Supplier Diversity Council Meeting Notes
Monday, April 12, 2010
1:00 pm – 3:00 pm

Attendees: Jay Burks, Dean Stotler, Cathy Imburgia, Pam Draper, Davonna Williams, Ken Anderson, Ron Tutundji, Ron Frazier, Clay Hammond, Cleon Cauley

Opening Remarks by Chair
- Review of EO 14
- What is its purpose and what was the SDC created to do
  o How do differentiate SDC from other small business agendas?
- Mission of the SDC
- Reviewed items D thru G in section 10 of EO 14 and discuss when/how the report to the governor should be submitted. SDC agreed that the full report will be submitted to the governor by 12/30/2010 and the any actions that can be done before 12/30/2010 will be taken and included in the report.

Government Support Services
- Central repository for all bid advertisements – bids.delaware.gov
- State spending accounting changes on 7/17
- Adding boilerplate language to contracts requesting subcontracting information
  o No timeframe was given
- Requiring contractors to submit two sets of proposals in accordance with No. 8 in Supplier Diversity Executive Order
  o One proposal without proprietary information (posting on web site). The second proposal for state internal records
  o No timeframe was given
- Developing a new “Selling to the State Guide”
  o This will be finalized and presented at the DEDO Diversity Summit 4.28.10
- Opportunity buy
- The ability to offer products and services for an previously awarded contract
- Researching implementing eProcurement system
  o 12-18 month timeframe
  o No second tier reporting functionality

Vendor Feedback
- How to reduce subjectivity in who decides what vendor receives best and final offer
- With improvements and efforts to aggregate contracts for professional services and supplies etc, will vendors be afforded the opportunity to provide feedback?
  o Top down implementation
- Contract transparency and the time challenge and resource commitment in submitting two proposals.
- What can we do now to increase supplier diversity?
- Soliciting feedback from council.

Disparity Study Questions
- Is it feasible to do a disparity study, what will it look like, why is it needed, what will be in it & who will pay for it?
- Is a study really necessary?
• Can the old study be reviewed by SDC?
• Why do business in Delaware?
• What are the current criteria?

Agency Liaisons
• Concern raised about accountability and metrics used by different departments.
• Who are the agency liaisons and what will be their role?

Data & Information
• Second Tier Information
  o How do we track? What do we track?
  o Requested Information v. Required Information
  o Can we request all subcontracting data for applicable contracts
• Certified v. Self-Certified – why become Certified?
  o OMWBE will not be reporting SBA ccr.gov registered vendors in MWBE spend reporting
• Suggest simplifying the current state spending chart
• More accurate number of how much money from MWBE
  o How to identify firms that have not certified with OMWBE and worked with the state – Online W-9  https://dew9.accounting.delaware.gov/accounting/w-9.nsf/w9!OpenForm
• How to identify businesses that are MWBEs in business license registration process

ACTION

❖ Develop a Working Group and an Evaluation Group
❖ Subgroup #1 (C. Cauley, J. Burks, R. Tutudji, D. Williams, K. Anderson) to meet before full SDC meeting and bring info to next meeting – review old Disparity Study
❖ Schedule next SDC meeting for next month (SDC will meet once per month)
❖ Identify potential improvements in MWBE reporting methods
❖ Identify potential methods to record 2nd tier reporting