept 26 and 28	9/12/2017
Grants & Loans for Improved Energy Efficiency - September 14 - (this is a don't miss event	9/11/2017
1 Million Cups - all 3 counties - Wednesday morning - FREE	9/11/2017
Better Communication and Effective Customer Service - September 14	9/11/2017
The Money School Classes - throughout September	9/11/2017
SAVE THE DATES - Business Boot Camp - Nov 2 & 3 - free	9/11/2017
Grants & Loans for Improved Energy Efficiency - September 14 - (this is a don't miss event	9/8/2017
CORRECTION: WBEC Annual Awards Celebration - CORRECTION September 15	9/8/2017
Entrepreneurial & Business Women's Expo - November 14	9/8/2017
WBEC Annual Awards Celebration - September 12	9/8/2017
2nd Annual EEC Luncheon featuring the Swim with the Sharks Video Pitch Competition -	9/8/2017
Vendor Day, How To Do Business With the State of Delaware - September 27 - free -	9/7/2017
Kauffman FastTrac Entrepreneurial Class - Newark - Sept 28 to Dec 7	9/7/2017



you are invited: Networking, Knowledge & Breakfast - September 13	9/7/2017
Quarterly Business Roundtable and Networking-Sales Challenges, Strategies, and Solutions	9/6/2017
Social Media presentation & "Kent County is Open For Business" - September 7 - FREE	9/6/2017
OPPORTUNITY - Vendor Expo & Trade Show - The DPPA Conference - October 19	9/6/2017
FUNDING Corridor Revitalization Fund (forgivable loans aka grants) - Info Session Sept 21	9/5/2017
Copyrights, Patents, and Trademark: Protecting Your Business September 6	9/5/2017
Networking and Powerful Conversations Series - October 9 and November 13	9/5/2017
1 Million Cups - all 3 counties - Wednesday morning - FREE	9/4/2017
Social Media presentation & "Kent County is Open For Business" - September 7 - FREE	9/1/2017
Building Your Own Blog - a series - starts Sept 13	8/31/2017
WBEC Annual Awards Celebration - September 12	8/30/2017
EMSDC R.O.A.R. Conference & Matchmaker Registration is Open - Sept 20	8/30/2017
2017 NMSDC Conference + Business Opportunity Exchange - October 22-25	8/29/2017
Federal Contracting info 8(a) & WOSB - September 13- FREE	8/29/2017
Vendor OPPORTUNITY - 2nd Annual Kaleidoscope - September 23	8/29/2017
1 Million Cups - all 3 counties - Wednesday morning - FREE	8/28/2017
Save the Date - 2017 Canaan Business Network Success Conference - October 28	8/28/2017
Slash 10 hours from your work week - September 7	8/28/2017
Social Media presentation & "Kent County is Open For Business" - September 7 - FREE	8/25/2017
Vendor OPPORTUNITY - Saint Francis Healthcare Medical Symposium	8/25/2017
Vendor OPPORTUNITIES 3000-5000 expected this year at DSBC FunFest - September 16	8/25/2017
EEC giving away \$20,000 in cash and services - Are you eligible? August 28 deadline	8/24/2017
Conference & B2B Matchmaker - September 20	8/24/2017
Meet your NEW trade reps - Colombia, Ireland, Singapore and Malaysia - September 14	8/24/2017
Vendor Day, How To Do Business With the State of Delaware - September 27 - free -	8/24/2017
Networking at the Woodstock Event - September 7	8/23/2017
Open for Business - New Castle County - TOMORROW - August 24	8/23/2017
Save the Date - 8th Annual Pittsburgh Leadership Conference - October 5	8/23/2017
OPPORTUNITY Vendors and Sponsors - "Invent - Reinvent - Invest" - October 11	8/23/2017
Delaware's Largest Annual Cybersecurity Workshop - 2017 Secure Delaware - October 11	8/22/2017
How To Market Your Business Effectively - August 31	8/22/2017
1 Million Cups - all 3 counties - Wednesday morning - FREE	8/21/2017
Small Business workshops at the Libraries - August	8/21/2017
State of Delaware Contracts to Watch - August 29	8/21/2017
Get Social with NAWBO Delaware - August 21 at 6pm	8/18/2017
Grant Writing 101 (Sept. 18) & Managing Your Grant Award (Oct. 2)	8/18/2017
Vendor OPPORTUNITY - 2nd Annual Kaleidoscope - September 23	8/18/2017
Networking, Knowledge & Breakfast - September 13	8/17/2017
Save The Date for Lighting The Torch 2017 - Philadelphia - October 5	8/17/2017
EMSDC R.O.A.R. Conference & Matchmaker Registration is Open - Sept 20	8/16/2017
Philadelphia Women in Leadership Symposium - Sept 28	8/16/2017
Conflict and Communication - August 22	8/15/2017



Certification Workshop - August 21 - DSCC Wilmington - free	8/15/2017
1 Million Cups - all 3 counties - Wednesday morning - FREE	8/14/2017
Small Business workshops at the Libraries - August	8/14/2017
Nine Innings of Networking Job Fair @ Wilmington Blue Rocks - August 16	8/14/2017
Corridor Revitalization Fund (forgivable loans aka grants) - Info Sessions - up to \$50K per	8/11/2017
Workshop = Writing Your Business Plan - Aug 15 & 22	8/11/2017
MasterMind - Peer Advisory Groups - information session - August 22	8/11/2017
State of Delaware Contracts to Watch - August 29	8/10/2017
OPPORTUNITY - Vendor Expo & Trade Show - The DPPA Conference - October 19	8/10/2017
Vendor OPPORTUNITY at the DSBC Fun Fest - September 16	8/9/2017
Nine Innings of Networking Job Fair @ Wilmington Blue Rocks - August 16	8/9/2017
Certification Workshop - August 21 - DSCC Wilmington - free	8/8/2017
NETWORK at Delaware's Biggest Office Party with the Blue Rocks - August 15	8/8/2017
Small Business workshops at the Libraries - August	8/8/2017
Networking & MOVE - August 14	8/8/2017
1 Million Cups - all 3 counties - Wednesday morning - FREE	8/7/2017
Create or grow your Cleaning Business Program - Info session tonight OR August 8	8/7/2017
Go For the Greens Conference and Business Matchmaking - 10th Anniversary Conference -	8/7/2017
State Surplus Services Store & Online Auctions	8/4/2017
Exhibiting OPPORTUNITIES - 2017 NMSDC Conference + Business Opportunity	8/4/2017
Your Money Map with Dave Guzman - August 8	8/4/2017
Swim with the Sharks Video Pitch Competition Program. Submit starting on August 1	8/3/2017
Go Global: upcoming international development opportunities for your business	8/3/2017
Vendors OPPORTUNITY - August 26	8/3/2017
Small Business workshops at the Libraries - August	8/2/2017
NETWORKING & Knowledge - Art Fitness - August 10	8/2/2017
Free exhibitor table opportunity - Science Over Stigma addiction symposium, in Bridgeville	8/1/2017
Kent County is Open For Business - August 3 - FREE	7/31/2017
1 Million Cups - all 3 counties - Wednesday morning - FREE	7/31/2017
Alliance Procurement Fair - Baltimore - Nov 8th	7/28/2017
MasterMind - Peer Advisory Groups - information session July 31	7/27/2017
Federal Certification Seminar - 8(a) and HUBZone - August 9	7/27/2017
USDA Notice of Funds Availability (NOFA) - Rural Broadband Access Loan and Loan	7/26/2017
SAVE THE DATE - BRAND New - Invent - Reinvent - Invest - October 11	7/26/2017
OPPORTUNITY - Housing Development Fund Technical Assistance Meetings Offered	7/26/2017
Are you Built for Business? July 26 (and other offerings)	7/25/2017
Open for Business - New Castle County - July 27	7/25/2017
Millennial Summit - August 1 - Schedule is now public	7/24/2017
SUMMER FEST - Tabletop Expo and Open House - NCCCC - July 25 noon to 4pm	7/24/2017
1 Million Cups - all 3 counties - Wednesday morning - FREE	7/24/2017
Save the Date - 8th Annual Pittsburgh Leadership Conference - October 5	7/21/2017
NETWORKING: Corporate Interiors presents a Woodstock Event - Sept. 7	7/21/2017



After Hours Networking - July 25 in Newark	7/20/2017
The In's and Out's of Intellectual Property - July 27	7/20/2017
Sussex County - Open For Business - July 20 - FREE	7/19/2017
Super Meetup 2017 - July 25	7/19/2017
NETWORKING and Conversation with Congresswoman Lisa Blunt Rochester - July 21	7/18/2017
Using Crowdfunding to Grow Organically - July 20	7/18/2017
How to Read Financial Statements and Featured FDIC Consumer Tips - July 19	7/18/2017
Federal Certification Seminar - 8(a) and HUBZone - August 9	7/18/2017
1 Million Cups - all 3 counties - Wednesday morning - FREE	7/17/2017
DATE CHANGED to Aug 7: NETWORKING & Dining in the Dark	7/17/2017
Millennial Summit - Young Professionals Leadership Development Conference - August 1	7/17/2017
Networking & Meet the New Members - July 18 - FREE	7/14/2017
Small and/or Diverse Business Certification Workshop - Monday July 17 - FREE with	7/14/2017
OSD launches a new streamlined Certification Application today	7/13/2017
Business Growth & Development: Tier II Opportunities - WBEC PA-DE-sNJ - July 21 -	7/12/2017
PSEG Supplier Diversity Procurement Fair - July 19	7/11/2017
1 Million Cups - all 3 counties - Wednesday morning - FREE	7/10/2017
Networking & Knowledge - July 13 - Art Fitness	7/10/2017
Millennial Summit - Young Professionals Leadership Development Conference - August 1	7/10/2017
Do you know how to create a video to market your video? - July 25	7/7/2017
Networking & Meet the New Members - July 18 - FREE	7/7/2017
Leading From The Middle - July 13	7/6/2017
Federal Contracting info 8(a) & WOSB - July 12 - FREE	7/6/2017
U.D. Lerner School of Business Entrepreneurship and Small Business Management Class:	7/5/2017
Networking & Knowledge - July 13 - Art Fitness	7/5/2017
1 Million Cups - all 3 counties - Wednesday morning - FREE	7/3/2017
Business Competition - and sponsorship opportunities	7/3/2017

Awards

During FY2018 Q1, the Eastern Minority Supplier Development Council (EMSDC) recognized the Office of Supplier Diversity at their end of year Awards Gala. EMSDC CEO and President Valarie Cofield presented OSD Executive Director Michelle Morin and the Office of Supplier Diversity with the “Phoenix Award”.

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 for FY2018, OSD will continue to:

- focus on and ensure progress regarding the Governor’s Policy Objective: to support traditional, diverse, and small business priorities;
- seek opportunities for additional access to opportunities for certified businesses in G2B relationships;
- explore the State activity with businesses who provide services and are compensated through grants to invite those businesses to become certified;
- recruit additional companies to the Small Business Focus (SBF) certification opportunity;
- join and participate with the Individuals with DisAbilities community to continue outreach and certification for Individuals with DisAbilities who are business owners;
- participate with the Governor’ Supplier Diversity Council on initiatives to support supplier diversity and small business opportunities statewide;
- work with Corporate entities to continue to grow the usage of the online Directory of Certified firms and the Open Data portal for those entities;
- share the “OSD is Sharing” outreach of business development, access to opportunity, and networking to the entire community. Anyone can join the OSD list serve at : <http://directory.osd.gss.omb.delaware.gov/self-registration.shtml> ; and
- participate with valued Resource Partners and Chambers of Commerce throughout Delaware and the Region.

Questions, Comments, and Feedback

Your questions, comments, and feedback are always welcome. Please feel welcome to reach out to share your thoughts. 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.

Michelle N. Morin
Executive Director
Office of Supplier Diversity
State of Delaware
Government Support Services
100 Enterprise Place, Suite 4
Dover, Delaware 19904

Direct Dial: 302-857-4554
Fax: 302-677-7086
Email: Michelle.Morin@state.de.us
OSD website: <http://gss.omb.delaware.gov/osd/>