



Department of
Commerce
CITY OF PHILADELPHIA

OFFICE OF ECONOMIC OPPORTUNITY

ANNUAL REPORT

FISCAL YEAR 2020



Celebrating 38 Years of Promoting
Economic Opportunity for
Minority-, Women-, and Disabled-
owned Businesses

THE OEO MISSION

The Office of Economic Opportunity (OEO) promotes the economic development of minority-, women-, and disabled-owned business enterprises (M/W/DSBEs) through its registration program, contract review and monitoring activities, and ongoing interaction with other City departments, quasi-public agencies, and the local marketplace.

OEO operates under Executive Order 3-12: The City's regulation that governs the Minority Business Enterprise (MBE), Women Business Enterprise (WBE), and Disabled Business Enterprise (DSBE) Program.



“Moving Philadelphia towards economic equality is not a singular event; instead it is a slow, and deeply deliberate process.”

Uva Coles, Founder & CEO, Inclusiva



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MESSAGE FROM MAYOR KENNEY & THE DEPUTY DIRECTOR OF COMMERCE



Dear Philadelphians,

We are pleased to release the Office of Economic Opportunity's Fiscal Year 2020 Annual Report. Despite one of the most challenging years that the city has endured in decades, the Office of Economic Opportunity (OEO) and the Department of Commerce have made great strides regarding the City's commitments to diversity, inclusion, and equity. By explicitly ensuring that tax dollars are invested in a diverse set of businesses, we ensure greater equity in the way the City of Philadelphia does business—working with more firms that reflect the diverse population we serve.

The COVID-19 pandemic and civil unrest resulting from the country's racial reckoning have affected all Philadelphians immensely. These challenges have put an incredible burden on our small businesses, disproportionately impacting our city's minority and disadvantaged businesses.

The Office of the Economic Opportunity's mission is to promote and support the economic development of minority-, women-, and disabled-owned business enterprises (M/W/DSBE). That mission positions us to strategically address the unique needs of diverse businesses and advocate for M/W/DSBE businesses not only to have a seat at the table, but also have real opportunities to earn contracts and grow their business.

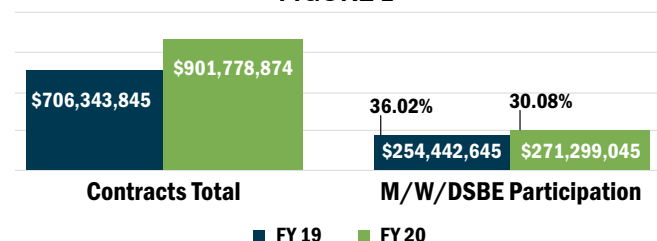
Despite facing unprecedented logistical and financial challenges, the City of Philadelphia's FY20 M/W/DSBE participation rate on contracts came in at just over 30 percent. While this is a decline from the 36 percent we achieved in FY19, we're proud of the way OEO's hardworking staff pivoted to continue delivering on their work and mission. Though the percentage of M/W/DSBE participation did not reach the level of FY19, we're pleased to report that more overall dollars went to M/W/DSBEs than in FY19.

OEO and Commerce Department staff displayed remarkable resilience in remaining dedicated to supporting Philadelphia's business community during one of the most uncertain periods in our history. On this front, this report highlights innovative efforts and initiatives that the City has undertaken, such as grant programs for businesses impacted by COVID-19 and civil unrest, a new Mentor Protégé Program, and the Emerging Vendors Program.

While we have critical challenges ahead, the City remains committed to increasing diversity in the contracts that are awarded using public funds, and we look forward to helping minority-, women-, and disabled-owned businesses recover and thrive in Philadelphia. By continuing to collaborate with our passionate and committed stakeholders—administrators, policy makers, professional associations, and business owners—we can create an environment where small businesses, especially Black and brown business owners, can thrive and compete with confidence, knowing that they have an equal shot at the opportunities that this great city has to offer.

FY 19/FY 20 City-only Contract Comparison

FIGURE 1



Jim Kenney
Mayor
City of Philadelphia

Lola S. Harper
Deputy Director of Commerce,
Entrepreneurship and Office of
Economic Opportunity

WHO WE ARE

As the birthplace of America, Philadelphia has a history enriched with culture and symbolism. The city is a melting pot filled with unique amenities that only a city with our diverse heritage can provide. Philadelphia is the largest city in the Commonwealth of Pennsylvania and the sixth most populous city in the United States. It is also a majority-minority city. According to the latest Census estimates¹, Philadelphia's population is 43.6 percent Black (non-Hispanic), 34.3 percent White (non-Hispanic), 15.2 percent Hispanic or Latino, 7.8 percent Asian, 0.9 percent Native Americans, 0.2 percent Pacific Islanders, and 2.8 percent multiracial.

The City of Philadelphia's municipal government employs more than 28,000 people and spends approximately \$4 billion a year on goods and services across 48 departments. The City's goal is to spend 35 percent of those dollars with minority-, women-, and disabled-owned business enterprises (M/W/DSBEs), or approximately 35 cents of every dollar with a diverse firm.

The Office of Economic Opportunity (OEO), an office within the City's Department of Commerce, plays a lead role in ensuring the City meets its goals for equity and inclusion of M/W/DSBEs in its contracting opportunities.

OEO CARRIES THIS OUT BY:

- Registering minority-, women-, and disabled-owned businesses.
- Reviewing and monitoring contracts.
- Providing oversight on large contracts and projects.
- Creating alliances within the City government, stakeholders, and other organizations.
- Problem solving with, advocating for, and supporting diverse businesses across the region.

OUR PARTNERS INCLUDE:

- City of Philadelphia departments.
- Quasi-public agencies (PIDC, PHDC, PRA).
- Private firms.
- Non-profits organizations.
- Third-party certification agencies.
- Majority prime contractors.
- Local developers.



¹United States Census Bureau, Philadelphia City, Philadelphia County, Pennsylvania, <https://data.census.gov/cedsci/profile?g=0600000US4210160000>, (accessed 13 October 2020)

EXECUTIVE SUMMARY

This Annual Report illustrates the efforts made by the City of Philadelphia during the 2020 Fiscal Year (FY20). It is a summation of OEO's accomplishments, achieved in partnership with stakeholders. This report highlights these accomplishments using data across six major contracting categories: Public Works (PW), Service, Supply & Equipment (SSE), Personal & Professional Services (PPS), Miscellaneous Purchase Orders (MPO), Small Order Purchases (SOP), and City-wide SSE (supplies contracts purchased centrally by Procurement, rather than by individual departments). The total contracting awards are the remaining dollars after "Few or No Deductions," which are contracting opportunities where it is determined that there are too few ready, willing, and able M/W/DSBE firms available in the market. This report also showcases OEO's continual effort to improve our strategic initiatives so that City contracting is an equitable playing field for M/W/DSBE firms.

Minority, Women, and Disabled Business Enterprise Participation

In City-only contracting, diverse businesses received 30.08 percent — or approximately \$271 million — of the \$901 total contract dollars (see Figure 2 below). Figure 3 illustrates how minority-owned businesses earned \$177 million of the City-only contract dollars — nearly 20 percent of all spending — while women-owned businesses earned the remaining \$93 million for roughly 10.4 percent of City-only contracting.

FIGURE 2:
FY19 vs. FY20 City-Only M/WBE Total Contract Participation

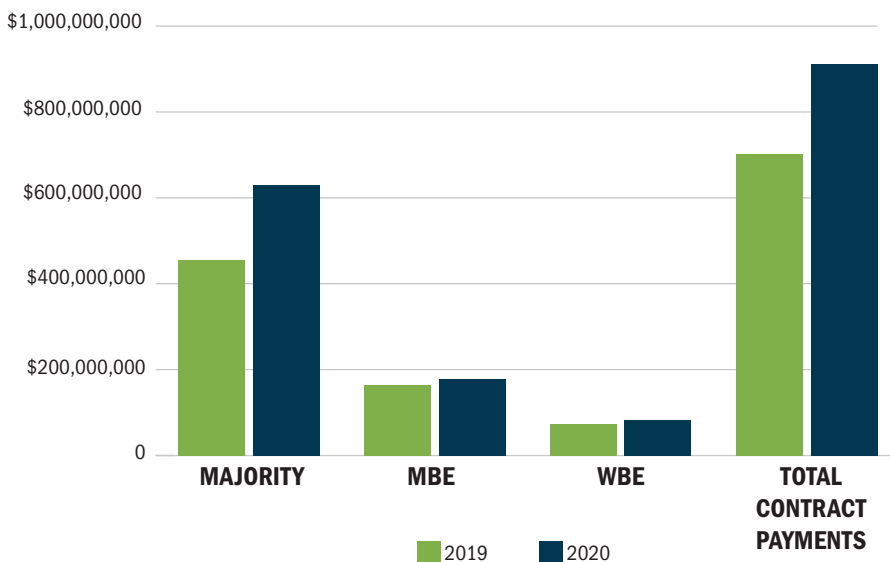
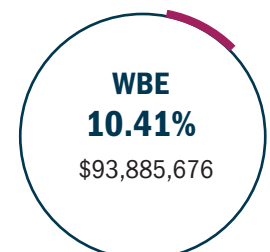
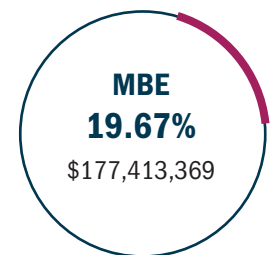
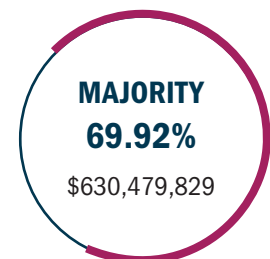


FIGURE 3:
FY20 City-Only Contract Participation



EXECUTIVE SUMMARY

While total City-only spend increased by nearly \$200 million from FY19's \$706 million to \$901 million in FY20, total City and quasi-public agency spend decreased by more than \$375 million from FY19's \$1.9 billion in total spending to FY20's \$1.5 billion City and quasi-agency total spend. Figure 4 demonstrates that decrease in spending, with about 13.4 percent in minority business participation, amounting to over \$200 million. For reference, the FY19 City and quasi-public MBE participation amount alone was \$392 million, which is more than FY20's total M/W/DSBE participation. That decrease in spending led to the significant decrease in our City's overall contracting to the M/W/DSBE firms in our city (see Figure 5 below).

FIGURE 4:
FY20 City and Quasi-Public Contract Participation

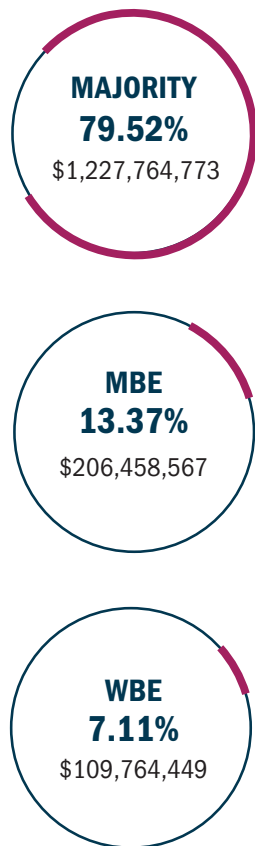
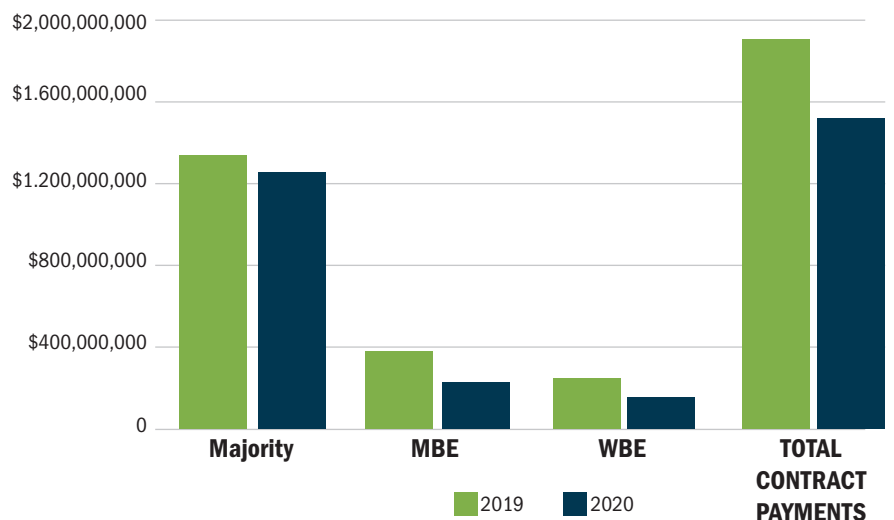


FIGURE 5:
FY19 vs. FY20 City and Quasi-Public M/WBE Total Contract Participation



Despite the wide range of difference in total spend, the amount of City spending going to M/W/DSBE firms has remained consistent. Key to the City's commitment to diverse spending are departments such as Aviation, Water, Prisons, and the Office of Innovation and Technology. Through partnership with OEO, these City departments were able to achieve nearly \$200 million in diverse spending.

EXECUTIVE SUMMARY

FIGURE 6:
FY20 by Contracting Category

City-Only	Total Amount	MBE \$	MBE %	WBE \$	WBE %	Total M/W/DSBE \$	Total %
Public Works (PW)	\$295,393,817	\$47,591,205	16.11%	\$29,057,095	9.84%	\$76,648,300	25.95%
Service, Supply & Equipment (SSE)	\$46,305,116	\$5,871,313	12.68%	\$2,561,684	5.53%	\$8,432,997	18.21%
Personal & Professional Services (PPS)	\$492,286,243	\$121,343,872	24.65%	\$58,058,352	11.79%	\$179,402,225	36.44%
Miscellaneous Purchase Orders (MPO)	\$3,950,127	\$195,605	4.95%	\$395,950	10.02%	\$591,555	14.98%
Small Order Purchases (SOP)	\$7,261,172	\$1,123,213	15.47%	\$439,309	6.05%	\$1,562,521	21.52%
Subtotal	\$845,196,475	\$176,125,208	20.84%	\$90,512,390	10.71%	\$266,637,598	31.55%
City-Wide Subtotal	\$56,582,399	\$1,288,161	2.28%	\$3,373,286	5.96%	\$4,661,447	8.24%
City Total	\$901,778,874	\$177,413,369	19.67%	\$93,885,676	10.41%	\$271,299,045	30.08%
Quasi-Public							
Philadelphia Industrial Development Corporation (PIDC)	\$20,184,614	\$2,340,879	11.60%	\$1,408,776	6.98%	\$3,749,655	18.58%
Philadelphia Housing Development Corporation (PHDC)	\$58,746,150	\$13,631,907	23.20%	\$6,249,389	10.64%	\$19,881,296	33.84%
Philadelphia Redevelopment Authority (PRA)	\$563,278,151	\$13,072,412	2.32%	\$8,220,608	1.46%	\$21,293,020	3.78%
Quasi Total	\$642,208,915	\$29,045,198	4.52%	\$15,878,773	2.47%	\$44,923,971	7.00%
TOTALS	\$1,543,987,789	\$206,458,567	13.37%	\$109,764,449	7.11%	\$316,223,016	20.48%

The City is committed to the growth, utilization, and success of M/W/DSBE firms through the programmatic efforts of the Office of Economic Opportunity (OEO). In FY20, the City and quasi-public M/W/DSBE utilization was \$316 million.



EXECUTIVE SUMMARY

OEO Registry & Outreach

Now more than ever, OEO's efforts remain laser-focused on ensuring M/W/DSBE businesses have a fair chance and equitable access to the opportunities available. OEO continues to cultivate and expand relationships with the growing business community, professional organizations, and trade groups. The office's outreach efforts help to empower local diverse businesses by supporting capacity building; increasing access to capital; improving creditworthiness; helping entrepreneurs become more technologically savvy; and advocating for the adoption of practical business administration skills.

OEO develops a vendor pool that is diverse, highly competent, capable, and financially stable by targeting its outreach to address the long-term economic health and well-being of the city's diverse businesses. OEO is building the capacity of vendors and suppliers to not only meet the City's contracting needs, but also the needs of the broader marketplace. OEO works with stakeholders to encourage the maximization of M/W/DSBE utilization in all sectors and categories of the City's vendor supply chain. The office consistently works to see these diverse firms moving from sub to prime contracting opportunities, and from smaller value contracts with single departments to larger, multi-year engagements.

These efforts include:

- **Hosting, attending, and participating in more than 67 outreach events**, including business networking and procurement fairs, trade shows, business matchmaking, and skills clinics.
- **Seven "Doing Business with the City" workshops** conducted by the OEO registration team and featuring contracting opportunities with City departments.
- **Registering new and diverse businesses in the OEO Registry**, reaching a total of 3,201 M/W/DSBEs registered—a 2.7 percent increase from the previous year.
- **Organizing the 36th Annual "Virtual" Minority Enterprise Development (MED) Week** with 45-plus agencies coordinating with the City and welcoming thousands of attendees to 40 events.



INTERNAL EFFORTS

The key functions of the Office of Economic Opportunity are the registration of businesses, monitoring compliance of City contracts, and advocating for diverse businesses to have equitable access and opportunity. Though these are our main functions, OEO consistently evaluates and refines our practices to reinforce the City's commitment to the utilization of M/W/DSBE firms in all contracting. It is through cross-functional and cross-departmental teams that OEO drives home this commitment. The following are some of the ways OEO is building upon current efforts.

MENTOR PROTÉGÉ PROGRAM (MPP)

This program is a partnership between OEO and The Enterprise Center Construction Consortium. The City of Philadelphia needs and desires to have more minority- and women-owned businesses operating as prime contractors. The MPP aims to assist firms by creating an environment for them to build their expertise and network connections that will help them become prime contractors. The MPP creates education- and experience-based partnerships that enable selected M/W/DSBE companies to receive advisory support from industry leaders. The relationships fostered will provide protégés with expert guidance in areas they deem most critical to their success—such as in management, marketing, technology, and accounting—and provide mentors with diverse and inclusive sub-contracting opportunities for upcoming projects.

For this program, OEO is seeking mentors that have the necessary skills, resources, and experience to properly guide a protégé through their specific areas of need. Recent and relevant projects will be excellent sources of opportunity to display the desired learning expertise of the protégé. For protégés, OEO is only considering M/W/DSBE companies that are actively registered with the OEO Registry and primed for growth. For the relevancy of this program, OEO expects that all participating firms be located in Philadelphia or have a local presence. Beginning in April 2020, the initial cohort of mentors and protégés commenced the program—completing initial interviews, developing new partnerships, and exploring the benefits of those relationships. OEO is managing the program to ensure that the purpose is met, as well as to track program metrics and positive results.

REBUILD

Rebuild, a signature initiative from Mayor Jim Kenney, is investing hundreds of millions of dollars to revitalize neighborhood parks, recreation centers, and libraries across Philadelphia. Rebuild utilizes the Philadelphia Beverage Tax to revitalize community spaces, engage and empower communities, and promote diversity and economic opportunity. This investment is a chance to connect historically underserved and underrepresented minority- or women-owned businesses with contracting opportunities on Rebuild projects. To help realize this opportunity, Rebuild is maximizing the diversity of businesses that benefit from its investment in the following ways:

1. **Rebuild keeps Philadelphia businesses informed about new contract opportunities** through regular outreach and a user-friendly portal on the Rebuild website that creates a centralized platform where all contract opportunities are posted.
2. **During the COVID-19 pandemic, Rebuild holds virtual events** to connect minority- or women-owned businesses to contract opportunities delivering Rebuild projects.
3. **In partnership with OEO, Rebuild has implemented the Emerging Vendors Program (EVP)**, which allows minority- and women-owned firms that are not certified to count towards overall participation goals on Rebuild projects (up to \$150,000) while they work to gain certification. Firms participating in the program have access to technical assistance to help them through the certification process.
4. **The Rebuild Ready Business Support Program** helps smaller minority- and women-owned businesses become more competitive for work on Rebuild projects, including help with bidding, taxes, insurance, bonding, accounting, and access to loans.

INTERNAL EFFORTS

Overall contract participation goals are established in the Rebuild Ordinance. The goals for professional services contracts are 25-30 percent MBE and 15-20 percent WBE. The Ordinance also establishes goals for construction contracts at 30-35 percent MBE and 15-20 percent WBE. Commitments for contracts awarded by Rebuild continue to meet or exceed those goals.

NON-PROFIT SPENDING

OEO does not report the participation on non-profit contracting dollars because the structure of non-profits does not easily capture minority or women ownership. However, OEO continues to review other ways to capture M/W/DSBE participation in non-profits. This participation is reviewed through the composition of the Board of Directors, senior leadership, and other staff.

The Philadelphia Department of Public Health and Department of Human Services have significant M/W/DSBE participation on non-profit contracts, representing millions of dollars of spend. OEO maintains relationships with these departments to develop a system to capture and report on this participation. The non-profit agency will report its participation to the contracting department, which will then report these numbers to OEO for verification. We're working to include these non-profit participation numbers in the FY21 Annual Report, which will provide a more comprehensive look at M/W/DSBE participation in contract dollars.

GUARDING AGAINST FRAUD

To eliminate fraudulent activities and ensure that M/W/DSBE businesses are included in the process to obtain procurement opportunities, OEO has enhanced its collaboration with the Offices of the Inspector General and City Controller. As noted in the FY19 Annual Report, our previous collaborative efforts were able to root out and penalize abuses of firms. This partnership also allows OEO to keep a keen eye on the ever-changing landscape of business interactions and prepares us to react quickly when abuse is present.

To promote inclusion of the Lesbian, Gay, Bisexual, Trans, Queer, Plus (LGBTQ+) and Disabled Business Enterprises (DSBE) communities in the Minority Business Registry, OEO is studying the best ways to accurately ensure inclusion and equity. This year, OEO met with the Mayor's Office for People with Disabilities to determine appropriate measures for representation of DSBEs on the registry. OEO also works closely with Office of Diversity, Equity and Inclusion (DEI) to ensure we are always on ahead of the curve while keeping our processes inclusionary and transparent.

ECONOMIC OPPORTUNITY REVIEW COMMITTEE (EORC)

Given the challenges of working remotely during the COVID-19 pandemic, OEO has not held Economic Opportunity Review Committee (EORC) meetings. This committee is chaired by the Deputy Commerce Director for Entrepreneurship and OEO and includes a revolving membership of heads of the local minority chambers of commerce. The purpose of these meetings is to hear testimony from stakeholders in the diverse business community. The committee hosted representatives from government, universities, developers, construction management firms, and the public. The committee listens to testimony and asks questions to develop best practices. Additionally, the committee can review projects with EOPs and recommend them to City Council for review of potential issues regarding noncompliance.

CONTRACTS HUB

Another resource to promote exposure and increase accessibility to opportunities for M/W/DSBEs is the City of Philadelphia's Contracts Hub website, launched earlier this year. Prior to the creation of Contracts Hub, individuals had to visit multiple websites to view all the listings of professional services and commodities opportunities. Through Contracts Hub, users can now go to one website to explore both professional services, commodities opportunities, and find valuable information for vendors. Listing contracting and procurement opportunities in one place alleviates confusion among respondents and potentially increases respondents' ability to apply for opportunities.

FY20 M/W/DSBE PERFORMANCE RESULTS

The following summary of M/W/DSBE contract participation for FY20 comes from contract commitments rather than payments, and they reflect dollars committed to primes and subs at the time the contract is confirmed. Change orders and amendments are captured in subsequent years when the changes are made to the contracts.

Contract award commitments provide an indication of the amount that will be paid to M/W/DSBE firms. However, actual payment data is the best measure of the City's success in being inclusive. OEO is diligently working with all City departments—particularly the Procurement Department—to establish a system that accurately captures payments made to M/W/DSBE firms. The City's Contract Compliance Reporting System, B2GNow, is the monitoring tool used by the City and OEO uses it to ensure proper maintenance of the City's contracts.

In FY20, the total City-only contract awards amounted to \$901 million, which is \$195 million more than FY19. This amount represents contracts awarded in six contracting categories: Public Works (PW), Service, Supply & Equipment (SSE), Personal & Professional Services

(PPS), Miscellaneous Purchase Order (MPO), Small Order Purchase (SOP), and City-wide SSE. Of the total value of contracts awarded in FY20, \$271 million or 30.08 percent, went to M/W/DSBE firms as shown below. The total M/W/DSBE participation represents a \$17 million increase in contracts value in comparison to FY19's \$254 million.

Of all contracting categories, Public Works' M/W/DSBE participation increased the most, from \$65 million in FY19 to \$76 million in FY20, an increase of more than \$10 million. Several M/W/DSBE categories also saw increased spending this year: PPS's increased by nearly \$10 million, while SOP's increased slightly by \$300,000 compared to FY19. Perhaps the most significant increase is in the City-wide SSE category. In FY19, the City spent \$699,130 with M/W/DSBEs, while this year's spend increased to more than \$4.6 million — an amount six times greater than the previous year. Despite the increases in dollar amounts for the various categories, all categories except City-wide SSE experienced percentage decreases, which is mostly due to the increase in overall contracting.

FIGURE 7:
FY20 City-Only Total M/W/DSBE Contract Participation by Contracting Category

Contract Category	PW (Public Works)	SSE (Service, Supply & Equipment)	PPS (Personal & Professional Services)	MPO (Miscellaneous Purchase Orders)	SOP (Small Order Purchases)	CW SSE (City-wide SSE)	Total Contract Payments
Total Dollars	\$295,393,817	\$46,305,116	\$492,286,243	\$3,950,127	\$7,261,172	\$56,582,399	\$901,778,874
Total M/W/DSBE Dollars	\$76,648,300	\$8,432,997	\$179,402,225	\$591,555	\$1,562,521	\$4,661,447	\$271,299,045
Total M/W/DSBE %	25.95%	18.21%	36.44%	14.98%	21.52%	8.24%	30.08%

FIGURE 8:
FY19 City-Only Total M/W/DSBE Contract Participation by Contracting Category

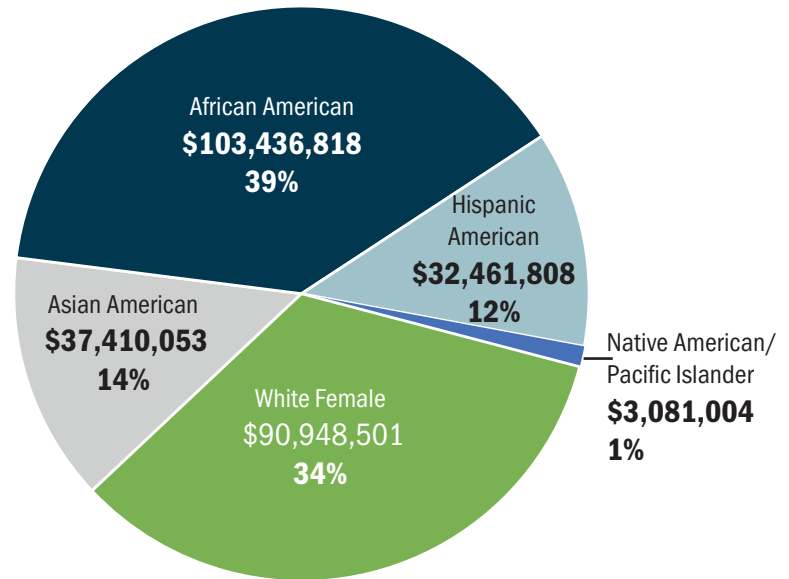
Contract Category	PW (Public Works)	SSE (Service, Supply & Equipment)	PPS (Personal & Professional Services)	MPO (Miscellaneous Purchase Orders)	SOP (Small Order Purchases)	CW SSE (City-wide SSE)	Total Contract Payments
Total Dollars	\$217,794,905	\$55,606,786	\$383,726,388	\$4,977,543	\$7,188,578	\$37,049,645	\$706,343,845
Total M/W/DSBE Dollars	\$65,671,231	\$16,361,982	\$169,570,285	\$917,066	\$1,240,451	\$699,130	\$254,460,145
Total M/W/DSBE %	30.15%	29.42%	44.19%	18.42%	17.26%	1.89%	36.02%

FY20 M/W/DSBE PERFORMANCE RESULTS

M/W/DSBE Participation by Demographic

Figure 9 illustrates total M/W/DSBE participation by demographic for City-only contracts. Of the \$271 million M/W/DSBE participation, African American-owned firms received \$103 million, or 39 percent, and White female-owned firms received \$90 million, or 34 percent. Asian American-owned firms' participation totaled \$37 million, or 14 percent, which is over \$10 million more than last year's total of \$26 million. Hispanic American-owned firms received \$32 million, or 12 percent, which is also \$10 million more in contracting than the previous year. Lastly, Native American/Pacific Islander contracting doubled in amount going from \$1.5 million to \$3 million, which represents 1 percent of FY20 contracting.

FIGURE 9:
FY20 M/W/DSBE Participation by Demographic (City-Only)



The five-year trend analysis (seen in Figure 10) shows that the City's most steady trend has been with MBE contracting. The City's commitment to MBE businesses is made clear by the numbers. Since 2013, the City has steadily increased the amount of contracting dollars that go to minority-owned businesses. In comparison to 2016, participation of MBE's has increased by \$57 million, a 47.5 percent increase.

Despite these positive trends, there is still more work to be done. While we are certainly spending more money with diverse businesses, the level of spending may not be equal. The total amount of City-only contracting in FY20 was \$901 million, the highest that the City has seen. That's \$195 million greater than FY19's total and \$60 million more than the City's previous high in FY18. That high number in overall City contracting was a contributing factor in FY20 having the lowest percentage of M/W/DSBE participation since 2014. FY20's 30.08 percent participation is the first participation below 31 percent since 2015.

FIGURE 10:
City-Only Trending Report for M/W/DSBE Utilization

Fiscal Year	MBE %	WBE %	M/WBE Total %	Majority %	MBE Participation Dollars	WBE Participation Dollars	M/W/DSBE Total Participation Dollars	Majority Total Contract Awards	Total Contract Award Dollars
2016	17.87%	14.18%	32.05%	67.95%	\$120,482,918	\$95,581,161	\$216,064,079	\$458,217,925	\$674,282,004
2017	18.50%	15.30%	33.80%	66.20%	\$135,325,378	\$111,880,427	\$247,205,805	\$484,109,150	\$731,314,955
2018	19.49%	13.69%	33.17%	66.83%	\$163,969,153	\$115,165,913	\$279,135,066	\$562,326,581	\$841,461,647
2019	23.50%	12.52%	36.02%	63.98%	\$166,000,851	\$88,441,793	\$254,442,644	\$451,901,201	\$706,343,845
2020	19.67%	10.41%	30.08%	69.92%	\$177,413,369	\$93,885,676	\$271,299,045	\$630,479,829	\$901,778,874

FY20 M/W/DSBE PERFORMANCE RESULTS

Figure 11 illustrates the trend over the past five years broken out by contracting category. The City's two high-value contracting areas of Public Works (PW) and Personal & Professional Services (PPS) show consistency. M/W/DSBE participation in the PW category hasn't been below 25 percent over the past five years. PPS also consistently shows strong M/W/DSBE participation, ranging between the upper thirties and low forties with respect to percentages. FY20's 36 percent in the PPS category is the lowest that the category has seen in the past five years.

There are several factors that contribute to the varying percentages of participation in categories such as Material Purchase Orders (MPO), Service, Supply &

Equipment (SSE), and Small Order Purchases (SOP). Factors such as budget changes, departmental adjustments, and vendor retention can all play a role. However, the changes we make to these contracting categories such as the limit adjustments through the Local Business Purchasing Initiative (LBPI) are also important. To increase opportunities for small businesses, the LBPI raised the threshold requiring formal bids for City contracts from \$34,000 to \$75,000 for all businesses—and from \$34,000 to \$100,000 for local businesses. OEO will continue to seek and find ways to ensure opportunities are made available to M/W/DSBE businesses that seek participation in any area of contracting.

FIGURE 11:
City-Only Trending Report of M/W/DSBE Participation by Contracting Category - Total Contract Dollars

Contract Category	2016		2017		2018		2019		2020	
	M/W/DSBE %	M/W/DSBE Dollars	M/W/DSBE %	M/W/DSBE Dollars	M/W/DSBE %	M/W/DSBE Dollars	M/W/DSBE %	M/W/DSBE Dollars	M/W/DSBE %	M/W/DSBE Dollars
Public Works (PW)	25.26%	\$60,784,020	25.96%	\$73,969,262	29.97%	\$89,415,810	30.15%	\$65,671,231	25.95%	\$76,648,300
Service, Supply & Equipment (SSE)	31.95%	\$15,200,250	32.53%	\$20,320,178	27.11%	\$15,341,370	29.42%	\$16,361,982	18.21%	\$8,432,997
Personal & Professional Services (PPS)	38.86%	\$135,051,711	42.88%	\$148,206,040	37.10%	\$157,514,108	44.19%	\$169,570,285	36.44%	\$179,402,225
Miscellaneous Purchase Orders (MPOs)	25.39%	\$1,067,632	24.74%	\$1,271,230	19.23%	\$997,730	18.42%	\$917,066	14.98%	\$626,405
Small Order Purchases (SOPs)	9.12%	\$498,404	15.29%	\$88,668	12.81%	\$791,696	17.26%	\$1,240,450	21.52%	\$1,562,521
City-wide SSEs	11.99%	\$3,462,062	9.31%	\$2,550,428	29.83%	\$15,074,352	1.89%	\$699,130	8.24%	\$4,661,447



FY20 & FY19 M/W/DSBE Participation Comparison

	Fiscal Year 2020										Fiscal Year 2019					FY20 / 19 Percentage Point Change		
	Total Amount	MBE \$	MBE %	WBE \$	WBE %	Total M/W/DSBE \$	Total %	Total Amount	MBE \$	MBE %	WBE \$	WBE %	Total M/W/DSBE \$	Total %	MBE %	WBE %	M/W/DSBE %	
Public Works (PW)	\$295,393,817	\$47,591,205	16.11%	\$29,057,095	9.84%	\$76,648,300	25.95%	\$217,794,905	\$40,389,645	18.54%	\$25,281,586	11.61%	\$65,671,231	30.15%	-2.43%	-1.77%	-4.20%	
Service, Supply & Equipment (SSE)	\$46,305,116	\$5,871,313	12.68%	\$2,561,684	5.53%	\$8,432,997	18.21%	\$55,606,786	\$2,133,143	3.84%	\$14,228,839	25.59%	\$16,361,982	29.42%	8.84%	-20.06%	-11.21%	
Personal & Professional Services (PPS)	\$492,286,243	\$121,343,872	24.65%	\$58,058,352	11.79%	\$179,402,225	36.44%	\$383,726,388	\$121,873,496	31.76%	\$47,679,289	12.43%	\$169,552,785	44.19%	-7.11%	-0.63%	-7.74%	
Miscellaneous Purchase Orders (MPO)	\$3,950,127	\$195,605	4.95%	\$395,950	10.02%	\$591,555	14.98%	\$4,977,543	\$329,750	6.62%	\$587,316	11.80%	\$917,066	18.42%	-1.67%	-1.78%	-3.45%	
Small Order Purchases (SOP)	\$7,261,172	\$1,123,213	15.47%	\$439,309	6.05%	\$1,562,521	21.52%	\$7,188,578	\$760,144	10.57%	\$480,307	6.68%	\$1,240,451	17.26%	4.89%	-0.63%	4.26%	
Sub Total	\$845,196,475	\$176,125,208	20.84%	\$90,512,390	10.71%	\$266,637,598	31.55%	\$669,294,200	\$165,486,178	24.73%	\$88,257,337	13.19%	\$253,743,515	37.91%	-3.89%	-2.48%	-6.36%	
City-Wide Subtotal	\$56,582,399	\$1,288,161	2.28%	\$3,373,286	5.96%	\$4,661,447	8.24%	\$37,049,645	\$514,674	1.39%	\$184,456	0.50%	\$699,130	1.89%	0.89%	5.46%	6.35%	
City Total	\$901,778,874	\$177,413,369	19.67%	\$93,885,676	10.41%	\$271,299,045	30.08%	\$706,343,845	\$166,000,852	23.50%	\$88,441,793	12.52%	\$254,442,645	36.02%	-3.83%	-2.11%	-5.94%	
Quasi-Public																		
Philadelphia Industrial Development Corporation (PIDC)	\$20,184,614	\$2,340,879	11.60%	\$1,408,776	6.98%	\$3,749,655	18.58%	\$9,395,260	\$728,866	7.76%	\$2,959,425	31.50%	\$3,688,291	39.26%	3.84%	-24.52%	-20.68%	
Philadelphia Housing Development Corporation (PHDC)	\$58,746,150	\$13,631,907	23.20%	\$6,249,389	10.64%	\$19,881,296	33.84%	\$91,375,450	\$25,516,086	27.92%	\$38,952,159	42.63%	\$64,468,245	70.55%	-4.72%	-31.99%	-36.71%	
Philadelphia Redevelopment Authority (PRA)	\$563,278,151	\$13,072,412	2.32%	\$8,220,608	1.46%	\$21,293,020	3.78%	\$1,112,463,017	\$200,243,343	18.00%	\$77,872,411	7.00%	\$278,115,754	25.00%	-15.68%	-5.54%	-21.22%	
Quasi Total	\$642,208,915	\$29,045,198	4.52%	\$15,878,773	2.47%	\$44,923,971	7.00%	\$1,213,233,727	\$226,488,295	18.67%	\$119,783,995	9.87%	\$346,272,290	28.54%	-14.15%	-7.40%	-21.55%	
TOTALS	\$1,543,987,789	\$206,458,567	13.37%	\$109,764,449	7.11%	\$316,223,016	20.48%	\$1,919,577,572	\$392,489,147	20.45%	\$208,225,788	10.85%	\$600,714,935	31.29%	-7.07%	-3.74%	-10.81%	

TOP 10 PERFORMANCE

The following figures depict the top 10 primes based on dollars awarded, as well as the top 10 MBE and WBE firms based on cumulative prime and subcontracting participation across all contracting categories.

**FIGURE 12:
Top 10 Prime Vendors/Contractors – Dollars Awarded**

Ranking	Business Name	Total Contract Award	MBE Participation Dollars	MBE Participation %	WBE Participation Dollars	WBE Participation %
1	Corizon Health Inc	\$55,225,671.44	\$10,681,952.00	19%	\$32,451.26	0%
2	SERAVALLI, INC.	\$46,936,721.31	\$1,005,740.00	2%	\$989,236.74	2%
3	J P C GROUP, INC.	\$29,542,310.81	\$3,364,269.91	11%	\$2,147,949.48	7%
4	James J. Anderson Construction Co., Inc.	\$23,369,882.36	\$0.00	0%	\$336,509.82	1%
5	A P CONSTRUCTION INC	\$23,237,666.00	\$1,920,358.60	8%	\$1,404,716.80	6%
6	Caremark, LLC	\$23,000,000.00	\$0.00	0%	\$0.00	0%
7	CARUSONE CONSTRUCTION, INC.	\$19,058,586.00	\$2,811,395.00	15%	\$1,539,771.00	8%
8	U.S. Facilities, Inc.	\$18,140,446.24	\$18,140,445.78	100%	\$32,344.12	0%
9	THOMAS P CARNEY INC	\$17,585,655.05	\$4,100,000.00	23%	\$400,000.00	2%
10	Centurion Detention Health Services, LLC.	\$15,905,491.00	\$458,078.14	3%	\$0.00	0%

**FIGURE 13:
Top 10 Minority Business Enterprise (MBE)
Firms – Dollars Awarded**

Ranking	Business Name	Business Classification	Total Contract Dollars (Prime and Sub)
1	U.S. Facilities, Inc.	African American Male	\$18,140,445.78
2	Timi Pharmaceuticals, Inc.	African American Female	\$10,068,820.65
3	Tri-Force Consulting, Inc.	Asian Male	\$7,768,449.86
4	Aviman Management, LLC.	African American Male	\$6,959,409.99
5	Linebarger - Partner	African American Male	\$6,731,500.00
6	Torrado Construction Co. Inc.	Hispanic American Male	\$5,146,578.66
7	FutureNET, Inc.	African American Male	\$5,022,138.00
8	Rodriguez Consulting, LLC	Hispanic American Male	\$4,721,500.09
9	G.E. Frisco	Asian Male	\$4,248,600.00
10	Revenue Collection Bureau, Inc.	Hispanic American Male	\$4,213,000.00

**FIGURE 14:
Top 10 Women Business Enterprise (WBE)
Firms – Dollars Awarded**

Ranking	Business Name	Business Classification	Total Contract Dollars (Prime and Sub)
1	Gessler Construction Inc.	White Female	\$7,251,918.31
2	HUNT ENGINEERING CO	White Female	\$4,965,044.00
3	Duffield Associates, Inc.	White Female	\$3,842,000.00
4	CLINICAL SOLUTIONS, LLC	White Female	\$3,146,037.48
5	The Labov Plumbing & Heating	White Female	\$3,105,820.98
6	Moye IT Consulting, LLC	White Female	\$1,995,654.60
7	Resilient Business Solutions, LLC	White Female	\$1,900,000.00
8	Mobile Dredging & Video Pipe, Inc.	White Female	\$1,711,200.00
9	CAREERS USA	White Female	\$1,709,430.61
10	Smart Information Management Systems Inc.	White Female	\$1,687,962.00

TOP PERFORMANCE BY DEPARTMENT

Departments with Highest Contracting Amounts

In FY20, there were four City departments with greater than \$50 million in contract spending. Of all departments, Aviation, Prisons, Streets, and Water are typically the City departments with the greatest concentration of contracting. These four departments alone make up the majority of the City's M/W/DSBE participation. In fact, more than half of the City's M/W/DSBE participation dollars are in these categories, with \$113 million MBE dollars or 64 percent of the total MBE spend and \$67 million WBE dollars or 72 percent of the total WBE spend.

The Water Department is by far the largest spending department in the City of Philadelphia. Their total contracting amount of \$247 million is 27 percent, more than one fourth, of the total City-only contracting amount. The Water Department's M/W/DSBE contracting amount of \$87.8 million is greater than the total contracting amount for 93 percent of the other City Departments. Given their volume of contracting, it's imperative that OEO continues to collaborate with Water and these top departments to ensure that Philadelphia is as inclusive as possible.

FIGURE 15:
Aviation

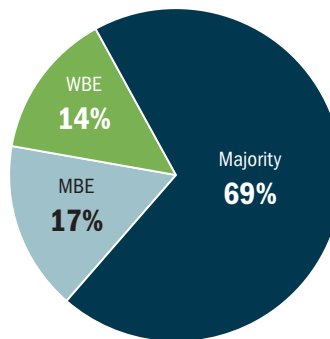


FIGURE 16:
Prisons

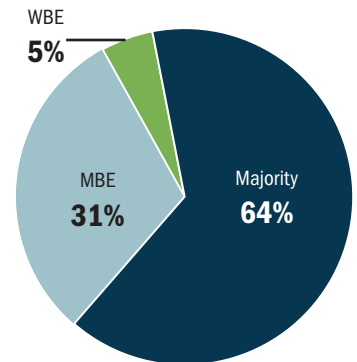


FIGURE 17:
Departments with Highest Contracting Amounts

Department	Contract Total	MBE \$	WBE \$	M/W/DSBE %
Aviation	\$147,456,787	\$24,177,322	\$20,962,219	30.61%
Prisons	\$98,741,150	\$30,141,828	\$4,945,141	35.53%
Streets	\$79,879,921	\$7,375,255	\$5,720,462	16.39%
Water	\$247,339,971	\$51,715,974	\$36,154,877	35.53%

FIGURE 18:
Streets

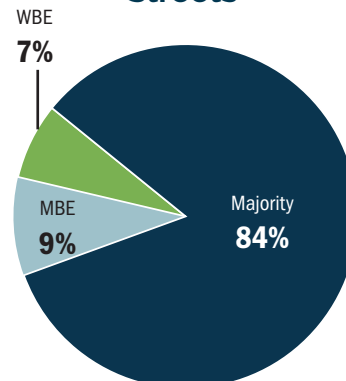


FIGURE 19:
Water

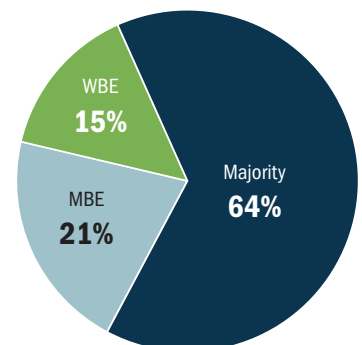


FIGURE 20: FY20 City Department M/W/DSBE Participation

Department/Office	Total Available Contract Dollars	M/W/DSBE Total Participation	M/W/DSBE Performance %	M/W/DSBE Goal
Water Department	\$247,339,971.37	\$87,870,850.75	35.53%	30%
Department of Aviation	\$147,456,786.60	\$45,139,540.49	30.61%	32%
Department of Prisons	\$98,741,149.74	\$35,086,968.87	35.53%	35%
Office of Innovation & Technology	\$36,546,090.33	\$18,006,807.71	49.27%	25%
Department of Revenue	\$23,832,532.32	\$14,359,320.40	60.25%	46%
Department of Streets	\$79,879,920.51	\$13,095,716.62	16.39%	32%
Department of Human Services	\$24,015,922.11	\$11,695,971.99	48.70%	33%
Finance Department	\$17,548,517.90	\$6,034,772.00	34.39%	35%
Parks & Recreation	\$7,071,255.74	\$5,018,690.21	70.97%	25%
Managing Director's Office	\$10,310,087.80	\$4,734,000.91	45.92%	20%
Law Department	\$8,953,623.69	\$4,204,297.77	46.96%	37%
Office of Homeless Services	\$5,451,387.79	\$3,560,746.59	65.32%	32%
Health Department	\$17,567,834.00	\$3,223,881.46	18.35%	40%
Department of Public Property	\$39,922,125.52	\$2,658,074.36	6.66%	50%
City Treasurer's Office	\$4,983,836.78	\$2,628,497.67	52.74%	30%
Department of Licenses & Inspections	\$8,708,865.91	\$2,453,083.67	28.17%	35%
Behavioral Health/Intellectual Disability Services	\$27,042,539.46	\$1,744,242.00	6.45%	13%
Office of Fleet Management	\$7,743,999.63	\$1,210,646.60	15.63%	5%
Office of Human Resources	\$12,986,135.00	\$846,000.00	6.51%	10%
Office of the Chief Administrative Officer	\$2,902,400.00	\$584,000.00	20.12%	25%
Free Library of Philadelphia	\$1,254,885.28	\$535,504.51	42.67%	25%
Police Department	\$1,984,126.51	\$390,900.74	19.70%	10%
Department of Records	\$1,066,787.54	\$358,739.04	33.63%	22%
City Council	\$788,592.34	\$320,210.68	40.61%	N/A
District Attorney's Office	\$540,179.42	\$225,000.00	41.65%	N/A
Fire Department	\$4,900,998.69	\$199,102.38	4.06%	16%
Office of Sustainability	\$374,000.00	\$133,000.00	35.56%	20%
Office of Community Empowerment & Opportunity	\$214,071.51	\$112,955.00	52.77%	50%
Office of the City Controller	\$715,000.00	\$58,200.00	8.14%	N/A
Board of Pension & Retirement	\$581,672.00	\$50,000.00	8.60%	N/A
Office of Labor	\$34,000.00	\$34,000.00	100.00%	N/A
Commerce Department	\$125,000.00	\$30,750.00	24.60%	60%
Office of the City Commissioners	\$126,697.24	\$17,960.77	14.18%	30%
Water-Stormwater	\$548,558.00	\$9,368.00	1.71%	N/A
Office of the Sheriff	\$32,699.34	\$5,796.55	17.73%	N/A
Department of Planning and Development	\$1,014,500.00	\$0.00	0.00%	35%
Office of Property Assessment	\$797,500.00	\$0.00	0.00%	50%
Procurement Department	\$425,756.68	\$0.00	0.00%	15%
Mayor's Office	\$421,536.54	\$0.00	0.00%	35%
Register of Wills	\$116,100.00	\$0.00	0.00%	N/A
Office of the Inspector General	\$71,500.00	\$0.00	0.00%	N/A
Sinking Fund Commission	\$29,752.00	\$0.00	0.00%	N/A
Office of Arts & Culture	\$21,470.96	\$0.00	0.00%	25%
Office of the City Representative	\$6,109.20	\$0.00	0.00%	N/A

OEO REGISTRY RESULTS & DEMOGRAPHICS

The OEO Registry is intended to ensure that all segments of the M/W/DSBE business community have a reasonable and significant opportunity to participate in City contracts. The OEO Registry also furthers OEO's public interest to foster effective broad-based competition from all segments of its diverse vendor community. In addition, the OEO Registry provides additional avenues for the development of new capacity and new sources of competition for City contracts from the growing pool of M/W/DSBE businesses.

The OEO Registry is integral to the establishment of M/W/DSBE participation goals on City and quasi-public contracts. City and quasi-public agencies only receive participation credit when using certified firms, and the OEO Registry makes it easier to find qualified firms that count toward participation.

The registry is the primary vehicle for M/W/DSBE businesses to let the City know they are ready, willing, and able to participate on City contracts and projects; and it is OEO's tool for determining availability of M/W/DSBE firms to participate on City projects. Some of the key benefits and features of the OEO Registry are:

- Notification of outreach events.
- Free business advertisement 24/7 and 365 days a year, your company's information listed in the Registry, which is utilized by 48+ City departments, the public, and nonprofit industries.
- Solicitation of quotes for Miscellaneous Purchase Orders and Small Order Purchases.
- Learn about the resources available to support their businesses.

At the time of publication, there were 3,201 firms in the OEO Registry, an increase of 86 firms, or 2.7 percent, over the FY 19 total. There was a 2.7 percent increase in the Registry for FY20. Figures 21 and 22 depict the total of 3,201 registrants delineated by business ethnicity classification. There are 1,208 (37.7 percent) African American firms; 1,214 (37.9 percent) White Women firms; 399 (12.5 percent) Asian American firms; and 319 (9.9 percent) Hispanic American firms.

FIGURE 21:
Registry Business Demographics

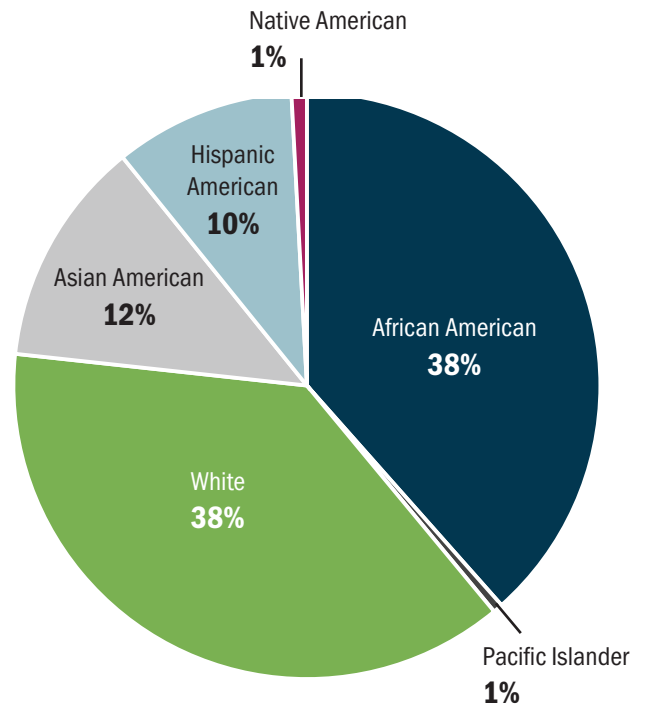


FIGURE 22:
Registry Business Demographics

Ethnicity	Number of Businesses	Percentage
White	1,231	38.46%
Pacific Islander	17	0.53%
African American	1,208	37.74%
Asian American	399	12.46%
Hispanic American	319	9.97%
Native American	27	0.84%
Total	3,201	

OEO Registry Results & DEMOGRAPHICS

OEO Registry by Location

Figure 23 represents the breakdown of the OEO Registry population by city and state location. As expected, the majority of businesses in the Registry are local, with 57 percent located in Philadelphia or other Pennsylvania counties. Businesses located in neighboring New Jersey, Delaware and Maryland represent 23 percent of the businesses in the Registry. The remaining 21 percent of businesses are from other states.

FIGURE 23:
OEO Registry by Location

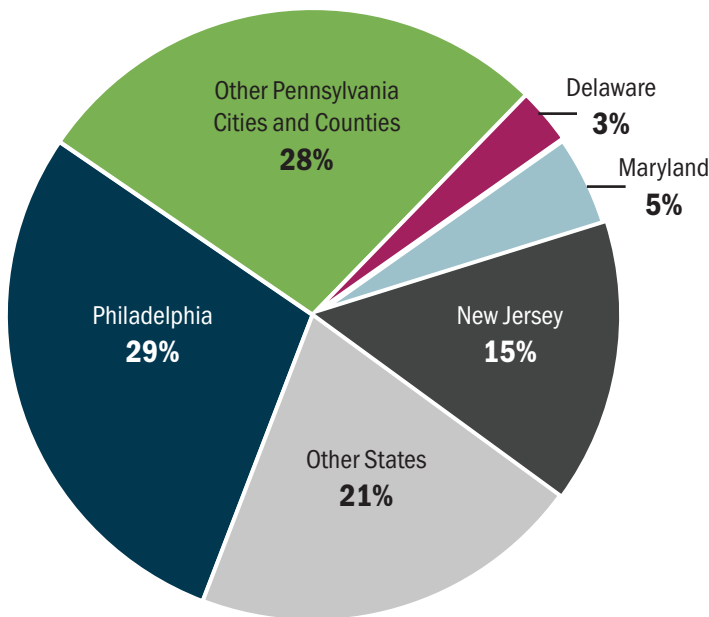


FIGURE 24:
OEO Registry by Ethnicity & Gender

Ethnicity	Gender	Number of Firms	Percentage
African American	Female	379	11.84%
African American	Male	829	25.90%
Asian American	Female	121	3.78%
Asian American	Male	278	8.68%
White	Female	1,214	37.93%
White	Male	17	0.53%
Hispanic American	Female	90	2.81%
Hispanic American	Male	229	7.15%
Native American	Female	12	0.37%
Native American	Male	15	0.47%
Pacific Islander	Female	4	0.12%
Pacific Islander	Male	13	0.41%
Total		3,201	



INVOLVEMENT LEADS TO RESULTS: ECONOMIC OPPORTUNITY PLANS

An Economic Opportunity Plan (EOP) is an agreement between the City and a prime contractor or project owner. The EOP agreement establishes goal ranges for meaningful participation of M/W/DSBEs on capital and construction projects throughout City government. An EOP is required for City-owned projects with a budget greater than \$100,000. In the private and non-profit sectors, projects may need an EOP if they require public funds or an action by City Council. In 2015, OEO was tasked with reporting workforce diversity on City projects, and as of 2017, the Labor Standards Unit has provided oversight and enforcement of workforce diversity on projects that require action by City Council.

As of October 2020, there were 233 active EOP projects being monitored that total \$2.75 billion. Of the \$2.75 billion, M/WBE utilization was 32.07 percent, or \$884 million. The \$884 million of M/W/DSBE utilization includes \$434 million, or 15.84 percent, received by MBE firms and \$450 million, or 16.34 percent, received by WBE firms. Of the 233 active EOP projects, 205 are City-owned projects totaling \$546 million with 21.43 percent (\$117.21 million) in M/W/DSBE participation. MBE participation on City-only EOP projects was 12.66 percent (\$69.24 million) and WBE participation was 8.77 percent (\$47.97 million). Like the FY20 statistics covered in this report, our EOP figures show an increase in dollars going to M/W/DSBE firms with minimal changes regarding percentages year-over-year.

FIGURE 25:
Total Active Economic Opportunity Plans (EOPs) & M/W/DSBE Participation

Category	EOPS	MBE		WBE		M/W/DSBE		Majority Paid	Total Paid
		MBE Paid (\$)	MBE Participation (%)	WBE Paid (\$)	WBE Participation (%)	M/W/ DSBE Paid (\$)	M/W/DSBE Participation (%)		
Aviation	21	\$4.11	10.11%	\$3.31	8.14%	\$7.42	18.24%	\$33.25	\$40.67
Public Property	33	\$1.40	1.89%	\$3.03	4.09%	\$4.43	5.98%	\$69.66	\$74.09
Streets	14	\$0.93	1.74%	\$0.95	1.78%	\$1.88	3.52%	\$51.54	\$53.41
Water	137	\$62.80	16.58%	\$40.68	10.74%	\$103.48	27.32%	\$275.23	\$378.71
Total City	205	\$69.24	12.66%	\$47.97	8.77%	\$117.21	21.43%	\$429.68	\$546.88
Private/ Nonprofit	28	\$364.75	16.50%	\$402.53	18.21%	\$767.28	34.70%	\$1,443.68	\$2,210.96
Total EOPS	233	\$433.99	15.74%	\$450.50	16.34%	\$884.49	32.07%	\$1,873.36	\$2,757.84

NOTE: DOLLAR VALUES IN TABLE ABOVE REPRESENT MILLIONS (\$4.11 = \$4.1 MILLION)



ADDITIONAL EFFORTS BY THE DEPARTMENT OF COMMERCE



OEO is a division within the Philadelphia Department of Commerce. By working with colleagues in Commerce, OEO provides guidance on programs, strategies, and initiatives to ensure they are implemented with an eye towards inclusivity, diversity, and equity. OEO consistently refines, evaluates, and implements progressive practices that reinforce the City's commitment to utilize M/W/DSBE firms in all its contracting. To ensure the successful engagement of M/W/DSBE firms, the environment must be amenable and flexible, whereby the objective always supports the utilization of diverse and local businesses. Following are examples where OEO has been involved in securing that minority and disadvantaged businesses have access to services and resources, as well as have an opportunity to provide feedback on how to increase and promote M/W/DSBE engagement.

THE IN-STORE FORGIVABLE LOAN PROGRAM helps eligible retail, food, and creative arts businesses purchase equipment and make interior improvements associated with establishing a new location or expanding an existing one on certain commercial corridors. This program is an effort to support the vital mix of businesses that create a successful commercial corridor. With this program, the City aims to strengthen the role of these destination businesses as economic and social anchors which provide retail goods, food-related services, or arts-related goods and services in low to moderate income neighborhoods. This program also seeks to grow Philadelphia-based businesses that create new jobs, increase public revenue, and expand economic development opportunities. In addition, the program seeks to foster increased business activity within commercial corridors that have seen limited amounts of recent private investment and business openings or expansions. In FY20, the In-Store Forgivable Grant Program provided resources to 21 businesses, 17 of which are minority- or women-owned.

ADDITIONAL EFFORTS BY THE DEPARTMENT OF COMMERCE



THE BUSINESS COACH PROGRAM provides intensive one-on-one coaching to small businesses to assist them in accessing resources from the Philadelphia Department of Commerce and financial institutions, including community development financial institutions, banks, and corporate foundations. The services include, but are not limited to: business planning, financial management, succession planning, and customer relations. For FY20, 17 minority- or women-owned businesses participated in the Business Coach Program.

THE PHILADELPHIA COVID-19 SMALL BUSINESS RELIEF FUND (SBRF) offered a mix of grants and zero-interest loans for businesses that earned under \$5 million in annual revenue and were impacted by the COVID-19 business activity restrictions earlier this year. The program was created with the following stated goals:

1. Provide relief to small businesses in order to help them survive this crisis.
2. Retain as many employees as possible.
3. Help businesses avoid predatory lenders.
4. Maintain the provision of goods and services for Philadelphia's residents.

The SBRF provided over \$13.3 million in loans and grants to more than 2,000 businesses. Sixty-six percent of the awards went to minority businesses and 32 percent went to women-owned businesses.

THE RESTORE AND REOPEN GRANT PROGRAM provided grants to small, independently-owned businesses that suffered property damage, vandalism, or inventory losses during the civil unrest earlier this summer in response to the killing of George Floyd and other Black Americans. The program focused on small businesses in historically disadvantaged communities. Over \$1.5 million dollars was provided to 186 businesses, 91 percent of which were minority-owned.

36TH ANNUAL "VIRTUAL" MINORITY ENTERPRISE DEVELOPMENT (MED) WEEK



On October 5-9, 2020, the Office of Economic Opportunity, along with more than 45 organizational partners, hosted the 36th Annual Minority Enterprise Development (MED) Week. MED Week highlights minority businesses and the resources that help them grow. This year's MED Week was entirely virtual, with a series of engaging events and activities to help support minority businesses in Philadelphia.

Throughout the week, organizations from across the region held virtual workshops, events, and webinars. This year's theme was "Preparing for The Next Normal," reflecting the challenges businesses have faced amid the COVID-19 pandemic.



36TH ANNUAL "VIRTUAL" MINORITY ENTERPRISE DEVELOPMENT (MED) WEEK



MED Week at a Glance

2,000+
Attendees

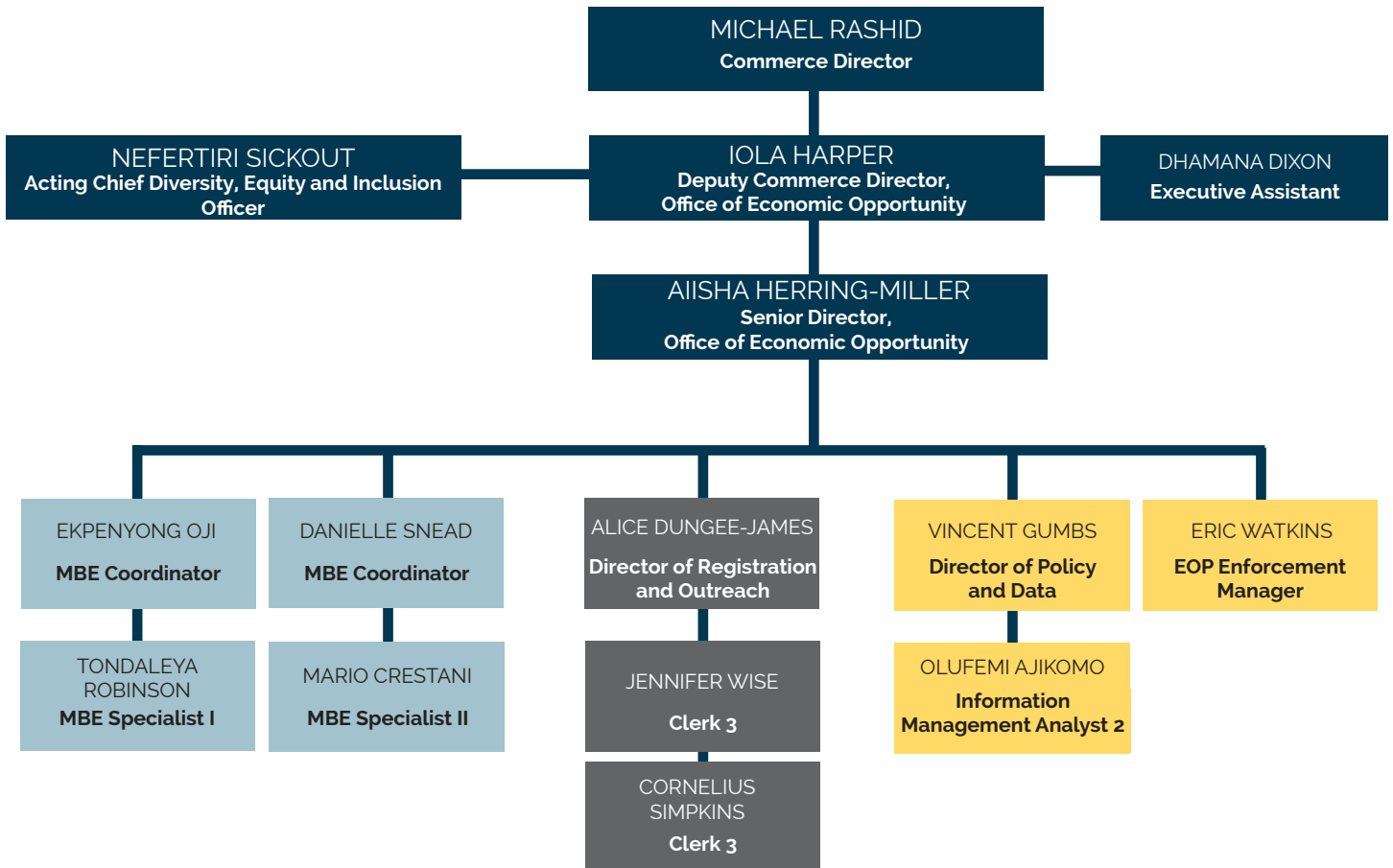
45
Organizational Partners

VIRTUAL MED WEEK CO-CHAIRS





OEO and our partners persevered through business activity restrictions and limits on public gatherings to pivot the annual series of events into the first-ever "Virtual" MED Week. On October 5, OEO launched MED Week with our annual Kickoff Awards Ceremony via Zoom. Uva Coles, Founder and CEO of Inclusiva, LLC, a boutique consulting firm specializing in the development of inclusive workforce strategies, served as the keynote speaker. There were more than 200 attendees, comprising members of City Council, City departments, business and nonprofit leaders, resource agencies, advocates, and individual business owners.


OFFICE OF ECONOMIC OPPORTUNITY ORGANIZATIONAL CHART



 Central Leadership and Executive Administrative support.

 Sets participation ranges, reviews bids and RFP's for compliance, conducts post-contract award audits.

 Manages the OEO Registry, processing registration, maintaining accurate records, oversees office outreach efforts.

 Oversees EOP Portfolios and provides transparency via Data Analysis and Reporting.

Key to the success of OEO are the 60+ OEO Officers that operate in the City's various departments, who are integral to OEO's efforts in reporting participation data each year.

Also valuable to the work of OEO is our Advisory Committee, which consists of leadership from organizations vital to the support of minority- and women-owned firms, such as the African American, Asian, and Hispanic Chambers of Commerce.

GLOSSARY OF TERMS

ANNUAL DISPARITY STUDY – An up-to-date study, performed in accordance with Section 6-109 of The Philadelphia Home Rule Charter and Chapter 17-1500 of The Philadelphia Code to the percentage of qualified MBEs, WBEs and DSBEs available to participate in such contracts. The Annual Disparity Study is distinct from a traditional Disparity Study. The Annual Disparity Study analyzes contracting data derived from Participation Reports and forecasts, on a fiscal year-basis, through the development of annual participation goals (the participation of MBEs, WBEs and DSBEs in City Contracts).

AUTOMATED CONTRACT INFORMATION SYSTEM (ACIS) – Centralized repository of personal and professional service no-bid contract documents, contract opportunities, programmatic and fiscal information, status tracking information, and management reports.

BID – A quotation, proposal, or offer by a Bidder to provide, labor, materials, equipment, suppliers or services to the City for a price.

BIDDER (OR SELLERS) – A firm submitting a quote, price, or proposal in response to an Invitation To Bid (ITB) or Request For Proposal (RFP). Vendors, suppliers and/or contractors, interchangeable with term vendors in PHLContracts.

B2GNOW – A web-enabled compliance tracking tool currently employed by the Office of Economic Opportunity (OEO) to track and monitor M/W/DSBE contract compliance and facilitate vendor registration. This secure web-based system (online tool) was introduced in 2013.

BUSINESS ENTERPRISE – A corporation, limited liability company, partnership, individual, sole proprietorship, joint stock company, joint venture, professional association, or any other legal entity.

CERTIFIABLE BUSINESSES – Minority and/or women owned firms that are not yet certified by an approved certifying agency or registered with the Office of Economic Opportunity (OEO).

CITY-WIDE SERVICE, SUPPLY & EQUIPMENT (CWSSE) – The Procurement Department generally determines that an SSE contract should be a citywide contract when multiple departments are consistently using the same product or service.

COMMITMENT (AWARD) DOLLARS – Dollars awarded to prime and/or subcontractors for contracted goods and/or services. Contract commitments (awards) reflect anticipated dollar amounts, which may differ for eventual payments (Note: Commitment Dollars in this report are a combination of contract awards, contract payments and estimated utilization dollars).

COMPLIANCE – The act of assuring that what is promised is what is paid. Also, as it pertains to the Office of Economic Opportunity (OEO), compliance is the act of reviewing and reporting data to give an accurate picture of what the OEO programs are doing for the communities that we serve.

CONTRACT COMPLIANCE REPORTING SYSTEM (CCRS) – In 2013, the City of Philadelphia launched its secure web-based system (online tool). The CCRS facilitates vendor registration and contract compliance reporting. This system requires prime contractors to input the portion of their payment from the City that is distributed to M/W/DSBEs. The M/W/DSBEs are required to input a confirmation that they have received payment within five (5) business days of the prime receiving payment(s) from the City. If payment is not received within the required timeline, the vendor may submit a payment compliance complaint. This system is administered by the Office of Economic Opportunity (OEO).

CONTRACTING CATEGORY – The five (5) major contracting categories within the City that contract for goods and professional services; Public Works (PW); Service, Supply & Equipment (SSE); Personal & Professional Services (PPS); Miscellaneous Purchase Orders (MPO); and Small Order Purchases (SOP). The other major contracting categories included in the City's annual and quarterly performance report(s) are Quasi-Public and Federal contracting.

GLOSSARY OF TERMS

DISABLED BUSINESS ENTERPRISE (DSBE) – Any legal entity, except a joint venture, that is for-profit and organized to engage in commercial transactions and that is certified as being 51 percent owned, managed, and controlled by one or more disabled person(s) by one of the City's recognized third-party certification entities.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) – In accordance with the Philadelphia Code: (a) A small business enterprise which is at least 51 percent owned and controlled by one or more socially and economically disadvantaged individuals; or (b) a business (other than a small business enterprise) in which at least 51 percent of the stock is owned by one or more socially and economically disadvantaged individuals; provided, however, that any such business that has received more than \$17 million dollars in three (3) consecutive years of contract work from the City shall not be considered a DBE, unless it can show that, as a result of prejudice or differential treatment based on the socially and economically disadvantaged status of its ownership, its ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same business who have not been subject to such prejudice or differential treatment. (c) a business certified by a government agency as a qualified minority, women, disabled or disadvantaged business.

DISPARITY STUDY – An evaluation of the procurement and contracting practices of government agencies, particularly their use of minority- and woman-owned business enterprises (MWBE). Typically, the Study methodology is to conduct data and procurement policies assessments, legal analysis, determine relevant geographic market area, conduct data collection, perform availability and utilization analysis, compute disparity ratios, conduct anecdotal analysis, in- depth interviews, evaluate race-gender neutral alternatives, and develop recommendations pursuant to the Study findings.

eCONTRACT PHILLY – An online interface to support the City in purchasing non-competitively bid services. This website serves as the gateway for the public and for vendors interested in applying for contract opportunities. Vendors must register to respond to opportunities in this system (URL: <https://secure.phila.gov/eContract/>).

FISCAL YEAR – The 12-month period between July 1st and June 30th. The year for fiscal years is determined by which calendar year the latter date falls under.

GOAL – A City-wide or departmental M/W/DSBE utilization objective or the M/W/DSBE subcontracting participation ranges within a solicitation and/or contract.

LOCAL BUSINESS ENTERPRISE (LBE) – A firm having a principal place of business in the City of Philadelphia and has satisfied the certification requirements as set forth by The Philadelphia Code 17-109, Subsection 3, and approved by the Procurement Commissioner.

MAJORITY-OWNED BUSINESS – Any for-profit business that is not beneficially owned and controlled by a minority, woman, or disabled person.

MINORITY BUSINESS ENTERPRISE (MBE) – Any legal entity that is organized to engage in commercial transactions, which is at least 51 percent owned and controlled by one or more minority persons; and which has been certified as minority-owned by one of the City's recognized third-party certification entities.

MINORITY PERSON – A person who is: a) African American, having origins in any of the Black racial groups in Africa; b) Hispanic American, a person of Spanish or Portuguese culture with origins in Mexico, South of Central American, or the Caribbean Islands, regardless of race; c) Asian American, having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands; and/or d) Native American, having origins in any of the original peoples of North America.

GLOSSARY OF TERMS

MINORITY, WOMEN, OR DISABLED BUSINESS

ENTERPRISE (M/W/DSBE) – The collective reference of MBEs, WBEs and DSBEs.

MISCELLANEOUS PURCHASE ORDERS (MPOs) –

Contractual agreements for personal and professional services valued at or below \$34,000 (sometimes referred to as "informal contracts"). Departments issue notices of opportunities and conduct their own selection process for these contracts.

OEO OFFICER – An official of a Department with decision-making authority over the Department's procurement and contracting activities, who in collaboration with OEO, is responsible for the development of a departmental strategy to achieve Minority, Women, and Disabled Business (M/W/DSBE) participation on Department Contracts in support of the City's Economic Opportunity Strategy: Inclusion Works and the Department Benchmark.

PARTICIPATION REPORT – A quarterly report prepared and issued by OEO to the Mayor and City Council that reports the dollar amount and percentage value of M/W/DSBE participation on City Contracts awarded to for-profit businesses.

PERSONAL & PROFESSIONAL SERVICES (PPS) –

Contracting opportunities for services that are not subject to competitive bidding requirements such as general consulting, legal, engineering, architectural design, public health, social services, and other professional services. These contracts are issued by city departments and awarded pursuant to the requirements under Chapter 17-1400 of the Philadelphia Code.

PRIME CONTRACTOR – The vendor or contractor to whom a purchase order or contract is issued for purposes of providing goods or services.

PUBLIC WORKS (PW) – Contracting opportunities in construction, reconstruction, alteration, repair and/or the improvement of city owned properties, including land, buildings, streets, bridges, highways, or sewers. Contracts are subject to competitive bidding requirements.

PURCHASING – The buying, renting, leasing, or otherwise obtaining or acquiring any supplies, materials, equipment, or services. "Purchasing" includes all functions that pertain to the obtaining or acquiring of any supplies, materials, equipment, or services, including description of requirements, selection and solicitation of sources, preparation and award of contract, and all phases of contract administration.

PURCHASE ORDER – Written authorization for a contractor to proceed to furnish supplies, materials, equipment, or services in accordance with the invitation to bid, request for proposals, request for quotes, or work request and the awarded bidder's or vendor's bid, proposal, quote, or firm and unconditional offer. A purchase order constitutes the City's legal and binding acceptance of a bidder's or vendor's offer made through its bid, proposal, quote or firm and unconditional offer. A Purchase Order IS NOT a Master Blanket Purchase Order (MBPO).

RESPONSIBLE – A bidder that possesses the capability to fully perform the contract requirements in all respects and the integrity and reliability to assure good faith performance.

RESPONSIVE – A quote or proposal that conforms in all material respects to the requirements and criteria in the invitation to bid or request for proposals (sometimes referred to as "Responsive Proposal").

SPEND DOLLARS – Dollars paid to prime and/ or subcontractors for contracted goods and/or services.

GLOSSARY OF TERMS

SERVICES – The furnishing of labor, time, or effort by a contractor not involving the delivery of specific supplies, materials, equipment or other end product other than drawings, specifications, or reports that are merely incidental to the required performance. "Services" includes utility services, and those services formerly provided by public utilities such as electrical, telephone, water services. "Services" does not include building, altering, repairing, improving, maintaining, or demolishing a City building or City of Philadelphia real property.

SERVICE, SUPPLY & EQUIPMENT (SS&E) – Contracting opportunities for services, supplies, equipment, and demolitions which are subject to competitive bidding requirements. The Service, Supply & Equipment Division (SS&E) centrally purchases commodities required by City departments to provide their services to the public.

SMALL ORDER PURCHASES (SOPs) – An informal request for quotations for fiscal year purchases between \$500 and \$32,000 for services (other than repairs), supplies and equipment. Operating departments directly solicit for these purchases and obtain competitive quotations.

SOLE PRACTITIONER – A certifiable, service delivery business comprised of one individual who is authenticated by the City department receiving the service (e.g. doctors, counselors, caregivers, etc.).

SUBCONTRACTOR – Any vendor or contractor that is providing goods or services to a Prime Contractor in furtherance of the Prime Contractor's performance under a contract or purchase order with the City of Philadelphia.

SUPPLIES – Any property, including but not limited to, equipment, materials, and leases of and installment purchases of tangible or intangible personal property. "Supplies" does not include buildings, real property, and leases of buildings or real property.

VENDOR – A business enterprise that submits a proposal,

quote, or firm and unconditional offer in response to a request for proposals, request for quotes, or work request. Interchangeable with "sellers, suppliers and/or contractors".

WOMEN-OWNED BUSINESS ENTERPRISE (WBE) – Any legal entity, except a joint venture, that is for-profit and organized to engage in commercial transactions and that is certified as being 51 percent owned, managed, and controlled by women by one of the City's recognized third-party certification entities.



Department of
Commerce
CITY OF PHILADELPHIA

