

Governor's Supplier Diversity Council

May 5, 2016 Meeting

Minutes from May 5, 2016, Governor's Supplier Diversity Council Meeting **Video Conferenced Meeting in DEDO offices in both Wilmington and Dover**

Attendees:

Present in Dover: Ken Anderson, Dean Stotler, Devona Williams PhD, Anas Ben Addi, Ralph Truitt, Brian Leahy, Michelle Morin, and Nick Callazzo III (arrived at 11:15am)

Present in Wilmington: Jayshree Moorthy, and Sakthi A. Vel PhD

Present on the phone (non-voting): Loren Hopkins Taylor of DuPont, Wendy Brown, Michelle O'Grady, Stephanie Young, and Carmen Herrera.

Absent: Givvel Marrero, Ron Frazier Esq., and Theresa Brown Edwards Esq.

Public Present in room in Wilmington: none.

Public Present in room in Dover: none

Public Present on the Phone: none identified

Meeting Opened:

Meeting Called to Order by Ken Anderson, GSDC Chair, at 10:36am.

Quorum:

A quorum (currently requires 6 of 11 members) was reached at the start of the meeting. A quorum existed at all times during the meeting with seven members present and an eighth member joining at 11:15am.

Prior Meeting Minutes:

The minutes from the February 25, 2016 meeting were reviewed and were unanimously accepted without abstention, via motion by Dean Stotler and seconded by Devona Williams PhD.

May 5 Meeting Notes:

- Chair Ken Anderson greeted everyone and handled the past meeting minutes as the first order of business.
- Chair Ken Anderson invited everyone to suggest in an open forum fashion, initiatives as possible areas of focus for Council in 2016. The following ideas were shared:
 - Continue to work with the School Districts to continue and grow participation in supplier diversity efforts. Recognition of the efforts, as 30% of FY15 spend was Department of Education and the 200% increase over the Markell Administration are important, but not all school districts are participation and this is an area for continued improvement. Continued support from Council by virtue of a letter from Council would assist in this regard. GSS will draft the initiative language for consideration and the letter for Council to consider if initiative is accepted.

- The scope of a solicitation request on MyMarketplace and the boilerplate language are sometimes inconsistent. Therefore, a suggestion that Council review proposals, particularly with respect to Professional Services solicitations may be an initiative for Council. Chair request that Dr. Goeins-Williams draft the initiative language for consideration.
 - There are some agencies and poly-sub divisions that do not utilize the State's procurement templates, an initiative may be to have the support from Council, including the liaisons, to review and address any agencies that are not utilizing the template in an effort to streamline the vendor experience of government procurement solicitations.
 - A conversation occurred around the topic of references for vendors bidding on contracts and the challenge vendors have in responding if much of their experience is with state or if the solicitation requests a reference for a specific type of work but that work has only been performed for the state. This initiative could be to review the reference portion of solicitations to determine if there is a streamline option for templates that allows vendors to include their book of business in a list, which is different from a reference. Perhaps there is a method to provide education on this topic in the FAQs with a focus on the vendor being able to respond and be considered 'responsive'. Conversation included the ability of vendors to use the solicitation Q&A time-period to ask how to list references if a state agency is the only reference for a particular type of work.
 - The Bylaw initiative as raised at the February meeting was again suggested.
 - OSD requests a letter from Council to all Agencies to review the reporting of the under-threshold 1 for 3 activities of each agency. OSD will draft the initiative language for consideration and the letter for Council to consider if initiative is accepted.
 - The education of Senior Managers as raised in the February meeting was revisited
- **Under New Business**
 - A brief discussion as to the transfer from one administration to the next was held, with mention that OMB, GSS, OSD, and Supplier Diversity within the state and the Council's roles and the notion that a change in administration does not positively nor negatively change Council. Chair requested that Council finish this administration strong – which includes attendance at meetings.
 - The State, and GSS, was recognized as third in the nation for procurement by Governing Magazine.
 - It was shared that NaVOBA is setting up an office in Middletown at Victory Village, likely in July. Also shared that Victory Village may have Veteran occupants as early as July.
 - **Under Old Business,**
 - It was shared that the MBDA contract for the next five years was just awarded by the US Dept. of Commerce and The Enterprise Center in Philadelphia was re-awarded that contract and have offered more assistance within Delaware.

Public Question / Comment:

- At 11:57am, Chair Ken Anderson opened the floor for public comment. There were not any members of the public in the meeting rooms. It is unknown if any members of the public were on the phone as none self-identified.

Next Meeting:

June 16, 2016, from 2:00pm to 3:30pm, was the next scheduled meeting. This meeting was cancelled and rescheduled to July 21, 2016 at 10 am to 1130am at Delaware Economic Development Office (DEDO), Conference Room, Conference Room, 99 Kings Blvd, Dover, DE, 19901, Kent County. Notification will be provided in advance of the meeting if video conferencing is available at both DEDO locations, Dover and Wilmington.

Meeting Adjournment:

Meeting adjourned by Ken Anderson, GSDC Chair, at 11:58am via motion by Nick Collazzo and seconded by Devona Williams PhD.