

# Annual Guilford County Diversity Report

FY 2017



Presented to Guilford County Board of Commissioners on November 14, 2017

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## Executive Summary

The Guilford County Minority and Women Business Enterprise (MWBE) Program pledges to provide minorities and women equal opportunity to participate in all aspects of Guilford County's competitively bid purchasing programs. The Purchasing Department is responsible for MWBE program aspects that include guidance, outreach and engagement, compliance monitoring and reporting; and plays a role in the bidding and award of contracts that fall under state statutes or that require Board of Commissioner approval by local ordinance. This annual report includes a level of detail and scope of information to address questions and interests expressed by County Commissioners in August of 2017.

The intent of the MWBE Program is to assure equal opportunity to bid on goods and services. Data representing two views of expenditures, with and without Day Care and Room and Board, provides reporting consistency in 2017 that included Day Care and Room and Board payments, which are not competitively bid. Day Care and Room and Board vendors provide Day Care and Room and Board for Department of Social Services (DSS) consumers and must meet state qualification requirements versus bidding competitively. The views without Day Care and Room and Board provide for a transition that includes all data reviewed in FY 2017.

An analysis of five competitive purchasing programs conducted in fiscal year 2017 includes Commodities (goods and supplies), Professional Services (including, but not limited to Architecture and Engineering), Other Services (typically maintenance related services such as mowing, janitorial, temporary labor, etc.), Information & Technology Services, and Construction & Repair Services. This report narrative focuses on analyzing diversity payment data from these competitively bid purchasing programs, which cover the scope of Diversity Program reporting for 2018.

Guilford County's MWBE program utilizes a centralized bidder registration system (Lawson Supplier Portal), in which all firms interested in working for Guilford County must register. Guilford County's on-line eProcurement system serves this function by providing us with a list of ready, willing and able suppliers, including diverse suppliers, whom by their registration, have expressed their interest in bidding on County solicitations for goods and services. All vendors, who receive payments for goods or services, must be registered in our system. This requirement was implemented in the latter part of FY 2017. The registered supplier list provides the foundation for Guilford County's MWBE reporting and will be made available via an internal Purchasing website to County departments in FY 2018.

Substantial advances in the County's technological capacity and system implementation have enabled comprehensive reporting capacity for FY 2017. The Lawson Supplier Portal records and vendor payment records were merged to include diversity codes and certification status, purchasing program type, payment description and expenditure amounts. These advances are the result of collaborative efforts between the Purchasing Department and Information Services Department. To complete this initiative, thousands of suppliers records were updated with the addition of Diversity Codes. At the time of data analysis for this report, the vast majority of diversity data was included, with 5% of suppliers having incomplete diversity codes that could not be completed, with most codes missing from the Day Care program category. Less than 1% of suppliers have incomplete registration in FY 2018.

The North Carolina Department of Administration Historically Underutilized Business (HUB) Program is the source of guidance and statutory requirements for the Guilford County MWBE Program. The HUB Program requires equal opportunity and inclusion of certified MWBE firms in solicitation opportunities. Most of Guilford County's suppliers are not HUB certified. New and collaborative outreach and engagement initiatives are underway to promote HUB certification among current Guilford County vendors.

Much has been accomplished and much more is possible as we now have robust data to inform policies and practices. Various initiatives were developed in FY 2017 that were implemented in the latter part of that year and will continue in 2018. These will be discussed in greater detail under the report initiatives section. Charts illustrating payment and other data distributions are provided with narratives in the Appendices.

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## Overview of Guilford County Diversity Program

### Program Goals and Objectives

The Guilford County Diversity Program is an equal opportunity program that provides minorities and women equal opportunity to participate in all aspects of Guilford County's purchasing programs. We strive to prohibit discrimination against a person or business in pursuit of these opportunities on the basis of race, color, sex, religion or national origin; provide information, service, and responsiveness to MWBE' firms; and increase communication between all Guilford County Departments and MWBE firms. Our policy is not intended in any manner to require contracts be awarded to anyone on the basis of race, gender or ethnicity. Contracts are awarded based on lowest responsive responsible bid (unit pricing based on specifications), best value (proposals provide specification options, strategies and/or solutions) and qualifications based selection (Architecture and Engineering) in accordance with adopted state or local law or rules, regulations and policies.

### Definition of MWBE (Minority and Women Business Enterprise)

A MWBE is a business that is at least fifty-one (51) percent owned and controlled by ethnic minorities, women, disabled, or disadvantaged. An MBE/WBE is bona fide only if the MWBE ownership interests are real and continuing and not created solely to meet the MBE/WBE requirement. In addition, the MBE/WBE must perform satisfactory work or services or provide supplies under the contract and not act as a mere conduit. Historically Underutilized Business (HUB) Certification is administered under the authority of the North Carolina Department of Administration.

### Role of the Purchasing Department

The Purchasing Department provides leadership in Guilford County's administration of various decentralized purchasing programs. General duties include development of policies, procedures, technology and business processes to modernize operations; conduct of solicitation and concurrence of award for bids that fall under statutory requirements or require board approval; creation of contracts in the Contract Management Lawson module; processing requisitions and creating purchase orders (over 6,000 annually); administration of certain aspects of P Card, Go Gas Card and Surplus Property programs; and administration of and centralized reporting for the Guilford County Diversity Program.

### Role of Guilford County Operating Departments

Under Guilford County's decentralized purchasing structure, operating departments hold responsibility for the solicitation and award of purchasing events that do not fall under statutory or board solicitation and approval requirements. Purchasing collaborates to provide direct support to departments for all board approved solicitations and awards and for those that fall below when extra value can be added through the Guilford County eProcurement System. Guidance is available to staff for all levels of purchase amounts across purchasing programs.

## Distribution of Responsibilities for Solicitation and Award Processes

Procurement Program Type	Threshold	Responsible for Solicitation Process
A&E Professional Services	Any	Purchasing and Facilities Departments
Construction	Below \$90,000	Facilities Department
Construction	\$90,000 and >	Purchasing and Facilities Departments
Goods and Services	Below \$30,000	Operating Departments, Purchasing Available
Goods and Services	\$30,000 and >	Purchasing and Operating Departments
Professional & Other Services	Below \$200,000	Operating Departments, Purchasing Available
Professional & Other Services	\$200,000 and >	Purchasing and Operating Departments

**MWBE Reporting Structure**

Substantial advancement in the collection of supplier diversity code data was attained in FY 2017 and provides the ability to report on vendor utilization by diversity codes in a centralized manner. The Guilford County Purchasing Department and Information Services Department collaborated to develop an expanded framework by which payments are classified. This provides context that supports the understanding of purchases across Guilford County purchasing programs and MWBE Participation within these programs. Over 43,000 payment records from FY 2017 were analyzed for this report.

The Appendices in this report contain charts to illustrate the distribution of payments across program types and diversity codes. Men and women in minority diversity codes are reported together as one race in accordance with the North Carolina Historically Underutilized Business (HUB) minority classifications. White women are reported separately from white men as white women do fall under a HUB classification, but white men do not meet HUB criteria. Certified and uncertified suppliers are also represented in these analyses. Corporations and White Males are part of the diversity data set, which completes robust information in the Guilford County population of registered suppliers. Current policy requires supplier registration prior to payment, assuring an ongoing capacity to analyze and report MWBE utilization.

To reach this level of reporting capacity the Purchasing Department successfully obtained and updated missing diversity codes in the Lawson Supplier Portal, for almost all suppliers who were paid in FY 2017. The Lawson diversity codes provide the source data for diversity reporting. Currently 95% of FY 2017 paid suppliers' diversity codes have been updated in the Lawson Supplier Portal. Over 99% of FY 2018 supplier records were completed in the first quarter of FY 2018.

Purchasing program categories are a typical component in diversity spend reporting. This provides an opportunity to target MWBE outreach efforts towards purchasing programs that lack or underutilize available diverse suppliers. Reports on purchasing program categories in FY 2017 include:

- 1) Construction & Repair Services (Facility construction and repair)
- 2) Commodities (Goods, Supplies, Equipment and Apparatus)
- 3) Information and Technology Services (Computer software, hardware and technology related services)
- 4) Other Services (Typically involve maintenance services such as mowing, landscaping, janitorial, etc.)
- 5) Professional Services (Includes construction related such as Architects, Engineers and non-construction related such as Lawyers, Auditors, Consultants, etc.)
- 6) Day care and 7) Room and Board Services (DSS consumer services)

Day Care and Room and Board service purchases are not included in 2018 Diversity Program Reports due to these categories not being eligible for equal opportunity in competitive bidding.

## Summary of MWBE Participation Percentages and Payments

### Summary of Payments Distributed Across Purchasing Programs in FY 2017

Payments for purchases in Guilford County during fiscal year 2017 totaled \$85,364,458 including Day Care and Room and Board purchasing programs. Payments without Day Care and Room and Board totaled \$53,983,111. White Males and White Females are reported separately due to the HUB classification of White Females as historically underutilized. In the other racial categories, both males and females are combined for reporting purposes in accordance with the HUB classification for each minority classification. The payment distribution across all suppliers in competitively bid purchasing programs decreases by \$31,381,347 (37%). African American suppliers across competitively bid programs reflect the largest decrease in payments from \$ \$7,007,747 (12%) to \$3,231,380 (6%) because Day Care and Room and Board don't fall under competitive bidding purchasing programs.

A substantial decline in payments for Day Care and Room and Board Service payments by Guilford County is anticipated in FY 2018 due to the State's assumption of the bulk of payments for these services. Day care providers are typically selected by the consumer (versus County staff). Both Day Care and Room and Board Service Providers must meet state eligibility requirements. Guilford County currently does not have an established sub-contracting program for Construction & Repair Services. Please see the Recommendations section of this report.

### Summary of Payments by Diversity Codes within Purchasing Programs in FY 2017

Payments to suppliers by diversity code under each purchasing program are listed in Table 1. below. Distribution charts illustrating payments by diversity codes under each procurement program are provided in the Appendices. Just over 16% of payments made in FY 2017 for competitively bid commodities and services were received by diverse suppliers, who listed themselves in the Guilford County Supplier Portal as minority or women owned businesses. Payments distributed across majority categories totaled White Males (16%) and Corporations (65%). Unknown diversity classifications totaled <1%. The majority of FY 2017 payments to suppliers were made to corporations, who did not identify themselves as minority owned. Corporations typically (but not always) have a board and shareholder structure versus a proprietorship or partnership structure.

### Payment Distribution by Diversity Across Programs

Tables 1. and 2. below provide the total spend and distribution of payments across purchasing programs and diversity categories based on the FY 2017 payment data. Table 1. reflects data totaling \$85,364,458 including Day Care and Room and the competitively bid purchasing program categories that were included in prior 2017 quarterly reports. Table 2. Reflects a total spend of \$53,983,111 across competitively bid purchasing programs.

Table 1. 2017 Payment Distribution (Including Day Care and Room and Board)

Total Payments by Diversity	Construction & Repair Services	Goods/Supplies	Information Technology Services	Other Services	Professional Services	Day Care Services	Room & Board Services
African American 12%, <b>\$10,684,275</b>	0% \$0	2% \$172,468	1% \$121,140	9% \$945,905	19% \$1,991,867	65% \$7,007,747	4% \$445,148
American Indian <1% <b>\$1,044</b>	0% \$0	100% \$1,044	0% \$0	0% \$0	0% \$0	0% \$0	0% \$0
Asian Indian <1% <b>\$92,930</b>	0% \$0	49% \$45,288	0% \$0	0% \$0	51% \$47,642	0% \$0	0% \$0
Asian Pacific 2% <b>\$1,306,037</b>	0% \$0	19% \$252,958	48% \$632,506	32% \$411,029	1% \$9,544	0% \$0	0% \$0
Hispanic <1% <b>\$173,045</b>	9% \$15,299	4% \$7,131	42% \$72,500	26% \$45,975	<1% \$480	15% \$25,324	4% \$6,336
White Female* 6% <b>\$5,032,461</b>	8% \$383,281	24% \$1,196,511	4% \$215,099	21% \$1,079,223	22% \$1,115,823	17% \$855,778	4% \$186,746
White Male 13% <b>\$10,704,928</b>	6% \$660,557	33% \$3,483,340	7% \$794,159	20% \$2,147,500	28% \$2,963,002	2% \$217,059	4% \$439,311
Corporation 62% <b>\$53,287,298</b>	3% \$1,515,838	23% \$11,936,309	6% \$3,213,165	7% \$3,934,227	27% \$14,524,559	25% \$13,338,686	9% \$4,824,514
Unknown 5% \$4,082,400	0% \$0	<1% \$13,826	0% \$0	<1% \$5,132	1% \$28,744	97% \$3,956,515	2% \$78,183
<b>Totals</b>	<b>\$2,620,263</b>	<b>\$17,063,587</b>	<b>\$5,048,569</b>	<b>\$8,568,991</b>	<b>\$20,681,661</b>	<b>\$25,401,109</b>	<b>\$5,980,238</b>

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Table 2. 2017 Payment Distribution (Not Including Day Care and Room and Board)

Total Payments by Diversity	Construction & Repair Services	Goods/Supplies	Information Technology Services	Other Services	Professional Services
<b>African American</b> 6%, \$3,231,380	0% \$0	5% \$172,468	4% \$121,140	29% \$945,905	62% \$1,991,867
<b>American Indian</b> <1% \$1,044	0% \$0	100% \$1,044	0% \$0	0% \$0	0% \$0
<b>Asian Indian</b> <1% \$92,930	0% \$0	49% \$45,288	0% \$0	0% \$0	51% \$47,642
<b>Asian Pacific</b> 3% \$1,306,037	0% \$0	19% \$252,958	48% \$632,506	32% \$411,029	1% \$9,544
<b>Hispanic</b> <1% \$141,385	11% \$15,299	5% \$7,131	51% \$72,500	33% \$45,975	<1% \$480
<b>White Female</b> 7% \$3,989,937	10% \$383,281	30% \$1,196,511	5% \$215,099	27% \$1,079,223	28% \$1,115,823
<b>White Male</b> 19% \$10,048,558	7% \$660,557	35% \$3,483,340	8% \$794,159	21% \$2,147,500	29% \$2,963,002
<b>Corporation</b> 65% \$35,124,138	4% \$1,515,838	34% \$11,936,309	9% \$3,213,165	11% \$3,934,227	42% \$14,524,599
<b>Unknown</b> <1% \$47,702	0% \$0	29% \$13,826	0% \$0	11% \$5,132	60% \$28,744
<b>Totals</b>	<b>\$2,564,975</b>	<b>\$17,108,875</b>	<b>\$5,054,569</b>	<b>\$8,568,991</b>	<b>\$20,681,701</b>

### Key Accomplishments in FY 2017

#### Annual Diversity Program Participation

Competitively bid purchasing program payments were distributed to suppliers, who classified themselves in the Guilford County Supplier Portal as MWBE owned firms. Department of Social Services Day Care and Room and Board Services were hired and received payments based on state regulations for social services. These suppliers include both HUB certified and self-reported minority and women owned business enterprises.

#### MWBE Supplier Registration

During FY 2017, the Lawson Supplier Portal was updated with the addition of diversity questions and the capacity to attach certifications from the North Carolina Department of Administration Historically Underutilized Business Program. This required suppliers to update their registration. As of July 1, 2017, Suppliers were in the process of

being contacted to request that they update their records. Going forward, newly registered supplier records are verified as complete upon their registration. Suppliers with incomplete registrations are contacted at the time of registration and provided assistance if needed to complete their registration, including diversity questions. This has reduced the level of incomplete registration to less than 1% in FY 2018 reporting.

### Expansion of Outreach and Engagement

New outreach and engagement practices were developed.

- Purchasing staff began contacting diverse suppliers and other suppliers who expressed interest in bidding or were recommended by operating departments.
- The HUB database is searched for each solicitation conducted by Purchasing staff.
- Outreach emails and follow up calls have been incorporated to facilitate greater participation in bidding on events.
- In addition to these initiatives, all firms registered in the Guilford County Lawson Supplier Portal automatically receive emails for commodity codes under which they are registered in the system.
- Other initiatives (covered in detail the New Initiatives report section) include participation in four regional MWBE networking events
- Purchasing assumed a greater role in conducting pre-bid meetings that cover requirements for A&E Requests for Qualifications and Construction bids.
- Staff is currently working on a number of new outreach and engagement initiatives including:
  - Increasing registration and HUB certification of diverse suppliers
  - Outreach and engagement for bids
  - Review of bid documents for barriers and recommendations to remove barriers
  - Presentation of MWBE program requirements at pre-bid meetings
  - Monitoring of bid submittals for good faith effort compliance and reporting
  - Providing a concurring recommendation with operating departments for awards for events handled by the Purchasing Department

### Staff Development

The MWBE Buyer/Diversity Coordinator enrolled in the NC School of Government Local Government Purchasing Officer Certification Program and is scheduled to complete that course work in FY 2018. The curriculum focuses on NC Statutes that cover purchasing laws and best practices. The Coordinator also works closely with peers in the North Carolina MWBE Coordinator's network to obtain research and information on programs and best practices across the state.

### Vendor Relationship Development

Vendor relationships play an important role in the successful event biddings. Strong vendor relationships facilitate strong participation and competition in bidding and provide the best value in selection of pricing and quality services and goods. Purchasing staff recently participated in the 2017 Med Week Fair, where MWBE and other interested suppliers had an opportunity to learn about HUB certification and how to do business with Guilford County. The Purchasing Department welcomes all suppliers to meet with Purchasing staff to introduce their goods and services and learn how to register as a supplier in the Guilford County eProcurement Supplier Portal.

## Reporting Capacity

This report strives to address questions raised by Commissioners during the presentation of the last diversity report in August of 2017. The association of Lawson payment description data to purchasing program categories provides a substantial increase in the ability to understand the type of work the County contracts out and the extent to which different types of purchasing programs include diverse and non-diverse suppliers.

## New Initiatives for FY 2018

### Purchasing Policy Updates and Technology Development

The Purchasing Department is currently leading an organization wide initiative to update the Purchasing Policy and provide comprehensive guidance to staff across the organization. A committee of six departments is working collaboratively to develop purchasing policy update recommendations for all purchasing programs.

An intranet site with the Guilford County Registered Suppliers list will provide staff with contact information for diverse suppliers, who have identified themselves as ready, willing and able, to bid on County solicitations. The list will be accessible to all staff, who are responsible for bidding that is not regulated by statute or local policy. This resource will give departments a greater capacity to include diverse suppliers in requests for quotes that they administer independently of Purchasing. (Events solicited by Purchasing through the Guilford County eProcurement System already automatically contact suppliers as they are registered under commodity codes.)

### Supplier Registration and HUB Certification Status Initiatives

Suppliers registration records are vetted by Purchasing staff as complete on a daily basis as Suppliers register in the Guilford County eProcurement System. This ensures that suppliers will have complete records, including Diversity Codes, for 2018 reporting. It was also determined that most of the diverse suppliers were not State HUB certified. Research and strategies to engage diverse suppliers and promote certification were developed for implementation in FY 2018.

### Internship

An intern from North Carolina Agricultural and Technical State University was hired by the Purchasing Department to perform marketing research through a survey of diverse suppliers, who are registered in the Guilford County Supplier Portal, and develop training materials in the area of increasing HUB certification of Guilford County's diverse suppliers. As a result of the survey, 32 firms have expressed an interest in learning how to get certified through the State. The City of Greensboro's MWBE Office has offered to partner with Guilford County to conduct workshops in November of 2018. The first workshops are scheduled for mid-November of FY 2018.

## Future Recommendations

With robust analytical reporting capabilities in place now, the Guilford County Diversity Program is well positioned to progress its MWBE program and consider addressing two North Carolina statutory requirements.

Goal setting is an important area from the perspective of advancing the program and meeting statutory requirements. Two goals are recommended for consideration:

1. Provide notice and conduct a public hearing to adopt verifiable subcontracting goals for construction projects estimated to cost \$300,000 or more (Referenced in NC Statute 143-128.2). Track and report utilization.
  - Based on the total value of work for building projects
    - North Carolina State construction program uses 10%
    - If projects are State funded, must use the 10% state goal
    - Other jurisdictions use the state goal or may have different goals based on studies they conducted
2. Formalize an Outreach and Engagement Plan
  - Develop and implement a minority business participation outreach plan to identify minority businesses that can perform public building projects and to implement outreach efforts to encourage minority business participation in these projects to include education, recruitment, and interaction between minority businesses and nonminority businesses

## Conclusion

Much has been accomplished to support the MWBE program and the pursuit of additional opportunities for program advancement is underway. The Guilford County Diversity program continues to transition and evolve, with focus on a number of key initiatives.

Goals to advance the program may include:

- Ongoing supplier registration with diversity information verified compete at the time of registration
- Goals to engage diverse suppliers in the process of becoming HUB certified through the state
- Set verifiable goals for use of HUB certified MWBEs on construction projects estimated at \$300,000 or more. Track and report utilization.
- Develop and implement an outreach and engagement plan

Staff welcomes feedback and suggestions from elected officials, county staff, suppliers and members of the public regarding the information and initiatives in the report.

## For Additional Information Please Contact Us

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## Appendices

### Charts

#### **FY Payments Distributed Across Purchasing Programs**

1. FY 2017 Payments Distributed Across Purchasing Programs Including Day Care/Room and Board
2. FY 2017 Payments Distributed Across Purchasing Programs Without Day Care/Room and Board

#### **FY 2017 Payments Distributed Across MWBE Diversity Classifications**

3. FY 2017 Payments Distributed Across All Purchasing Programs By Diversity Including Day Care/Room and Board
4. FY 2017 Payments Distributed Across All Purchasing Programs By Diversity Without Day Care/Room and Board
5. FY 2017 Payments to African Americans Distributed Across Purchasing Programs Including Room and Board
6. FY 2017 Payments to African Americans Distributed Across Purchasing Programs Without Room and Board
7. FY 2017 Payments to American Indians Distributed Across Purchasing Programs
8. FY 2017 Payments to Asian Indians Distributed Across Purchasing Programs
9. FY 2017 Payments to Asian Pacifics Distributed Across Purchasing Programs
10. FY 2017 Payments to Hispanics Distributed Across Purchasing Programs Including Day Care/Room and Board
11. FY 2017 Payments to Hispanics Distributed Across Purchasing Programs Without Day Care/Room and Board
12. FY 2017 Payments to White Females Distributed Across Purchasing Programs Including Day Care/Room and Board
13. FY 2017 Payments to White Females Distributed Across Purchasing Programs Without Day Care/Room and Board

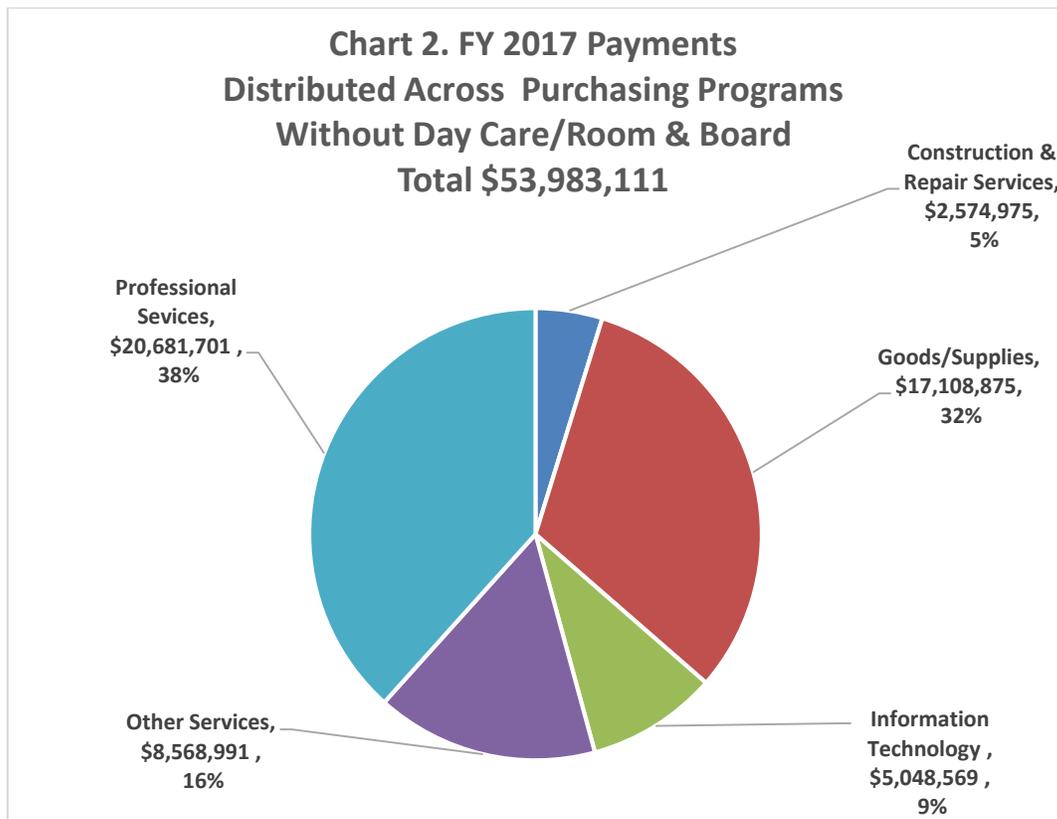
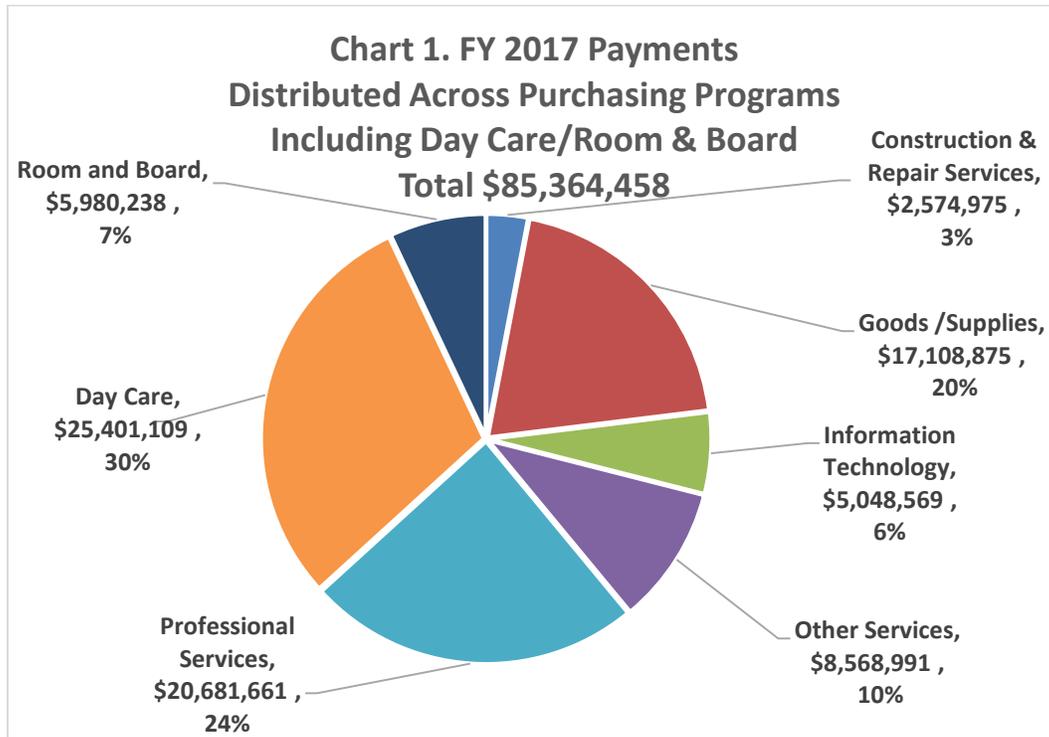
#### **FY 2017 Payments Distributed Across Non-MWBE Diversity Classifications**

14. FY 2017 Payments to White Males Distributed Across Purchasing Programs Including Day Care/Room and Board
15. FY 2017 Payments to White Males Distributed Across Purchasing Programs Without Day Care/Room and Board
16. FY 2017 Payments to Corporations Distributed Across Purchasing Programs Including Day Care/Room and Board
17. FY 2017 Payments to Corporations Distributed Across Purchasing Programs Without Day Care/Room and Board
18. FY 2017 Payments to Unknown Diversity Distributed Across Purchasing Programs Including Day Care/Room and Board
19. FY 2017 Payments to Unknown Diversity Distributed Across Purchasing Programs Without Day Care/Room and Board

### List

#### **Account Payment Descriptions for FY 2017 Payments**

### FY 2017 Payments Distributed Across Purchasing Programs



To provide consistent data for FY 2017, each chart that includes all purchasing categories with Day Care and Room and Board is followed by a chart that includes only competitively bid categories that are relevant to the MWBE program, which has various functions.

The \$31,381,347 difference between Charts 1 and 2 reflects the removal of Day Care and Room and Board in Chart 2, which includes only competitively bid purchasing programs that can be impacted by MWBE program activities. (Day Care and Room and Board services cannot be bid due to state regulations.)

Of the MWBE Program business categories represented in Chart 2., the highest spend was in Professional Services (38%) which include construction related Architecture & Engineering services and non A & E services such as legal, auditing, training, consulting, etc., and the Goods and Supplies (32%) category. Other Services (16%) which include maintenance or labor services such as janitorial, mowing and temporary labor, ranked third across business categories. Information Technology Services (9%) ranked fourth with Construction (5%) at the bottom of the spectrum.

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**FY 2017 Payments Distributed Across Purchasing Programs By Diversity Category**

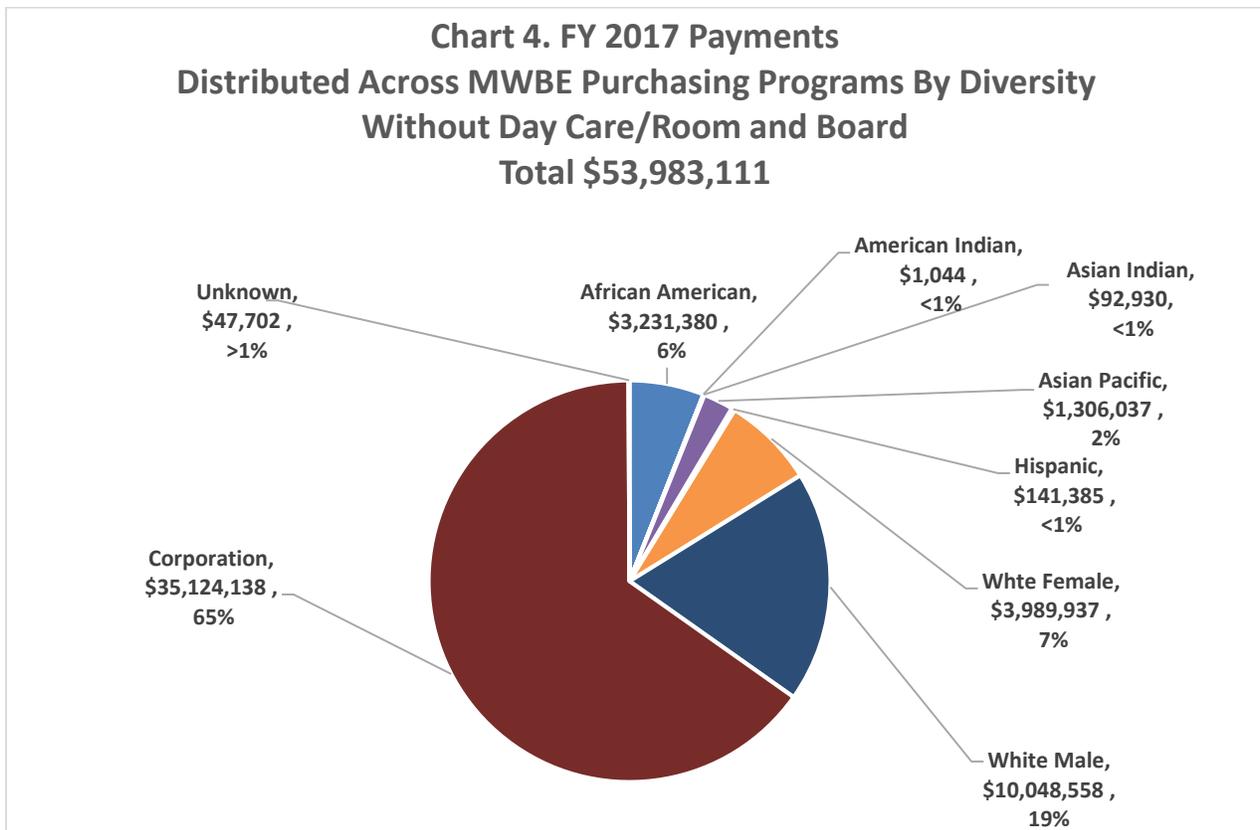
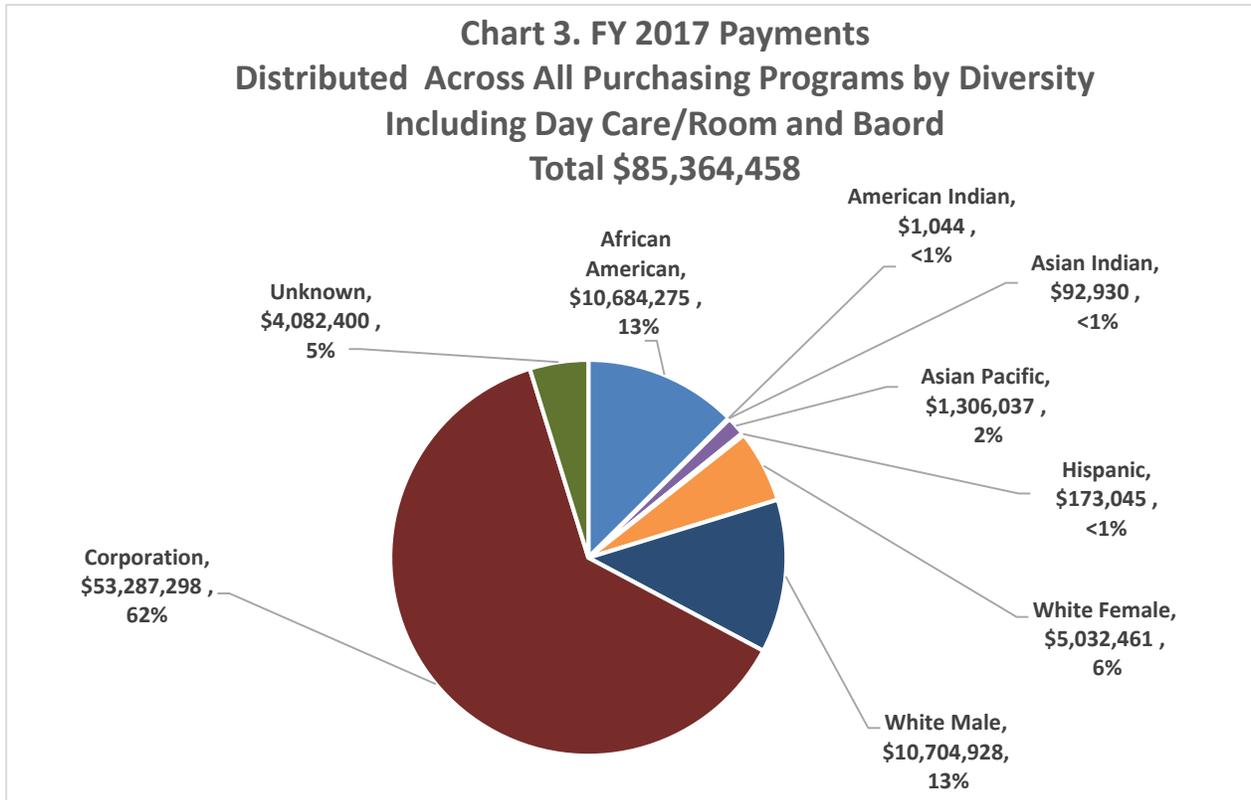


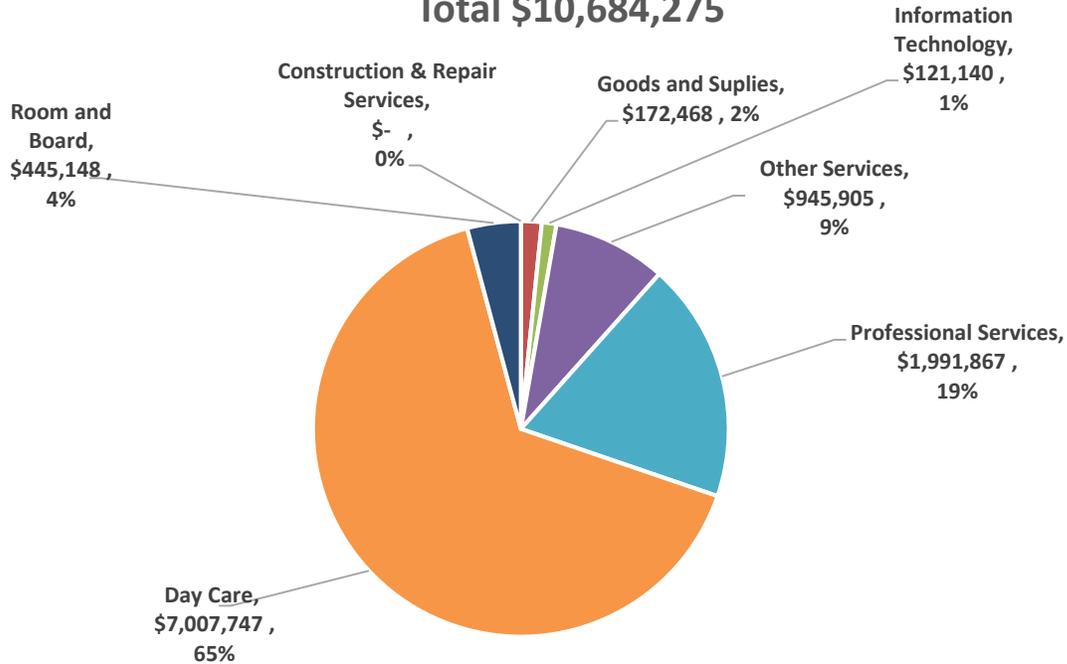
Chart 3. Indicates the FY 2017 total payments for goods and services in all business categories. Chart 4. (without Day Care) indicates that in FY 2017, the majority of payments were made to Corporations (65%) and White Males (19%) for a total of 84% of payments made. Payments made to MWBE diversity categories totaled 16% with White Female (7%), African American (6%), and Asian Pacific (2%) and a combination of American Indian for a total of 15% in payments made across MWBE purchasing programs. American Indian, Asian Indian, Hispanic and Unknown diversity categories represent less than one percent in FY 2017 payments.

Guilford County registered suppliers typically self-report their diversity classifications. Efforts are underway by the Purchasing Department to engage and encourage unregistered firms to obtain HUB certification. HUB certification provides an expanded notification of bidding opportunities and review of good faith efforts of prime contractors to assure that state prescribed efforts are made to include HUB certified MWBE's in their solicitation processes when seeking subcontractors.

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**Payments Distributed Across Diversity Classifications**

**Chart 5. FY 2017 Payments to African Americans Distributed Across Purchasing Programs Including Day Care/Room and Board  
Total \$10,684,275**



**Chart 6. FY 2017 Payments to African Americans Distributed Across Purchasing Programs Without Day Care/Room and Board  
Total \$3,231,380**

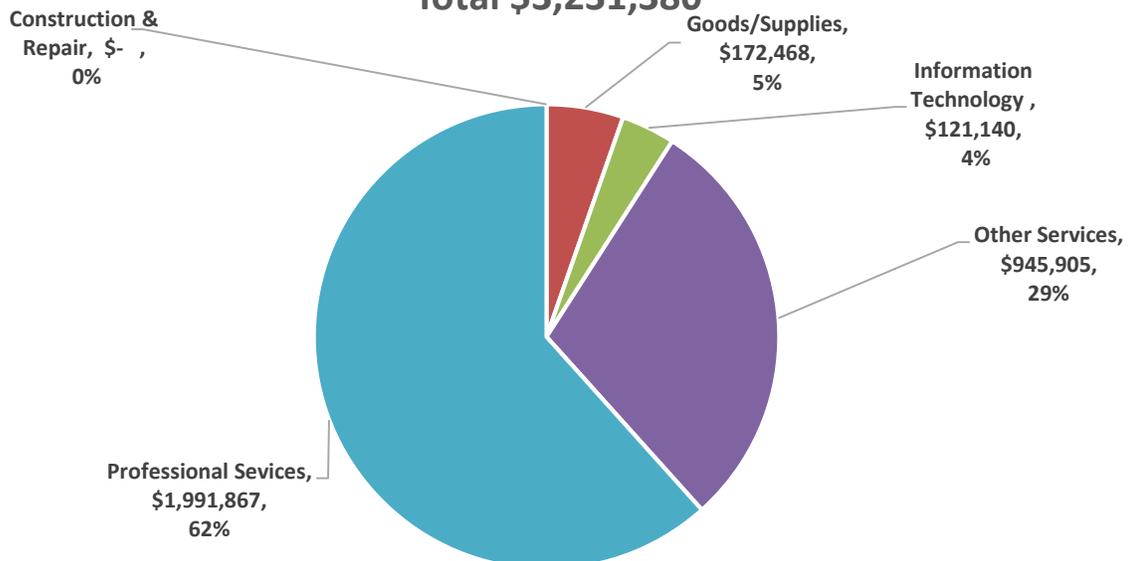


Chart 6. Above indicates that FY 2017 payments to African Americans were highest in the areas of professional services (62%) and Other Services (29%). Goods and Supplies (5%) and Information Technology (4%) made up the balance of payment distributions. No payments were made to African Americans in the Construction category. Payments to subcontractors may have occurred, but there is currently not a process in place to track and report on subcontractor payments for MWBE reporting purposes.

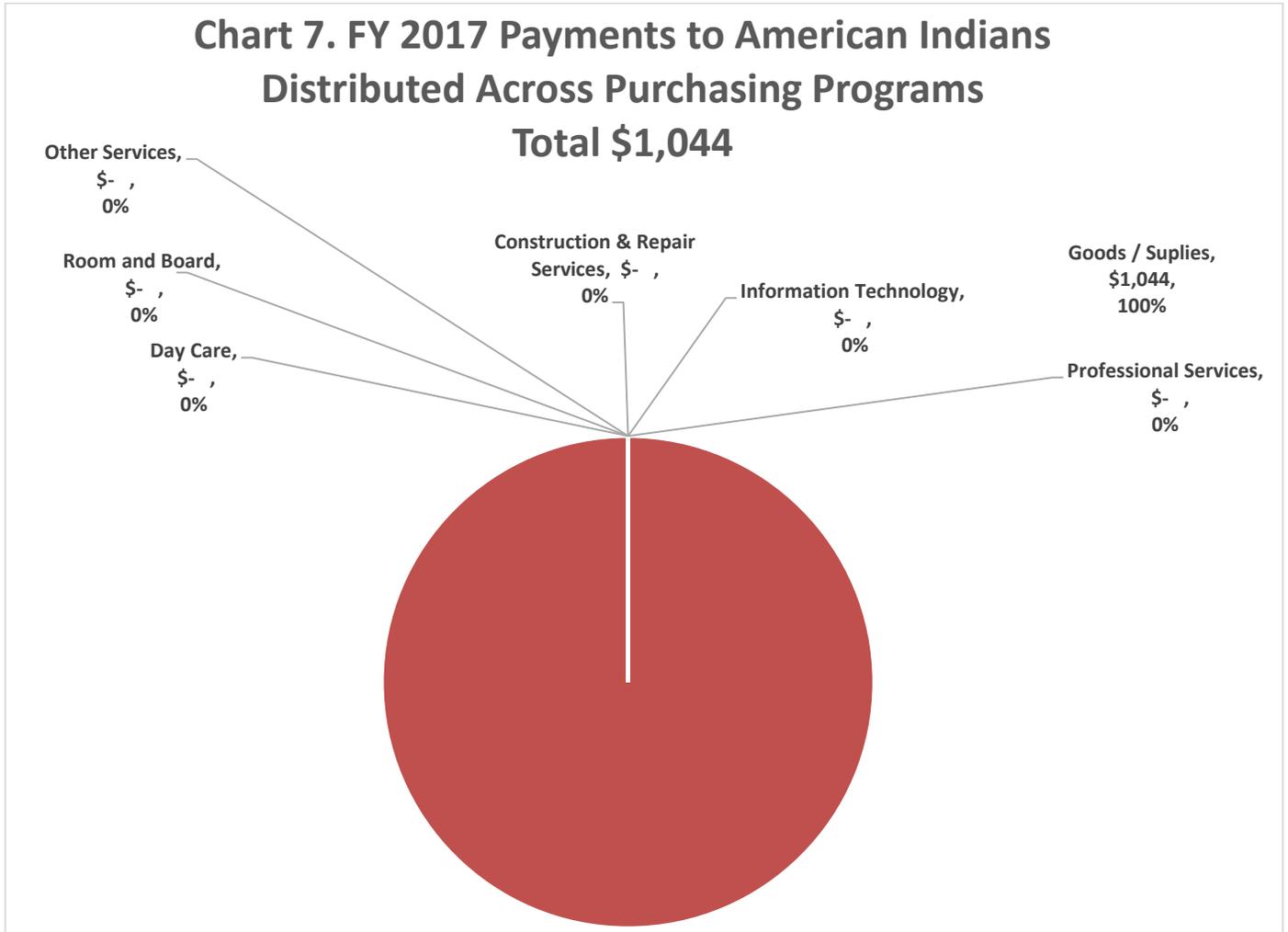


Chart 7. above Indicates that 100% of FY 2017 payments to American Indian owned businesses totaled \$1044 and were in the Goods/Supplies business category.

Chart 8. Below reflects a payments made to Asian Indians in 2017 totaled \$92,930, with payments distributed in the Professional Services (51%) and Goods/Supplies (49%) business categories almost equally.

**Chart 8. FY 2017 Payments to Asian Indians Distributed Across Purchasing Programs**  
**Total \$92,930**

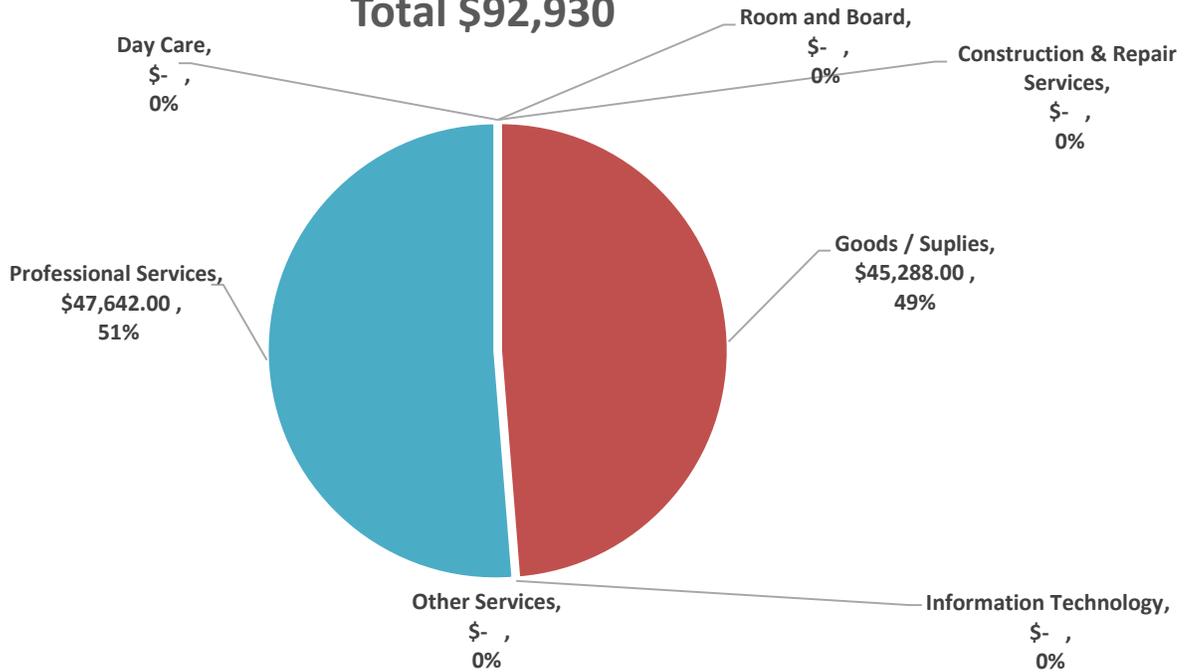
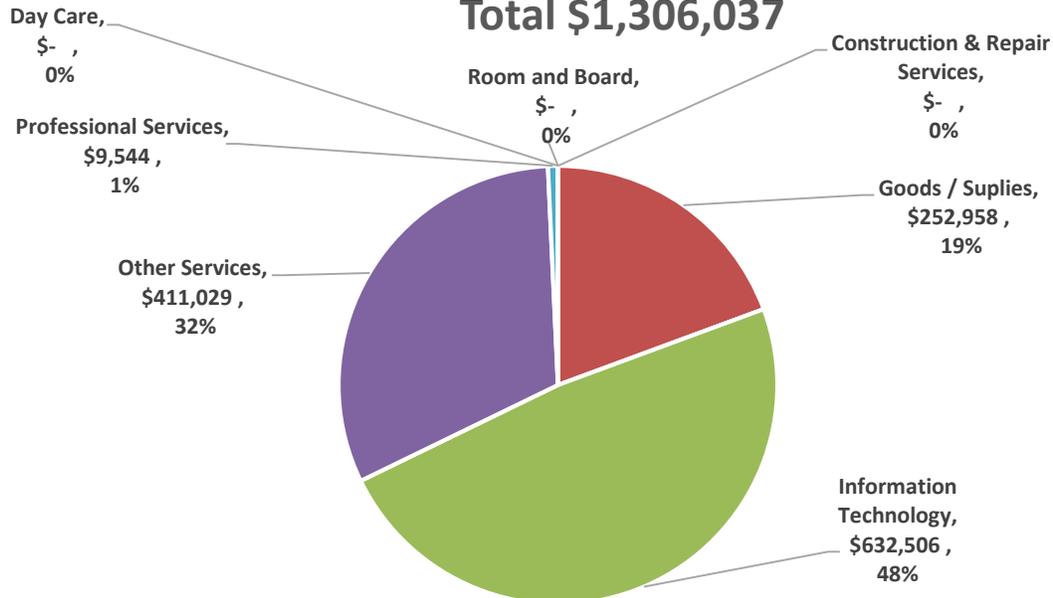
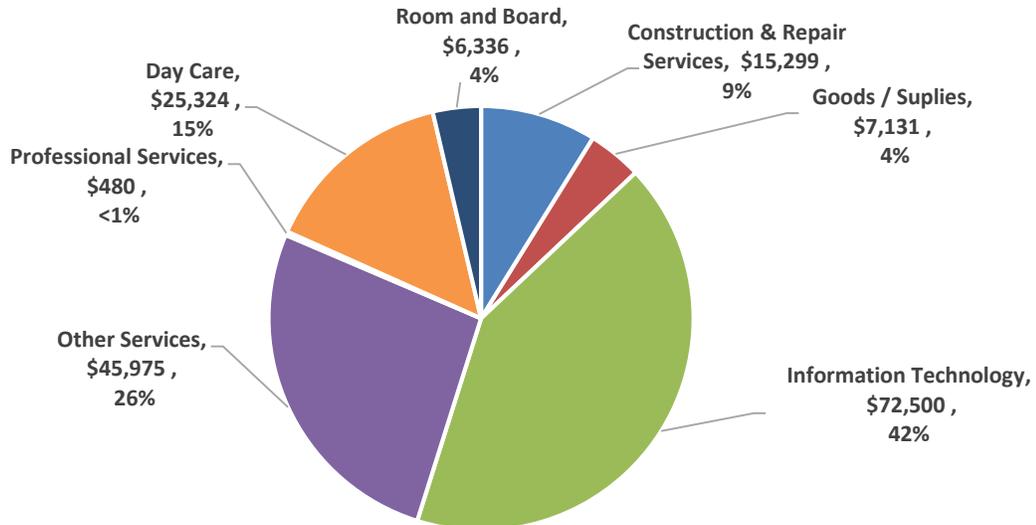


Chart 9. Below reflects that payments to Asian Pacific businesses in FY 2017 were most heavily utilized in the Information Services (48%) program category followed by Other Services (32%), Goods/ Supplies (19%) and Professional Services (1%). No Payments were made in Day Care and Room and Board programs.

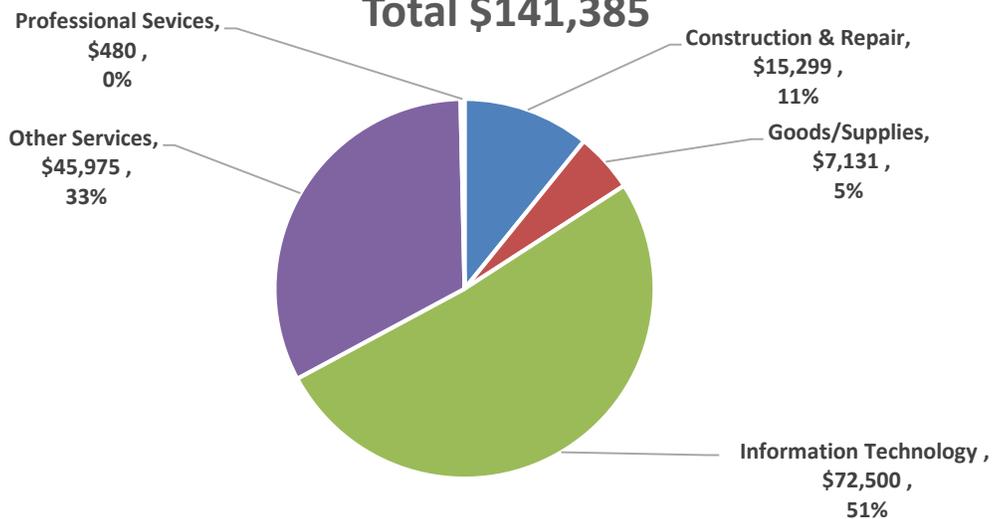
**Chart 9. FY 2017 Payments to Asian Pacifics Distributed Across Purchasing Programs**  
**Total \$1,306,037**



**Chart 10. FY 2017 Payments to Hispanics Distributed Across Purchasing Programs Including Day Care/Room and Board  
Total \$173,045**

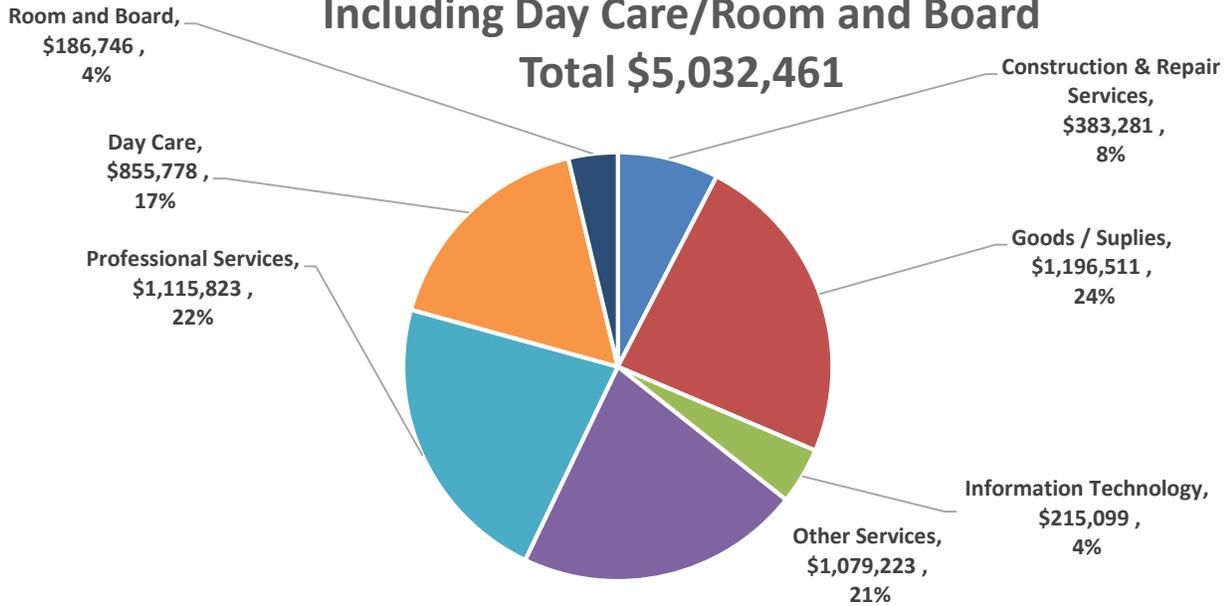


**Chart 11. FY 2017 Payments to Hispanics Distributed Across Purchasing Programs Without Day Care/Room and Board  
Total \$141,385**

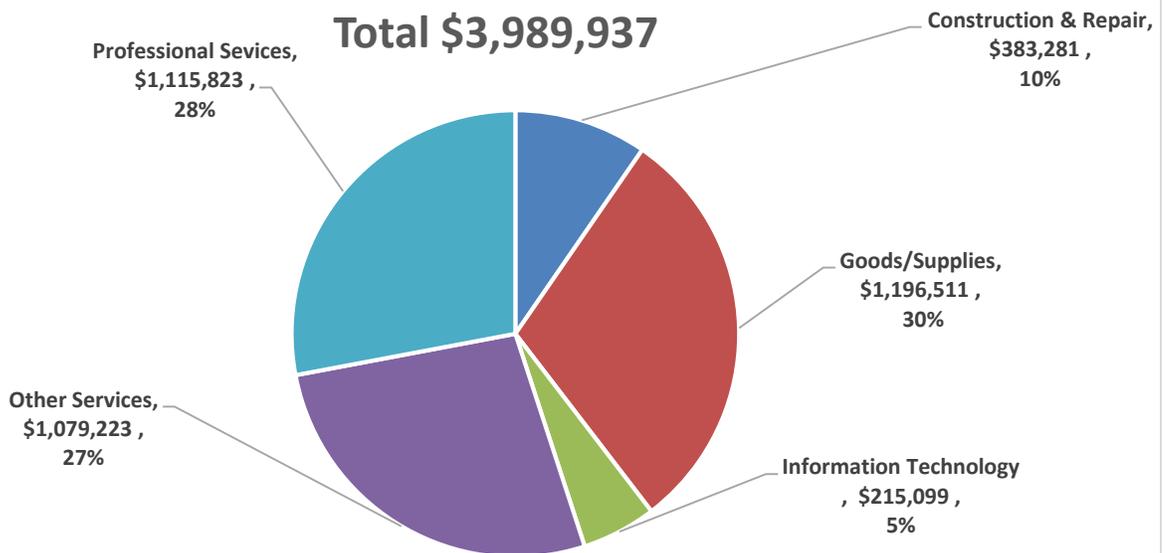


FY 2017 payments to Hispanic owned businesses included Day Care/Room and Board program categories reflected in Chart 10. Chart 11. above indicates that the majority of payments were made in Information Technology (51%) and Other Services (33%). Construction and Repair (11%) and Goods/Supplies (5%) comprised the rest of payments, with less than one percent distributed to the Professional Services program.

**Chart 12. FY 2017 Payments to White Females Distributed Across Purchasing Programs Including Day Care/Room and Board**  
**Total \$5,032,461**



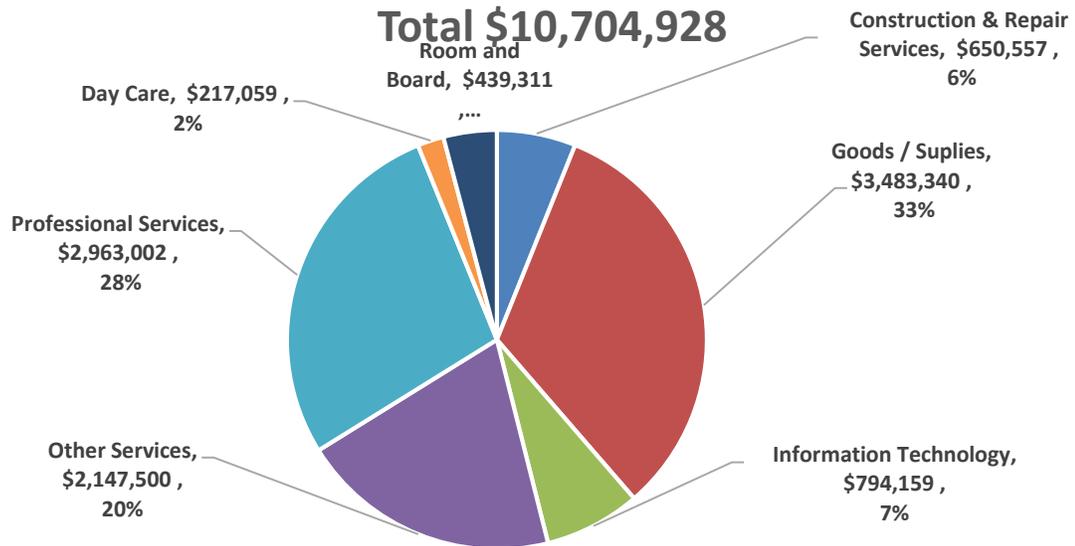
**Chart 13. FY 2017 Payments to White Females Distributed Across Purchasing Programs Without Day Care/Room and Board**  
**Total \$3,989,937**



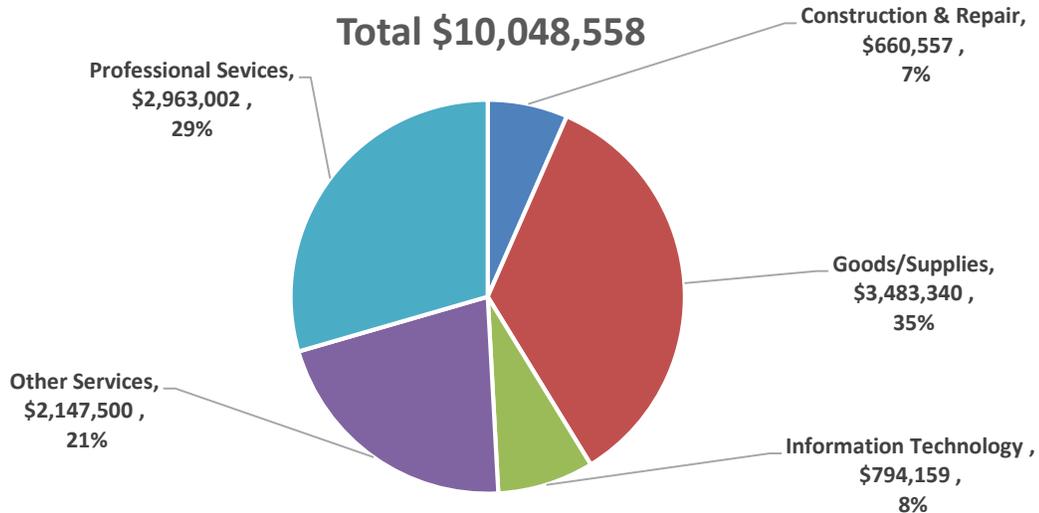
Payments made to White Female owned businesses in FY 2017 spanned all purchasing programs. Chart 12. includes Day Care/Room and Board programs. Chart 13. does not include Day Care and Room and Board programs and Indicates that payments were highest in the purchasing program areas that included Goods and Supplies (24%), Professional Services (28%) and, Other Services (27%). Other purchasing program categories include Construction & Repair (10%), Information Technology (5%).

**2017 Payments Distributed Across Procurement Programs  
by Non-MWBE Diversity Classifications**

**Chart 14. FY 2017 Payments to White Males  
Distributed Across Purchasing Programs  
Including Day Care/Room and Board**

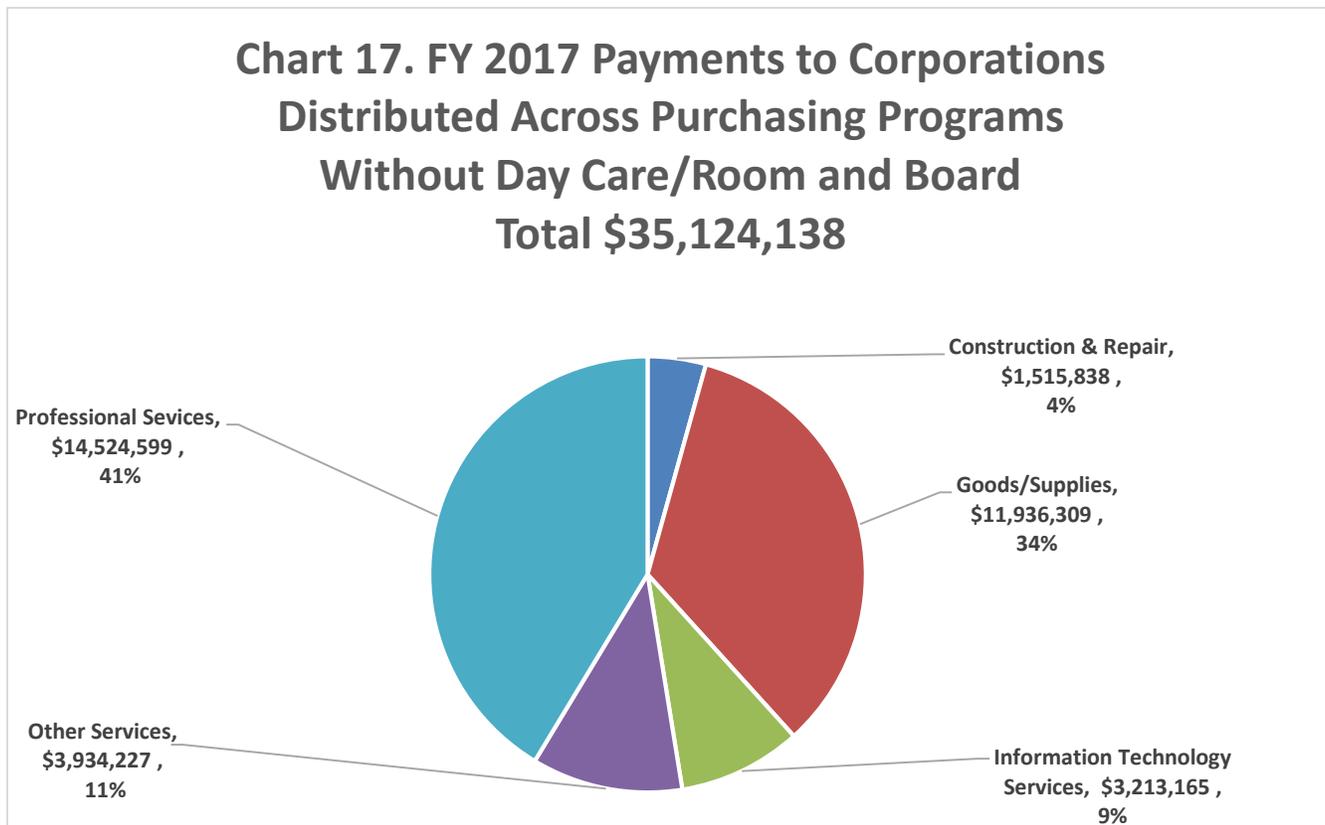
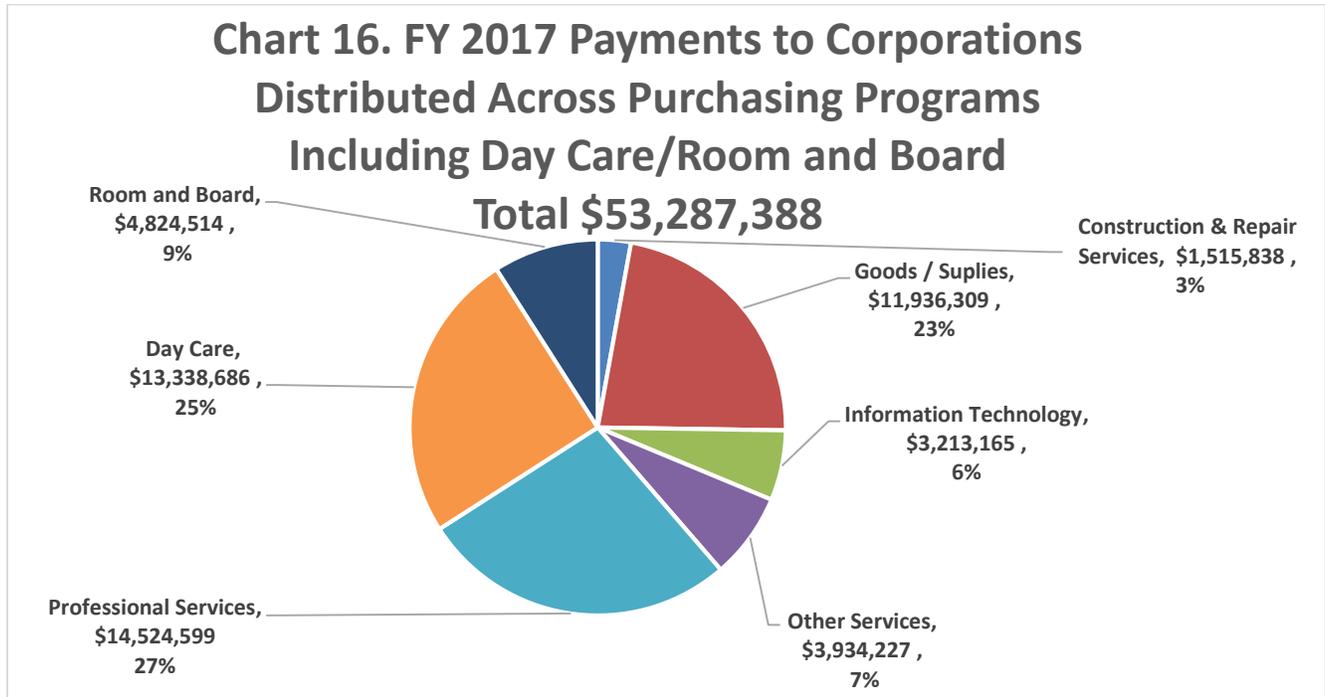


**Chart 15. FY 2017 Payments to White Males  
Distributed Across Purchasing Programs  
Without Day Care/Room and Board**

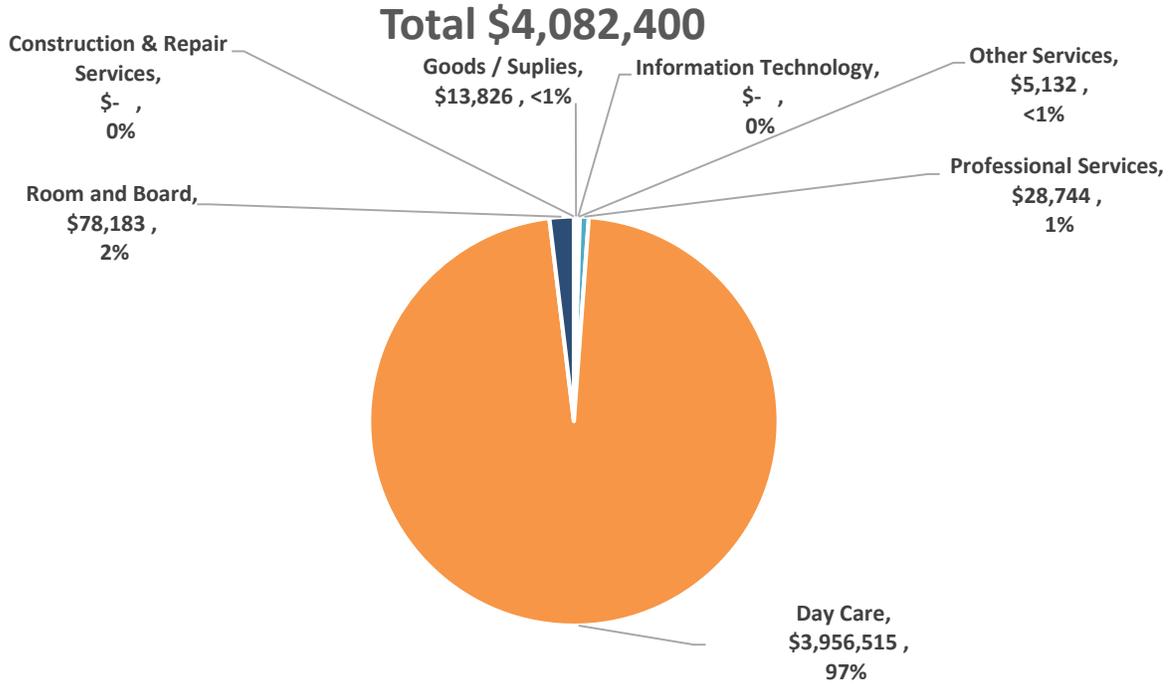


Payments to White Male owned businesses, reflected on Chart 15. below, spanned all purchasing programs. The majority of payments were concentrated in the purchasing program areas of Goods/Supplies (35%), Professional Services (28%), and Other Services (21%). Smaller payment distribution programs included Information Technology (8%) and Construction and Repair (7%).

Corporations participated in all purchasing program areas. The majority of payments to Corporations were made in the Professional Services (42%) and Goods/Supplies (34%) purchasing programs. The remainder of payments were distributed by Other Services (11%), Information Technology (9%) and Construction and Repair Services (4%) programs.



**Chart 18. FY 2017 Payments to Unknown Distributed Across Purchasing Programs Includes Day Care/Room and Board**



**Chart 19. FY 2017 Payments to Unknown Distributed Across Purchasing Programs Without Day Care/Room and Board**

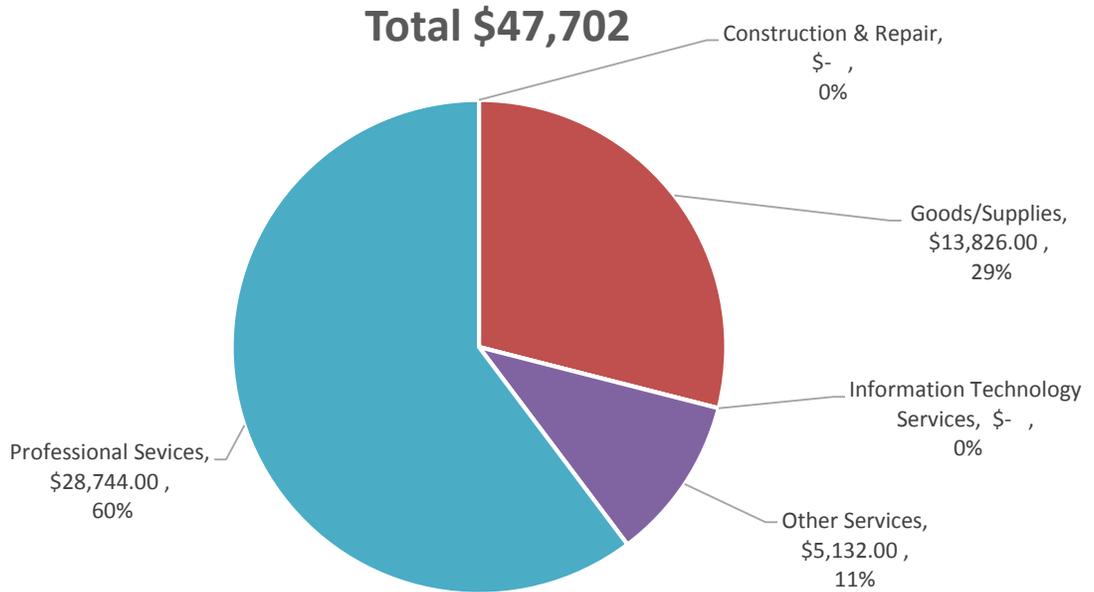


Chart 18 indicates that 97% of registered suppliers with Unknown diversity occurred primarily in the Day Care program. Chart 19 reflects the closure of this gap without daycare and through supplier registration. Registration of suppliers, who received payments in FY 2017, is over 99% complete for current year vendors across purchasing programs that provide competitive MWBE bidding opportunities. Payments to businesses with Unknown diversity categories included Professional Services (60%), Goods /Supplies (29%), and Other Services (11%).

In conclusion of the data analysis of payments to the Guilford County population of all suppliers, who received payments in FY 2017, the County has made substantial progress in terms of capacity to track and analyze payment records in any given time period. Although most vendors are not HUB certified, based on the self-declaration of their diversity, we are able to understand our patterns for hiring contractors across competitive purchasing programs and supplier diversity categories. This data can inform us of opportunities, such as outreach and engagement, supplier recruitment, and other initiatives mentioned in the report, to increase diverse participation in our purchasing programs. The Purchasing Department welcomes thoughts and suggestions to support Guilford County's Diversity Program goals.

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## List of Account Payment Descriptions for FY 2017 Payments

Purchasing Program	Account Descriptions
Commodities	BLDG MATERIALS TOOLS SUPPLIES
	AGRICULTURAL-ANIMAL SUPPLIES
	SMALL OFFICE FURN, FIXTURES, EQUIP
	SMALL MACHINERY & EQUIPMENT
	PRINTING AND OFFICE SUPPLIES
	VEHICLE FUEL
	MEDICAL SUPPLIES
	EQUIP-OFF FURN AND FIXTURES
	SMALL COMPUTER EQUIPMENT
	FOOD AND PROVISIONS,
	VEHICLES - MOTOR EQUIPMENT,
	VEHICLES - MOTOR EQUIPMENT,
	EQUIPMENT
	OTHER SUPPLIES
	PRISONER UNIFORMS
	FOOD
	MISCELLANEOUS SUPPLIES
	MISCELLANEOUS SUPPLIES AND EXPENSE
	INVENTORY
	PERIODICALS BOOKS PUBLICATIONS
Professional Services	INSURANCE AND BONDING
	MEDICAL CARE
	MEDICAL SERVICES
	PROFESSIONAL SERVICES,
	SURVEYING AND APPRAISALS,
	ADVERTISING
	EDUCATION AND TRAINING
Other Services	SURVEYING AND APPRAISALS,
	LAUNDRY AND UNIFORMS
	MAINTENANCE OF LAWNS-GROUNDS
	IMPRT-OTHER THAN BLDGS,
	BUILDING & GROUNDS SECURITY
	ROUTINE BUILDING MAINT/REPAIR,
	EQUIP REPAIR SERV-NON-VEHIC,

	SPECIAL FACILITIES MAINT/REPR,
	VEHICLE REPAIR SERV
	TRANSPORTATION
	SOLID WASTE DISPOSAL
	MISCELLANEOUS SERVICES,
Information Technology Services	OUTSIDE DATA PROCESSING EXP
	MISCELLANEOUS SERVICES,
	OUTSIDE DATA PROCESSING EXP
Construction & Repair	Construction Work in Progress
Day Care	Day Care (DSS Consumer Services)
Room and Board	Room and Board (DSS Consumer Services)

To visit the Guilford County MWBE Website please click on the link below or scan the QV code.

<http://www.myguilford.com/purchasing/mwbe-program/>

