



Massachusetts

Supplier Diversity Office

Fulfilling the Promise of Access and Opportunity

FISCAL YEAR 2010 SUPPLIER DIVERSITY PROGRAM ANNUAL REPORT

*“Opening Doors and Creating Opportunities
for Minority-and Women Owned Businesses.”*



Deval L. Patrick
Governor

Timothy P. Murray
Lieutenant Governor

Jay Gonzalez
Secretary for Administration and Finance

William M. McAvoy
Acting State Purchasing Agent and General Counsel

Reginald A. Nunnally
Supplier Diversity Office Executive Director

Gladymar Parziale
Supplier Diversity Program Director

FISCAL YEAR 2010 AFFIRMATIVE MARKET PROGRAM ANNUAL REPORT

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OFFICE OF THE GOVERNOR
COMMONWEALTH OF MASSACHUSETTS
STATE HOUSE • BOSTON, MA 02133
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DEVAL L. PATRICK
GOVERNOR

TIMOTHY P. MURRAY
LIEUTENANT GOVERNOR

March, 2011

Dear Friends:

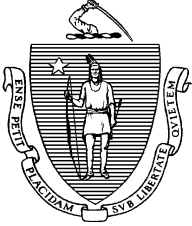
I am pleased to highlight the many successes of the Supplier Diversity Program (SDP), formerly known as the Affirmative Market Program, in public contracting for Fiscal Year 2010. This report includes information on all executive branch departments and authorities that participate in the Commonwealth's Supplier Diversity Program and briefly illustrates their development and progress.

By eliminating many of the barriers minority and women-owned businesses face, the Supplier Diversity Program enables these businesses to be competitive participants in the state contracting system. As a result of these efforts, the SDP reports a thirty percent increase in combined spending for contracting in goods and services with minority and women-owned businesses, from Fiscal Year 2009 to Fiscal Year 2010.

My Administration is committed to diversifying Massachusetts' workforce and encourages all state agencies to adhere to the mission of the Supplier Diversity Program by implementing initiatives which promote economic opportunities and business development. To remain faithful to this commitment, we will continue to aggressively seek business partnerships and opportunities for the citizens of the Commonwealth of Massachusetts through the Supplier Diversity Program in the years ahead.

Sincerely,

A handwritten signature in black ink, appearing to read "Deval Patrick", written in a cursive style.



DEVAL PATRICK
GOVERNOR

TIMOTHY MURRAY
LIEUTENANT GOVERNOR

JAY GONZALEZ
SECRETARY

THE COMMONWEALTH OF MASSACHUSETTS

EXECUTIVE OFFICE FOR

ADMINISTRATION AND FINANCE

STATE HOUSE ▪ ROOM 373

BOSTON, MA 02133

TEL: (617) 727-2040 ~~March, 2011~~ FAX: (617) 727-2779

To: Members of the General Court, Cabinet Secretaries, Agency Heads, Supplier Diversity Program Officers and Purchasing Agents

It is with great pleasure that I present to you our annual Supplier Diversity Program (SDP), formerly known as the Affirmative Market Program, report for Fiscal Year 2010, highlighting the program's accomplishments in promoting the advancement of Minority and Women Business Enterprises (M/WBEs) in public contracting. This is the 20th year of the M/WBE program, which continues to make progress in fostering a diverse labor force and economic opportunity in the Commonwealth. Promoting access and opportunity in state contracting is a core mission for the Patrick-Murray Administration, carried out in part through continued commitment to the goals and objectives of the new Executive Order 524.

I am pleased to announce that in FY10, combined Supplier Diversity Office (fka SOMWBA) certified minority (MBE) and women-owned businesses (WBE) expenditures in commodities and services increased by \$173,609,120 or 30% from FY09 totaling \$757,117,963. MBE expenditures in FY10 increased by 17% above the previous years spend totaling \$250,031,260 and WBE expenditures increased by 37% above previous years spend totaling \$507,086,704. There is more work to be done, and we will work hard to expand on these successes and reach even higher milestones.

As we continue to address the fiscal challenges that lie ahead, we will move forward resolutely with initiatives to address the business concerns of the SDP and its participants, the small, minority and women business communities. The SDP and its objectives have become part of the infrastructure of doing business with state entities and assuring equal access to the opportunities that the Commonwealth has to offer. As we view the national economic trends with concern for what may lie ahead for our state economy, these commitments are more important than ever. Congratulations to the Supplier Diversity Program on a job well done, and best wishes for new achievements to come.



Jay Gonzalez
Secretary



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE

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DEVAL PATRICK
GOVERNOR

TIMOTHY MURRAY
LIEUTENANT GOVERNOR

JAY GONZALEZ
SECRETARY

March 2011

Re: FY2010 Supplier Diversity Program

I offer my congratulations to the staff of the Massachusetts Supplier Diversity Office and the staff of the Supplier Diversity Program staff – Gladymar Parziale, Maria D. Gonzalez-Walker and Donna Fleser on another successful year.

In February 2010, Governor Patrick filed legislation to create the Massachusetts Supplier Diversity Office through the consolidation of SOMWBA and AMP. This path was taken because we believed it would benefit minority business enterprises and women business enterprises by creating a single point of entry to certification services, technical assistance, business development services and access to state contract opportunities. If the fiscal year 2010 outcomes are any indication, we are well on our way to keeping the promise of equal access and opportunity.

According to fiscal year 2010 tabulations, expenditures on goods and services with minority business enterprises (MBEs) and women business enterprises (WBEs) increased by 30%, or approximately \$173.6 million, from FY09 to FY10. Total dollars expended on goods and services with MBEs and WBEs totaled approximately \$757.1 million. Spending with MBE firms increased 17% (totaling \$250 million) and spending with WBE firms increased 37% (totaling \$507.1 million).

While we are pleased by the level of supplier diversity attainment, we know that we can achieve additional operational improvements and outcomes. We will continue to challenge ourselves to understand how procurement policies and/or practices may unintentionally work against achieving our objective of enhancing access and opportunity. Where we identify any inconsistency in our implementation of policy, we will adopt necessary modifications. ***“Equity of opportunity is not the enemy of efficiency; it is the promise of democratic governance”*** continues to be our organizing principle as we work to expend state contract dollars efficiently while promoting the objectives of equal access and opportunity.

Sincerely,

Ronald G. Marlow

Ronald G. Marlow
Assistant Secretary for Access and Opportunity



The Commonwealth of Massachusetts
Executive Office for Administration and Finance
Operational Services Division
One Ashburton Place, Boston, MA 02108-1552



<http://www.Comm-PASS.com>

Deval Patrick
Governor

Jay Gonzalez
Secretary

Timothy Murray
Lieutenant Governor

William M. McAvoy
Acting State Purchasing Agent

TO: Gladymar Parziale, Director
Supplier Diversity Program

FROM: William McAvoy, Acting State Purchasing Agent and General Counsel

DATE: February, 2011

RE: Supplier Diversity Program Accomplishments

FY 2010 was a successful and productive year for the Supplier Diversity Program (SDP) as a result of the hard work, commitment and innovation of SDP staff, SDP Department Officers, the SDP Business Advisory Board and Executive Departments.

In fiscal year 2010, the combined total of M/WBE statewide expenditures for Goods and Services was \$757,117,964, which represents an increase of \$173,609,120 or 30% over FY 2009 statewide spending. This is a positive indicator that departments are cognizant of their responsibilities under Executive Order 524 and are contracting with certified minority and women owned companies to meet their commodity and service needs whenever possible. This increase is especially important and impressive when considering the economic challenges facing public purchasers and the business community in the Commonwealth. Some additional statistics include:

- FY 2010 MBE commodities & services expenditures totaled \$250,031,260, which represents a 17% increase over FY 2009.
- FY 2010 WBE commodities & services expenditures totaled \$507,086,704, which represents a 37% increase over FY 2009.
- SDP is providing technical assistance and outreach to municipalities interested in learning about the program and expanding city and town contracting opportunities to minority and women owned businesses.
- The SDP Business Advisory Board continued its focus on Outreach and Education, meeting with members of the Administration, the Legislature (both House and Senate) and Community Leaders to explain the importance of the SDP and request their support of the program.

I would like to acknowledge your hard work as the SDP Director in that you stepped in to ensure that the important work of the Supplier Diversity Program continued as the SDP transitioned to becoming an integral component of the new Supplier Diversity Office within the Operational Services Division. Special thanks to you, Maria Gonzalez, Donna Fleaser, OSD's Procurement Directors, Procurement Managers and support staff whose help and endorsement have made the continued growth and success of the SDP Program possible.

I look forward to another successful year of increased opportunities for certified minority and women owned businesses and to continuing to work with you and the SDP Officers in FY 2011.



COMMONWEALTH OF MASSACHUSETTS

EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE

SUPPLIER DIVERSITY OFFICE

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It is with great pleasure that I present to you the Supplier Diversity Offices (SDO) annual Supplier Diversity Program (SDP) report for Fiscal Year 2010. This report highlights the program's accomplishments in promoting the advancement of Minority and Women Business Enterprises (M/WBE's) in public contracting. Access and opportunity in state contracting is one of the prime objectives of the Governor Patrick and Lieutenant Governor Murray's Administration that is changing how government does business with Minority and Women Owned companies. The administration is committed to insuring that everyone has an equal opportunity to participate in the Massachusetts economy. This commitment is now being implemented throughout the various departments of state government from top to bottom and enforced in part through a continued commitment to the goals and objectives of the new Executive Order 524.

I am pleased and comforted in announcing that the combined Supplier Diversity Office certified minority and women-owned businesses expenditures has increased for FY10, by \$173,609,120 from FY09 totaling \$757,117,963.

MBE expenditures in FY10 has increased by 17% above the previous year totaling \$250,031,260 and WBE expenditures has increased by 37% above the previous year totaling \$507,086,704. It is clear that this is a remarkable achievement but there is more that needs to be done, and we will continue to work to build upon these achievements to reach an even higher objective.

It is good business to diversify who the commonwealth does business with, it is important that as many businesses as possible in Massachusetts have an equal opportunity to contract with state government. This is the new Massachusetts, moving in a direction of inclusion and transparency as we continue into the new millennium.

Congratulations to the SDO Supplier Diversity Program staff on a job well done.

Sincerely

Reginald Nunnally

Reginald A. Nunnally
Executive Director
Supplier Diversity Office



The Commonwealth of Massachusetts
Executive Office for Administration and Finance
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Deval Patrick
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Jay Gonzalez
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William M. McAvoy
Acting State Purchasing Agent

March, 2011

Each Fiscal Year the Supplier Diversity Program (fka Affirmative Market Program) sets a goal to perform better than the prior year. As you are aware, Fiscal Year 2009 already set the bar very high with a 6% increase above FY08 numbers. However, the SDP FY10 challenge was further complicated as a result of budget reductions, causing a decrease in the Executive Branch Department FY10 discretionary spending. Despite the roadblocks, I am excited to share with you that M/WBE expenditures in FY10, were beyond anyone's expectations. Simply said, we rocked!

While I would love to take all the credit for this amazing 30% increase, I feel a little clarification is warranted. Subcontracting spending increased largely through the diligence of SDP Officers in collecting and reporting the data. I foresee the subcontracting spending trend will continue to increase every year. In addition, in FY10 state agencies received funding through the American Recovery and Reinvestment Act (ARRA) to finance projects that otherwise would have not been fulfilled. It is important to note that these funds will only be available through FY11 so we will be challenged to make a greater effort to maintain this current level of M/WBE spending in FY12.

In Fiscal Year 2010, I put together a team to work on simplifying and redesigning the SDP plan form, based on comments from agencies and vendors. The simplification of the SDP Plan Form made it easier for Statewide Contractors to understand and complete the form, facilitating partnerships with M/WBEs. We have received excellent feedback from all users.

I could go on about the numbers and administrative improvements behind the SDP since the publication of the last annual report. However, the majority of our clients would agree that the biggest highlight of our year occurred on October 20, 2011 at the FY11 SDP Annual Kick Off and Networking Event. Over 540 people registered to attend the M/WBE event, a twenty percent increase above FY10 Kick Off. As a result, we moved the venue from the Massachusetts State House, Great Hall to the Boston Convention and Exhibition Center (BCEC). I would like to personally thank the BCEC president, James E. Rooney, and his wonderful staff for supporting this event. In addition, I want to recognize the SDO and Operational Services Division employees, Comm-PASS team, SDO Business Advisory Board as well as the sponsors who worked so hard to make the Kick Off the largest event of its kind for the M/WBE vendor community.

Lastly, I would like to acknowledge two people that helped me through this wonderful ride, SDP staff, Donna Fleser and Maria Gonzalez. Our customers and I are very lucky to have two of the most committed individuals supporting and promoting equality in the State procurement process. In all, FY10 was packed with challenges but, as evident in this annual report, our state agencies continue demonstrating their strong dedication to the mission of the Supplier Diversity Program.

Comments from satisfied customers that attended SDP FY10 Kick Off and Networking Event:

"I was able to network with numerous agencies and vendors, and gained some valuable insight along the way. As a minority owned business we felt this event provided a tremendous amount of information on how to do business with the state."

- Cliff Blaise
Senior Account Manager
Raydan Technologies, MBE

"It was great to meet you at the kick-off event. I was so 'pumped' up with optimism and I can't wait to launch my business."

- Claudia A. Baeza
Law Office of Claudia A. Baeza, M/WBE

"By far the most valuable part of the Kick Off was the ability of networking, marketing and relationship building opportunities with several Statewide Prime contractors and other MWBEs."

-Robert C. Williams, Jr.
National & Federal Mobility, LLC
MBE

"I am currently pursuing the connections I made at this event with the goal of doing business with the Commonwealth of Massachusetts. I am grateful for this opportunity and I am profoundly thankful for the help. "

- Linda Samuels, MBA, MSC
CEO Premier Capital By-The-Sea, LLC (WBE)
and Billionaire Babies LLC (WBE)

"The Kickoff event resulted in actual orders for my company! "

-Doreen Blades
US Eco Products, Corporation
WBE

"The event was excellent, inspiring, powerful, the speakers were fabulous and I left with a really good feeling as a human being in general."

-Joe Patrissi
Hollister Staffing



To: Gladymar Parziale, Director, Supplier Diversity Program
From: Michael Kaye, Business Advisory Board
RE: Supplier Diversity Program, Business Advisory Board
Date: March 15, 2011

It is a pleasure to submit the following comments on behalf of the entire Supplier Diversity Program, Business Advisory Board. This volunteer board is comprised of experienced business people, who have worked together to create a team that equals much more than the sum of its individual members. The synergy created among this team has continued to help in the success of the Supplier Diversity Program. As a measure of this success, expenditures with M/WBE's in FY10 equaled \$757,117,964 which was a 30% increase from FY09. Below is the story of some of the people who contributed to this success.

Patricia Vacca continues to lead the Nationally Recognized mentoring program. Twenty-Nine new companies were mentored during this past year. The total number of companies mentored from its inception in 2004 is now 236 companies. Also thanks to Indira B. Patel, Robin Cohen, Shirley Young, Janet Santa Anna and Swapan Roy for their support of the mentoring program.

Janet Santa Anna continues to lead the legislative initiative, coordinating meetings with State senators and representatives and members of the Business Advisory Board. Board members involved in these meetings were John R. Monteiro, Kelley Chunn, Joni Lee Rossi, Robin Cohen and Michael Kaye. Part of the message was the outstanding number of jobs that have been created through the growth of Women and Minority Businesses.

The Kick-Off Event in September was a total Team effort with amazing results. This year's event was attended by over 500 people and had to be held at the Boston Convention Center because of its growth.

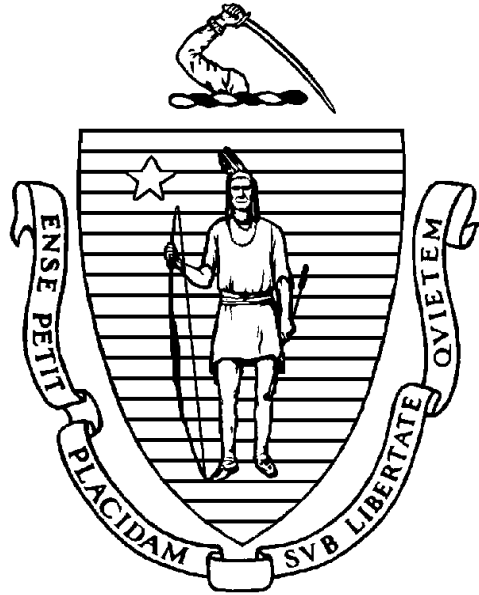
The Advanced Vendor Training Workshop received numerous positive comments from the attendees. This annual workshop is conducted by members of the Business Advisory Board to help vendors learn from the experience of the BAB Team members and was attended by over 70 people. This is a unique opportunity for vendors to learn from people who have already walked in similar shoes. Thanks to the BAB presenters Shirley Young, Patricia Vacca, Janet Santa Anna, Swapan Roy, Robin Cohen, Michael Kaye, John R. Monteiro, Joni Lee Rossi, Kelley Chunn and Loretta DeGrazia

I would also like to say thank you to Mayda Chaprazian and Vincent Meglio for their input at the board meetings.

The newest initiative is the finance committee with input from Loretta DeGrazia, Joni Lee Rossi and Michael Kaye. This is part of a larger initiative to help create access to capital for minority and women business enterprises.

We have made many positive steps towards our mission to assist the Commonwealth and its SDP participating entities to maximize participation of minority- and women-owned businesses in the state contracting system. There are several more steps to be taken. The passion, dedication, experience and actions of the Business Advisory Board members will continue to help achieve these goals.

Supplier Diversity Program



Gladymar Parziale
Director

Executive Office for Administration and Finance
Operational Services Division
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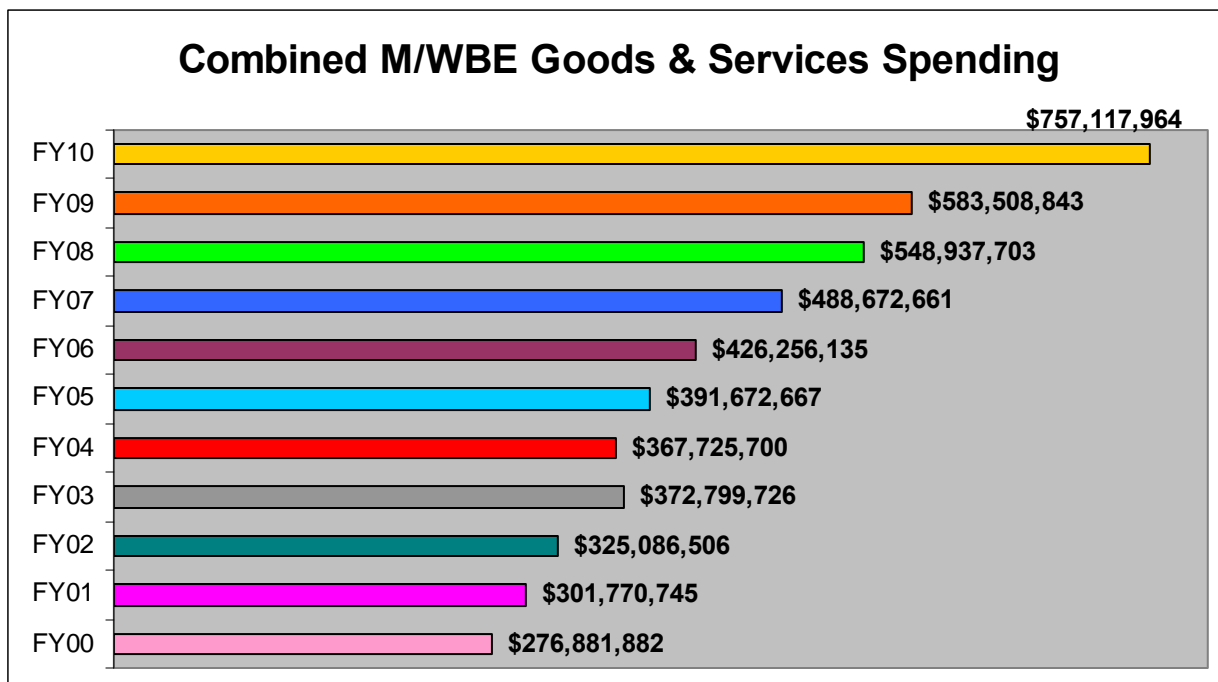
EXECUTIVE SUMMARY

INTRODUCTION AND SUMMARY OF FINDINGS

The FY10 Supplier Diversity Program (SDP) formerly known as the Affirmative Marketing Program Annual Report highlights the Commonwealth's procurement activity with SOMWBA certified Minority-and Women Business Enterprises (M/WBEs) from July 1, 2009 through June 30, 2010.

One of the major functions of the SDP is its enforcement of *Executive Order 524*. In this capacity the SDP is responsible for tracking participating SDP department procurement expenditures in the areas of goods, services, construction and design with certified M/WBEs. One of the integral components and quantitative tools the SDP Director uses each fiscal year to monitor department performance and participation with M/WBEs is an established benchmarking process. Each participating SDP department/authority establishes a separate dollar benchmark at the beginning of each fiscal year individually for MBEs and WBEs. These dollar benchmarks allow the Director, SDP Officers, and their respective departments to track expenditure achievements at the end of the given fiscal year.

As a direct result of the Supplier Diversity Program, the M/WBE Combined Statewide spending for Goods and Services has increased annually from Fiscal Year 2000 through Fiscal Year 2010.



It is important to note that expenditures tracked and reported in the statewide totals as highlighted above represent state spending only.

The Supplier Diversity Program Team services certified minority and women owned businesses as well as those who are in the process of becoming certified. The SDP Team assists department officers using the following methods:

- Helping to increase M/WBE vendor pools
- Assisting with economic development strategies and/or activities
- Recommending contracting policies and other procedures that maximize M/WBE access
- Educating prime contractors on the importance of the SDP and the development of subcontracting relationships and partnerships with M/WBEs.

The contents of the FY10 Supplier Diversity Program Annual Report provides further insight and information into each Secretariat's unique procurement needs and relationships with M/WBEs. Additionally, benchmark achievement information for individual departments represented by the Secretariat is also reported in detail.

MINORITY BUSINESS ENTERPRISE FISCAL YEAR 2010 HIGHLIGHTS

	FY08	FY09	FY10
GOODS & SERVICES	\$206,513,037	\$214,072,838	\$250,031,260
CONSTRUCTION	\$66,259,545	\$82,719,718	\$248,771,045
DESIGN	\$4,718,729	\$4,752,049	\$15,555,788
TOTAL	\$277,491,311	\$301,544,605	\$514,358,093

- FY10 MBE expenditures in Goods, Services, and Construction & Design contracting totaled \$514,358,093 and represents 12.4% of statewide department's discretionary budgets of \$4,159,802,956.
- In FY10 MBE Goods and Services expenditures increased by 17% over FY09 spending, totaling \$250,031,260.
- FY10 MBE prime spending showed an increase of 11% from FY09 totaling \$217,740,867.
- FY10 MBE subcontracting increased 89% from FY09 totaling \$32,290,393.

WOMEN BUSINESS ENTERPRISE FISCAL YEAR 2010 HIGHLIGHTS

	FY08	FY09	FY10
GOODS & SERVICES	\$342,424,666	\$369,436,005	\$507,086,704
CONSTRUCTION	\$48,759,118	\$77,199,782	\$229,737,912
DESIGN	\$4,036,127	\$2,299,888	\$13,999,791
TOTAL	\$395,219,911	\$448,935,675	\$750,824,407

- FY10 WBE expenditures in Goods, Services, and Construction & Design contracting totaled \$750,824,407 and represents 18% of statewide department's estimated discretionary budgets of \$4,159,802,956
- In FY10, WBE Goods and Services expenditures increased by 37% over FY09 spending, totaling \$507,086,704.
- FY10 WBE prime spending an increase of 32% from FY09 totaling \$466,789,908.
- FY10 WBE subcontracting increased 114% from FY09 totaling \$40,296,796.

EXECUTIVE AGENCIES FISCAL YEAR 2010 HIGHLIGHTS

Office of the Governor

- Despite a significant reduction in overall budget and discretionary spending prior to and during the fiscal year, the Governor's Office continued to support the Supplier Diversity Program whenever possible in FY10. The office relied heavily on MBE vendors for office supplies, toner, and travel expenses.
- The Governor's Office identified and utilized a WBE vendor for printing of the Office of the Child Advocate Annual Report that resulted in additional WBE expenditures. The office looks forward to working with this WBE vendor on the project on a yearly basis.
- The Governor's Office continues to support the Supplier Diversity Program by ensuring that the Department Officer attends all Program meetings and events.

Executive Office for Administration and Finance

Bureau of State Office Buildings

- In FY10 the Bureau of State Office Buildings (BSB) expended \$2,874,306 with UNICCO Service Company who in turn subcontracted \$627,977 to Long Bay Services/Vanguard General Services, a M/WBE. In FY10, overall expenditures to M/WBE subcontractors decreased by approximately 20% from the prior year, however, BSB exceeded its FY10 benchmark in total expenditures by approximately 1%.

Information Technology Division

- In Fiscal Year 2010, the Information Technology Division greatly exceeded both its projected MBE and WBE benchmarks. MBE expenditures totaling \$1,764,273 were more than double the \$839,922 MBE benchmark.
- FY10 WBE expenditures totaled \$5,845,857 and were more than three times the benchmark of \$1,934,658. These significant increases were mainly due to increased project spending in IT capital projects using statewide IT contracts.

Division of Capital Asset Management

- The Division of Capital Asset Management (DCAM) has had a long-standing commitment to MBE/WBE participation on its construction projects and is pleased to report its construction and design expenditures and awards for FY10. DCAM's current overall participation goals are 7.4% MBE and 4% WBE on its construction project spending and 8% MBE and 4% WBE on its design project spending.
- In FY10 DCAM made overall payments under its construction contracts of \$274,344,287.00. Of the payments on those projects, MBE contractors received at least \$24,482,397.96 (8.1%) and WBE contractors received at least \$20,189,843.04 (7%), exceeding the overall goals for both MBE and WBE participation. A total of fifty-eight different MBE and sixty-two different WBE firms performed work on these projects. DCAM also awarded \$97,429,755.00 in construction contracts in FY10. Twenty-eight MBE contractors were initially awarded subcontracts worth at least \$5,762,539.20; thirty WBE contractors were initially awarded subcontracts worth at least \$3,806,042.75.
- On its design contracts DCAM made payments of \$43,059,571.90 in FY10. Of those payments MBE firms received at least \$2,611,256.21 and WBE firms received at least \$2,133,413.04. A total of twenty-four MBE and thirty-one WBE design services firms participated on these design projects. DCAM awarded \$25,867,378.00 in design contracts in FY10. Sixteen MBE firms were initially awarded subcontracts worth at least \$2,018,107.00 and thirteen WBE firms were initially awarded subcontracts worth at least \$1,052,184.00.

Disabled Persons Protection Commission

- The Disabled Persons Protection Commission uses approximately 90% of appropriated funds solely for Investigations, oversight and the necessary support staff to allow the department to comply with its mission statement of protecting adults with disabilities from abuse. After non-discretionary spending is deducted from the remaining funds, a small percentage is available for M/WBE Vendors. Most of these available funds were expended with M/WBEs including laser toner cartridges, general office supplies, and recycling service vendors.

Massachusetts Developmental Disabilities Council

- The Council, an independent entity, is established by Public Law 106-402 as well as 100% federally funded. The Council's funds are required to be spent on program areas of the Developmental Disabilities Act. The Council has made every effort to challenge the organization to procure from M/WBEs and has had success in doing so.

Human Resource Division

- For FY10, HRD exceeded its MBE benchmark of \$29,230 by \$8,119. Much of the MBE spending is geared towards printing and office supplies. Our reliance on these supplies may be less due to internal efforts to leverage technology and improved work efficiencies, however a better determination can be made over time. Where applicable, HRD will use a MBE vendor should the business need arise and to continue to promote the Commonwealth's Supplier Diversity Program.
- For FY10, HRD exceeded the WBE benchmark of \$161,186 by 92% to \$310,255. The majority of the WBE spending was put towards consulting services such as investigative, utilization review/health consulting and information technology. Spending to a lesser extent was also directed towards office, printing and other general administrative supplies.

Department of Revenue

- The Department of Revenue (DOR) exceeded both its MBE and WBE benchmarks by significant margins in FY2010 exceeding the MBE benchmark by \$1,015,806 and the WBE benchmark by \$1,096,453. DOR has been fortunate that there is a considerable base of SOMWBA certified MBE and WBE Information Technology contractors and subcontractors available to contract and utilize.
- DOR initiated a Growth and Development program that successfully promoted the participation of three SOMWBA certified vendors at STAR and the grant of five SMARTBID subscriptions through the sponsorship of two of its prime contractors.

Massachusetts Teachers' Retirement System

- In FY10, Massachusetts Teachers' Retirement System (TRB) exceeded both its established MBE and WBE benchmarks by significant margins exceeding the MBE benchmark by \$443,060 and the WBE benchmark by \$623,151.
- MTRS successfully continued the M/WBE subcontracting partnership with Resourcesoft, Inc. as part of our New Line of Business System as well as with other prime contractors such as Standard Modern with a total spending of \$89,803. MTRS will continue to look for ways to expand MBE and WBE partnerships in FY11 and beyond.

Massachusetts Office on Disability

- The Massachusetts Office on Disability (MOD) discretionary funding was 40% less in FY10 than in FY09 due to budget cuts, yet MOD exceeded its MBE benchmark by 25%. MOD used MBE vendors exclusively for its printing supplies, office supplies, and temporary help services.

Civil Service Commission

- The Civil Service Commission is one of the smallest state agencies within state government with a skeleton staff and minimal resources to spend on vendors. The agency sets realistic targets for MBE and WBE spending in FY10 and met them. 22% of all discretionary spending, and approximately

50% of all administrative (EE) costs were used to purchase supplies and equipment from New England Office Supply, a woman and minority owned-business.

Public Employee Retirement Administration Commission

- The Public Employee Retirement Administration Commission exceeded both its projected MBE and WBE benchmarks for FY2010.
- The FY2010 WBE benchmark was exceeded by \$37,513. Most of the spending was due to disability retirement medical panels provided by Scope Medical Services and Kids Terrain Inc.
- The FY2010 MBE benchmark was exceeded by \$10,383. The Minority Business expenditures were made up of purchases from statewide contractors for commodities such as office and administrative supplies, office furnishings and printing expenses.

Office of the State Comptroller

- All Office of the State Comptroller (OSC) printing and administrative expenses were directed to MBE vendors and the new contract for the Statewide Single Audit ensures strong sub-contractor participation. The agency was shy of its benchmark by \$6,312, but will continue its efforts to meet or exceed the benchmark in FY11.
- In FY10 the OSC exceeded their WBE benchmark of \$261,190.00 by \$121,526.00, as a result of a joint project with the Treasurer. This provided the agency with the opportunity to work with a WBE vendor, as did an upgrade of our intranet site. The OSC also contracted with another vendor to provide services for their annual CFO conference.

Executive Office of Energy and Environmental Affairs

- For Fiscal Year 2010 the Executive Office of Energy and Environmental Affairs (EEA) is pleased to report that it has exceeded its MBE benchmark by nearly 48%. EEA's total MBE FY2010 spending of \$173,197 was an increase over the previous year total spending by more than 14%.
- Also for Fiscal Year 2010 the EEA exceeded their WBE benchmark by over 50%. EEA's total WBE FY2010 spending of \$823,022 was an increase over the previous year total spending by nearly 30%.
- EEA will continue to support our MBE/WBE partners throughout FY 2011 as indicated by its increased benchmarks in MBE/WBE spending even in the midst of the current economic climate this year.

State Reclamation Board

- In fiscal year 2010 the State Reclamation Board (SRB) increased its MBE spending by nearly 28% when compared to the previous fiscal year and achieved its highest MBE expenditures in nine years. Additionally, the SRB exceeded its FY10 MBE target by over 34%. The SRB has increased its MBE target by over 21% for fiscal year 2011 and is well on track to meet its FY11 target.
- Similarly, SRB increased its FY10 WBE expenditures by over 75% when compared to the previous fiscal year and achieved its highest WBE expenditures in its history. SRB exceeded its FY10 WBE target by over 63%. The SRB has increased its WBE target by over 28% for fiscal year 2011 and is confident it will meet its WBE FY11 target.
- In fiscal year 2010, the SRB solicited bids to establish a list of pre-approved vendors to provide various heavy duty equipment and related supplies as well as to provide maintenance and repair of heavy duty equipment. One of the awards the Department issued was to a state certified MBE vendor, Minuteman Trucks Inc. The SRB's subsequent utilization of Minuteman Trucks Inc. to provide contracted services in fiscal year 2010 resulted in Minuteman Trucks comprising nearly 9% of the agency's FY'10 MBE spending. SRB will continue seeking out both MBE and WBE vendors to bolster its MWBE spending.

Department of Agricultural Resources

- In fiscal year 2010 the Department of Agricultural Resources (DAR) exceeded its MBE target by almost 2%. For fiscal year 2011, DAR has set the highest MBE benchmark goal in its history despite a prolonged period of budgetary spending reductions.
- In fiscal year 2010 the Department of Agricultural Resources WBE spending, while falling short of its highest benchmark target ever, achieved its second highest year for WBE spending. The highest year for DAR WBE spending was the preceding fiscal year 2009.
- In fiscal year 2009, the Department awarded land appraisal contracts for multiple agency use. When the agency solicited bids, it required responders to submit proposed sub-contractor SDP plans. This strategy to increase SDP spending came to fruition in fiscal year 2010 when four of the vendors awarded appraisal contracts reported AMP subcontracting expenditures. The end result was that these contracted vendors contributed 3.6% towards the agency's total FY'10 MBE expenditures and 1.6% toward the agency's FY'10 WBE expenditures.

Department of Conservation and Recreation

- The Department of Conservation and Recreation (DCR) named a new SDP Officer, Ruthie Graham, in June of 2010. Through Ruthie's efforts, DCR was able to capture significant spending data from Construction M/WBE subcontracting agreements. This information had never been reliably collected in past reports, thus DCR's FY10 figures show a significant increase in the amount of money committed to and spent on M/WBE businesses.
- In FY10, DCR exceeded its MBE benchmark of \$90,455 by \$7,354,610 with a total of \$8,255,065 in MBE Expenditures.
- DCR exceeded their FY10 WBE Benchmark of \$4,830,667 by \$2,410,785 with a total of \$7,241,452 in WBE Expenditures.
- DCR is proud to have identified M/WBE spending that had not been recognized before, thus significantly contributing to the Commonwealth's overall achievements for FY10. DCR anticipates a similar level of achievement (with budgetary adjustments) for FY11.

Department of Energy Resources

- Department of Energy Resources (DOER) signed contracts with three consulting firms to provide technical assistance for clean energy technology projects and performance contracting projects to Massachusetts municipalities under the ARRA Energy Efficiency and Conservation Block Grants (EECBG) program. Two have sub-contracted with SOMWBA certified vendors and one is a SOMWBA-certified WBE vendor.
- DOER signed a contract for a statewide energy management system (EEMS). The vendor has partnered with three SOMWBA certified sub-contractors that will assist them in bringing EEMS to life.
- DOER continued its relationship with New England Office Supply, Inc., which provides office supplies to the department.

Department of Environmental Protection

- Massachusetts Department of Environmental Protection (MassDEP) exceeded their WBE benchmark despite the recent economic challenges. Agency-wide WBE procurements surpassed the benchmark of \$990,257 by \$279,366; resulting in a total expenditure of \$1,269,623 for WBE participation.
- During the next fiscal year, MassDEP will endeavor to continue to meet and exceed our M/WBE benchmarks. As always, MassDEP wants to insure that there remain opportunities for M/WBEs to compete for and, where appropriate, to receive contracts as well as subcontracts. The MassDEP will continue to be an active participant in all vendor-related events where the agency is able to outreach to M/WBE vendors who are willing, ready and able to do business with the Commonwealth.

Department of Public Utilities

- The Department of Public Utilities (DPU) continues to work to identify services of MBE/WBE vendors to meet their business needs. During FY2010 they used RAD Employment Services (WBE) for temporary help. DPU continues to have strong partnerships with CAM Office Services (MBE/WBE) and New England Office Supplies (MBE/WBE). During the spring of 2010, DPU worked with CRG Associates (WBE) for on-site Microsoft 2007 Training. They saw a decrease in out-of-state travel and we anticipate this trend will continue in FY2011. This has impacted our spending within the MBE category. DPU will continue to use OT&T Travel (MBE) for our limited travel that remains.

Department of Fish & Game

- Department of Fish and Game's (FEW) Office of Fishing and Boating Access had in excess of \$300,000 in WBE related contracts which were a major contributor to the Department's MBE/WBE bottom line.
- FWE issued RFQ# 2010-03 at the end of FY10 for "Ecological Restoration Technical Master Service Agreement". The resulting Master Service Agreement (MSA), established in the fall of FY11, replaces two old MSAs established when the SDO requirements were not as well understood. Many of the vendors that qualified for this new contract, are composed of vendor-teams, with one or more MBE/WBE sub-contractors. Additionally, three WBE firms qualified as prime vendors. FWE anticipates the new MSA will improve M/WBE participation going forward, beginning in FY11.

Executive Office of Health and Human Services

- In FY10, the Executive Office of Health and Human Services (EHS) continued to exceed their MBE goals. This is mainly represented by the Information Technology business EHS does with prime vendors that subcontract with minority vendors. A total of \$1,101,328 was spent through sub contracting this year.
- EHS relies heavily in SOMWBA Certified vendors in statewide contracts to fulfill their office supply needs. These vendors include: Cam Office Services Inc., G A Blanco & Sons Inc., and New England Office Supply Inc.

Department of Elder Affairs

- Elder Affairs' (ELD) continued high level of MBE expenditures, \$31.3 million in FY10, surpassed the benchmark of \$26 million, by \$5.3 million. This resulted in exceeding the benchmark by 8%. This demonstrates the ongoing importance of minority vendors in the Home Care Program and related community-based services for frail elders.
- Central Boston Elder Services, a minority non-profit organization, is one of the largest of the state's 27 Aging Services Access Points (ASAPs) accounting for \$22 million.
- Elder Affairs Business Operations Office continues to participate in the Affirmative Market Program by way of purchasing office supplies, toner cartridges etc. from MBE/WBE vendors.
- Elder Affairs reported \$14.2 million in WBE expenditures for FY 2010. Surpassing the benchmark by \$6.3 million.

Division of Health Care Finance and Policy

- In Fiscal Year 2010, the Division of Health Care Finance (HCF) and Policy set a goal of \$46,339 in MBE expenditures. Actual spending in FY10 was \$78,446, surpassing the benchmark set by \$32,107. Most of the Division's office and information technology supplies are purchased through MBE vendors. The Agency also selected an MBE vendor to design the agency logo. The Division always considers options to expand its purchasing and business with MBE vendors.
- In FY10, the original WBE goal for the Division was \$302,979. Actual WBE spending in FY10 was \$317,534, surpassing the benchmark set by \$14,555. The Division entered into two additional IT consultant contracts with WBE vendors. We also purchased audio and video equipment from a certified WBE vendor in order to exceed the FY10 goal.
- The Division of Health Care Finance and Policy continues to participate in the Supplier Diversity Program by purchasing office supplies, office furnishings, copier and printing supplies and

information technology supplies/equipment from M/WBE vendors. The Division also contracts with M/WBE service vendors that perform information technology and management consultant services, training, data entry services, and temporary health services. HCF will continue to make a concerted effort to expand its use of M/WBE vendors whenever possible in the future.

Massachusetts Commission for the Blind

- The Commission for the Blind (MCB) set an MBE goal of \$83,593 and exceeded that goal by purchasing \$142,041 in FY10 with qualified MBE vendors. The \$58,448 increase was achieved from a onetime purchase of new office furniture made necessary by an increase of leased office space in our downtown office. Additionally we contracted with a new vendor to print up large print calendars to be sent out to all of our blind clients Statewide.

Massachusetts Commission for the Deaf and Hard of Hearing

- The Massachusetts Commission for the Deaf and Hard of Hearing (MCDHH) surpassed its MBE benchmark of \$11,302 by \$4,251, by the calculated MBE subcontractor component of statewide contract usage.
- MCDHH surpassed its WBE benchmark of \$11,011 by \$36728, in large part by unexpected funding availability late in the year allowing ongoing multi-year IT project work with Kyran Research Associates, a statewide contract vendor.
- Purchase-of-Services vendors spent more than \$2,500 in FY10, the first year that their human services contracts fell under Supplier Diversity Program Plan requirements. Since this spending was all in the "ancillary" category it did not contribute to MCDHH's reportable spending.
- It bears emphasis that in FY10 all of MCDHH's M/WBE spending derived from statewide contracts.
- MCDHH continues to seek out prospective M/WBE vendors in commodity and service areas without M/WBE representation and to encourage these vendors to become certified as both M/WBE and, where applicable, small businesses.

Massachusetts Rehabilitation Commission

- Massachusetts Rehabilitation Commission (MRC) continues to maximize purchases from minority owned business included directing nearly all office supply expenditures to the New England Office Supply, a certified M/WBE. MRC's plan for maximizing purchases from woman owned business included directed purchases of services from temporary help agencies certified as WBE.

Office for Refugees and Immigrants

- In Fiscal Year 2010, the Office for Refugees and Immigrants (ORI) spent 13% of its available discretionary budget with MBE vendors, despite a 16% decrease in the agency's discretionary funding overall. The majority of ORI's MBE spending was for refugee human and social services provided by a handful of certified MBEs within ORI's network of refugee service providers. ORI continued to reach out to individual service providers to encourage their pursuit of SOMWBA certification. This remains a priority strategy for increasing ORI's MBE spending levels in FY11.
- In Fiscal Year 2010, the Office for Refugees and Immigrants (ORI) narrowly missed its benchmark for WBE spending at 99%. ORI maintained its relationships with several WBE providers of language and interpretation services, while maintaining traditional spending levels with WBE printing and office supply vendors.
- ORI provided technical assistance to many prospective contractors in the development and submission of the Supplier Diversity Program (SDP) plans and encouraged their participation in the training and technical assistance opportunities available through the Supplier Diversity Program.

Department of Youth Service

- Thanks to the work of its procurement staff and POS unit, The Department of Youth Services (DYS) has exceeded its SDP benchmarks in a difficult economic environment.

- DYS FY10 MBE benchmark was set at \$2,580,678. Total spending for the year with MBE vendors was \$2,778,130, exceeding the benchmark by \$197,453.
- DYS' FY10 WBE benchmark was set at \$14,117,852. Total spending for the year with WBE vendors was \$14,476,669, exceeding the benchmark by \$358,817.
- The overwhelming majority of the department's discretionary spending is through Purchase of Service contracts with the private, not for profit Human Services provider agencies.
- By establishing a cooperative and better coordinated approach to purchasing within the Department, DYS has been able to establish a Request for Response template and evaluation and monitoring system that has contributed to better evaluations and scoring of bidders' responses, which in turn has resulted in a more diverse pool of qualified vendors.
- DYS is proud of its continued success in expanding participation with MBE and WBE vendors and will continue to endeavor increased spending with these businesses in FY11.

Department of Veterans' Service

- In Fiscal Year 2010 The Department of Veterans' Services (VET) exceeded both MBE and WBE benchmarks. VET exceeded their MBE benchmark by \$47,678 and their WBE benchmark by \$157,243. They accomplished their MBE benchmark goal by purchasing IT equipment and office supplies with MBE vendors. To accomplish their WBE goal they used WBE vendors for temporary services and contracted with WBE pos providers.

Soldiers' Home in Chelsea

- For FY 2010, the Soldiers' Home in Chelsea (CHE) was able to exceed the MBE spending target by \$33,850 and their WBE spending target by \$347,292 through regular appropriation spending and the use of Interagency Service Agreement (ISA) funds provided by Division of Capital Asset Management (DCAM). Two major DCAM funded projects which contributed to the overage were:
 - Daigle Electrical Construction Corp was contracted to replace five walk in coolers in the agency's long term care building for \$275,000.
 - Daigle Electrical Construction Corp was contracted for emergency plumbing and electrical repairs with a contract value of \$140,000.

Soldiers' Home in Holyoke

- The Soldiers' Home in Holyoke (HLY) exceeded the projected spending in WBE's.
- The Soldier's Home in Holyoke Department SDO Officer is also now the Small Business Purchase Program Officer and feels that this dual role will help increase business opportunities for both SDO, SPP and the Soldiers' Home
- The Soldiers' Home in Holyoke is currently working with a SOMWBA certified vendor on three separate projects.

The Department of Public Health

- The Department of Public Health (DPH) exceeded its MBE benchmark for FY10 by \$1,599,506. The agency benchmark was \$26,487,082 and final expenditures were \$28,086,587.
- DPH exceeded its WBE benchmark for FY10 by \$11,147,507. The agency benchmark was \$27,382,528 and final expenditures were \$38,530,034.
- Successful M/WBEs partnerships have been developed by attending the yearly STAR Event and attending the Supplier Diversity Office monthly "Meet the Vendor" program/meeting. This has provided a good network of M/WBE vendors to work with.
- In the face of continued budget cuts the agency will continue to work with vendors to create opportunities to do business with the Department of Public Health by working with the network of M/WBE vendors developed by the Supplier Diversity Office
- With continued budget cuts for FY10 and FY11 the department is projecting a downward trend in MBE/WBE spending projections.

Department of Transitional Assistance

- In Fiscal Year 2010, the Department Transitional Assistance (DTA) set a goal of \$300,000 in MBE spending. Actual spending was slightly over \$1.45 million, surpassing the benchmark by \$1 million. DTA will continue in its efforts to seek options for spending discretionary funds with MBE vendors.
- The Department of Transitional Assistance increased spending through sub contractor payments with MBE's from \$50,000 in FY09 to over \$700,000 in FY10. The DTA will continue to use the contracts impacting the sub contractor payments in order to maintain or increase MBE spending.
- A significant percentage of the Department of Transitional Assistance MBE spending comes from the purchase of office supplies and printer/copier toner. These purchases will remain directed toward the MBE vendors that benefit from the Department's needs for these commodities.
- Sub contractor spending for The Department of Transitional Assistance increased with WBE's from \$127,000 in FY 2009 to over \$775,000 in FY 2010. Detail of these expenditures will be reviewed to ensure that the utilization of the statewide and Department contracts impacting the spending continues or increases with WBE's.
- Several Department of Transitional Assistance awarded contracts have gone to certified WBE's which generated over \$1.6 million of the total \$3 million in spending for FY10.
- In Fiscal Year 2010, the Department Transitional Assistance set a goal of \$2.6 million in WBE spending. Actual spending was slightly over \$3.6 million, surpassing the benchmark by \$1 million. DTA will continue in its efforts to seek options for spending discretionary funds with WBE vendors.

Department of Mental Health

- In Fiscal Year 2010, the Department of Mental and Health (DMH) set a goal of \$49.2 million in WBE spending. Actual spending was over \$71 million, surpassing the benchmark set for FY10 by \$22 million. DMH encourages its area and facility staff to do business with M/WBE providers whenever possible.
- The Department of Mental Health successfully awarded new contracts for a statewide RFR for a new Community Based Flexible Supports service. Forty-four contracts worth over \$214 million were awarded with 10% of the evaluation based on the Provider's Supplier Diversity Program Plans. This represents the largest dollar value for any single DMH service, with each provider having committed to measurable Supplier Diversity Program Plan goals.
- The Department of Mental Health will issue for FY11 a statewide RFR for Clubhouse Services with an annualized value of over \$18 million. The Supplier Diversity Program Plans submitted as part of the responses to these RFRs represented 10% of the total score for the RFR. Total dollars and types of M/WBE services planned directly determined the SDP scoring.

Department of Developmental Disabilities

- The Department of Developmental Disabilities (DDS) has exceeded its benchmarks for M/WBE expenditures and the WBE expenditures exceeded 100 million dollars. DDS continues to encourage the participation of M/WBE's in the procurement process.
- The SDO for DDS participates twice a year in SDO workshops to educate new potential providers on EOHHS's procurement system.
- The DDS has put out to bid a number of new programs and providers must comply with the requirements of the new Executive Order 524 before a provider receives an award. In addition, the DDS encourages large providers to subcontract with M/WBE's.

Department of Children and Families

- Department of Children and Families (DCF) had worked with Best Quality Maintenance Service in FY09 to assist them with expanding their business through a statewide contracting effort. DCF's spending level with this MBE and WBE certified provider has been sustained in FY10. DCF has seen considerable gains in working with two significant contributors to MBE spending over the past two years. Henry Lee Willis Center's MBE spending increased 11.3% from 4.14 million in FY09 to 4.61

million FY10, while Gandara Mental Health's spending increased 12% from 6.24 million in FY09 to nearly 7 million in FY10.

- DCF continues to develop the growth of MBE and WBE business by promoting ancillary spending and by directing providers to avail themselves of free training and support offered via the SDP program. DCF strives to increase vendor capacity by encouraging MBE/WBE growth and development.
- Over the past year, DCF has conducted outreach with providers who have been successful bidders on DCF's RFRs and in particular with consultants who have bid on the Individual Practitioner RFR. Such outreach activities include offering guidance in developing effective SDP Plans by providing acceptable options for SDP commitments, i.e., directing providers to: M/WBE certified.
- Although overall WBE/MBE spending decreased from FY09 to FY10 in line with continued expenditure reductions, DCF was able to not only protect, but increase overall SDP subcontracting. SDP subcontracting expenditures increased from \$320,840 in FY 09 to \$337,138 in FY10, an increase of about a 4.5%. This increase is notable due to the fact that overall budget expenditures decreased by 5.4% in the same time period.

Executive Office of Public Safety and Homeland Security

- In Fiscal Year 2010, the Executive Office of Public Safety & Security (EOPS) expenditures with M/WBEs totaled \$1,778,792.38. This amount includes a 12.6% increase over 2009 spending with WBE vendors and a 21% increase over WBE benchmark projections.
- Due to staffing and program needs, the Office of Grants & Research increased spending with WBEs for Temporary Help Services from \$7,015.92 in FY09 to \$26,545.46 in FY10.
- The State 911 Department, with the assistance of DCAM, contracted with Goldman Reindorf Architects, inc. to address roofing repairs. The FY10 contract of \$53,000.00 is five times greater than the FY09 contract.
- The State 911 Department contracted the service of Stephanie Labbe-Wallace dba TRS Quality Assurance, LLC, to conduct quality assurance testing of telecommunications relay services. This vendor is a certified WBE. Although the FY10 expenditures of \$81,770 are exempt under the PP subsidiary and not included in our annual projections, the Department felt it note worthy.

Sex Offender Registry Board

- The Sex offender Registry Board (SORB) was able to exceed both its projected FY10 MBE and WBE benchmarks despite significant cuts to its budget.
- The agency strived to continue its efforts to promote M/WBE spending through the previously established business partnerships and the exploration of other business opportunities with M/WBEs.
- Most of the SORB FY10 spending with M/WBE vendors was the result of purchases with M/WBE statewide contractors for commodities such as office supplies and copier supplies.
- Presently, the department does not project any immediate increase in spending due to fiscal constraints.

Department of Correction

- During FY10, the Department totaled \$4,679,628 in expenditures with M/WBE's, exceeding the amount spent in FY09, and exceeding an established FY10 combined M/WBE agency benchmark in accordance with Executive Order 524.
- In October 2010, the Department held the 2nd Annual Diversity and Unity Day Event at the Northeastern Correctional Center in Concord, MA. There were 282 attendees at the event and several representatives from Minority and Women-Owned Businesses (M/WBE's) participated as community partners in the activities. The event helped to further promote the DOC's commitment to developing business partnerships with M/WBE's by connecting the DOC with M/WBE representatives. This annual event continues to pave the way for exciting new connections to be made between the DOC and M/WBE's.

Department of State Police

- The Department of State Police (POL) significantly exceeded both its projected MBE and WBE benchmarks in Fiscal Year 2010 despite significant cuts to its budget. The MBE expenditures were 55% over the benchmark figure, primarily due to MBE Sub-Contractors increasing. The WBE expenditures were 26% over the benchmark figure with WBE Sub-Contractors increasing as well. In Fiscal Year 2011, the Department of State Police anticipates to meet and/or exceed MBE/WBE expenditures by promoting WBE/MBE spending and stressing the significance of the Program to our Troop Clerks and Fiscal Liaisons.

Department of Public Safety

- In Fiscal Year 2010, the Department of Public Safety (DPS) spent \$152,974 with MBE vendors. This amount was \$116,758 above the Fiscal year 2010 benchmark.
- In Fiscal Year 2010, the Department of Public Safety spent \$220,085 with WBE vendors. This amount was \$152,351 above the Fiscal Year 2010 benchmark.
- The Department of Public Safety will continue to work with the Supplier Diversity Program to utilize WBE and MBE vendors throughout Fiscal Year 2011. The Department of Public Safety hopes to exceed Fiscal Year 2011 benchmarks as well.

Merit Rating Board

- In FY2010, the Merit Rating Board (MRB) continued to use MBE/WBE vendors for all purchases of office supplies, toner cartridges, and temporary services. Whenever possible, MRB utilized MBE/WBE vendors for IT professional services and IT purchases. This included continuing long-standing relationships with vendors as well as establishing new relationships as the need arose.
- MRB exceeded its FY2010 benchmark for WBE by aggressively seeking to use these vendors at every opportunity.

The Massachusetts Military Division

- For Fiscal Year 2010 the Massachusetts Military Division set a goal of \$85,174.00 in MBE spending. The actual pay out was \$126,468.03, surpassing our benchmark by more than 67%.
- The success in WBE expenditures has been even more prolific. The 2010 benchmark of \$28,902.00 was an aggressive amount especially while enduring substantial budget cuts. The agency was able to find different methods of reaching and exceeding our goals including Federal Grants and ARRA funding. \$246,922.54 was spent on WBE vendors during Fiscal Year 2010 elevating disbursements by over 34 times the previous highest total.

Parole Board

- In Fiscal Year 2010, our agency set a goal of \$210,083 in WBE spending. Actual spending was \$343,867 in WBE, surpassing the FY10 benchmark by \$133,784 due to utilizing WBE temporary help and hiring new vendor to provide long-term housing service for our parolees.

Municipal Police Training Committee

- In Fiscal Year 2010, the Municipal Police Training Committee (MPTC) set a goal of \$51,522 in WBE spending. Actual spending was slightly under at \$50,669.00. Although we missed our goal, the MPTC continues to pursue SDO certified vendors in obtaining the best value for the Commonwealth.
- In Fiscal Year 2010, the Municipal Police Training Committee set a goal of \$35,229 in MBE spending. Actual spending was \$15,394.00.
- Fiscal 2010 was a difficult year for the Municipal Police Training Committee because our main appropriation was initially eliminated by 9C cuts in September of 2009 and brought back in January 2010. This uncertainty and fiscal constraints eliminated new spending initiatives.

Department of Fire Services

- In FY11, DFS has been able to expend a M/WBE total of \$53,984.70 in goods and services. This total divided into a \$17,482.55 MBE expenditure and a \$45,007.58 WBE expenditure, ranging from working with vendors such as Jane Moore, management consultant, to Comptronics Corporation, law enforcement and security equipment, to New England Office Supply, Inc., office and administrative supplies.
- DFS was also able to turn this snowy winter into a success by expending \$3,428.29 in road salt with WBE Eastern Salt Company, Inc.
- As of February 2, 2011, DFS has expended a MBE total of \$11,482.55 and a WBE total of \$48,645.21 and they will strive to continue their efforts to promote M/WBE spending as well as to meet their SDP benchmarks.

Department of Criminal Justice Information Services

- In Fiscal Year 2010, the Department of Criminal Justice Information Services (CJT) set a goal of \$424,924 in WBE spending. Actual spending was \$561,671, surpassing the benchmark by \$136,747. The department strives to always engage SOMWBA certified vendors in obtaining the best value for the Commonwealth.
- In Fiscal Year 2010, the Department of Criminal Justice Information Services set a goal of \$11,500 in MBE spending. Actual spending was \$427,212 clearly surpassing the benchmark by \$415,712.

Executive Office of Labor and Workforce Development

- The Executive Office of Labor and Workforce Development (ELW) surpassed both MBE and WBE benchmarks set for FY10, an increase of \$4,267 with minority-owned and \$3,615 for women-owned businesses.
- ELW is proud to report that of its available \$65,989 discretionary dollars for FY10, \$15,267 was spent with MBEs, while \$11,115 went to WBEs.
- With their continued support of New England Office Supply, OT& T Travel, and CAM Office this year, they were able to maintain a steady spending level in FY10.
- ELW improved upon their spending with minority-owned companies such as G.A. Blanco and P.J. Systems, Inc., with an increase of \$234 and \$319 respectively, while branching out to Sterling Business Products, Inc. for the purchase of business cards.
- The Executive Office of Labor and Workforce Development and all of its departments continue to seek ways to increase the involvement of M/WBE vendors in providing goods and services in support of their programs. Contracts and procurement staff will continue to monitor and track agency spending, provide direction to agency staff seeking goods and services, assist the staff in utilizing statewide contracts, and target quality M/WBE vendors for agency purchases.

Department of Industrial Accidents

- The Department of Industrial Accidents (DIA) purchased approximately 90% of its Office & Administrative Supplies from New England Office Supply, a MBE/WBE vendor.
- DIA purchased translation services from the WBE vendor Rapport International, a vendor they plan to continue utilizing in FY11.
- In FY10, DIA needed a media consultant this service was purchased from Strategis a certified M/WBE.

Division of Labor Relations

- Despite an overall FY 2010 budget reduction of 11.4% from the previous fiscal year, the Division of Labor Relations (DLR) was able to come within 3.5% of meeting its MBE benchmark goal and within 4.5% of meeting its WBE benchmark goal.

Department of Labor

- The Department of Labor (DOL) exceeded its MBE benchmark by \$3,070 spending a total of \$49,367 in FY10. This effort was due in part because of the following goods and services provided by MBE certified vendors: printing supplies from CAM Office Services and Sterling Business Products; general office consumables from New England Office Supplies; and IT equipment from PJ Systems, Inc.
- DOL exceeded its WBE benchmark by \$566, spending a total of \$26,773 in FY10. This effort was due in part because of the following goods and services provided by WBE certified vendors: general office consumables from New England Office Supplies; printing supplies from CAM Office Services and Sterling Business Products; educational equipment from Advance Presentation Systems; exhibits and displays from MG Products.
- The majority of DOL's FY10 M/WBE spending was the result of purchases made with M/WBE statewide contractors for commodities such as office consumable supplies, printing supplies and exhibits and display services.
- DOL exceeded its FY10 benchmark significantly due to some one-time expenses incurred for the purchase of necessary educational equipment.

Department of Workforce Development

- The Department of Workforce Development's Division of Unemployment Assistance (DUA) administers the Unemployment Insurance Program, the Division of Career Services (DCS) provides training and other assistance for unemployed Massachusetts Workers and the Division of Apprentice Training (DAT) promotes, develops and serves the Commonwealth's apprenticeship programs. In FY10, continued high unemployment resulted in a continued demand for the Department's services. As a result, the need for increased levels of general office supplies and IT consumables continued. It was in these areas that the DWD sought to improve its MBE and WBE spending to meet its 2010 Supplier Diversity Program benchmarks.
- In FY10, DWD increased expenditures with the following vendors: PJ Systems, MBE vendor that provides IT equipment - spending increase of 41%; G. A. Blanco & Sons, Inc., MBE vendor located in Great Barrington that provides IT supplies - spending increase of 22%; and New England Office Supply, M/WBE business located in Braintree - spending increase of 26%. These increased expenditures, among some others, resulted in DWD not only achieving its W/MBE benchmarks for FY10, but in surpassing them.
- For FY10, DWD set a WBE spending goal of \$1,351,245. DWD is pleased to report that it exceeded its FY10 WBE spending goal by 100%. DWD increased its WBE spending by more than \$1 million dollars, with total expenditures of \$2,711,075.
- For FY10, DWD set a MBE spending goal of \$781,331. By increasing its MBE spending by \$227,000 over the prior year, DWD surpassed its MBE spending goal by 9%, with MBE expenditures of \$853,296.

Executive Office of Housing and Economic Development

- Despite significant budget constraints, the Executive Office of Housing and Economic Development (EED) exceeded its FY10 MBE benchmark by 16% and its WBE benchmark by 15%.
- With a small budget where the majority of spending goes towards payroll and related expenses, EED carefully monitors its discretionary spending to ensure that as much of this spending goes towards M/WBE vendors. They review statewide contracts for M/WBE vendors whose goods and services can fulfill their administrative needs.
- Since its inception in FY04, EED has always exceeded its benchmarks for both MBE and WBE expenditures. EED managers are aware of the SDO goals and are strongly encouraged to contract with M/WBE vendors for their particular program requirements.

Massachusetts Office of Business Development

- Use of MBE subcontractors accounted for 6.6% of the Massachusetts Office of Business Development's (SEA) total MBE spending for FY10; and the use of WBE subcontractors equaled 18% of their total WBE expenditures. As their budget allows, they hope to improve on those percentages for the next fiscal year.
- SEA's Office of Small Business and Entrepreneurship offers competitive Technical Assistance Grants to non-profit agencies. In FY10, grants were awarded to MBE organizations which amounted to 41.5% of SEA's total MBE spending.
- Despite their budget constraints, SEA agencies were able to expand the pool of MBE and WBE vendors with whom we do business. Specifically, one new MBE vendor and three new WBE vendors are now included in their list of contacts.

The Department of Housing & Community Development

- The Department of Housing & Community Development is committed to ensuring that minority and women business enterprises are included in the planning and implementation of all programs of the department through spending priorities. They will continue to strive to meet aggressive goals, combined with improved outreach and will continue to award grants and contracts to certified minority and women business enterprises.
- In Fiscal Year 2010, the Department of Housing & Community Development succeeded in exceeding its MBE benchmark of \$13,106,171 by \$3,842,890 for expenditures totaling \$16,949,061. DHCD is very proud to have increased spending with MBE vendors by 10% over the course of the fiscal year. The Department utilized MBE vendors to provide purchased human and social services, office supplies, and temp help services. We will continue to strive to meet and exceed future benchmarks despite cuts in funding.

Office of Consumer Affairs and Business Regulation

- In FY10, the Office of Consumer Affairs and Business Regulations (SCA) exceeded both its MBE and WBE benchmark by significant margins. The MBE benchmark was exceeded by \$93,077 and the WBE by \$84,286. The reason for such a dramatic increase was due to onetime use of IT consultants. Other SCA spending consisted of printing and office supplies.

Division of Standards

- Even with a limited budget, the Division of Standards (DOS) was able to meet and exceed its FY10 MBE and WBE benchmarks by 29%. The DOS accomplished this by spending on office and printing supplies.

Division of Banks

- The Division of Banks (DOB) was unable to meet its FY10 MBE benchmark but surpassed its WBE benchmark by \$13,493. Although the DOB was unable to meet its MBE benchmark, it will continue its efforts to promote the use of M/WBE vendors.

Division of Insurance

- In FY10 the Division of Insurance (DOI) missed its MBE benchmark by a very small amount. However, it exceeded its WBE benchmark by \$95,499. FY10 spending consisted of administrative and printing supplies, temporary help and travel management services. Like all agencies under Consumer Affairs DOI is committed to utilizing M/WBE vendors whenever possible.

Division of Professional Licensure

- The Division of Professional Licensure (REG) is pleased to report that it was able to exceed its FY10 MBE and WBE benchmarks by \$1,424 and \$70,936 respectively. REG spending consisted of administrative and printing supplies and a one-time move expense.

Department of Telecommunications and Cable

- The Department of Telecommunications and Cable exceeded both its MBE and WBE benchmarks for FY10 by more than 90% and 100% respectively. This was accomplished through the use of temporary staffing, printing and office supplies and travel management vendors.

Massachusetts Department of Transportation

- During Fiscal Year 2010 the Massachusetts Department of Transportation (MassDOT) awarded \$172 million in construction contracts representing 21% decrease in state-funded construction contracts awarded compared to \$217.5 million in 2009. MBE/WBEs were awarded \$22.7 million during this period, or 13% of the total amount awarded, compared to \$58.3 million in 2009. Of this total MBEs were awarded \$8.7 million in construction contracts, and WBEs obtained \$14 million in construction contract awards.
- In design, MASSDOT awarded a total of \$187.6 million representing a 7.4% increase in design activity compared to \$174.6 million in 2009. MassDOT awarded \$22.3 million to MBE/WBEs, or 12% of the total amount awarded, compared to \$41.3 million in 2009. MBE firms obtained \$9.6 million in design contracts, and WBEs were awarded \$12.7 million in this category.
- MASSDOT tracked expenditures on active construction contracts for the fiscal year in the cumulative amount of \$330.9 million compared to \$227.9 million in 2009. \$96.6 million of the total was expended with MBE/WBE firms, a 29.3% increase in participation. From this total \$35 million was expended with MBEs compared to \$25.9 million in 2009 and \$63 million with WBEs compared to \$48.9 million in 2009.
- Expenditures for the fiscal year totaled \$95.1 million for active design contracts compared to \$32.1 million last year. \$8.5 million was expended with MBE/WBE firms during this period a 240% increase compared to \$2.5 million in 2009. \$3.3 million was expended with MBEs compared to \$1.9 million in 2009. MASSDOT spent \$5.2 million with WBEs compared to \$579,822 last year.
- MASSDOT tracked MBE/WBE goods and service expenditures for the fiscal year totaling \$122 million, a significant increase in MBE/WBE participation compared to \$5.7 million in FY09. Of this total \$40 million was paid to MBEs, and \$82 million was paid to WBEs.

Executive Office of Education

Department of Elementary and Secondary Education

- The Department of Elementary and Secondary Education is committed to ensuring that minority and women business enterprises are included in the planning and implementation of all programs of the department through spending priorities. They will continue to strive to meet aggressive goals, combined with improved outreach and will continue to award grants and contracts to certified minority and women business enterprises.
- In Fiscal Year 2010, the Department of Elementary and Secondary Education succeeded in exceeding its' benchmark of \$2,085,971. Expenditures totaling \$2,296,825 supported MBE certified vendors. The department utilized MBE vendors for office supplies, program coordinators, printing expenses, out of state travel services, and information technology equipment. They will continue to work within the agency's procurement unit to increase the amount of discretionary monies utilizing M/WBE certified vendors whenever possible.

Early Education and Care

- The Department of Early Education and Care's (EEC's) IT Department, while not interacting with a great number of external vendors, has been consistently entering into contracts with M/WBE vendors. Recent IT work includes contracts for the following WBE vendors that supply IT staffing: People Serve LLC (ITS3 VLO Contracts), American Contracting Services, and Overture Partners.
- EEC released two significant RFRs this past year (CCR&R RFR and Priority Pops RFR) in which they weighted up to 10% of the proposal scoring for WBE/MBE relationships and SOMBWA certification.

These were highly competitive procurements and being awarded these extra points made the difference in some cases as to whether a bidder received a contract or not. We noted that many bidders had developed longstanding relationships with SOMWBA certified vendors. The length of such relationships and the amounts involved factored into the 10% available in the scoring process.

- Many of the advisory groups that advise EEC's contractors are designed to capture diversity (ethnic, geographic, program type, and gender). Some examples of these groups include the advisories to the Market Rate Study and the CAYL CCR&R Business Model. Ensuring this diversity includes many voices in the implementation of our projects and hopefully increases the likelihood that they will work with EEC in other ways in the future.
- Commissioner Sherri Killins in the belief that EEC can do better, directed the creation of a master list of all vendors with whom EEC does business (over 370 vendors) indicating which of those vendors are WBE and/or MBE certified. This list has been released to the Senior Leadership team with an expectation that each manager will encourage vendors who could register as WBE/MBE to do so and/or encourage existing WBE/MBE vendors to seek additional business with EEC.

MassHousing

- MassHousing established a benchmark of \$701,455 in its self-funded administrative budget for Minority Business Enterprise participation in FY 2010. MassHousing exceeded its benchmark by expending \$831,076 or 118% of the projected goal with SOMWBA-certified MBE vendors. This achievement represents an ongoing trend to enhance MBE utilization across the Agency. The Agency will continue to seek out additional contracting and procurement opportunities to ensure goal achievement.
- For Women Business Enterprises, the agency established a benchmark of \$329,681. MassHousing expended \$294,528 with SOMWBA-certified WBEs. This represents 89% of this year's benchmark goal. This achievement signifies a notable increase over the previous year's achievement of 60% of the benchmark and is attributable to a variety of outreach efforts undertaken throughout the Agency. Going forward, the Agency will continue to seek out additional opportunities to utilize women-owned businesses.

MassHousing Construction Projects – Statewide*

- For FY 2010, MassHousing had 18 projects under construction, representing \$237 million in total awards. Of this amount, \$54 million or 23% were awarded to MBEs and \$30 million or 12% were awarded to WBEs and M/WBEs.

MassHousing Portfolio Properties – Statewide*

- Of the 537 developments in MassHousing's rental housing portfolio reporting during FY 2010, a total of \$196 million was expended for supplies, equipment and services across the Commonwealth. Of this amount, \$34 million or 17% were attributed to MBE expenditures and \$24 million or 12% to WBE and M/WBE expenditures.

MassHousing Business Development and Technical Assistance Initiatives

- In FY2010, MassHousing conducted its 20th Annual Statewide MBE/WBE Trade Fair. The Trade Fair provided approximately over 100 M/WBEs from across the Commonwealth with the opportunity to network and market their businesses to more than 500 management company executives, property managers and general contractors in attendance.
- MassHousing also focused on the western part of the state where an M/WBE Trade Fair in Springfield was held with 50 M/WBEs and about 150 management company representatives and general contractors in attendance.
- The Agency sponsored a Pre-Trade Fair Vendor Workshop for approximately 30 MBEs and WBEs planning to exhibit at the Trade Fair to learn how to market their goods and services, develop business opportunities, and increase the profitability of their businesses.

- The Agency held eight Regional Management Company Meetings across the state at which information on successful M/WBE companies was provided to management companies having difficulty meeting their MBE and WBE utilization goals.
- The Agency provided seven Small Business Capacity-Building Workshops. These workshops were designed to help M/WBEs to:
 - Gain access to capital and credit;
 - Develop a business plan;
 - Obtain their SOMWBA Certification;
 - Develop their bidding and estimating capabilities;
 - Become more knowledgeable of business insurance needs; and
 - Market their businesses more effectively to MassHousing-financed developments.
- The Agency implemented a new AMP data module that utilizes the Agency's Accounts Payable and Executive Information Systems to enhance the Agency's ability to monitor and report on its utilization of MBEs and WBEs in its own procurement practices. Training on the new module is planned for senior staff in FY2011.

MassHousing Receives Recognition

- MassHousing was presented with a "Corporate Leader in Diversity" award from the *Boston Business Journal* for successfully establishing diversity programs that have created measurable economic and community development results. MassHousing's commitment to these efforts over the last 15 years represents more than \$750 million in increased economic opportunity for MBEs & WBEs.

FISCAL YEAR 2010 DEPARTMENTAL PERFORMANCE

In FY10, 63% (50 of 80) of departments met MBE benchmarks and 75% (60 of 80) met WBE benchmarks. In addition, 67% (8 out of 12) Secretariats met MBE Goods and Services Benchmarks and 83% (10 out of 12) met WBE Goods and Services Benchmarks.

The Following Departments Increased and Exceeded Fiscal Year 10 Benchmarks:

MBE & WBE BENCHMARKS

Department of Developmental Services
 Department of Elementary and Secondary Education
 Department of Housing and Community Development
 Department Workforce Development
 Division of Energy Resources
 MassDot Massachusetts Highway Department
 MassDot Transit
 State Reclamation Board
 Teacher's Retirement Board

MBE BENCHMARKS

Chief Medical Examiner

WBE BENCHMARKS

Bureau of State Office Buildings
 Criminal History Systems Board
 Division of Labor Relations
 Group Insurance Commission
 Holyoke's Soldiers Home
 Public Employee Retirement Adm. Comm.

The Following Departments Met Fiscal Year 10 Benchmarks (Based on their 2-yr. Average Spend)

MBE & WBE BENCHMARKS

Civil Service Commission
Department of Conservation and Recreation
Department of Fire Services
Department of Public Safety
Department of State Police
Division of Capital Asset Management
Executive Office for Administration and Finance
Executive Office of Energy & Environmental Affairs
Human Resources Division
Information Technology Division
Mass. Commission for the Blind
Massachusetts Developmental Disabilities Council
Military Division
Soldier's Home in Massachusetts

MBE BENCHMARKS

Criminal History Systems Board
Department of Agricultural Resources
Department of Elder Affairs
Department of Industrial Accidents
Department of Telecommunications and Cable
Division of Energy Resources
Executive Office of Administration & Finance
Massachusetts Commission for Deaf and Hard of Hearing
Massachusetts Office on Disability
Massachusetts Rehabilitation Commission
MassHousing
Operational Services Division
Office of Consumer Affairs and Business Regulations
Public Employee Retirement Administration Commission

WBE BENCHMARKS

Department of Correction
Department of Mental Health
Department of Public Health
Department of Professional Licensure
Environmental Protection
Executive Office of Public Safety & Security
Mass. Office for Refugees and Immigrants
Massachusetts Commission Against Discrimination
Merit Rating Board
Office of the State Comptroller
Office of Consumer Affairs & Business Regulation
Parole Board
State Reclamation Board

ADDITIONAL SUPPLIER DIVERSITY PROGRAM ACTIVITIES

Business to Business Mentoring Program

The Supplier Diversity Program's ninth year at the Operational Services Division has been a great success. Initiatives led by the SDO Business Advisory Board include the Business to Business Mentoring program, Legislative Outreach Committee, and the Department Benchmark Assistance initiative. The mentoring initiative started in FY04 and thus far has assisted over 210 minority-and women-owned businesses with providing support in the area of technical assistance, marketing approaches, and the state bidding process to name some. The SDO Board's mission to assist and support departments and their coordinators with outreach to the certified business community has allowed for the continued growth in spending on a statewide level.

SDP Trainings

Another accomplishment of the Supplier Diversity Program for FY10 is the amount of trainings that we were able to offer to our program participants. Below is a summary of the trainings:

SDP Basic Procurement Workshops

This two hour workshop is for Minority and women Owned Businesses (M/WBEs) who are new to state procurement and are interested in learning: How to maximize your M/WBE status; How to find opportunities for SDP partnerships and How to market as an SDP Participant to state entities. In short, the SDP Basic Procurement workshop is designed as an introduction to the services and resources that SDP provides and what it means to be a certified vendor.

SDP Plan Workshop for Vendors

SDP offers this workshop exclusively to M/WBEs and non-certified Prime Contractors who are interested in learning how to submit an effective SDP Plan. This two hour training is designed to assist all Bidders in obtaining best practice approaches to submitting SDP Plans for all types of solicitations. The curriculum encompasses the necessary information, resources, and tools to complete the SDP Plan. Specifically, the training covers the following areas: Definitions of the Five SDP Plan components; How to develop SDP Partnerships for each component; Case studies for each SDP Plan component; and Resources available to identify potential M/WBE Partners.

SDP How to Effectively Navigate Comm-PASS

SDP offers this workshop to M/WBEs who are interested in effectively navigating Comm-PASS, the Commonwealth's Web-based state procurement system. The two hour training covers **free access tools to:** find bidding opportunities; find sub-contracting opportunities; find warm leads among buyer communities and Market to potential bidding partners who seek SOMWBA-Certified businesses. And **Fee-based SMARTBID tools to:** Submit bids for Statewide Contracts (SWC's) online ~ no more paper, copying, collating and delivery expenses; market to potential buyers even without a contract award and market goods and services beyond your Contract award(s). Get ready for Quick Quote.

SDP Intermediate Vendor Training (twice a year)

The SDP Intermediate Vendor Training Seminar is an in depth four hour workshop offered in the spring and fall to M/WBEs. The seminar focuses on procurement/bidding processes and the tools potential vendors need to do business with the Commonwealth of Massachusetts. All certified businesses in all business fields are welcome. Five contracting areas are covered: Commodities, Services, Construction, Design, and Health & Human Services. After the initial three hour training, two break-out sessions are conducted for Goods and Services, and Construction and Design.

SDP Advanced Vendor RFR Workshop "Contracting with State Entities" (annually)

The SDP Advanced Vendor RFR Workshop is the most comprehensive training offered by the SDP for M/WBE's. In conjunction with the SDP Business Advisory Board, the workshop offers advice from M/WBE Businesses who have already contracted with the Commonwealth. Attendees are usually M/WBEs who are ready to respond to an RFR but need technical assistance.

Connecting Your Business to the Commonwealth Workshop:

The Operational Services Division, State Office of Woman and Minority Owned Business Assistance, and the Supplier Diversity Program offers this FREE workshop designed for businesses who are interested in learning how to do business with the State. This workshop includes: Where to find bidding opportunities, Bidding process for Statewide Contracts, Where to find ARRA - federal stimulus procurement & grant opportunities, Comm-PASS Overview, Marketing to public entities, How to become SOMWBA Certified, How the Supplier Diversity Program supports SOMWBA Certified businesses.

**FISCAL YEAR
2008-2010**

**HISTORICAL
SPENDING
TREND BY
SECRETARIAT**

GOODS & SERVICES

The following table highlights those Secretariats whose combined department totals met or exceeded their Secretariat M/WBE Benchmarks for FY08 through FY10.

FY08-10 Secretariat SDP Historical Benchmark Achievement

The Following Departments Increased and Exceeded Fiscal Year Benchmarks for FY08 – FY10:

M/WBE BENCHMARKS

Department of Developmental Services

WBE BENCHMARKS

Bureau of State Office Buildings
Group Insurance Commission

The Following Departments Met Fiscal Year Benchmarks for FY08 – FY10 (Based on their 2-yr. Average Spend)

MBE BENCHMARKS

Department of Agricultural Resources

WBE BENCHMARKS

Department of Conservation and Recreation
Department of Housing and Community Development
Department of Mental Health
Department of Environmental Protection
Mass. Office for Refugees and Immigrants
Office of the State Comptroller

HISTORICAL SPENDING TREND
GOODS & SERVICES
FY08-FY10

MINORITY BUSINESS ENTERPRISES STATEWIDE EXPENDITURES			
	FY08	FY09	FY10
Office of the Governor	\$43,226	\$38,930	\$19,980
Executive Office for Administration & Finance	\$4,848,618	\$5,690,050	\$5,035,390
Office of the State Comptroller	*	\$93,923	\$84,854
Massachusetts Commission Against Discrimination	\$47,633	\$26,176	\$19,834
Executive Office of Energy & Environmental Affairs	\$2,561,276	\$2,464,551	\$10,306,699
Executive Office of Health and Human Services	\$158,377,472	\$160,839,047	\$139,912,652
Executive Office of Public Safety and Homeland Security	\$5,624,163	\$6,770,802	\$4,971,022
MassDOT	\$1,392,953	\$4,185,967	\$39,848,508
Executive Office of Labor and Workforce Development	\$1,163,565	\$830,990	\$1,822,196
Executive Office of Housing and Economic Development	\$29,634,963	\$464,921	\$17,292,845
Executive Office of Education***	\$29,910,494	\$31,914,903	\$29,886,204
MassHousing	\$650,333	\$752,578	\$831,076
STATEWIDE TOTAL	\$205,159,006	\$206,513,037	\$250,031,260

*OSC was counted as part of EOAF in FY08.

**MassDOT was broken up into Mass. Dept. of Transportation and the Mass. Turnpike Authority prior to FY10

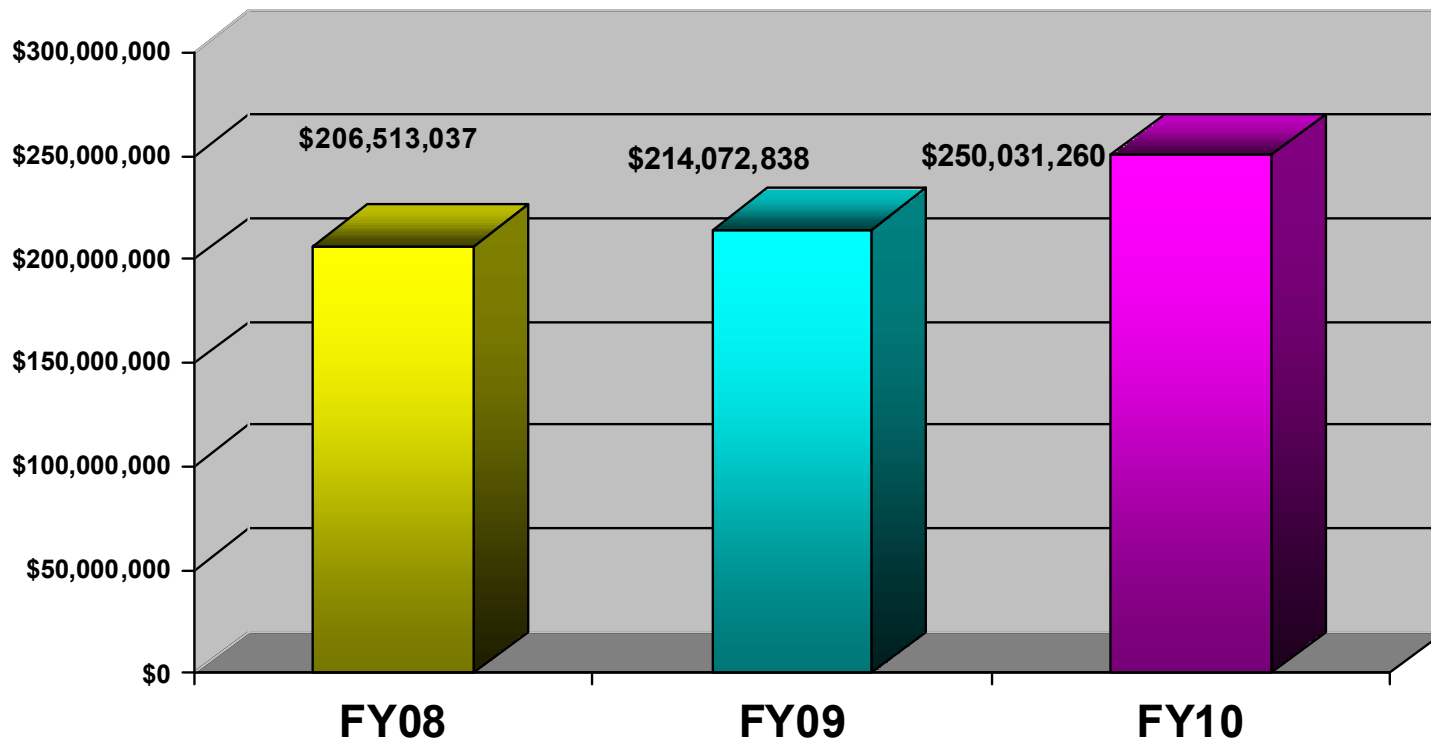
*** Executive Office of Education was broken up as the Department of Elementary and Secondary Education and the Board of Early Education and Care prior to FY10

HISTORICAL SPENDING TREND

GOODS & SERVICES

FY08-FY10

3 Year AMP Statewide Trend
MBE Goods and Services Statewide Expenditures



HISTORICAL SPENDING TREND

**GOODS & SERVICES
FY08-FY10**

WOMEN BUSINESS ENTERPRISES STATEWIDE EXPENDITURES			
	FY08	FY09	FY10
Office of the Governor	\$28,994	\$19,687	\$14,708
Executive Office for Administration & Finance	\$9,755,614	\$7,988,504	\$13,852,967
Office of the State Comptroller	*	\$258,288	\$382,716
Massachusetts Commission Against Discrimination	\$22,753	\$14,054	\$20,848
Executive Office of Energy & Environmental Affairs	\$6,900,448	\$8,544,927	\$11,533,725
Executive Office of Health and Human Services	\$277,936,903	\$306,824,543	\$312,550,978
Executive Office of Public Safety and Homeland Security	\$4,938,925	\$4,748,512	\$7,573,859
MassDOT	\$11,132,832	\$10,162,951	\$82,244,170
Executive Office of Labor and Workforce Development	\$935,653	\$1,902,867	\$3,749,754
Executive Office of Housing and Economic Development	\$24,501,383	\$1,633,227	\$47,050,756
Executive Office of Education	\$27,411,704	\$27,079,994	\$27,817,695
MassHousing	\$400,912	\$258,451	\$294,528
STATEWIDE TOTAL	\$342,424,666	\$369,436,005	\$507,086,704

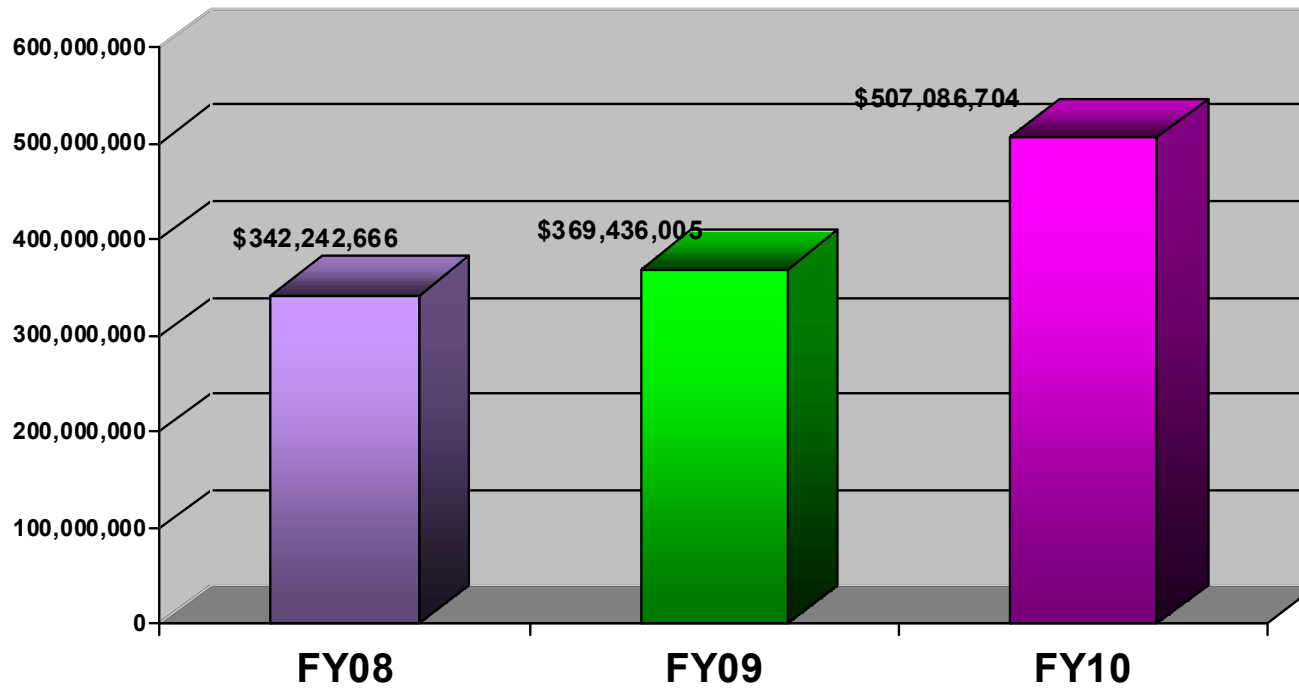
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**MassDOT was broken up into Mass. Dept. of Transportation and the Mass. Turnpike Authority prior to FY10

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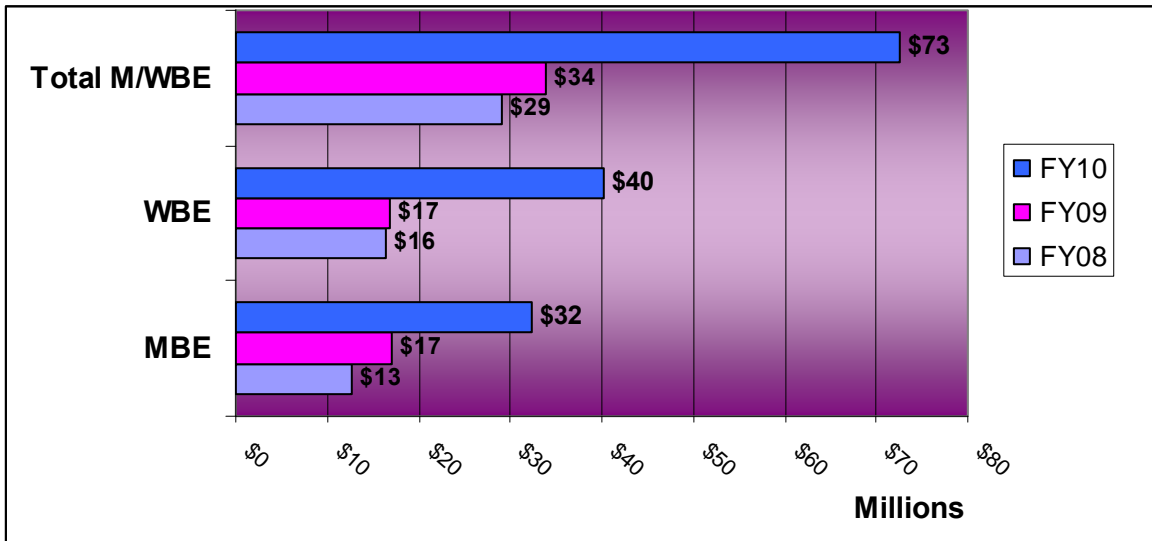
**HISTORICAL SPENDING TREND
GOODS & SERVICES
FY08-FY10**

**3 Year AMP Statewide Trend
WBE Goods & Services Statewide Expenditures**



SDP Goods & Services Subcontracting

FY08 – FY10



FISCAL YEAR 2008-2010

HISTORICAL SPENDING TREND

CONSTRUCTION & DESIGN

SUMMARY OF MBE EXPENDITURES & AWARDS

Historical Spending Trend for Construction and Design Expenditures Minority Business Enterprise

Division of Capital Asset Management

	CONSTRUCTION				DESIGN	
	Total	Total MBE	MBE %	Base	Total MBE	MBE %
	Expenditures	Expenditures	Attained		Expenditures	Attained
FY08	146,511,833	9,520,305	6.50%	25,695,985	1,966,619	7.65%
FY09	207,424,558	13,302,009	6.41%	38,837,375	2,433,823	6.27%
FY10	274,344,287	24,482,398	8.92%	43,059,572	2,611,256	6.06%

Executive Office of Housing and Community Development

	CONSTRUCTION				DESIGN	
	Total	Total MBE	MBE %	Base	Total MBE	MBE %
	Expenditures	Expenditures	Attained		Expenditures	Attained
FY08	62,449,671	14,244,670	22.81%	10,166,226	112,110	1.10%
FY09	80,978,410	13,334,330	16.5%	13,182,531	349,717	2.65%
FY10	65,043,032	6,104,228	9.38%	10,320,543	220,163	2.13%

MassHousing

	CONSTRUCTION				DESIGN	
	Total	Total MBE	MBE %	Base	Total MBE	MBE %
	Expenditures	Expenditures	Attained		Expenditures	Attained
FY08	160,661,730	36,254,912	22.57%	N/A	N/A	N/A
FY09	86,971,640	28,774,753	33.10%	N/A	N/A	N/A
FY10	117,941,265	34,261,874	29.05%	N/A	N/A	N/A

MassDOT*

	CONSTRUCTION				DESIGN	
	Total	Total MBE	MBE %	Base	Total MBE	MBE %
	Expenditures	Expenditures	Attained		Expenditures	Attained
FY08	158,954,938	6,239,658	3.93%	36,285,700	2,640,000	7.28%
FY09	247,962,286	33,548,284	13.53%	32,124,429	1,968,509	6.13%
FY10	330,916,687	34,943,282	10.56%	95,105,835	3,253,591	3.42%

Combined Statewide Summary

Includes:

Division of Capital Asset Management

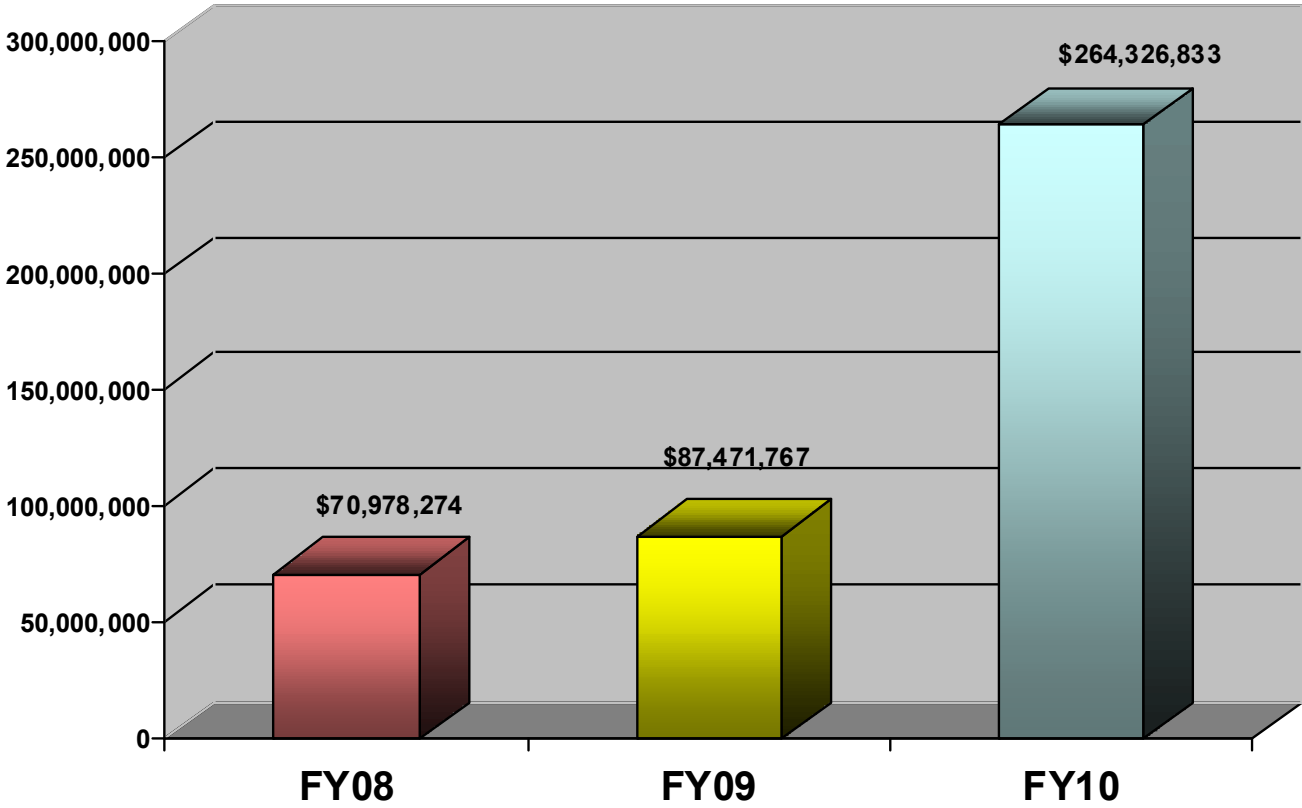
Executive Office of Housing and Community Development

MassHousing

*MassDOT was formed in FY10 data used for FY08/FY09 is a combination of data submitted by Massachusetts Highway Department & Massachusetts Turnpike Authority

	CONSTRUCTION				DESIGN	
	Total	Total MBE	MBE %	Base	Total MBE	MBE %
	Expenditures	Expenditures	Attained		Expenditures	Attained
FY08	528,578,172	66,259,545	12.54%	72,147,911	4,718,729	6.54%
FY09	623,336,894	82,719,718	13.27%	84,144,336	4,752,049	5.65%
FY10	788,245,271	248,771,045	31.56%	304,778,197	15,555,788	5.10%

**3 Year SDP Statewide Trend
MBE Construction and Design Statewide Expenditures**



Historical Spending Trend for Construction and Design Awards
Minority Business Enterprise

Division of Capital Asset Management

		CONSTRUCTION			DESIGN	
	Total	Total MBE	MBE %	Base	Total MBE	MBE %
	Awards	Awards	Attained		Awards	Attained
FY08	88,281,829	9,234,809	10.46%	21,159,933	2,006,215	9.48%
FY09	163,372,757	6,761,690	4.14%	38,525,761	282,7511	7.34%
FY10	97,429,755	5,762,539	5.91%	25,867,378	2,018,107	7.80%

Executive Office of Housing and Community Development

		CONSTRUCTION			DESIGN	
	Total	Total MBE	MBE %	Base	Total MBE	MBE %
	Awards	Awards	Attained		Awards	Attained
FY08	48,204,078	7,844,504	16.27%	7,632,783	381,023	4.99%
FY09	23,183,250	790,120	3.41%	1,147,940	201,493	15.55%
FY10	49,778,745	9,157,520	18.40%	3,021,224	128,056	4.24%

Masshousing

		CONSTRUCTION			DESIGN	
	Total	Total MBE	MBE %	Base	Total MBE	MBE %
	Awards	Awards	Attained		Expenditures	Attained
FY08	232,095,719	56,547,678	24.36%	N/A	N/A	N/A
FY09	118,007,388	40,101,505	33.98%	N/A	N/A	N/A
FY10	236,949,411	54,048,575	22.81%	N/A	N/A	N/A

MassDOT

		CONSTRUCTION			DESIGN	
	Total	Total MBE	MBE %	Base	Total MBE	MBE %
	Awards	Awards	Attained		Awards	Attained
FY08	199,250,864	21,869,807	10.98%	12,089,871	1,299,552	10.75%
FY09	287,373,455	39,070,445	13.60%	174,550,500	172,002,169	98.54%
FY10	171,801,389	8,774,364	5.11%	187,640,000	9,628,000	5.13%

Combined Statewide Summary

Includes:

- Division of Capital Asset Management
- Executive Office of Housing and Community Development
- MassHousing

*MassDOT was formed in FY10 data used for FY08/FY09 is a combination of data submitted by Massachusetts Highway Department & Massachusetts Turnpike Authority

		CONSTRUCTION			DESIGN	
	Total	Total MBE	MBE %	Base	Total MBE	MBE %
	Awards	Awards	Attained		Awards	Attained
FY08	567,832,490	95,496,798	16.82%	40,882,587	3,686,790	9.02%
FY09	591,936,850	86,723,760	14.65%	\$214,224,201	\$175,031,173	81.70%
FY10	555,959,300	68,585,478	12.34%	222,664,898	11,646,107	5.23%

FISCAL YEAR 2008-2010

HISTORICAL SPENDING TREND

CONSTRUCTION & DESIGN

SUMMARY OF WBE EXPENDITURES & AWARDS

Historical Spending Trend for Construction and Design Expenditures Women Business Enterprise

Division of Capital Asset Management

		CONSTRUCTION			DESIGN	
	Total	Total WBE	WBE %	Base	Total WBE	WBE %
	Expenditures	Expenditures	Attained		Expenditures	Attained
FY08	146,511,833	4,383,704	2.99%	25,695,985	1,627,597	6.33%
FY09	207,424,558	11,730,745	5.66%	38,837,375	1,279,552	3.29%
FY10	274,344,287	20,189,843	7.36%	43,059,572	2,133,413	4.95%

Executive Office of Housing and Community Development

		CONSTRUCTION			DESIGN	
	Total	Total WBE	WBE %	Base	Total WBE	WBE %
	Expenditures	Expenditures	Attained		Expenditures	Attained
FY08	62,449,671	7,078,409	11.33%	10,166,226	526,710	5.18%
FY09	80,978,410	1,818,318	2.25%	13,182,531	440,514	3.34%
FY10	65,043,032	3,110,385	4.78%	10,320,543	310,395	3.01%

MassHousing

		CONSTRUCTION			DESIGN	
	Total	Total WBE	WBE %	Base	Total WBE	WBE %
	Expenditures	Expenditures	Attained		Expenditures	Attained
FY08	160,661,730	22,051,910	13.73%	N/A	N/A	N/A
FY09	86,971,640	13,906,722	16%	N/A	N/A	N/A
FY10	117,941,265	18,003,841	15.27%	N/A	N/A	N/A

MassDOT

		CONSTRUCTION			DESIGN	
	Total	Total WBE	WBE %	Base	Total WBE	WBE %
	Expenditures	Expenditures	Attained		Expenditures	Attained
FY08	158,954,938	15,245,095	9.59%	36,285,700	1,881,820	5.19%
FY09	247,962,286	49,743,997	20.06%	32,114,243	579,822	1.81%
FY10	330,916,687	62,474,943	18.88%	95,105,835	5,219,968	5.49%

Combined Statewide Summary

Includes:

Division of Capital Asset Management

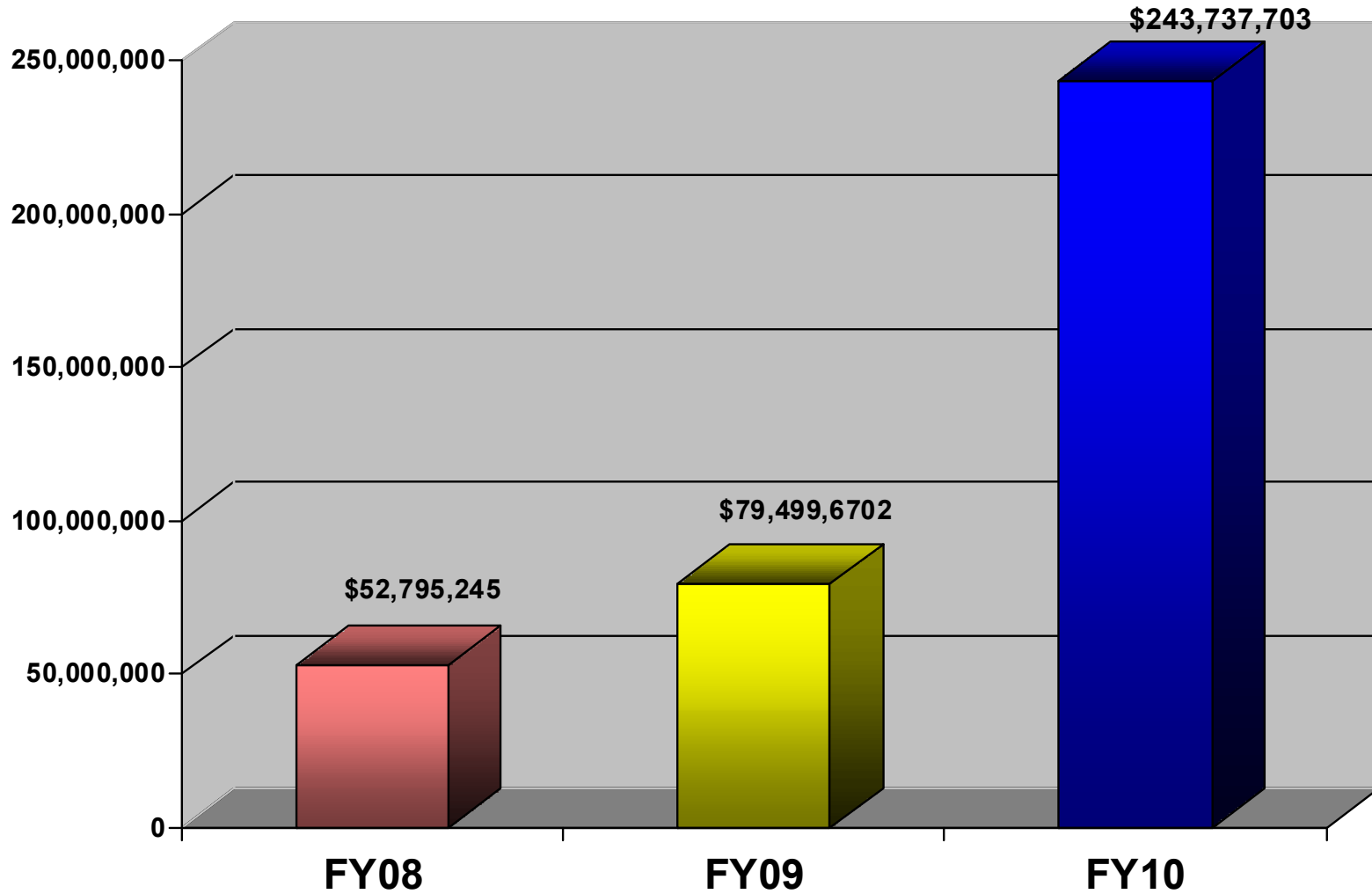
Executive Office of Housing and Community Development

MassHousing

*MassDOT was formed in FY10 data used for FY08/FY09 is a combination of data submitted by Massachusetts Highway Department & Massachusetts Turnpike Authority

		CONSTRUCTION			DESIGN	
	Total	Total WBE	WBE %	Base	Total WBE	WBE %
	Expenditures	Expenditures	Attained		Expenditures	Attained
FY08	528,578,172	48,759,118	9.22%	72,147,911	4,036,127	5.59%
FY09	623,336,894	77,199,782	12.38%	84,144,336	2,299,888	2.73%
FY10	1,940,160,337	229,737,912	11.84%	304,778,197	13,999,791	4.59%

3 Year AMP Statewide Trend WBE Construction and Design Statewide Expenditures



Historical Spending Trend for Construction and Design Awards Women Business Enterprise

Division of Capital Asset Management

		CONSTRUCTION			DESIGN	
	Total Awards	Total WBE Awards	WBE % Attained	Base	Total WBE Awards	WBE % Attained
FY08	88,281,829	17,299,125	19.60%	21,159,933	1,039,554	4.91%
FY09	163,372,757	3,390,558	2.08%	38,525,761	2,065,255	5.36%
FY10	97,429,755	3,806,043	3.91%	25,867,378	1,052,184	4.07%

Executive Office of Housing and Community Development

		CONSTRUCTION			DESIGN	
	Total Awards	Total WBE Awards	WBE % Attained	Base	Total WBE Awards	WBE % Attained
FY08	48,204,078	1,241,122	2.57%	7,632,783	1,399,363	18.33%
FY09	23,183,250	494,031	2.13%	1,147,940	233,065	20.30%
FY10	49,778,745	604,050	1.21%	\$3,021,224	894,369	29.60%

MassHousing

		CONSTRUCTION			DESIGN	
	Total Awards	Total WBE Awards	WBE % Attained	Base	Total WBE Awards	WBE % Attained
FY08	232,095,719	31,913,499	13.75%	N/A	N/A	N/A
FY09	118,007,388	19,577,703	16.59%	N/A	N/A	N/A
FY10	236,949,411	29,611,363	12.50%	N/A	N/A	N/A

MassDOT

		CONSTRUCTION			DESIGN	
	Total Awards	Total WBE Awards	WBE % Attained	Base	Total WBE Awards	WBE % Attained
FY08	199,250,864	10,524,074	5.28%	12,089,871	358,476	2.97%
FY09	287,373,455	28,264,937	9.84%	174,550,500	29,874,056	17.11%
FY10	171,801,389	13,965,599	8.13%	187,640,000	12,662,000	6.75%

Combined Statewide Summary

Includes:

Division of Capital Asset Management

Executive Office of Housing and Community Development

MassHousing

*MassDOT was formed in FY10 data used for FY08/FY09 is a combination of data submitted by Massachusetts Highway Department & Massachusetts Turnpike Authority

		CONSTRUCTION			DESIGN	
	Total	Total WBE	WBE %	Base	Total WBE	WBE %
	Awards	Awards	Attained		Awards	Attained
FY08	567,832,490	60,977,820	10.74%	40,882,587	2,797,393	6.84%
FY09	591,936,850	51,727,229	8.74%	214,224,201	32,172,376	15.02%
FY10	1,715,728,640	160,692,104	9.37%	471,635,390	49,578,322	10.51%

APPENDIX A

SUPPLIER DIVERSITY OFFICE BUSINESS ADVISORY BOARD



SDO BUSINESS ADVISORY BOARD

Historical Background:

The Supplier Diversity Program (SDP) currently housed at OSD, was established in September of 2010 through Executive Order 524 as signed by then Governor Patrick "Establishing a Supplier Diversity Program in Public Contracting". It establishes a policy to promote the award of state contracts in a manner that develops and strengthens certified Minority and Women Business Enterprises (M/WBEs).

In establishing Executive Order 524 the "Commonwealth has affirmed responsibility to develop and maintain equitable practices and policies in the public marketplace." The hearings and investigations that both the Massachusetts Commission Against Discrimination and the Executive Office of Transportation and Construction conducted produced the documentation necessary to demonstrate the purpose for Executive Order 524. Therefore all executive offices, agencies, departments, boards, and commissions of the Commonwealth are directed to implement the narrowly tailored Supplier Diversity Program.

Subject to the approval of the Secretary of Administration and Finance or his/her designee all participating state agencies and authorities shall set annual benchmarks for spending with certified minority- and women-owned businesses. A diverse business community strengthens the economy and is beneficial to all of the citizens of the Commonwealth of Massachusetts.

Mission:

To assist the Commonwealth, and its SDP participating entities in maintaining the objectives of Executive Order 524. In doing so, the SDO Business Advisory Board would be responsible for providing input, which would represent the interests of SOMWBA certified vendors. Board involvement would include, but is not limited to, feedback and input in an advisory capacity and through participation in quarterly meetings or as needed.

Purpose:

The Business Advisory Board will make contributions to the program for the purpose of improving performance of SDP targets by the certified vendor community and state entities. The Business Advisory Board will serve the program directors by advising, informing and cultivating a partnership to maximize participation of minority- and women-owned businesses in the state contracting system.

Criteria for Selection:

The Secretary for Administration and Finance, the State Procurement Agent and the Supplier Diversity Program Director will nominate potential members of the Board. Business Advisory Board members will be those minority- and women-owned, state-certified businesses participating in the Supplier Diversity Program, community based programs whose mission includes the concerns of minority- and women-owned businesses, or other entities that represent the interests of minority- and

women-owned businesses. All participants should be familiar with the Supplier Diversity Program, Executive Order 524, and the state procurement process.

State certified businesses should maintain in good standing their certification status as mandated by EO 524 and meet all compliance of their certification requirements.

Responsibilities:

All qualified participants will be requested to commit to a one-year membership to the Board to be extended at the discretion of the Executive Director. Board members must commit to:

- Attend quarterly meetings and any other meetings set by program director.
- Perform in the best interest of the SDP.
- Use discretion on matters discussed at meetings.
- Partner with program Executive Directors to assist in SDP agenda and objectives.
- Provide resources, information and advice to SDP directors.
- Maintain knowledge of current procurement regulations and procedures.
- Maintain state certification status, if applicable.
- Perform assigned tasks.

SUPPLIER DIVERSITY OFFICE ADVISORY BOARD FY 2011

Janet Santa Anna, janet@resource-connection.com
Indira B. Patel, indirap@neosusa.com
Patricia Vacca, patv@neosusa.com
Michael Kaye, michael@thebusinesscoach.biz
Robin Cohen, robin@chamcon.com
Swapam Roy, sroy@stlr.net
Shirley Young, shirley@gatis.com
Loretta DeGrazia, ltd@eastcoastpetroleum.com
Vincent Meglio, vincentm@eastcoastpetroleum.com
John R. Monteiro, jrm@aseccorp.com
Joni Lee Rossi, joni@cqpersonnel.com
Kelley Chunn, kc4info@aol.com
Mayda Chaprazian, mayda@arvestpress.com

APPENDIX B

SUPPLIER DIVERSITY PROGRAM (SDP) PLAN FORM



Supplier Diversity Program (SDP) Plan Form

Instructions: Completing all parts of this form is mandatory. Please read instructions in the SDP section of the solicitation.

Complete one form for each Supplier Diversity Office (SDO) Certified M/WBE Partner Business.

For a complete list of certified vendors please go to <http://www.somwba.state.ma.us/BusinessDirectory/BusinessDirectory.aspx>.

Part I Bidder/Contractor Information [Help with Part I](#)

Business Name:

Full Address: number, street, and apt. or suite no., city, state, zip

Contact Name:	Phone # () - x	Email address:
Check one of the following if applicable: <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> M/WBE <input type="checkbox"/> M/W Non-Profit	If not yet certified, check here if you have applied for Certification: <input type="checkbox"/>	Certification Expiration Date If Applicable (copy of the SDO certification letter must be attached):

Part II SDP Partner (Cannot be the same company as the Bidder/Contractor or an affiliate) [Help with Part II](#)

M/WBE Business Name:

Full Address: number, street, and apt. or suite no., city, state, zip

Contact Name:	Phone # () - x	Email address:
Check one of the following if applicable: <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> M/WBE <input type="checkbox"/> M/W Non-Profit	If not yet certified, check here if your partner has applied for Certification: <input type="checkbox"/>	Certification Expiration Date If Applicable (copy of the SDO certification letter must be attached):

Part III Description of Business Relationship [Help with Part III](#)

Check a minimum of one of these options that best describe the business relationship between Bidder/Contractor and SDP Partner:

- Subcontract:** include a copy of the written agreement between the Bidder and Subcontractor.
- Ancillary:** include a copy of the written agreement between the Bidder and Ancillary Partner.
- Growth & Development:** enclose plan for education, training, sponsorship, mentoring, resource sharing, and/or other

Briefly describe the products and/or services the SDP Partner will provide your business:

Part IV Financial Commitment [Help with Part IV](#)

Provide information on the committed amount (as a percentage of Bidder/Contractor gross revenue derived from this contract or as an exact dollar figure) to be spent with the certified SDP Partner as part of this relationship.

Annual Amount or Percentage	or separately for each contract year	Year 1 Amount or	Year 2 Amount or Percentage	Year 3 Amount or	Year 4 Amount or	Year 5 Amount or Percentage

Part V Past Performance [Help with Part V](#)

Have you had past relationships/spending with this SDP partner Yes No

If yes, please provide total spending in previous two years \$ _____.

Contract/RFR Document Number: _____

Sign Here:	Print Name ▶ _____	Title ▶ _____
	Authorized Signature ▶ _____	Date ▶ _____

Supplier Diversity Program (SDP) Plan Form Instructions

Part I

Bidder/Contractor Information: Business name, full address, contact name, phone #, email address and your SDO certification status, if you have one, i.e. if you are SDO certified, please put in the expiration date of your certification. Please be aware you will not received additional points based on your certification status. Submit a copy of your SDO certification, if applicable.

Part II

SDP Partner must be a Women Owned (WBE), Minority Owned (MBE) or Minority and Woman Owned (M/WBE) Business Enterprise or Woman Nonprofit (WNP) or Minority Nonprofit (MNP) certified by the State Office of Minority and Women Business Assistance (SOWMBA). You must include the partner's business name, full address, contact name, phone #, email address and SDO certification status. You must also submit a copy of the partner's SDO certification or check the applicable box stating that they have applied for Certification. For a complete list of SDO certified vendors please visit their website at www.mass.gov/SDO . Please note that if you are a SDO certified vendor you cannot put yourself as the SDP partner or an affiliate but will be required to partner with another SDO certified business. SDO certified vendors responding to Requests for Response (RFR) are not exempt from this requirement.

Part III

Description of Business Relationship: In this section the prime Bidder/Contractor must provide a description of the business relationship with the SDP Partner. Please refer to the SDP section of the solicitation (RFR) to determine if any of these options are required in your response and to determine how many options you can use for your SDP plan. For example, unless the RFR requires otherwise, you can select Subcontracting and Growth and Development or you can select Ancillary Services and Growth and Development. However, you must select at least one business relationship and provide a description of the services rendered.

- 1) Subcontracting: submit SDP Plan form, a partnership agreement and SDP partner's certification.
- 2) Ancillary: submit SDP Plan form, a partnership agreement (if available) and SDP partner's certification.
- 3) Growth and Development: submit SDP Plan form, growth and development plan (please use a separate sheet) and SDP partner's certification.

Definitions and examples of the three components can be found at:

<http://www.mass.gov/Eoaf/docs/osd/sdp/subcontracting.doc>

The Supplier Diversity Program offers training on the SDP Plan requirements. The dates of upcoming trainings are located on the SDP website at www.mass.gov/SDP .

Part IV

Financial Commitment: provide the minimum amount you will spend with the SDP partners as a percentage of the gross revenue derived from the contract or an exact dollar amount. If you select the same percentage or dollar amount for each contract year, please input this information in the Annual Amount or Percentage field(s). If the committed amount is different each contract year, input the percentage or dollar amount in the field that corresponds with the appropriate contract year.

Part V Past Performance: Historical spending with the SDP partner. If you have a previous relationship with this partner provide the total for the past two years

Resources available to assist Prime Bidders in finding potential M/WBE partners can be found at:

<http://www.mass.gov/Eoaf/docs/osd/sdp/20guidance.doc>

APPENDIX C

EXECUTIVE ORDER 524

*"ESTABLISHING THE MASSACHUSETTS
SUPPLIER DIVERSITY PROGRAM"*

By His Excellency

**DEVAL L. PATRICK
GOVERNOR**

EXECUTIVE ORDER NO. 524

**ESTABLISHING THE MASSACHUSETTS
SUPPLIER DIVERSITY PROGRAM**

(Revoking and Superseding Executive Order No. 390)

WHEREAS, The Commonwealth has an affirmative responsibility to develop and maintain equitable practices and policies in the public marketplace;

WHEREAS, a diverse business community strengthens the state economy and is beneficial to all of the citizens of the Commonwealth;

WHEREAS, pursuant to Section 57 of Chapter 7 of the General Laws, it is the policy of the Commonwealth to promote and facilitate the fullest possible participation by all citizens in the affairs of the Commonwealth;

WHEREAS, various public and private programs have been initiated to assist minority and women business enterprises, where applicable, to achieve economic viability, and that state government, as the largest business in the Commonwealth of Massachusetts, has a special responsibility to see that all available services and programs are put to the best use;

WHEREAS, the steps set forth in this Executive Order are necessary to guarantee the fullest participation by all citizens of the Commonwealth in the economy of the state and to guarantee the fullest benefits to citizens of programs and services available for assistance.

WHEREAS, pursuant to Section 57 of Chapter 7 of the General Laws, effective May 1, 2010, the Supplier Diversity Office (SDO), the successor agency to the State Office of Minority and Women Business Assistance (SOMWBA), is located within the Operational Services Division (OSD) within the Executive Office for Administration and Finance (ANF) of the Commonwealth; and

WHEREAS, Executive Order 519, issued on January 28, 2010, established an Office of Access and Opportunity within ANF, the purpose of which is to promote non-discrimination and equal opportunity in all aspects of state government, including but not limited to, employment, procurement, and policy relative to state programs, services, and activities.

NOW, THEREFORE, I, Deval L. Patrick, Governor of the Commonwealth of Massachusetts, by virtue of the authority vested in me by the Constitution, Part 2, c. 2, § 1, Art. I, do hereby revoke Executive Order 390 and order as follows:

Section 1. Declaration of Policy

It is the policy of the Commonwealth to promote equity of opportunity in state contracting; and, to that end, encourage full participation of minority and women owned businesses in all areas of state contracting, including contracts for construction, design, goods and services.

Section 2. Supplier Diversity Program

There is hereby established a Supplier Diversity Program (SDP) within the Supplier Diversity Office (SDO) of OSD for the purpose of meeting the goals set forth in Section 1, Declaration of Policy.

Subject to the approval and direction of the State Purchasing Agent, or his/her designee, all executive offices, agencies, departments, boards and commissions of the Commonwealth (hereinafter referred to as "Agency" or "Agencies") are hereby directed to implement the SDP set forth in this Executive Order which shall include and reflect narrowly tailored race and gender conscious goals, which pursue equality in public procurement and contracting between minority owned businesses or women owned businesses and other business entities in the Commonwealth of Massachusetts.

For purposes of this Executive Order, Minority Business Enterprise (MBE) and Woman Business Enterprise (WBE) shall have the same meaning as defined in section 58 of chapter 7 of the General Laws.

Goals for MBE and WBE participation in state funded contracts shall be based upon the broadest and most inclusive pool of available MBEs and WBEs capable of performing the contracts and interested in doing business with the Commonwealth in the areas of construction, design, goods and services. The Supplier Diversity Office (SDO), created pursuant to section 58 of chapter 7 of the General Laws and formerly known as SOMWBA, or its successor, shall maintain a current directory of certified MBEs and WBEs which will serve as one source of information in determining the pool of available MBEs and WBEs. Goals shall be established by the State Purchasing Agent, or his/her designee, in consultation with the Secretary of Administration and Finance, or his/her designee, and shall be expressed as overall annual program goals, applicable to the total dollar amount of an Agency's contracts awarded during the fiscal year for each of the Agency's types of contracts.

The State Purchasing Agent, or his/her designee, shall develop a procedure by which Agencies may, for an individual contract, adjust the goals for MBE and WBE participation based upon the results of a disparity study, which shall include an analysis of the actual availability and utilization of minority- and/or women-owned businesses, documented evidence of racial and/or gender discrimination that created the disparity, a narrowly tailored plan aimed at addressing the discrimination, geographic location, the contractual scope of work, and other relevant factors.

The State Purchasing Agent, or his/her designee, shall develop a good faith efforts waiver procedure by which Agencies may determine, at any time prior to the award of the contract, that compliance with the goals is not feasible and by which Agencies may reduce or waive the goals for an individual contract; provided that, the waiver procedure shall be developed in consultation with the Secretary of Administration and Finance or his/her designee.

Recognizing the importance of joint ventures and partnerships involving MBEs and WBEs in increasing the participation of MBEs and WBEs in state contracting, the State Purchasing Agent, or his/her designee, shall develop guidelines and procedures for Agencies to follow in contracting with such entities. Such guidelines and procedures shall seek to encourage the development of joint ventures and partnerships for the purpose of contracting with the Commonwealth. Such guidelines shall be developed in consultation with the Secretary of Administration and Finance or his/her designee.

Section 3. Capacity Development

SDO, or its successor, is hereby designated the state office responsible for providing a capacity development program to MBEs and WBEs. The capacity development program shall include technical assistance, training, outreach and mentoring to the minority- and women-owned business community and shall include, but not be limited to, the following core areas of business development: strategic planning, financial management planning, human resource management and planning, information technology access and management, and marketing. SDO, as necessary, will work closely with agencies within the Executive Office for Housing and Economic Development, or its successor, to coordinate and expand such efforts within the MBE and WBE community.

Contracting Agencies of the Commonwealth may supplement the capacity development program provided by SDO with industry specific assistance, technical assistance, training, mentoring, education, and procurement information. In addition, SDO will collaborate with other public and private sector entities and include the results of these collaborative efforts in their annual report to the Secretary of Administration and Finance, or his/her designee, and the State Purchasing Agent.

Section 4. Program Oversight and Enforcement

The Operational Services Division shall be responsible for the overall management, monitoring and enforcement of the program established pursuant to this Executive Order. The Director of SDO shall be designated within OSD for program development, coordination, monitoring contract compliance across all Agencies, addressing potential program violations and coordinating Agency enforcement activities with the State Purchasing Agent, or his/her designee, and the Secretary of Administration and Finance, or his/her designee.

Each Secretary and Agency head shall designate a highly placed individual to serve as the Supplier Diversity Officer, who shall be charged with management of the Supplier Diversity Program within the Secretariat/Agency. Each Secretary and Agency head may designate such other personnel as they deem necessary to support the implementation, monitoring, and enforcement of this program and the coordination of those functions. Each Secretariat shall ensure that Agencies establish, subject to guidelines developed by the OSD, provisions that serve as governing standards for contract compliance. It is the intention of this Executive Order that the principles underlying the SDP be incorporated into the fabric of general management in state government.

Section 5. Reporting Requirements

Each Secretariat and Agency shall report annually on the prior fiscal year's activities by no later than the last Friday in November to the Director of SDO on the effectiveness of the program, including a report of the total dollar amounts, including prime contracting and subcontracting, for vertical and horizontal construction and commodities and services, both awarded and actually paid to MBEs and WBEs in all areas of state contracting.

The Director of SDO shall report annually on the prior fiscal year's activities by no later than March 15th to the Governor, Secretary of Administration and Finance, or his/her designee, the State Purchasing Agent and the SDO Advisory Board, which is established by this Executive Order, on its progress in assisting minority- and women-owned businesses, including a review and, where necessary, modification of its certification process to ensure that it operates effectively. This report shall also include the progress of Secretariats and Agencies in meeting the requirements of the SDO program.

Additionally, the Supplier Diversity Office shall prepare quarterly reports regarding the progress of secretariats and agencies in meeting the requirements of the SDO program.

Section 6. Supplier Diversity Office Advisory Board

The Executive Director of SDO, with the approval of the State Purchasing Agent, shall make recommendations to the Secretary of Administration and Finance, or his/her designee, who shall appoint an SDO Advisory Board, not to exceed 20 members, which shall assist the SDO in the implementation of this Executive Order. In addition, the Advisory Board shall be responsible for ensuring that the mission of the SDP, which is to promote the award of state contracts in a manner that develops and strengthens certified MBEs and WBEs, is carried out in a responsible manner and for assisting the Executive Director in the development, implementation and promotion of the program.

Advisory Board members shall serve for two-year terms, except that in the initial appointments, one half shall be appointed to one-year terms, and one half shall be appointed to two year terms. Members may serve a maximum of three full two-year terms. Current members of the Affirmative Market Program (AMP) Business Advisory Board, created pursuant to Executive Order 390, may remain

in their current capacity for a period not to exceed one year from the effective date of this Executive Order.

Section 7. Other Commonwealth Public Entities

Independent authorities, public institutions of higher education, elected officials, constitutional officers, the legislature and judiciary are encouraged to adopt MBE and WBE policies and programs consistent with this Executive Order.

Section 8. Effective Date

This Executive Order shall take effect immediately and shall continue in effect until amended, superseded, or revoked by subsequent Executive Order.

Given at the Executive Chamber in Boston this 15th day of September in the year of our Lord two thousand and ten, and of the Independence of the United States of America two hundred and thirty-four.

DEVAL L. PATRICK
GOVERNOR
Commonwealth of Massachusetts

WILLIAM FRANCIS GALVIN
Secretary of the Commonwealth

GOD SAVE THE COMMONWEALTH OF MASSACHUSETTS