



City of South Bend
Diversity Purchasing & Development
2014 Annual Participation Program
Report

ADMINISTRATION AND FINANCE DEPARTMENT

JANUARY 21, 2015

City of South Bend

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2014 ANNUAL PARTICIPATION PROGRAM REPORT

EXECUTIVE SUMMARY

This 2014 Annual Participation Program Report is filed January 21, 2015 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 fourth 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.

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INTERNAL PROGRAM ACTIVITY

- Held meetings with City of South Bend Fiscal Officers and purchasing representatives to review purchasing policies.
- Appointment of new Diversity Utilization Board (DUB) for a two year term.
- Retirement of Jan Hall, Diveristiy Compliance Officer, on 8/31/2014.
- Hired Mandy Gallagher, Diversity Compliance Officer, on 9/23/2014.
- Orientation of new DUB members by Valerie Schey, Common Council Chairperson of Personnel and Finance Committee.
- Presented to the Public Works Department to launch city wide awareness and to initiate training programs for including M/WBEs in the bid/quote process.
- Developed a list of local and regional M/WBEs that are certified/non-certified by the IDOA for reference.
- Expanded data collection and reporting to consist of inclusion of M/WBEs as of 11/2014.
- Expanded data collection and reporting to include doing business with non certified M/WBEs as of 11/2014.
- Developed and distributed the first Diversity Newsletter.

2014 EXTERNAL PROGRAM ACTIVITY

- Partnered with Notre Dame University School of Business in working with groups of graduate business students in marketing projects. The students developed marketing recommendations for local M/WBEs.
- Participated in M/WBE Certification Spring Workshop at St Mary's College in collaboration with the Indiana Department of Administration. Jan Hall presented and displayed "How to do Business with the City of South Bend" at the north central business council at St. Mary's Collge.

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- Maintained 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.
- Initiated discussions with the Small Business Association to discuss mutual opportunities for M/WBES.

2015 will bring greater diversity utilization and programming progress to the City's Diversity Purchasing and Development initiative with the increase of collaboration with internal and external stakeholders. Also, the expansion of data collecting and reporting for 2015 will help the city monitor the progress of it's Diversity Purchasing and Development initiative.

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2014 Diversity Purchasing Activity-City of South Bend-IDOA Certified

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 \$
Bolt Document Management	Elkhart, IN							1	\$3,600
Corporate Graphic Solutions	Elkhart, IN							1	\$354.84
DLZ Indiana LLC,	South Bend, IN	2	\$101,042.50						
Dudeck Roofing & Sheet Metal	South Bend, IN	8	\$11,516.60						
Emmet, LLC	South Bend, IN	2	\$66,815.50						
Kabelin Ace Hardware	LaPorte, IN			12	\$5,636.38				
McCormick Engineering	South Bend, IN			1	\$14,000				
Office Interiors	Granger, IN			28	\$11,530.23				
On Site Health Solutions	South Bend, IN			1	\$39.54				
Premium Concrete Services	Elkhart, IN							1	\$401,792.59
Ritschard Bros Inc	South Bend, IN			1	\$192,844				
Sanco Distributing, Inc.	South Bend, IN	7	\$2,923.41						
Stanz Food Services Inc	South Bend, IN			18	\$20,744.87				
Coporate Graphics	Elkhart, IN							6	\$7,255
Totals		19	\$294,857.11	61	\$244,795.02	0	\$0	9	\$413,002.43

*80 purchase orders or contracts were awarded to 10 locally registered (IDOA) M/WBE representing a value of \$539,652. On 12/31/14 there was a total of 29 M/WBEs registered with IDOA in St. Joseph County (local).

*9 purchase orders or contracts were awarded to 4 regionally registered (IDOA) M/WBEs representing a value of \$413,002. On 12/31/14 there was a total of 29 M/WBEs registered with the IDOA in the counties surrounding St. Joseph County (regional).

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2014 Purchasing Statistics

Total Purchases Orders issued in 2014	5,977
Total Value (\$) Purchase Orders Issued	55,222,161
Total Emergency Purchases Orders Issued	62

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Minority & Women Business Enterprise Directory (See Attachment #1)

Administration and Finance Department

John Murphy, City Controller

George King, Purchasing Manager

Mandy Gallagher, Diversity Compliance Officer

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Summary of Section 3 Workforce Documents (See Attachment #2)

Community Investment Department

Scott Ford, Director of Community Investment

Pam Meyer, Director II (Community Development)

Submittend by: Lory Timmer, Anaylyst 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 #3)
4. Invitation to Quote (Boilerplate – Attachment 3a)

5. Invitation to Bid (Boilerplate Attachment 3b)

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.

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.

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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 were 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.

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.

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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	Uses Central Services/Contract Vendor/State QPA/Purchasing Cooperative/Open Market – No Competitive Quote
\$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...

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.

Approving Boards:

- Board of Public Works
- Board of Park Commissioners
- Redevelopment Commission

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Attachment Sheet Cover

Minority & Woman Business Enterprise Directory (Attachment #1)

Summary of Section 3 Workforce (Attachment #2)

City of South Bend Purchasing Policy (Attachment #3)

Invitation to Quote (Boilerplate-Attachment 3a)

Invitation to Bid (Boilerplate-Attachment 3b)

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Respectfully Submitted,

George King, Purchasing Manager

Mandy Gallagher, Diversity Compliance Officer