



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
DELAWARE ECONOMIC DEVELOPMENT OFFICE

Governor's Supplier Diversity Council Meeting Minutes

January 18, 2012 Called to Order by Ken Anderson at 2:10 PM

In attendance: Ken Anderson, Nick Collazzo, Devona Williams, Ph.D, Travis Crawford, Jay Burks, Anas Ben Addi, Cathy Imburgia, LaKeesha Briscoe, Bill Davis, Sakthi Vel

On Phone: John Conley, Shirley Learner, Ron Frazier, Carmen Herrera, James Collins, Ron Tutundji, Dean Stotler, and Jodie Wiedle for Kim Wheatley.

Absent – Clay Hammond, Fernando Guajardo, Pam Drapier

Chair Address- Ken Anderson

Vision for Governor's Supplier Diversity Council for 2012

Shared Governor's Vision: Simple "Get Something Done"

Focusing on implementation strategies for approved Recommendations from the December 2010, *"Feasibility of Conducting a Disparity Study and Recommendations to Improve Supplier Diversity in Delaware"* report to the Governor

SDC 2012 Target- Initially to focus on implementation strategies for Recommendations that are "Low Hanging Fruit"

Tiger Teams lead by the designated Team Leader will engage in a process of developing implementation strategies for an initial set of the previously approved recommendations

New SDC Members- Secretary Anas Ben Addi, Veteran Member- Nick Collazzo

OMB's (GSS) Progress Towards SDC Objectives 2010 Recommendations- Dean Stotler

- Implemented strategies of what will be done. Most transparent procurement process in US to address issues.
- The release of mymarketplace.delaware.gov which is the central repository procurement information is functional for all solicitations. It allows vendors to have one-stop shop. Provide award information and vendor information.
- Teaches how to use and will offer training for procurement specialists.
- Sourcing information- how to make a decision- who, what, when, to do or not
- MWBE & Veteran Community- every other month training on the best practices, delegated contracts, new hire standardize the practices. Forecasting- upcoming funds- Releasing reports on mymarktplace.delaware.gov for business intelligence.
- Need to implement Ecommerce initiative solicitation- case study completed.
- More MWBE Training to make everyone aware of what is available.
- Develop certification for veteran-owned businesses
- Executive Order 29 now includes Veteran Business
- Make sure sustainability.

It was suggested that we need more interests in the community- prepare flyers.

The time frame for Ecommerce evolution will be at least a year before available to everyone.

Jay Burks added that the - GIC Office completed a You Tube video that was highly successful.

Vendor Days at GSS in Dover- Communication on how to be more successful, it is communicated through eCompass, Chambers of Commerce, constituent groups, Facebook, LinkedIn and Twitter. It is on a first come first serve basis and the next session for January 26th has already been sold out with 60 individuals on the waiting list.

Review of Veteran Initiatives in Delaware- Nick Collazzo

- Would like to create a central disposition for veterans, currently only 13 businesses. Would like to offer counseling programs to transition the Veterans.
- Be Supportive to Delaware State University

- Develop Entrepreneurial program
- None of the chambers knew which existing members were veterans- they are going forward out of the 300 New members 14 are veterans.
- Ask State of Delaware Business License to ask about Veterans and to develop a mailing list
- Coalition for Veterans- as many owners as possible. 1st program to start by March.
- 80,000 veterans in Delaware
- NCC- 38,349 Kent- 17,411 Sussex 20,371
- Need to have one definition of a veteran. A definition is provided in the Delaware Code, but not all programs follow. DD214 does not qualify and it needs to be consistent. Possibly an ID Card from DMV.
- The process to become classified as a Veteran Business is difficult.
- **Cathy Suggested-** Find out what/how other states defines veterans. There is not a lot of structure and too many definitions Veterans. Changing the form on the business license form

Jay Burks- Update from OMWBE

Preliminary Numbers FY12Q2

According to mymarketplace.delaware.gov – This statistic is subject to change as we continually validate MWBE certification status with OMWBE

	Effective Contracts	Vets		MWBE	
FY12 Q1	51	0	0.00%	7	13.73%
FY12 Q2	41	3	7.32%	13	31.71%

MWBE FY12 Q2 -Direct Certified Spend

- \$12,992,693.20 – 20% increase vs. same time LY
- Total Vendors 171 – about the same as LY

Vets FY12 Q2 – Direct spend (combination of W-9, CCR and Vetbiz databases

- \$3,897,260.74
- 218

Agencies with relative high levels of Vet spend for FY12Q1-Q2 include DeIDOT & Executive

- In all awarded contracts we are listing the company if applicable as a veteran owned business, which increases the visibility of the vendor for marketing purposes on multisource contracts.

- There is an approximate 22% increase of the current vendors listed on mymarketplace.delaware.gov as Veteran businesses compared to the same time period last year.
 - FY12 Q1 \$1,288,506.93
 - FY11 Q1 \$1,057,876.67

Dr. Devona Williams & Secretary Anas Ben Addi suggested to engage in a process to analyze organic growth as a result of the potential to inflate the MWBE spend numbers based on growth in OMWBE certification

Jay Burks – Expressed the difficulty and potential inaccuracies of producing an accurate figure for veteran owned businesses in addition to producing an accurate figure for total procurement spend. He also mentioned the importance of a vendor management system, which would assist in increasing the integrity of data.

Participation and Evaluation of Liaisons

- Liaison activity inconsistent – need to rollout supplier diversity scorecard
- Government Support Services in addition to OMWBE has partnered with PTAC, SBA, DeIDOT to facilitate Government Contracting workshop throughout the State – Next workshop scheduled February 29th at DeIDOT

Liaisons - National Guard, Housing Authority, Finance DTI, DOS and DeIDOT support has included

- Reporting under threshold solicitations, providing feedback to OMWBE supplier diversity recommendations, reviewing OMWBE MWBE data analysis and providing subcontracting information
- OMWBE is seeing positive trends for example Division of Facilities Management however the reporting remains inconsistent to support results.

Final FY12 Q1-Q2 OMWBE supplier diversity report will be complete by first week of February

Jay Burks- Expressed the challenge of presenting a conflicting brand with the Office name of Office of Minority and Women Business Enterprise and attracting the Veteran constituents. OMWBE has changed the mission of the office to include veteran businesses however, the name challenge remains. Mr. Burks indicated the need to change the name to the Office of Supplier Diversity.

Jay Burks- Noted that all agencies have not updated supplier diversity plans to include veteran owned businesses.

Jay Burks – Noted that the OMWBE database is a one-stop shop and are we planning to ask the agencies to utilize and add an additional three database for veteran businesses?

Comments/Discussion from council and MWBE Liaisons:

Sub-Contracting does not have enough leverage to force getting information.

PPT can possibly be transferred to another state agency.

1st State Financials Transaction- Sub-contracting main challenge is vendor reports difficult to collect data. Can liaisons add a prototype?

Bill Davis: Standard front end- requested contractor to list sub contractors information

2nd tier report- losing focus- too broad- ask for the bottom line

Carmen: Vendors appear to have confusion on what is a requested/correct form. Reports have complexity is going over vendors.

Jay Burks: OMB updated supplier diversity plan to include sourcing from multiple databases including CCR, VetVBiz, and Small Business Database – need recommendations on a way to validate veteran owned businesses. Do we create an upgrade for OMWBE database?

Dean Stotler: GSS/Ken will send communication advising of Executive Order 29 suggesting making a change for veterans.

NaVOBA, Vetpreneur- Veteran Friendly State- need to go to VFW to get Veterans information

Carmen Herrera: Outreach efforts and existing reports with DTI process to simplify reports.

Will like to piggy bank information.

Attorney General approves front end documents.

Compatibility forms for all.

Tiger Team Assignments:

Five Teams aligned with five initial recommendations will be established with the goal of understanding the current stages of the selected, approved recommendations delineated in the December 2010 report to the Governor, and will proceed with the development and vetting of implementation strategies, with the objective of effecting “full implementation” of the approved recommendations. All SDC implementation strategies will appropriately vetted and then presented to the Governor (Date to be determined at the next SDC meeting).

Detailed descriptions of the original ten (10) recommendations can be found in the December 2010 report entitled, “Feasibility of Conducting a Disparity Study and Recommendations to Improve Supplier Diversity in Delaware”

The implementation strategies developed should be informed by known impediments or policy challenges. For example, an implementation strategy might be the “revising of the Delaware Code to provide for.....”. Viability of proposed implementation strategies should be a part of our process, but should not necessarily result in our failure to propose the strategy if it could result in the full implementation of an approved recommendation.

Tiger Team #1: SDC recommendations – Assure consistency of procurement practices, independent data collection via E-commerce and conduct MWBE outreach and training. Help Define implementation – Council and Liaison

*Dean Stotler- Leader	Sakthi Vel
Bill Davis	Ron Frazier
Jay Burks	

Tiger Team #2: Race Gender-Neutral small business set aside/Sponsor prompt payment of subcontractor legislation

*Ken Anderson- Chair- Leader	Dean Stotler
Jay Burks	Travis Crawford

Tiger Team #3: – SDC recommendations – Strengthen the OMWBE certification and Restructure the reporting of OMWBE

*Jay Burks- Leader	John Conley
Dr. Devona Williams	

Tiger Team #4: SDC recommendation – Broaden scope of supplier diversity council to consider veteran-owned business enterprises

*Nick Callazzo-Leader	Ron Frazier
John Conley	Jay Burks
James Collins	Ron Tutundji

Tiger Team #5: SDC recommendation - Make clear the executive support for sustainability

*Ken Anderson- Leader
James Collins

Secretary Anas Ben Addi

Motion for Tiger Teams- Secretary Anas Ben Addi made the motion; Ron Frazier 2nd the motion

Public Comment:

Comtech- Kamal Dixit believes the taxpayers' money is being well spent. This team presents an excellent opportunity and the work being completed is very exciting.

Frequency of Meetings:

It was suggested every two weeks. However, every three weeks or monthly was acceptable to everyone.C

Meeting Adjourned by the Chair Anderson