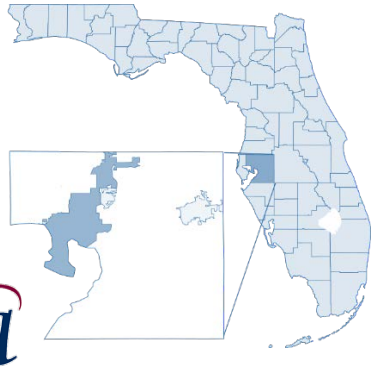
Equal Business Opportunity Program

2018 Awards Report



City of Tampa Florida

Mission and Strategic Goals

- Identify economic **opportunities** in City contracting
- Create **sustainable** initiatives relevant to Tampa's market
- Structure competitive business opportunities commensurate with the **availability and capacity** of certified firms in the market
- Establish specifications to **attain** supplier-diversity inclusion
- Maximize utilization of WMBEs, SLBEs, LGBTBEs in contracts by facilitating **access** to ITB, RFP, RFQ solicitations
- Measure **achievement** using EBO regulatory standards and audits
- Reinforce certification and outreach to foster economic **resiliency**

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PREFACE

The Bar Charts and Diagrams in the Awards Report provide a synopsis of contracting activity with Women/Minority Business Enterprises (WMBE) and Small Local Business Enterprises (SLBE) for Fiscal Year 2018 (October 2017 to September 2018).

The policies and procedures in effect during the report period are those governed by the Equal Business Opportunity (EBO) Ordinance. City policy mandates developing initiatives that promote supplier-diversity and equity in the solicitation and award of publicly funded contracts. In addition, the City's Code of Ordinances invests the Mayor with authority to prescribe results-oriented action steps to remedy under-utilization of WMBE certified firms when Diversity Management Information (DMI) analytical reports conclude disparity exists within specific ethnic and gender business classifications. The policy initiatives outlined on page 6 represent the principle methods and business processes for facilitating WMBE/SLBE participation when procuring goods and services. The EBO Program "Toolbox" includes narrowly-tailored instruments that are available to maximize contract opportunities for under-utilized WMBEs as well as ensure access and participation by all Tampa Bay Area small and minority businesses.

The 2018 Annual Awards Report illustrates the collective effort by City departments to continually improve access and opportunity for WMBEs and SLBEs to do business with the City of Tampa. The program initiatives administered by the Equal Business Opportunity Office focus on supplier-diversity business processes that promote "Economic Development through Inclusion".

PREAMBLE

Equal Business Opportunity Program

City of Tampa Equal Business Opportunity (EBO) Ordinance promotes supplier diversity through viable contracting opportunities for small and ethnic-minority/women owned businesses in City procurement. The Office of Equal Business Opportunity (EBO) is charged with implementing the provisions of City Code and achieving results-oriented objectives for equal business opportunities. EBO's mission has two main components, the Small Local Business Enterprise (SLBE) Program and the Women/Minority Business Enterprise (WMBE) Program. The Ordinance also mandates evaluating program performance through developing Diversity Management Information System (DMI) reports, which delineate utilization of SLBEs and WMBEs on the basis of total procurement, total dollars awarded and total actual payments.

Program Policy Objective

The SLBE Program is a primary initiative and open to all independently owned small businesses, including WMBEs that have operated for a minimum of one year and meet the business size standards and gross receipt limits. The program is ethnic and gender-neutral, with an emphasis on small businesses in the Tampa Bay area. The business owner must have permanent residence in Florida, and the company must be domiciled in the SLBE Market area (Hillsborough, Pinellas, Polk, Pasco, and Manatee Counties). The second component is the WMBE Program, which is ethnic and gender focused and requires validation of 51% WMBE ownership/control. The program establishes narrowly-tailored initiatives for WMBEs, which are promulgated on a legal basis and predicated on multi-year statistical evidence of disparity. When it is determined that disparity/underutilization exists for a given group, the Ordinance includes provisions that allow use of mandatory WMBE participation goals. The goals or remedies are specific to the affected group and industry category where disparity/underutilization is found (i.e. narrowly tailored).

Program Guidelines and Principles

The WMBE and SLBE Program initiatives currently implemented are based on findings in the City's Disparity Study as well as continuous metrics and analytics generated through the DMI program. The DMI program ensures the City remains compliant with the strict judicial guidelines and principle standards that apply to local government WMBE and SLBE contracting programs. The Office of EBO manages several business processes that provide comprehensive data collection, enhanced automation, and improved report methodology. The City continues to enhance EBO business processes with upgraded Diversity Management Software Modules. The upgrades integrate with the City's Enterprise Resource Planning (ERP) on the Oracle platform. The modules add a web-based Diversity Management Business functionality to the Equal Business Opportunity Program. It utilizes cloud-technology to facilitate efficient program interaction between vendors and EBO by providing: On-line Interactive WMBE/SLBE Certification, Subcontract Goal-Setting, Automated Contract Compliance Monitoring and Subcontract Payment Verification Audits. An overview of the functionality provided by the aforementioned modules is presented in the appendix of the report.

Office of Equal Business Opportunity

Strategic Planning & Administration of SLBE/WMBE/DMI Programs

Metrics and Analytics

- Regulate Contractor Reporting
- Track Contract Compliance
- Perform Disparity Analysis
- Analyze Vendor Availability
- DMI Business System
- JOC Management
- Procurement Utilization

Outreach and Certification Services

- Outreach/Recruiting
- Certification Processing
- WMBE/SLBE Workshops
- Mediation and Appeals
- Dispute & Conflict Resolutions

Compliance and Monitoring

- Contract Goal Setting
- Sheltered Market
- Bid Discount
- Job Order Contracting (JOC)
- Program Compliance
- Bid/RFP Evaluation
- Contract Monitoring
- Payment Audits

Functional Areas

WMBE & SLBE Initiatives – ECONOMIC DEVELOPMENT THROUGH INCLUSION

The City relies upon three basic methods of contracting to procure goods and services. The EBO policy initiatives enable the City to increase access and contract opportunities for certified WMBE & SLBE businesses that are available to perform on City contracts.*

- **SUBCONTRACTS: contracts awarded by the general contractor (Prime) who hires the specialty trades needed to complete a project.**

Construction, non-professional ***CONTRACT GOALS*** for underutilized WMBEs: minority and women businesses that have been underutilized (i.e. not received a pro rata of contract dollars), will have subcontract goals established on the Prime Contractor to ensure WMBE companies are retained to provide some services and supplies.

Consultants, Eng.-Architect ***PROPOSAL GOALS*** for underutilized WMBEs: minority and women businesses that have been underutilized (i.e. have not received a pro rata of consultant dollars), may have sub-consultant goals required in the RFP/RFQ when multiple professional disciplines are needed to perform the services.

Set ***ADDITIONAL SUBCONTRACT GOALS*** for SLBEs: when availability of an underutilized WMBE group is insufficient to bid the services or supplies, an SLBE goal will be established on the Prime or Consultant. Fact: many SLBEs are also certified WMBEs. This initiative ensures that non-minority small businesses and dual certified WMBE-SLBEs continue to have access and opportunity. An overall SLBE/WMBE outreach goal may be considered when availability under a disparity/predicate does not exist nor the requisite for SLBEs.

RATING POINTS from 1 to 10 awarded for WMBE Participation: when underutilized WMBE sub-consultants are members of the team in an RFP/RFQ proposal, the non-certified Prime proposal will be awarded additional evaluation points (up to 10) on an overall scale of 100 as a factor in the selection of the proposal.

* A disparity analysis/audit provides the predicate for establishing narrowly tailored initiatives designed to "level the playing field" and remedy the underutilization of WMBE businesses.

- **FORMAL CONTRACTS: contracts above $25,000 require a formal process (e.g. advertise, public open, surety bonds).**

Bid ***PREFERENCE OF 5%***: allows the underutilized WMBE or SLBE bidder to be within 5% of the lowest bidder, but cannot exceed $20,000 for WMBEs and $10,000 for SLBEs. (e.g. low bid is $50,000; WMBE/SLBE bid can be $52,000 and eligible for award).

10 RATING POINTS for underutilized WMBE Prime Proposals: when a WMBE firm is the Prime Consultant on a RFP/RFQ. This initiative will award rating points up to 10 points on a scale of 100, as a factor in the selection. Short-listing is based on weighted qualifications, not price.

SHELTERED MARKET THRESHOLD IS $300,000 and include underutilized WMBEs: Sheltered Market bids allow certified SLBE/WMBE businesses to bid within their peer group. Sheltered procurements require 3 or more certified firms and range from $25,000 to $300,000 allowing more solicitations to be targeted for SLBEs/WMBEs that have the capacity to perform as prime contractors. CCNA Work Order contracts can range from $25,000 to $100,000 for Sheltering of professional survey, engineering, architecture services.

- **INFORMAL CONTRACTS: quotes between $2,000 and $24,999.99 will be targeted to the underutilized WMBE groups (i.e. DemandStar-Quotewire). Small value solicitations have fewer legal restrictions and more discretion in awarding.**

WMBE SHELTERED MARKET for underutilized WMBEs**:** Informal Sheltered Market allows only underutilized WMBEs to quote across all 5 industry categories of goods or services.

WMBE Bid ***PREFERENCE OF 5%*****:** This allows a quote from only the underutilized minority or women owned business to be within 5% of the lowest bid. (If low bidder is $4,000, WMBE firm can have a bid of $4,200 and be awarded a purchase order (informal contract)

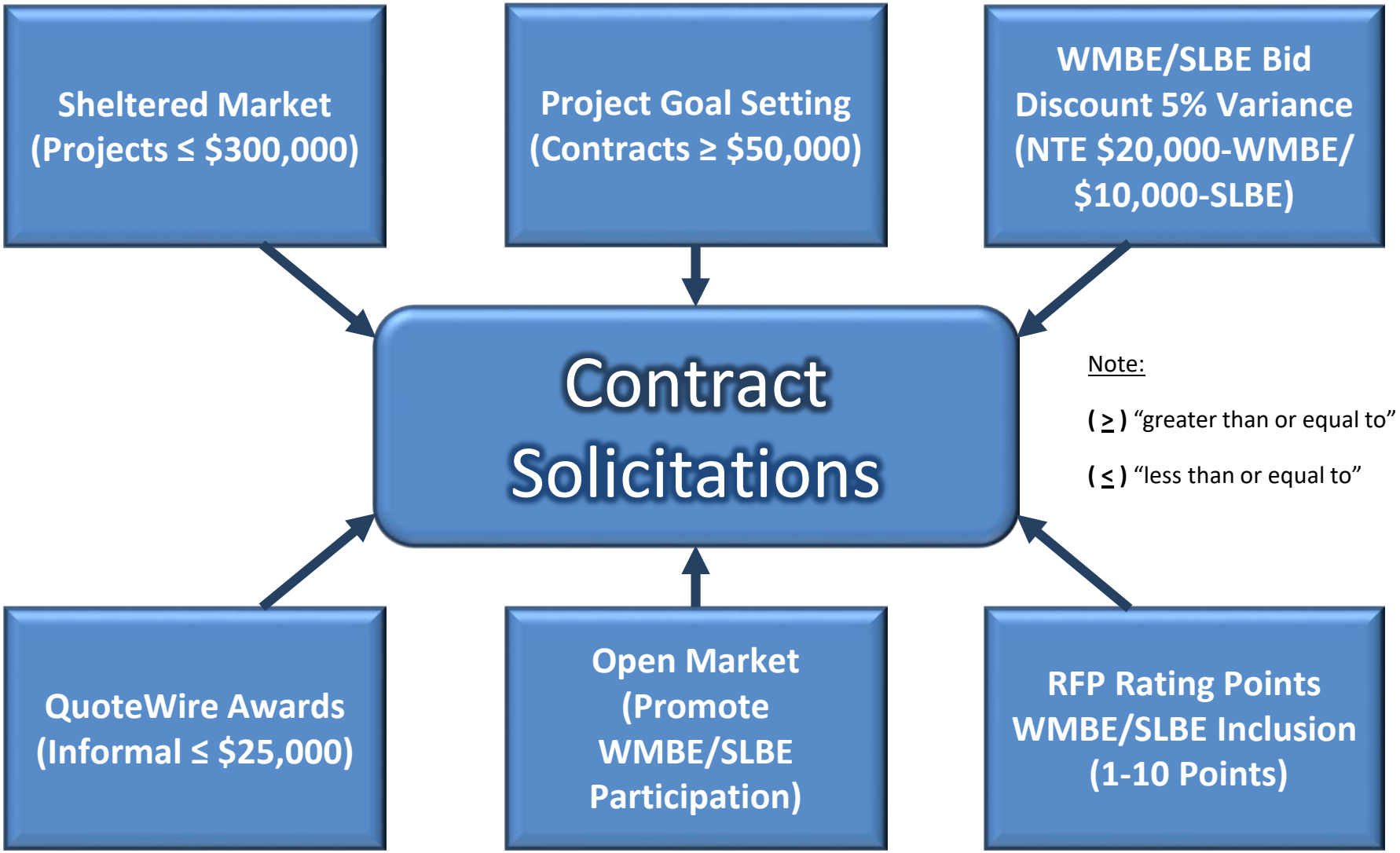
10 RATING POINTS for underutilized WMBEs: only the underutilized minority and women owned business will be assigned 10 points on a scale of 100 in an RFP solicitation whereby selection is based on weighted qualification criteria, not price.

Sheltered Market to ***INCLUDE SLBES***: SLBEs will be included in sheltered Market quotes only when there are not the requisite 3 underutilized WMBEs available to competitively solicit the purchase of goods and services.

** City Council held public hearing April 2012. Implementation commenced with approval of Fiscal Year 2013 Budget (i.e. October).*

EBO Policy Applications

Overlaid on Competitive Procurement



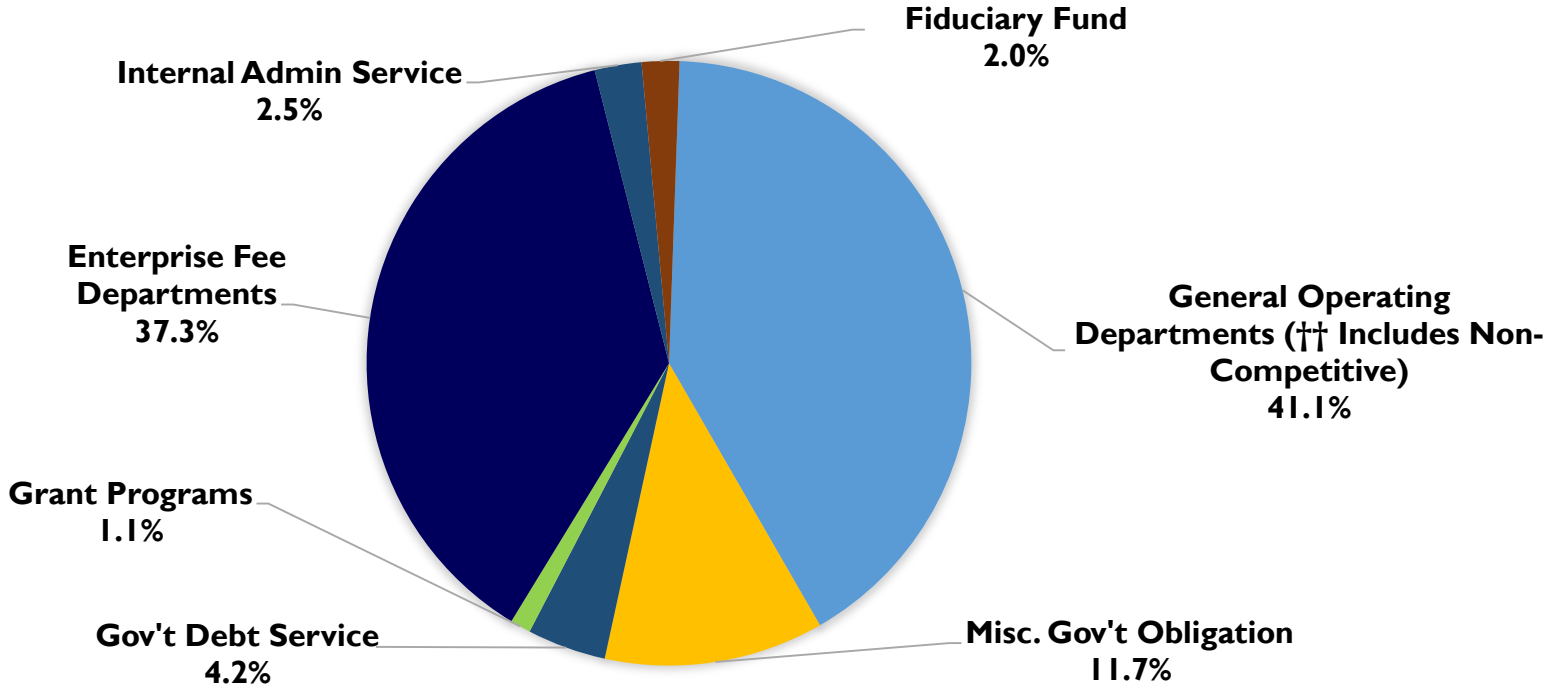
Note:

(≥) "greater than or equal to"

(≤) "less than or equal to"

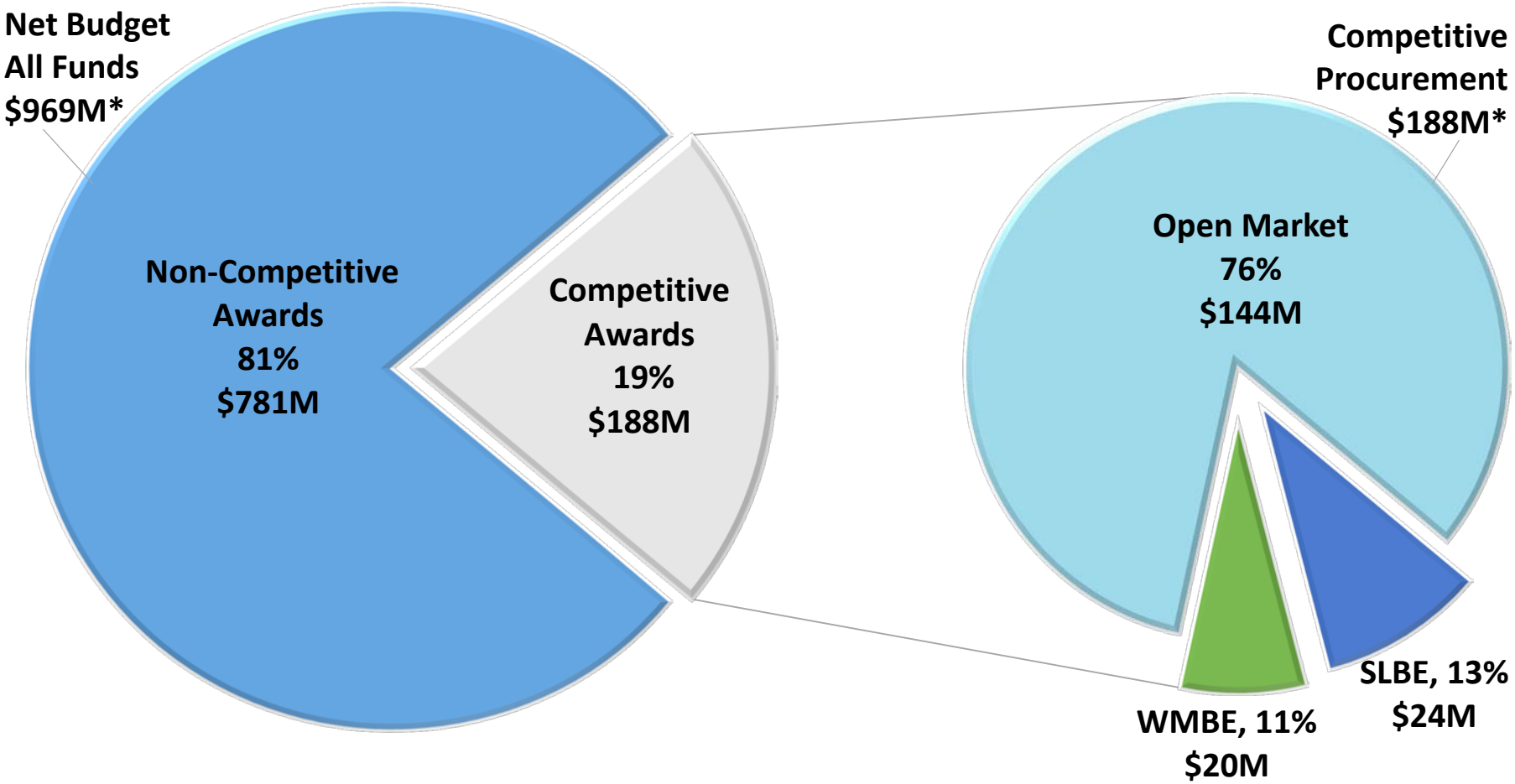
Chart Illustrates FY18 Breakout of Fiscal Year Funds

$969 MILLION



Scenario: Annual Budget appropriates over $969M to fund operations and capital improvements.
Competitive solicitations to procure goods and services account for a fraction of funds.
†† Significant funds are earmarked for salaries, debt service, reimbursements and emergency expenditures.

Chart Illustrates Competitive Contract Spend



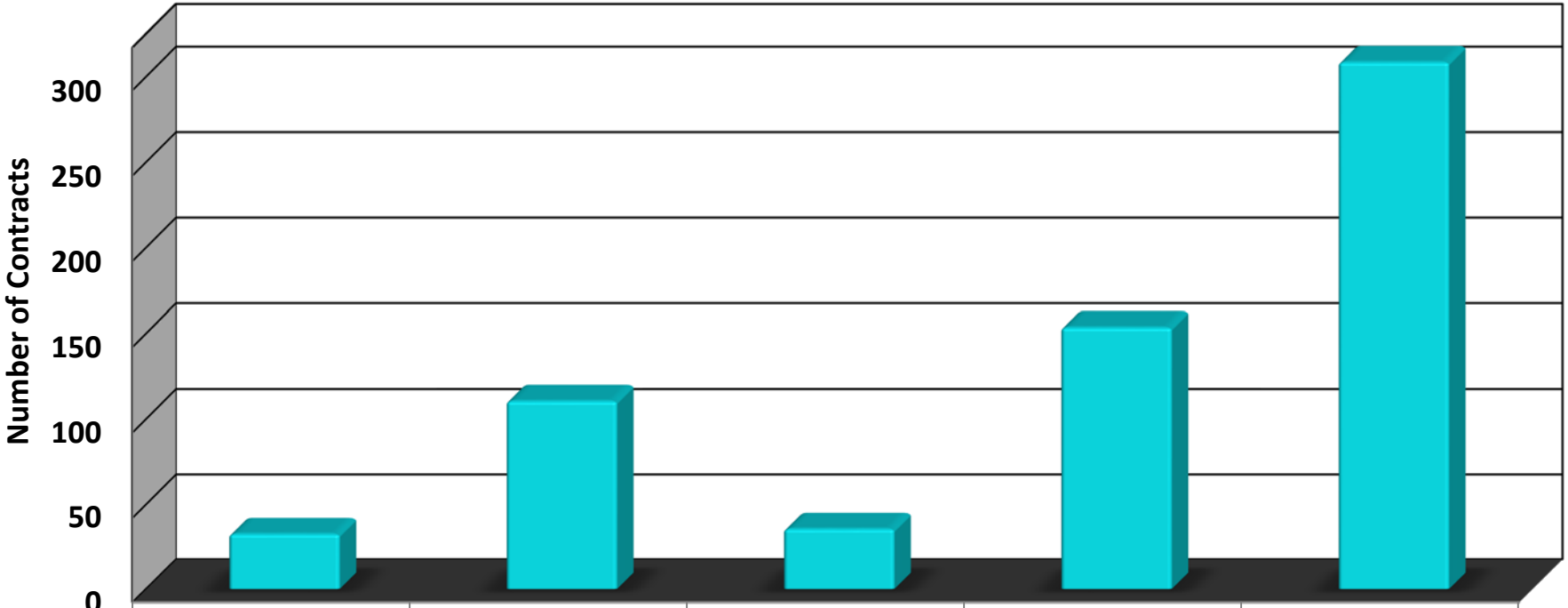
WMBE/SLBE programs apply to prime and subcontract contracts awarded through competitive solicitations

(Note: emergency services, state contracts, inter-local agreements are not competitive awards)

* Percentages, numbers, and graphs are approximate values

NUMBER OF PRIME CONTRACTS AWARDED

Contracts By Industry Category



	Const.	Const.-Rel.	Prof.	Non-Prof.	Goods
FY18	33	111	36	154	309

Industry Categories: Construction: new construction, renovation, restoration, maintenance of public improvements and underground utilities. Construction-Related Services: architecture, professional engineering, landscape architecture, design build, construction management services, or registered surveying and mapping. Professional Services: attorney, accountant, medical doctor, veterinarian, miscellaneous consultant, etc. Non-Professional Services: lawn maintenance, painting, janitorial, printing, hauling, security guard, etc. Goods: all supplies, materials, pipes, equipment, machinery, appliances, and other commodities.

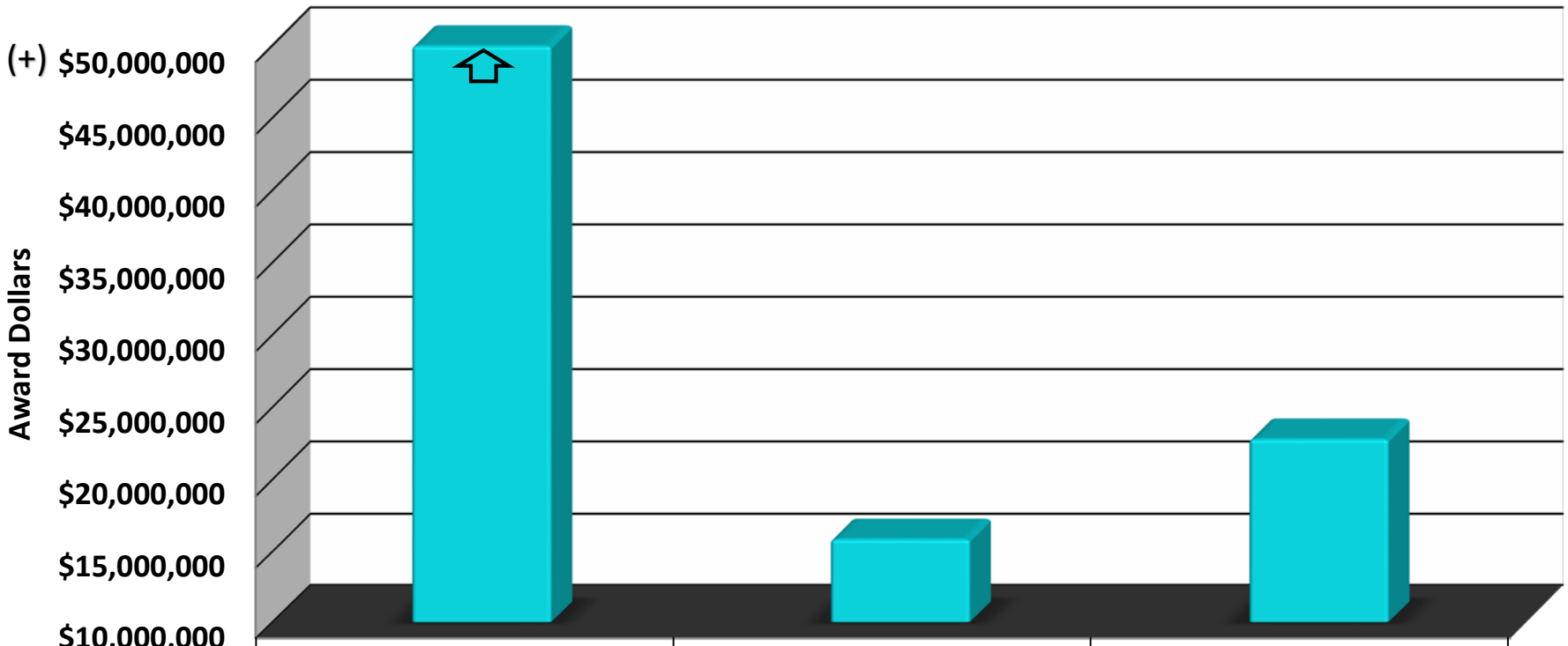
Analysis:

- **643** awarded through competitive ITB/RFP/RFQ
- **62** or **9.6%** awarded to WMBEs
- **80** or **12.4%** awarded to SLBEs

Note: The procurement category with majority of contract awards is Goods (48%).

DOLLAR VALUE OF CONTRACTS AWARDED

Prime Awards



	Total Award Dollars	WMBE Program	SLBE Program
FY 2018	$188,295,447	$15,906,914	$22,826,158

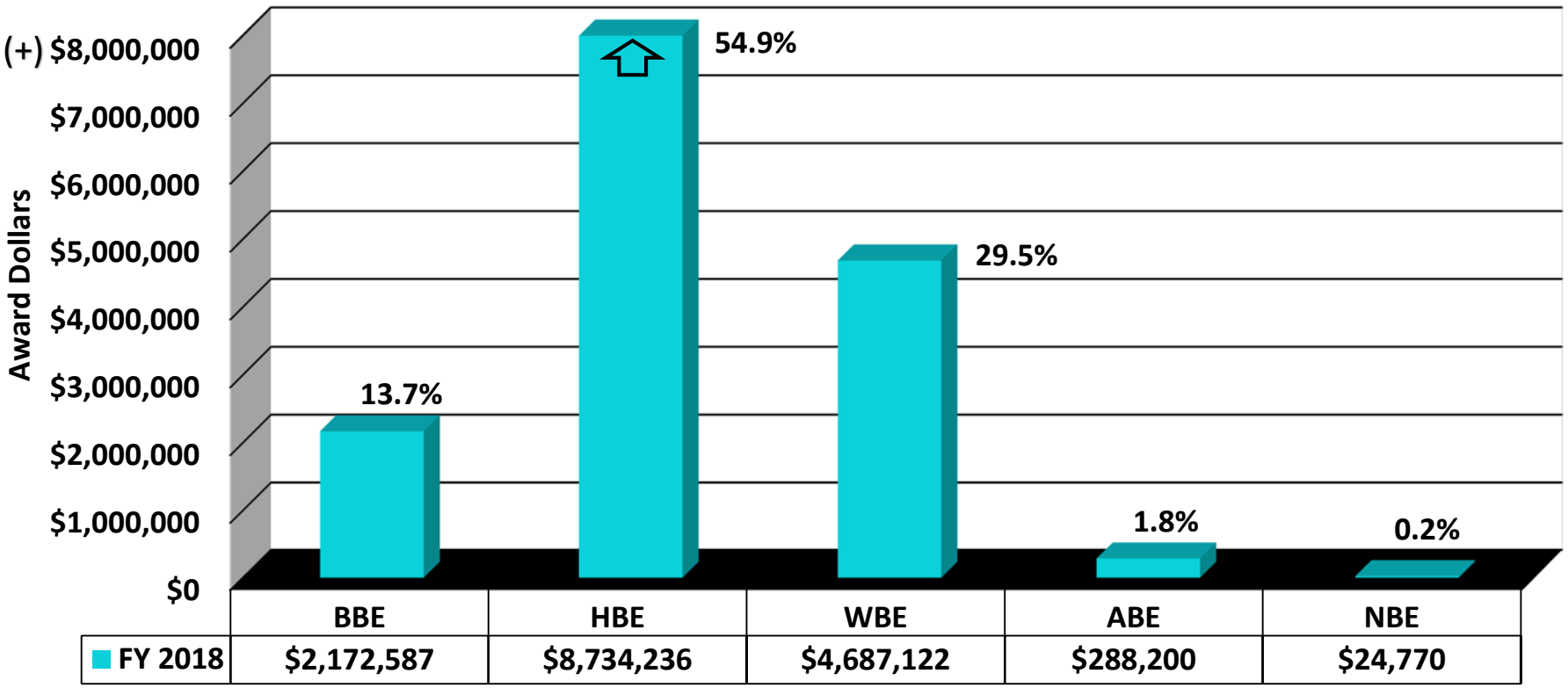
Note: Chart measures award activity during 2018 for competitive Bid/RFP solicitations, wherein applicable EBO initiatives were implemented to maximize opportunities for WMBE/SLBE inclusion. WMBEs that meet eligibility requirements may also be certified as an SLBE firm.

Analysis:

- Prime contract dollars awarded to **WMBEs** was **8.5%**
- Prime contract dollars awarded to ****SLBEs** was **12.1%**

CONTRACT DOLLAR AWARDED TO WMBEs

WMBE Prime Dollars



Note: Chart measures dollars awarded to certified firms by ethnicity & gender across all 5-industry categories combined. Compared to FY17, each classification of WMBE awards decreased due to a drop in number of contracts issued by the City and the type of contracts solicited versus availability. The difference was approximately 7 percentage points. The total WMBE amount awarded on $15,906,913 (8.5%) is based on the total competitive spend of $188M for Prime Contracts only.

Analysis:

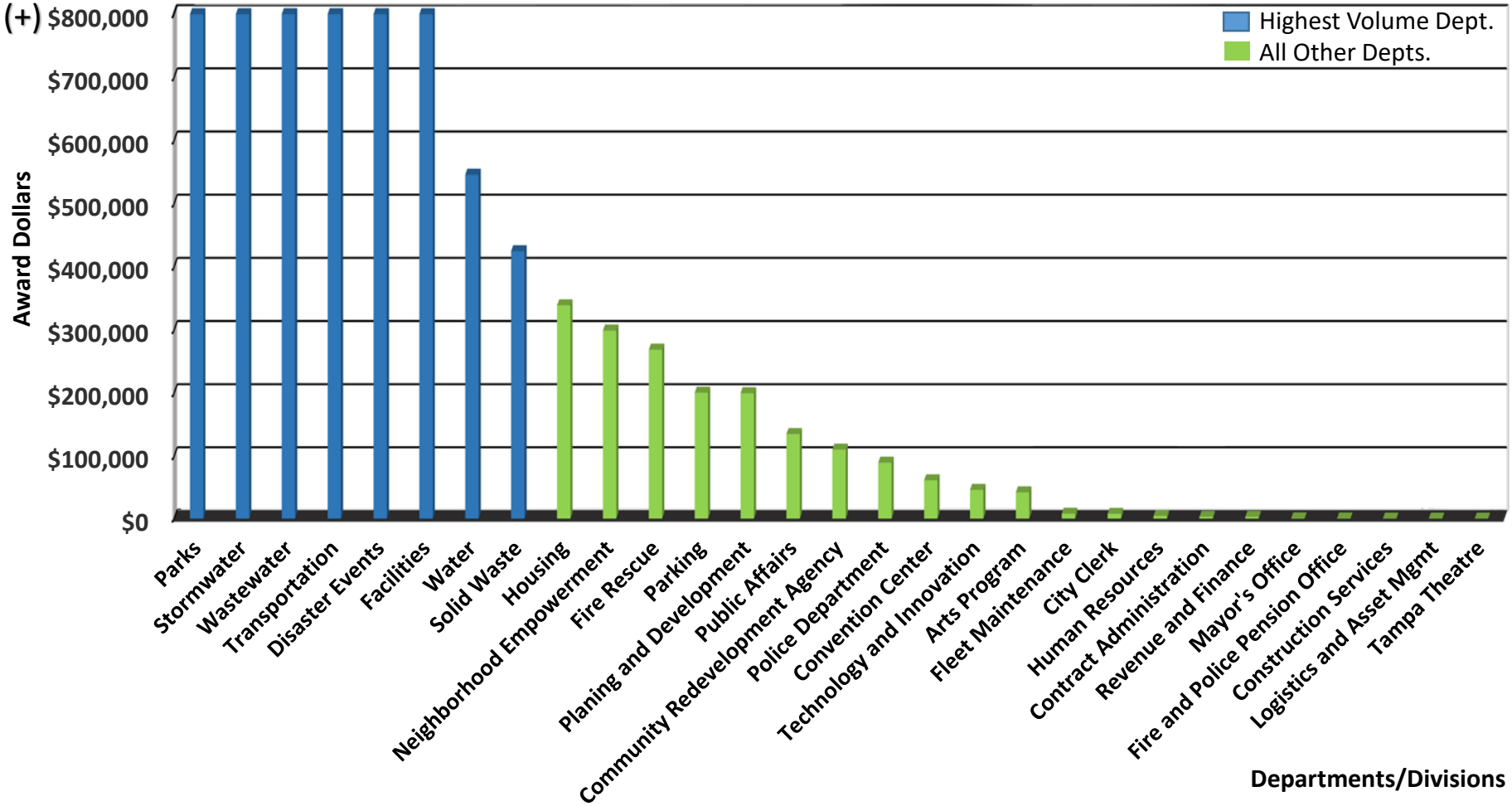
- African American (BBE) = 13.7%
- Hispanic American (HBE) = 54.9%
- Caucasian Women (WBE) = 29.5%
- Asian American (ABE) = 1.8%
- Native American (NBE) = 0.1%

Total sum of WMBE $ by % = 100%*

* Percentages, numbers, and graphs are approximate values

PRIME WMBE AWARDS BY DEPARTMENT/DIVISION

WMBE Awards



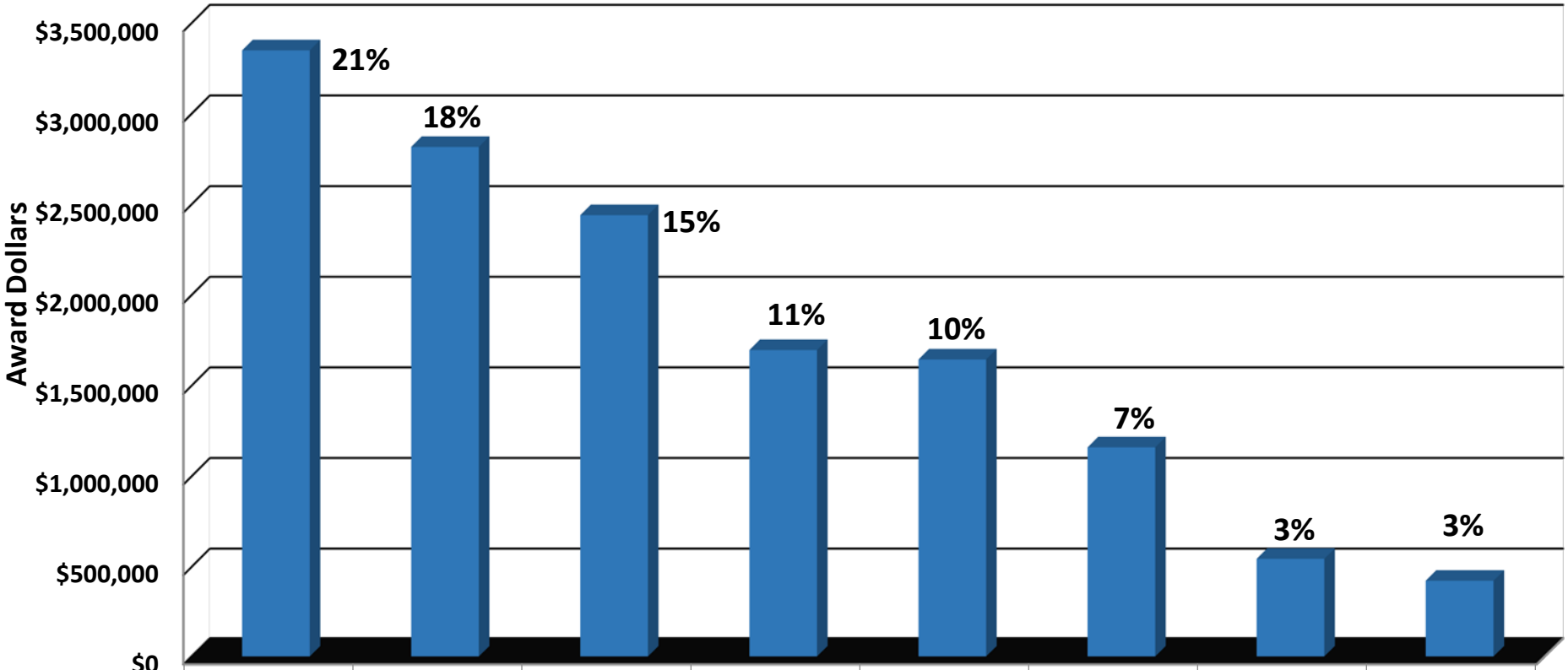
Note: Chart reflects dollar value of WMBE awards by departments that achieved participation for Prime Contracts.

Analysis:

- **28%** of all City departments/divisions (i.e. 8 of 29) **generated 89%** of dollars awarded to WMBE prime contractors. (Highest volume departments = **Blue Bars**)

HIGHEST VOLUME WMBE PRIME CONTRACT AWARDS

Departments with Highest WMBE Dollars



	Parks	Stormwater	Wastewater	Transportation	Disaster Events	Facilities	Water	Solid Waste
Award Dollars	$3,350,920	$2,818,238	$2,441,679	$1,697,821	$1,645,448	$1,160,838	$545,960	$424,874

Note: Chart represents percent of total WMBE Prime Awards (i.e. $15.9M), by departments and divisions with the majority of WMBE Prime Contract participation (i.e. $14.1M).

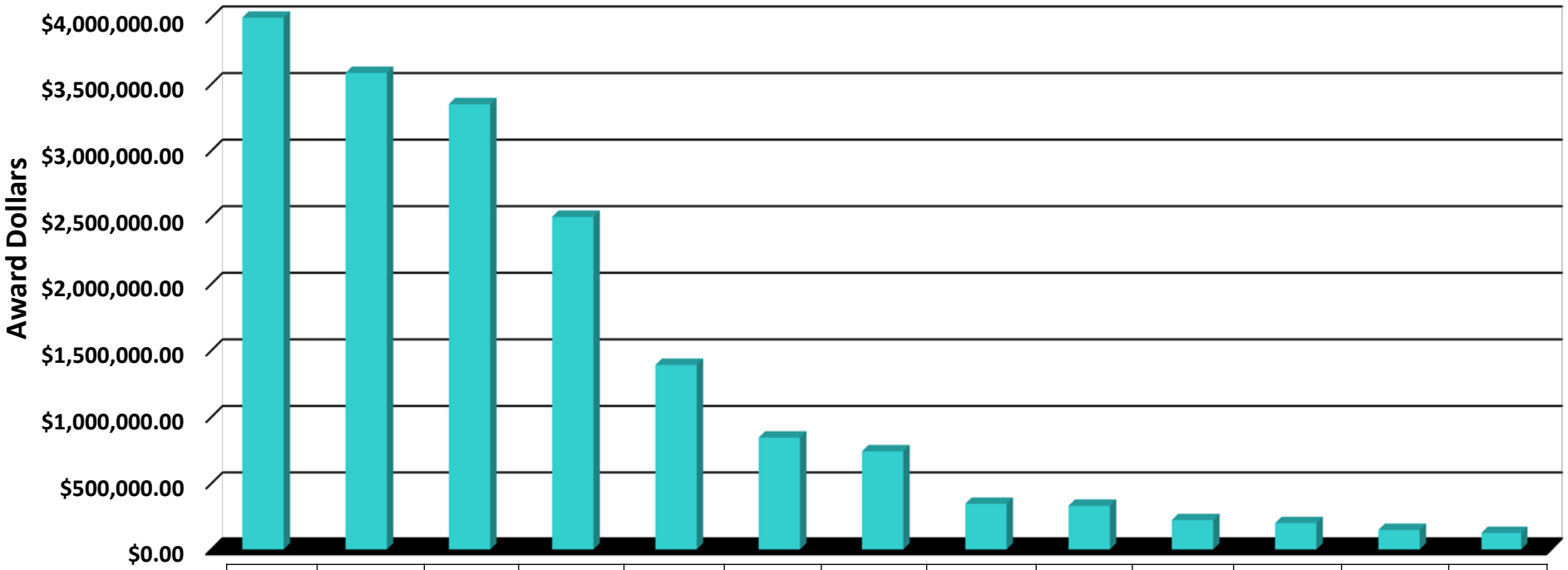
Analysis:

- The concentration of WMBE Prime contracts awarded (i.e. 89%) is largely within Public Utilities and Public-Space Infrastructure projects

* Percentages, numbers, and graphs are approximate values

PROCUREMENT MANAGED BY CONTRACT ADMINISTRATION

Departments with WMBE Dollars



	Parks	S.water	W. water	Trans	Facilities	Water	Solid Waste	Neighborhood Imp	Fire	Parking	Police	Conv. Ctr.	Fleet
Percent	21.07%	17.72%	15.35%	10.67%	7.30%	3.43%	2.67%	1.88%	1.69%	1.26%	0.56%	0.39%	0.05%
Dollars	$3,350,920	$2,818,238	$2,441,679	$1,697,821	$1,160,838	$545,960	$424,874	$299,202	$268,962	$200,926	$89,691	$61,453	$7,946

Note: Chart represents WMBE Prime dollars (i.e. $15.9M) sorted by department/division, for awards managed by Contract Administration.

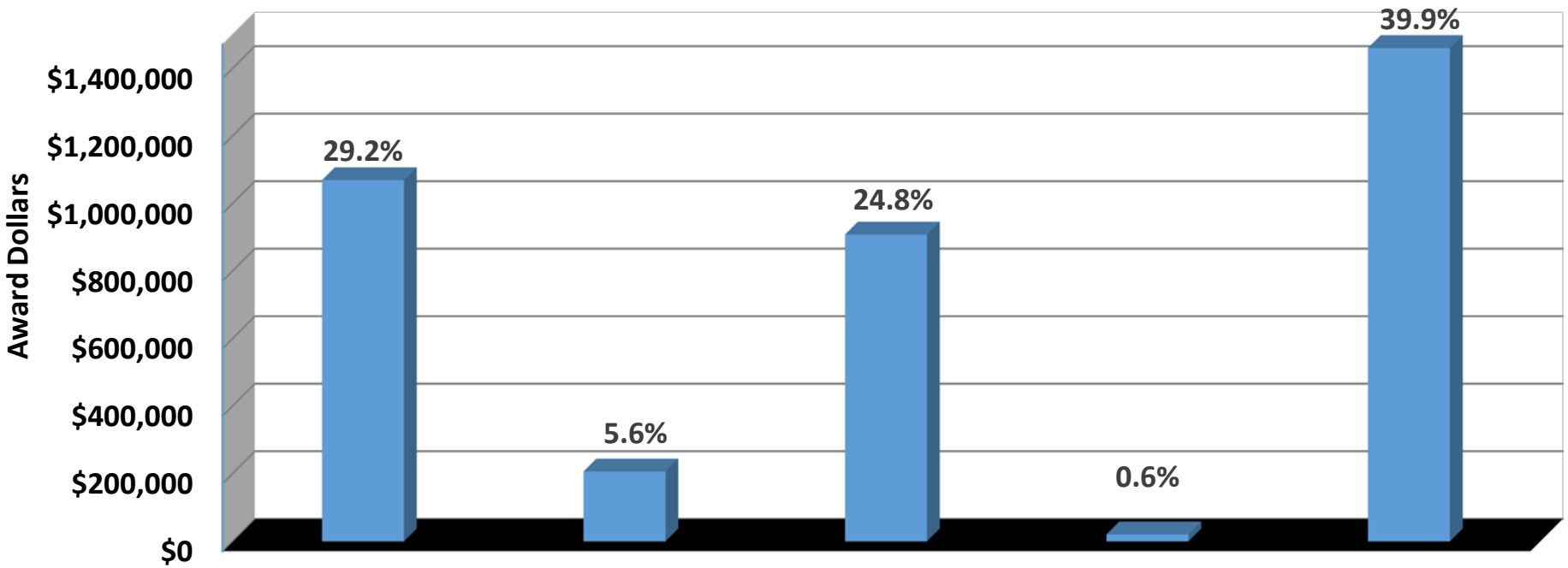
Analysis:

- Contract Administration processed **84%** of all prime contracts awarded to WMBEs for Construction, Architect/Engineering, Design/Build, and Construction Management.

* Percentages, numbers, and graphs are approximate values

SHELTERED MARKET PROGRAM AWARDS

FY 2018 Awards



FY18	BBE	HBE	WBE	AAB	SLBE Non-Minority
	$1,069,515	$206,460	$908,284	$20,519	$1,461,001

Note: Chart reflects dollars awarded under Sheltered Market solicitations to companies that are either SLBE certified, dual certified as SLBE/WMBE, and/or designated underutilized WMBE.

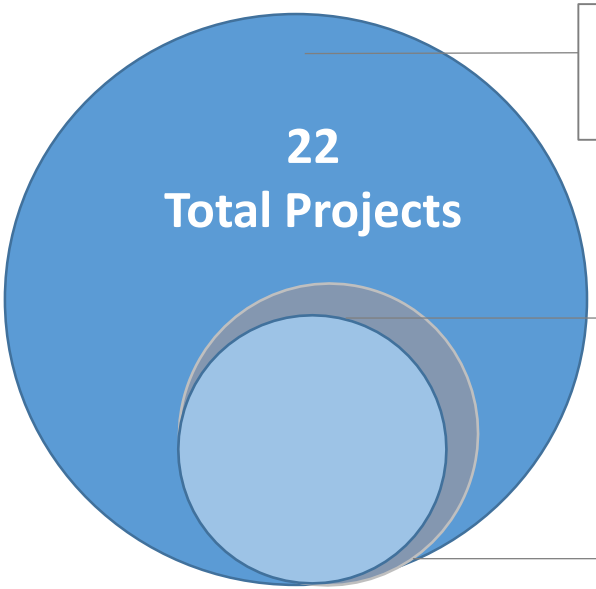
Analysis:

- The FY 2018 awards totaled $3.7M comprising 64 prime contracts.

  - African American (BBE) = **29.2%**
  - Hispanic American (HBE) = **5.6%**
  - Caucasian Women (WBE) = **24.8%**
  - Asian American (AAB) = **0.6%**
  - Small Non-Minority (SLBE) = **39.9%**

SUBCONTRACT GOAL PROGRAM

Goal Set vs. Goal Attainment



(10/1/17 to 9/30/18)

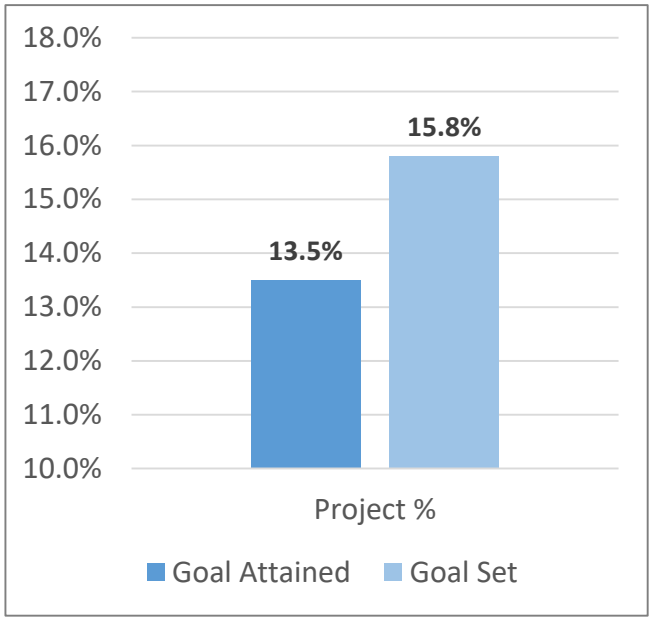
$38M
Prime Contracts Eligible for Goal-Set

13.5%
Actual Awarded Outcome

$5.1M
Actual Attainment Value

15.8%
Avg. Project Goal Set

$6.0M
Total Subcontract Economic Value



Avg. Subtask with WMBE/SLBE Availability
7

*Note: Overall goal attainment was **85**% on target for eligible projects.*

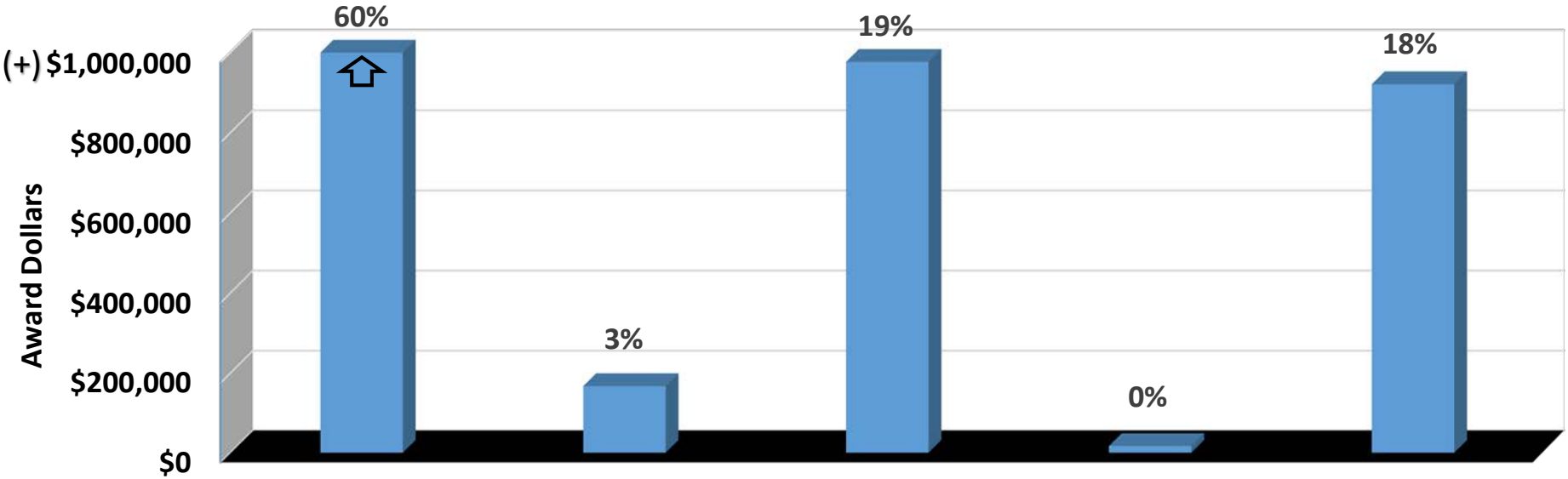
Note: Chart compares the average SLBE/WMBE "goal-set" on projects (i.e. $6.0M) that had pre-determined subcontract opportunities, versus the actual-overall ($5.1M) "percent of participation" achieved at the prime contract award.

Analysis:

In FY 2018, overall subcontract participation average goal attainment was **85%** on target of actual goals established on eligible projects. This can be attributed to the City's commitment to economic inclusion through assessing subcontract opportunities in all procurement activity, ensuring accountability across operating departments, ensuring bidder awareness of Equal Business Opportunity guidelines and, EBO enforcement of Good Faith Effort Compliance Plans. In FY 2018, WMBE/SLBE goal attainment was 13.5% overall however there was over 24% increase in actual awarded funds (i.e. $4.1M in FY 2017).

WMBE PARTICIPATION VIA SUBCONTRACT GOAL ATTAINMENT

WMBE/SLBE Inclusion by Classification



FY18	BBE	WBE	HBE	ABE	SLBE Only*
	$3,060,276	$167,606	$976,876	$16,713	$921,157
	60%	3%	19%	0%	18%

Note: Chart reflects subcontract participation by ethnicity and gender as a percentage of total WMBE/SLBE subcontract dollars awarded (i.e. $5.1M from eligible projects on $38M total prime contracts). A concerted effort by the City organization is paramount to effective implementation of the Administration's WMBE/SLBE policy initiatives; thus, assuring adherence to EBO procurement guidelines and prohibiting pro-forma solicitation by bidders/proposers who marginalize participation goals. The expectation is that a bidder's supplier-diversity strategy, active outreach efforts and commitment to inclusion can, in prospect achieve participation commensurate with WMBE/SLBE goals.

Analysis:

WMBE/SLBE Goal Attained = 100% or $5,1,42,627

- African American (BBE) = 60% or $3,060,276
- Caucasian Females (WBE) = 3% or $167,606
- Hispanic American (HBE) = 19% or $976,876
- Asian American (ABE) = 0% or $16,713

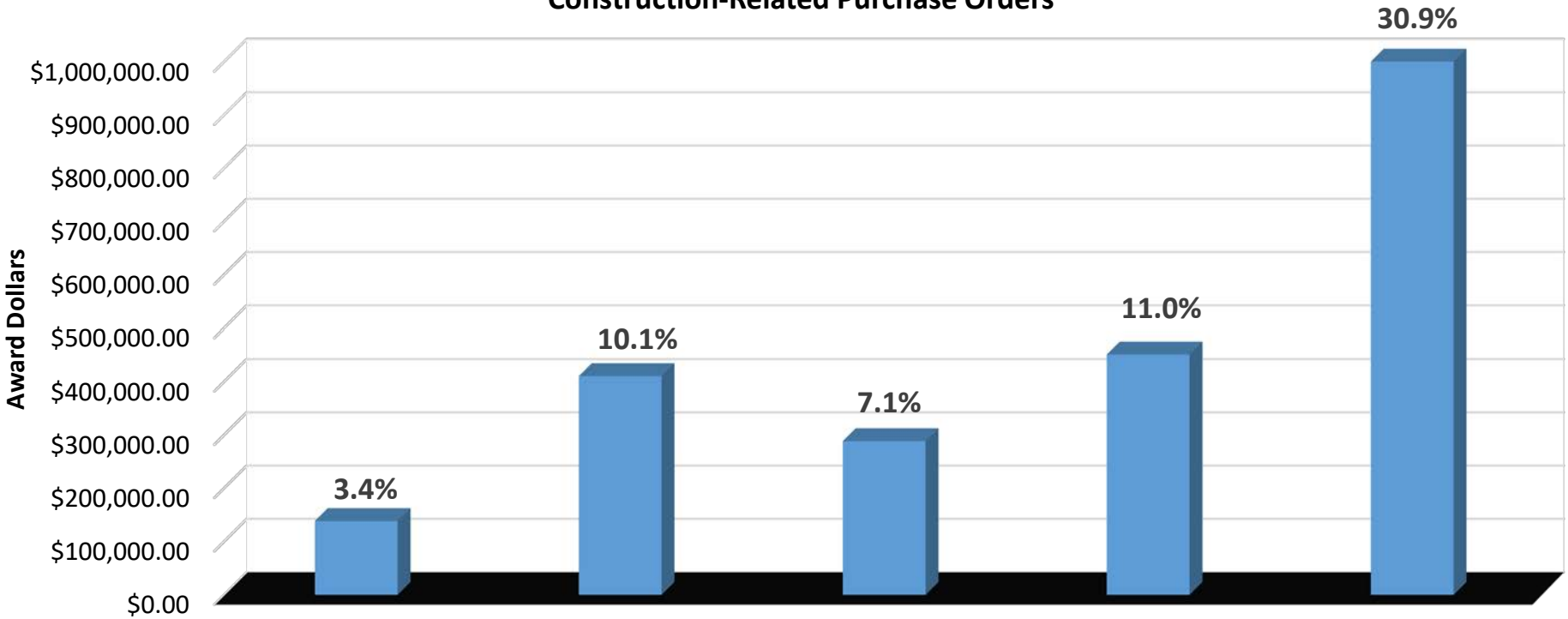
o Total WMBE subcontract awards = $4,221,471 (11.1% of Overall WMBE/SLBE Goal Attainment) from prime contracts

o Total *SLBE Non-Minority awards = $921,157 (2.4% of Overall WMBE/SLBE Goal Attainment) from prime contracts

* Percentages, numbers, and graphs are approximate values

CCNA WORK ORDER AGREEMENT AWARDS

Construction-Related Purchase Orders



FY18	BBE	HBE	ABE	WBE	SLBE*
	$138,118.00	$410,344.00	$288,200.00	$450,825.00	$1,262,357.00

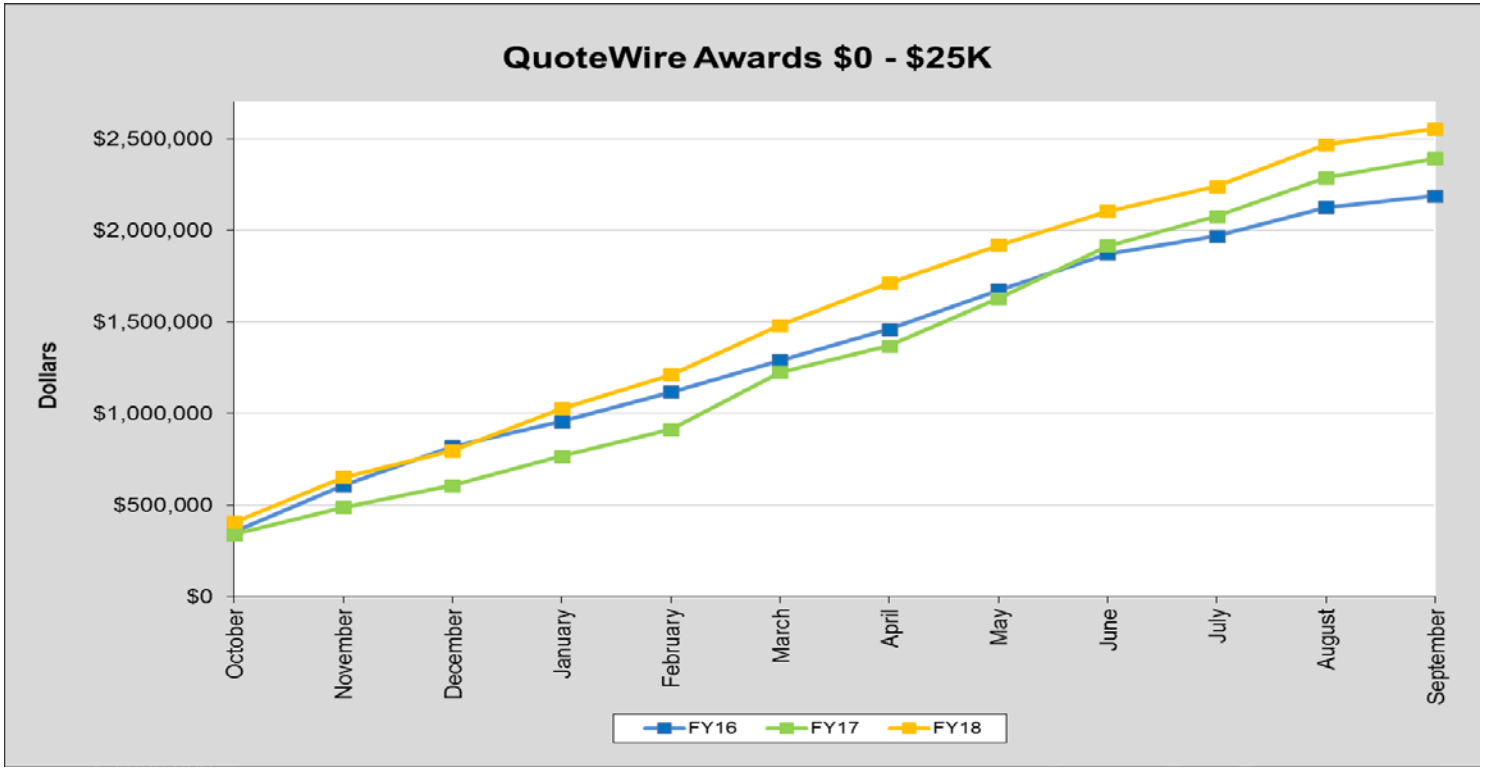
Note: Chart reflects Purchase Orders awarded to pre-selected firms under the Consultant Competitive Negotiation Act (CCNA) "Work Order Agreement Contract" with the City of Tampa from October 1, 2017 through September 30, 2018. WMBEs that meet eligibility requirements may also be dual certified as an SLBE firm (i.e. 45%).

Analysis:

- African American (BBE) = 3.4% or $138,118
- Hispanic Americans (HBE) = 10.1% or $410,344
- Asian American (ABE) = 7.1% or $288,200
- Caucasian Females (WBE) = 11.0% or $450,825
- Total WMBEs = **31.6%** or $1,287,487

- Small Local Business (*SLBE) = **30.9%** or $1,262,357

INFORMAL CONTRACTS WITH WMBE VENDORS



BBE	%	ABE	%	WBE	%	HBE	%	NBE	%	Total
$923,688.	36.16%	$20,519.	0.80%	$852,341.	33.37%	$732,909.	28.69%	$24,769.	0.97%	$2,554,228.

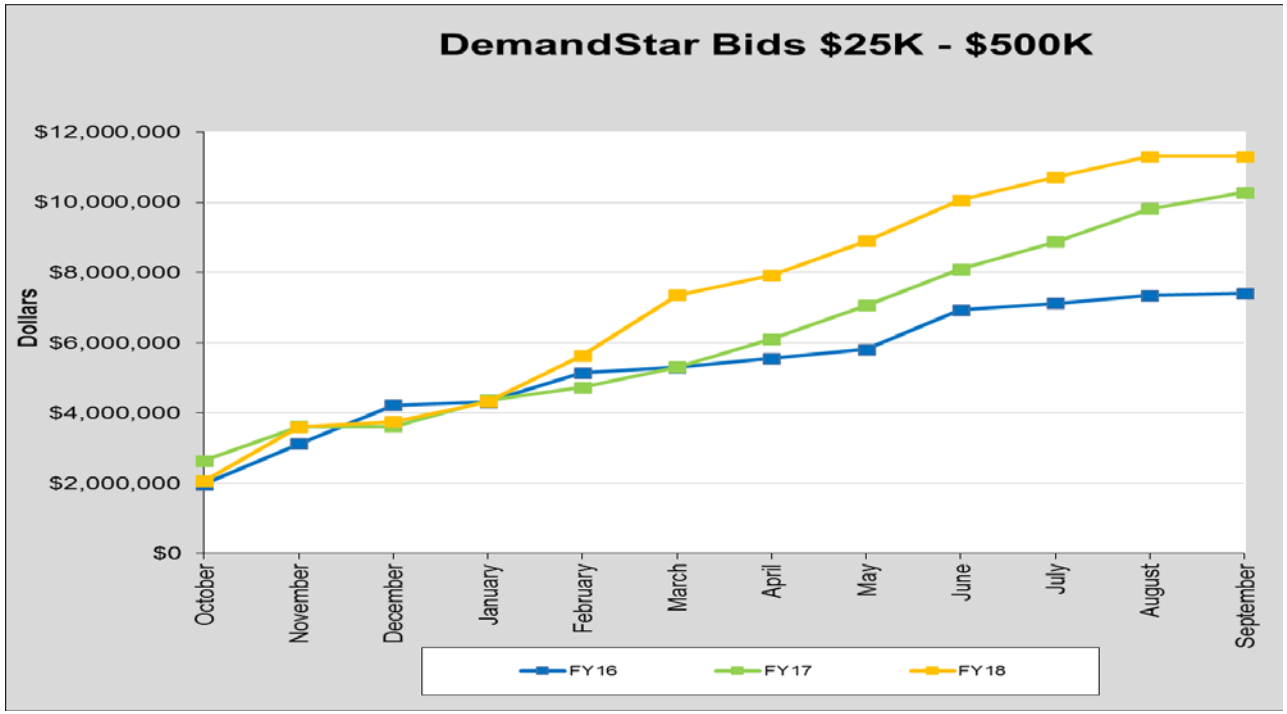
Schedule	FY16	FY17	FY18
October	$356,048.13	$339,913.97	$407,503.02
November	$606,508.95	$488,114.03	$653,315.05
December	$821,621.66	$607,657.25	$797,699.14
January	$956,448.92	$765,860.68	$1,028,218.38
February	$1,118,929.82	$913,704.30	$1,213,455.15
March	$1,291,146.09	$1,224,694.17	$1,481,175.08
April	$1,459,651.35	$1,370,131.84	$1,711,952.55
May	$1,673,780.17	$1,628,660.14	$1,919,803.78
June	$1,871,909.66	$1,914,720.93	$2,104,752.01
July	$1,968,470.71	$2,076,712.34	$2,239,309.37
August	$2,125,313.59	$2,286,727.12	$2,467,590.55
September	$2,187,544.49	$2,393,358.50	$2,554,228.47

Note: Chart reflects cumulative discretionary procurement <$25k using Quotewire electronic notification, which allows department buyers to more effectively solicit WMBE quotes. Total sum of informal quotes up to $25K is approximately $41M.

Analysis:

- Discretionary awards targeting WMBEs **increased by 6.7%**

FORMAL CONTRACTS WITH WMBE VENDORS



BBE	%	ABE	%	WBE	%	HBE	%	NBE	%	Total
$1,248,898.	10.38%	$267,680.	2.22%	$3,834,780.	31.86%	$6,685,305.	55.54%	$0.00	0.00%	$12,036,664.

Schedule	FY16	FY17	FY18
October	$1,966,215.94	$2,643,100.77	$2,059,556.58
November	$3,120,722.96	$3,619,357.01	$3,609,631.84
December	$4,230,214.13	$3,619,357.01	$3,754,015.93
January	$4,315,118.13	$4,365,919.29	$4,323,014.10
February	$5,145,068.52	$4,724,967.61	$5,630,979.96
March	$5,296,459.92	$5,308,591.41	$7,360,056.08
April	$5,550,683.92	$6,102,443.91	$7,919,759.58
May	$5,807,986.41	$7,065,615.52	$8,897,307.14
June	$6,935,155.51	$8,100,812.12	$10,062,788.95
July	$7,125,084.95	$8,875,040.84	$10,713,400.67
August	$7,346,121.30	$9,817,324.15	$11,311,981.76
September	$7,408,376.30	$10,285,892.92	$11,311,981.76

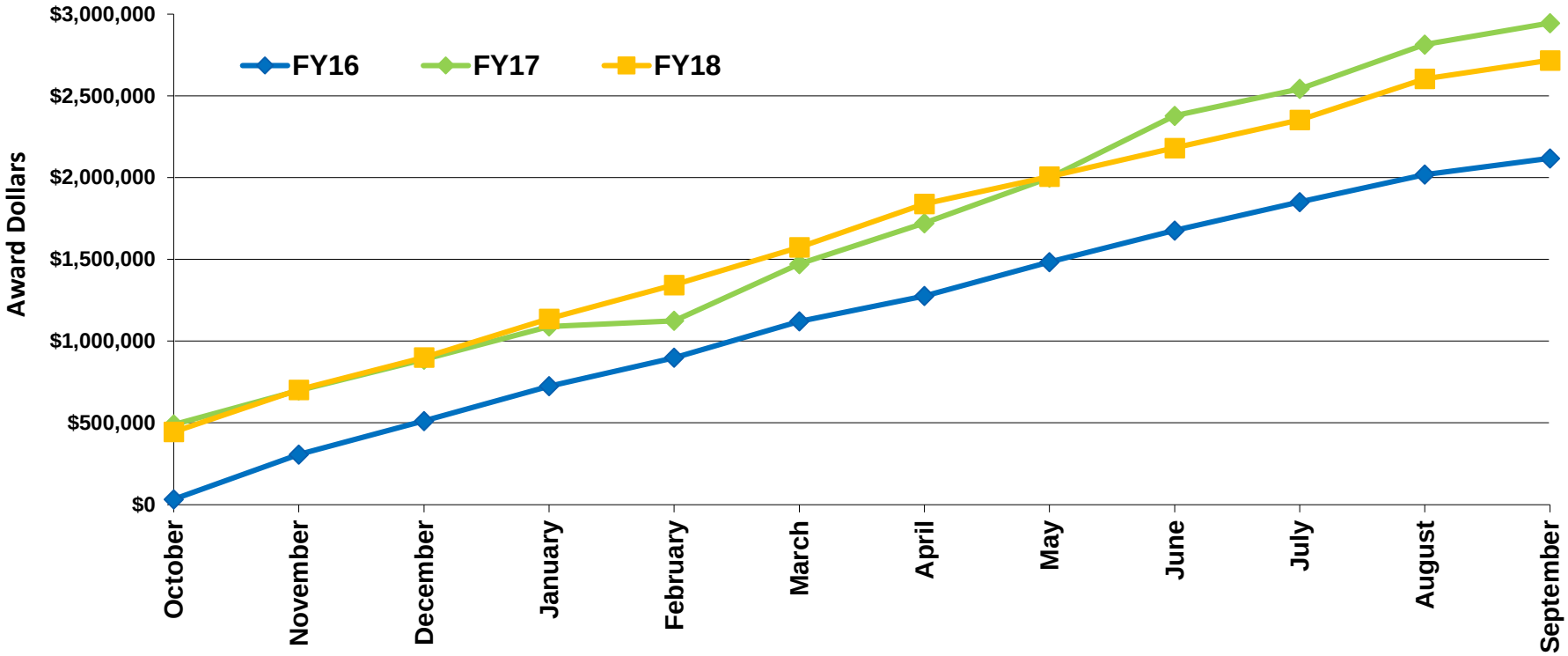
Note: Chart reflects use of DemandStar notification to solicit WMBE contractors who have the capacity to bid as primes within the threshold set for WMBEs, based on disparity analysis/procurement patterns. Total sum of formal contracts from $25K to $500K is approximately $132M.

Analysis:

- Cumulative, formal awards targeting WMBEs **increased by 42%.**

INFORMAL CONTRACTS WITH SLBE VENDORS

QuoteWire $0 - $25K



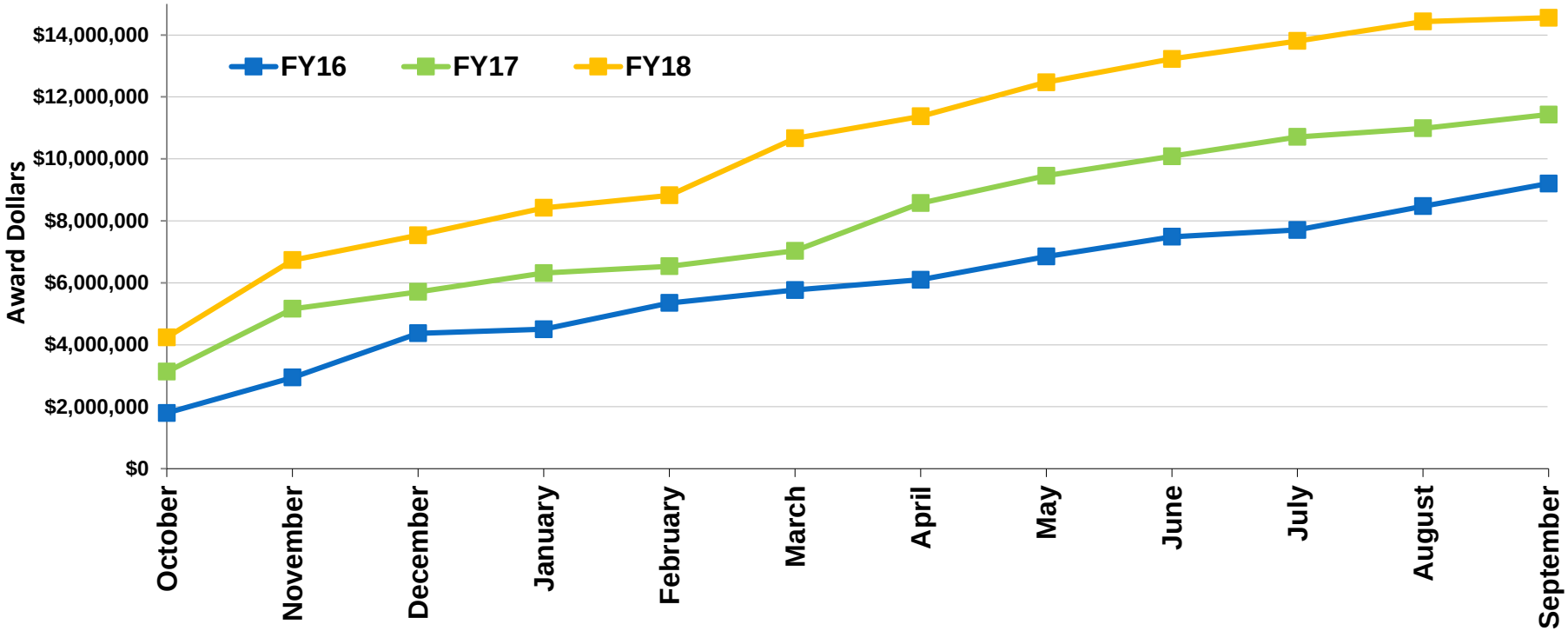
Schedule	FY16	FY17	FY18
October	$32,289.36	$489,557.38	$ 445,358.00
November	$306,319.92	$698,235.63	$ 702,491.16
December	$511,460.55	$887,662.21	$ 900,213.20
January	$724,771.65	$1,089,837.39	$ 1,137,335.16
February	$898,526.56	$1,124,637.47	$ 1,344,451.85
March	$1,120,824.64	$1,471,858.17	$1,574,496.00
April	$1,276,290.41	$1,721,248.26	$1,839,373.64
May	$1,483,398.68	$1,999,853.85	$2,006,982.16
June	$1,676,948.09	$2,378,062.85	$ 2,181,858.64
July	$1,850,949.67	$2,542,980.92	$ 2,352,957.23
August	$2,018,492.09	$2,814,676.48	$ 2,604,699.23
September	$2,117,789.05	$2,945,327.76	$ 2,717,961.29

Note: Chart reflects discretionary procurement <$25k using Quotewire electronic notification, which allows department buyers to more effectively solicit SLBE quotes. Total sum of informal quotes up to $25K is approximately $41M.

Analysis: Discretionary awards targeting Small Local Businesses **increased in FY 2018 by 5% of the average**

FORMAL CONTRACTS WITH SLBE VENDORS

DemandStar $25K to $500K



Schedule	FY16	FY17	FY18
October	$1,800,649.05	$3,130,789.93	$4,240,274.24
November	$2,945,221.99	$5,161,488.06	$6,730,160.40
December	$4,370,545.16	$5,710,547.39	$7,536,671.37
January	$4,500,732.90	$6,315,974.10	$8,419,690.65
February	$5,351,593.12	$6,534,246.20	$8,825,339.65
March	$5,768,823.55	$7,033,070.12	$10,664,371.56
April	$6,099,199.95	$8,571,968.34	$11,370,962.06
May	$6,847,747.44	$9,455,378.52	$12,473,717.57
June	$7,487,810.74	$10,083,624.95	$13,224,623.60
July	$7,707,820.05	$10,709,208.82	$13,807,050.65
August	$8,471,642.96	$10,987,275.60	$14,435,111.94
September	$9,204,492.36	$11,430,065.58	$14,554,898.74

Note: Chart reflects use of DemandStar notification to solicit SLBE contractors who have the capacity to bid as primes within the same threshold set for WMBEs, based on disparity analysis/procurement patterns. WMBEs that are eligible may also be certified as SLBEs. Total sum of formal contracts from $25K to $500K is approximately $132M.

Analysis: Formal awards targeting SLBEs **exceeded FY 2017 by 27%**

OVERVIEW OF CERTIFICATION ACTIVITY

NUMBER OF CERTIFICATIONS BY PROGRAM AND ETHNIC CLASSIFICATION

ETHNICITY	EQUAL BUSINESS OPPORTUNITY PROGRAM		TOTAL COMBINED CERTIFICATIONS	DUAL CERTIFIED (WMBE & SLBE)	CERTIFIED WMBE ONLY	NUMBER OF ACTUAL FIRMS
CLASSIFICATION	WMBE	SLBE	WMBE + SLBE	SLBE	WMBE	TOTALS
African American	154	96	250	96	58	**154**
Asian American	33	16	49	16	17	**33**
Hispanic American	170	88	258	88	82	**170**
Native American	6	5	11	5	1	**6**
Caucasian Female	193	107	300	107	86	**193**
Caucasian Male	0	142	142	0	0	**142**
Totals	556	454	1010	312	244	**698**

This chart shows the actual number of certifications by Program (SLBE or WMBE) and by certified ethnic classification.

This chart shows the number of firms with both certifications (dual), then the number of actual certified firms (698) irrespective of Program.

CERTIFICATIONS BY PROGRAM AND INDUSTRY CATEGORY

	Construction		Construction-Related Services		Professional Services		Non-Professional Services		Goods		Total
PROGRAM	WMBE	SLBE	WMBE	SLBE	WMBE	SLBE	WMBE	SLBE	WMBE	SLBE	
WMBE	178		107		59		119		93		556
SLBE		135		111		45		100		63	454
Total	178	135	107	111	59	45	119	100	93	63	1010

This chart shows the actual number of certifications by program (WMBE or SLBE) and by industry category.

OVERVIEW OF CERTIFICATION ACTIVITY (CONTINUED)

CERTIFICATIONS BY INDUSTRY AND ETHNIC CLASSIFICATION

ETHNICITY	CONSTRUCTION		CONSTRUCTION-RELATED		PROFESSIONAL SERVICES		NON-PROFESSIONAL SERVICES		GOODS		Total
CLASSIFICATION	WMBE	SLBE	WMBE	SLBE	WMBE	SLBE	WMBE	SLBE	WMBE	SLBE	
African American	47	25	18	7	20	8	46	39	23	17	250
Asian American	10	8	15	6	4	0	2	1	2	1	49
Hispanic American	71	33	30	11	14	6	35	27	20	11	258
Native American	3	2	1	1	1	1	1	1	0	0	11
Caucasian Female	47	22	43	26	20	13	35	21	48	25	300
Caucasian Male	0	45	0	60	0	17	0	11	0	9	142
Totals	178	135	107	111	59	45	119	100	93	63	1010

This chart shows the actual number of SLBE or WMBE certifications by industry category and by certified ethnic classification.

NUMBER OF DIVERSE COMMODITIES AND SERVICES REGISTERED BY CERTIFIED COMPANIES

ETHNICITY	CONSTRUCTION TRADES		CONSTRUCTION-RELATED DISCIPLINES		PROFESSIONAL SERVICE DISCIPLINES		NON-PROFESSIONAL SERVICE TRADES		VARIOUS GOODS & SUPPLIES		WMBE PROGRAM	SLBE PROGRAM
	WMBE	SLBE	WMBE	SLBE	WMBE	SLBE	WMBE	SLBE	WMBE	SLBE		
African American	207	115	82	38	64	19	138	119	111	72	602	363
Asian American	40	36	44	11	17	0	3	2	7	5	111	54
Hispanic American	240	121	126	49	50	18	105	88	66	41	587	317
Native American	10	8	2	2	2	2	3	3	0	0	17	15
Caucasian Female	144	57	167	92	53	32	128	84	178	110	670	375
Non-Minority	0	166	0	203	0	43	0	43	0	36	0	491
Sub-Totals	641	503	421	395	186	114	377	339	362	264	1987	1615
Totals	1144		816		300		716		626		3602	

This chart shows there are multiple commodities and services (3,602) for which certified firms are registered to perform.

Equal Business Opportunity Program Overall Goals

WMBE Prime Contract Annual Goals	
Ethnic/Gender Specific	**Target Goal Percentage**
African American	4.49%
Asian American	0.55%
Hispanic American	4.28%
Native American	0.02%
Caucasian Female	5.33%
WMBE Prime Overall Goal	**14.67%**

SLBE Prime Contract Annual Goal	
Ethnic/Gender Neutral	**Target Goal Percentage**
SLBE Program	**6.00%**

WMBE Subcontract Annual Goals	
Ethnic/Gender Specific	**Target Goal Percentage**
African American	4.30%
Asian American	0.53%
Hispanic American	4.68%
Native American	0.02%
Caucasian Female	5.47%
WMBE Subcontract Overall Goal	**15.00%**

SLBE Subcontract Annual Goal	
Ethnic/Gender Neutral	**Target Goal Percentage**
SLBE Program	**10.06%**

- Percentages represent actual target/goal to evaluate pro-rata spend, not by population; by existing market area businesses certified by race and gender
- Percentage Goals are based upon analysis of procurement within five industry categories and companies certified as WMBEs/SLBEs in the market place who are eligible to perform services anticipated to be contracted during City's fiscal year(s).
- Annual Goals tabulated represent combined average for all 5-industry categories, by race/gender and prime/subcontract program areas.
- Goals are established pursuant to City Ordinance, Chapter 26.5 and the (DMI) Disparity Analysis Report

Procurement Guidelines To Implement EBO Initiatives

	Underutilized Prime WMBEs by Industry Category (Narrowly Tailored)						
	Estimated Contract Range	Construction	Construction-Related	Professional	Non-Professional	Goods	Applicable Policies
INFORMAL PROCUREMENT	$0 - $1,999.99	Black Hispanic Asian Native Am. Woman	Black Native Am.	Black Hispanic Asian Native Am. Woman	Black Hispanic Asian Native Am. Woman	Asian Hispanic Native Am. Woman	▪ Must use DemandStar ▪ Note***
INFORMAL PROCUREMENT	$2,000 - $24,999.99	Black Hispanic Asian Native Am. Woman	Black Native Am.	Black Hispanic Asian Native Am. Woman	Black Hispanic Asian Native Am. Woman	Asian Hispanic Native Am. Woman	▪ Must use DemandStar ▪ Sheltered Market ▪ Bid Preference 5% ▪ Up to 10 Rating Pts. ▪ Note**
FORMAL PROCUREMENT	$25,000 - $300,000	Black Hispanic Native Am. Woman	Asian Native Am. Woman	Black Hispanic Asian Native Am. Woman	Black Asian Native Am.	Black Hispanic Asian Native Am. Woman	▪ Must use DemandStar ▪ Sheltered Market (CCNA = $100,000 Cap) ▪ Bid Preference 5% ▪ Up to 10 Rating Pts. ▪ Note**
FORMAL PROCUREMENT	$300,000.01 - $500,000	Black Hispanic Native Am. Woman	Asian Native Am. Woman	Black Hispanic Asian Native Am. Woman	Black Asian Native Am.	Black Hispanic Asian Native Am. Woman	**▪ Bid Preference 5% ▪ Up to 10 Rating Pts.**

	Underutilized WMBE Subcontracting / Subconsulting (Narrowly Tailored)						
	Estimated Contract Range	Construction	Construction-Related	Professional	Non-Professional	Goods	Applicable Policies
SUB WORK	Estimated $50,000 or greater	Black	Black Asian Native Am. Woman	Black Hispanic Asian Native Am. Woman	Black Asian Native Am.	Black Asian Native Am. Woman	**▪ Contract % Goals ▪ Up to 10 Rating Pts. ▪ Note***

Overall Policy Statement: All initiatives regarding underutilized WMBEs are narrowly tailored and apply only to the affected groups

Index

Black = Black/African-Am. Business Enterprise
Native Am. = Native American Business Enterprise
Hispanic = Hispanic Business Enterprise
Asian = Asian Business Enterprise
Woman = Woman Business Enterprise (Caucasian)

Industry Categories

Construction is defined as: new construction, renovation, restoration, maintenance of public improvements and underground utilities.
Construction-Related Services are defined as: architecture, professional engineering, landscape architecture, design build, construction management, or registered surveying and mapping.
Professional Services are defined as: attorney, accountant, medical doctor, veterinarian or miscellaneous consultant.
Non-Professional Services are defined as: lawn maintenance, painting, janitorial, printing, hauling, security guard, etc.
Goods are defined as: all supplies, materials, pipes, equipment, machinery, appliances, and other commodities.

Applicable Policy – EBO Determining Factors:

▪ procurement type ▪ ITB vs. RFP ▪ estimated value ▪ work scope
▪ underutilized WMBE/SLBE availability

Note* = When availability of an underutilized group is insufficient to set a WMBE-specific goal, an SLBE goal will be established on Prime Bids and Prime Proposals.
Note** = Underutilized WMBEs will be included with SLBEs to fulfill the requisite availability of 3 certified firms to designate the procurement as Sheltered Market.
Note*** = Underutilized WMBEs will be solicited for informal quotes (e.g. P-Card/Phone); SLBEs will also be solicited, specifically when product/service isn't available through the underutilized MBE group.

Diversity Management System

Contract Compliance
Certificate Management
Online Application
Goal Setting
Migration/Interfaces/Imports

EBO Audit Steps:

1. City payments to prime contractor are input into the Diversity Management Business System

2. System alerts the prime of pending audits for "Prompt Payment" to all sub-contactors

3. Prime enters amount of payments made to all sub-contracts for audit period

4. Sub-contractors are notified of payments reported by the prime for their services

5. Sub-contractors verify actual amount of payments received to what was invoiced

6. Sub-contractor agrees to payment amount and EBO authorizes contract is in compliance

7. (A-B) If discrepancies or disagreements occur the system alerts all parties and EBO initiates corrective action to bring contract into compliance

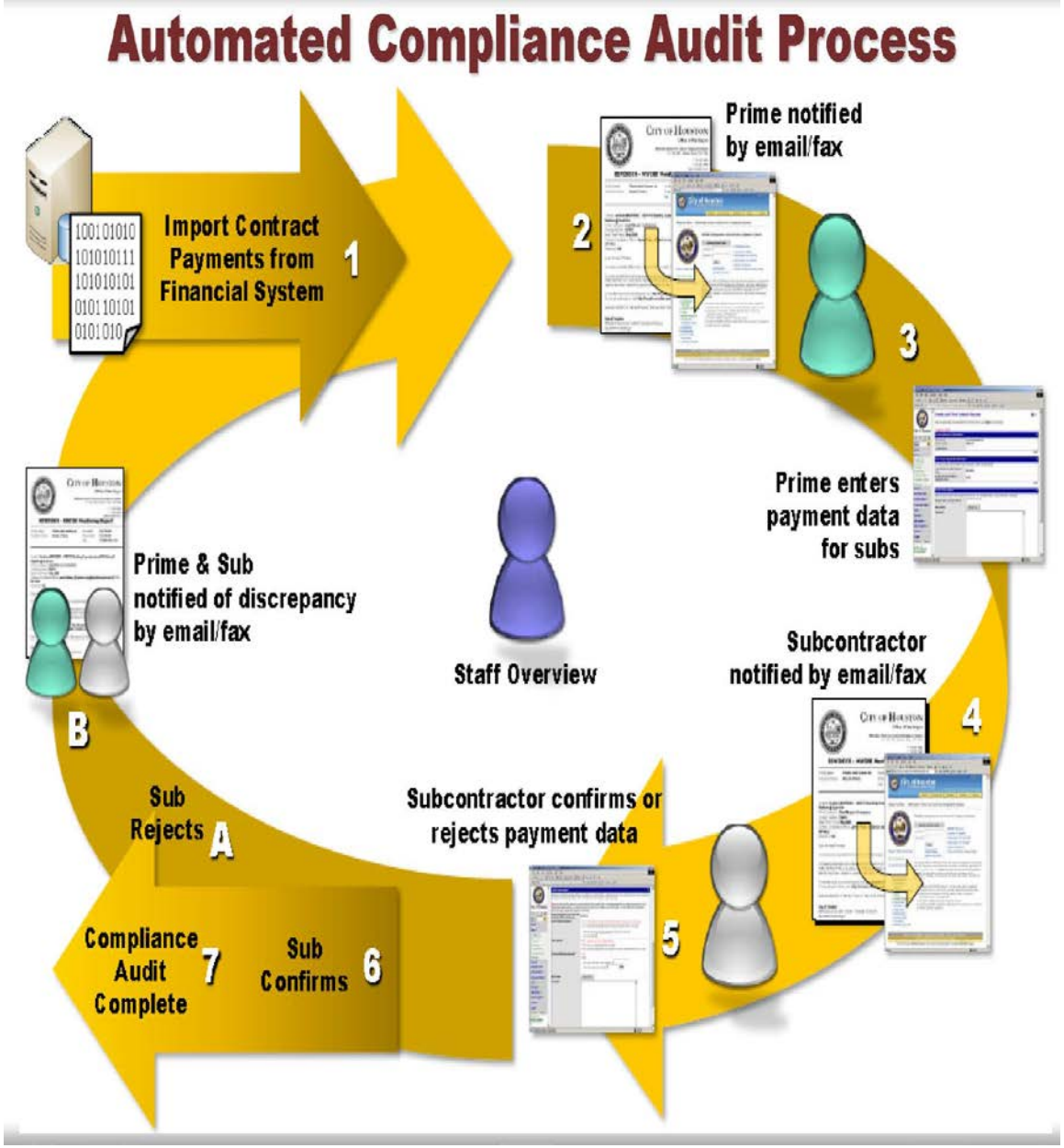
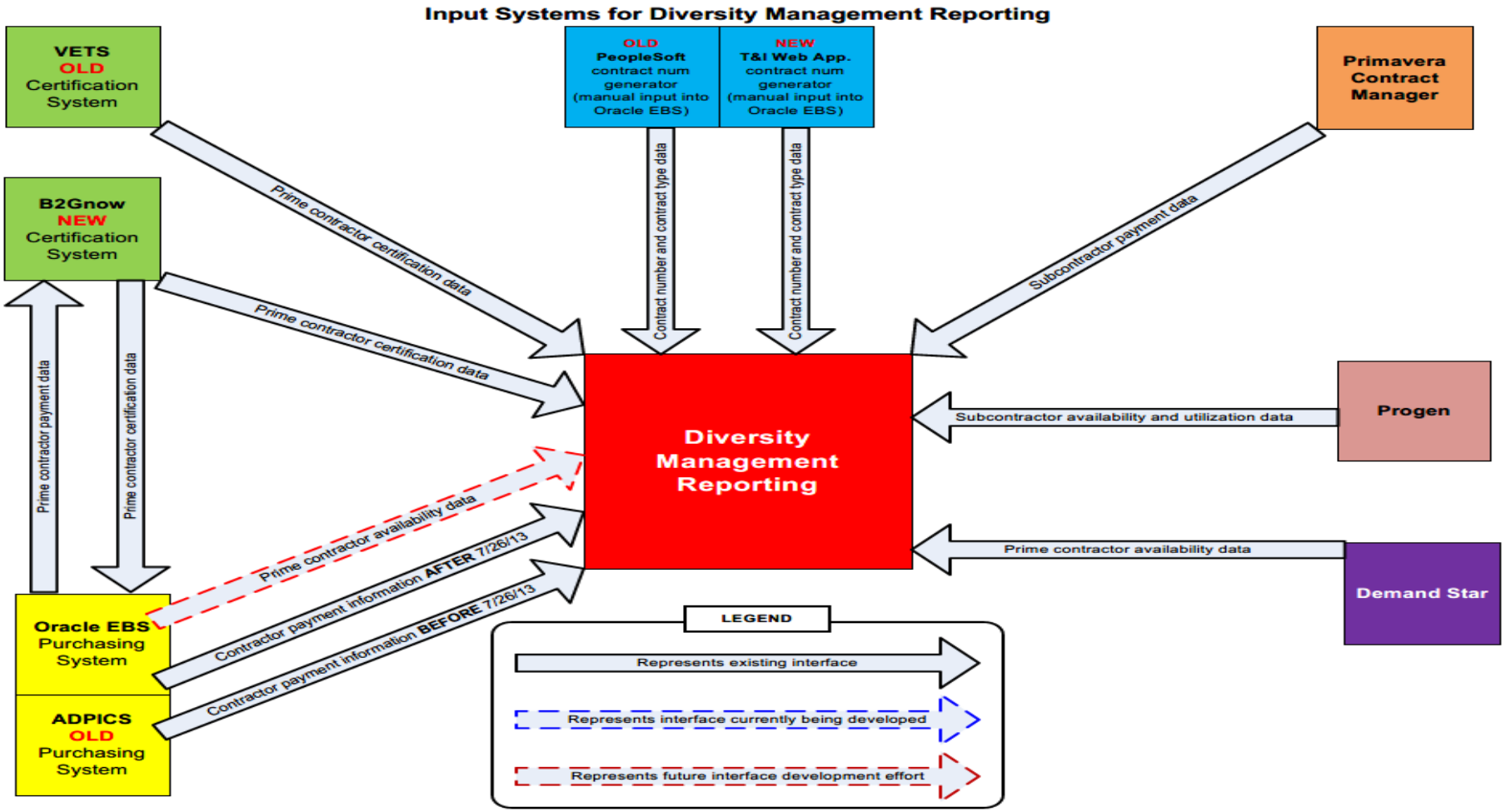


Diagram of Input Systems for Tampa's Diversity Management System

(Phase 2)



- **Diagram shows the complexity of the multiple systems required to collect all data on dollars spent by the City of Tampa.**
- **These systems allow for evaluation of actual payments received by WMBEs, SLBEs and Non-Minority vendors to measures inclusion and determine if disparity exists.**

B2GNOW LCPtracker

Labor Compliance Software

Diversity Management Software

Comprehensive Functionality

B2Gnow/LCPtracker is the most sophisticated software available to Manage government diversity programs. Whether DBE, ACDBE, SBE, MBE, WBE, or any other type, the system captures and reports on all information imaginable while allowing staff more time for outreach and enforcement. As a web-based, hosted solution, there are no costly technical aspects to worry about – we've got you covered.

Contract & Concession Compliance

- Track construction, service, supply, and professional service contracts.
- Track retail, food/beverage, parking, and rental car concession agreements.
- Compliant with U.S. DOT 49 CFR Part 26 and Part 23.
- All subcontractor payments and concession revenues are self-reported and verified electronically, including prompt payment status.
- Track real-time participation against goals up to 10 subcontractor tiers deep.

Certification Processing & Online Applications

- Track all types of applications (DBE, SBE, MBE, WBE, etc.) from receipt to approval.
- Generate letters and send emails/faxes to applicants.
- Note owners, PNW, and gross receipts; track site visits; and capture all relevant information.
- Publish certifications to real-time online directory with owner, keyword, commodity code, description search, and download capabilities.
- Detailed online application with configurable questions for firms to complete and submit.
- All application types supported – DBE, ACDBE, MBE, WBE, SBE, LBE, HUB, etc.
- Electronic and hardcopy documentation.
- Automated alerts by email and fax.

Goal Setting & Bid Tracking

- Set goals based on statistical (disparity study, census, bid list) data and past achievement.
- Track bids and prime/sub bidders for all applicable projects.

Labor Compliance & Prevailing Wage

- Contractors submit and certify online prevailing wage reports.
- Track workforce utilization and generate internal and public reports.
- Comply with federal Davis-Bacon, state, and local wage rules.
- Reporting and tracking of ARRA, EEO, residency, and apprentice requirements.

Outreach Management

- Create campaigns and add vendors based upon certification status, NAICS/NIGP code, location.
- Send solicitations and related procurement notices to vendors and post on the public bulletin board.
- Distribute notices by fax and email.

Vendor Management

- Self-management and registration by vendors.
- Search the extensive vendor database and generate comprehensive reports.
- Export 100 fields of data.

Insurance Management

- Assess compliance with contract insurance requirements.
- Use electronic checklists to streamline and audit the validation process.
- Track Acord certificates, sureties, performance bonds, and more.
- Alert staff, agents and contractors of upcoming insurance expiration.

Visit us at:

www.b2gnow.com
www.lcptracker.com

Modular Design

B2GNOW LCPtracker Labor Compliance Software

Diversity Management Software

Benefits

- Staff labor savings of 50-70%.
- Reduced disparity study cost.
- Integrated platform saves time and effort.
- Staff training is quick, easy, and unlimited.
- Improved relationships between government, primes, and subs.
- Consistently remind all contractors of responsibilities and program benefits.
- Automated gathering of data.

Features

- Comprehensive and user friendly.
- Easy to configure to current processes; baseline system available within days.
- Paperless transactions with everything documented in standardized format.
- Comprehensive standard, graphic, and ad-hoc reporting capabilities.
- No hardware or software to procure and maintain.
- 100% web-based.

The interconnected modules can be implemented as a multi-function enterprise system or a single module.

Fiscal Year 2018 WMBE/SLBE Awards Report

Office of Equal Business Opportunity