



City of South Bend Common Council

441 County-City Building • 227 W. Jefferson Blvd
South Bend, Indiana 46601

(574) 235-9321
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<http://www.southbendin.gov>

Karen L. White
President

Sharon L. McBride
Vice-President

Sheila Niezgodski
Chairperson, Committee
of the Whole

Canneth Lee
First District

Henry Davis, Jr.
Second District

Sharon L. McBride
Third District

Troy Warner
Fourth District

Eli Wax
Fifth District

Sheila Niezgodski
Sixth District

Karen L. White
At Large

Rachel Tomas Morgan
At Large

Lori K. Hamann
At Large

TO: MEMBERS OF THE COMMON COUNCIL
FROM: BILIJAH WILLIAMS, PRESIDENT, IPCB
DATE: FRIDAY, FEBRUARY 26, 2021
RE: INCLUSIVE PROCUREMENT AND CONTRACTING BOARD MEETING

NOTICE

The **Inclusive Procurement and Contracting Board** will meet on **Tuesday, March 2, 2021 at 5:00 p.m.** While this meeting will be held during the regularly scheduled meeting time and date, it will be held **virtually by clicking on this link:** <https://tinyurl.com/COSBIPCB>

Agenda

1. **Call to Order-** Bilijah Williams, Board Chair
2. **Roll Call-** Breanna Allen, Board Secretary
3. **Minutes of the February 2, 2021 IPC Board Meeting**
4. **Diversity of Inclusion Report-** Michael Patton, Director, Diversity and Inclusion
 - Department Board Update
 - Recommendation of Changes to IPC Ordinance
 - Action Requested by IPC Board- Recommendation for Common Council
5. **Contracting -** Kara Boyles, City Engineer
 - Update on MWBE Contracts to be Bid or Recently Awarded by BPW
 - Report on Bidder Requests for MWBE Program Waivers from MWBE Requirements for all Contracts over \$50,000 (if applicable)
6. **Procurement-** Michael Schmidt, Director of Purchasing, Lead Counsel for Public Works
 - Update on MWBE Contracts Recently Awarded by Procurement
 - Report on Bidder Requests for MWBE Program Waivers from MWBE Requirements for all Contracts over \$50,000 (if applicable)
7. Old Business



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8. New Business

- Formal Requests to be Presented for the next IPC Board Meeting on April 6th, 2021
- **2020 Annual Inclusive Contracting & Procurement Report** (Due in March) to Determine the Effectiveness of the City Meeting Annual Contracting & Procurement Goals (Standing Request to be presented on an Annual Basis)
- **Quarterly Report** Summarizing MWBE Availability, Utilization, & Outreach Activities and Outcomes (Standing Request to be Presented at the End of Each Quarter)
- **2021 Budget for the Office of Diversity & Inclusion**
According To Sec 14.5-7 (8) The Board, In Consultation With The Department of Inclusion, Diversity, Equity, And Access Shall Review and Make Budgetary Adjustment Recommendations to Ensure Reasonable Resources Are Available to Meet the Objective of The Most Current Disparity Study (Standing Request to Be Presented No Later Than 60 Days Before The End of The Fiscal Year To Give the Board Enough Time to Review, Discuss, & Make Recommendations)
- Other

9. Board or City Announcements/Comments

10. Public Comments

11. Adjournment- Vote

cc: Mayor James Mueller
Board Meeting List
Media

NOTICE FOR HEARING AND SIGHT IMPAIRED PERSONS
Auxiliary Aid or Other Services may be Available upon Request at No Charge.
Please give Reasonable Advance Request when Possible