

Inclusive Procurement and Contracting Board Meeting Minutes

Date: May 19, 2026 | Time: 5:30 pm | Location: Microsoft Teams (Virtual) & TRC
1165 Franklin Street, Suite 100, South Bend, IN 46601

Link: <https://tinyurl.com/ipcboardmeeting>

❖ Call to Order- The IPC Board is now called to order on May 19, 2026 at 5:35 p.m.

- BOARD MEMBERS PRESENT: Wilbur Boggs, Breanna Allen, Michael Morris, RachelTomas-Morgan, Erin Michaels, Lidya Abreha, Bianca Jones
- BOARD MEMBERS PRESENT VIRTUALLY: Murray Miller
- DIVERSITY & INCLUSION: Michael Szymanski
- PURCHASING:
- LEGAL: Jenna Throw, Michael Schmidt
- INNOVATION & TECHNOLOGY:
- MAYOR'S OFFICE:
- BOARD MEMBERS ABSENT: Reasha Donaldson



Approval of Minutes:

A motion was made and seconded to approve the March 17, 2026 meeting minutes as presented. Motion carried by roll call vote.

I. **Action Items** – Agenda Amendment – Program Plan Revisions

A motion was made and seconded to amend the agenda to move the review of the proposed MWBE Program Plan revisions to the beginning of the meeting. Motion carried by roll call vote.

Program Plan Revisions

Jones reviewed the proposed updates to the MWBE Program Plan. Updates included

increasing the contract value threshold for goal setting from \$50,000 to \$150,000, replacing utilization plans at bid submission with contractor affirmations, and implementing sanctions for contractors who fail to demonstrate post-award efforts toward meeting participation goals.

Jones reported that the Common Council had received the presentation and no concerns were raised during its review. Staff noted that projects advertised after implementation would begin reflecting the revised procedures beginning in July 2026 due to the normal bidding and award timeline.

Agenda Amendment – 2025 Annual Report

A motion was made and seconded to amend the agenda to allow presentation of the 2025 Annual Report. Motion carried by roll call vote.

II. **Office of Diversity & Inclusion –**

Annual Report Review

Jones presented the 2025 Annual Report.

The City recorded \$279.8 million in eligible spending during 2025. Of that amount, approximately \$26 million was spent with minority and women-owned businesses, representing 9.3% utilization.

The certified participation included:

- 4.7% with certified minority-owned businesses
- 2.4% with certified women-owned businesses
- 0.1% with certified minority and women-owned businesses

Board discussion clarified that certified utilization exceeded the City's established 6% goal.

Questions were raised regarding the breakdown of professional services spending versus goods and services spending. Staff indicated additional analysis would be needed to separate those categories.

MBE/WBE Certification Workshops

During 2025, four certification workshops were conducted with 107 unique businesses registered and 15 businesses achieving certification. Jones reported that approximately 65% of South Bend certified businesses participated in one of the City's certification workshops.

Discussion included the development of a future online learning module to provide year-round certification assistance and reduce reliance on quarterly workshops.

Small Business Assistance Suite

The Small Business Assistance Suite served 77 businesses during 2025. Approximately \$60,000 was invested in direct support services, generating more than 413 coaching hours and a 74% completion rate.

Jones reported that program modifications for 2026 include a cohort-based model, expanded coaching support, enhanced accountability measures, and integration of FDIC financial education resources. The goal is to increase program completion rates to 80%.

Board discussion focused on participant accountability, program selection criteria, and ensuring resources are directed toward businesses most likely to complete the program and engage in procurement opportunities.

Community Outreach and Supplier Development

Jones reported on the Community Conversations initiative, which attracted approximately 50 participants and provided information regarding procurement opportunities, certification resources, and available business support services.

The Board also reviewed outcomes from the inaugural Supplier Access Summit. The event included 37 small business participants, 15 exhibitors, 14 facilitators and panelists, and multiple educational sessions focused on procurement, contracting, certification, financing, and supplier readiness.

Participants reported increased understanding of procurement opportunities, financial access pathways, and certification processes. Planning has begun for the 2026 Supplier Access Summit.

2026 Disparity Study Update

Jones provided an update on the 2026 Disparity Study procurement process.

Four proposals were received:

MGT

Griffin & Strong

Bernal & Associates / Mitchell Consulting Group

BBC Research & Consulting

Proposed costs ranged from approximately \$320,000 to \$418,000.

Discussion focused on each firm's experience, methodology, local outreach plans, pricing structures, and milestone payment protections. Staff anticipates conducting consultant interviews in June with a goal of selecting a consultant and beginning work in July 2026.

Board members discussed the competitiveness of the proposals, the importance of local engagement, and lessons learned from the previous disparity study process.

III. Procurement:

Jones presented the March and April Procurement Report.

March 2026 Procurement Activity

Through March 2026, total eligible spend was \$49.3 million. Of that amount, \$2.02 million was spent with minority and women-owned businesses, representing 4.5% utilization.

\$331,650 with MBE

\$171,654 with WBE

\$96,417 with MBE/WBE

\$1.6 million self-reported

Public Works spending totaled \$5.07 million, with \$434,549 spent with minority and women-owned businesses.

Regional spending reflected 49.1% within the local region.

April 2026 Procurement Activity

Through April 2026, total eligible spend was \$66.4 million. Of that amount, \$2.57 million was spent with minority and women-owned businesses, representing 3.9% utilization.

\$439,902 with MBE

\$196,276 with WBE

\$106,297 with MBE/WBE

\$1.83 million self-reported

Public Works spending totaled \$7.35 million, with \$477,728 spent with minority and women-owned businesses.

Regional spending increased to 51.4% within the local region.

IV. Department of Public Works :

Szymanski presented the March and April 2026 DPW Report.

March 2026 Contract Awards

747–749 Harrison Avenue Demolition

Awarded to Ritschard Brothers in the amount of \$443,486.

Marion Street Pedestrian Bridge Project

Awarded to Milestone Contractors in the amount of \$3,965,897.

Colfax Streetscape Project

Awarded to Reith-Riley in the amount of \$3,765,854.

Madison Street Trail Connector

Awarded to Reith-Riley in the amount of \$918,256.

Project Completion Affidavits

Ireland and Ironwood Intersection Improvements exceeded both MBE and WBE goals.

Momentum Site Improvements achieved MBE goals but finished slightly below WBE goals due to a reduction in milling work that decreased subcontractor utilization.

April 2026 Contract Awards

Seitz Park Reconstruction Phase II

Awarded to Larson-Danielson in the amount of \$5,281,019.

2026 Contractor Paving Round One

Awarded to Reith-Riley in the amount of \$1,102,852.

Project Completion Affidavit

City Hall Renovation Project

Final contract amount was \$7,921,618. The project exceeded its WBE goal but did not meet its MBE goal due to a subcontractor withdrawal resulting from increased project costs.

V. New Business:

Board members discussed the current meeting schedule and attendance challenges during the academic year.

Staff will distribute a scheduling poll prior to the June meeting to determine whether alternative meeting dates or times would improve participation.

VI. Old Business:

VII. **Announcements:**

None

VIII. Floor Open to the Public:

None

Adjournment:

A motion to adjourn was made and approved.