

CITY OF SOUTH BEND

Inclusive Procurement Program

Annual Diversity Purchasing Report

OFFICE OF DIVERSITY AND INCLUSION

FY 2018





EXECUTIVE SUMMARY

BACKGROUND

In accordance with Ordinance No. 10081-11, adopted April 23, 2011, this 2018 Annual Inclusive Procurement Program report is filed January 14, 2019 with the City of South Bend Common Council, and copies submitted to Mayor Pete Buttigieg, the City Controller, and the MBE/WBE Utilization Board.

The Diversity Development Program in its eighth year of operation has continued to work towards building strong and sustainable procurement program that continually provides equal opportunities and inclusion to local, regional and national minority and woman-owned business enterprises. The Diversity Utilization Board along with the Diversity and Inclusion and Compliance Officer, Director of Purchasing, Legal Department, and the Board of Public Works are the groups primarily accountable for the operation and management of the program.

RESULTS

Procurement of Goods, Services and Professional Services

The City of South Bend spent \$50,566,203.13 on 7,189 on goods, services and professional service purchase orders for fiscal year 2018. Of the total amount spent, \$592,097.72 or 1.17% was awarded to MBE firms, and \$832,342.59 or 1.65% of the total procurement spend amount was awarded to WBE firms. Combined, the total MBE/WBE spend amount of \$1,425,269.11 accounts for 2.81% of the total procurement spend.

The City of South Bend had a total of 1,808 vendors. A total of 6 certified MBE's, and 9 uncertified MBE's were awarded contracts across four quarters, with only two firms, DLZ, and Colette Holt and Associates posting spend amounts in the "greater than" \$75,000 spend matrix band in at least one of the four quarters. Seven of the fifteen MBE firms were located in Indiana.

The City of South Bend awarded 22 certified WBE's and 15 uncertified WBE's across four quarters with the majority posting spend amounts in the "less than" \$2,500 spend matrix band. However, WBE firms had representation in all spend matrix bands, including "greater than" \$75,000 in quarter four represented by Dudeck Roofing & Sheet Metal and Ritschard Bros. While 47% of the MBE firms were located in Indiana, 33% came from both regional and national locations.

According to IDOA, the number of offered MBE commodities by South Bend firms increased slightly, gaining four Hispanic (1 in 2017 to 5 in 2018) and decreased slightly by losing four African American commodities (twelve in 2017 to eight in 2018), while increasing the number of WBE commodities for Caucasians by forty-five (104 in 2017 to 149 in 2018). Additionally, there may be a number of MBE/WBE firms that are currently not certified through IDOA, but doing business with the City of South Bend. Upon review and analysis of FY '18 data, we highlight one such minority owned firm—Ortiz Concrete.

Based on our data analysis, roughly 52% of all vendors are located within Indiana, but 48% of all awarded vendors are regional or national vendors. As such, we may have an opportunity to identify MBE/WBE's that are registered through other certifying agencies like Mid-States Minority Supplier



Development Council, SBA 8(a), SBA-WBE, SBA-MBE, SBA HUBzone, SBA-VBE, National LGBT Chamber of Commerce, WBENC, City of Indianapolis, and other regional and national certifying agencies that have vetted and approved those firms to do business at the local, state or national level.

Construction Contracting

The City of South Bend spent \$50,130,137.73 on construction contracts in 2018 through 46 total bids. Of the 46 total bids awarded, 37 bids included MBE and or WBE subcontracts totaling \$3,433,310.46 or 6.85% of contracting spending. For each of the 47 bids, the City of South Bend prime contractors on average spent 13.97% of each bid with an MBE or WBE subcontractor or was itself a WBE prime contractor like Dudeck Roofing or Ritschard Brothers in quarters 3 and 4.

Dudeck Roofing and Ritschard are the only WBE “prime” contractors for 2018, with \$128,820.00 spends for Dudeck on project 118-080A, and a total of \$464,773.00 for Ritschard on projects 118-307 and 118-074D.

The Future

The Diversity, Inclusion and Compliance Officer continues to work with the Director of Purchasing to further support the goals and vision of the Ordinance, Mayoral Executive Order, and Diversity Utilization Board recommendations. Internally, the City of South Bend Purchasing Department continues to investigate opportunities to revise the spend matrix thresholds for Board of Public Works review, and finalize an organizational redesign to centralize bulk purchases for better pricing and process efficiency; reducing the number of city “buyers” across departments and units from over 150 individuals to fewer than 25.

The City of South Bend has commissioned a disparity study for its utilization of Minority and Women/Business Enterprises (MWBES) due for completion in quarter 3 of 2019. The research will examine whether firms have equal access to contracting opportunities on the City of South Bend’s prime contracts and associated subcontracts and recommend strategies to ensure inclusion in future City contracting.

We continue to refine and perfect our ability to track City spending by department to develop and maintain a spending forecast report that could assist small local businesses, especially minority and women businesses prepare for upcoming procurement and contracting opportunities within the City for the upcoming fiscal year.

The Office of Diversity and Inclusion in partnership with Administration and Finance, and Innovation and Technology are identifying software solutions to collect and maintain accurate procurement and contracting data, as well as compliance data.

The City of South Bend continues to establish new partnerships with local organizations like the Alpha Kappa Alpha Sorority to co-host annual Minority Business Fairs, and create and maintain a comprehensive listing of all local minority owned businesses.

The City of South Bend will continue to partner with the Westside Small Business Resource Center at Project Impact to serve as a local resource that encourages the creation, development and scaling of



local minority entrepreneurs. Other partners like IDOA, Latin American Chamber of Commerce, North Central Indiana Small Business Center at Indiana University South Bend, the SPARK Program at Saint Mary's College, Mid-States Minority Supplier Diversity Council, Women's Business Enterprise National Council (WBENC), SCORE of Michiana, Indiana Small Business Administration (SBA), and the North Central Indiana Business Conference

for Minority and Woman-Owned Small Businesses which provides local and regional business owners exposure to best practices, networking with procurement leadership from major organizations, and financial resources for business stabilization and scaling.

South Bend will explore opportunities to identify other certifying agencies within our geographic marketplace whose vetting requirements meet or exceed IDOA requirements and thus expand our list of viable MBE/WBE firms for local, regional and national invitations to bid, quote or otherwise contract for procurement opportunities with the City of South Bend.

DEFINITIONS

"Award" means contracts approved by the Board of Public Works for award to a particular vendor in accordance with City of South Bend purchasing policy.

"Bidder" means any person, partnership, corporation, limited liability company, association or Joint Venture seeking to be awarded a City contract.

"City" means the City of South Bend, Indiana.

"City's Marketplace" means the location of the City's current contractors, including the metropolitan statistical areas of South Bend/Mishawaka, Elkhart/Goshen, Indianapolis, and Chicago.

"Contractor" means any person, partnership, corporation, limited liability company, association or Joint Venture that has been awarded a City Contract.

"Emergency contract" shall mean a contract that is awarded on an emergency basis due to a threat of harm to person or property or threat of disruption of governmental services.

"Minority-Owned Business Enterprise (MBE)" means a sole proprietorship, partnership, corporation, limited liability company, Joint Venture or any other business or professional entity:

a) Which is at least 51% owned by one or more Minority Individuals, or in the case of a publicly owned business, at least 51% of all classes of the stock of which is owned by one or more Minority Individuals; and

b) Whose management, policies, major decisions and daily business operations are independently managed and controlled by one or more such more Minority Individuals;

"Minority Individual" means a person who is a member of one of the following groups:



a) "Black Americans," which includes persons having origins in any of the Black racial groups of Africa;

b) "Hispanic Americans," which includes persons of Mexican, Puerto Rican, Cuban, Dominican, Central or South American, or other Spanish or Portuguese culture or origin, regardless of race;

c) "Native Americans," which includes persons who are enrolled members of a federally or State recognized Indian tribe, Alaska Natives, or Native Hawaiians;

d) "Asian-Pacific Americans," which includes persons whose origins are from Japan, China, Taiwan, Korea, Burma (Myanmar), Vietnam, Laos, Cambodia (Kampuchea), Thailand,

Malaysia, Indonesia, the Philippines, Brunei, Samoa, Guam, the U.S. Trust Territories of the Pacific Islands (Republic of Palau), Republic of the Northern Marianas Islands, Samoa, Macao, Fiji, Tonga, Kiribati, Tuvalu, Nauru, Federated States of Micronesia, or Hong Kong;
Or

e) "Subcontinent Asian Americans," which includes persons whose origins are from India, Pakistan, Bangladesh, Bhutan, the Maldives Islands, Nepal or Sri Lanka.

"*MWBE*" means a business that has been certified as both a minority business enterprise and as a women business enterprise through a certifying agency recognized by the City of South Bend.

"*Ordinance*" means City of South Bend Ordinance Number 10081-11.

"*Spend*" means total dollars paid to certified MBEs and WBEs, or to all City vendors, less

Exclusions.

"*Subcontractor*" means any person entering into a Contract with a Contractor to directly furnish services or supplies toward the Contract.

"*Woman*" means a person of the female gender.

"*Woman-Owned Business Enterprise (WBE)*" means a Local Small Business Enterprise, including a sole proprietorship, partnership, corporation, limited liability company, Joint Venture or any other business or professional entity:

a) Which is at least 51% owned by one or more Women, or in the case of a publicly owned business, at least 51% of all classes of the stock of which is owned by one or more Women; and

b) Whose management, policies, major decisions and daily business operations are independently managed and controlled by one or more such Women.



“Utilization” means the best use of available certified MBE/WBE within the city’s marketplace.

Methodology

To measure the purchasing and contracting for the City of South Bend, this Annual Report relied on data collection from Naviline, the City’s vendor tracking system from January 1, 2018 to December 31, 2018, FY 18. As in previous Annual Reports, we have compared MBEs and WBEs, but to also highlight the DBEs and VBEs, we used IDOA data to identify the vendors for each category if they were not listed within the Cities database.

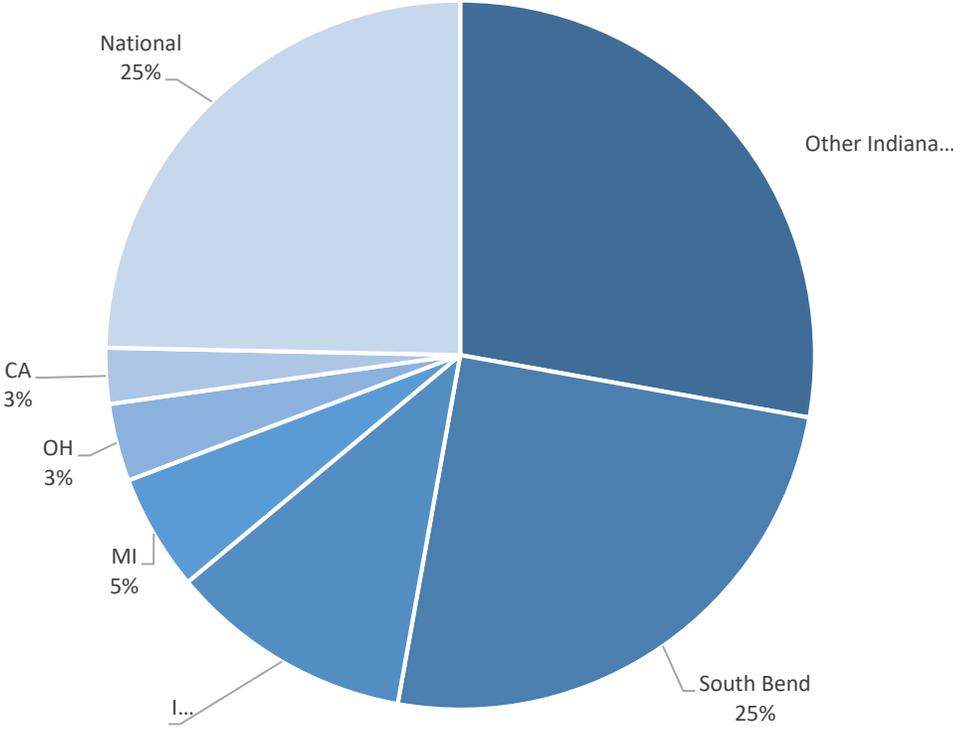
The City wanted to highlight the purchasing and contracting amount for MBEs, WBEs, and DBES, because on the national level the US Small Business Association no longer lists MBEs on the website and has shifted the focus to providing more resources for WBEs and DBEs. The rationale for disaggregating the date to highlight contract amounts is to tell the full comparative story for the COSB within the areas of procurement for all MBEs, DBEs, WBEs, VBEs doing business with the City.

City of South Bend Vendors

The City of South Bend utilized a total of 1,808 vendors in fiscal year 2018. The majority of the vendors 52%, are located within Indiana state limits. Regional vendors from Illinois, Michigan, Ohio, and Kentucky make up 20%, with the remaining 28% coming from a nationwide pool of vendors stretching from California to Florida to Maine.



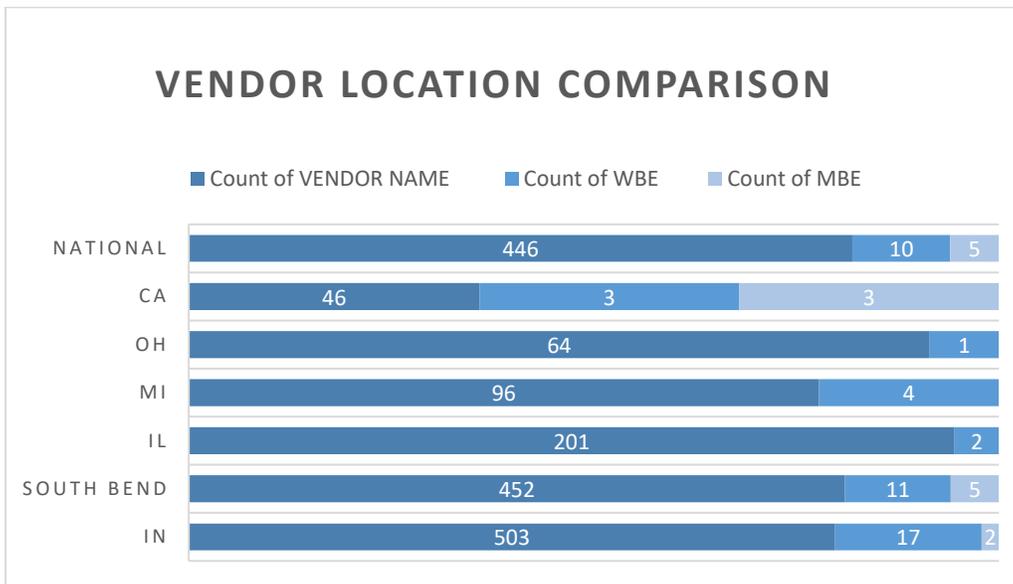
FY 2018 Vendor Location



Source: Naviline Purchasing Report, January 2019.



This graphic compares the location of all vendors from FY '18 to the vendor location of MBE and WBE firms. Six MBE firms are located in South Bend, others are located in Rochester, Rolling Praire, and Indianapolis Indiana, and the remaining firms were located nationally from Florida, California, and New Jersey. Twelve WBE firms were located within South Bend city limits, with the remaining firms located in other Indiana cities, regional cities or cities outside our Midwest region.



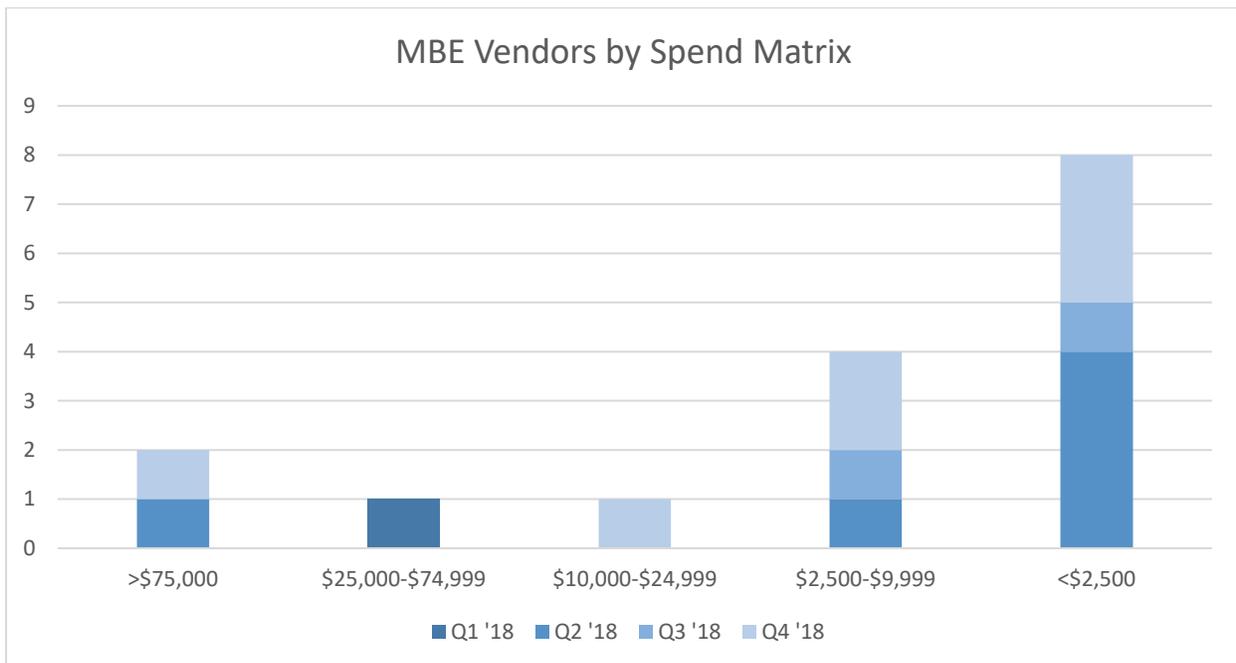
Source: Naviline Purchasing Report, January 2019.



MBE UTILIZATION

The City of South Bend utilized a total of 6 certified MBE firms during the 2018 FY. However, based on a review of the 1808 total vendors, there may at least 9 non-certified minority-owned firms that do business with the City of South Bend, but currently are not certified through IDOA. This report includes several firms like Sanco Distributing, and Ortiz Concrete, as an example in the MBE utilization by quarter spreadsheet below.

In fiscal year 2018, COSB utilized two MBE firms in the greater than \$75,000 spend matrix, one MBE firm in the “\$25,000 to \$74,999” spend matrix band, one MBE in the \$10,000 to \$24,999, with four firms represented in the \$2,500 to \$9,999 spend matrix band. The largest spend band with MBE representation came in the less than \$2,500 spend matrix





This data list the 6 certified MBE firms that were awarded contracts this fiscal year, and roughly 9 examples of a non-certified firms that are minority-owned with which the city contracted in 2018.

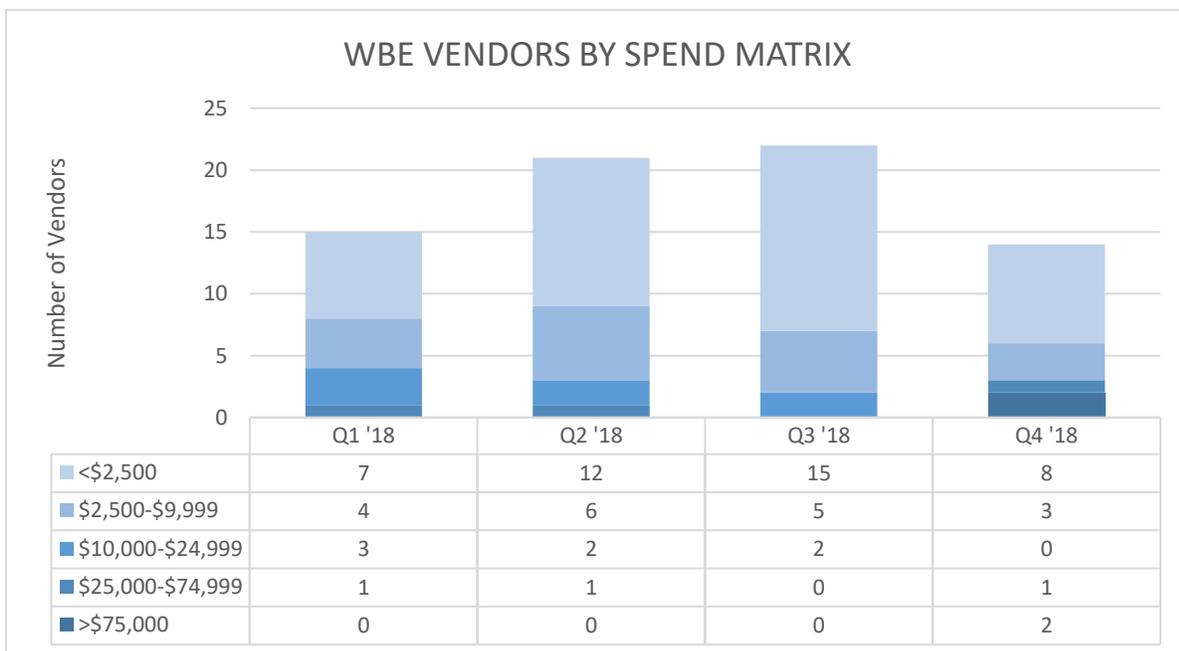
MBE Q1 '18				
Vendor	Vendor City	Vendor State	PO/Contract Amount	Gender/Race
DLZ Indiana	South Bend	IN	\$ 30,590.00	MBE-AIN
		Total Amount	\$ 30,590.00	
MBE Q2 '18				
Vendor	Vendor City	Vendor State	PO/Contract Amount	Gender/Race
JACKSON SERVICES	Rochester	IN	\$ -	MBE-AFA
DIAMOND WIPES INTERNATIONAL IN	Chino	CA	\$ 500.41	MBE-AIN
ALL AMERICAN POLY	Piscataway	NJ	\$ 1,263.00	MBE-AIN
NEAT BRANDS LLC	Chatsworth	CA	\$ 5,165.98	MBE-HIS
COLETTE HOLT & ASSOCIATES	Oakland	CA	\$ 275,000.00	MBE-AFA
Jevelyn Consulting	South Bend	IN	\$ 25,000.00	MBE-AFA
Antonius Northern	South Bend	IN	\$ 10,000.00	MBE-AFA
		Total Amount	\$ 316,929.39	
MBE Q3 '18				
Vendor	Vendor City	Vendor State	PO/Contract Amount	Gender/Race
JCI JONES CHEMICALS INC	Sarasota	FL	\$ 6,656.50	MBE-AIN
NCEPTION SOLUTIONS	South Bend	IN	\$ 450.00	MBE-AFA
		Total Amount	\$ 7,106.50	
MBE Q4 '18				
Vendor	Vendor City	Vendor State	PO/Contract Amount	Gender/Race
ORTIZ CONCRETE	South Bend	IN	\$ 300.00	MBE-HIS
SANCO DISTRIBUTING INC	South Bend	IN	\$ 655.00	MBE-AFA
MID STATES MINORITY SUPPLIER	Indianapolis	IN	\$ 3,000.00	MBE-AFA
DA DODD INC	Rolling Praire	IN	\$ 7,416.83	MBE-AIN
Seven Generations Architecture	Kalamazoo	MI	\$ 19,800.00	MBE-AIN
DLZ INDIANA LLC	South Bend	IN	\$ 203,900.00	MBE-AIN
Jevelyn Consulting Services	South Bend	IN	\$ 2,400.00	MBE-AFA
		Total Amount	\$ 237,471.83	
Total Q1-Q4 Spend			\$ 592,097.72	



WBE Utilization

The City of South Bend utilized a total of 22 certified WBE firms during the 2018 FY, and 15 non-certified WBE firms. Based on a review of the 1,808 total vendors, there may be additional woman-owned firms that do business with the City of South Bend, but currently are not certified through IDOA. During quarter one of this year, COSB utilized zero WBE firm in the “greater than \$75,000” spend matrix band, but had seven firms

represented in the “less than” \$2,500, four firms represented in \$2,500 to \$9,999, three firms in \$10,000 to \$24,999, and one firm in \$25,000 to \$74,999 spend matrix bands. Quarter two posted twelve firms represented in “less than” \$2,500, six firms in \$2,500 to \$9,999, two firms in \$10,000 to \$24,999, and one firm above \$25,000 spend. However, quarter four posted eight firms represented in “less than” \$2,500, three firms in \$2,500 to \$9,999, one firm in \$25,000 to \$74,999 and two firms represented in “greater than” \$75,000. Dudeck Roofing & Sheet Metal and Ritschard Brothers posted the largest WBE spend amounts during the 2018 fiscal year.



Source: Naviline Purchasing Report. January 2018



WBE Q1 '18

Vendor	Vendor City	Vendor State	PO/Contract Amount	Gender/Race
BOLT DOCUMENT MANAGEMENT	Elkhart	IN	\$ 2,090.00	WBE-CAU
FLOSOURCE INC	Martinsville	IN	\$ 9,734.20	WBE-CAU
STANZ FOOD SERVICES INC	South Bend	IN	\$ 28,454.25	WBE-CAU
AMERICAN SAFETY	Osceola	IN	\$ 1,879.39	WBE-CAU
FIGMENT GROUP INC	LaPorte	IN	\$ 595.00	WBE-CAU
GRIPP INC	Westfield	IN	\$ 1,376.64	WBE-CAU
DUDECK ROOFING & SHEET METAL I	South Bend	IN	\$ 11,665.00	WBE-CAU
SC SUPPLY COMPANY	South Bend	IN	\$ 16,255.60	WBE-CAU
CARPET SERVICE OUTLET INC	South Bend	IN	\$ 1,057.40	WBE-CAU
AFC INTERNATIONAL INC	DeMotte	IN	\$ 2,833.41	WBE-CAU
CLARK SAFETY INC	Greenwood	IN	\$ 3,000.00	WBE-CAU
ENVIROSOLUTIONS INC	Westland	MI	\$ 12,160.00	WBE-CAU
RESCUEGEAR INC	Austin	TX	\$ 2,496.93	WBE-CAU
SAFETY SERVICES INC	Kalamazoo	MI	\$ 8,367.70	WBE-CAU
SUMMIT SUPPLY	Durango	CO	\$ 1,693.17	WBE-CAU
		Total		
		Amount	\$ 103,658.69	

WBE Q2 '18

Vendor	Vendor City	Vendor State	PO/Contract Amount	Gender/Race
FLOSOURCE INC	Martinsville	IN	\$ 437.00	WBE-CAU
PERFORMANCE PLUS CO INC	Hackettstown	NJ	\$ 1,875.00	WBE-CAU
STANZ FOOD SERVICES INC	South Bend	IN	\$ 3,100.00	WBE-CAU
BOLT DOCUMENT MANAGEMENT	Elkhart	IN	\$ 4,180.00	WBE-CAU
AMERICAN SAFETY	Osceola	IN	\$ 558.60	WBE-CAU
AFC INTERNATIONAL INC	DeMotte	IN	\$ 1,634.51	WBE-CAU
CLARK SAFETY INC	Greenwood	IN	\$ 2,000.00	WBE-CAU
KERAMIDA ENVIRONMENTAL INC	Indianapolis	IN	\$ 4,700.00	WBE-CAU
SC SUPPLY COMPANY	South Bend	IN	\$ 8,640.00	WBE-CAU
MCCORMICK ENGINEERING LLC	South Bend	IN	\$ 20,000.00	WBE-CAU
GRIPP INC	Westfield	IN	\$ 22,631.00	WBE-CAU
DUDECK ROOFING & SHEET METAL I	South Bend	IN	\$ 25,993.25	WBE-CAU
FUN BY THE YARD	South Bend	IN	\$ 240.00	WBE-CAU
LINDCO EQUIPMENT SALES INC	Merriville	IN	\$ 307.44	WBE-CAU
RESCUEGEAR INC	Austin	TX	\$ 1,838.13	WBE-CAU
SUMMIT SUPPLY	Durango	CO	\$ 420.75	WBE-CAU
NUTOYS LEISURE PRODUCTS	LaGrange	IL	\$ 976.00	WBE-CAU
KABELIN ACE HARDWARE	Michigan City	IN	\$ 2,900.46	WBE-CAU
SAFETY SERVICES INC	Kalamazoo	MI	\$ 5,902.40	WBE-CAU
DIAMOND WIPES INTERNATIONAL IN	Chino	CA	\$ 500.41	WBE-AIN
		Total		
		Amount	\$ 108,834.95	



WBE Q3 '18

Vendor	Vendor City	Vendor State	PO/Contract Amount	Gender/Race
AMERICAN SAFETY	Osceola	IN	\$ 994.23	WBE-CAU
GRIPP INC	Westfield	IN	\$ 6,082.50	WBE-CAU
DUDECK ROOFING & SHEET METAL I	South Bend	IN	\$ 2,450.00	WBE-CAU
BOLT DOCUMENT MANAGEMENT	Elkhart	IN	\$ 16,058.00	WBE-CAU
PERSONNEL PARTNERS	South Bend	IN	\$ 5,908.50	WBE-CAU
FLOSOURCE INC	Martinsville	IN	\$ 112.65	WBE-CAU
AFC INTERNATIONAL INC	Demotte	IN	\$ 737.95	WBE-CAU
CLARK SAFETY INC	Greenwood	IN	\$ 588.45	WBE-CAU
PREMIUM CONCRETE SERVICES INC	Elkhart	IN	\$ -	WBE-CAU
STANZ FOOD SERVICES INC	South Bend	IN	\$ 907.10	WBE-CAU
KABELIN ACE HARDWARE	South Bend	IN	\$ 3,519.42	WBE-CAU
VALLEY SCREEN PROCESS CO INC	Mishawaka	IN	\$ 446.66	WBE-CAU
ALEXANDER CHEMICAL CORP	Peru	IL	\$ 23,006.95	WBE-CAU
KNOX COMPANY	Phoenix	AZ	\$ 2,201.00	WBE-CAU
POWELL TOOL SUPPLY INC	South Bend	IN	\$ 487.53	WBE-CAU
MOBILE CONCEPTS BY SCOTTY INC	Mt. Pleasant	PA	\$ 52.93	WBE-CAU
STAR UNIFORM	Portage	IN	\$ -	WBE-CAU
SUMMIT SUPPLY	Durango	CO	\$ 553.00	WBE-CAU
WHITETAIL ACRES NURSERY & LANDSCAPING INC	Brookville	IN	\$ 1,583.00	WBE-CAU
COMMUSA	Escondido	CA	\$ 3,827.00	WBE-CAU
NUTOYS LEISURE PRODUCTS	LaGrange	IL	\$ -	WBE-CAU
SAFETY SERVICES INC	Kalamazoo	IL	\$ 278.00	WBE-CAU
		Total		
		Amount	\$ 69,794.87	

WBE Q4 '18

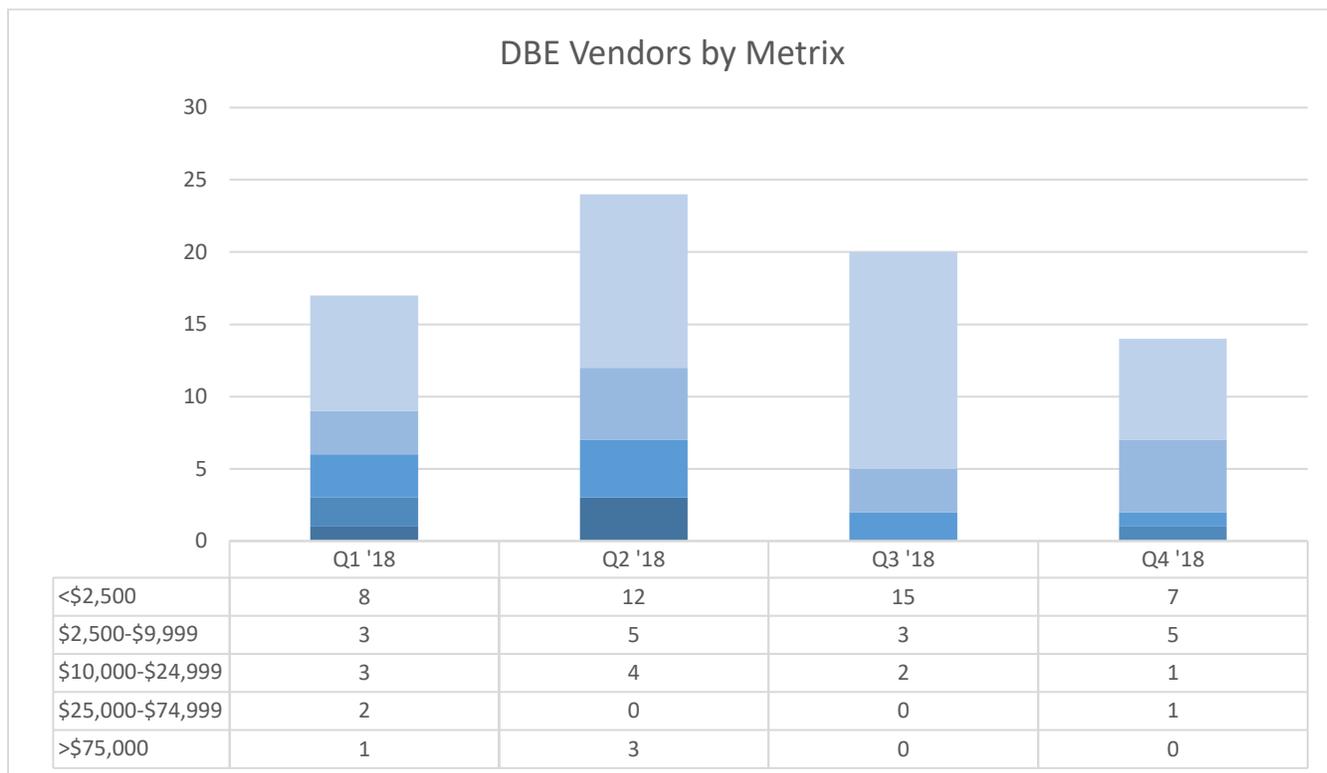
Vendor	Vendor City	Vendor State	PO/Contract Amount	Gender/Race
Jevelyn Consulting Services	South Bend	IN	\$ 2,400.00	WBE-AFA
AMERICAN SAFETY	Osceola	IN	\$ 29.55	WBE-CAU
STANZ FOOD SERVICE INC	South Bend	IN	\$ 357.90	WBE-CAU
SC SUPPLY COMPANY	South Bend	IN	\$ 1,255.10	WBE-CAU
GRIPP INC	Westfield	IN	\$ 1,850.00	WBE-CAU
CLARK SAFETY INC	Greenwood	IN	\$ 2,114.25	WBE-CAU
KERAMIDA ENVIRONMENTAL INC	Indianapolis	IN	\$ 2,350.00	WBE-CAU
ALEXANDREA ROWELL PRODUCTIONS	South Bend	IN	\$ 3,000.00	WBE-CAU
FLOSOURCE INC	Martinsville	IN	\$ 3,535.65	WBE-CAU
AFC INTERNATIONAL INC	Demotte	IN	\$ 7,376.13	WBE-CAU
BOLT DOCUMENT MANAGEMENT	Elkhart	IN	\$ 25,784.00	WBE-CAU
DUDECK ROOFING & SHEET METAL I	South Bend	IN	\$ 128,820.00	WBE-CAU
RITSCHARD BROS INC	South Bend	IN	\$ 371,181.50	WBE-CAU
		Total		
		Amount	\$ 550,054.08	



Total Q1-Q4 Spend \$ 832,342.59

DBE Utilization

Disadvantaged Business Enterprises are business that have been socially or economically disadvantaged. During quarter one of this year, the City of South Bend utilized one DBE firm in the “greater than \$75,000” spend matrix band, and had eight firms represented in the “less than” \$2,500, three firms represented in \$2,500 to \$9,999, three firms in \$10,000 to \$24,999, and two firms in \$25,000 to \$74,999 spend matrix bands. Quarter two posted twelve firms represented in “less than” \$2,500, five firms in \$2,500 to \$9,999, four firms in \$10,000 to \$24,999, and three firms in the “greater than \$75,000: spend matrix. However, quarter four posted seven firms represented in “less than” \$2,500, five firms in \$2,500 to \$9,999, one firm in \$25,000 to \$74,999 and zero firms represented in “greater than” \$75,000. Alliance Architects and Colette Holt and Associates posted the largest DBE spend amounts during the 2018 fiscal year.





DBE Q1 '18

Vendor	PO/Contract Amount
JADE SCIENTIFIC INC	\$ 569.22
HYDRONIC & STEAM EQUIP CO INC	\$ 10,491.40
BUSINESS FURNISHINGS	\$ 930.57
KOORSEN FIRE & SECURITY INC	\$ 24,304.24
OFFICE INTERIORS INC	\$ 6,794.45
CAROTHERS PRINTING CO	\$ 1,921.50
ALLIANCE ARCHITECTS INC	\$ 193,208.00
YOGA DIRECT	\$ -
OFFICE 360	\$ 1,249.60
RACO INDUSTRIES LLC	\$ 285.00
LOOKOUT SOFTWARE	\$ 1,652.70
RUBBERFORM RECYCLED PRODUCTS L	\$ 8,188.15
TROYER GROUP INC	\$ 36,251.73
BOLT DOCUMENT MANAGEMENT	\$ 2,090.00
FLOSOURCE INC	\$ 9,734.20
STANZ FOOD SERVICES INC	\$ 28,454.25
ENVIROSOLUTIONS INC	\$ 12,160.00
RESCUEGEAR INC	\$ 2,496.93
Total Amount	\$ 340,781.94

DBE Q2 '18

Vendor	PO/Contract Amount
COLETTE HOLT & ASSOCIATES	\$ 275,000.00
RESCUE SOUTH	\$ 14,587.93
KIESLER POLICE SUPPLY INC Jeffersonville IN	\$ 13,223.79
PRO AIR MIDWEST	\$ 23.00
OFFICE INTERIORS INC	\$ 276.76
CAROTHERS PRINTING CO	\$ 736.50
LEWIS PAPER INTL INC	\$ 753.26
OFFICE 360	\$ 799.42
HOOSIER CRANE SERVICES CO	\$ 903.00
COMMUNICATION COMPANY OF SOUTH BEND INC	\$ 3,151.00
BUSINESS FURNISHINGS	\$ 7,656.50
FITNESS & EXERCISE SOLUTIONS	\$ 9,140.00
UNDERGROUND PIPE & VALVE INC	\$ 15,246.00
KOORSEN FIRE & SECURITY INC	\$ 17,387.72
TROYER GROUP INC	\$ 90,920.00
ALLIANCE ARCHITECTS INC	\$ 895,292.00
ALL AMERICAN POLY	\$ 1,263.00
FLOSOURCE INC	\$ 437.00
PERFORMANCE PLUS CO INC	\$ 1,875.00



STANZ FOOD SERVICES INC	\$	3,100.00
BOLT DOCUMENT MANAGEMENT	\$	4,180.00
FUN BY THE YARD	\$	240.00
LINDCO EQUIPMENT SALES INC	\$	307.44
RESCUEGEAR INC	\$	1,838.13

**Total
Amount** **\$ 1,358,337.45**

DBE Q3 '18

Vendor	PO/Contract Amount
RESCUE SOUTH	\$ -
JADE SCIENTIFIC INC	\$ -
BOLT DOCUMENT MANAGEMENT	\$ 16,058.00
FLOSOURCE INC	\$ 112.65
STANZ FOOD SERVICES INC	\$ 907.10
STAR UNIFORM	\$ -
WHITETAIL ACRES NURSERY & LANDSCAPING INC	\$ 1,583.00
NCEPTION SOLUTIONS	\$ 450.00
ORTMAN DRILLING INC	\$ -
HOOSIER CRANE SERVICES CO	\$ 316.25
W A JONES	\$ 118.68
KOORSEN FIRE & SECURITY INC	\$ 723.10
COMMUNICATION COMPANY OF SOUTH BEND INC	\$ 108.00
AQUATIC TECHNOLOGY INC	\$ 596.80
PSA LABORATORY FURNITURE	\$ 5,682.32
SAVANT LEARNING SYSTEMS INC	\$ 14,160.00
TROYER GROUP INC	\$ -
AUTOMATIONDIRECT COM INC	\$ 4,512.75
UTILITY ASSOCIATES INC	\$ 3,500.00
MUNICIPAL EMERGENCY SERVICES	\$ 100.00

**Total
Amount** **\$ 48,928.65**

DBE Q4 '18

Vendor	PO/Contract Amount
HYDRONIC & STEAM EQUIP CO INC	\$ 4,791.00
BUSINESS FURNISHINGS	\$ 17,211.89
KOORSEN FIRE & SECURITY INC	\$ 4,801.90
OFFICE INTERIORS INC	\$ 6,339.29
CAROTHERS PRINTING CO	\$ 135.70
LINDCO EQUIPMENT SALES INC	\$ 624.74
OFFICE 360	\$ 335.46
BOLT DOCUMENT MANAGEMENT	\$ 25,784.00
FLOSOURCE INC	\$ 3,535.65
STANZ FOOD SERVICES INC	\$ 357.90

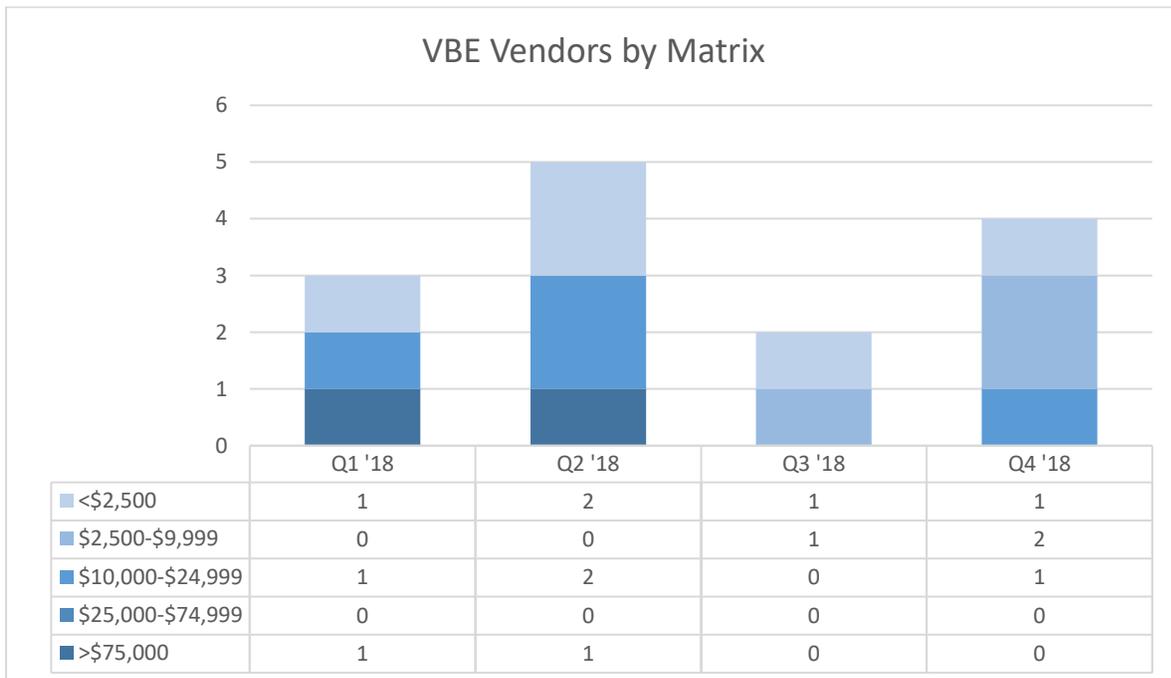


RESCUEGEAR INC	\$	2,774.70
PRO AIR MIDWEST	\$	8.40
HOOSIER CRANE SERVICES CO	\$	1,144.06
PERFORMANCE PLUS CO INC	\$	1,875.00
Total Amount	\$	69,719.69

Total Q1-Q4 Spend \$ 1,817,767.73

VBE Utilization

During quarter one of this year, the City of South Bend utilized one VBE firm in the “greater than \$75,000” spend matrix band, and had one firm represented in the “less than” \$2,500, zero firms represented in \$2,500 to \$9,999, one firm in \$10,000 to \$24,999, and zero firms in \$25,000 to \$74,999 spend matrix bands. Quarter two posted two firms represented in “less than” \$2,500, zero firms in \$2,500 to \$9,999, two firms in \$10,000 to \$24,999, and one firm in the “greater than \$75,000 spend matrix. However, quarter four posted one firm represented in “less than” \$2,500, two firms in \$2,500 to \$9,999, zero firms in \$25,000 to \$74,999 and zero firms represented in “greater than” \$75,000. Petroleum Traders Corporation and Aquitas Solutions Inc. posted the largest VBE spend amounts during the 2018 fiscal year.





VBE Q1 '18

Vendor	PO/Contract Amount
HYDRONIC & STEAM EQUIP CO INC	\$ 10,491.40
BROWNELLS INC	\$ 2,099.44
PETROLEUM TRADERS CORPORATION	\$ 124,699.84
Total Amount	\$ 137,290.68

VBE Q2 '18

Vendor	PO/Contract Amount
RECREONICS INC	\$ 271.08
PETROLEUM TRADERS CORPORATION	\$ 19,878.95
AQUITAS SOLUTIONS INC	\$ 105,319.00
KIESLER POLICE SUPPLY INC Jeffersonville IN	\$ 13,223.79
LIQUID ENGINEERING CORPORATION	\$ 1,950.00
Total Amount	\$ 140,642.82

VBE Q3 '18

Vendor	PO/Contract Amount
BROWNELLS INC	\$ 4,164.91
LIFESAVING SYSTEMS CORPORATION	\$ -
Total Amount	\$ 4,164.91

VBE Q4 '18

Vendor	PO/Contract Amount
HYDRONIC & STEAM EQUIP CO INC	\$ 4,791.00
BROWNELLS INC	\$ 3,048.64
PETROLEUM TRADERS CORPORATION	\$ 20,573.14
LIFESAVING SYSTEMS CORPORATION	\$ 1,751.21
Total Amount	\$ 30,163.99

Total Q1-Q4 Spend \$ 312,262.40



MBE AND WBE BUSINESS DEVELOPMENT, OUTREACH AND ENGAGEMENT

The Diversity, Inclusion and Compliance Officer continues to work with the Director of Purchasing to further support the goals and vision of the Ordinance, Mayoral Executive Order, and Diversity Utilization Board recommendations. The City of South Bend Purchasing Department continues to conduct “Doing Business With the City” outreach sessions with local women and minority business organizations. We will focus on tracking the number and type of WBE/MBE organization sessions we conduct and outcomes—which businesses are successfully awarded bids with the City, and the amount of each award based on the spend matrix.

The Office of Diversity and Inclusion, City Controller, Director of Purchasing, and the Legal Department continue to review and revise internal procurement and contracting policy that more clearly reflects the Citywide goals for inclusive procurement and contracting in compliance with our ordinances.

The Office of Diversity and Inclusion has partnered with the South Bend Housing Authority (SBHA) to revise the monthly resident survey. The new survey includes new construction or construction-related categories like lead worker or supervisor certifications. SBHA residents (Section 8 and Housing Authority) that give their permission, are added to a Section 3 Workforce database that captures contact information, information on individual resident skills, competencies, and education or training that may match work opportunities on City projects or bids.

This list is updated biannually and may be made available to contractors and vendors looking for a local workforce by zip code to complete local projects. The Office of Diversity and Inclusion may also direct any SBHA residents interested in starting a business to local resources like the Westside Small Business Resource Center at Project Impact, where they could learn how to become a Section 3 Business Enterprise, and register to do business with the City.

The Office of Diversity and Inclusion is partnering with Department of Community Investment Engagement and Economic Empowerment to research the possibility of becoming a Community Development Financial Institution (CDFI) Friendly City. The CDFI-Friendly designation would support the access to capital for local minority-owned businesses that struggle to finance business scaling, capital equipment purchases, or just staying afloat in a slow pay business environment.

Internally, the City of South Bend Purchasing Department continues to refine an organizational redesign to centralize bulk purchases for better pricing and process efficiency; reducing the number of city “buyers” across departments and units from over 150 individuals to fewer than 25.

The City of South Bend has commissioned a disparity study for its utilization of Minority and Women/Business Enterprises (MWBES) due for completion in quarter 3 of 2019. The research will examine whether firms have equal access to contracting opportunities on the City of South Bend’s prime contracts and associated subcontracts and recommend strategies to ensure inclusion in future City contracting.

We continue to refine and perfect our ability to track City spending by department to develop and maintain a spending forecast report that could assist small local businesses, especially minority and



women businesses prepare for upcoming procurement and contracting opportunities within the City for the upcoming fiscal year.

The Office of Diversity and Inclusion in partnership with Administration and Finance, and Innovation and Technology are identifying software solutions to collect and maintain accurate procurement and contracting data, as well as compliance data.

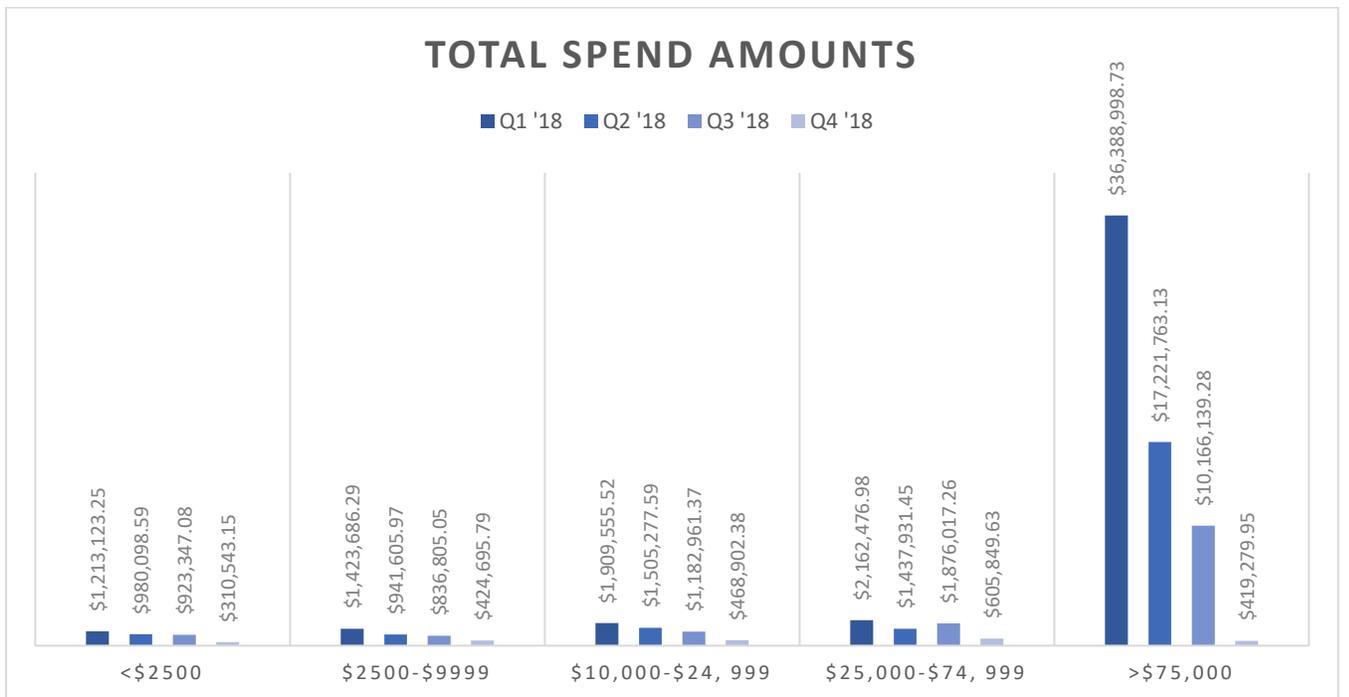
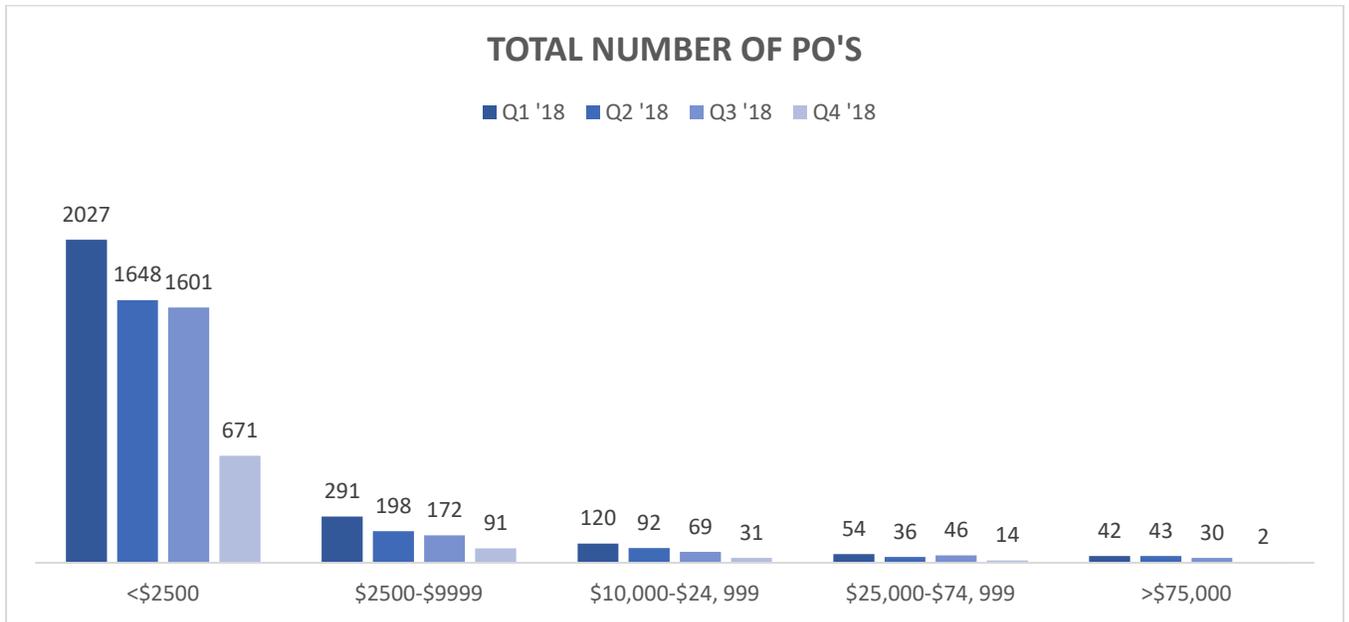
The City of South Bend continues to establish new partnerships with local organizations like the Alpha Kappa Alpha Sorority to co-host annual Minority Business Fairs, and create and maintain a comprehensive listing of all local minority owned businesses.

The City of South Bend will continue to partner with the Westside Small Business Resource Center at Project Impact to serve as a local resource that encourages the creation, development and scaling of local minority entrepreneurs. Other partners like IDOA, Latin American Chamber of Commerce, North Central Indiana Small Business Center at Indiana University South Bend, the SPARK Program at Saint Mary's College, Mid-States Minority Supplier Diversity Council, Women's Business Enterprise National Council (WBENC), SCORE of Michiana, Indiana Small Business Administration (SBA), and the North Central Indiana Business Conference for Minority and Woman-Owned Small Businesses which provides local and regional business owners exposure to best practices, networking with procurement leadership from major organizations, and financial resources for business stabilization and scaling.

South Bend will explore opportunities to identify other certifying agencies within our geographic marketplace whose vetting requirements meet or exceed IDOA requirements and thus expand our list of viable MBE/WBE firms for local, regional and national invitations to bid, quote or otherwise contract for procurement opportunities with the City of South Bend.



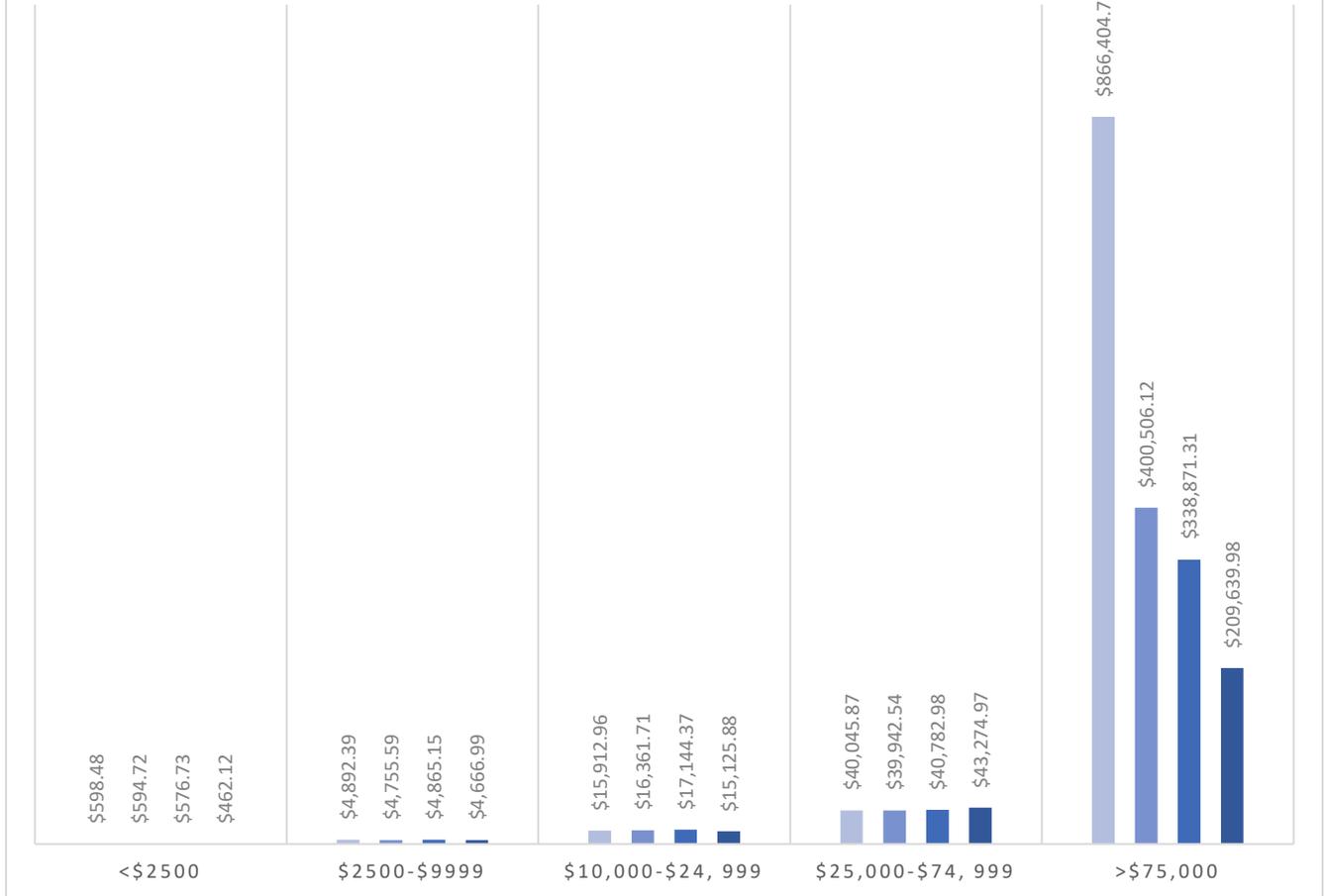
A Look at City Spending by the Numbers: PROCUREMENT & PRIME CONTRACTING





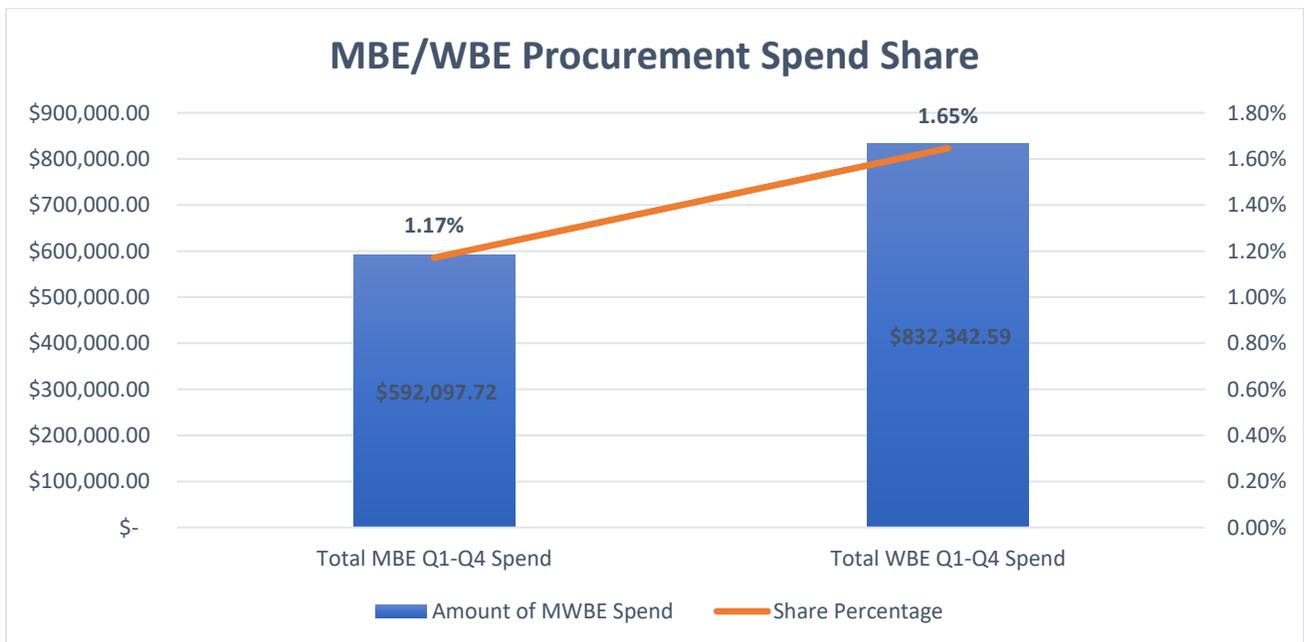
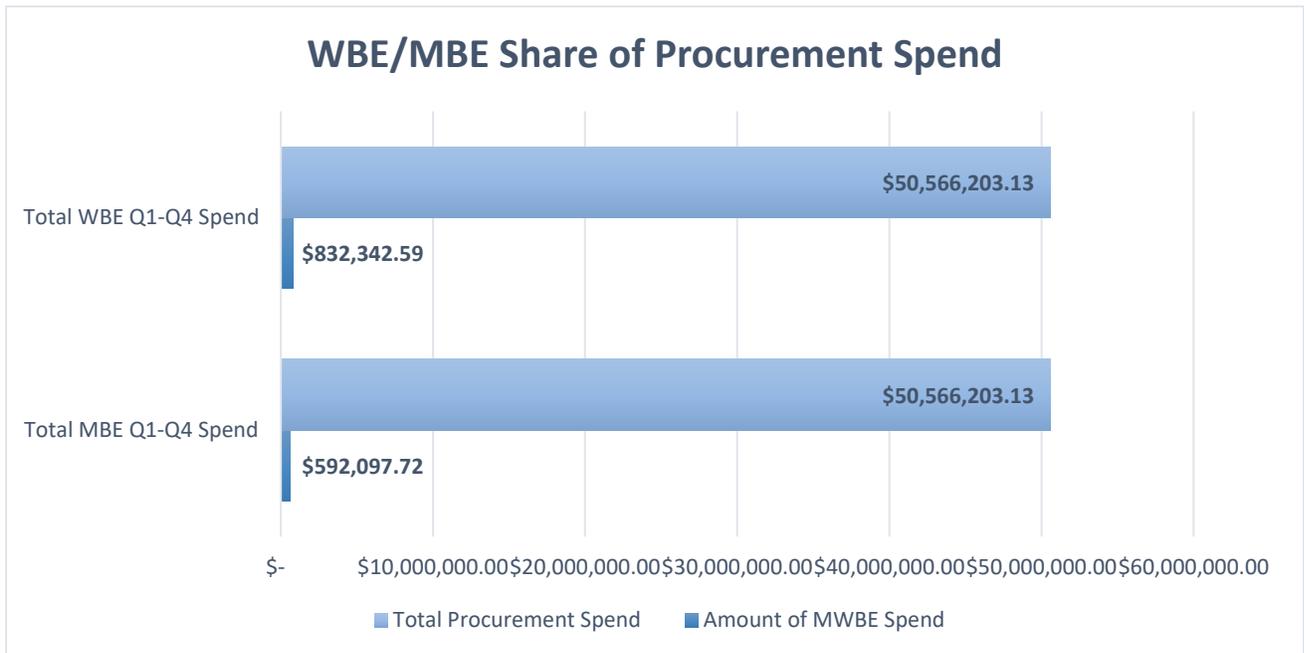
AVERAGE PO SPEND AMOUNT

■ Q1 '18 ■ Q2 '18 ■ Q3 '18 ■ Q4 '18



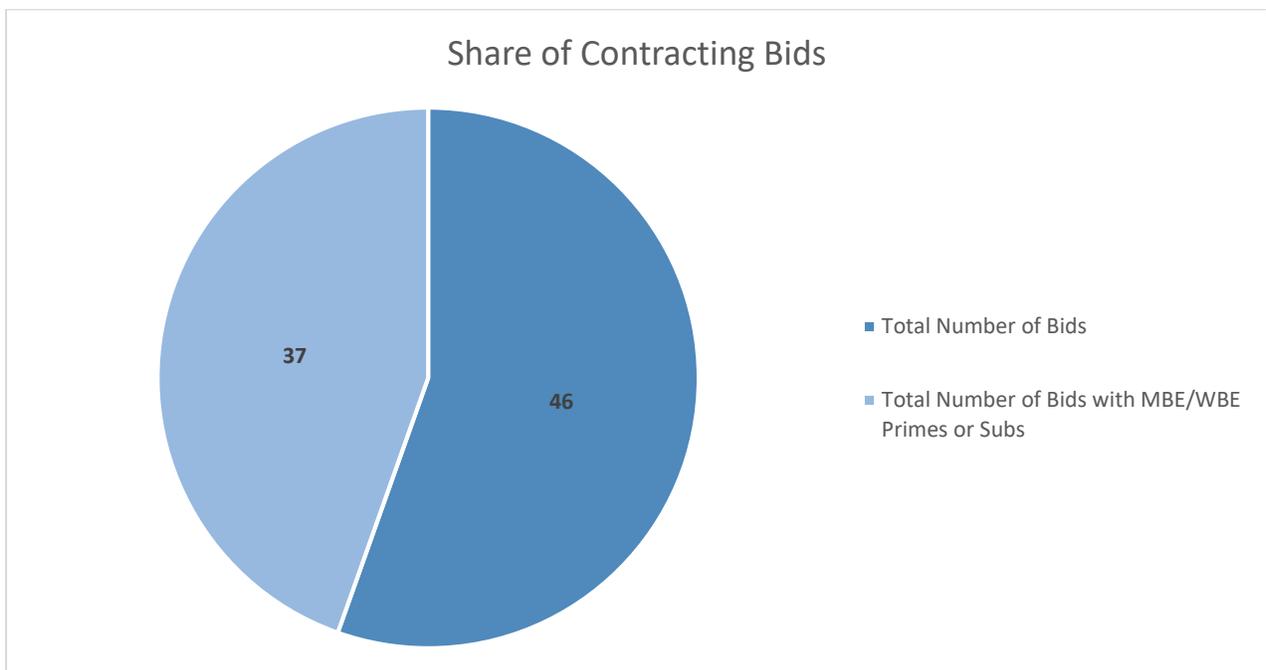
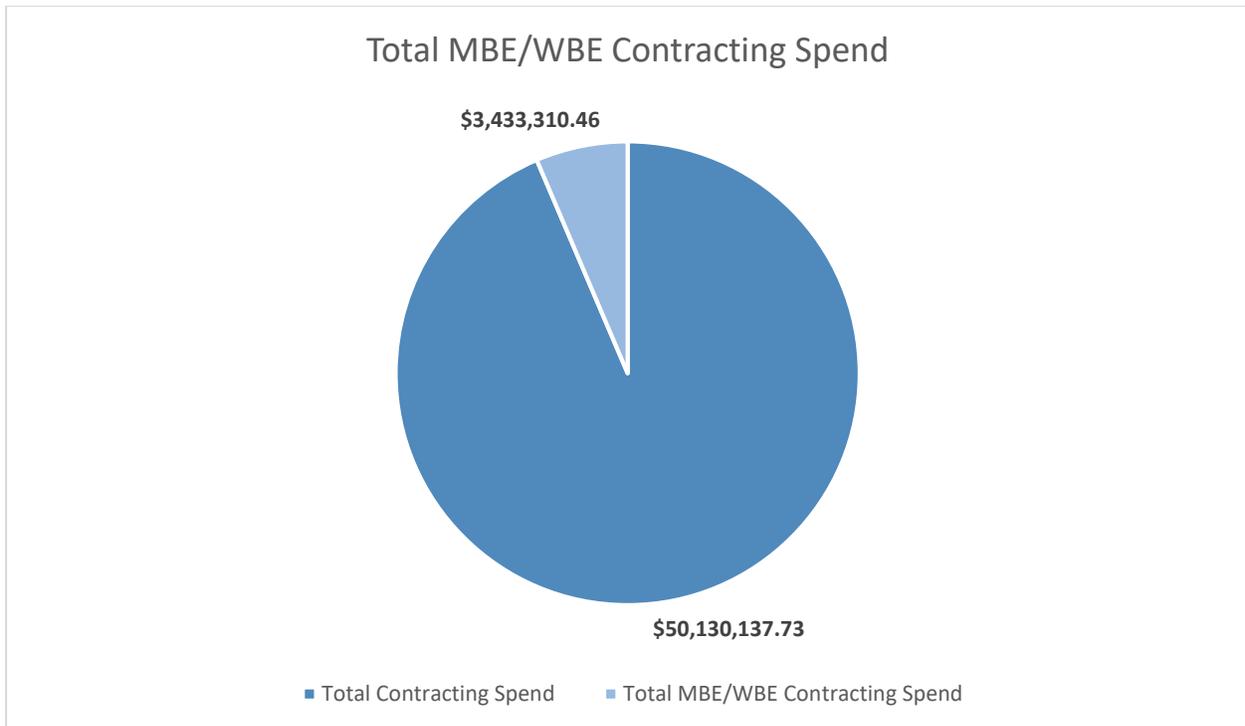


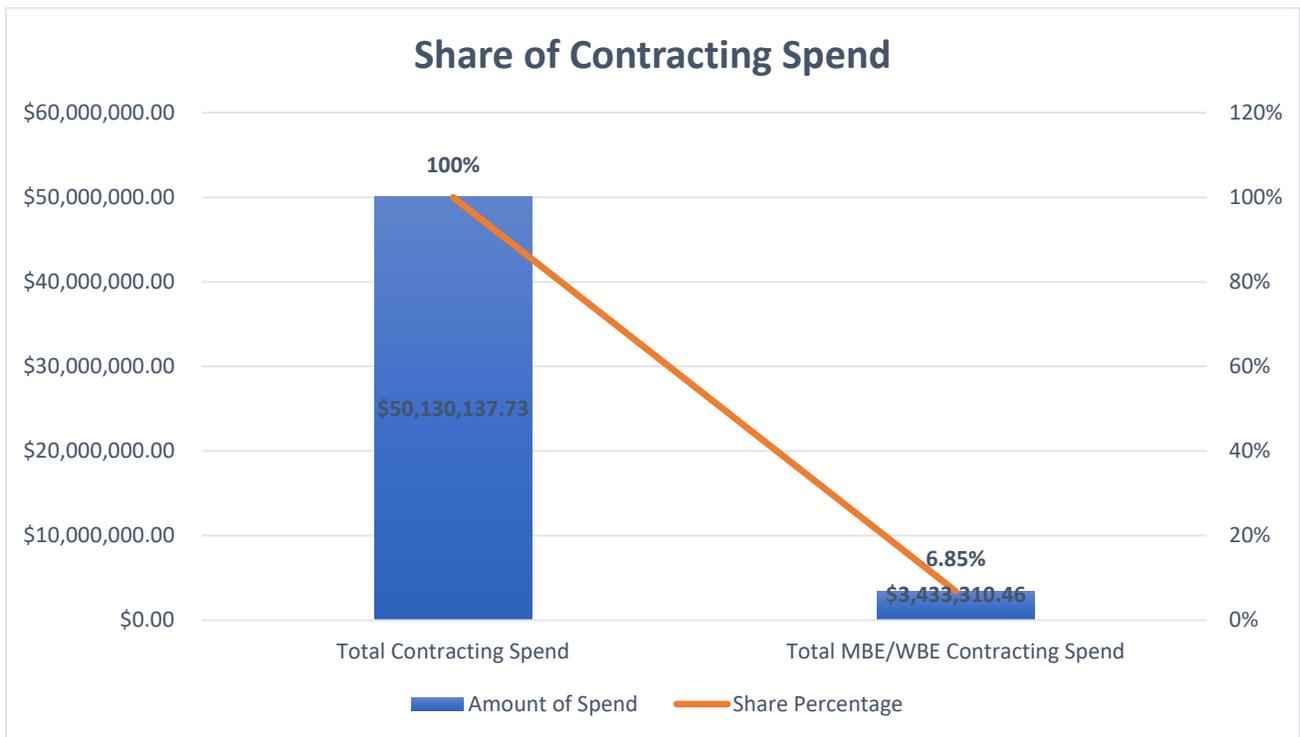
A Look at City Spending by the Numbers: PROCUREMENT (GOODS, SERVICES, PROFESSIONAL SERVICES)





A Look at City Spending by the Numbers: CONTRACTING (CONSTRUCTION, CONSTRUCTION-RELATED ACTIVITIES)







TWO AND THREE YEAR COMPARISONS

In order to assess the City of South Bend's progress towards a more inclusive procurement process, this report reviews the two and three year comparisons of the number of available IDOA certified MBE and WBE firms within St. Joseph County, the total number of purchase orders issued in a fiscal year, the total spend amount in a fiscal year, and the total spend versus the MBE/WBE spend comparison.

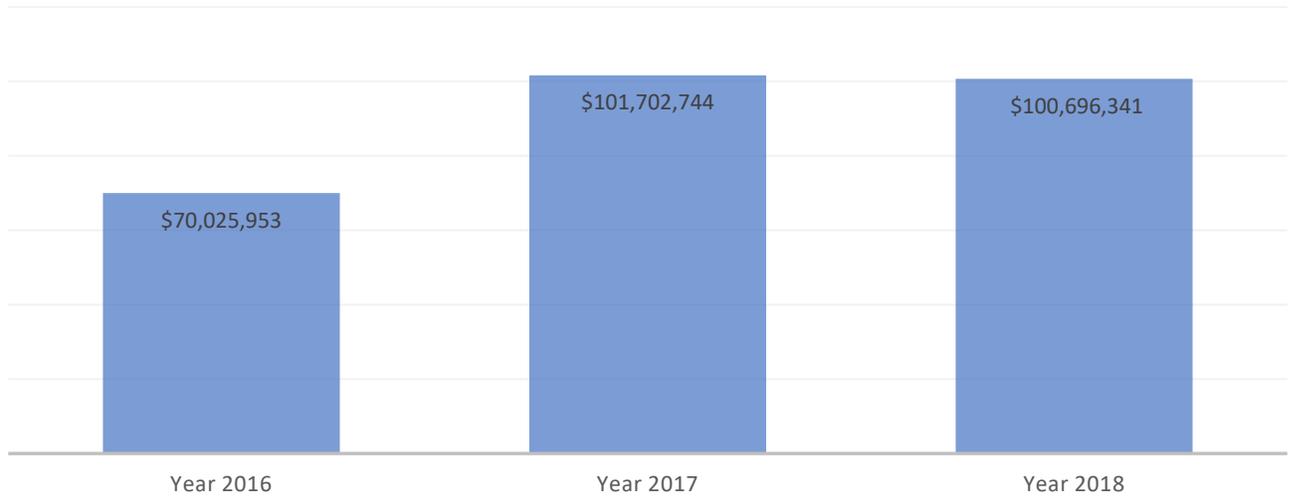
St. Joseph County saw a increase in the number of MBE business services, goods or consulting services certified through IDOA, with five or more Hispanic MBE/WBE commodities in 2018, and a decrease in African

American MBE/WBE commodities from 12 in 2017 to 8 in 2018. However, according to IDOA, the number of Caucasian WBE commodities offered rose from 104 in 2017 to 149 in 2018 in St. Joseph County.

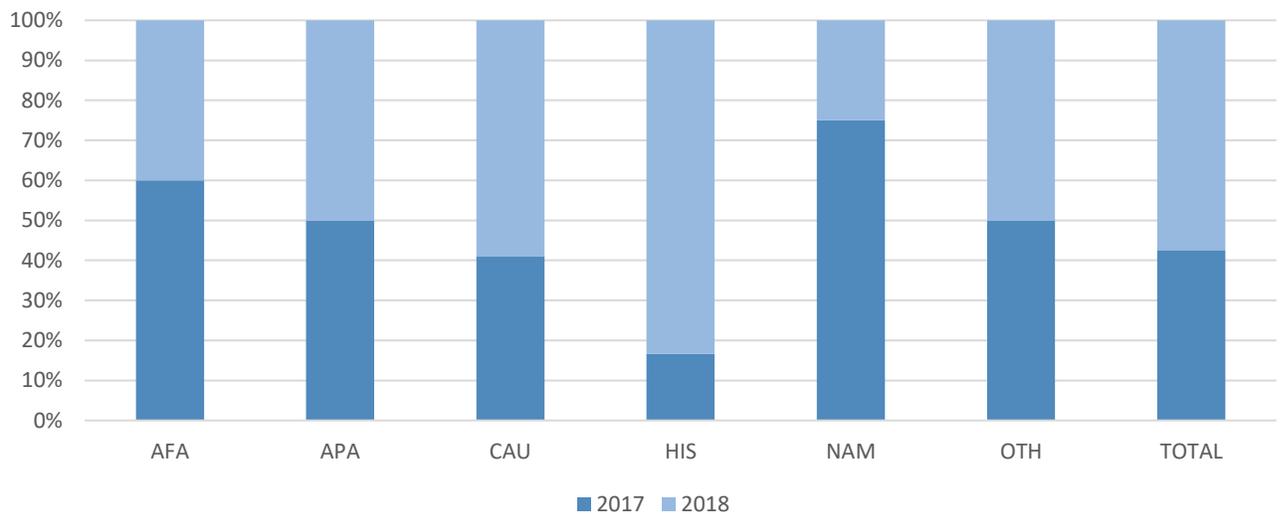




Total Annual Procurement and Contracting Spend



TWO YEAR IDOA COMMODITIES AVAILABLE COMPARISON





SECTION 3 WORKFORCE

The Office of Diversity and Inclusion has partnered with the South Bend Housing Authority (SBHA) to revise the monthly resident survey. The new survey includes new construction or construction-related categories like lead worker or supervisor certifications. SBHA residents (Section 8 and Housing Authority) that give their permission, are added to a Section 3 Workforce database that captures contact information, information on individual resident skills, competencies, and education or training that may match work opportunities on City projects or bids.

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Section 3 Workforce Documents

*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 by the Department of Community Investments in March of every calendar year. An amended Annual Inclusive Procurement Report will be submitted documenting those changes accordingly.

Department of Community Investment

James Mueller, Executive Director

Pam Meyer, Director Community Development

Alkeyna Aldridge, Director of Community Engagement

Lory Timmer, Analyst II



SUMMARY OF PROCUREMENT PROCESS

- I. Summary of Purchasing Process
- II. Purchasing Matrix Guidelines
- III. City of South Bend Purchasing Policy
- IV. Invitation to Quote (Boilerplate)
- V. Invitation to Bid (Boilerplate)



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
 - a. 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;
 - i. Purchases between \$25,000 and \$74,999 require a formal quote process which includes the completion of the Quote Package (attached)
 - ii. 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
 - a. 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.
 - b. 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 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
 - a. 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
 - a. 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...

NOTE: 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 Parks Commissioners, Redevelopment Commission.



PURCHASING POLICY



IDOA CERTIFIED MBE/WBE FIRMS



Procurement Forecast Forms

HOW TO USE THIS PROCUREMENT FORECAST TEMPLATE

This forecast template should depict potential new contracting opportunities, to be let by the City of South Bend during Fiscal Year 2020, which runs from January 1, 2020 to December 31, 2020. The plan does not depict expected City spend against already existing agreements. The opportunities are listed by City department.

Only City departments that anticipate expending public funds in Fiscal Year 2020 for new opportunities are listed. Departments that do not anticipate creating any new procurement or contracting opportunities are not listed here in this forecast. For the most up to date information about procurement processes and upcoming solicitations, visit the Bid Opportunities page found under the City's Department of Purchasing website.
