



**City of South Bend
Diversity Purchasing & Development
2013 Annual Participation Program Report**

**Administration & Finance Department
January 15, 2014**

EXECUTIVE SUMMARY

This 2013 Annual Participation Program Report is filed January 15, 2014 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 third 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 Administration and Finance team are the two groups primarily accountable for the operation and management of the program; thus, activities as mandated by the ordinance are included in this report.

The former Diversity Utilization Board played a major role in directing the success of the program by its involvement and as well the support of the South Bend Common Council and City Administration. Work will continue to evolve in strengthening the local ordinance by submitting a diversity utilization plan in the first quarter of 2014. The plan provides for utilization of local M/WBEs. Recommendations were submitted to the Common Council Personnel and Finance Committee in 2013 by former members of the M/WBE Diversity Utilization Board.

The Administration & Finance staff worked closely with the City's M/WBE Diversity Utilization Board and Common Council in 2013 to carry out directives of the Diversity Development Ordinance. Administration & Finance increased staff by adding the position of Diversity and Compliance Officer on September 3, 2013. As well, the team continued to utilize the services of Trinal, Inc., an MBE owned and operated Diversity and Economic Development Consulting Firm, in its planning and promoting of several community outreach events. Administration & Finance met with City Department Heads and representatives to review City Ordinance No. 100111 and discussed their role in supporting, participating and in ensuring the success of the City's internal and external program activities. Program Activities are listed as part of the overall summary.

2013 INTERNAL PROGRAM ACTIVITY

- ✓ Held meetings with City of South Bend Fiscal Officers and purchasing representatives to review City's purchasing policies.
- ✓ Initial development of Oppcaster, a web-based data program, developed by Code of America. The program will offer vendors the opportunity to submit company data for the purpose of building a procurement directory. It also provides the city with a tool that will notify vendors of purchasing opportunities below \$25,000.
- ✓ Conducted meetings with city departmental purchasing representatives to review and test operation of Oppcaster program.
- ✓ Assisted Trinal, Inc. in coordination of city user focus group meetings held November 26 and December 10, 2013.
- ✓ Reviewed Diversity Utilization Ordinance for recommended changes and held discussions with Council Attorney on "Next Steps".

2013 EXTERNAL PROGRAM ACTIVITY

- ✓ Partnered with Notre Dame University School of Business in working with group of graduate business students in a marketing project. The students developed marketing recommendations for the roll out of the Oppcaster program.
- ✓ Conducted a “Side Walk & Concrete” Public Bidding Workshop for local M/WBEs in collaboration with Ivy Tech Community College.
- ✓ Conducted community Focus Group meetings to test operation of Oppcaster, a data based application, developed by Code of America.
- ✓ Participated in M/WBE Certification Spring Workshop at St Mary’s College in collaboration with the Indiana Department of Administration.
- ✓ Assisted Trinal, Inc. in coordinating Business Diversity Outreach Summit on December 19, 2013 at Century Center. An estimated 40 people attended. The Summit focused on City of South Bend opportunities potentially available 1st quarter of 2014. City department heads and purchasing representatives attended and were available to answer questions posed by business community referencing quotes and/or bidding procedures.
- ✓ Formalized 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.
- ✓ Participated in Community Empowerment Meeting at Emanuel Church, 415 W. LaSalle Sr, South Bend, IN on October 5, 2013.

2014 will bring greater diversity utilization and programming progress to the City’s Diversity Purchasing and Development initiative with the addition of staff and increased collaboration with internal and external stakeholders.

Oppcaster Application

Developed in 2013 by Code for America

Designed to register businesses interested in City
Procurement Opportunities

City Purchasing agents will register quote opportunities
Opportunities will be broadcast (emailed) to registered
vendors.

Web Address:

<http://southbend.oppcaster.com>

BUSINESS NAME	CITY/STATE	MBE LOCAL PO's	MBE LOCAL \$	WBE LOCAL PO's	WBE LOCAL \$	MBE REGIONAL PO's	MBE REGIONAL \$	WBE REGIONAL PO's	WBE REGIONAL \$
*B & J Excavation	SB, IN	10	\$56,474	10					
DLZ Indiana LLC,	South Bend, IN	9	\$1,713,520						
Dudeck Roofing & Sheet Metal	South Bend, IN			5	\$12,599				
Emnet, LLC	South Bend, IN	4	\$430,319						
Kabelin Ace Hardware	LaPorte, IN			24	\$12,187				
Kimble's Plumbing Contractor	South Bend, IN	1	\$125						
McCormick Engineering	South Bend, IN			1	\$29,910				
Office Interiors	Granger, IN			38	\$14,236				
On Site Health Solutions	South Bend, IN			1	\$1,594				
Sanco Distributing, Inc.	South Bend, IN	9	\$2,810						
SC Supply	South Bend, IN			3	\$6,658				
Stanz Cheese	South Bend,			17	\$16,429				

Business Name	City/State	MBE Local PO's	MBE Local \$	WBE Local PO's	WBE Local PO's	MBE Regional PO's	MBE Regional \$	WBE Regional PO's	WBE Regional \$
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*B & J Excavation	South Bend, IN	10	\$56,474	10					
DLZ Indiana LLC,		9	\$1,713,520						
Dudeck Roofing & Sheet Metal				5	\$12,599				
Emnet, LLC		4	\$430,319						
Kabelin Ace Hardware					24	\$12,187			
Kimble's Plumbing Contractor		1	\$125						
McCormick Engineering					1	\$29,910			
Office Interiors					38	\$14,236			
On Site Health Solutions					1	\$,1594			

Business Name	City/State	MBE Local PO's	MBE Local \$	WBE Local PO's	WBE Local \$	MBE Regional PO's	MBE Regional \$	WBE Regional PO's	WBE Regional \$
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Office Interiors	Granger, IN			38	\$14,236				
On Site Health Solutions	South Bend, IN			1	\$1,594				
Sanco Distributing, Inc.	South Bend, IN	9	\$2,810						
SC Supply	South Bend, IN			3	\$6,658				
Stanz Cheese	South Bend, IN			17	\$16,429				
State Barricading	South Bend, IN			2	\$4,830				
Valley Screen Process Co	South Bend, IN			1	\$713				
BitMat	Ashley, IN					4	\$317,335		
Corporate Graphics	Elkhart, IN							6	\$7,255
Personnel Partners	Elkhart, IN							4	\$52,787
*IDOA list both a WBE and MBE ownership									
Totals		33	\$2,203,248	102	\$99,184	4	\$317,335	10	\$60,042

IDOA Local and Regional M/WBE

Local Register

33 M/WBE

Regional Register

35 M/WBE

2013 Purchasing Statistics

- A. Total Purchases Orders issued in 2013 3,746

- B. Total Value (\$) Purchase Orders Issued 66,378,621



Summary of Section 3
Workforce Documents (See Attachment #1)

Department of Community Investment

Scott Ford, Director

Neighborhood Engagement Division

Pamela Meyers, Director

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 #2)
4. Invitation to Quote (Boilerplate – Attachment 2a)
5. Invitation to Bid (Boilerplate Attachment 2b)



City of South Bend
Diversity Purchasing & Development
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Respectfully submitted by:

George King, Purchasing Manager
Janice Hall, Diversity Compliance Officer

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.

City Quote Process

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 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.

Continuation

City Bid Process

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	Purchase Order Dollar Value
\$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...
Approving Boards: Board of Public Works Board of Park Commissioners Redevelopment Commission	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.	