



City of South Bend
Diversity Purchasing & Development
2016 Annual Participation Program
Report

JANUARY 18, 2017

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2016 ANNUAL PARTICIPATION PROGRAM REPORT

EXECUTIVE SUMMARY

This 2016 Annual Participation Program Report is filed January 18, 2017 with the City of South Bend Common Council, with copies submitted to Mayor Pete Buttigieg, the City Controller and M/WBE Utilization Board in conformance with the City's Minority and Women Business Enterprise Diversity Development Program, established by Ordinance No. 10081-11 and adopted, April 23, 2011.

The Diversity Development Program in its sixth year of operation has continued to work towards building a strong and sustainable purchasing program that continually provides equal opportunities and inclusion to local and regional M/WBE Business Enterprises. The Diversity Utilization Board along with the Diversity, Inclusion & Compliance Officer, and Purchasing Manager, and the Administration and Finance team are the groups primarily accountable for the operation and management of the program; thus, activities as mandated by the ordinance are included in this report.

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2016 INTERNAL PROGRAM ACTIVITY

- Hired Christina Brooks, Diversity and Inclusion, Compliance Officer May 2, 2016.
- Retained top national consultant to review and audit diversity purchasing program.
- In process of Appointing new Diversity Utilization Board (DUB) for a two year term.

2016 EXTERNAL PROGRAM ACTIVITY

- Co-Sponsored the North Central Indiana Business Conference: A Season to Grow M/WBE Certification Spring Workshop at St Mary's College in collaboration with the Indiana Department of Administration.
- Created partnership with Latin American Chamber of Commerce to spur small local business growth especially for gender and ethnically underrepresented business owners and help them navigate how to do business with the City as a contractor.
- Maintained memberships in the Indiana Minority Supplier Development Council (IMSDC) and the Women's Business Enterprise National Council (WBENC). Both organizations are dedicated to advancing the success of certified M/WBEs. They provide many resources to members, including online databases with profiles of certified minority and women owned businesses. They also are certifying agencies. Education and training resources are available.
- Voluntarily subscribed to diversity supplier newsletters and other related media type that offers education information.

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2016 Diversity Purchasing Activity-City of South Bend-IDOA Certified

Show change from 2014 to now.

<i>Business Name</i>	<i>City/State</i>	<i>MBE Local PO's</i>	<i>MBE Local \$</i>	<i>WBE Local PO's</i>	<i>WBE Local \$</i>	<i>MBE Regional PO's</i>	<i>MBE Regional \$</i>	<i>WBE Regional PO's</i>	<i>WBE Regional \$</i>
Bolt Document Management	Elkhart, IN							1	\$3,600
Corporate Graphic Solutions	Elkhart, IN							1	\$354.84
DLZ Indiana LLC,	South Bend, IN	2	\$101,042.50						
Dudeck Roofing & Sheet Metal	South Bend, IN	8	\$11,516.60						
Emnet, LLC	South Bend, IN	2	\$66,815.50						
Kabelin Ace Hardware	LaPorte, IN			12	\$5,636.38				
McCormick Engineering	South Bend, IN			1	\$14,000				
Office Interiors	Granger, IN			28	\$11,530.23				
On Site Health Solutions	South Bend, IN			1	\$39.54				
Premium Concrete Services	Elkhart, IN							1	\$401,792.59
Ritschard Bros Inc	South Bend, IN			1	\$192,844				
Sanco Distributing, Inc.	South Bend, IN	7	\$2,923.41						
Stanz Food Services Inc	South Bend, IN			18	\$20,744.87				
Coporate Graphics	Elkhart, IN							6	\$7,255
Totals		19	\$294,857.11	61	\$244,795.02	0	\$0	9	\$413,002.43

*80 purchase orders or contracts were awarded to 10 locally registered (IDOA) M/WBE representing a value of \$539,652. On 12/31/14 there was a total of 29 M/WBEs registered with IDOA in St. Joseph County (local).

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*9 purchase orders or contracts were awarded to 4 regionally registered (IDOA) M/WBEs representing a value of \$413,002. On 12/31/14 there was a total of 29 M/WBEs registered with the IDOA in the counties surrounding St. Joseph County (regional).

2016 Purchasing Statistics

Show change from 2014 to now

Total Purchases Orders issued in 2016	5,977
Total Value (\$) Purchase Orders Issued	55,222,161
Total Emergency Purchases Orders Issued	62

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Minority & Women Business Enterprise Directory (See Attachment #1)

Summary of Section 3 Workforce Documents (See Attachment #2)

**Note: At the time of this report, the attachment of Section 3 Workforce Documents had not been submitted to, or approved by H.U.D. This report is submitted in March of every calendar year. An amended Annual Diversity Purchasing Report will be submitted documenting those changes accordingly.*

Community Investment Department

Brian Pawlowski, Interim Executive Director of Community Investment
Pam Meyer, Director II (Community Development)
Submitted by: Lory Timmer, Analyst II

Quote and Bid Solicitation/Evaluation Process

1. Summary of Purchasing Process
2. Purchasing Matrix Guidelines
3. City of South Bend Purchasing Policy (See Attachment #3)
4. Invitation to Quote (Boilerplate – Attachment 3a)
5. Invitation to Bid (Boilerplate Attachment 3b)

CITY OF SOUTH BEND PURCHASING PROCESS SUMMARY

The procurement of supplies, equipment and services is governed by the City of South Bend Purchasing Policy (attached). Pricing for supplies, equipment and services is obtained according to a matrix (Bid Matrix) of the total cost. The Bid Matrix (attached) dictates the quote or bid process to be followed and the approval levels required for purchasing approval. Exceptions are made for Special Purchases as defined by Indiana Statutes. An emergency purchase is an example of a Special Purchase situation.

1. Obtaining Quotes

For purchases under \$74,999, quotes are obtained from vendors specified by the City of South Bend Departments requiring the respective supplies, equipment or services. The following requirements apply;

- a. Purchases between \$25,000 and \$74,999 require a formal quote process which includes the completion of the Quote Package (attached).
- b. Purchases under \$25,000 requires a simple quote process as defined in the Bid Matrix. These written quotes can be obtained thru phone requests, email request of written requests.

2. Evaluating Quotes

Simple quotes are first evaluated for content to assure that they represent the items or services required at the correct terms and conditions specified by the department. Simple quotes are sorted by price and awarded to lowest price.

The Formal Quotes are opened at a public Meeting by the Board governing the Department. Formal Quotes are evaluated by the City of South Bend Legal Department to assure the required forms are completed correctly. If the appropriate forms were not correct or

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were omitted, and/or quoting instructions were not followed, the quote is considered non- responsive. Responsible, responsive quotes are tabulated with the award given to the lowest cost.

3. Obtaining Bids

Purchases of \$75,000 or more require a formal bid process that includes public advertising of the items or project. A sample bid package is attached.

4. Evaluating Bids

The Bids are opened at a public meeting by the Board governing the Department. Bids are evaluated by the City of South Bend Legal Department to assure the required forms are completed correctly. If the appropriate forms were not correct or were omitted, and/ or bidding instructions were not followed, the bid is considered non- responsive. Responsible, responsive bids are tabulated with the award given to the lowest cost.

City of South Bend Purchasing Matrix

Purchase Order Dollar Value	Approvals Required	Method	Mode	Comments/Additional Requirements
Less than \$2500	Department Approval Purchasing Approval	Preferred Vendor or Open Market	Phone, Fax, Mail	Uses Central Services/Contract Vendor/State QPA/Purchasing Cooperative/Open Market – No Competitive Quote
\$2500 to \$9999	Department Approval Purchasing Approval	Preferred Vendor or Informal Quote on Open Market	Phone, Fax, Mail	Uses Central Services/Contract Vendor/State QPA/Purchasing Cooperative/Open Market – w 2 Informal Quotes
\$10,000 to \$24,000	Department Approval Purchasing Approval	Preferred Vendor or Informal Quote on Open Market	Phone, Fax, Mail	Uses Central Services/Contract Vendor/State QPA/Purchasing Cooperative/Open Market – w/ 3 Informal Quotes
\$25,000 to \$74,999	Department Approval Purchasing Approval Approving Board	Preferred Vendor or Formal Quote (Written) Quote Process	Mailed at least Seven Days prior to Opening	Requires Minimum of Three Written Responses. Opened, Read at Public Meeting. Award by Approving Board
Special Purchase Over \$49,000	Department Approval Purchasing Approval Approving Board			Special Purchase of \$50,000 or more requires Legal Review and Board Approval
\$75,000 or More	Department Approval Purchasing Approval Approving Board	Formal Bid Process w/ Legal Review and Formal Advertising	Submitted to Clerk of Board of Public Works	Formal Bid Process Board opens Responses and Makes Final Award or Rejection...

Purchases may not be artificially divided to avoid policy thresholds.
 Additional Reviews required for Capital and IT items.
 All purchases are limited by budget and appropriations.

Approving Boards: Board of Public Works
 Board of Park Commissioners
 Redevelopment Commission

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Attachment Sheet Cover

Minority & Woman Business Enterprise Directory (Attachment #1)

Summary of Section 3 Workforce (Attachment #2)

City of South Bend Purchasing Policy (Attachment #3)

Invitation to Quote (Boilerplate-Attachment 3a)

Invitation to Bid (Boilerplate-Attachment 3b)

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Respectfully Submitted,

Christina Brooks, Diversity, Inclusion and Compliance Officer

IDOA CERTIFIED M/WBE IN ST. JOSEPH COUNTY 2016-2017

