

Inclusive Procurement and Contracting Board Meeting Minutes

Date: November 2, 2021 **Time:** 4:30 pm **Location:** Microsoft Teams (Virtual)

- Call to Order- The IPC Board is now called to order on November 2, 2021 @ 4:30 pm
 - New IPC Board Member- Wilbur Boggs (TBD)
 - i. Retired, Member of 100 Black Men
- Roll Call, Breanna Allen
 - PRESENT: Keana Baylis, Kara Boyles, Larry King, Murray Miller, Rachel Tomas Morgan, Michael Morris, Jeff Rea, Bilijah Williams, Wilbur Boggs, Breanna Allen
- ABSENT: Alkeyna Aldridge
 - *Note: Juan Hernandez has officially resigned*
- Approval of the Minutes
 - Discussion: Board would like minutes in a packet prior to meeting for review.
 - October minutes are not uploaded on the website and will need to be added by clerk's office. The October minutes were unable to be addressed at this time.
 - Kimberly with clerk's office will be able to send out the packet of materials including the minutes.
 - Confirm item was added to August 2021 IPC Board Minutes
 - i. This is a request for board votes to be added into each month's minutes.
- Diversity Officer- Michael Patton (15 min)
 - i. Working on service and supply chain diversity
 1. Working beyond certification and spend analysis
 2. VPA and Friday night lights program supporting spending
 3. Analysis of 2021 spending to determine if its reoccurring or one-time spending
 4. Supply and diversity training

5. In the program plan includes reporting for departments as apart of budgetary responsibilities to determine participation in MWBE goal setting program.
 6. Minnis Consulting has been contracted to review organizations to determine scaling of MWBE spending
 7. Road Ahead: Department is taking a look at the following aspects: Environment, Engagement, Equity, and Impact.
 8. What is reviewed currently: Cost, efficiency, quality, local
- ODI Volunteer- Deniz Kaya, Ph.D.
 - Recent Ph.D. Graduate from University of Notre Dame. Joined the ODI team and has been onboard for a week. Archeologist and Anthropologist by trade.
 - Vendor Opportunity Fair (Oct. 21st, 2021)
 - Hosted at South Bend Century Center, Diversity Office partnered with Indiana Toll Road and South Bend School Corporation.
 - Time to network among prime contractors and sub-contractors
 - 15 prime contractors attended
 - 120+ vendors/partners participating in the event
 - Minority food vendor that provided food
 - Anticipation to host annually
 - Spend opportunity: 25 million
 - Question: Is there a list of vendors to share with private sector and others outside of public bids that could be accessed
 - Larry King will send the list of the vendors
 - Compliance Software has assisted with the data collection of vendors to be able to share out.
 - Can be posted to Office Diversity Office website for public viewing.
 - Current Projects in the pipeline
 - Information has been sent to the board for review and feedback.
 - Anticipating implementing programs January 2022
 - Mentoring & Coaching for Sub- Contractors
 - Mentor Protégé program, established to support the needs of sub-contractors effectively
 - Track outcomes and goals, matchmaking prime and sub-contractors, make commitments with prime and sub-contractors for an 8-week schedule
 - Follow-up, building relationships with prime contractors, annual increase in prime contractors, personal testimonies of the mentorship program, learning skills and objectives to share with others.

- Department Forecasting for the City of South Bend
- Solicit GFE (Good Faith Effort) and Communicate MWBE goals for projects with alternate bidding
 - Diversity Office, Public Works, and Legal Counsel working on resources and information to support alternate bidding among vendors.
 - Was not sure how to calculate utilization and share that with contractors
 - Using architects cost estimate method to calculate base bids by alternates
 - Forms are established to assist with flexibility and capturing of percentage
- Board of Public Works- Kara Boyles (5 min)
 - i. 9 projects in bidding/quoting phase
 - ii. An addendum will be provided to the bidder of the project
 - iii. Addendum will be released November 3, 2021
 - iv. 16 construction projects with goals
 - v. 7 more projects in progress that have been awarded or will be awarded
 - vi. 9 more projects in bidding/quoting phase that will be executed by the end of the year
 - vii. 1 project is complete and 4 are almost complete going to board with affidavits.
- Update on MWBE contracts awarded by BPW
 - Rejected Bids
 - Southeast Center with United Way (the bidder was rejected)- Larry will follow up with an answer to why it was rejected
 - Rejected bids should be brought to the board for review
 - Include a few notes as to why the bid was rejected
 - Division 1-Kaley Street COSB 2021 improvements
 - Contracted stated they would meet a 4% goal. This particular bidder only met the 3.2%.
 - Concern about the incorrect reflection of 4% on the bidding process that was an error.
- Procurement- Michael Schmidt (5 min)
- Update on MWBE Goods and Services contracts awarded by Procurement
 - Month of September-3.5 millions in expenditures, 4% went to MWBE businesses, \$51,000 went to minority businesses, \$102,000 for

equipment purposes and architecture (woman owned) engagements.
1.2 million in women spending. DFO is still a work in progress.
\$486,000 in minority owned spending

- Old Business- (TBD)
 - Need more data in document form
 - Upcoming board meeting, Michael and Team walk the board through the transparency hub

- New Business (5 min)

- Announcements:
 - (Governor Executive Order)Emergency declaration has been extended until December 1st. The board will continue to meet remotely

- Floor open to the Public
- Adjournment- Vote (Moved by Boggs, 2nd Tomas Morgan)
 - Bilijah Williams, Jeff Rea, Keana Baylis, Kara Boyles, Larry King, Murray Miller, Rachel Tomas Morgan, Michael Morris, Wilbur Boggs, Breanna Allen

Notes and Action Items
