

## **DELAWARE ECONOMIC DEVELOPMENT OFFICE**

### **SUPPLIER DIVERSITY ACTION PLAN**

**JULY, 2010**

#### **OVERVIEW**

On December 22, 2009 Governor Jack Markell executed Executive Order No. 14. This first of its kind Executive Order is designed to increase supplier diversity initiatives within State Government.

This Executive Order stipulates that the State benefits from an inclusive business environment that includes the creation and expansion of minority and/or women business enterprises and that:

- A December 2007 report titled Economic Development State Policies for Minority and Women Business Development, the Insight Center for Community Economic Development noted that business inclusive initiatives have been recognized by the Federal Government and a majority of states in our nation as strategic and good for sustained economic growth and
- The State of Delaware benefits from a successful Women and Minority Business community as a part of the general public, in addition to being a procurer of goods and services from a competitive marketplace wherein successful Women and Minority Businesses prosper; and
- The State has made significant advances in transparency through the online posting of bid opportunities as well as the establishment of the online checkbook; and
- Publishing awarded advertised contracts will further increase transparency, accountability and competitiveness in State procurement; and
- Coordinated efforts of the public and private sectors are necessary to significantly increase the participation of minority and/or women business enterprises in all aspects of State contracting and procurement.

## **Designation of DEDO's Minority and Women Business Enterprise Liaison**

Among a number of critical tasks associated with Executive Order No. 14, was the requirement for each Department and Agency within the Executive Branch, to designate a Minority and Women Business Enterprise Liaison, who shall have direct access to his or her Secretary, department head, or similar cabinet-level official concerning minority and/or women business enterprise program matters.

DEDO Secretary Alan Levin has appointed Ken Anderson, Director, Entrepreneurial and Small Business Support as the Minority and Women Business Enterprise Liaison for the Delaware Economic Development Office.

## **Responsibilities of DEDO's Minority and Women Business Enterprise Liaison**

DEDO's Minority and Women Business Enterprise liaison shall be responsible for the following:

- Assisting the Executive Director of the Office of Minority and Women Business Enterprise and the Governor's Supplier Diversity Council, as created in Executive Order No. 14, including but not limited to discussing best practices and educating staff
- Assist in the development and implementation of DEDO's Supplier Diversity Action Plan, as required in Executive Order No. 14
- Prepare reports for the Governor's Supplier Diversity Council; and
- Undertake such additional tasks relating to Executive Order No. 14 as required from time to time by the Governor

## **Goals of DEDO's Supplier Diversity Action Plan**

The goals of DEDO's Supplier Diversity Action plan align precisely with the goals of Executive Order No. 14. Specifically those goals are to:

- Maximize contracting opportunities for minority and/or women business enterprises
- Increase transparency for subcontracting opportunities.
- As appropriate, support the OWMBEs statewide goals and objectives for increasing supplier diversity initiatives statewide as defined in Executive Order No. 14
- Support the expansion of the MWBE population statewide and bring visibility to Delaware MWBEs by becoming members of MSDC

- As it is deemed helpful in fulfilling the spirit of Executive Order No. 14, act as partner with initiatives designed to bring visibility to larger Prime Contractors

### **DEDO's Supplier Diversity Action Plan- Requirements and Responsibilities**

DEDO's mission continues to be responsible for attracting and recruiting new investors and businesses to the State, enabling the expansion of existing industry, developing entrepreneurial small and minority-owned businesses, promoting and developing tourism and creating prosperity for Delaware businesses and citizens.

As a result, in response to the requirements of Executive Order No. 14 and in support of the Order's stated objective of increasing supplier diversity initiatives within state government, and that all suppliers have equal access to procurement opportunities, including minority and women business enterprises and our belief that this inclusive approach is strategic and good for sustained economic growth in the State of Delaware; the Delaware Economic Development office in execution of its Supplier Diversity Action Plan shall:

- Require DEDO Directors, Business Development Managers, Business Development Leaders, the Director of Tourism, the DEDO Comptroller to review Contractor Registry and OMWBE database to solicit proposals from minority and women owned businesses when the value of any proposed or contemplated work effort is below the currently established thresholds. Those thresholds are as follows:
  - Material and Non-Professional Services (Cumulative)- \$25,000
  - Public Works (Contract by Contract)- \$50,000
  - Professional Services- \$50,000
- Provide information to OMWBE on certified minority and women owned businesses that submit bids on contract efforts administered by the Delaware Economic Development Office
- Disseminate information promulgated by OMWBE on various programs and opportunities available to minority and women owned businesses.
- Educate minority and women owned businesses on any Delaware Economic Development Office specific procurement/bid programs and develop written guidance to assist minority and women owned businesses through the process.

- Provide feedback to OMWBE on how best to increase minority and women owned businesses participation in procurement processes and relate best-practices as learned from Delaware Economic Development Office process
- Require all contractors awarded work from the Delaware Economic Development Office to complete the Subcontracting (2<sup>nd</sup> tier) Report.
- Require the principal DEDO manager of all work awarded at the Delaware Economic Development Office to complete the OMWBE Bid Quotation Summary Form for all contracts over threshold amounts.
- Require DEDO to use the OMWBE Certification list when pursuing Professional Services under threshold requirements
- Report all financial transactions with minority and women owned business enterprises
- Through its various entrepreneurial and small business support initiatives support the recruitment and identification of MWBEs and OWMBEs efforts to certify MWBEs in the State of Delaware.
- Through its various business development initiatives shall look for opportunities to enhance the utilization of MWBE's.

**APPROVED:**

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Honorable Alan B. Levin  
Secretary  
Delaware Economic Development Office

