

Additional Accomplishments

- Created and implemented the following procedures to regularly evaluate General Contractors and their payment history to M/WBE subcontractors:
 - Project Summary Report
 - M/WBE Replacement Request Form
 - Subcontractor Quote Comparison Form
- **Employee Accountability** regarding commitment to the City's procurement guidelines by developing a vendor rotation for discretionary spending for purchases \$19,999 and under as well as revised departmental spending reports.
- **One Comprehensive Database** is utilized by City Departments for informal and formal vendor usage by trades.
- **Formal Bid, Informal Bid, and RFP** information is posted on the City's website and emailed to M/WBE vendors.
- **Negotiated** a quick pay agreement between a general contractor and subcontractor
- **Pre Bid Sign-In Sheets** are emailed to M/WBE vendors.
- **M/WBE goals** for formal projects have incrementally been set above the 10 % minimum requirement.
- **Payment Verification** is completed by M/WBE Staff to confirm timely payments to vendors.
- **Site Visits** are performed to provide additional support and verify M/WBE participation and fair treatment.
- **Managers' Office** initiated a scoring criteria that includes M/WBE status and participation for Professional Service RFQ's.

Strength through Diversity

The M/WBE staff identifies and recruits minority and woman owned businesses to provide support and services to assist in their development by promoting City Government contracting and sub-contracting opportunities.

EDUCATE

- Assisted 36 M/WBE businesses with State Historically Underutilized Business Certification (HUB).
- Hosted 5 outreach workshops throughout the year.
- Encouraged M/WBE participation in an 8 week business training class offered by City Staff.
- Attended 44 pre-bids and bid openings to track M/WBE participation and enforce M/WBE program requirements.

RESOURCES

- Delivered weekly email notifications to M/WBE businesses which include pre-bids and bid openings for formal and informal projects along with other business opportunities.
- Provided databases to General Contractors, following each pre-bid which include M/WBE contact information based on scope of work.
- Encouraged informal bid opportunities published on the City's website.

NETWORKING

- Cohosted with WSSU the North Carolina Coordinators Network quarterly meeting. The NCCN provides education, support and resources to M/WBE businesses.
- Encouraged M/WBE subcontractors to attend formal and informal pre-bids and bid openings.

City Of



Winston-Salem

M/WBE

Minority & Women
Business Enterprise Program

Annual Report

2015-2016

Mayor: **Allen Joines**

City Council

Vivian H. Burke

Mayor Pro Tempore, Northeast Ward

Dan Besse, *Southwest Ward*

Robert C. Clark, *West Ward*

Derwin L. Montgomery, *East Ward*

Molly Leight, *South Ward*

Denise D. Adams, *North Ward*

Jeff MacIntosh, *Northwest Ward*

James Taylor, Jr., *Southeast Ward*

Prepared by City of Winston Salem M/WBE Staff
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Special Projects Coordinator

EXECUTIVE SUMMARY

The City of Winston-Salem regularly tracks M/WBE spending in four categories: (1) Construction & Repair; (2) Subcontracting Activity; (3) Procurement Card Spending; and (4) Materials and Services. **The percentage of overall spending done with M/WBE businesses increased from 5% in FY 14-15 to 8% in FY 15-16.**

1. Construction and Repair includes all active City spending on formal and informal projects. The amount spent by the City was down 6% from \$116,068,138 in FY 14-15 to \$108,962,855 in FY 15-16. The percentage of spending with M/WBE's increased from 1.55% to 8.55%.

2. Subcontracting Activity includes all closed formal range construction projects. In this category, total spending decreased 76.74% from \$57,871,137 in FY14-15 to \$13,459,687 in FY15-16. Of that, \$3,085,020 was spent with M/WBE businesses which accounted for 22.92% of all expenditures.

3. Procurement Card Spending was \$3,585,339 this year which was down from the \$4,522,880 total in FY14-15. The \$470,273 spent with M/WBEs accounted for 13.12% of total spending, which is a significant increase from the 3.76% in FY14-15.

4. Materials & Services includes all other City purchases. In this category, the total amount encumbered by the City in FY 15-16 was 89,360,802. Spending with M/WBE's increased from \$4,882,860 to \$5,038,353, which accounted for 5.64% of spending.

FY 2015 – 2016 Spending

<u>Total Spend</u>	<u>M/WBE</u>	<u>MBE</u>	<u>WBE</u>
<u>Construction & Repair</u>			
\$108,962,855	\$9,320,052	\$4,044,907	\$5,275,145
<u>Subcontracting Activity</u>			
\$13,459,687	\$3,085,020	\$1,135,709	\$1,949,311
<u>Procurement Card</u>			
\$3,585,339	\$470,273	\$56,941	\$413,332
<u>Materials & Services</u>			
\$89,360,802	\$5,038,353	\$1,089,179	\$3,949,174
Total M/WBE Spending			
\$17,913,698.00*			
Total Subcontracting			
<u>Total M/WBE</u>	<u>MBE</u>	<u>WBE</u>	
22.92%	8.44%	14.48%	

**Total Formal Projects 8
City of Winston-Salem 1
City/County Utilities Commission 7**

Subcontracting goals are based upon the activities of M/WBEs working on formal-range projects which are estimated to cost more than \$300,000.

*Total includes construction and repair, subcontracting, P-card, and purchase order spending

YEARLY SUMMARY SUBCONTRACTING ACTIVITIES

<u>FY</u>	<u>M/WBE Spending</u>	<u>% of Total Spending</u>
06/07	\$2,320,078	10.77%
07/08	\$2,739,356	10.25%
08/09	\$6,242,031	14.35%
09/10	\$2,355,090	12.43%
10/11	\$2,267,134	19.87%
11/12	\$2,048,132	14.30%
12/13	\$4,185,365	17.84%
13/14	\$765,381	14.26%
14/15	\$6,534,715	11.29%
15/16	\$3,085,020	22.92%

Fiscal year 2015-2016, M/WBE subcontracting goal increased from 11.29% to 22.92%.

The M/WBE Program has a 10% minimum goal for formal-range construction. Actual participation varies, year-to-year, based on quantity and scope of work.