

# **Governor's Supplier Diversity Council**

## **December 10, 2014 Meeting**

### **Minutes from December 10, 2014 Governor's Supplier Diversity Council Meeting**

#### **Attendees:**

Present: Anas Ben Addi, Ken Anderson, Devona Williams PhD, Givvel Marrero, Theresa Brown Edwards, Esq., Cathy Imburgia, Nick Callazzo III, Michelle Morin, Ramon Ceballos, and Brian Leahy,

On the phone: Ron Frazier Esq., Shirley Learner, and Stephanie Young

Absent: Clay Hammond, Sakthi A. Vel PhD, Dean Stotler

Public Present in room: none

#### **Meeting Opened:**

Meeting Called to Order by Ken Anderson, GSDC Chair, at 2:12pm.

#### **Quorum:**

To reach a quorum a simple majority, 6 members, of the council is required present in person. A quorum was reached at the start of the meeting with six members in attendance in person, and a 7th member arrived shortly after the start of the meeting and prior to any voting.

#### **Prior Meeting Minutes:**

Minutes for the meeting held on June 20, 2014, were reviewed without being read. One correction was suggested and the minutes were unanimously accepted without abstention via motion by Devona Goeins Williams and seconded by Theresa Brown Edwards.

Minutes for the meeting held on October 16, 2014, were reviewed without being read. One correction was suggested and the minutes were unanimously accepted without abstention via motion by Givvel Marrero and seconded by Devona Goeins Williams.

#### **December 10 Meeting Notes:**

- Chairman Anderson welcomed everyone. Ken reviewed the agenda.
- Ken Anderson indicated that the location for the December 18<sup>th</sup> meeting with Governor Markell has changed from Wilmington to Dover, the Tattnall Building at 2:00pm and indicated that there is a refreshed Outlook calendar appointment.
- Chairman Anderson made a statement that as a matter of policy and operation the GSDC does not sponsor or endorse any entity nor organization with respect to your roles on Council. We are an arm of the Governor in the public domain and your membership is public knowledge. You cannot use your Council membership and role to endorse your organization, business, group, etc. You cannot indicate or imply to the public your favor from your GSDC role. Conversation was then held by Council. Anas Ben Addi discussed the concept of conflict of interest in general. Nick Callazzo asked for clarification if we can include that we are a member of the Council and is that different from the idea of an endorsement. Chair Ken Anderson agreed, you can identify yourself as a member of the

Council but not use that role as an endorsement of your business, organization, or of any activity. Devona Goeins-Williams suggested the council consider clearing up of any grey area around conflict of interest as a future agenda item.

- Chair Ken Anderson spoke about the success of the Small Business Summit that was held in November. The OSD has 40 new applications already from businesses that were in attendance and there are currently 61 certified. We anticipate the community continuing to grow and the summit was a success in getting the word out about this new element of E.O. 44.
- Chair Ken Anderson took council through a review of the 2014 Initiatives of Council to vote to determine which to present to Governor Markell on December 18.

1. Encourage School Districts to report their Diversity spend on the Supplier Diversity Score Card.

Council reviewed the importance of open communication and that the OSD reports the spending for School Districts within the Department of Education (DOE) on the OSD Annual Report. The Score Card is now a two-page pull out and this initiative is accomplished. Council determined this initiative is ready to present to Governor Markell.

2. GSS to actively participate in School Districts Vendor Days including the providing of training; School Districts represent approximately one-third of the State's spend. Council reviewed the importance of open communication and that the OSD reports the spending for School Districts within the Department of Education (DOE) on the OSD Annual Report. The Score Card is now a two-page pull out and this initiative is accomplished. In FY2015 GSS and OSD have the following School District Supply Chain events scheduled:

- December 18 in New Castle County (Odessa); (this morning)
- January 29 in Sussex County (Lewes); and
- February 12 in Kent County (Dover).

Council determined this initiative is ready to present to Governor Markell.

3. Devise a method for effectively communicating current Supplier Diversity Score Card information to the State and the Supplier Diversity Community to increase visibility and address trends.

Council reviewed the importance of open communication and that the OSD reports the spending for School Districts within the Department of Education (DOE) on the OSD Annual Report. The Score Card is now a two-page pull out and this initiative is accomplished. And OSD reports on state spend and certification activity of the supplier diversity and small business community through internal and external reporting. These reports are shared in the OSD website as well as being shared via email through the OSD list serve that reaches just under 2,100 vendors.

The FY2014 Annual Report includes a two-page pull-out Score Card. School Districts are reported on one side and each School District's spend with the Certified Supplier Diversity community is reported. School Districts show a 63% increase in spend with the supplier diversity community in FY14 over FY13. Much of this spend

is believed to be attributable to capital expenditures.

OSD and GSS communicate the OSD data points while conducting external trainings known as Vendor Day, where business owners come to learn how to do business with the state. Additionally, OSD communicates these results at the various commissions and speaking opportunities throughout the state including various Chambers of Commerce, the Minority Business Advisory Council of the Delmarva Black Chamber, Hispanic Commission economic development sub-committee, Commission for Women, NAWBO, EMSDC, WBENC, ABC Delaware's diversity committee, Canaan Business Network Ministry of Canaan Baptist Church, the Small Business Summit, and more.

Council determined this initiative is ready to present to Governor Markell.

4. Evaluate the consistency and integrity of the RFP process, including follow-through and status updates by Procurement personnel. Create accountable timelines for Vendors who have submitted formal proposals

Council again reviewed the importance of open communication. The state conducted research on all contracts since 2010 to present date to review, from bid opening to contract close date for all procurements regarding both timeline of the procurement process as well as the communication points to vendors relative to the timeline.

GSS is working with the DTI and is leading a PPPS system which does a business case analysis to measure milestones within a process. The e-procurement process, for which the contract was signed in 2014 and implementation is in process for July 2015 release, will include quick quote process and other opportunities for new functionality coming.

GSS has made procedural enhancements or changes to standardize the state procurement process, those include:

- o Creating a standard template for ITBs, RFP,s and Professional Service RFPs, the use of which will create consistency across the state and make access to bidding the same for all vendors while allowing for the uniqueness of specifications and need of agencies and all procuring officers;
- o Creating a 90 day rule that provides standard timeline transparency for formal procurements where, 90 days after the close of a bid the award notification or rebid, and all supporting documentation, are posted in MyMarketplace.Dealware.gov for the entire community, including all bidders to learn the outcome of each solicitation.

Council determined this initiative is ready to present to Governor Markell.

5. Review the scope of the GSDC role including suggested looking nationally for similar councils and learn their functions and role.

Council determined this initiative is not yet ready to present to Governor Markell and should be continued into CY2015.

**Next Meeting:**

December 18, 2014, with Governor Markell in Dover at the Tattnal Building.

**Public Question / Comment:**

It is unknown if any other members of the public were on the phone as none self-identified. No questions were raised by the Public.

**Meeting Adjournment:**

Meeting adjourned by Ken Anderson, GSDC Chair, at 3:34pm on motion by Devona Goeins-Williams and seconded by Cathy Imburgia.