



## **Annual Inclusion Contracting Procurement Report**

**Office of Diversity and Inclusion**

**F.Y. 2021**

**Michael A. Patton, MNA-Diversity, Compliance &  
Inclusion Officer**



CITY OF SOUTH BEND  
OFFICE OF DIVERSITY & INCLUSION

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*Executive Summary*

The City of South Bend was recovering from the economic downturn compounded by COVID-19 and business growth. Inflation slowly started to invade our community in the Spring of 2021. The cause of Inflation can be attributed to the reopening of the economy, which led to greater consumer demand and supply chain constraints. The supply chain shortage caused a domino effect on the local businesses having difficulty finding the materials and labor necessary to manufacture their products. This reduction in supply and increased consumer demand significantly impacts the spike in demand. The new variant Omicron could be another potential reason production and shipping backlogs have grown. Omicron and COVID-19 variants cause issues in the ability to plan daily functional activity because workers may test positive, which forces companies to a temporary shutdown.

Governor Holcomb stated COVID-19 remains a challenge and an ongoing health crisis during the Annual State of Address. The governor faces challenges from fellow Republicans pushing one proposal to exempt businesses from workplace COVID-19 vaccination requirements. Health officials in St. Joseph County are optimistic about the coronavirus pandemic omicron wave but urge community residents to be vigilant as hospitals recover from the surge of patients admitted for positive testing results. Deputy Director Mark Fox said, "while positive cases had plateaued around 1,100 to 1,200 cases per 100,000 residents over seven days in early January, that number has fallen by about 25%." Hospital rates have decreased in the Michiana Region and trending down with positive COVID-19 patients.

Mayor James Mueller responded to the COVID-19 challenges and dealt with adversity to strengthen our community. The Community Investment Team awarded 135 Innovation Grants to support locally owned restaurants, set up emergency isolation and quarantine center, and received a \$7.7 million competitive grant from the U.S. Economic Development Administration to support a new revolving loan program for local businesses impacted by COVID-19. The Diversity & Inclusion Team spearheaded several recent efforts in 2021, including the Small Business Launchpad held at the Charles Black Center and the implementation of B2Gnow, the nation-leading diversity, procurement, and grant management software provider. The Office of D&I also hosted Minority and Women-Owned Business Enterprise registration and certification training, Contract Compliance, and Vendor Registration Workshops. Local vendors have taken advantage of the Small Business Launchpad and other resources provided by the Office of D&I. The supportive services enable small businesses to participate in more contractual opportunities and develop partnerships with established Prime Contractors.



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**2021 OVERALL ANNUAL SPEND AND PARTICIPATION RESULTS:**

| Total Overall Annual Spend Amount | Total # of Purchase Orders Issued | Total Minority-Owned Business Annual Spend | Minority-Owned Business Annual % | Total Women-Owned Business Annual Spend | Women-Owned Business Annual % | Total Minority and Women-Owned Business Annual Spend Amount | Total Minority and Women-Owned Business Annual % | OVERALL ANNUAL SPEND |
|-----------------------------------|-----------------------------------|--|----------------------------------|---|-------------------------------|---|--|----------------------|
| \$97,962,708                      | 7,006                             | \$668,593                                  | .7%                              | \$1,663,047                             | 1.7%                          | \$2,331,640   | 2.4%   |                      |

\*Excludes debt service, utility payments, health insurance claims, health insurance, insurance, intergovernmental obligations, workers compensation claims, postage, legal claims

| Total Annual Spend Amount | Total # of Purchase Orders Issued | Total Minority Owned Business Annual Spend | Minority-Owned Business Annual % | Total Women-Owned Business Annual Spend | Women-Owned Business Annual % | Total Minority and Women-Owned Business Annual Spend Amount | Total Minority and Women-Owned Business Annual % | PROCUREMENT OF GOODS AND SERVICES |
|---------------------------|-----------------------------------|--|----------------------------------|---|-------------------------------|---|--|-----------------------------------|
| \$76,870,453              | 6,945                             | \$652,643                                  | .8%                              | \$1,070,495                             | 1.4%                          | \$1,723,138   | 2.2%   |                                   |

\*Excludes debt service, utility payments, health insurance claims, health insurance, insurance, intergovernmental obligations, workers compensation claims, postage, legal claims

| Total Annual Spend Amount | Total # of Purchase orders issued | Total Minority Owned Business Annual Spend | Minority-Owned Business Annual % | Total Women Owned Business Annual Spend | Women-Owned Business Annual % | Total Minority and Women-Owned Business spend | Total Minority and Women-Owned Business Annual % | BPW CONSTRUCTION |
|---------------------------|-----------------------------------|--|----------------------------------|---|-------------------------------|---|--|------------------|
| \$21,092,255              | 61                                | \$15,950                                   | .1%                              | \$592,552                               | 2.8%                          | \$608,502                                     | 2.9%   |                  |

\*Total Number includes prime contractors only. \*Excludes debt service, utility payments, health insurance claims, health insurance, insurance, intergovernmental obligations, workers compensation claims, postage, legal claims

| 2021 Total Vendor Participation | Total Certified MBE | Total Uncertified Minority Owned Businesses | Total Minority Owned Businesses | Total Certified WBE | Total Uncertified Women-Owned Bus. | Total Women-Owned Businesses | Total Minority and Women-Owned Businesses | TOTAL VENDOR COUNT MINORITY AND WOMEN-OWNED BUSINESSES |
|---------------------------------|---------------------|---|---------------------------------|---------------------|------------------------------------|------------------------------|---|--|
| 946                             | 8                   | 24  | 32                              | 2                   | 45                                 | 47                           | 79  |  |

Source: Dynamics 365 for Finance and Operations (DFO)



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**2021 1ST QUARTER SPEND TOTAL:**

| Overall Spend 1 <sup>st</sup> Qtr. | Vendors Receiving Payments | Total Minority-Owned Business Spend | Minority-Owned Business % | Total Women-Owned Business Spend | Women-Owned Business % | Total Minority and Women-Owned Business Spend | Total Minority and Women-Owned Business % | OVERALL 1 <sup>ST</sup> QTR. SPEND AMOUNT |
|------------------------------------|----------------------------|-------------------------------------|---------------------------|----------------------------------|------------------------|---|---|---|
| \$22,057,578                       | 1,030                      | \$185,209                           | 0.8%                      | \$334,238                        | 1.5%                   | \$519,447                                     | 2.4%                                      |   |

\*Excludes debt service, utility payments, health insurance claims, health insurance, insurance, intergovernmental obligations, workers compensation claims, postage, legal claims

| Overall Spend 1 <sup>st</sup> Qtr. | Vendors Receiving Payments | Total Minority-Owned Business Spend | Minority-Owned Business % | Total Women-Owned Business Spend | Women-Owned Business % | Total Minority and Women-Owned Business Spend | Total Minority and Women-Owned Business % | PROCUREMENT OF GOODS AND SERVICES |
|------------------------------------|----------------------------|-------------------------------------|---------------------------|----------------------------------|------------------------|---|---|-----------------------------------|
| \$19,368,030                       | 1018                       | \$185,209                           | .6%                       | \$178,661                        | 0.9%                   | \$363,870                                     | 1.9%                                      |                                   |

\*Excludes debt service, utility payments, health insurance claims, health insurance, insurance, intergovernmental obligations, workers compensation claims, postage, legal claims

| Overall Spend 1 <sup>st</sup> Qtr. | Vendors Receiving Payments | Total Minority-Owned Business Spend | Minority-Owned Business % | Total Women-Owned Business Spend | Women-Owned Business % | Total Minority and Women-Owned Business Spend | Total Minority and Women-Owned Business % | BPW CONSTRUCTION |
|------------------------------------|----------------------------|-------------------------------------|---------------------------|----------------------------------|------------------------|---|---|------------------|
| \$2,689,548                        | 20                         | \$0                                 | 0%                        | \$155,577                        | 5.8%                   | \$155,577                                     | 5.8%                                      |                  |

\*Total Number includes prime contractors only. \*Excludes debt service, utility payments, health insurance claims, health insurance, insurance, intergovernmental obligations, workers compensation claims, postage, legal claims Source: Dynamics 365 for Finance and Operations (DFO)



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**2021 2<sup>nd</sup> QUARTER SPEND TOTAL:**

| Overall Spend 2 <sup>nd</sup> Qtr. | Vendors Receiving Payment | Total Minority-Owned Business Spend | Minority-Owned Business % | Total Women-Owned Business Spend | Women-Owned Business % | Total Minority and Women-Owned Business Spend | Total Minority and Women-Owned Business % | OVERALL 2nd QTR. SPEND AMOUNT |
|------------------------------------|---------------------------|-------------------------------------|---------------------------|----------------------------------|------------------------|---|---|-------------------------------|
| \$22,401,554                       | 1,085                     | \$108,337                           | 0.4%                      | \$532,589                        | 2.4%                   | \$640,926                                     | 2.8%                                      |                               |

\*Excludes debt service, utility payments, health insurance claims, health insurance, insurance, intergovernmental obligations, workers compensation claims, postage, legal claims

| Overall Spend 2 <sup>nd</sup> Qtr. | Vendors Receiving Payment | Total Minority-Owned Business Spend | Minority-Owned Business % | Total Women-Owned Business Spend | Women-Owned Business % | Total Minority and Women-Owned Business Spend | Total Minority and Women-Owned Business % | PROCUREMENT OF GOODS AND SERVICES |
|------------------------------------|---------------------------|-------------------------------------|---------------------------|----------------------------------|------------------------|---|---|-----------------------------------|
| \$18,263,296                       | 1071                      | \$108,337                           | 0.6%                      | \$296,160                        | 1.6%                   | \$404,497                                     | 2.2%                                      |                                   |

\*Excludes debt service, utility payments, health insurance claims, health insurance, insurance, intergovernmental obligations, workers compensation claims, postage, legal claims

| Overall Spend 2 <sup>nd</sup> Qtr. | Vendors Receiving Payments | Total Minority-Owned Business Spend | Minority-Owned Business % | Total Women-Owned Business Spend | Women-Owned Business % | Total Minority and Women-Owned Business Spend | Total Minority and Women-Owned Business % | BPW CONSTRUCTION |
|------------------------------------|----------------------------|-------------------------------------|---------------------------|----------------------------------|------------------------|---|---|------------------|
| \$4,138,258                        | 23                         | \$0                                 | 0%                        | \$236,429                        | 5.7%                   | \$236,429                                     | 5.7%                                      |                  |

Total Number of Prime Contractors Only \*Exclude Debt Service Source: Dynamics 365 for Finance and Operations (DFO)



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**2021 3<sup>rd</sup> QUARTER SPEND TOTAL:**

| Overall Spend 3rd Qtr. | Vendors Receiving Payments | Total Minority-Owned Business Spend | Minority-Owned Business % | Total Women-Owned Business Spend | Total Women-Owned Business % | Total Minority and Women-Owned Business Spend | Total Minority and Women-Owned Business % | OVERALL 3rd QTR. SPEND AMOUNT |
|------------------------|----------------------------|-------------------------------------|---------------------------|----------------------------------|------------------------------|---|---|-------------------------------|
| \$26,910,340           | 1213                       | \$174,462                           | 0.6%                      | \$275,732                        | 1.3%                         | \$450,194                                     | 1.7%                                      |                               |

\*Excludes debt service, utility payments, health insurance claims, health insurance, insurance, intergovernmental obligations, workers compensation claims, postage, legal claims

| Overall Spend 3rd Qtr. | Vendors Receiving Payments | Total Minority-Owned Business Spend | Total Minority-Owned Business % | Total Women-Owned Business Spend | Total Women-Owned Business % | Total Minority and Women-Owned Business Spend | Total Minority and Women-Owned Business % | PROCUREMENT OF GOODS AND SERVICES |
|------------------------|----------------------------|-------------------------------------|---------------------------------|----------------------------------|------------------------------|---|---|-----------------------------------|
| \$21,305,826           | 1199                       | \$158,512                           | 0.7%                            | \$275,732                        | 1.3%                         | \$434,244                                     | 2.0%                                      |                                   |

\*Excludes debt service, utility payments, health insurance claims, health insurance, insurance, intergovernmental obligations, workers compensation claims, postage, legal claims

| Overall Spend 3rd Qtr. | Vendors Receiving Payment | Total Minority-Owned Business Spend | Total Minority-Owned Business % | Total Women-Owned Business Spend | Total Women-Owned Business % | Total Minority and Women-Owned Business Spend | Total Minority and Women-Owned Business % | BPW CONSTRUCTION |
|------------------------|---------------------------|-------------------------------------|---------------------------------|----------------------------------|------------------------------|---|---|------------------|
| \$5,604,514            | 21                        | \$15,950                            | .3%                             | \$0                              | 0%                           | \$15,950.00                                   | .3%                                       |                  |

Total Number of Prime Contractors Only \*Exclude Debt Service Source: Dynamics 365 for Finance and Operations (DFO)



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**2021 4<sup>th</sup>. Quarter Spend Total**

| Overall Spend 4th Qtr. | Vendors Receiving Payment | Total Minority-Owned Business Spend | Minority-Owned Business % | Total Women-Owned Business Spend | Total Women-Owned Business % | Total Minority and Women-Owned Business Spend | Total Minority and Women-Owned Business % | OVERALL 4th QTR. SPEND AMOUNT |
|------------------------|---------------------------|-------------------------------------|---------------------------|----------------------------------|------------------------------|---|---|-------------------------------|
| \$26,593,236           | 1,169                     | \$200,584                           | 0.8%                      | \$520,487                        | 2.0%                         | \$721,071                                     | 2.7%                                      |                               |

\*Excludes debt service, utility payments, health insurance claims, health insurance, insurance, intergovernmental obligations, workers compensation claims, postage, legal claims

| Overall Spend 4th Qtr. | Vendors Receiving Payment | Total Minority-Owned Business Spend | Minority-Owned Business % | Total Women-Owned Business Spend | Women-Owned % | Total Minority and Women-Owned Business Spend | Total Minority and Women-Owned Business % | PROCUREMENT OF GOODS AND SERVICES |
|------------------------|---------------------------|-------------------------------------|---------------------------|----------------------------------|---------------|---|---|-----------------------------------|
| \$17,933,301           | 1,155                     | \$200,584                           | 1.1%                      | \$319,941                        | 1.8%          | \$520,525                                     | 3.0%                                      |                                   |

\*Excludes debt service, utility payments, health insurance claims, health insurance, insurance, intergovernmental obligations, workers compensation claims, postage, legal claims

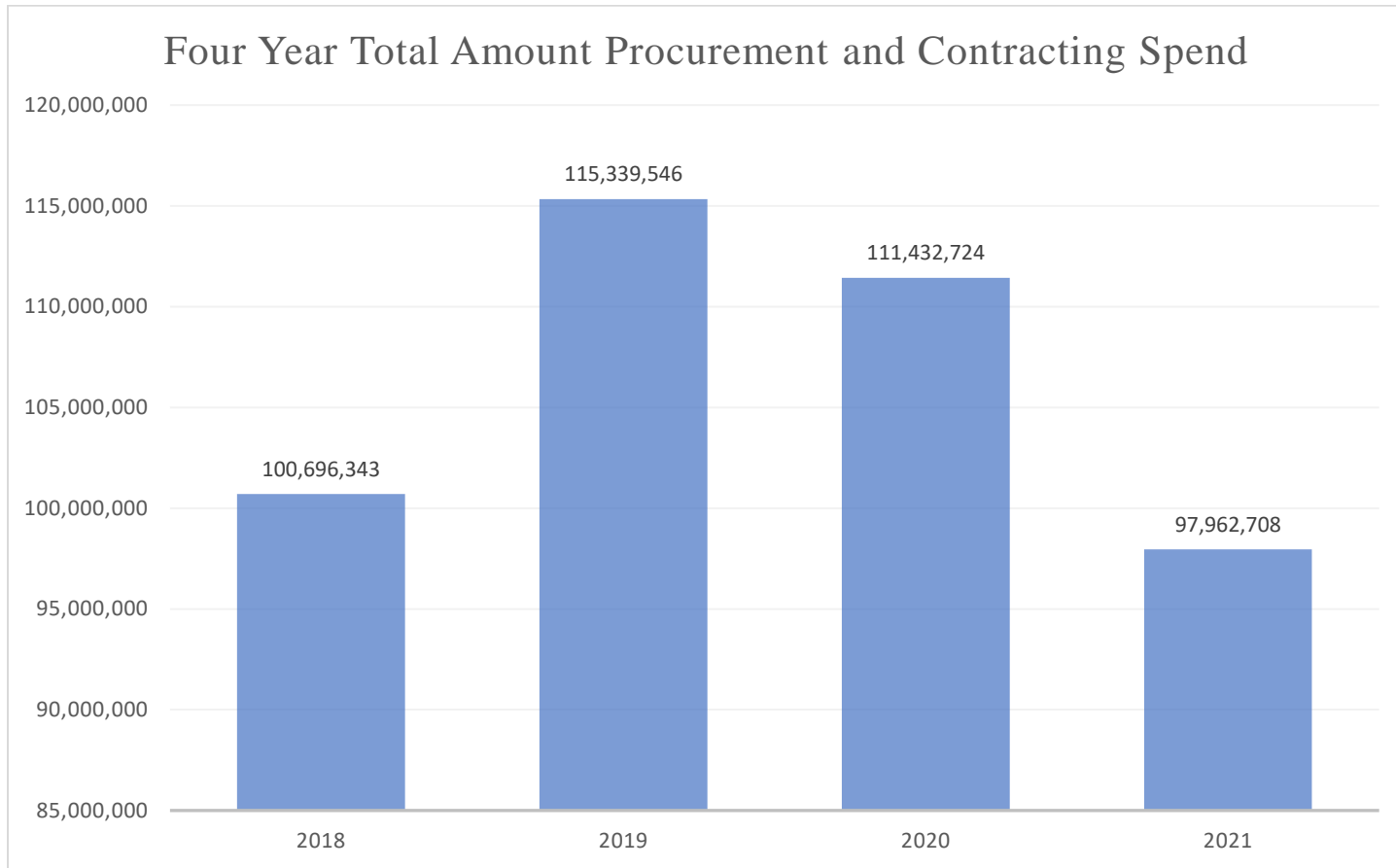
| Overall Spend 4th Qtr. | Vendors Receiving Payment | Total Minority-Owned Business Spend | Minority-Owned Business % | Total Women-Owned Business Spend | Women-Owned Business % | Total Minority and Women-Owned Business Spend | Total Minority and Women-Owned Business % | BPW CONSTRUCTION |
|------------------------|---------------------------|-------------------------------------|---------------------------|----------------------------------|------------------------|---|---|------------------|
| \$8,659,935            | 21                        | 0                                   | 0%                        | \$200,546                        | 2.3%                   | \$200,546                                     | 2.3%                                      |                  |

\*Total Number of Prime Contractors only \*excludes debt service Source: Dynamic 365 for Finance and Operations (DFO)





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*Source: 2018, 2019 and 2020 Naviline*

*05/2020 to Present Dynamics 365 Finance Operations (DFO)*



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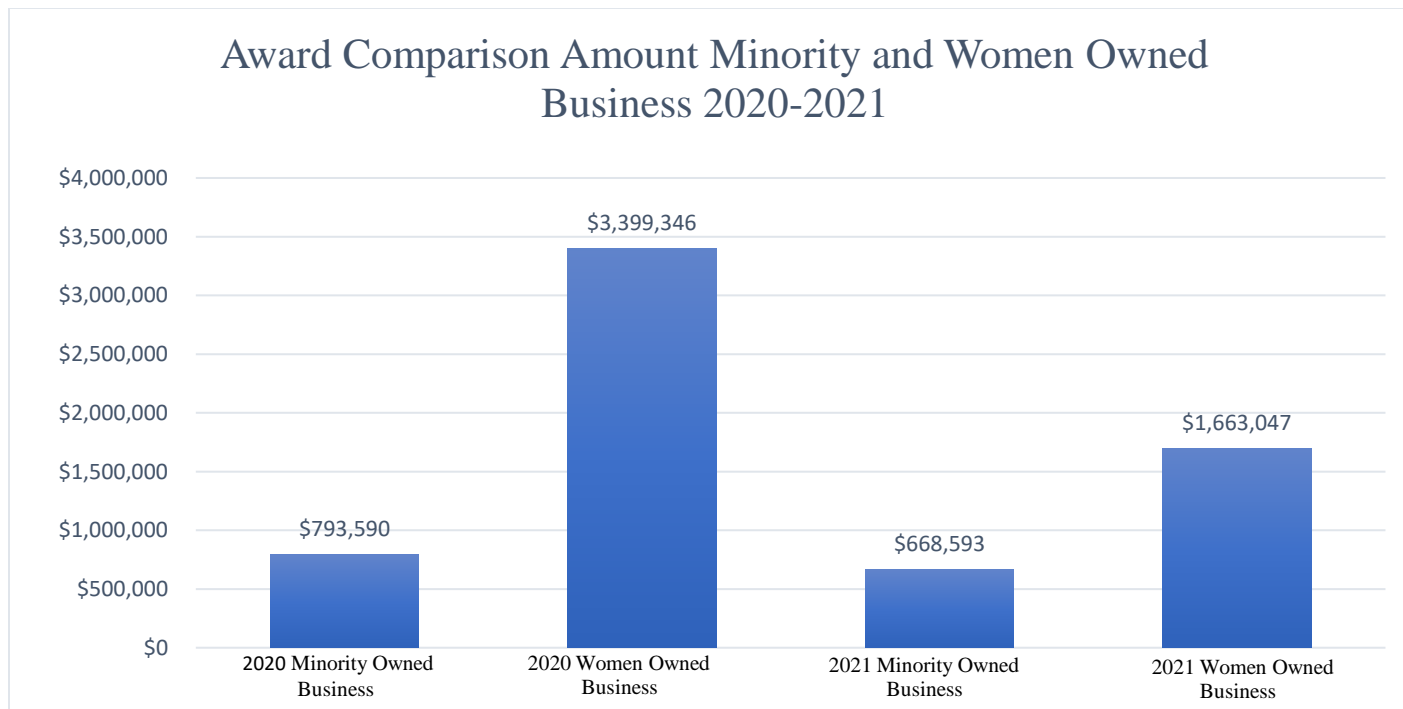


*Source: 2018, 2019 and 2020 Naviline*

*05/2020 to Present Dynamics 365 Finance Operations (DFO)*



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Source: 2020 Naviline Dynamics 365 for Finance Operations (DFO) 2021

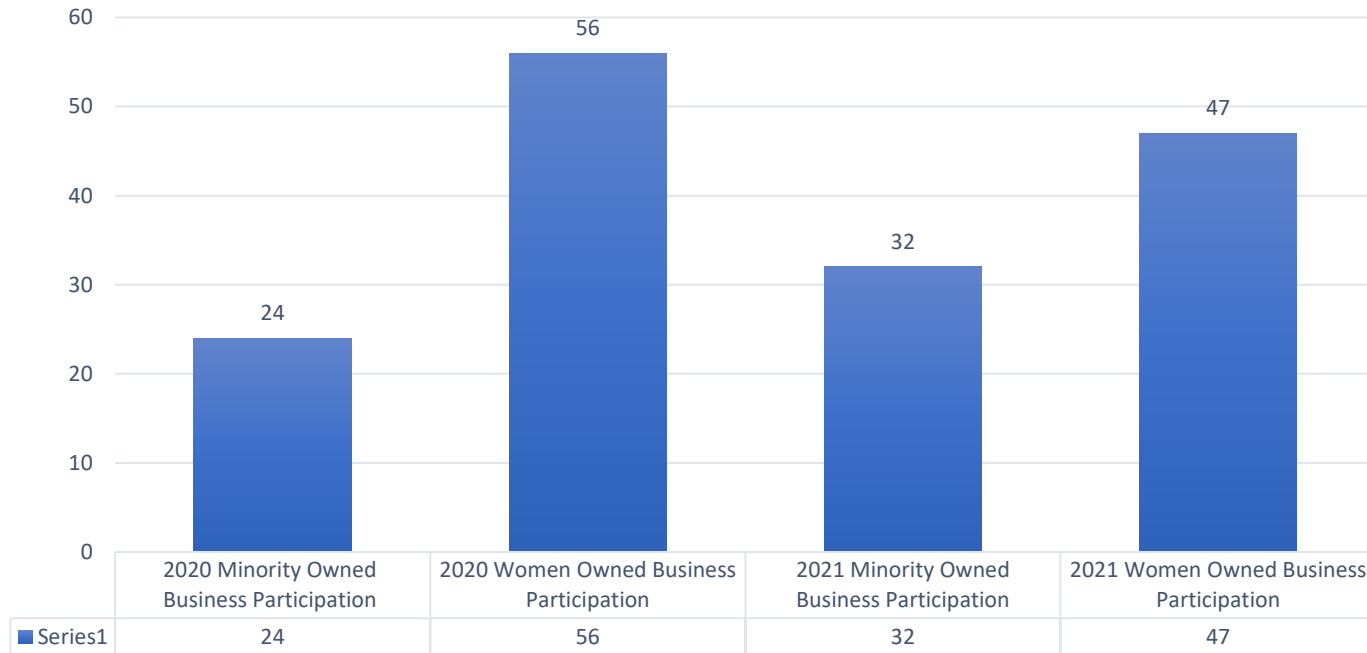
The 2020 Annual Combined Total Amount for Minority and Women-Owned Business participation was \$4,192,936

The 2021 Annual Combined Total Amount for Minority and Women-Owned Business participation was \$2,331,640



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### 2020-2021 Minority and Women Owned Business Vendor Participation Comparison



Source: 2020 Naviline Dynamics 365 for Finance Operations (DFO) 2021

The Total Combined Minority and Women-Owned Business Participation for 2020 was 80

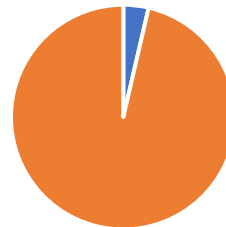
The Total Combined Minority and Women-Owned Business Participation for 2021 was 79



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2020 Total Minority and Women Owned Business  
Spend Total

\$4,192,936 or 3.7%

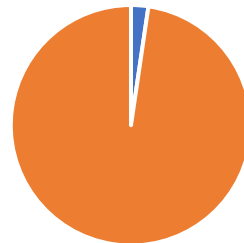


\$111,432,724

■ 2020 Minority and Women Business Total    ■ 2020 Total Contract Spend

2021 Total Minority and Women Owned  
Business Spend Total

\$2,331,640 or 2.4%

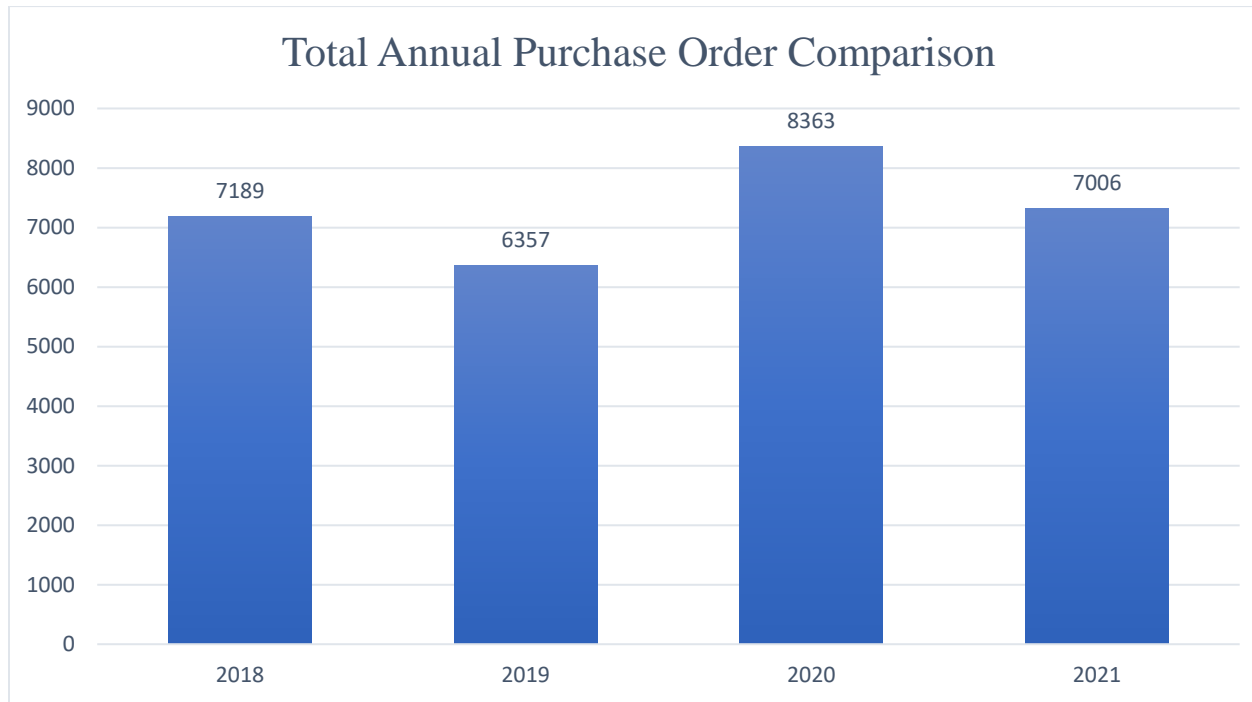


\$97,962,306

■ 2021 Minority and Women Business Total    ■ 2021 Total Contract Spend



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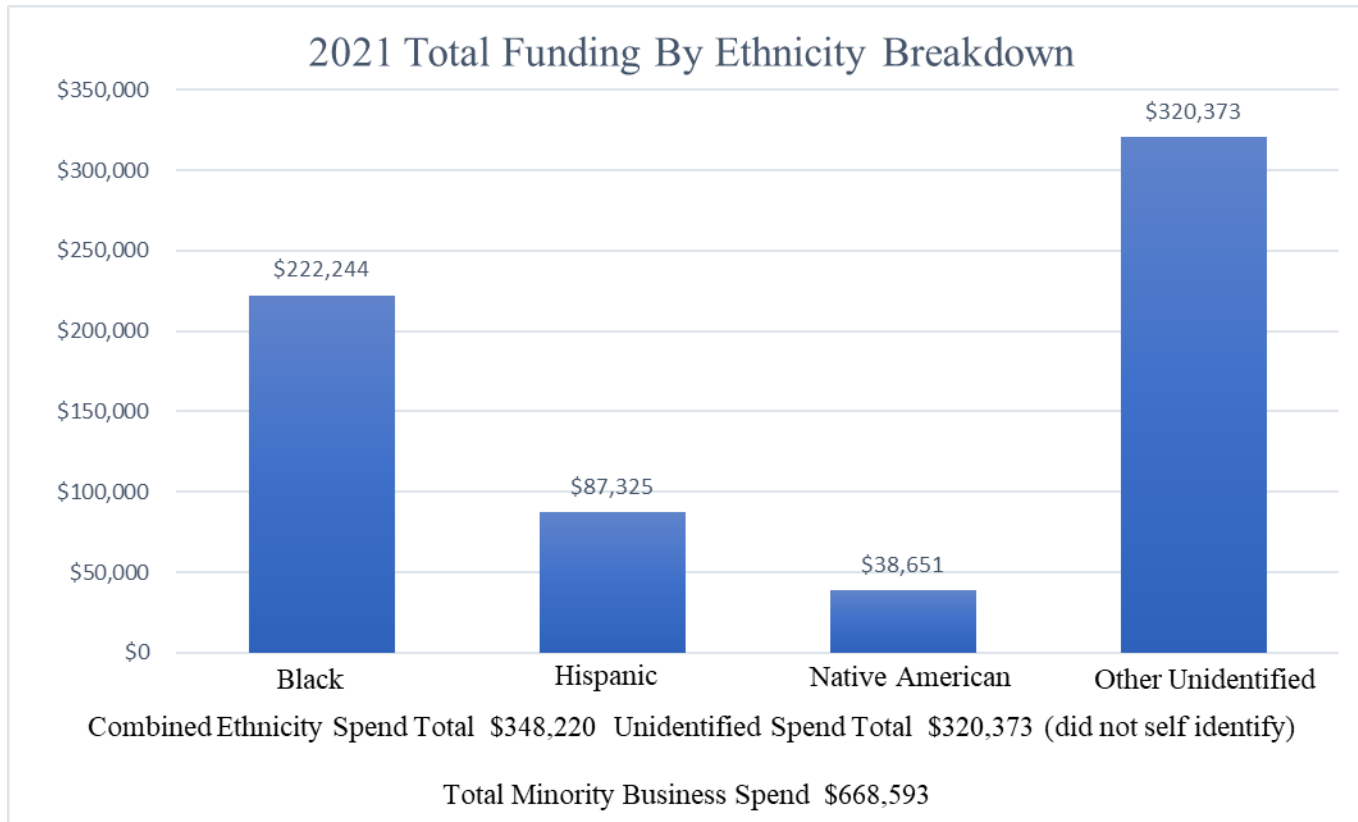


*Source: 2018, 2019 and 2020 Naviline*

*05/2020 to Present Dynamics 365 Finance Operations (DFO)*



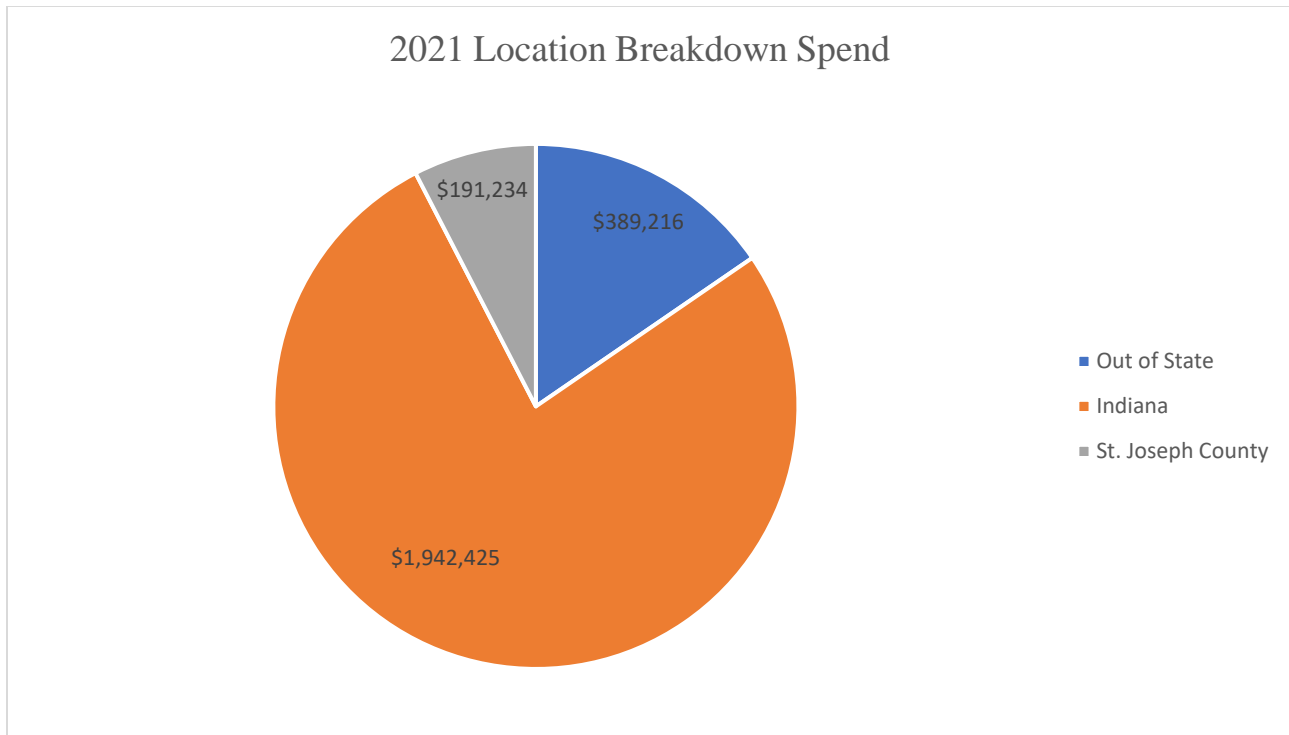
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Source: City of South Bend Financial Transparency Dashboard



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Source: City of South Bend Financial Transparency Dashboard





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Certified Firms with Awards and Payments Contract Year 2021

| Business Name                          | Ethnicity                     | Gender | Awards             | # Awards  | Total Payments   |
|--|-------------------------------|--------|--------------------|-----------|------------------|
| 1st Class Logistics LLC                | Black American                | Male   | \$144,329          | 7         | \$0              |
| BUC Construction Supply, Inc.          | Caucasian                     | Female | \$130,607          | 4         | \$25,250         |
| C. Lee Construction                    | Black American                | Male   | \$51,998           | 5         | \$86,151         |
| CE Hughes Milling, Inc.                | Caucasian                     | Female | \$105,865          | 3         | \$109,437        |
| DLZ LLC                                | Subcontinental Asian American | Male   | \$6,295            | 1         | \$0              |
| Hawk Enterprises, Inc.                 | Caucasian                     | Female | \$596,774          | 3         | \$190,489        |
| JMH Roofing Company, Inc               | Hispanic American             | Female | \$0                | 0         | \$13,203         |
| Kennedy Expressline Inc                | Black American                | Male   | \$16,596           | 2         | \$11,899         |
| M. J. Schuetz Insurance Services, Inc. | Caucasian                     | Female | \$19,296           | 1         | \$9,320          |
| Modern Edge                            | Caucasian                     | Female | \$6,013            | 1         | \$0              |
| Montgomery Trucking Inc., of Indiana   | Caucasian                     | Female | \$68,339           | 2         | \$34,171         |
| Ritschard Bros., Inc.                  | Caucasian                     | Female | \$864,582          | 2         | \$95,647         |
| San Corporation                        | Caucasian                     | Female | \$8,990            | 1         | \$22,744         |
| Slussers Green Thumb, Inc.             | Caucasian                     | Female | \$172,324          | 5         | \$16,716         |
| State Barricading, Inc.                | Caucasian                     | Female | \$48,291           | 7         | \$20,068         |
| Traffic Control Specialists, Inc       | Caucasian                     | Female | \$49,847           | 3         | \$13,111         |
| V & R Trucking, Inc.                   | Black American                | Female | \$379,898          | 14        | \$214,188        |
| Vision GPS Branding (DFO)              | Hispanic American             | Female | \$11,465           | 1         | \$11,465         |
| Soulful Kitchen LLC (DFO)              | Black American                | Female | \$500              | 1         | \$500            |
| <b>TOTALS:</b>                         |                               |        | <b>\$2,680,009</b> | <b>63</b> | <b>\$874,359</b> |

City Achievement Towards Aspirational Goal .9%  $(874,359 \div 97,962,708) \times 100$

Source: B2Gnow Certified Contract Spend May-December 31<sup>st</sup>, 2021, Dynamics 365 Finance Operations (DFO)



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**Economic Forecast:** COVID-19 and the pandemic resulted in economic fallout that caused significant hardship. In the initial stages of the pandemic, people lost their jobs. Still, we witnessed an improvement in employment and financial resources taken by the federal government, states, and local government to help reduce the elevated levels of hardship seen in 2020. Nonetheless, considerable needs remained unmet in underprivileged communities. The City of South Bend will receive nearly \$59 million in American Rescue Plan money on equitable recovery over the next three years. Mayor Mueller stated "equitable recovery" priorities worth over \$47 million in broad areas that will include.

- Safe, affordable housing includes home repair, lead remediation, new construction, homeownership assistance, and permanent supportive housing
- Neighborhood infrastructure includes lighting, curbs, sidewalks, and traffic calming.
- Public safety, including technology upgrades and "interventionists," such as anti-violence groups
- Deferred maintenance, including commercial demolitions and athletic courts.
- Pre-Kindergarten expansion and youth opportunities
- Economic opportunities, such as workforce development, small business financing, and an "opportunity fund" to "help get businesses who don't have access to the financing they need to be successful, to build their business and grow."

The United States Census Bureau of 2020 ranked the population of St. Joseph County residents as 272,912 residents. The City of South Bend saw its largest population growth in 50 years, reflecting gains in many urban areas in Michiana. South Bend grew 2.3% from 101,168 to 103,453, a difference of 2,285 residents. *"This historic population increase clarifies that South Bend has turned the corner and is a growing city once again," said Mayor James Mueller in a prepared statement. "We are proud that people are choosing South Bend as their home, and we must continue to make our city a great place to live."* -said, Mayor James Mueller

Mishawaka saw a 5.8% increase, from 48,252 residents in 2010 to 51,063 in 2020. Elkhart gained 2,974 residents over the decade, and Goshen saw a rise of 8.8% in the population. The population growth in Elkhart County can attribute to the increased demand for jobs in the R.V. Industry. The R.V. Industry Association reported its quarterly forecast by ITR Economics expects the record shipment to continue through 2022. Note Source: *U.S. Bureau of Labor Statistics; U.S. Census Bureau*



## CITY OF SOUTH BEND OFFICE OF DIVERSITY & INCLUSION

### Strategy:

The Office of Diversity & Inclusion provides a more equitable playing field for Minority and women-owned businesses within the City of South Bend. Our objective is to promote equal opportunity for Minority and Women-Owned -owned businesses, including small local businesses, and to encourage utilization and participation of such companies in City contracting spending, providing firms meet the eligibility standards and are permitted to participate in City contracts. The City's policy is to ensure nondiscrimination in the award and administration of City contracts and take affirmative steps to address past discrimination as allowed under *City of Richmond v. J.A. Croson Co.*, 488 U.S. 469 (1989). The Office of Diversity & Inclusion also strives to create a level playing field on which underutilized Minority and Women-Owned business enterprises can compete fairly for City contracts; ensure that only firms that fully meet eligibility standards are to participate as underutilized Minority and Women-Owned business enterprises; help remove barriers to the participation of underutilized Minority and Women-Owned business enterprises in City contracts; assist the development of Minority and Women-Owned -owned businesses and facilitate the growth of business infrastructure to allow firms to compete successfully in the City's Marketplace outside any targeted Minority and Women-Owned business enterprise Program, and ensure that the Minority and Women-Owned Business Enterprise Program is administered in accordance with applicable law, and strive to increase both the availability and utilization of Minority and Women-Owned -owned business.

The Office of D&I is looking for innovative ways to promote a mentorship program for local small businesses to partner with established prime contractors. By enhancing business skills and broadening the base of small businesses, we plan to meet the overall goals of this Program. The City of South Bend has proactively developed and used race-and gender-neutral measures as the preferred means to facilitate the participation of all firms in City contracting opportunities.



#### Funding Resources:

The Office of Diversity provided alternative resources to assist Minority and Women-Owned -Owned businesses by building meaningful relationships with local financial institutions and providing referrals to help struggling small and emerging companies in the community build capacity. The ongoing relationship was built with Notre Dame Federal Credit Union, Teachers Credit Union, 1<sup>st</sup>. Source Bank, Accion Bank, Brightpoint, and Center Bank. The City of South Bend assisted local businesses to the Alive Grant-Community Investment. The Office of Diversity & Inclusion has established Small Business Suite to provide wrap-around services in legal counseling, accounting, bookkeeping, business coaching, and financial coaching. The goal is to strengthen the small business ecosystem through investment in the professional service community and increase utilization of small local Minority and Women-Owned -owned businesses.

#### Future Learning:

The Office of Diversity & Inclusion provides business community networking and training opportunities through Microsoft Teams, Facebook, and one-on-one and group meeting sessions. We participate in vendor outreach fairs and give information on conducting business with the City of South Bend. Additional learning opportunities include bi-annual vendor training, contract compliance, and certification training by the Office of Diversity & Inclusion. This training is significant to understanding where opportunities exist for South Bend to become more competitive. The Office of D&I is looking for innovative ways to promote a mentorship program for Small Local Businesses to partner with established Prime contractors. By enhancing business skills and broadening the base of Minority and Women-Owned Businesses, we plan to meet the Program's overall goals. We are also anticipating the second iteration of the Small Business Assistance Suite to provide new business opportunities and welcome informal businesses into the formal economy while increasing utilization.

The City of South Bend has purchased a new software system, B2Gnow- an electronic data collection system with the functionality that pulls contract information, NAICS Codes, race and gender ownership, and Minority and Women-Owned -Owned certification status. Additional features include Prime and Sub Contractor payments verification of prompt payments to subcontractors. Spend analysis of information expenditures and import/export integration with existing systems to exchange contract payment and vendor data.



## CITY OF SOUTH BEND OFFICE OF DIVERSITY & INCLUSION

The Diversity & Inclusion Team partnered with Indiana Toll Road and The South Bend Community School Corporation to launch the first 2021 Vendor Opportunity Fair. The Office of D&I sent invitations to 2,000 statewide certified vendors to participate in the successful event. One hundred seventeen registered attendees, seventeen exhibitors, and 61 different MWBE and Small Business Owners. Event follow-up measures were twenty-two new registered vendors, six one-on-one meetings scheduled, and increased partnerships with Prime and Sub-Contractors and the Local Diverse Chamber of Commerce.

Through Race and Gender-Neutral measures, certified Minority and Women-Owned -Owned Businesses can help bridge the income, participation, and information gap to diversify the City of South Bend Labor Force. The Office of D&I will conduct more regular scheduled vendor outreach events, provide information, address questions regarding upcoming opportunities, and facilitate "matchmaking" sessions between prime and sub-contractors.

The City of South Bend honors certification status from the following agencies to achieve these goals and outcomes. The Office of D&I continues building relationships with Mid-States Minority Supplier Development Council, Indiana Dept. of Administration (IDOA), Indiana Dept. of Transportation (INDOT), Great Lakes Women's Business Council (WBENC), and Indianapolis Office of Minority & Women Business Development. Expanding Minority and Women-Owned Business certification will increase contract opportunities and strengthen accountability measures to meet goals. The Office of D&I has established partnerships with the Black Chamber of Commerce, South Bend Black Chamber of Commerce, Latino American Chamber of Commerce (LACC), University of Notre Dame, Spark Program at St. Mary's College, South Bend/Elkhart Regional Partnership, North Central Indiana Small Business Center at Indiana University.

The Office of D&I will provide innovative solutions to increase the utilization of race and gender-neutral measures, engage with community organizations to promote business networking, understand local demand, and improve the opportunity for prime contractors.

Note Source:

*U.S. Bureau of Labor Statistics*

*U.S. Census Bureau*



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**Definitions:**

**Certification Standards** mean standards adopted by the City to determine the eligibility of businesses as Minority and Women-Owned Business Enterprises.

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

**City's Geographical Marketplace** means all of Indiana plus Berrien County, Michigan.

**The City's target marketplace** means the geographic area of St. Joseph County, Indiana, Elkhart County, Indiana, Porter County, Indiana, Lake County, Indiana, LaPorte, Indiana, Marshall County, Indiana, and Berrien County, Michigan.

**Contract** means any contract over \$50,000 that is awarded by the City through any of its agents, boards, or commissions for work, labor, services, supplies, equipment, professional services, goods, construction, or construction-related activities, and materials, or any combination of the foregoing; the term specifically includes but shall not be limited to, any purchase or lease of materials pursuant to I.C. 36-1-9.5, any public work project authorized pursuant to I.C. 36-1-12-4, or Contract in which public bids are not required by law.

**Contract goal** means a calculation prepared by the Contract Compliance Coordinator with Program Administrator approval that includes all the following factors: the detailed cost estimate of the work to be performed or goods purchased; the City's marketplace as defined in this Section, and the availability of MWBEs/DBEs and non-MWBEs/DBEs in the City's marketplace determined on a contract-by-contract basis.

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

**Discriminatory practice** means the exclusion of a person or persons from equal business opportunity because of age, race, sex, religion, color, national origin, ancestry, disability, sexual orientation, or gender identity.



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**Doing business** means engaging in for-profit activities in the scope of the expertise of the firm and having a physical location from which to do so.

**Goal-Eligible Contract** refers to a contract that can be divided in a way that would allow a subcontractor to perform a commercially useful function AND that contains work represented by at least one of the NAICS codes listed in Table 4-9 ("Unweighted Availability") in the 2019 City of South Bend Disparity Study. Table 4-9 is reproduced as Attachment A to the Program Plan and will be updated quarterly with new availability estimates. Goal-Eligible Contracts must be bid through the Board of Public Works.

**Local business** means a small business located within the City's Target Marketplace, where at least 30% of firm employees live within the City's Target Marketplace geographic boundaries.

**Mayor** means the Mayor of the City of South Bend, Indiana.

**A minority individual** means a person who is a United States citizen and is a member of any of the following:

- a) "Black Americans," which includes persons having origins in any of the Black racial groups of Africa, such as African American, Sub-Saharan African, and Afro-Caribbean.
- b) "Hispanic and Latino 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.
- e) "Subcontinent Asian Americans," which includes persons whose origins are from India, Pakistan, Bangladesh, Bhutan, the Maldives Islands, Nepal, or Sri Lanka;





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**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 which is owned by one or more minority individuals.
- b) Whose management, policies, major decisions, and daily business operations are independently managed and controlled by one or more such minority individuals; and
- c) For which minority individuals have an interest in the capital, assets, and profits and losses of the business proportionate to the percentage of ownership.
- d) Which has obtained certification as an MBE from a recognized certifying agency.

**Small business** means a small business defined by the U.S. Small Business Administration size standard relevant to a firm's primary category of work.

**Subcontractor** means any person is entering a contract with a contractor to directly furnish services or supplies toward the agreement.

**Utilization Plan** means the list of Minority and Women-Owned Business Enterprises that the bidder commits to will be utilized to meet the contract goals, the scopes of the work, and the dollar values or the percentages of the work to be performed.

**Woman/Women** means a person or persons who are United States citizens of the female gender.

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





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- 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.
- b) Whose management, policies, major decisions, and daily business operations are independently managed and controlled by one or more such Women; and
- c) For which women have an interest in the capital, assets, and profits and losses of the business proportionate to the percentage of ownership.



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**- APPENDIX**

**Summary of Procurement Process**

- I. Procurement Forecast Template – The purpose of this template is for planning purposes; to help identify procurement opportunities and report alignment with available projections of future contracting opportunities. Improve the quality of integration supply and increase Minority and Women Business participation with The City of South Bend.

Please visit our website: <https://southbendin.gov/doing-business/> for various resources, including vendor registration, submitting a city contract bid, applying for a business license, and other helpful resources.

*Theresa Heffner, Clerk of the Board of Public Works*

