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COMMUNITY COLLEGE DISTRICT NO. 508
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Minority and Women Business (M/WBE) Participation Plan and Performance Overview

Office of Administrative and Procurement Services

May 2, 2013



The District's Board of Trustees adopted a Minority & Women Business Enterprise (M/WBE) Participation Plan in 1993

- The purpose of the M/WBE Plan is to...
 - Ensure that Minority Businesses and Women Businesses shall have the maximum feasible opportunities to participate on City Colleges contracts
 - Remedy the effects of historical discrimination while minimizing impact on Non-MBE and Non-WBE businesses
- Plan includes goals for participation of certified MBE and WBE firms in CCC business
- Proposed utilization of such firms is considered as part of the evaluation criteria for contract awards

The District has increased its compliance team from one, half-time support staff to a Director and three full-time personnel over the last year underlining the commitment of the Chancellor and Board of Trustees to the M/WBE Plan

The District's M/WBE Participation Goals are...

MBE: 25%

WBE: 7%

- Prime vendors on contracts over \$25,000 are expected to meet these goals through a subcontracting plan (purchases \$2,500-\$25,000 require at least one M/WBE quote)
- Only certified firms count towards goals (CCC does not certify but accepts certification from a variety of organizations)
- Dollar amounts are credited to either MBE or WBE, not both (even if the vendor is certified as both)
- Through the end of Q2 FY13...
 - MBE participation: 38% (37% in FY12)
 - WBE participation: 5% (6% in FY12)

CCC's prime vendors can meet the District's M/WBE goals in one of two ways

- Direct participation – Certified M/WBE subcontractors, manufacturers or suppliers perform a “commercially useful function” directly related to the subject contract
- Indirect participation – Certified M/WBE firms perform a support function (e.g., accounting, office supplies, advertising services, etc.) related to the overarching operations of the prime vendor but not directly related to the subject contract

Direct participation is always preferred and encouraged

The District is taking steps to reduce the frequency of M/WBE waivers and scrutinizes waiver requests closely

- Typical waiver situations include:
 - Scope of work or item purchased does not provide opportunities for subcontracting
 - Purchase made through sister agency agreement with different M/WBE goals
 - Provider is another governmental agency or educational institution
- In 2012 and 2013 to date, the dollar value of waivers granted is approximately 7% of the total contract dollars awarded by the Board
 - Majority of waivers granted were for purchase of manufactured commodities, equipment, software licenses, subscriptions, and books
 - Waivers granted for services included advertising services, legislative services, pre-employment investigation, emergency repairs, and equipment maintenance services when there is an approved installer/maintainer and the use of other vendors would nullify a warranty

As a matter of practice, M/WBE Compliance...

- ***Poses clarifying questions to vendors (even in the above circumstances) to ensure the waiver request is truly appropriate***
- ***Expects vendors to make a good faith effort to identify potential M/WBE opportunities in light of follow-up questions and suggestions***

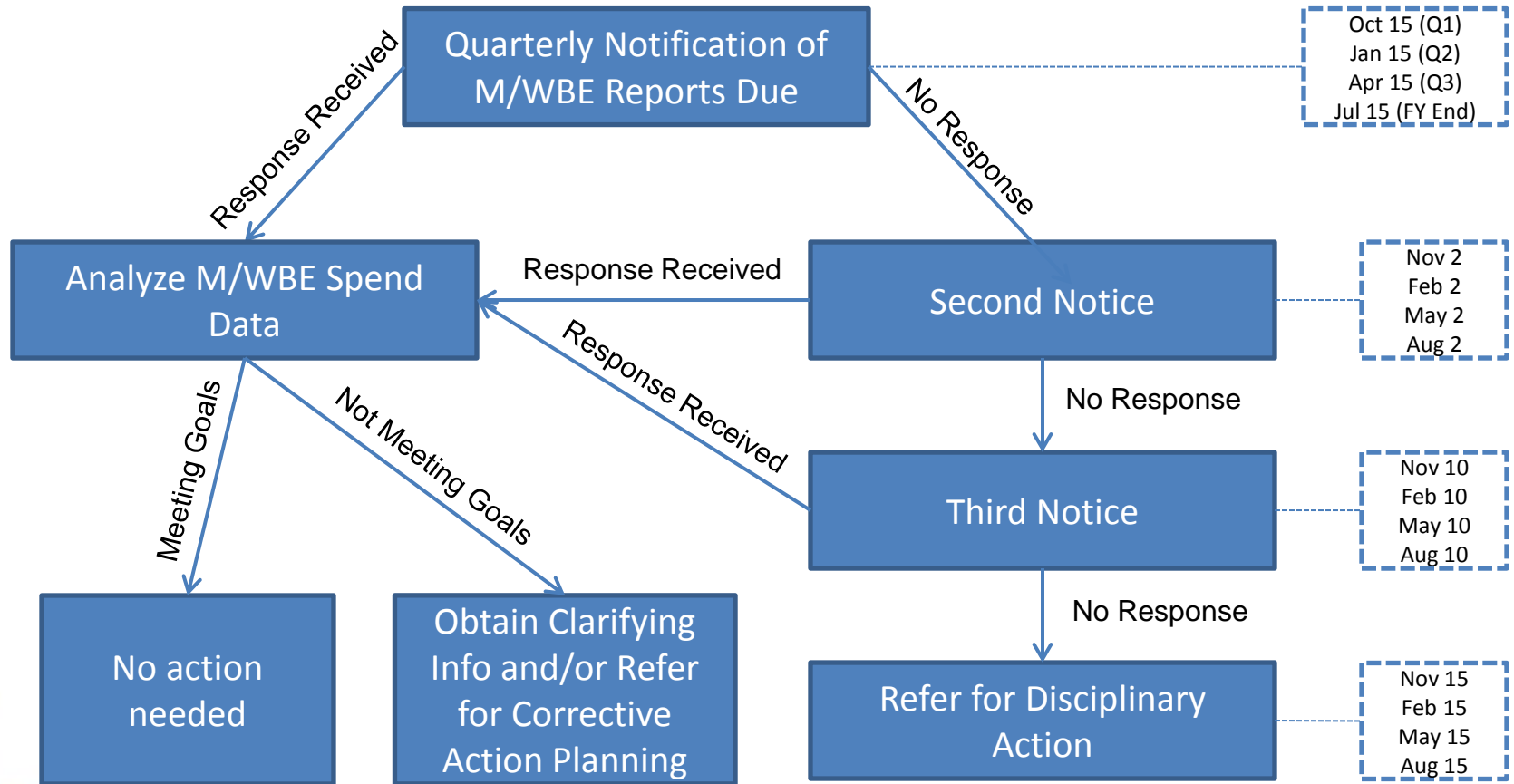
The District is committed to M/WBE performance and undertakes several up-front outreach activities designed to support and reinforce CCC goals

- Meet with advocacy organizations to discuss strategies for improving performance (e.g., Woman's Business Development Center)
- Joined Chicago United Five Forward Initiative and recognized with Diamond status, its highest level of partner recognition
- Attend vendor events, such as the September 2012 Woman's Business Development Center "Contract Connection" conference, the April 2013 Chicago Business Opportunity Fair, and other Sister Agency fairs
- Meet with M/WBE businesses to discuss doing business with CCC, including holding match-making sessions with potential prime vendor partners
- Provide support to internal CCC customers in attempting to identify M/WBE suppliers

Compliance activities continue throughout the contract lifecycle and target both vendors and District staff

- Outline M/WBE goals and reporting requirements at pre-bid conferences
- Review vendor proposals to ensure compliance with CCC M/WBE goals and negotiate to bring vendors into compliance when necessary
- Conduct training for College business managers on M/WBE inclusion and CCC policies and procedures
- Track and enforce reporting requirements
- Develop Corrective Action Plans, in coordination with District end users, for vendors not reaching goals

To strengthen enforcement of reporting requirements and spend analysis, the District has developed a standard process and schedule for M/WBE compliance activities



This process has resulted in an increase in the number of prime vendors with subcontract spending being tracked from 9 in FY2012 to 134 in FY2013 to date

In FY2013 to date (through end Q2), the District is exceeding its MBE goal but is under the WBE goal by 2 percent

Business Unit	FY13 YTD Eligible Contract Spend	FY13 YTD MBE Spend	%	FY13 YTD WBE Spend	%	Amount Within City	%
District Office	\$23,793,337	\$10,285,879	43.2%	\$926,024	3.9%	\$13,815,853	58.1%
Kennedy - King	\$977,770	\$47,321	4.8%	\$70,647	7.2%	\$233,363	23.9%
H. Washington	\$903,430	\$170,102	18.8%	\$102,276	11.3%	\$111,517	12.3%
Malcolm X	\$446,685	\$37,485	8.4%	\$36,435	8.2%	\$123,611	27.7%
Truman	\$631,758	\$71,942	11.4%	\$55,030	8.7%	\$143,332	22.7%
Olive Harvey	\$485,619	\$35,577	7.3%	\$45,139	9.3%	\$146,151	30.1%
Daley	\$263,140	\$15,070	5.7%	\$35,675	13.6%	\$52,461	19.9%
Wright	\$543,459	\$57,504	10.6%	\$87,975	16.2%	\$84,559	15.6%
WYCC - TV	\$335,319	\$74,673	22.3%	\$13,572	4.0%	\$25,843	7.7%
Total	\$28,380,517	\$10,795,553	38.0%	\$1,372,773	4.8%	\$14,736,690	51.9%

Period	MBE % Spend	Delta from MBE Goal (25%)	WBE % Spend	Delta from WBE Goal (7%)	City % Spend
FY12	37.1%	+12.1%	5.9%	(1.1%)	74.8%
FY13 YTD (as of End Q2)	38.0%	+13.0%	4.8%	(2.2%)	51.9%

Note: Eligible spending excludes CCC expenditures through consortiums; subscriptions; chargebacks; payments to other city, state or federal agencies; legal services; bookstore (when financial aid voucher reimbursements); work study payments; utility and internet services; rent; and grant subcontracts. Reported M/WBE spend includes payments to subcontractors reported by the 134 primes currently being tracked.

The District has significantly increased the number of M/WBE firms with which it does business

Period	Number of MBE Firms	Number of WBE Firms	Total
FY11	29	20	49
FY12	69	57	126
FY13 YTD (as of End Q2)	50	41	91

Improving the District's WBE participation is an immediate focus area for FY13 and moving forward

- Targeted outreach to and strategy development with advocacy organizations, including the Women's Business Development Center
- Establish a relationship with the Federation of Women Contractors to improve WBE participation, specifically focused on construction and maintenance projects
- Holding vendor fair to introduce WBEs to potential CCC customers
- Increase emphasis on early and proactive corrective planning for prime vendors not meeting District goals

To continue to improve our overall performance, other ongoing M/WBE compliance activities will be...

- Reviewing the M/WBE Participation Plan and suggesting revisions, if necessary (last revised in 2007)
- Refining internal processes to improve compliance monitoring of all vendors
- Creating detailed program and procedures to ensure compliance with M/WBE and community hiring goals on the Malcolm X construction project
- Developing standardized process to cure deficiencies on ongoing work and utilize M/WBE performance data in future buying decisions (i.e., whether vendors have met goals on past projects for CCC and other agencies)
- Increasing both training opportunities for District staff and outreach to advocacy organizations, including hosting a CCC vendor fair to connect M/WBEs with potential CCC customers
- Exploring development of an annual CCC recognition program for prime vendors that are role models in their support of the District's M/WBE program