

State of Delaware



OFFICE OF SUPPLIER DIVERSITY

FY2016 ANNUAL REPORT (including Q4 Reporting) July 1, 2015 to June 30, 2016

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Key Indicators

The positive trend continues:

- In FY2016, the State of Delaware spent \$253.8Million with the Supplier Diversity and Small Business communities. This is an increase of 18.72% over FY2015. The total spend is inclusive of the OSD and SBF certified businesses, W9 self-identified diverse and small businesses, and awarded contract Tier II spend inclusive of DelDOT certified DBEs.
- In FY2016, the State of Delaware spent an all-time high of \$142Million with our community of diverse businesses, an increase of 8.62% over FY2015.
- In FY2016, the State of Delaware spent \$111Million with our small business community, an increase of 20.96% over FY2015.
- Spend with the Supplier Diversity community has increased by 216.6% throughout Governor Markell's Administration. Since Governor Markell took office in 2009, state spend with the supplier diversity community has tripled from \$44.9Million¹ in FY2009 to \$142Million in FY2016.
- The Department of Education including the 19 School Districts continues to have has the highest Agency spend with the supplier diversity community in FY2016; representing 25.29% of the total state spend with the certified supplier diversity community. Collective spend with the supplier diversity community decreased² by 12.7% in FY2016 as compared to FY2015.

¹ The FY2009 spend was previously reported to be \$40.7Million, it has been adjusted to include spend by the Delaware State Housing Authority with minority and women businesses, which had not previously been included in the calculations.

² It is important to note that much of the spend from the School Districts involves capital funds for new buildings and physical plant, and that this spending changes or projects complete and end.

Growth in the Supplier Diversity Certified community:

- The number of certified diverse firms increased by 139 businesses from 2,815 to 2,954 during FY2015, a 4.9% increase.

Growth in the Technology Sector:

- The Professional, Scientific, and Technical Services sector experienced a 4.32% growth in the number of certified firms in FY2016 over FY2015.

Creation and growth of the Small Business Focus program

- In 2014, Executive Order 44 created a new program to increase access to state opportunities for small businesses of a unique size, based on a three year average of the number of employees and gross sales.
- During FY2016, the number of certified small business firms grew marginally, by 13% from 85 in FY2015 to 96 at the end of FY2016.
- This is the second fiscal year that OSD has tracked spend with the small business community as it was the first full year of the Small Business Focus (SBF) Program certification and inclusion activities. The State spent \$111M with small businesses in FY2016, including \$6.34M with SBF certified vendors, an increase of 1%.

Agencies' SCORE CARD FY2016

For the first time, the State of Delaware exceeded a quarter of a billion dollars in spend with the diverse and small business community. The FY2016 total spend was \$253M, which is an increase of 8.62% over FY2015. This amount includes \$142Million with the Supplier Diversity community, of which \$86.1Million is with certified OSD vendors, \$19.2M is Tier-II spend, \$36.7M is with W9 self-identified diversely owned firms; and \$111Million with small businesses.

The Department of Education ranked highest spend with the OSD certified community at \$21.8M and 25.3% of all agencies, as well as ranking highest spend with small businesses at \$43.4M and 39% of the total of all agencies spend with small businesses. Five agencies account for more than 73% of the spend with the diversity community: DOE, DelDOT, Corrections, DHSS, and Executive. Three agencies account for 73% of the spend with small businesses: DOE, DelDOT, and DHSS. Although DOE has the highest agency spend with the supplier diversity community for both diversity and small businesses, that spend compared to its total spend ranks DOE 8th for diversity spend against its total year expenditures, Corrections ranks 1st; and 3rd for small business spend against total year expenditures, Fire ranks 1st.

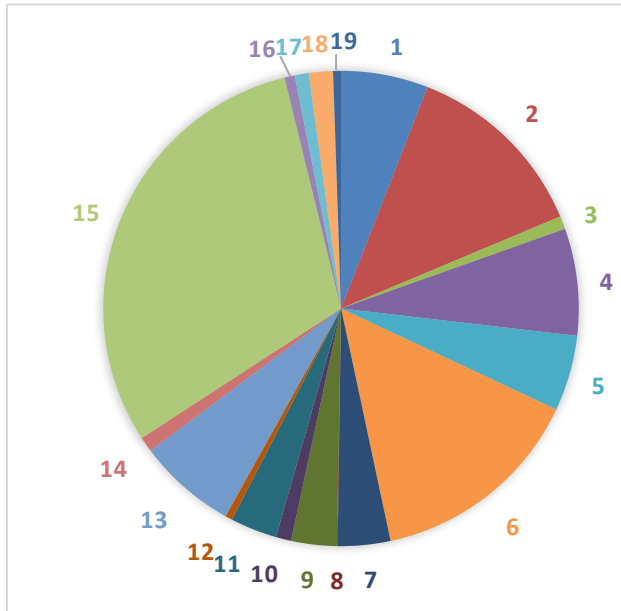
AGENCY	OSD FY2016	% of OSD Spend	OSD% FY2016 Agency Spend	Total Agency Spend	Small FY2016	% of Small Spend	Small% FY2016 Agency Spend
Legislative	\$572,736	0.66%	7.38%	\$7,760,834	\$55,203	0.05%	0.71%
Judicial	\$765,387	0.89%	2.47%	\$30,931,953	\$1,065,785	0.96%	3.45%
Executive	\$6,829,031	7.93%	0.52%	\$1,312,823,722	\$2,713,547	2.44%	0.21%
Technology	\$3,023,131	3.51%	7.42%	\$40,739,340	\$2,304,501	2.08%	5.66%
Other Elective	\$308,007	0.36%	0.17%	\$176,199,706	\$1,092,591	0.98%	0.62%
Legal	\$314,534	0.37%	1.78%	\$17,711,623	\$1,920,983	1.73%	10.85%
Finance	\$441,030	0.51%	0.20%	\$217,391,175	\$9,317,514	8.39%	4.29%
DHSS	\$7,977,717	9.26%	0.32%	\$2,456,082,969	\$15,062,018	13.56%	0.61%
DSCYF	\$1,689,848	1.96%	1.80%	\$93,637,572	\$1,595,568	1.44%	1.70%
Correction	\$11,589,816	13.45%	11.89%	\$97,455,220	\$594,079	0.54%	0.61%
DNREC	\$5,732,370	6.65%	4.11%	\$139,355,158	\$2,658,151	2.39%	1.91%
DSHS	\$1,263,330	1.47%	3.01%	\$42,022,490	\$2,024,600	1.82%	4.82%
State	\$1,541,220	1.79%	2.65%	\$58,117,901	\$1,242,262	1.12%	2.14%
DelDOT	\$12,032,805	13.97%	2.18%	\$551,675,439	\$22,832,949	20.56%	4.14%
Labor	\$1,836,981	2.13%	5.47%	\$33,569,957	\$664,062	0.60%	1.98%
Agriculture	\$114,192	0.13%	0.25%	\$44,978,714	\$213,411	0.19%	0.47%
Elections	\$100,930	0.12%	4.24%	\$2,382,445	\$46,705	0.04%	1.96%
Fire	\$25,087	0.03%	0.65%	\$3,872,278	\$516,909	0.47%	13.35%
Natl Guard	\$541,079	0.63%	6.33%	\$8,545,806	\$178,267	0.16%	2.09%
Exceptional Citizens	\$0	0.00%	0.00%	\$73,467	\$239	0.00%	0.33%
Higher Education	\$3,017,184	3.51%	1.75%	\$172,299,529	\$1,565,798	1.41%	0.91%
Education	\$21,790,208	25.29%	3.64%	\$599,254,611	\$43,374,678	39.06%	7.24%
Housing Authority	\$4,638,349	5.38%	note ³	note ⁴	n/a	n/a	n/a
Total	\$86,144,974	100.00%	1.33%	\$6,106,881,910	\$111,039,818	100.00%	1.82%

³ The Delaware State Housing Authority utilizes its own checkbook and works on a different fiscal year schedule due to funding sources, and benefits from both state and federal funds, total Agency contractual spend for the period July 1m 2015 to June 30, 2016 is \$11,165,861.

⁴ Ibid

DOE & School Districts SCORE CARD FY2016

School Districts spent \$19.69Million with the Supplier Diversity community in FY2016



District	FY2016 Total	%
1 Appoquinimink School District	\$1,167,628	5.93%
2 Brandywine School District	\$2,509,517	12.74%
3 Caesar Rodney School District	\$175,118	0.89%
4 Cape Henlopen School District	\$1,432,435	7.27%
5 Capital School District	\$1,013,819	5.15%
6 Christina School District	\$2,889,552	14.67%
7 Colonial School District	\$701,765	3.56%
8 Delmar School District	\$10,434	0.05%
9 Indian River School District	\$610,413	3.10%
10 Lake Forest School District	\$203,948	1.04%
11 Laurel School District	\$626,476	3.18%
12 Milford School District	\$94,780	0.48%
13 New Castle County VoTech School District	\$1,324,249	6.73%
14 POLYTECH School District	\$200,695	1.02%
15 Red Clay School District	\$5,978,392	30.36%
16 Seaford School District	\$135,364	0.69%
17 Smyrna School District	\$188,944	0.96%
18 Sussex County Technical School District	\$322,148	1.64%
19 Woodbridge School District	\$105,281	0.53%
Total	\$19,690,958	

FY2016 saw a decrease in spend with the certified Supplier Diversity community by the Department of Education (DOE). Of the \$21,790,208 spent with the Supplier Diversity community in FY2016, \$19,690,958 or 90.37% was spent by the School Districts. DOE has the highest Agency spend with the Supplier Diversity community in FY2016 representing 25.29% of the total state spend with the certified Supplier Diversity community.

DOE	FY2016 DOE's OSD spend	Agency's OSD spend as % of total state spend	FY2016 DOE's Total spend	Agency's OSD spend as a % of total DOE spend
	\$21,790,208	25.29%	\$599,254,611	3.64%

Agency spend	FY2013	FY2014	FY2015	FY2016
Dept. of Education	\$18,797,664*	\$30,755,573*	\$24,962,987*	\$21,790,208*
percent increase/decrease		63.61%	-18.83%	-12.71%

***It is important to note that much of the spend from the School Districts involves capital funds for new buildings and physical plant, and that this spending changes or projects complete and end.**

Executive Order 44

The Office of Supplier Diversity (OSD), housed within the Office of Management and Budget's (OMB) Government Support Services (GSS) division, is the primary administrative body responsible for executing the State's supplier diversity strategy. Governor Markell last updated this role through the signing of Executive Order 44 in 2014.

The Executive Order and those that preceded it (Markell E.O.s #29 & 14) have allowed the Office to expand its role in assisting diverse owned business enterprises and uniquely sized small businesses through certification and inclusion in state contracting through support services. The community of diversely owned businesses includes those 51% or more owned, controlled, and actively managed by ethnic minorities, women, veterans, service disabled veterans, individuals with disability, as well as small businesses of a certain size not owned by larger enterprise. You can access E.O.44 at <http://www.governor.delaware.gov/orders/EO44.pdf>

The inclusion of diverse and small business in state procurement has grown spend dollars going towards diverse and small business enterprises by 216% from FY09 to FY16.

Governor's Supplier Diversity Council

The Governor's Supplier Diversity Council works on initiatives and meets to review current activities in further of access to opportunities for the supplier diversity community. During calendar year 2016, which is inclusive of the state's fiscal years FY2015 and FY2016, the Supplier Diversity Council (GSDC) worked on initiatives and reviewed emerging national trends regarding diverse and small business owners. The GSDC initiatives reviewed include:

1. While recognizing that School Districts as a group have the highest spend with the diverse and small business community not all School Districts participate in supplier diversity efforts, GSDC reviewed methods to encourage all Districts to participate.
2. Review the organization of Professional Services solicitations, as advertised on MyMarketplace, and the structure boilerplate language to evaluate and potentially make suggestion for a consistent model to be used across the state and all agencies including higher education to increase consistency for the bidding diverse and small business community.
3. In an effort to streamline the vendor experience of government procurement solicitations, review and evaluate the State's procurement templates and consider suggesting to agencies and political subdivisions that do not utilize them, the value and benefits of adhering to template standards of GSS.

4. Review with GSS and the State Attorney General’s Office the topic of references for vendors bidding on contracts and the challenge vendors have in responding if much of their experience is with the State or if the solicitation requests a reference for a specific type of work but that work has only been performed for the state.
5. Explore if Council would benefit from the inclusion of Bylaws.
6. Explore under-threshold procurement diverse business outreach reporting and consider Council outreach to Agencies that are not reporting their 1 for 3 activities.

There are thirteen possible members of the Council at any given time and from time to time council members terms expire. The Council members during FY2016 included:

Council Member	Current Professional Role	Represents
Ken Anderson, Chair	Director - Entrepreneurial & Small Business Support, DEDO, State of Delaware	Delaware Economic Development Office designee
Anas Ben Addi	Director - Delaware State Housing Authority, State of Delaware	Representative of the Governor
Theresa V. Brown Edwards, Esq.	Corporate Restructuring Professional and Northeast Regional Counsel at US Foods, Inc.	Women-owned private business sector
L.J. Nick Callazzo III	President, Resource Specialists	Veteran-owned private business sector
Ernest (Ron) Frazier, Esq.	President, Countermeasures Assessment & Security Experts LLC	Minority-owned private business sector
Ralph Truitt	Farmer, and Co-Chair of the Delaware Association of African American Farmers	Local, private, or federal Minority business assistance program or community development program
Jayshree Moorthy	CEO, Frontier Technologies, Inc. (FTI) and WBENC Member and Committee leader	Local, private, or federal Women business assistance program or community development program
Givvel Marrero	President, Promotion Zone	Minority-owned private business sector
Dean Stotler	Chief Procurement Officer Director - Government Support Services, OMB, State of Delaware	Office of Management and Budget designee
Loren Hopkins Taylor, has been a non-voting participant during FY2016 <i>Currently open</i>	Supplier Diversity Manager, DuPont <i>Currently open</i>	Private sector DE business that administers a supplier diversity program
Dr. Sakthi A. Vel	President, Vel Micro Works Inc.	Minority-owned private business sector and Small Business sector
Dr. Devona Williams	President, Goeins-Williams Associates, Inc.	Women-owned private business sector
<i>Currently open</i> <i>Role created by EO44</i>	<i>Currently open</i> <i>Role created by EO44</i>	Individual with Disability-owned private business sector

Who are the Agency Liaisons?

Each Executive Branch Agency is invited to select a Supplier Diversity Liaison to participate with Council and to connect with the Office of Supplier Diversity and work internal in their agency to provide reporting to OSD as well as to support access to opportunities for certified diverse and small business vendors. The Liaisons during FY2016 included:

Liaisons	Agency Representing	Email
Dean Stotler	OMB - Executive	Dean.Stotler@state.de.us
Wendy Brown	DHSS	Wendy.M.Brown@state.de.us
Brian Leahy	DNREC	Brian.Leahy@state.de.us
Carmen Herrera	DTI	Carmen.Herrera@state.de.us
Mike Miles	Housing Authority	MIKE@destatehousing.com
Valerie Watson	Finance	valerie.watson@state.de.us
Ramon Ceballos	DeIDOT	Ramon.Ceballos@state.de.us
Herman Rodriguez	DOL	herman.rodriquez@state.de.us
Stephanie Young	DSHS	Stephanie.Young@state.de.us
William (Bill) Davis	National Guard	william.r.davis534.nfg@mail.mil
Ryan Bolles	DSCYF	Herbert.Bolles@state.de.us

What certifications exist?

During FY2016 the Office of Supplier Diversity (OSD) Certifications includes the following diversely owned business enterprises:

MBE	Minority Business Enterprise
WBE	Woman Business Enterprise
VOBE	Veteran Owned Business Enterprise
SDVOBE	Service Disabled Veteran Owned Business Enterprise
IWDBE	Individual with Disability Owned Business Enterprise

For Disadvantaged Business Enterprise (DBE) certification business owners should contact the Delaware Department of Transportation⁵ (DeIDOT). There are both social and economic eligibility requirements for the DBE certification. You will find DBE spend details within this report. The DBE office provides reporting of the subcontracting the spend with DBE firms.

⁵ <http://www.deldot.gov/information/business/dbe/index.shtml>

Who is eligible to apply for OSD certification?

A business (sole-proprietorship, partnership, corporation or joint venture) who meets the following criteria:

- The business is at least 51 percent owned, controlled, and actively managed with independent knowledge by U.S. Citizen(s) or Permanent Resident(s) who is a:
 - Woman; or
 - Member of one of these ethnic groups: African Americans, Asian/Pacific Americans, Hispanic Americans, Native Americans, and Subcontinent Asian Americans; or
 - Veteran or Service Disabled Veteran owned business; or
 - Individual with Disability owned business; and is
- Operating as for profit business with “useful business functions”; and
- An out-of-state company must first be certified in its home state (this must be a state-level diversity certification, if available) or by one of the following: NMSDC, WBENC, or VetBiz.gov before it can be considered for certification in Delaware.

We encourage all eligible businesses to apply for OSD certification. The application is available to you at: <http://gss.omb.delaware.gov/osd/certify.shtml>

Firms that hold specific certifications:

Any firm already certified by their home state or one of the third party certification entities may utilize a *specialized application* to seek Office of Supplier Diversity certification, those include:

- Disadvantage Business Enterprise [49 CFR Pt 26](#) in Delaware, Maryland, or Pennsylvania
- City of Wilmington, Minority Business Enterprise Office (DBE)
- Center for Veterans Enterprise ([VetBiz.gov](#))
- National Minority Supplier Development Council ([NMSDC](#))
- Women Business Enterprise National Council ([WBENC](#))

Delaware also recognizes other state certifications and the OSD office can be contacted for additional details. The specialized application is available at

<http://gss.omb.delaware.gov/osd/certify.shtml>

The goals of the Small Business Focus (SBF) Program

- Increasing access to opportunities for small businesses to participate in state procurement;
- Creating a program for small businesses of a certain size;
- Certifying those uniquely sized businesses enterprises;
- Creating a Directory of these uniquely sized small businesses;
- Encourage the revising of agency Supplier Diversity Plans to access the Small Business Focus Program Directory when making under threshold procurements; and
- Measuring, analyzing, and reporting on spend for current and future procurements with uniquely sized small businesses in the Small Business Focus Program.

Who is eligible to apply for Small Business Focus (SBF) certification?

To be eligible, a business must meet all of the following criteria:

- Be owned by U.S. Citizen(s) or Permanent Resident(s);
- Be a For-Profit business with “useful business functions”;
- Be within one of the six industry sectors and at or under the eligibility size caps identified below; and
- Operate free from the control of a business larger than the eligibility size caps identified below.

The SBF Industries	NAICS ⁶ sectors* (initial code numbers)	eligibility & graduation size caps	
		FTE (full time equivalents) Based upon a 3 year average	Gross sales
Architecture & Engineering Services	237 and 541	none	< \$3,500,000
Construction	23	< 250	< \$7,000,000
Manufacturing	31, 32, and 33	< 250	none
Retail	42, 44, and 45	< 25	< \$3,500,000
Service	various	< 50	< \$3,500,000
Wholesale	42	< 50	none

NAICS codes within the OSD certified vendor pool.

The North American Industry Classification System (NAICS) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy. NAICS was developed under the auspices of the Federal Office of Management and Budget (OMB), and adopted in 1997⁷. Below are the top five NAICS codes under which firms are certified. The number of firms with these NAICS codes has increased from the end of FY2015 through FY2016. In fact, these five NAICS codes are all within one sector, they all begin with 541 and that sector is known as the Professional, Scientific, and Technical Services sector. Delaware’s supplier diversity community is demonstrating increases in these competencies through the continued increase in the number of companies working in these subsectors.

⁶ [North American Industry Classification System \(NAICS\)](#) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy. A NAICS code has 6 digits. The first 2 to 3 digits are used to identify the industry for the Small Business Focus Program.

⁷ You can review NAICS codes data and information at <http://www.census.gov/eos/www/naics/index.html>

NAICS Code	Professional, Scientific, and Technical Services Sector	FY2016 Vendors by Trade	FY2016 Over FY2015	FY2016 Over FY2014	FY2015 Vendors by Trade	FY2014 Vendors by Trade
541512	Computer Systems Design Services	350	5.11%	16.67%	333	300
541511	Custom Computer Programming	336	6.67%	15.46%	315	291
541611	Administrative Management & General Management Consulting Services	325	3.83%	15.66%	313	281
541330	Engineering Services	201	-3.37%	2.03%	208	197
541519	Other Computer Related Services	222	9.36%	17.46%	203	189

During FY2016 to date the state experienced an average of 4.32% growth of OSD certified firms over FY2015 in the sector known as Professional, Scientific, and Technical Services and average 13.46% growth FY2016 over FY2014.

FY2016 Delaware's Supplier Diversity Community

As we consider reporting on the state's spending during FY2016, we first should consider the community itself. Overall, in FY2016, the number of certified firms increased by 139 businesses or 4.9%, from 2,815 (the number of certified firm at the end of FY2015) to 2,954 (the number of firms certified at the end of FY2016).

Business Enterprise Classification	FY2016 Certified database Totals	FY2016 Certified (active) Totals	Veteran VOB/SDVOB (active)	Minority* MBE (active)	Women WBE (active)
African American	984	707	8(2)	446	261
Subcontinent Asian	237	171	0(0)	112	59
Hispanic American	214	155	1(0)	99	56
Asian American	168	121	0(1)	68	53
Native American	36	24	1(0)	18	6
Veteran/Service DisAbled	41	33 (10)	33(9)	22(4)	2
Caucasian Women	1119	844	1(0)		844

DisAbled	9	10	(10)	3	0
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**Firms counted in the MBE column are not necessarily firms that are male owned. A firm can be 50% Asian Male and 50% Asian Female, this is a minority owned firm (MBE) and not a woman owned (WBE) firm as 51% is not women owned. Certification is based upon 51% ownership and control but that ownership is clearly not male nor female, as it is equally owned across genders.

*** There are 2,039 vendors active and a total of 2,954 in the database. Of the 2954, 207 are inactive, 483 are expired, 32 are deleted, 1 is denied, and there are always applications in process. There is great overlap in the classifications within the community as some vendors fit into more than one category and each vendor is counted in all of their categories, for example, a minority woman veteran is counted in three places.

FY2016 Delaware’s Small Business Focus (SBF) Community

The second year of the SBF program grew marginally during FY2016; the Office of Supplier Diversity has increased outreach to share the SBF application with every diverse certified firm when they are recertified and at a first time diverse certification. OSD continues to seek to include businesses that are eligible based on the criteria. Overall, in FY2016, the number of certified firms grew by 13% from 85 in FY2015 to 96 at the end of FY2016

SBF Industries	FY2016	SBF only	Veteran VOB (SDVOBE)	Disabled	Minority* MBE	Caucasian***	Women WBE	Delaware SBF
Architecture & Engineering	11	0	0	0	6	2	5	2
Construction	21	1	1	0	9	7	8	10
Manufacturing	10	1	0	0	4	4	5	6
Retail	14	0	0	0	5	6	8	8
Service	80	3	4(2)	2	37	27	44	38
Wholesale	20	0	0	0	7	9	12	8
	96***							

*Firms counted in the MBE column are not necessarily firms that are male owned firms. A firm can be 50% Asian Male AND 50% Asian Female; this is a minority (MBE) firm and not a women owned (WBE) as certification is based upon 51% ownership and control but that ownership is clearly not male as it is equally owned across genders.

** Some vendors are qualified for more than one SBF industry and a vendor may graduate from one industry but not form another

***some vendors have multiple codes i.e.: VOB+MBE+SBF or AA+NA+SBF or WBE+SBF, and some vendors are only SBF.

Government Support Services, Contracting Unit, outreach

The GSS Contracting Unit manages all aspects of central or statewide contracts. As part of this teams’ commitment to a fair and equitable bidding platform, each contract specialist, manager,

and officer performs outreach as the contracts they manage are opened for bid and posted within <http://bids.delaware.gov/>. Businesses that have registered within the state’s free Vendor Notification Service receive notification of newly posted bids that match the United Nations Standard Products and Services Code® (UNSPSC®)⁸ codes that the business has registered with. The outreach performed by the contracting team to reach the supplier diversity community is significant. Over the past four years, the team has sent 444,922 email points of outreach contact to vendors to notify them of solicitation opportunities. The chart below counts each point of outreach contact; note that this is different from the number of entities contacted as a firm may be listed in more than one of the sources and any firm may have more than one contact person identified on any list.

These contact attempts are from various sources including:

- Office of Supplier Diversity (OSD): <http://gss.omb.delaware.gov/osd/certdir.asp>
- Veteran / Service Disabled Veteran: <http://www.vip.vetbiz.gov>
- SBA / CCR vendor database: http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm
- MyMarketPlace vendor listing: http://contracts.delaware.gov/vendor_list.asp
- DFM Contractor Registry: <http://dfm.delaware.gov/contractor/index.shtml>

	Total to date	FY2016	FY2015	FY2014	FY2013	FY2012	FY2011
Number of Central Contracts	289	42	36	56	46	76	33
Number of outreach communications performed to:							
Delaware Businesses	3,077	554	344	629	643	756	151
Small Businesses	226,546	70,119	25,122	36,509	25,455	67,800	1,541
MBE / WBE	120,762	26,516	20,372	19,537	17,057	33,994	3,286
Veteran / Service Disabled Veteran	94,537	20,470	13,206	16,645	12,898	29,116	2,202
Totals	444,922	117,659	59,044	73,320	56,053	131,666	7,180

ROI on GSS Contracting Unit outreach for bids

The OSD is interested in tracking the Return on Investment (ROI) from the high amount of outreach performed by the Contracting Unit on its solicitations. During FY2016, the contracting

⁸ You can review UNSPSC data and information at: <http://www.unspsc.org/>

unit outreached 117,659 times to diversity vendors and small businesses to help them learn of the above threshold / formal procurement opportunities with state contracting. The FY2016 outreach was for 42 central contracts. Here is the ROI on the outreach for the year.

FY2016	Total Bids Received	Total Awarded Vendors	Delaware Bids Received	Awarded to a Delaware Firm	Total OSD Bids Received	Awarded to an OSD Firm
Q1	149	64	48	41	19	2
Q2	50	39	21	18	8	3
Q3	53	33	15	13	10	3
Q4	86	52	19	14	6	4
Total	338	188	103	86	43	12

FY2016 Delaware's Supplier Diversity & Small Business Community spend snapshot

In FY2016, the State of Delaware spent \$253.8Million with the Supplier Diversity and Small Business communities. This is inclusive of the OSD and SBF certified businesses, W9 self-identified businesses, and awarded contract Tier II spend inclusive of DelDOT certified DBEs. This is the first fiscal year that OSD has tracked spend with the small business community as it was the first full year of the Small Business Focus (SBF) Program certification and inclusion activities. The State spent \$111M with small businesses in FY2016, including \$6.3M with SBF certified vendors.

	FY2016
Direct spend with OSD Certified firms	\$86,144,974
TOTAL Supplier Diversity spend (include W9, OSD & Tier II)	\$142,066,745
Direct spend with SBF Certified firms	\$6,341,830
Direct spend with W9 small firms (include SBF)	\$111,039,818
TOTAL (all diverse & small)	\$253,830,137

FY2016 overall supplier diversity spend is represented in this snapshot. FY2016 exceeds that of FY2015 and is an increase of 1.33% that was committed to the supplier diversity community when compared with the same period last year.

	FY2016	% of FY2016 total	FY2015⁹	% increase FY2016 over FY2015
Direct Certified OSD Spend*	\$86,144,974	60.64%	\$87,769,296	-1.85%
DelDOT DBE Subcontracting	\$16,910,490	11.90%	\$11,277,451	49.95%
GSS 2nd Tier	\$2,302,907	1.62%	\$2,015,932	14.24%
Self-Registered W-9	\$36,708,374	25.84%	\$29,727,574	23.48%
Total	\$142,066,745		\$130,790,258	8.62%

FY2016 overall small business community spend is represented in this snapshot. This is the second year of capture for spend with the small business community. FY2016 exceeds that of FY2015 and is an increase of 1% that was committed to the certified SBF community and an overall increase of 21% for the small business community when compared with the same period last year.

	FY2016	% of FY2016 total	FY2015	% increase FY2016 over FY2015
Direct Certified SBF Spend*	\$6,341,830	5.7%	\$6,284,706	0.91%
Self-Registered W-9	\$111,039,818		\$91,798,462	
Total	\$111,039,818		\$91,798,462	20.96%

⁹ NOTE the FY2015 direct spend with OSD certified firms was previously reported as \$78,984,438 and the total was previously reported as \$122,005,400 in the FY2015 Annual Report, they have been adjusted here to include spend by the Delaware State Housing Authority with minority and women businesses, which had not previously been included in the calculations or report.

Diversity Spend increases over the span from base year FY2009 through FY2016

Spend with the Supplier Diversity community has increased by 216.6% throughout the eight year span of FY2009 through FY2016. Since FY2009, state spend with the certified supplier diversity community has more than tripled from \$44.9Million¹⁰ in FY2009 to \$142Million in FY2016.

The State of Delaware serves the citizenry and works with various vendors each quarter and year to perform and fulfill all necessary functions. From the vantage point of the Office of Supplier Diversity, we track and review state spend with the Supplier Diversity Community. In FY2016, the State of Delaware spent an all-time high of \$142Million with the OSD Certified Supplier Diversity Community of Diverse vendors. This is an increase of 8.62% over FY2015.

These figures include direct contracting with OSD Certified vendors, subcontracting through DelDOT with the Disadvantaged Business Enterprises (DBE Certified vendors), and with those businesses that are not certified but have self-identified in their W-9 submission that they are a firm owned by a minority, woman, or veteran. Further, each of Delaware's central contracts as managed by Government Support Services (GSS) require that awarded vendors provide a Tier II report, which is a report of all work that the prime vendor (awarded vendor to a state central contract) has done with one or more subcontractors who are members of the supplier diversity community. We look at these numbers as a consolidated total as well as reviewing each separate category.

¹⁰ The FY2009 spend was previously reported to be \$40.7Million, it has been adjusted to include spend by the Delaware State Housing Authority with minority and women businesses, which had not previously been included in the calculations.



FY2009 to FY2016	% change FY2016 over FY2015	FY2016	FY2015*	FY2014*	FY2013* ***	FY2012* **	FY2011*	FY2010*	FY2009*
YEAR-over-YEAR Analysis									
Previously reported Direct Certified OSD Spend (without DSHA)	3.19%	\$81,506,625	\$78,984,438	\$78,178,622	\$75,004,831	\$54,204,991	\$53,828,570	\$48,108,560	\$40,776,689
Direct Certified OSD Spend (includes DSHA)	-1.85%	\$86,144,974	\$87,769,296	\$80,391,257	\$76,184,709	\$55,883,061	\$58,041,200	\$48,571,143	\$44,910,333
DelDOT DBE Subcontracting (Tier II)	49.95%	\$16,910,490	\$11,277,451	\$14,940,149	\$11,068,405	\$9,299,557	\$6,920,209		
GSS Contracts (Tier II)	14.24%	\$2,302,907	\$2,015,932	\$2,180,053	\$11,226	\$527,778	\$286,582		
Self-Registered W-9	23.48%	\$36,708,374	\$29,727,574	\$25,100,194	\$14,403,074	\$10,727,113	\$2,549,793		
previously reported Total	12.64%	\$137,428,395	\$122,005,400	\$120,399,017	\$100,487,536	\$74,759,439	\$63,585,154	\$48,108,560	\$40,776,689
previously reported Increase over prior year		12.64%	1.33%	19.82%	34.41%	17.57%	32.17%	17.98%	
TOTAL DIVERSITY SPEND (includes DSHA)	8.62%	\$142,066,745	\$130,790,258	\$122,611,652	\$101,667,414	\$76,437,509	\$67,797,784	\$48,571,143	\$44,910,333
Increase over previous year (includes DSHA)	% change FY2016 over FY2009 216%	8.62%	6.67%	20.60%	33.01%	12.74%	39.58%	8.15%	

*DSHA spend was previously not reported, this has been adjusted to include spend by the Delaware State Housing Authority with minority, women, and veteran businesses.

**DelDOT DBE Subcontracting data represents Q1-Q2 spend in FY2012 data

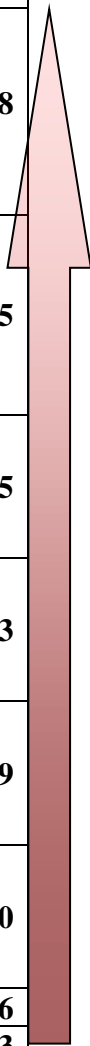
***During FY2014 \$8.3million in previously unreported spend was located for FY2013 and related increases were captured for FY2014. This correction was not applied backward.

The continued year-over-year increases in total spend with the supplier diversity community is both good for the state and good for the community.

From the base year FY2009 though this Fiscal Year of 2016 the state spent nearly \$1Billion with the diverse and small business community. A tally of the fiscal years reach \$937.7M.



FY2009 - FY2016		Spend Category Detail		subtotals	Total FY spend	Ascending spend FY2009 to FY2016
FY2016	TOTAL DIVERSE (includes DSHA)	Direct Certified OSD Spend	\$86,144,974	\$142,066,745	\$253,106,563	\$937,691,118
		DelDOT DBE Subcontracting (Tier II)	\$16,910,490			
		GSS Contracts (Tier II)	\$2,302,907			
		Self-Registered W-9	\$36,708,374			
	TOTAL SMALL	Direct Certified SBF and Self-Registered W-9	\$111,039,818	\$111,039,818		
FY2015	TOTAL DIVERSE (includes DSHA)	Direct Certified OSD Spend	\$87,769,296	\$130,790,258	\$222,588,720	\$684,584,555
		DelDOT DBE Subcontracting (Tier II)	\$11,277,451			
		GSS Contracts (Tier II)	\$2,015,932			
		Self-Registered W-9	\$29,727,574			
	TOTAL SMALL	Direct Certified SBF and Self-Registered W-9	\$91,798,462	\$91,798,462		
FY2014	TOTAL DIVERSE (includes DSHA)	Direct Certified OSD Spend	\$80,391,257	\$122,611,652	\$122,611,652	\$461,995,835
		DelDOT DBE Subcontracting (Tier II)	\$14,940,149			
		GSS Contracts (Tier II)	\$2,180,053			
		Self-Registered W-9	\$25,100,194			
	TOTAL DIVERSE (includes DSHA)	Direct Certified OSD Spend	\$76,184,709	\$101,667,414		
DelDOT DBE Subcontracting (Tier II)	\$11,068,405					
GSS Contracts (Tier II)	\$11,226					
Self-Registered W-9	\$14,403,074					
FY2012	TOTAL DIVERSE (includes DSHA)	Direct Certified OSD Spend	\$55,883,061	\$76,437,509	\$76,437,509	\$237,716,769
		DelDOT DBE Subcontracting (Tier II)	\$9,299,557			
		GSS Contracts (Tier II)	\$527,778			
		Self-Registered W-9	\$10,727,113			
	FY2011	TOTAL DIVERSE (includes DSHA)	Direct Certified OSD Spend	\$58,041,200		
DelDOT DBE Subcontracting (Tier II)			\$6,920,209			
GSS Contracts (Tier II)			\$286,582			
Self-Registered W-9			\$2,549,793			
FY2010		TOTAL	Direct Certified OSD Spend	\$48,571,143	\$48,571,143	\$48,571,143
FY2009	TOTAL	Direct Certified OSD Spend	\$44,910,333	\$44,910,333	\$44,910,333	\$44,910,333



The Summary Score Card for FY2016 Q4

The report below provides an overview of the spending by each agency for FY2016 Q4. This snap shot reports the actual dollars spent with and the number of vendors who are OSD Certified that performed work for each agency, and includes dollars from both the state's checkbook as well as the State's procurement card purchases. The chart below shows not only the dollars

spent by agency but it is also intended to show two areas, “No Find” and “1 for 3”. A “No Find” means that the agency attempted to find a vendor within the Directory of OSD Certified firms and was not successful in finding a certified vendor for a particular need. The “1 for 3” opportunity identifies the occasions when an agency had an Under-Threshold opportunity and they outreach to at least one vendor from the Directory of OSD Certified firms to obtain a written quote. Procurement officials follow their Agency Supplier Diversity Plans to seek at least three written quotes for Under-Threshold purchases, and in so doing, they seek from the Directory of OSD Certified firms. The capture of this data has been found to be very challenging. OSD is exploring methods to capture and report this data.

Agency	FY16 Q4	OSD Vendors	% of Awarded OSD	OSD No Find FY2016 Q4	Agency 1 for 3 Opportunities FY2016 Q4
Legislative	\$61,732	0	0.00%		
Judicial	\$91,660	0	0.00%		
Executive	\$1,210,426	87	48.88%		
Technology	\$458,563	17	9.55%		
Other Elective	\$85,101	2	1.12%		
Legal	\$46,683	0	0.00%		
Finance	\$87,120	0	0.00%		
DHSS	\$2,958,984	5	2.81%		
DSCYF	\$238,151	28	15.73%	0	7
Correction	\$2,842,503	7	3.93%		
DNREC	\$934,936	2	1.12%		
DSHS	\$192,441	0	0.00%		
State	\$347,763	3	1.69%		
DelDOT	\$3,640,349	8	4.49%		
Labor	\$488,576	6	3.37%		
Agriculture	\$55,514	0	0.00%		
Elections	\$47,360	0	0.00%		
Fire	\$1,921	0	0.00%		
Natl Guard	\$97,827	0	0.00%		
Exceptional Citizens	\$0	0	0.00%		
Higher Education	\$501,167	1	0.56%		
Education	\$5,224,790	12	6.74%		
Total	\$19,613,565	178		0	7

Note: Spend data includes Pcard, OSD No Find, and Agency 1 for 3 Opportunities are summarized for all agencies.

OSD = Office of Supplier Diversity Certified firms.

Breakdown of Spend by ethnicities, gender, veteran, disabled, and small business status

The following chart shows the FY2016 spend for each quarter and year-end for each of the groups of the supplier diversity community. Minority Business Enterprise (MBE) vendors are representative of five ethnic minority groups and include minority women vendors as well as vendors that are minority and veteran and minority and disabled. Women Business Enterprise (WBE) vendors are represented within six ethnic minority groups as well as within the Woman group; meaning that a WBE who is both African American and Native American is counted within both of those ethnic minority groups as well as within the Woman group. For FY2016 Veteran Owned Business Enterprises (VOBE) is inclusive of the disabled community as Service Disabled Veteran Business Enterprise (SDVOBE) vendors are counted in both. Note that a Veteran who is also a minority and/or a woman is counted within each group they belong to. In FY2016, the disabled community also includes firms owned by Individuals with DisAbilities (IWDBE). Executive Order 44 (E.O. 44) was enacted on March 26, 2014, including IWDBEs, and small businesses of a unique size, into the supplier diversity community. For a visual on the breakdown and cross-pollination of certification, eligibilities please refer to the section titled “FY2016 Delaware’s Supplier Diversity Community” on pages 6 and 7 of this report.

FY2016	Q4	Q3	Q2	Q1	FY2016 Totals
African American	\$1,925,781	\$1,655,881	\$1,481,558	\$1,046,633	\$6,109,853
Asian American	\$1,867,385	\$1,356,666	\$2,638,706	\$1,413,018	\$7,275,775
Subcontinent Asian	\$704,366	\$503,991	\$667,247	\$401,135	\$2,276,739
Hispanic American	\$1,235,480	\$1,474,974	\$1,577,083	\$1,207,604	\$5,495,141
Native American	\$18,048	\$17,347	\$22,754	\$40,661	\$98,810
DE State Housing Authority	\$2,149,316	\$583,677	\$337,456	\$77,367	\$3,147,816
MBE Tally**	\$7,900,376	\$5,592,536	\$6,724,804	\$4,186,418	\$24,404,134
Veteran & Service Disabled	\$788,742	\$1,388,537	\$808,277	\$850,840	\$3,836,396
DE State Housing Authority	\$199,589	\$18,233	\$34,223	\$16,319	\$268,364

VOBE & SDVOBE Tally**	\$988,331	\$1,406,770	\$842,500	\$867,159	\$4,104,760
Disabled	\$0	\$0	\$0	\$26,392	\$26,392
IWDBE Tally**	\$0	\$0	\$0	\$26,392	\$26,392
White American	\$12,916,202	\$11,384,353	\$15,019,727	\$14,880,835	\$54,201,117
Woman+	\$16,862,657	\$14,506,367	\$19,239,981	\$17,423,669	\$68,032,674
DE State Housing Authority	\$197,902	\$860,250	\$155,507	\$8,510	\$122,169
WBE Tally**	\$17,060,559	\$15,366,617	\$19,395,488	\$17,432,179	\$69,254,843
Total	\$25,949,266	\$22,365,923	\$26,962,792	\$22,512,148	\$97,790,129

**There is some double count in the numbers for businesses who are in more than one category. For example, an African American and Native American Women Business owners is counted in three categories.

+ This Woman category includes all minority women and they are also captured within their ethnic minority.

The Small Business Focus program has six industries. FY2016 total spend with the SBF community was \$6.34M and spend by industry is as follows:

FY2016	Q4**	Q3**	Q2**	Q1**	FY2016 Totals
Architecture & Engineering Services	\$6,740	\$32,552	\$57,696	\$59,056	\$149,304
Construction	\$327,032	\$459,835	\$714,242	\$259,463	\$1,433,540
Manufacturing	\$19,083	\$268,221	\$199,331	\$18,018	\$485,570
Retail	\$402,158	\$475,907	\$532,695	\$303,796	\$1,312,398
Service	\$975,494	\$1,305,931	\$1,126,512	\$1,019,889	\$3,452,332
Wholesale	\$399,471	\$478,915	\$523,784	\$289,769	\$1,292,468
Totals**	\$1,306,791	\$1,789,677	\$1,896,753	\$1,348,609	\$6,341,830

**There is some double count in the numbers for businesses who are in more than one category; however, the total is not a double count number.

Self-Identified supplier diversity entities through the W-9

Any vendor doing work must provide a W-9 form for tax purposes. Delaware has a Substitute Form W-9; it allows vendors to self-identify in the Additional Reporting Elements section of the form, by checking all that apply, as: Women Owned, Veteran Owned, and Minority Owned. Some firms who self-identify on the W-9 are also OSD Certified, but not all are. When reporting spend, a culling process occurs to remove all vendors that are OSD Certified from the group in

the W-9 spending column. The chart below reports on the monies spent with firms that self-identify on their W-9 form but are not certified through the Office of Supplier Diversity.

Agency	Q4	Q3	Q2	Q1	FY2016
Legislative	\$30,248.38	\$5,400.00	\$22,043.45	\$4,393.75	\$62,086
Judicial	\$147,870.72	\$166,411.10	\$183,054.95	\$159,375.95	\$656,713
Executive	\$582,830.10	\$412,398.12	\$678,267.76	\$414,296.24	\$2,087,792
Technology	\$30,891.86	\$14,668.80	\$600.00	\$18,000.00	\$64,161
Other Elective	\$19,688.00	\$3,250.00	\$0.00	\$23,638.00	\$46,576
Legal	\$550,162.97	\$407,530.36	\$250,465.32	\$285,337.30	\$1,493,496
Finance	\$927,556.85	\$545,407.22	\$463,866.82	\$494,819.54	\$2,431,650
DHSS	\$2,505,905.56	\$1,928,865.88	\$1,423,236.75	\$1,261,240.45	\$7,119,249
DSCYF	\$1,135,835.45	\$711,127.91	\$844,203.44	\$729,572.53	\$3,420,739
Correction	\$64,617.99	\$25,160.10	\$104,360.14	\$38,217.42	\$232,356
DNREC	\$908,719.12	\$612,373.90	\$276,774.69	\$236,633.84	\$2,034,502
DSHS	\$188,347.54	\$224,493.96	\$56,828.67	\$67,497.32	\$537,167
State	\$59,400.24	\$51,385.50	\$64,685.61	\$66,839.76	\$242,311
DelDOT	\$1,468,148.73	\$941,187.32	\$646,543.41	\$114,635.60	\$3,170,515
Labor	\$170,623.67	\$155,731.71	\$142,607.53	\$119,813.91	\$588,777
Agriculture	\$73,953.99	\$13,212.84	\$113,163.05	\$66,112.26	\$266,442
Elections	\$7,702.89	\$1,002.00	\$115.05	\$0.00	\$8,820
Fire	\$240.50	\$7,637.42	\$283.53	\$79,099.82	\$87,261
Natl Guard	\$452,899.05	\$445,842.94	\$96,206.50	\$174,562.53	\$1,169,511
Exceptional Citizens	\$500.00	\$977.06	\$0.00	\$0.00	\$1,477
Higher Education	\$403,952.99	\$213,210.52	\$353,602.85	\$181,871.29	\$1,152,638
Education	\$3,821,931.09	\$2,812,020.94	\$2,399,295.17	\$2,192,567.76	\$11,225,815
Total	\$13,552,027.69	\$9,699,295.60	\$8,120,204.69	\$6,728,525.27	\$38,100,053

The W9 also allows vendors to self-identify as small. Below is the spend with those vendors for FY2016:

Agency	Q4	Q3	Q2	Q1	FY2016 Total
Legislative	\$20,325	\$0	\$16,887	\$17,991	\$55,203
Judicial	\$117,584	\$159,780	\$372,807	\$415,615	\$1,065,785
Executive	\$471,823	\$686,307	\$942,458	\$612,960	\$2,713,547
Technology	\$1,027,652	\$552,006	\$58,893	\$665,950	\$2,304,501
Other Elective	\$111,400	\$433,338	\$394,044	\$153,809	\$1,092,591
Legal	\$546,197	\$461,377	\$410,052	\$503,357	\$1,920,983
Finance	\$3,708,892	\$2,043,254	\$1,969,438	\$1,595,931	\$9,317,514

DHSS	\$6,362,610	\$2,842,064	\$2,750,919	\$3,106,425	\$15,062,018
DSCYF	\$415,697	\$388,095	\$353,195	\$438,581	\$1,595,568
Correction	\$64,067	\$89,226	\$113,340	\$327,446	\$594,079
DNREC	\$791,518	\$607,383	\$646,248	\$613,003	\$2,658,151
DSHS	\$429,520	\$482,083	\$626,357	\$486,640	\$2,024,600
State	\$205,030	\$228,814	\$475,111	\$333,306	\$1,242,262
DelDOT	\$11,311,237	\$3,378,431	\$5,644,588	\$2,498,692	\$22,832,949
Labor	\$103,005	\$152,976	\$238,731	\$169,350	\$664,062
Agriculture	\$12,084	\$7,622	\$113,943	\$79,762	\$213,411
Elections	\$16,866	\$14,852	\$0	\$14,987	\$46,705
Fire	\$411,133	\$28,192	\$17,052	\$60,532	\$516,909
Natl Guard	\$25,330	\$34,694	\$99,103	\$19,139	\$178,267
Exceptional Citizens	\$0	\$71	\$61	\$108	\$239
Higher Education	\$269,646	\$266,747	\$258,278	\$771,128	\$1,565,798
Education	\$11,317,788	\$11,110,094	\$12,121,372	\$8,825,424	\$43,374,678
Total	\$37,739,404	\$23,967,405	\$27,622,876	\$21,710,134	\$111,039,818

About the score card

This Annual Report includes the pullout scorecard included above. The first two numbered pages of this report are a scorecard for agencies and School Districts. There are various data points that make up the FY2016 Diversity Score Card. Agencies track and measure their Supplier Diversity efforts along these analytics. Agencies each have a Supplier Diversity Plan and those can be found at the Office of Supplier Diversity website at:

<http://gss.omb.delaware.gov/osd/supplierdiversity.shtml> or within each agency. In addition to looking at the spend that is done directly with OSD Certified firms, this chart looks at the spend in the form of dollars as well as in the form of a percentage of the total spend with OSD Certified firms. The first column captures the spend with OSD Certified firms. As the budget for each agency is different, the second column reports what that agency's percent of the total annual spend with the OSD certified community is. This percentage of total spend allows us to normalize the vantage point to find averages. The scorecard above, that is the pull out section is an Annual score card. Below we will look at the scorecards for this fourth quarter; Q4. The diversity spend by agency against the total spend for the quarter averages 4.55%. Five agencies exceed the average for FY2016 Q4. They are, in order of highest spend compared to other agencies: Education (26.64%), DelDOT (18.56%), DHSS (15.09%), Correction (14.49%), and Executive (6.17%). The third column is the total spend by each agency for the quarter. The last

column reports the percentage of spend each agency had made with the certified OSD community as a percentage of their total quarterly spend. In this instance, the average agency spent 2.49% of their total quarterly spend with the OSD Certified community. Eight agencies exceeded or were at that quarterly average with the supplier diversity community. They are, in order of highest percent of spend compared to total spend: Correction (12.92%), Labor (6.54%), Technology (5.12%), Natl Guard (4.46%), Elections (4.32%), Education (3.63%), and Legislative (2.52%). The \$19.6Million total spend with OSD Certified firms is 1.38% of the \$1.4Billion total spent by these agencies in this quarter; this total figure is below the average. Of note is that this \$1.4Billion total quarterly spend has not been adjusted to remove any debt-service or any non-discretionary spend.

At the start of this report is an Annual Score Card that combines reporting for both the Supplier Diversity Community and the Small Business community for the full Fiscal Year 2016. It is included at the start of this report (at pages iv and v) as a pull-out page for Agencies and includes School Districts spend with the certified diverse and small business community.

The Q4 Score Cards follow. Here there is the Q4 Score Card for the spend with the OSD Certified Supplier Diversity community followed by one with the SBF Certified small business community.

AGENCY	FY2016 Q4 (OSD certified)	% of Total FY2016 Q4 Direct Certified OSD Spend	FY2016 Q4 Total Agency Spend (includes Pcard)	OSD % of FY2016 Agency Spend
Legislative	\$61,732	0.31%	\$2,447,069	2.52%
Judicial	\$91,660	0.47%	\$5,822,658	1.57%
Executive	\$1,210,426	6.17%	\$310,185,661	0.39%
Technology	\$458,563	2.34%	\$8,960,578	5.12%
Other Elective	\$85,101	0.43%	\$55,353,377	0.15%
Legal	\$46,683	0.24%	\$4,577,943	1.02%
Finance	\$87,120	0.44%	\$62,002,634	0.14%
DHSS	\$2,958,984	15.09%	\$465,533,981	0.64%

DSCYF	\$238,151	1.21%	\$22,346,880	1.07%
Correction	\$2,842,503	14.49%	\$22,000,078	12.92%
DNREC	\$934,936	4.77%	\$42,843,477	2.18%
DSHS	\$192,441	0.98%	\$11,878,071	1.62%
State	\$347,763	1.77%	\$13,167,833	2.64%
DelDOT	\$3,640,349	18.56%	\$192,917,481	1.89%
Labor	\$488,576	2.49%	\$7,471,137	6.54%
Agriculture	\$55,514	0.28%	\$10,087,277	0.55%
Elections	\$47,360	0.24%	\$1,097,268	4.32%
Fire	\$1,921	0.01%	\$909,563	0.21%
Natl Guard	\$97,827	0.50%	\$2,192,578	4.46%
Exceptional Citizens	\$0	0.00%	\$23,056	0.00%
Higher Education	\$501,167	2.56%	\$39,966,863	1.25%
Education	\$5,224,790	26.64%	\$144,063,883	3.63%
Total	\$19,613,565	100.00%	\$1,425,849,346	1.38%

The small business spend by agency against the total spend for the quarter averages 4.55%. Four agencies exceed the average for FY2016 Q4. They are, in order of highest spend compared to other agencies: Education (29.99%), DelDOT (29.97%), DHSS (16.86%), and Finance (9.83%). The third column is the total spend by each agency for the quarter. The last column reports the percentage of spend each agency had made with the small business community as a percentage of their total quarterly spend. In this instance, the average agency spent 4.86% of their total spend this quarter with the small business community. Six agencies exceeded or were at that quarterly average with the supplier diversity community. They are, in order of highest percent of spend compared to total spend: Fire (45.20%), Legal (11.93%), Technology (11.47%), Education (7.86%), Finance (5.98%), and DelDOT (5.86%). The \$37.7Million total spend with small business community in Q4 is 2.65% of the \$1.4Billion total spent by these agencies in this quarter; this total figure is below the average. Of note is that this \$1.4Billion total quarterly spend has not been adjusted to remove any debt-service or any non-discretionary spend.

AGENCY	FY2016 Q4 (SBF Certified & W9)	% of Total FY2016 Q4 Direct Certified OSD Spend	FY2016 Q4 Total Agency Spend (includes Pcard)	OSD % of FY2016 Q4 Agency Spend
Legislative	\$20,325	0.05%	\$2,447,069	0.83%
Judicial	\$117,584	0.31%	\$5,822,658	2.02%
Executive	\$471,823	1.25%	\$310,185,661	0.15%
Technology	\$1,027,652	2.72%	\$8,960,578	11.47%
Other Elective	\$111,400	0.30%	\$55,353,377	0.20%
Legal	\$546,197	1.45%	\$4,577,943	11.93%
Finance	\$3,708,892	9.83%	\$62,002,634	5.98%
DHSS	\$6,362,610	16.86%	\$465,533,981	1.37%
DSCYF	\$415,697	1.10%	\$22,346,880	1.86%
Correction	\$64,067	0.17%	\$22,000,078	0.29%
DNREC	\$791,518	2.10%	\$42,843,477	1.85%
DSHS	\$429,520	1.14%	\$11,878,071	3.62%
State	\$205,030	0.54%	\$13,167,833	1.56%
DelDOT	\$11,311,237	29.97%	\$192,917,481	5.86%
Labor	\$103,005	0.27%	\$7,471,137	1.38%
Agriculture	\$12,084	0.03%	\$10,087,277	0.12%
Elections	\$16,866	0.04%	\$1,097,268	1.54%
Fire	\$411,133	1.09%	\$909,563	45.20%
Natl Guard	\$25,330	0.07%	\$2,192,578	1.16%
Exceptional Citizens	\$0	0.00%	\$23,056	0.00%
Higher Education	\$269,646	0.71%	\$39,966,863	0.67%
Education	\$11,317,788	29.99%	\$144,063,883	7.86%
Total	\$37,739,404	100.00%	\$1,425,849,346	2.65%

Year over Year Analysis

As we look at current fiscal year spending with the OSD Certified community, looking at a trend in comparison to the previous year is helpful. The chart below demonstrates an overall FY2016 spending increase of 3.19% with the OSD Certified community as compared with FY2015.

Agency	FY2016	FY2015	Difference	Percent Change
Legislative	\$572,736	\$387,125.94	\$185,610	48%
Judicial	\$765,387	\$714,461.95	\$50,925	7%
Executive	\$6,829,031	\$4,938,189.33	\$1,890,842	38%
Technology	\$3,023,131	\$2,537,772.32	\$485,359	19%
Other Elective	\$308,007	\$462,343.12	(\$154,336)	-33%
Legal	\$314,534	\$327,306.65	(\$12,772)	-4%
Finance	\$441,030	\$3,617,119.24	(\$3,176,090)	-88%
DHSS	\$7,977,717	\$6,974,704.24	\$1,003,013	14%
DSCYF	\$1,689,848	\$1,496,831.63	\$193,016	13%
Correction	\$11,589,816	\$9,697,734.33	\$1,892,082	20%
DNREC	\$5,732,370	\$3,975,550.96	\$1,756,819	44%
DSHS	\$1,263,330	\$1,198,865.85	\$64,713	5%
State	\$1,541,220	\$1,637,209.52	(\$95,989)	-6%
DeIDOT	\$12,032,805	\$8,948,502.93	\$3,084,184	34%
Labor	\$1,836,981	\$1,397,020.57	\$439,961	31%
Agriculture	\$114,192	\$94,216.28	\$19,976	21%
Elections	\$100,930	\$114,428.22	(\$13,498)	-12%
Fire	\$25,087	\$107,921.12	(\$82,834)	-77%
Natl Guard	\$541,079	\$643,250.39	(\$102,171)	-16%
Exceptional Citizens	-	\$324.05	(\$324)	-100%
Higher Education	\$3,017,184	\$4,750,573.12	(\$1,733,389)	-36%
Education	\$21,790,208	\$24,962,986.55	(\$3,172,712)	-13%
Total	\$81,506,625	\$78,984,438.31	\$2,522,385	3.19%

Quarter over Quarter Analysis

Each quarter of FY2016 the diversity spend saw change over the previous quarter. This snapshot is for each segment of the total supplier diversity spend for all four quarters of FY2016. NOTE: The initial Direct spend numbers for each quarter were shared throughout the year FY2016 without the benefit of the Delaware State Housing Authority (DSHA) spend with OSD certified firms included, therefore the DSHA spend has been included as a separate line item and the new tallies are included.

Q-over-Q	FY16 Q4	FY16 Q3	FY16 Q2	FY16 Q1	FY2016 TOTAL
trend analysis					
previous Direct Certified OSD Spend	\$19,613,565	\$18,645,700	\$22,869,810	\$20,377,550	\$81,506,625
DSHA spend (M, W and sometimes V)	\$2,546,807	\$1,462,160	\$527,186	\$102,196	\$4,638,349
Direct Certified OSD spend with DSHA	\$22,160,372	\$20,107,860	\$23,396,996	\$20,479,746	\$86,144,974
DelDOT DBE (Sub-contractors)	\$5,031,472	\$5,238,392	\$3,921,176	\$2,719,450	\$16,910,490
OSD 2nd Tier	\$568,732	\$562,785	\$588,031	\$583,359	\$2,302,907
Self Registered W-9 (MBE WBE Vet)	\$13,552,028	\$9,699,296	\$6,728,525	\$6,728,525	\$36,708,374
Total (M, W, V)	\$38,765,797	\$34,146,172	\$34,107,542	\$30,408,884	\$137,428,395
% increase/decrease over previous quarter	\$41,312,604	\$35,608,333	\$34,634,728	\$30,511,080	\$142,066,745

Each quarter of FY2016 the small business community spend saw change over the previous quarter. This snapshot is for each the small business community spend for all four quarters of FY2016.

Q-over-Q	Q4	Q3	Q2	Q1	FY2016 TOTAL
trend analysis					
Self Registered W-9 (spend with SBF certified)	\$37,739,404	\$23,967,405	\$27,622,876	\$21,710,134	\$111,039,819
% increase/decrease over previous quarter	57.46%	-13.23%	27.23%	n/a	

Subcontracting/Tier II Report

Government Support Services receives subcontracting information on central contracts from the prime or awarded vendors on those contracts, when they have work with the supplier diversity community relative to the core of the contract. Tier II reporting has a lag period to gather all data as we rely upon prime vendors to report their supplier diversity spend with subcontractors (Tier

II) and that data extends past a quarter end. The currently available Tier II reporting and spend for all quarters, including Q4 covers three (3) contracts and spend for the year FY2016 covers none (9) contrasts.

This chart reports Tier II spend on five GSS or central contracts totaling \$2.3Million.

GSS Contract	Vendor	FY2016				
		Q4	Q3	Q2	Q1	Total
001-DentalInsBenefit	Delta Dental		\$487	\$535	\$505	\$1,526
011-Hand Tools/ 127-Fasteners/ 577-Industrial	Fastenal			\$4,168		\$4,168
597-IT Augmentation	Computer Aid	\$554,831	\$550,045	\$551,829	\$572,526	\$2,229,231
608-Document Destruction	DE Assn. of Rehabilitation Facilities	\$12,551	\$9,705	\$15,895	\$7,434	\$45,584
723-Nutrition Software	Education Mgmt. Systems	\$1,350	\$3,035		\$2,895	\$7,280
133-Computer	Hewlett Packard			\$10,684		\$10,684
042-Highway Safety Flares	Orion Safety Products			\$4,919		\$4,919
Total		\$568,732	\$563,271	\$588,031	\$583,359	\$2,303,393

Federal Disadvantaged Business Enterprise (DBE) program

The Delaware Department of Transportation (DelDOT) is a recipient of both federal and state funds for their projects. Businesses that are certified by DelDOT as Disadvantaged Business Enterprises (DBE) meet both social and economic eligibility review. The Directory of DBE Certified Firms is at

<https://deldotcivilrights.dbesystem.com/FrontEnd/VendorSearchPublic.asp?TN=deldotcivilrights>

<https://deldotcivilrights.dbesystem.com/FrontEnd/VendorSearchPublic.asp?TN=deldotcivilrights&XID=8978> . The projects that include federal funds may have a federally required sub-contracting participation goal for firms that are Disadvantaged Business Enterprise (DBE) Certified. DelDOT's contract is with a prime contractor or awarded contractor and those contractors bid with identified DBE Certified sub-contractors. The prime contractors provide a Tier II report regarding the DBE participation during each phase of the work. In FY2015 Q4,

nineteen (19) different DBE Certified firms worked on DelDOT projects in a sub-contracting capacity, those payments totaled \$1.69Million.

DBE Certified Company	FY2016
A & A Premium Paint Distributors	\$50,275
American Flag Inc	\$1,232,599
Arrow Leasing Corp	\$1,579
Atlantic Surveying And Mapping LLC	\$169,450
Batta Environmental Associates Inc	\$6,826
Callahan Paving Products Inc	\$333,256
Carolina Construction LLC	\$9,664
Crawford Trucking Co LLC	\$614,855
Curbs Etc. Inc	\$3,124,793
Decision Distribution LLC	\$27,584
Direct & Correct, Inc.	\$261,116
Eastern Steel Constructors Inc	\$8,061
Easternex International Ltd	\$599,715
Filly Oil Inc	\$5,946
Flylow Trucking, LLC	\$35,511
Highway Markings	\$83,526
Interlock Steelworkers Inc	\$1,718,194
Janette Redrow Ltd	\$1,726,352
Kriss Contracting Inc	\$1,703,001
M & M Construction Inc	\$456,465
Ramesh C Batta Associates PA	\$277,033
Ram-T Corporation	\$64,167
Sam's Construction LLC	\$156,299
Seagull Fence and Concrete LLC	\$51,794
Sitework Safety Supplies Inc	\$1,215,221
Stripe-A-Lot Inc	\$398,046
Traffic & Safety Signs Inc	\$1,960,229
Vega Solutions Inc	\$46,455
WHH Trucking & Services	\$182,980
Wilton Corporation	\$389,497
TOTAL	\$16,910,490

In FY2016 DelDOT’s Tier II subcontracting program of DBE certified business enterprises total \$16.9M in spend. This represents an increase of 50% or \$5.6M in spend with DBEs during FY2016 as compared with FY2015.

	FY2016	FY2015	FY2014	FY2013	FY2012	FY2011
DelDOT DBE Subcontracting**	\$16,910,490	\$11,277,451	\$14,940,149	\$11,068,404	\$9,299,557	\$6,920,209
Increase over previous year	49.95%	-24.52%	34.98%	19.02%	34.38%	

Trainings offered to the Vendor Community

In a strong effort to help diverse and small business seize upon the opportunity to bid on formal procurement solicitations, to date Government Support Services (GSS) Contracting Unit’s Trainer and OSD have offered 23 “Vendor Day – How to Do Business with the State of Delaware” trainings throughout the state to help engage vendors and educate about the state’s procurement process, procedure, expectations, and helpful tips. Government Support Services continues to see new vendors join us as repeat attendees, coming for a second or third time to continue to learn more about contracting with the state. The Trainer, Mr. Bruce Krug, Supervisor in Government Support Services, eMarketplace and Trainer, and his Training Curriculum were recognized nationally through the National Association of State Procurement Officials’ (NASPO) George Cronin Award, as an Honorable Mention for 2014.

In addition to the Vendor Days, starting in FY2014 a new training, School District Vendor Days, was offered for the first time. They were successful trainings were offered in FY2014 and FY2015. During FY2015, they were re-branded as “School District Supply Chain” events and each vendor introduced themselves to school district personnel and buyers and then had an opportunity to meet each buyer they wanted to meet to initiate a relationship. Even though state contracts are intended to be used, and eligible to be used by all state agencies, not all entities are required by Delaware Code to utilize these contacts. Schools and municipalities are both examples of excluded entities. Therefore, vendors are eligible to market directly to these groups.

To help vendors learn how to do that on a district by district bases, three School District trainings were offered. Additionally, vendors were provided with a link to a chart of names and contact information for procurement officers throughout all School Districts, state agencies, all municipalities, and various other departments to assist them in building relationships. No School District Supply Chain trainings were offered in FY2016, but we anticipate offering these again in FY2017.

The charts below identify the number of trainings, the total participants for the full Fiscal Year FY2016, and the breakdown of participants as minority or women owned businesses, veteran or service disabled, and Individuals with DisAbilities owned businesses, Delaware based businesses, and small businesses.

Training	# of Offerings TO DATE	# of MBE WBE Vendors Attending	# Veteran/SDV Attending	# DE Based Vendors Attending	# of Small Businesses Attending	# of Disabled Owned Businesses Attending	Total FY2015 # Vendors Attending	Actual # Vendors Attending
Vendor Day	18	271	54	278	280	14	496	496
School District Supply Chain	6	108	10	138	144	n/a	198	198

Plan Requests

In addition to certification, the Office of Supplier Diversity manages a process known as Plan Requests. Any Public Works construction project that has architectural or engineering plans or drawings involved has the Plan Request option for vendors. A vendor may make a request to view the plans or drawings. The request comes into the Office of Supplier Diversity and is reviewed, passed along to the solicitation owner if appropriate, and once the solicitation owner reviews they send their decision back to OSD. OSD then works with the technology team to cause an internet site to be created especially for the approved vendor where they can view the

requested plans. This Plan Request option removes the financial burden of purchasing plans for non-bidding vendors and allows such a vendor to view the plans electronically for 2 weeks so that they may determine if their business has the capacity to perform as a subcontractor or Tier II contractor on projects. Plan Requests are for school projects, colleges and university projects, state buildings under Division of Facilities Management (DFM), the National Guard, and any other state public work project. This process has been in place since August of 2012.

There is a group of vendors that are excluded from this process – they are known as Bid Rooms or Plan Rooms. Plan Rooms do not perform construction trade work on a contract but instead collect plans from throughout the country or a region and then share the plans with their customers. The Plan Request form explains the limitations on use - including that drawings are not for re-distribution. Plan Rooms and Bid Rooms are therefore excluded, as their sole purpose of receiving the plans is to redistribute to their subscribership. The obvious safety aspect about who has what plans for which project is one of the most compelling reasons for this exclusion.

There is a specific email address created for Plan Requests, it is PlanRequests@state.de.us.

This chart documents the FY2016 request volume and the changes over that of FY2015.

Plan Request history	FY2016					FY2015	Percent change FY2016 over FY2015
	Q4	Q3	Q2	Q1	total		
Plan Requests received	96	111	65	52	324	319	2%
Businesses requesting	55	73	46	41	215	233	-8%
Requests approved	83	102	56	47	288	263	10%
Requests denied	9	9	5	2	25	30	-17%
Solicitations involved	28	33	29	22	112	105	7%
Requesting businesses that are OSD Certified	10	15	6	4	35	30	17%

Of the PlanRequests made through OSD for FY2016, 10.8% were from the OSD Certified community.

OSD Participation in the Community

The Office of Supplier Diversity is committed to continued contact and participation in the community. OSD utilizes a list serve to outreach to the business community to share access to

business development, opportunities, networking, and engagement to the businesses who joined the list serve. OSD had 75 in-person touch points with the community in the fourth quarter and a total of 309 for the year.

	Q4	Q3	Q2	Q1	FY2016
Meetings and Events	15	17	13	10	55
State of Delaware events	17	17	18	14	66
OSD Community meetings	10	12	14	6	42
Vendor requested meetings	14	16	22	18	70
Boards, Committees, Commissions	15	14	13	14	56
Chambers of Commerce	4	8	3	5	20
subtotal	75	84	83	67	309
OSD List serve outreach activities	74	116	79	62	331
OSD participation in community by quarter	149	200	162	129	640

One of the best ways to learn about the various business development activities and other opportunities is to join the OSD list serve via this link:

<http://directory.osd.gss.omb.delaware.gov/self-registration.shtml>. In that regard, OSD shared a total of 331 different business-opportunity focused messages with the community during the Fiscal Year; in particular for the 4th quarter of FY2016, the OSD list serve shared 74 separate business-opportunity focused messages with the community; they are included in this chart:

1 Million Cups DELAWARE-summer	6/27/2016
Delivering Your Corporate Strategy through Alignment Optimization	6/24/2016
How to Use Video to Market your Business -	6/24/2016
Government Contracting and Certification Program -	6/24/2016
1 Million Cups DELAWARE-summer	6/20/2016
work with a Cyber Expert - free - July 19 - New Castle	6/16/2016
NETWORKING - NEWS4Women - July 11 - Wilmington	6/15/2016
Sussex County - Open For Business - June 18 - FREE	6/15/2016
Discover where to find FREE industry market data - June 16 - New Castle	6/14/2016
NETWORKING - June 17 @2pm - Chesapeake Inn	6/14/2016
WBC's Training Tuesdays TEMPLATE	6/14/2016
1 Million Cups DELAWARE	6/13/2016



WBC's Training Tuesdays TEMPLATE	6/7/2016
1 Million Cups DELAWARE	6/6/2016
9 Innings of Job Fair and Networking - Is your business hiring?	6/2/2016
WBC's Training Tuesdays TEMPLATE	5/31/2016
1 Million Cups DELAWARE	5/30/2016
WBC's Training Tuesdays TEMPLATE	5/24/2016
New Castle County is Open for Business - May 26 - FREE	5/23/2016
1 Million Cups DELAWARE	5/23/2016
USPTO National Women's Entrepreneurship Symposium - in Delaware - May	5/18/2016
Vendor Day, How To Do Business With the State of Delaware - May 25	5/17/2016
WBC's Training Tuesdays TEMPLATE	5/17/2016
DataWorks - National Day of Civic Hacking - June 4 - FREE	5/17/2016
OSD is Sharing: P.E.R.K. Academy - - Sell Like a CHAMP - May 19	5/17/2016
1 Million Cups DELAWARE	5/16/2016
Sussex County - Open For Business - May 19 - FREE	5/16/2016
P.E.R.K. Academy - 7 must have marketing - May 17	5/14/2016
Lunch & Learn - Do's & Don'ts of Employee Termination - June 2	5/12/2016
USPTO National Women's Entrepreneurship Symposium - in Delaware - May	5/11/2016
Goldman Sachs 10,000 Small Business - education opportunity	5/11/2016
Small Business Day in Dover - May 12	5/11/2016
WBC's Training Tuesdays TEMPLATE	5/10/2016
Federal Contracting info 8(a) & WOSB - May 18 - FREE	5/10/2016
1 Million Cups DELAWARE	5/9/2016
SCORE: Social Media – Focus on Facebook - Workshop May 21	5/9/2016
Network, Chew & Learn - May 11	5/7/2016
Vendor Day, How To Do Business With the State of Delaware - May 25	5/5/2016
WBC's Small Business Week	5/4/2016
Kent County - Open for Business - May 5 - FREE	5/4/2016
NAWBO first Friday "Leading with Impact" - May 6	5/3/2016
WBC's Training Tuesdays TEMPLATE	5/3/2016
1 Million Cups DELAWARE	5/2/2016
Networking TONIGHT - News4Women May 2, Wilmington	5/2/2016
What are YOU doing for National Small Business Week? May 1-7, 2016	5/2/2016
Networking Breakfast - DSCC - at Habitat ReStore Wilmington - May 3	4/28/2016
Doing business with the School District in Sussex County - May 4 - free	4/28/2016
TOMORROW - P.E.R.K. Academy - Database	4/27/2016



TOMORROW - Marketing to Large Corporations -	4/27/2016
WBC's Training Tuesdays TEMPLATE	4/26/2016
1 Million Cups DELAWARE	4/25/2016
Open for Business - New Castle County - April 28	4/25/2016
WBC's Small Business Week Month - May 2016	4/20/2016
GOVERNMENT CONTRACTING AND CERTIFICATION PROGRAM - April 26 - free	4/20/2016
three State of Delaware access to opportunity events	4/20/2016
WBC's Training Tuesdays	4/19/2016
DSCC Meet the New Members - NETWORKING - April 19 2016	4/18/2016
1 Million Cups DELAWARE	4/18/2016
School District Supply Chain- SUSSEX & KENT	4/15/2016
Sussex County - Open For Business - April 21 - FREE	4/14/2016
SCORE: Social Media – Focus on Facebook - Workshop May 21	4/13/2016
1 Million Cups DELAWARE	4/11/2016
SCORE: Integrate Traditional, Digital & Social Marketing - workshop	4/11/2016
Federal Contract Opportunity Info - HUBZone & 8a - April 20 - FREE	4/8/2016
Funding for your Technology R&D Business	4/7/2016
Strategies for Effective Communication - April 28	4/7/2016
P.E.R.K. Academy - How to Write a Press Release - tomorrow	4/6/2016
Boost Your Business - The Power of Partnerships - April 13 - free	4/6/2016
WBC's Training Tuesdays - next one is April 12	4/5/2016
Putting your Business in Downtown Dover? INCENTIVES April 6 - free	4/5/2016
School District Supply Chain- SUSSEX & KENT	4/5/2016
1 Million Cups DELAWARE	4/4/2016
Kent County - Open for Business - April 7 - FREE	4/4/2016
Sussex County Small Business Resource Day - April 4 - FREE	4/1/2016

Future Plans for OSD

In addition to continuing the efforts already in process, tracked, and reported in this report, the Office of Supplier Diversity’s future plans for FY2017, OSD will continue:

- the growth of the Small Business Focus (SBF) Program as well as the OSD community of Certified Diverse vendors;

- to join and participate with the Individuals with DisAbilities community to continue outreach and certification for Individuals with DisAbilities who are business owners;
- to participate with the Governor’ Supplier Diversity Council on initiatives to support supplier diversity and small business opportunities statewide;
- to work with Corporate entities to continue to grow the usage of the online Directory of Certified firms for those entities;
- to continue the “OSD is Sharing” outreach of business development, access to opportunity, and networking to the entire community. Anyone can join the OSD list serve at: : <http://directory.osd.gss.omb.delaware.gov/self-registration.shtml> ;
- to participate with valued Resource Partners and Chambers of Commerce through the Delaware and the Region; and
- to seek opportunities for additional access to opportunities for certified businesses in G2B and B2B relationships.

Questions, Comments, and Feedback

Your questions, comments, and feedback are always welcome. Please feel welcome to reach out to share your thoughts. Feel welcome to call or email so that we can find a time to get together to discuss your questions, comments, and feedback. Collaboration is a wonderful tool to finding results that move us along in a positive direction.

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