



Department of
Commerce

CITY OF PHILADELPHIA

OFFICE OF ECONOMIC OPPORTUNITY

“WE’RE ALL IN!”

FISCAL
YEAR
2018

**ANNUAL
REPORT**

PURPOSE

The Office of Economic Opportunity (OEO) respectfully submits this Annual Report in accordance with the Mayor's Executive Order 3-12, which states:

"OEO shall provide an annual Participation Report to the Mayor and City Council on or before November 1st of each year, setting forth the dollar amount and percentage participation by M/W/DSBEs on City Contracts..."



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MESSAGE FROM MAYOR KENNEY

Fellow Philadelphians,

Our city is on the rise and has the potential to reach new heights in the years ahead. Philadelphia's population is growing; we're adding jobs at a rate above the national average; and companies from across the globe are choosing to locate here. However, growth alone is not enough — we must work tirelessly to make sure our progress at this critical moment is also inclusive. The success of recent years comes with an even greater responsibility to ensure that the people and businesses benefiting from this ongoing development are representative of the city's population.

It's no secret that Philadelphia's diversity is one of our most valuable assets, strengthening the economy and adding to our cultural fabric. I have made it a priority for my administration to increase diversity both within the City's workforce and in the contracts that are awarded using public funds.

I am pleased to join Iola Harper, the City's Deputy Director of Commerce for the Office of Economic Opportunity, in releasing the participation data for Fiscal Year 2018. The gains presented in this report are promising, and I know that the Office of Economic Opportunity will continue to advocate for even higher participation in Fiscal Year 2019. Through enhanced monitoring, capacity building with small businesses, and other targeted strategies, OEO will help our City departments increase their spend with minority, women and disabled-owned businesses and further elevate the role of M/W/DSBEs on City contracts.

Thank you for your dedication to creating more equitable economic opportunities in our great city.

A handwritten signature in black ink that reads "James F. Kenney". The signature is written in a cursive, flowing style.

Jim Kenney
Mayor
City of Philadelphia



LETTER FROM THE DEPUTY DIRECTOR OF COMMERCE

Dear Community and Business Partners,

I am pleased to present the Annual Report outlining the outcomes and accomplishments of the Office of Economic Opportunity for Fiscal Year 2018!

When it comes to ensuring that minority, women, and disabled-owned firms have the information, access, and capacity to provide the goods and services utilized by our city, we're ALL IN! OEO is not only taking the steps needed internally to clear the way for diverse firms to compete, but also partnering externally on capacity building initiatives to foster an economic ecosystem that benefits us ALL.

Our FY 2018 outcomes indicate that, despite the significant challenges faced by our diverse firms in a challenging business and political environment, the tides are slowly turning in our favor. With laser-like focus, we can collectively ensure that all Philadelphians have an opportunity to thrive. OEO continues to be integral in helping the City of Philadelphia position itself as a major contributor to the overall economic development of the diverse communities we serve.

OEO's programmatic efforts continue to gain local and national recognition for our extensive outreach and development initiatives that pave the way for the diverse business community. A major highlight of our efforts was the 34th Annual Minority Enterprise Development (MED) Week, which occurs the first week of October every year. The 2018 event boasted over 2,000 attendees and featured collaborations with 40+ public and private partners across our great city. MED Week serves as a great example of our ALL IN holistic approach to elevating equity in the region through the development of our local and diverse business community.

FY 2018 was another excellent year of progressive improvements for OEO. Some of our notable accomplishments include:

- Achieving total M/W/DSBE participation of \$440 million (30.50%) of City and quasi-public contract awards, which is \$128 million more than FY 2017.
- Increasing the City's total M/W/DSBE participation by \$32 million to over \$279 million (33.17%).
- Welcoming 211 new firms to the OEO Registry —2,976 total registered firms.
- Enhancing accountability, compliance, and oversight of City-funded projects via hiring enforcement managers, launching the OEO Compliance Hotline, and field visits.
- Reengineering the Economic Opportunity Plan (EOP) Dashboard to enhance transparency, accountability, and compliance.

Mayor Kenney, Commerce Director Harold T. Epps, Chief Diversity and Inclusion Officer Nolan Atkinson, and City Council should be commended for their unwavering support of this office and for having the vision to face obstacles head-on, challenging leaders from across the city to rethink and disrupt the status-quo as a means to create a platform for real and meaningful inclusion.

This is not the finish line for us, so we hope you join us in being ALL IN when it comes to elevating equity and inclusion in a way that is truly reflective of the diversity of our city.

Iola S. Harper
Deputy Director of Commerce
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 place 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, with 2017 Census Bureau estimates of the population being 42.90% Black (non-Hispanic), 41.30% White (non-Hispanic), 13.80% Hispanic or Latino, 6.90% Asian, 0.40% American Indian, and 0.01% Pacific Islanders. The percentages shown here include only those who have reported one race. According to the Census data, 2.8% of the population identify as being two or more races.

The City of Philadelphia (municipal government) employs more than 27,000 people and spends approximately \$4 billion a year on goods and services across 48 departments. It has a 35% M/W/DSBE utilization goal and seeks to spend approximately 35 cents of every dollar with a diverse firm.

The Office of Economic Opportunity (OEO) plays a lead role in ensuring the City meets its goals for equity and inclusion of M/W/DSBEs in its contracting opportunities.

OEO does this through:

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

Our partners include:

- City of Philadelphia departments
- Quasi-public agencies
- Private industry
- Nonprofit sector
- Third-party certification agencies
- Majority prime contractors
- Lending, bonding, and insurance providers

OEO MISSION

The Office of Economic Opportunity promotes the economic development of 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.

OUR APPROACH

Advocacy

Equity

Compliance

Outreach

Supplier
Development

Transparency



**Building a Philadelphia that works for every neighborhood
with a focus on equity, opportunity, efficiency, and inclusion.**

EXECUTIVE SUMMARY

This Annual Report illustrates the progress that has been made during Fiscal Year 2018. It describes specific steps that OEO, in partnership with other stakeholders, has taken, and documents successes using data and metrics from the six contracting categories: Public Works (PW), Service, Supply & Equipment (SSE), Personal & Professional Services (PPS), Miscellaneous Purchase Orders (MPOs), Small Order Purchases (SOPs), and City-wide SSEs. This report also shares how OEO is iteratively implementing various strategic initiatives to increase the participation of minority, women, and disabled-owned business enterprises in the City's contracting and projects.

Minority, Women, and Disabled Business Enterprise Participation

The City of Philadelphia and quasi-public agencies maintained strong utilization performance of M/W/DSBEs in Fiscal Year 2018. Diverse business enterprises received 30.50% — or approximately \$440 million — of all contracting, which totaled an estimated \$1.4 billion. Fiscal Year 2018 results, which trended towards the City's five-year aspirational goal of 35.00%, were driven by key departments, such as Aviation, Public Property, Streets, Prisons, and Water. OEO's focus and partnership in these areas was important to foster relationships with solution-driven diverse suppliers/vendors because the spending in these departments was significant. In FY 2018, OEO, did a deep dive in the contracting activities of Public Works and enhanced oversight and compliance, which yielded a 4.00%, or more than \$15 million, increase in its utilization of M/W/DSBE firms over FY 2017. OEO aspires to yield this level of increased M/W/DSBE utilization for all contracting categories.

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. In FY 2018, the City and quasi-public M/W/DSBE utilization was \$440 million, which is \$128 million more than FY 2017 (\$312 million). Specifically, for the City of Philadelphia, utilization of M/W/DSBE firms was 33.17% — or \$279 million — which is \$32 million more than FY 2017 (See Figures 1 and 2). For the City of Philadelphia, less quasi-public contracting, utilization of MBE firms totaled \$164 million (19.49%), which was \$29 million more than the FY 2017 total of \$135 million (18.50%). The FY 2018 WBE utilization totaled \$115 million (13.69%), which is \$3 million more than the FY 2017 total of \$112 million (15.30%).

Spending with M/W/DSBE firms has increased significantly during the past fiscal year, which was primarily due to focus on the Public Works contracting category, as well as Economic Opportunity Plan (EOP) compliance enhancements. The Office of Economic Opportunity has found that it takes active coordination and commitment across the City administration, City Council, and the business community to encourage and influence progressive, equitable, and sustainable inclusion.

FIGURE 1: FY 17 VS. FY 18 CITY ONLY M/W/DSBE TOTAL CONTRACT PARTICIPATION

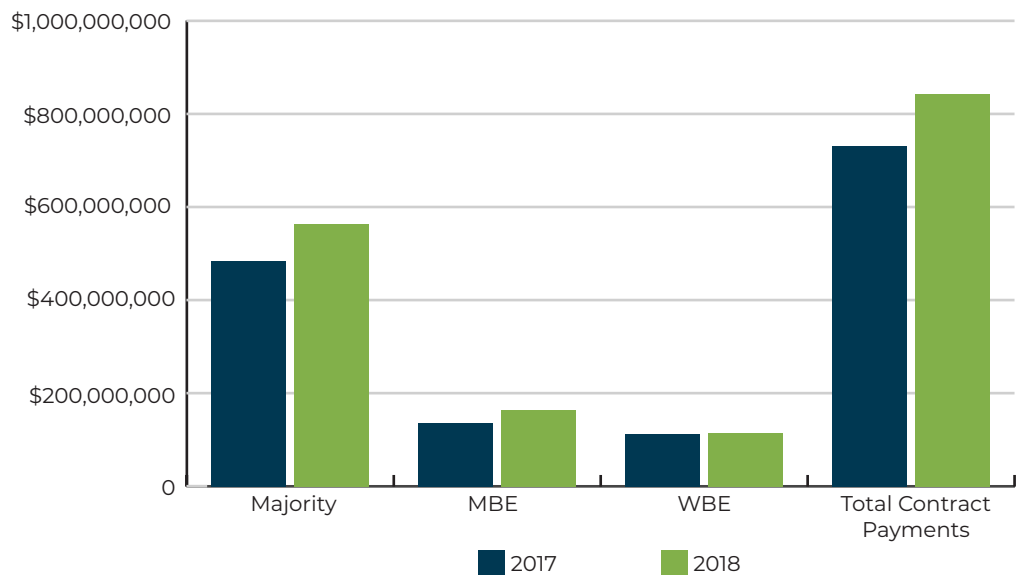
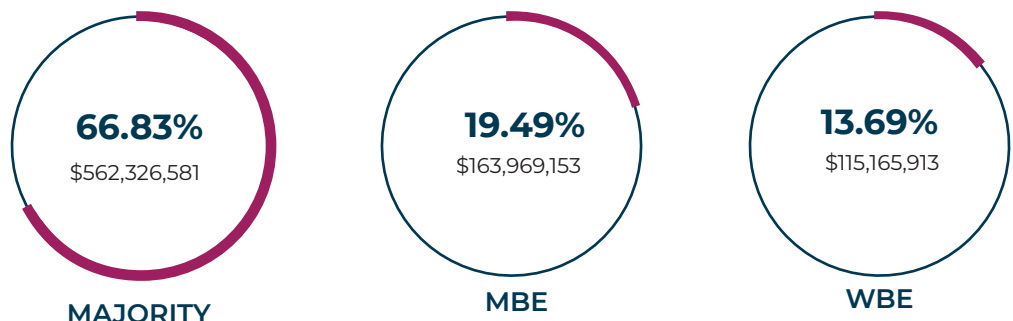


FIGURE 2: FY 18 CITY ONLY CONTRACT PARTICIPATION



NOTE: DOLLARS AND PERCENTAGES ARE ROUNDED.

EXECUTIVE SUMMARY

It is important to note that the cumulative FY 2018 total percentage (30.50%) of M/W/DSBE utilization, which includes City, and quasi-public, is less than FY 2017 utilization (32.00%). However, what is more meaningful is that total dollars awarded to M/W/DSBE firms have increased. In FY 2018, MBE utilization totaled \$278 million (19.27%), which was \$97 million more than the FY 2017 total of \$181 million (18.57%). In addition, FY 2018 WBE utilization totaled \$162 million (11.23%), which was \$31 million more than the FY 2017 total of \$131 million (13.42%). Year-over-year comparisons can be seen in Figures 3 and 4.

FIGURE 3: FY 17 VS. FY 18 CITY AND QUASI-PUBLIC M/W/DSBE TOTAL CONTRACT PARTICIPATION

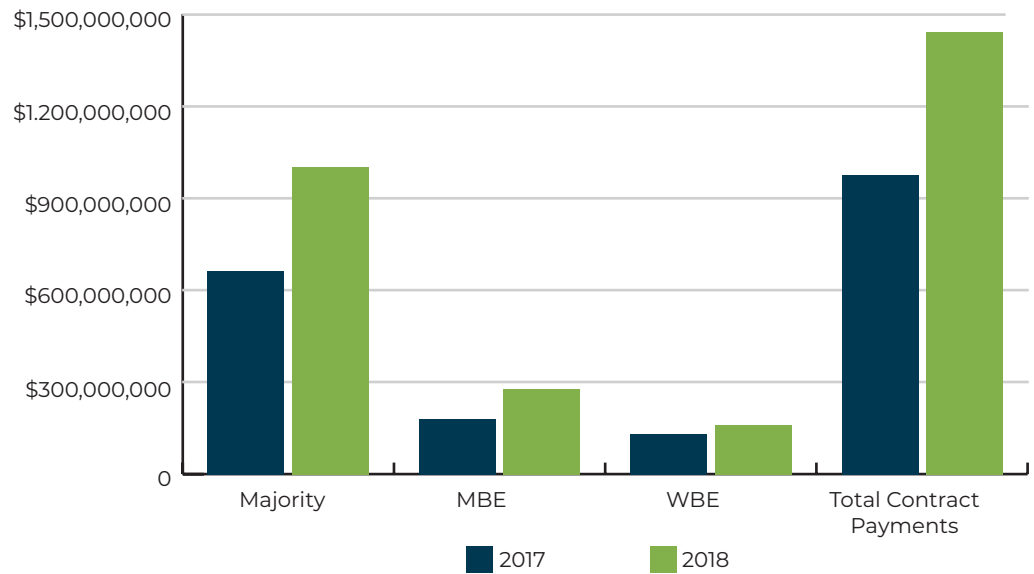
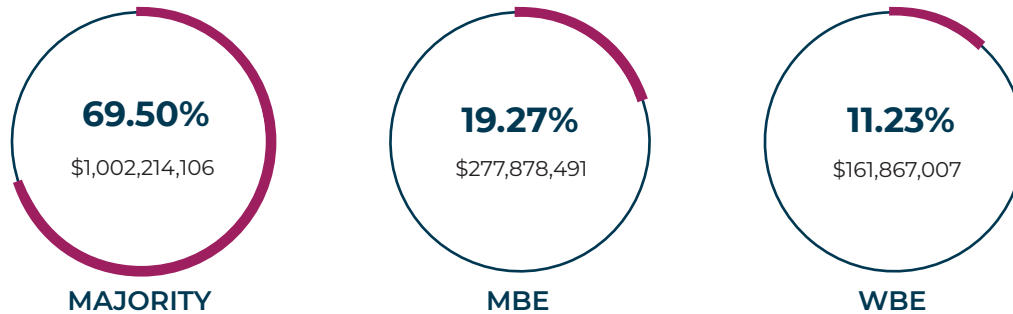


FIGURE 4: FY 18 CITY AND QUASI-PUBLIC CONTRACT PARTICIPATION



NOTE: DOLLARS AND PERCENTAGES ARE ROUNDED.

OEO Compliance Hotline

In October 2018, the OEO Compliance Hotline was launched, providing an anonymous and formal vehicle for contracting issues. Stakeholders can use the OEO Compliance Hotline to report the following matters on City-funded contracts and private and public EOP projects:

- Fraud
- Waste
- Abuse
- Non-compliance
- Other project-specific issues

(215) 683-1798

The OEO Compliance Hotline aids the Office of Economic Opportunity in reengineering the playing field and providing fair, equal access to contracting opportunities. MBEs, WBEs, DSBEs, and other stakeholders can now anonymously report on pressing issues without fear of retribution.

EXECUTIVE SUMMARY

OEO Registry and Outreach

OEO continues to cultivate and expand relationships with our growing business community and professional and trade organizations. Our outreach efforts are designed to elevate, enable, and empower our local diverse business community by supporting capacity building; increasing access to capital; improving creditworthiness; encouraging agility; helping entrepreneurs become more technology savvy; improving understanding of their customers and competitors; and advocating for the adoption of practical business administration skills. In FY 2018, these efforts included the following:

- Hosting, attending, and participating in over 40 outreach events, including business networking and procurement fairs, trade shows, business matchmaking, and skills clinics.
- Eight Doing Business in the City workshops that featured contracting opportunities with City departments.
- Registering 211 new diverse businesses in the OEO Registry, reaching 2,976 total M/W/DSBEs registered — 1,812 MBEs, 1,156 WBEs, and 8 DSBEs.
- Planning Minority Enterprise Development (MED) Week with 40 plus agencies and organizations across the city, welcoming over 2,000 attendees at 35 events.

OEO has targeted its outreach events to focus on the long-term economic well-being of our diverse business population and developing a vendor pool that is diverse, highly competent, capable, and financially stable. OEO is developing vendors and suppliers to not only meet the City's contracting needs, but also the broader marketplace.

OEO has worked to strongly encourage internal and external partners to maximize their utilization of M/W/DSBE firms at all levels of the City's supply chain. The City's prime and subcontracting opportunities hold tremendous potential for collaboration and partnership between majority or large firms and M/W/DSBE firms. The effort to build a strong, sustainable, and trusted equity and inclusion program in Philadelphia has been deliberate and city-wide.



KEY MILESTONES AND HIGHLIGHTS

**MARCH
2018**

Relationships finalized with two certifying entities to process Disabled Business certifications — U.S. Business Leadership Network (USBLN), through their initiative Disability:IN, and The Enterprise Center.

**APRIL
2018**

Hired two OEO Enforcement Managers to strengthen compliance efforts.

**JUNE
2018**

Bill 180133, introduced by Councilperson Blondell Reynolds Brown, amending Chapter 17-104 of The Philadelphia Code, entitled “Prerequisites to the Execution of City Contracts,” by requiring contractors seeking to do business with the City to disclose certain demographic information regarding individuals serving as board members and executive officers — all under certain terms and conditions. Effective Fiscal Year 2019.

**AUGUST
2018**

Enhanced Economic Opportunity Plan Dashboard added to phila.gov/oeo website.

**OCTOBER
2018**

Launched OEO Compliance Hotline.

**OCTOBER
2018**

Facilitated the 34th Annual Minority Enterprise Development Week with 40+ organizations and City departments.

INTERNAL EFFORTS

OEO is developing, implementing, and institutionalizing progressive practices that reinforce the City's commitment to utilize M/W/DSBE firms in all its contracting. It is through cross-functional and cross-departmental teams that OEO is making strides in elevating equity. To ensure the successful engagement of M/W/DSBE firms, the environment must be amenable to the utilization of diverse and local businesses. The following are some of the internal efforts already underway:



- **Establishing a quick-pay process to help increase the capacity of M/W/DSBE firms.**

A cross-functional and cross-departmental team was assembled by the Office of the Chief Administrative Officer (CAO) to address the expediency of payments for diverse and small businesses. One of the major challenges of small and diverse businesses is cash flow. Often small and diverse businesses find themselves working with companies and organizations that offer them low-value work, slow pay, and high demands. Small and diverse firms are generally unable to absorb receivables that are greater than 25 days. Accumulated debt due to outstanding receivables is one of the leading causes of businesses either filing bankruptcy or going out of business. The City of Philadelphia is seeking to infuse cash into diverse businesses by ensuring prompt payment for satisfactory services rendered.

- **Empowering and enabling local M/W/DSBEs.**

OEO is partnering with the City's Rebuild initiative to pilot its Emerging Vendor Program (EVP). The EVP is a pilot project designed to increase the availability of ready, willing, and able Philadelphia-based diverse firms by providing them with the resources and tools needed to support, grow, and sustain their businesses. OEO and Rebuild will pre-qualify eligible certified M/W/DSBE firms to participate in the program. EVP businesses will be provided with wrap-around services and support for 18 months, including: accounting, technology, legal, access to capital, and other services.

- **Encouraging disruption.**

Access and utilization of M/W/DSBE firms are challenged by a number of policies and systems in need of disruption. OEO convened a meeting, led by Mayor Kenney and Commerce Director Epps, to discuss the state of the construction industry with top-tier decision makers from every local medical and educational institution, as well as leaders from the trades, economic development agencies, majority construction firms, and large developers. This meeting set forth an agenda of inclusion for diverse firms

to benefit from the construction boom that this region is experiencing.

- **Enhancing subcontractor compliance.**

The City's web-based compliance reporting system, that is administered by OEO, supports the tracking of all payments and awards to subcontractors and improves reporting, tracking, and monitoring of compliance with EOPs. More importantly, it assists OEO in ensuring that subcontractors are paid in a timely fashion. OEO offers monthly web-based training for the compliance system to help address challenges that primes, subcontractors, and internal stakeholders may have with using the system. OEO is also working directly with all its vendors and City departments to encourage the utilization of M/W/DSBE firms. By strongly encouraging M/W/DSBE utilization, the City expects that alliances between primes and subcontractors will grow into long-term relationships.

- **Capturing M/W/DSBE participation on nonprofit contracting.**

Over \$2 billion of the City's operating budget is spent with nonprofit organizations. Executive Order 3-12 requires that all City contracts with nonprofit organizations shall include a provision requiring that the nonprofit cooperate with OEO in its collection of data pertaining to the demographics of boards, workforce, and participation of M/W/DSBE firms in their contracting activities. OEO is working with various departments to establish a uniform process to ensure the collection of current, complete, and correct information.

- **Improving tracking systems and scorecards.**

OEO continues to improve its methods of tracking against its M/W/DSBE contract commitments, striving to report both contract awards and payments. Currently, OEO reports primarily contract M/W/DSBE commitments (contract awards) that include some contract payments and estimates of utilization. It is the intent of OEO to become a leader among its peers in tracking and validating payments (spend) to M/W/DSBE firms. M/W/DSBE commitments are

INTERNAL EFFORTS

“If we don’t rectify past problems and reengineer dated approaches, we will continue to have the same conversations year after year.”

**- Iola Harper, Deputy Director of Commerce,
Office of Economic Opportunity**

not only tracked by race and gender, but also locality and contracting category. Quarterly reports are generated and shared with internal leadership and staff that measure progress towards departmental M/W/DSBE goals. The intent of these quarterly reports is to support departments with their M/W/DSBE utilization projection reports and business decisions related to maximizing the contracting participation of M/W/DSBE firms. The major challenges as we move toward tracking and reporting spend (payments) are the legacy payment systems, lack of reporting of subcontractor payments, and the underuse of the web-based compliance system by project/contract owners.

- **Improving cross-departmental accountability.**

OEO continues to recognize that for M/W/DSBE firms to succeed in City-wide contracting, OEO must work in tandem with Procurement and other City departments. The closer these departments are aligned with OEO, the more successful we will be in bringing in new M/W/DSBE primes and increasing the level of participation of M/W/DSBE firms in the City’s contracting processes. OEO has an enhanced role on Request for Proposal (RFP) evaluation committees for contracts \$2 million and above and improved oversight of EOP commitments. Additionally, OEO collaborates with City departments to host its monthly Doing Business in the City supplier development series; and whenever possible, introduces M/W/DSBE firms to City departments. There are over 40 OEO Officers – champions and advocates within departments – who help enforce OEO’s mission City-wide.

- **Increasing dedicated staff.**

In FY 2018, OEO created and filled two new positions – enforcement managers. These positions were created to strengthen OEO’s compliance efforts and advance the mission of OEO in meeting the growing demands of our stakeholders. The enforcement managers track,

monitor, and assess the qualitative aspects of EOPs by conducting site visits and interviews with both primes and subcontractors, and ensuring that subcontractors are performing commercially useful work and engaging in work as reported on EOPs.

- **Establishing oversight committees.**

A multidisciplinary group of stakeholders gathered to provide oversight, specifically as related to M/W/DSBE inclusion on a given project. The City convenes such a group for all projects over \$5 million.

- **Convening the Economic Opportunity Review Committee.**

In 2012, City Council introduced an ordinance which called for the creation of the Economic Opportunity Review Committee (17-1607 of Philadelphia Code). The work of this Committee includes:

- Overseeing and facilitating a public review of the implementation, effectiveness, and enforcement of Economic Opportunity Plans.
- Taking public testimony related to diversity and inclusion in the City and being responsive to that testimony.
- Facilitating public access to key information that will enhance and enable minority, women, and disabled business owners to successfully do business in the City of Philadelphia.
- Making recommendations to City Council for the adoption of resolutions calling for appropriate remedial and legal action when and where we see flagrant violations to the inclusion commitments made by contractors and subcontractors on City contracts.

FY 2018 PERFORMANCE RESULTS

Summary of FY 2018 Total Contract Participation of M/W/DSBE Firms

The following pages provide the summary of total M/W/DSBE contract participation for FY 2018. Contract awards serve as a leading indicator of future contract payments. Because contracts or projects can have multi-year terms, the impact of contract award dollars on contract payments may extend beyond a single fiscal year.

M/W/DSBE contract awards (participation) are a leading indicator of the utilization of M/W/DSBE firms on City-funded contracts and EOP Projects. However, actual contract payments to M/W/DSBE firms measure meaningful success of OEO's efforts. OEO is working diligently to develop a process by which to report actual M/W/DSBE firm payments in conjunction with M/W/DSBE firm contract awards in the near future. We also strive to make further improvements to the account payment system, use of the compliance tracking system, and the gathering and reporting of contract payments.

In FY 2018, the total City only contract awards amounted to \$841 million, which is \$110 million more than FY 2017. This amount represents contracts awarded in six contracting categories: Public Works (PW), Service, Supply & Equipment (SSE), Personal & Professional Services (PPS), Miscellaneous Purchase Orders (MPOs), Small Order Purchases (SOPs), and City-wide SSEs. Of the total value of contracts awarded in FY 2018, \$279 million, or 33.17%, utilized M/W/DSBE firms as shown in Figure 5. The total M/W/DSBE participation represents a \$32 million increase in utilization in comparison to FY 2017 of \$247 million.

In addition, Public Works' M/W/DSBE participation of \$89 million represents an increase of \$15 million over FY 2017 participation of \$74 million. It is important to note that Public Works previously has not shown such a significant increase over the past few years, and the FY 2018 success was due in large part to OEO and additional departmental oversight. Personal & Professional Services (PPS) increased by \$9.5 million over FY 2017 participation of \$148 million. PPS is a significant contributor to M/W/DSBE participation, accounting for 56.43% of the City's M/W/DSBE awards despite the fact that PPS represents 50.46% of contracts. City-wide M/W/DSBE participation increased by \$12.5 million over FY 2017 participation of \$2.5 million.

FIGURE 5: FY 18 TOTAL M/W/DSBE CONTRACT PARTICIPATION BY CONTRACTING CATEGORY

Contract Category	Total Amount	Majority Amount	Majority %	MBE Amount	MBE %	WBE Amount	WBE %	Total M/W/DSBE Amount	Total M/W/DSBE %
Public Works (PW)	\$298,388,931	\$208,973,121	70.03%	\$51,533,615	17.27%	\$37,882,195	12.70%	\$89,415,810	29.97%
Service, Supply & Equipment (SSE)	\$56,581,750	\$41,240,380	72.89%	\$1,599,573	2.83%	\$13,741,797	24.29%	\$15,341,370	27.11%
Personal & Professional Services (PPS)	\$424,586,662	\$267,072,554	62.90%	\$98,764,426	23.26%	\$58,749,682	13.84%	\$157,514,108	37.10%
Miscellaneous Purchase Orders (MPOs)	\$5,188,949	\$4,191,219	80.77%	\$420,328	8.10%	\$577,402	11.13%	\$997,730	19.23%
Small Order Purchases (SOPs)	\$6,179,246	\$5,387,550	87.19%	\$434,788	7.04%	\$356,908	5.78%	\$791,696	12.81%
City-wide SSEs	\$50,536,108	\$35,461,756	70.17%	\$11,216,423	22.19%	\$3,857,929	7.63%	\$15,074,352	29.83%
Total Contract Payments	\$841,461,647	\$562,326,581	66.83%	\$163,969,153	19.49%	\$115,165,913	13.69%	\$279,135,066	33.17%

FY 2018 PERFORMANCE RESULTS

FIGURE 6: FY 17 TOTAL M/W/DSBE CONTRACT PARTICIPATION BY CONTRACTING CATEGORY

Contract Category	Total Amount	Majority Amount	Majority %	MBE Amount	MBE %	WBE Amount	WBE %	Total M/W/DSBE Amount	Total M/W/DSBE %
Public Works (PW)	\$284,882,296	\$210,913,034	74.04%	\$41,735,671	14.65%	\$32,233,591	11.31%	\$73,969,262	25.96%
Service, Supply & Equipment (SSE)	\$62,461,637	\$42,141,460	67.47%	\$4,246,504	6.80%	\$16,073,674	25.73%	\$20,320,178	32.53%
Personal & Professional Services (PPS)	\$345,636,833	\$197,430,794	57.12%	\$87,739,600	25.38%	\$60,466,439	17.49%	\$148,206,040	42.88%
Miscellaneous Purchase Orders (MPOs)	\$5,138,411	\$3,867,181	75.26%	\$376,910	7.34%	\$894,320	17.40%	\$1,271,230	24.74%
Small Order Purchases (SOPs)	\$5,811,155	\$4,922,486	84.71%	\$403,809	6.95%	\$484,859	8.34%	\$888,668	15.29%
City-wide SSEs	\$27,384,623	\$24,834,195	90.69%	\$822,885	3.00%	\$1,727,543	6.31%	\$2,550,428	9.31%
Total Contract Payments	\$731,314,955	\$484,109,150	66.20%	\$135,325,378	18.50%	\$111,880,427	15.30%	\$247,205,805	33.80%

FIGURE 7: FY 18 M/W/DSBE PARTICIPATION BY DEMOGRAPHIC (CITY ONLY)

Figure 7 depicts total M/W/DSBE participation by demographic for City contracts/projects only. Of the \$279 million M/W/DSBE participation, White female-owned firms received \$112 million (39.99%) and African American-owned firms received \$103 million (36.86%). Asian American-owned firms' participation was \$42 million (15.19%) of total contract awards, while Hispanic American-owned firms received \$20 million (7.14%) and Native American-owned firms received \$2 million (less than 1%).

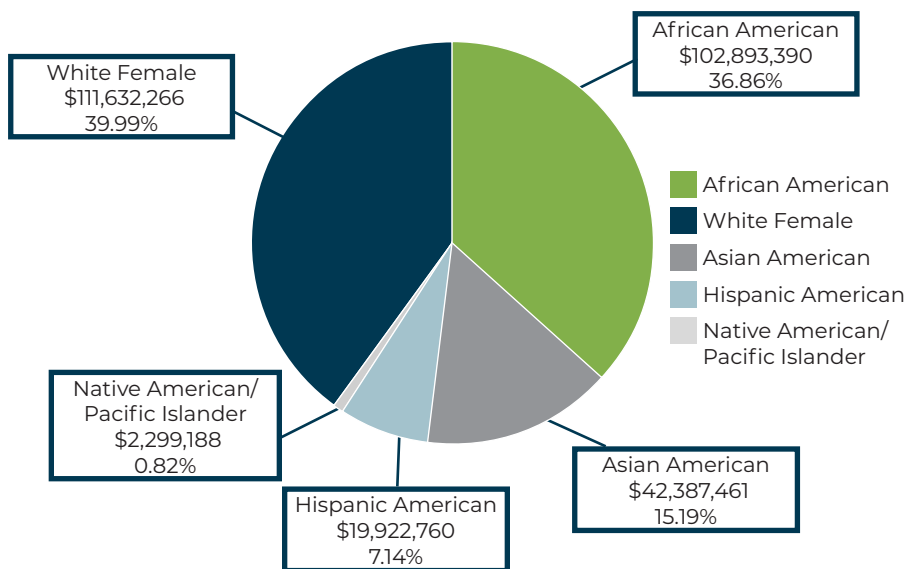


FIGURE 8: FY 18 M/W/DSBE PARTICIPATION BY GEOGRAPHIC AREA (CITY ONLY)

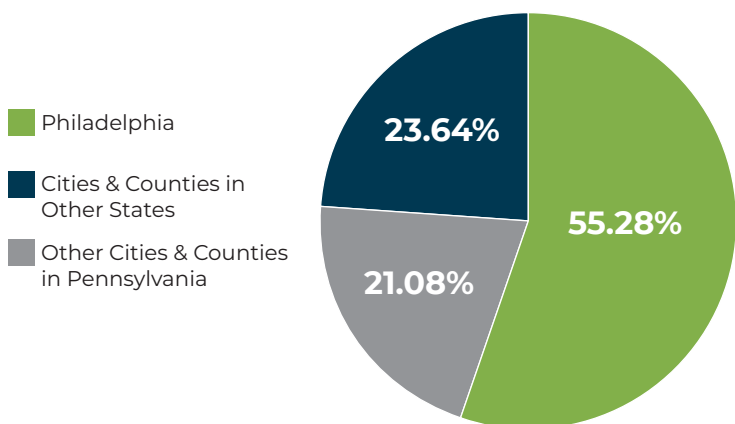


Figure 8 shows that of the \$279 million utilization of M/W/DSBE firms in FY 2018, 55.28% (\$154 million) went to M/W/DSBE firms located in Philadelphia. In addition, 76.36% (\$213 million) of M/W/DSBE participation went to diverse firms located in the Commonwealth of Pennsylvania.

FY 2018 PERFORMANCE RESULTS

FIGURE 9: FY 18 TOTAL CONTRACT AWARDS BY GEOGRAPHIC LOCATION (CITY ONLY)

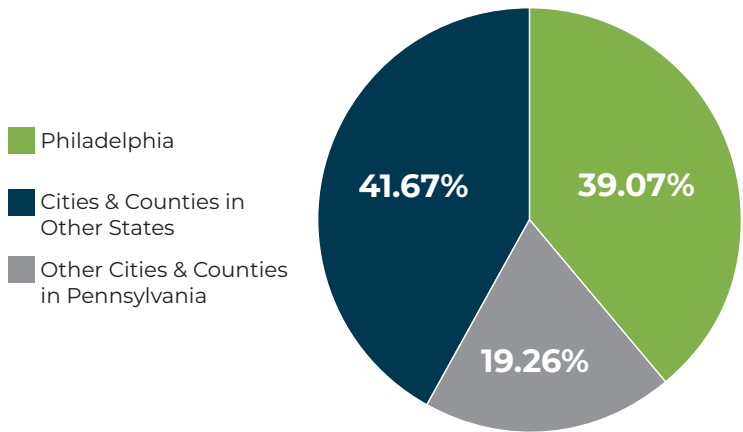


FIGURE 10: CITY ONLY - M/W/DSBE PRIME AND SUBCONTRACTOR TOTAL PARTICIPATION

Contract Category	MBE Sub Dollars	MBE Sub %	WBE Sub Dollars	WBE Sub %	MBE Prime Dollars	MBE Prime %	WBE Prime Dollars	WBE Prime %	Total MBE Dollars	Total MBE %	Total WBE Dollars	Total WBE %	Total M/W/DSBE Dollars
Public Works (PW)	\$49,476,340	55.33%	\$24,131,933	26.99%	\$2,057,275	2.30%	\$13,750,263	15.38%	\$51,533,615	57.63%	\$37,882,195	42.37%	\$89,415,810
Service, Supply & Equipment (SSE)	\$1,271,190	8.29%	\$7,457,645	48.61%	\$328,383	2.14%	\$6,284,152	40.96%	\$1,599,573	10.43%	\$13,741,797	89.57%	\$15,341,370
Personal & Professional Services (PPS)	\$43,351,895	27.52%	\$37,383,961	23.73%	\$55,412,531	35.18%	\$21,365,721	13.56%	\$98,764,426	62.70%	\$58,749,682	37.30%	\$157,514,108
Miscellaneous Purchase Orders (MPOs)	-	0.00%	-	0.00%	\$420,328	42.13%	\$577,402	57.87%	\$420,328	42.13%	\$577,402	57.87%	\$997,730
Small Order Purchases (SOPs)	-	0.00%	-	0.00%	\$434,788	54.92%	\$356,908	45.08%	\$434,788	54.92%	\$356,908	45.08%	\$791,696
City-wide SSEs	\$131,288	0.87%	\$3,676,773	24.39%	\$11,085,135	73.54%	\$181,156	1.20%	\$11,216,423	74.41%	\$3,857,929	25.59%	\$15,074,352
Total	\$94,230,713	33.76%	\$72,650,311	26.03%	\$69,738,440	24.98%	\$42,515,602	15.23%	\$163,969,153	58.74%	\$115,165,913	41.26%	\$279,135,066

In FY 2018, the City awarded 2,349 contracts, of which 179 (total contract value of \$69.7 million) were awarded to prime MBE firms, and 191 (total contract value of \$42.5 million) were awarded to prime WBE firms.

Of the \$279 million M/W/DSBE participation, \$112.2 million (40.00%) of total contracts were awarded to M/W/DSBE primes and \$167 million (60.00%) were committed to M/W/DSBE subcontractors.

Trending Report for M/W/DSBE Participation by FY (City Only)

The five-year fiscal year trending data depicts that there has been a steady incline in the utilization of both MBE and WBE firms, as well as total M/W/DSBE participation. In comparison to FY 2014, participation of M/W/DSBE firms increased by \$94 million or 51.17%, MBE firms' participation increased by \$60 million or 58.16%, and WBE firms' participation increased by \$34 million or 42.22%.

FY 2018 PERFORMANCE RESULTS

FIGURE 11: 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
2014	16.33%	12.76%	29.09%	70.91%	\$103,672,640	\$80,975,836	\$184,648,476	\$450,033,381	\$634,681,857
2015	18.30%	13.49%	31.79%	68.21%	\$115,728,162	\$85,274,893	\$201,003,055	\$431,226,257	\$632,229,312
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

The five-year fiscal year trending data of M/W/DSBE participation by contracting category shows a steady increase in Public Works participation, with the most significant increase in FY 2018 of 29.97% participation (\$89 million) over FY 2017's 25.96% (\$74 million). City-wide SSE contracting experienced a significant increase to 29.83% participation (\$15 million) in FY 2018 over FY 2017's 9.31% (\$2.6 million).

FIGURE 12: TRENDING REPORT OF M/W/DSBE PARTICIPATION BY FY AND CONTRACTING CATEGORY

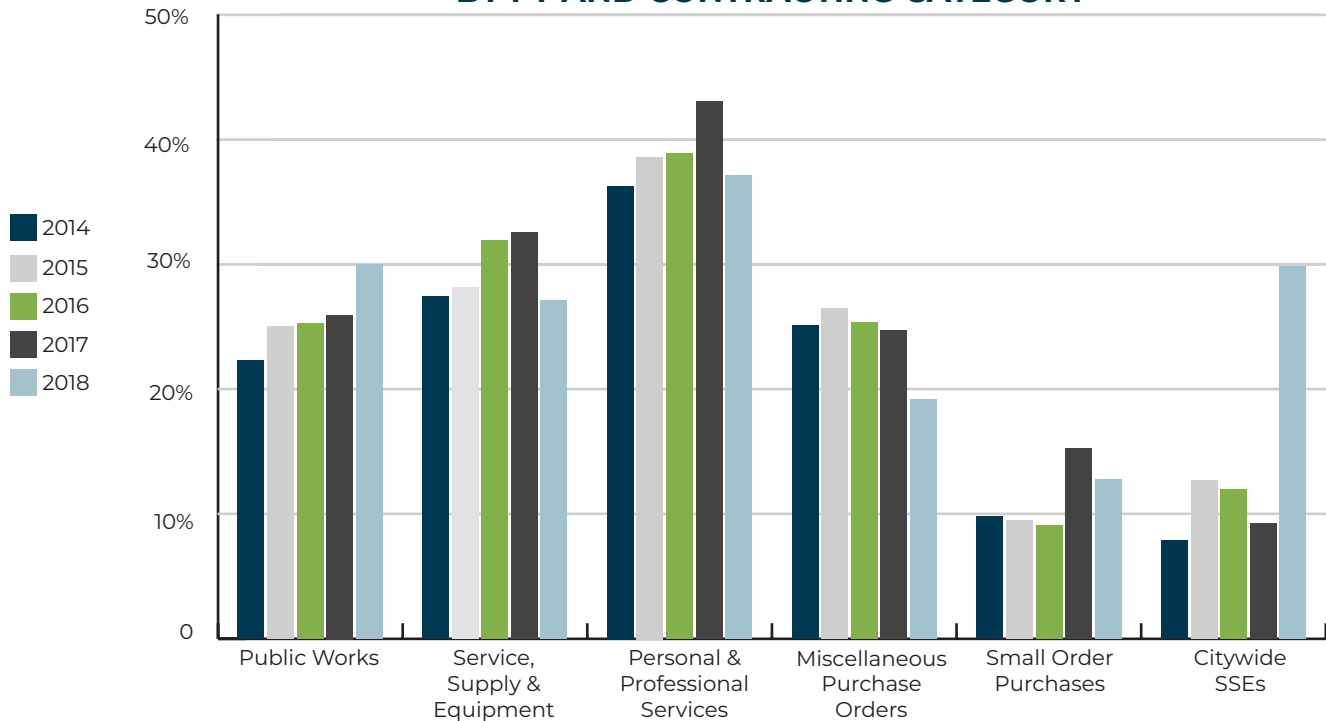


FIGURE 13: CITY ONLY TRENDING REPORT OF M/W/DSBE PARTICIPATION BY CONTRACTING CATEGORY - TOTAL CONTRACT DOLLARS

Contract Category	2014		2015		2016		2017		2018	
	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)	22.31%	\$46,281,692	25.01%	\$56,422,397	25.26%	\$60,784,020	25.96%	\$73,969,262	29.97%	\$89,415,810
Service, Supply & Equipment (SSE)	27.42%	\$12,507,068	28.16%	\$15,416,979	31.95%	\$15,200,250	32.53%	\$20,320,178	27.11%	\$15,341,370
Personal & Professional Services (PPS)	36.28%	\$121,200,330	38.61%	\$125,359,802	38.86%	\$135,051,711	42.88%	\$148,206,040	37.10%	\$157,514,108
Miscellaneous Purchase Orders (MPOs)	25.13%	\$1,132,190	26.51%	\$1,050,690	25.39%	\$1,067,632	24.74%	\$1,271,230	19.23%	\$997,730
Small Order Purchases (SOPs)	9.87%	\$644,495	9.49%	\$571,842	9.12%	\$498,404	15.29%	\$888,668	12.81%	\$791,696
City-wide SSEs	7.89%	\$2,882,701	12.70%	\$2,181,345	11.99%	\$3,462,062	9.31%	\$2,550,428	29.83%	\$15,074,352

FY 2018 PERFORMANCE RESULTS

City Departments' FY 2018 Performance Results

In FY 2018, the 48 City Departments' total contract awards were \$841 million, of which, M/W/DSBE participation totaled \$279 million (33.17%) – a \$32 million increase over FY 2017 (\$247 million). The total contract awards of \$841 million are the remaining dollars after the “Few or No Deductions.” Details of the “Few or No Deductions” are contained in the appendices. “Few or No Deductions” are contracting opportunities where there are a few or no ready, willing, and able M/W/DSBE firms in the OEO Registry to support the contract or project.

OEO has deployed the following tactical measures to increase availability of diverse firms in the OEO Registry:

- Hosted targeted outreach events for specific contract needs
- Attended industry-specific outreach events to identify viable diverse firms
- Met with firms in-person to encourage participation
- Worked with community and business partners to leverage their membership lists
- Utilized other M/W/DSBE firms in an “each one bring one” to the table approach
- Used digital and social media platforms to notify firms of contracting opportunities

A major challenge for OEO is the prescriptive nature of determining availability and solely depending on the OEO Registry to establish M/W/DSBE participation goal ranges. Therefore, OEO is a member of a regional committee of diverse certification agencies to determine how to improve the availability of diverse firms in our OEO Registry.

“Acquiring competitive goods and services to run our city is critical task. Viewing this procurement through an equitable lens is the only way to ensure that business opportunity does not become lopsided and that all firms benefit from how our tax dollars are spent.”

***- Iola Harper, Deputy Director of Commerce,
Office of Economic Opportunity***



FIGURE 14: FY 2018 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
Aviation	\$169,219,490	\$38,213,424	22.58%	35.00%
Behavioral Health/Intellectual Disability Services	\$3,825,612	\$2,918,612	76.29%	12.00%
Board Review of Taxes	\$2,441	\$2,441	100.00%	0.00%
City Commissioners	\$39,183	-	0.00%	0.00%
City Council	\$848,400	\$266,000	31.35%	0.00%
Commerce	\$550,000	\$214,250	38.95%	65.00%
Controller	\$466,533	\$61,028	13.08%	0.00%
District Attorney	\$756,772	\$270,422	35.73%	0.00%
Director of Finance	\$15,321,173	\$6,168,809	40.26%	35.00%
Fire	\$8,591,666	\$1,671,240	19.45%	15.00%
Fleet Management	\$15,966,150	\$137,048	0.86%	5.00%
Public Health	\$5,759,002	\$1,389,266	24.12%	30.00%
Human Services	\$24,594,088	\$10,815,952	43.98%	30.00%
Law	\$7,054,643	\$2,981,357	42.26%	32.00%
Free Library	\$834,702	\$401,252	48.07%	20.00%
License and Inspections	\$9,913,759	\$2,320,747	23.41%	30.00%
Managing Director's Office	\$3,077,904	\$925,988	30.09%	20.00%
Mayor's Office	\$419,113	\$301,863	72.02%	40.00%
Community Empowerment and Opportunity (Community Service)	\$184,632	\$97,000	52.54%	51.00%
Arts and Culture	\$219,940	-	0.00%	15.00%
Homeless Services	\$1,717,088	\$893,250	52.02%	30.00%
Human Resources	\$1,224,401	\$50,000	4.08%	20.00%
Innovation and Technology	\$31,352,788	\$16,796,430	53.57%	25.00%
Sustainability	\$147,000	\$15,000	10.20%	20.00%
Chief Administrative Officer	\$1,646,160	\$315,776	19.18%	20.00%
Inspector General	\$104,274	-	0.00%	30.00%
Housing and Community Development	\$34,800	-	0.00%	0.00%
Parks and Recreation	\$2,361,288	\$816,817	34.59%	25.00%
Board of Pensions and Retirement	\$1,143,156	-	0.00%	15.00%
Planning and Development	\$321,310	\$121,257	37.74%	0.00%
Police	\$1,986,671	\$290,477	14.62%	9.00%
Prisons	\$52,993,869	\$23,802,467	44.92%	37.00%
Procurement	\$894	-	0.00%	12.00%
Property Assessment	\$735,878	\$228,378	31.03%	65.00%
Public Property	\$31,935,270	\$15,991,034	50.07%	55.00%
Records	\$1,734,516	\$518,748	29.91%	27.00%
Revenue	\$31,858,532	\$14,262,700	44.77%	46.00%
Sinking Fund Commission	\$25,700	-	0.00%	0.00%
Streets	\$62,789,211	\$21,022,009	33.48%	35.00%
City Treasurer	\$6,443,692	\$3,139,495	48.72%	30.00%
Water	\$292,723,838	\$96,640,179	33.01%	32.00%
Sub-Total	\$790,925,539	\$264,060,715	33.39%	
City Wide (SSE)	\$50,536,108	\$15,074,351	29.83%	
City Total	\$841,461,647	\$279,135,066	33.17%	

NOTE: DEPARTMENTS WITHOUT AVAILABLE TOTAL CONTRACTING DOLLARS HAVE BEEN REMOVED FROM THE ABOVE TABLE. THE TOTAL AVAILABLE CONTRACT DOLLARS ARE THE NET DOLLARS AVAILABLE AFTER THE DEDUCTION OF "FEW OR NO" CONTRACTING DOLLARS.

TOP FIVE DEPARTMENTS WITH HIGHEST AMOUNT OF AVAILABLE CONTRACT DOLLARS

FIGURE 15: WATER

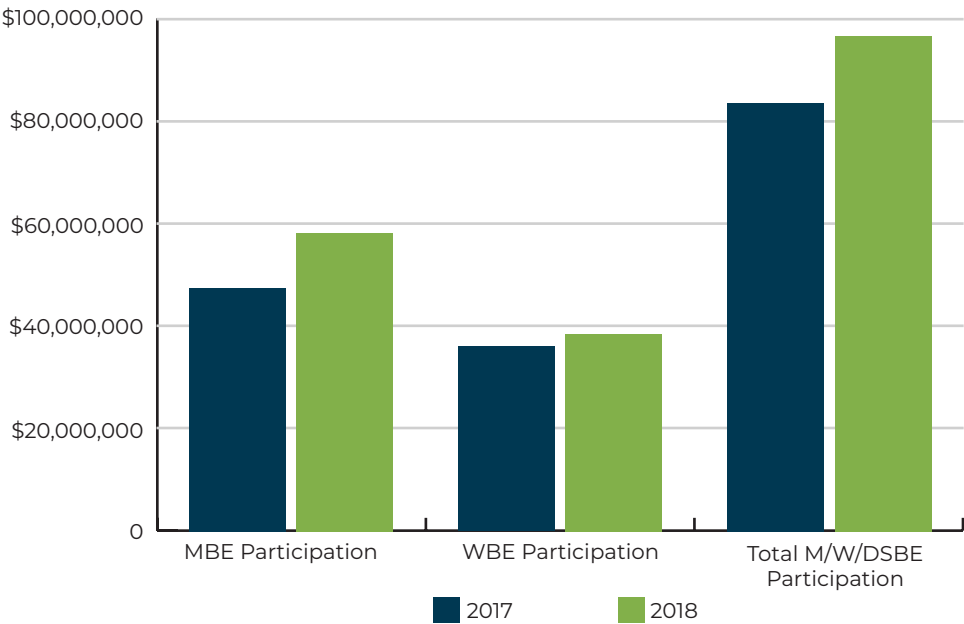


FIGURE 16: AVIATION

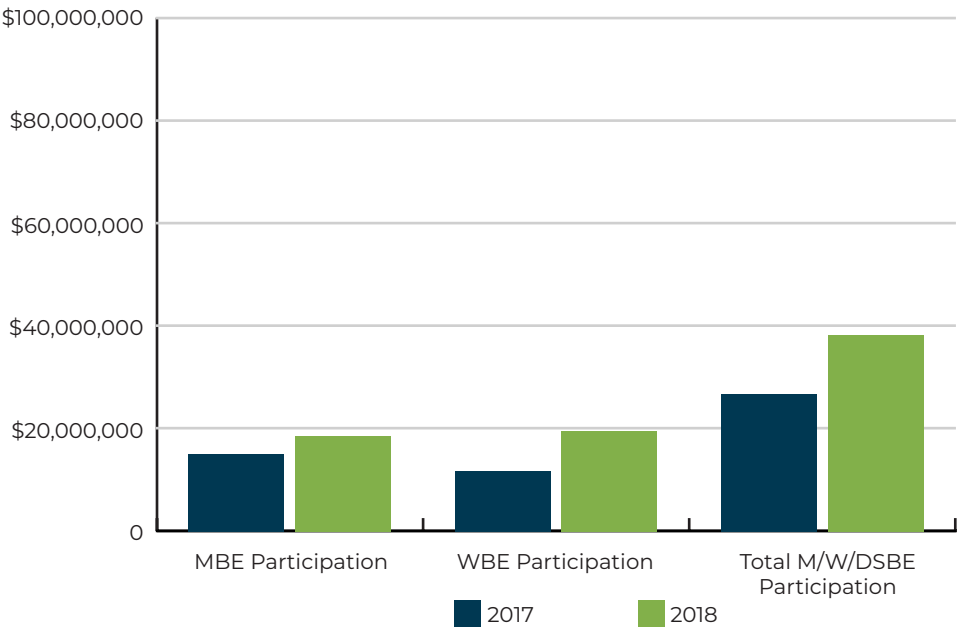
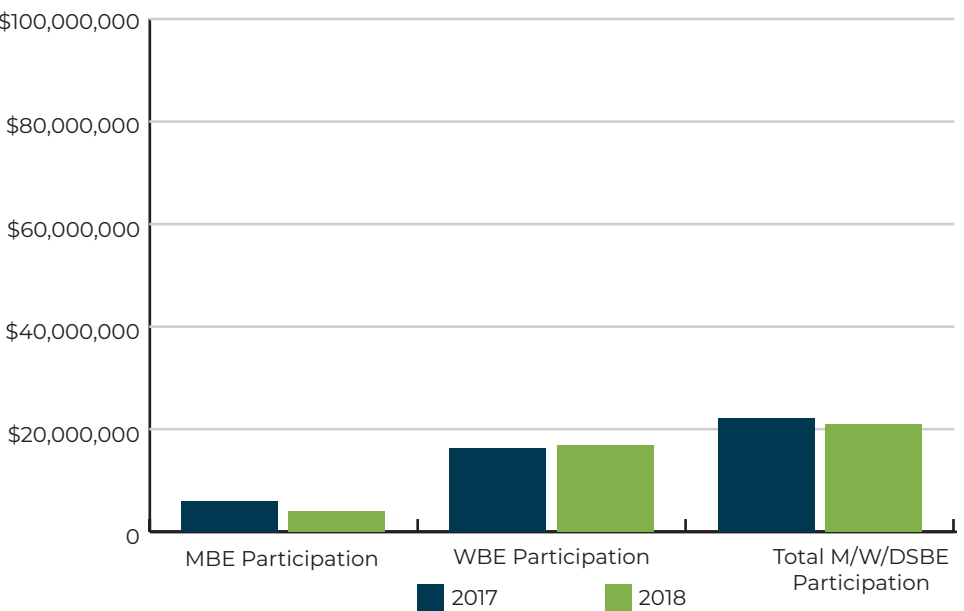


FIGURE 17: STREETS



TOP FIVE DEPARTMENTS WITH HIGHEST AMOUNT OF AVAILABLE CONTRACT DOLLARS

FIGURE 18: PRISONS

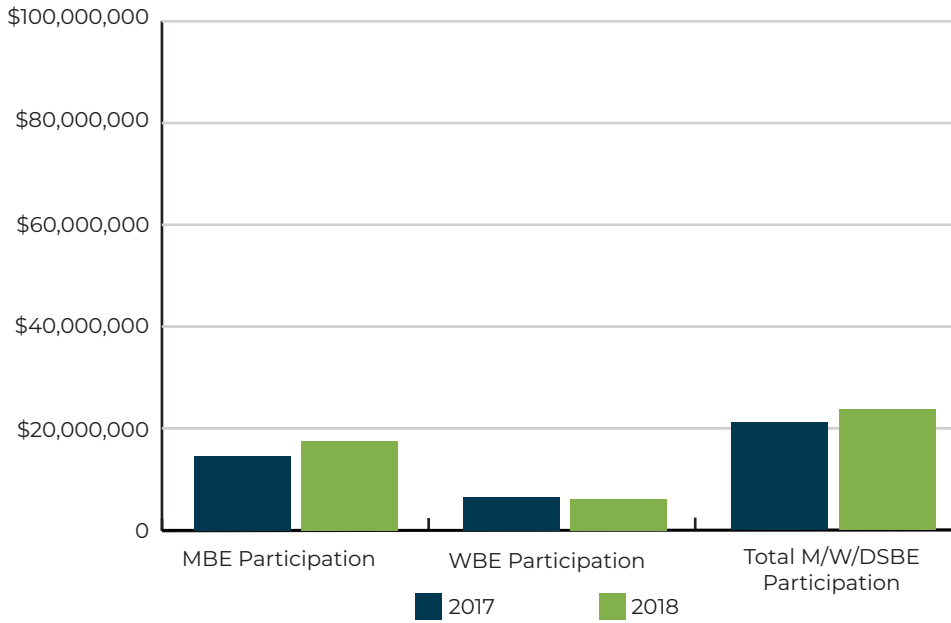
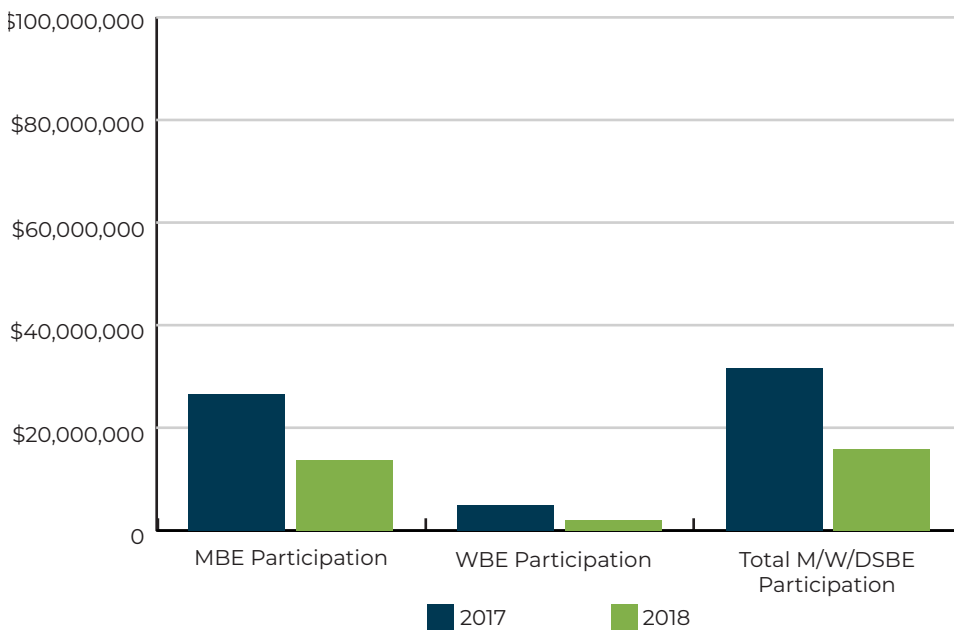


FIGURE 19: PUBLIC PROPERTY



TAKING OUR SEAT AT THE TABLE



WOMEN AND MINORITIES ON BOARDS AND IN EXECUTIVE POSITIONS

Improving and sustaining equity, diversity, and inclusion starts at the top of an organization. Ensuring the inclusion of women and minorities on boards and in the executive ranks of businesses seeking to work with the City of Philadelphia supports OEO's mission, because diversity of boards and leadership helps to drive diversity and inclusion strategies in workplaces, supply chains, and workforces.

Chapter 17-104 of the Philadelphia Code, entitled "Prerequisites to the Execution of City Contracts," was amended in September 2013 to require contractors seeking to do business with the City to disclose:

- The current percentage of women executive officers in the company and percentage of women on the company's full boards.
- The company's aspirational goals for the inclusion of women in executive positions and on the executive and full boards.
- The intended efforts by the contractor to achieve aspirational goals.

Improving Equity, Diversity, and Inclusion

Pursuant to Bill No. 180133, in FY 2019 OEO will expand its reporting efforts to include the percentage of:

- Women and minority executive officers on contractors' boards and in executive positions.
- Contractors' aspirational goals for the inclusion of women and minorities in executive positions.
- The best and good faith efforts of contractors to achieve inclusion aspirational goals.

OEO, in collaboration with the Procurement Department, will make an effort to collect complete information, while identifying, developing, and implementing strategies that will drive contractors' active participation, responsiveness, and compliance with inclusion goals.

In FY 2018, OEO reviewed 146 Public Works bid opportunities issued by the City of Philadelphia. Of the 91 contractors who participated in the bidding process, the following was determined:

37%

PUBLIC WORKS CONTRACTORS REPORTED WOMEN AS MEMBERS OF BOARDS.

52%

PERCENTAGE OF PUBLIC WORKS CONTRACTORS THAT REPORTED WOMEN AS MEMBERS OF EXECUTIVE STAFF

13%

PERCENTAGE OF CONTRACTORS WHO INDICATED ASPIRATIONAL GOALS TO INCREASE WOMEN ON THEIR BOARDS

14%

PERCENTAGE OF CONTRACTORS WHO INDICATED ASPIRATIONAL GOALS TO INCREASE WOMEN IN EXECUTIVE RANKS

NOTE: THE CONTRACTORS THAT IDENTIFIED ASPIRATIONAL GOALS TO INCREASE WOMEN ON BOARDS OR WOMEN IN THEIR EXECUTIVE RANKS SUBMITTED NO VIABLE ACTION PLANS (OR DOCUMENTATION SUPPORTING) ON HOW OR WHEN THEY EXPECT TO ACHIEVE THEIR ASPIRATIONAL TARGETS.

THE TOP 10 REPORT

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

FIGURE 20: TOP TEN PRIME VENDORS/CONTRACTORS – DOLLARS AWARDED

Ranking	Business Name	Total Contract Award	MBE Participation Dollars	MBE Participation %	WBE Participation Dollars	WBE Participation %
1	First Transit Inc. (subsidiary of FirstGroup)	\$52,500,000	\$3,979,500	7.58%	\$23,520	0.04%
2	Daniel J. Keating Company	\$45,061,300	\$5,642,904	12.52%	\$3,259,021	7.23%
3	Carusone Construction	\$33,380,806	\$4,494,899	13.47%	\$2,854,472	8.55%
4	Seravalli Construction Co., Inc.	\$29,840,235	\$4,777,887	16.01%	\$3,208,608	10.75%
5	Elliott Lewis Corp	\$28,254,950	\$2,317,251	8.20%	\$1,751,328	6.20%
6	Waste Management	\$25,043,708	-	0.00%	\$9,888,800	39.49%
7	U.S. Facilities Inc. (MBE Firm)	\$24,429,374	\$24,429,374	100.00%	-	0.00%
8	Petrongolo Contracting Inc.	\$23,203,010	\$4,150,735	17.89%	\$2,291,555	9.88%
9	Jervis Webb	\$19,236,600	\$813,708	4.23%	\$2,947,047	15.32%
10	EJ Electric	\$18,323,700	\$2,798,926	15.27%	\$1,861,769	10.16%

FIGURE 21: TOP TEN 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	\$26,190,051
2	Ciber Global, LLC	Asian Male	\$11,728,620
3	G E Frisco Co, Inc.	Asian Male	\$8,528,702
4	Fine Group	Asian Female	\$6,699,000
5	Aviman Management	African American Male	\$6,690,652
6	Team Clean Inc.	African American Female	\$5,582,722
7	Decision Distribution America LLC.	Asian Male	\$5,505,227
8	Scotlandyard Security	African American Male	\$5,236,439
9	Stephen Elliott Co., Inc.	African American Male	\$3,979,500
10	FutureNET Inc.	African American Male	\$3,653,432

FIGURE 22: TOP TEN WOMEN BUSINESS ENTERPRISE (WBE) FIRMS - DOLLARS AWARDED

Ranking	Business Name	Business Classification	Total Contract Dollars (Prime and Sub)
1	WB Services	White Female	\$11,904,800
2	Linebarger Female Partner - Sharon Humble	White Female	\$8,108,378
3	Gessler Construction	White Female	\$6,816,070
4	Resilient Business Solutions, LLC	White Female	\$4,375,510
5	Correct Rx Pharmacy Services Inc.	White Female	\$3,654,224
6	Cocco Contracting	White Female	\$3,226,382
7	Labe Sales	White Female	\$3,118,524
8	Hunt Engineering Co.	White Female	\$3,092,669
9	The Labov Plumbing & Heating Supply Inc.	White Female	\$2,747,206
10	Faith Group LLC	White Female	\$2,420,000

REGISTRY RESULTS AND 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:

- Receiving OEO's monthly e-blasts and quarterly newsletter.
- Notification of outreach events.
- Solicitation of quotes for Miscellaneous Purchase Orders and Small Order Purchases by internal stakeholders.

At the time of publishing, 2,976 firms were included in the OEO Registry — an increase of 211 newly-registered firms, compared to FY 2017's 184 new registrants.

FIGURE 23: OEO REGISTRY BY BUSINESS CLASSIFICATION

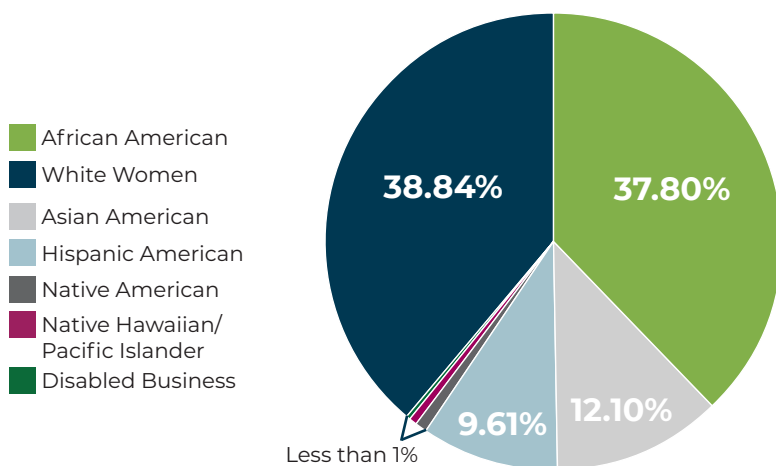
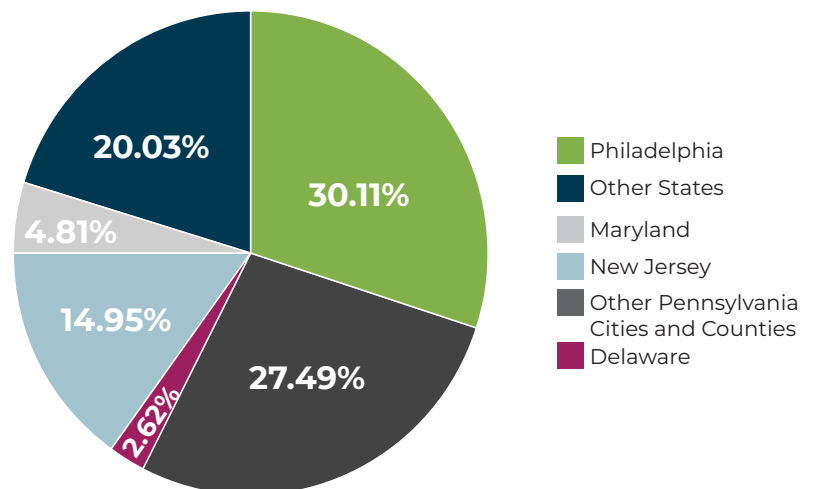


Figure 23 depicts the total of 2,976 registrants delineated by business classification. There are 1,125 (37.80%) African American firms; 1,156 (38.84%) White Women firms; 360 (12.10%) Asian American firms; and 286 (9.61%) Hispanic American firms. Native American, Pacific Islander and Disabled Businesses, each, are less than 1% of the registry.

NOTE: THE EIGHT DISABLED BUSINESSES ARE WHITE MALES.

FIGURE 24: OEO REGISTRY BY LOCATION

Figure 24 depicts the total OEO Registry by geographic location. Of the 2,976 firms registered, 30.11% are based in Philadelphia. The total number of firms based in Pennsylvania is 1,714 (57.60%), with 27.49% based in counties and cities other than Philadelphia. New Jersey-based firms make up 14.95% of the registry, Delaware-based firms account for 2.62%, and Maryland-based firms are 4.81% of the registry. The remaining businesses — representing 20.03% of the registry — are based in other states.



MAKING COMPLIANCE MATTER: 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 the meaningful participation of M/W/DSBEs on capital and construction projects throughout the City. An EOP is required for City-owned projects with a budget greater than \$100,000. In the private and nonprofit sectors, projects may need an EOP if they require City action. 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 2018, there were 317 active EOP projects that total \$2.6 billion. Of the \$2.6 billion, M/WBE utilization was 29.00% (\$750 million). The \$750 million of M/WBE utilization includes \$322 million (12.23%) received by MBE firms and \$428 million (16.78%) received by WBE firms. Of the 317 active EOP projects, 258 are City only projects totaling \$447 million with 19.48% (\$101 million) M/WBE participation. MBE participation on City only EOP projects was 9.79% (\$56 million) and WBE participation was 9.68% (\$45 million).

FIGURE 25: TOTAL ACTIVE ECONOMIC OPPORTUNITY PLANS (EOPS) AND M/W/DSBE PARTICIPATION AS OF OCTOBER 2018									
Category	EOPS	MBE		WBE		M/WBE		Majority Paid	Total Paid
		MBE Paid (\$)	MBE Participation (%)	WBE Paid (\$)	WBE Participation (%)	M/WBE Paid (\$)	M/WBE Participation (%)		
Aviation	17	\$4.17	10.26%	\$4.23	10.41%	\$8.40	20.67%	\$32.24	\$40.64
Public Property	105	\$7.72	8.33%	\$10.29	11.11%	\$18.01	19.43%	\$74.66	\$92.67
Streets	13	\$0.85	5.96%	\$1.06	7.40%	\$1.91	13.37%	\$12.35	\$14.26
Water	123	\$43.74	14.61%	\$29.36	9.81%	\$73.11	24.42%	\$226.21	\$299.32
TOTAL CITY EOPS	258	\$56.48	9.79%	\$45.33	9.68%	\$101.43	19.48%	\$345.47	\$446.89
OHCD	19	\$8.24	11.75%	\$5.13	7.31%	\$13.37	19.06%	\$56.81	\$70.18
Private/Nonprofit	40	\$257.48	12.16%	\$377.87	17.84%	\$635.35	29.99%	\$1,482.92	\$2,118.28
TOTAL EOPS	317	\$322.21	12.23%	\$427.95	16.78%	\$750.15	29.00%	\$1,885.19	\$2,635.35

*DOLLARS REPRESENTED IN MILLIONS

Increased Oversight, Visibility, and Compliance

Over the past year, OEO has improved the visibility of EOP projects that are active in the City. Recent legislation that requires Oversight Committees for all projects valued at more than \$5 million has increased the number of committees OEO has been involved in from 10 to approximately 40. This additional oversight of projects offers OEO a critical line of sight and the ability to engage in the process early enough to prevent non-compliance issues and enforce corrective or preventative action measures. This will maximize the utilization of M/W/DSBE firms on City-funded and other private and public projects.

To improve accountability, compliance, and transparency, we have hired two enforcement managers who are assigned to City Council districts as the single point of contact for projects in those areas. They will also conduct site visits, when required, to analyze trends and generate reports that ensure compliance around the City. Additionally, OEO has implemented the new OEO Compliance Hotline to allow stakeholders to report fraud, waste, abuse, or non-compliance matters on City-funded contracts, EOP private and public projects, and other contracting/project-specific matters. The increased focus on compliance will have a direct impact on the future utilization of M/W/DSBE firms. This was demonstrated in FY 2018 by OEO's focus on Public Works contracts.

Improving Transparency and Accountability

OEO has overhauled its online EOP Dashboard to synthesize the dense report into a more engaging and relevant tool. The dashboard provides stakeholders with real-time M/W/DSBE performance results on active EOP projects City-wide, organized by councilmanic districts. The new dashboard can be accessed at www.phila.gov/oao.

OUTREACH AND ALLIANCES

The Office of Economic Opportunity remains steadfast in its commitment to supporting the City with developing a world-class diverse supply chain that adds value. Strategically, OEO plans workshops and trainings to assist in the development of the competency and capacity for its diverse suppliers/vendors. In addition, OEO maintains a deliberate and purposeful presence in the community through various outreach events. OEO is committed to providing M/W/DSBE firms with the maximum amount of opportunities to participate in the performance of contracts awarded by the City, and this requires extensive outreach, strategic alliances, and access to comprehensive resources.

Outreach Tools

The Office of Economic Opportunity uses various tools to enhance its outreach efforts, transparency, and stakeholder engagement.

OEO WEBSITE: www.phila.gov/eo

MONTHLY E-BLASTS AND QUARTERLY NEWSLETTER

M/W/DSBE COMPLIANCE REPORTING SYSTEM

OEO REGISTRY

ONLINE EOP DASHBOARD



OUTREACH AND ALLIANCES

Participation in professional organizations, boards, and committees.

The Office of Economic Opportunity continues to actively participate on leadership boards and committees of supplier diversity organizations. This keeps OEO connected to the best and current practices in supplier development, and provides expertise on advocating and administering successful equity, diversity, and inclusion programs. In addition, OEO maintains memberships and supports local, regional, and national chambers, associations, and other like-minded organizations. The organizations include, but are not limited to: Eastern Minority Supplier Development Council (EMSDC), Women's Business Enterprise Council (WBEC), African American Chamber of Commerce PA-NJ-DE, Hispanic Chamber of Commerce of Greater Philadelphia, Asian American Chamber of Commerce of Greater Philadelphia, and Minority Business Development Agency – Business Center. In FY 2018, OEO hosted or participated in more than 40 outreach events with the purpose of creating a lasting footprint on the local and regional diverse business community.

Making certification work.

The Office of Economic Opportunity makes certification easier for M/W/DSBE firms by partnering with and recognizing more than a dozen certification agencies. M/W/DSBE firms can use these agencies to obtain the certification required to participate in and receive consideration as a certified M/W/DSBE firm in City contracting. The full list of certification agencies can be found on OEO's website.

Hosting Doing Business in the City events.

OEO's signature workshops are hosted in collaboration with City departments, quasi-public entities, local institutions, and corporations. These workshops provide attendees with practical information on how to do business, allow them to meet decision makers, and share information about forecasted contracting opportunities. In FY 2018, OEO hosted eight networking workshops with a cumulative attendance of over 178 firms.

Disadvantaged business roundtable.

Eleven government and economic development agencies from across the region convene via conference call on a quarterly basis to discuss M/W/DSBE inclusion strategies, policy, legislation, and best practices.

Certification Agency Roundtable.

Leadership from third-party certification agencies meet to discuss strategies to better coordinate efforts, increase availability of M/W/DSBE suppliers, and provide appropriate technical support to the diverse businesses served.

OEO Advisory Committee.

Stakeholder group consisting of leadership from the ethnic chambers and economic development agencies who gather quarterly to advise OEO on strategy and share best practices.

Special Recognition

On September 14, 2018, Iola Harper, Deputy Commerce Director for the Office of Economic Opportunity, was nominated for Women's Business Enterprise Council (WBEC) of PA-DE-NJ Advocate of the Year Award by Team Clean, Inc. The acknowledgement was announced at WBEC's Annual Award Celebration, hosted at the Union League.

In FY 2018, Iola Harper also received recognition from the following organizations due to her staunch advocacy, leadership and support of efforts that advance the economic growth and sustainability of our M/W/DSBE firms and the broader community:

- Omega Lambda Chapter of Omega Psi Phi Fraternity
- Peirce College
- The National Coalition of 100 Black Women

34TH ANNUAL MINORITY ENTERPRISE DEVELOPMENT (MED) WEEK



ELEVATE EQUITY

MED WEEK AT A GLANCE

35

OUTREACH AND DEVELOPMENT
EVENTS

2,000+

ATTENDEES

40+

ORGANIZATIONAL PARTNERS

The Office of Economic Opportunity and more than 40 organizational partners hosted the 34th Annual Minority Enterprise Development Week, affectionally known as MED Week, during the first week of October 2018. This year's theme was "Elevate Equity," and the week-long celebration was sponsored by Starbucks®.

On October 1, OEO and CAO launched MED Week with a kick-off breakfast and Open for Business Expo at the Horticultural Center in Fairmount Park. The keynote speaker for the event was Reginald Browne, a principal at Cantor Fitzgerald. There were over 250 attendees, including Mayor Jim Kenney, members of City Council, City and business leaders, resource agencies, advocates, and individual business owners. The Open for Business Expo included 25 resource and private entity exhibitors, plus more than 15 City departments. Event attendees received a list of forecasted City-wide contracting opportunities. Additionally, they were able to participate in the inaugural Chat and Chew, which allowed businesses to meet with commissioners of City departments and other key decision-makers to discuss contracting opportunities.

MED WEEK CO-CHAIRS

African American Chamber
of Commerce
PA-NJ-DE

Hispanic Chamber of
Commerce of Greater
Philadelphia

Asian American Chamber
of Commerce of Greater
Philadelphia

U.S. Department of
Commerce's Minority
Business Development
Agency – Business Center

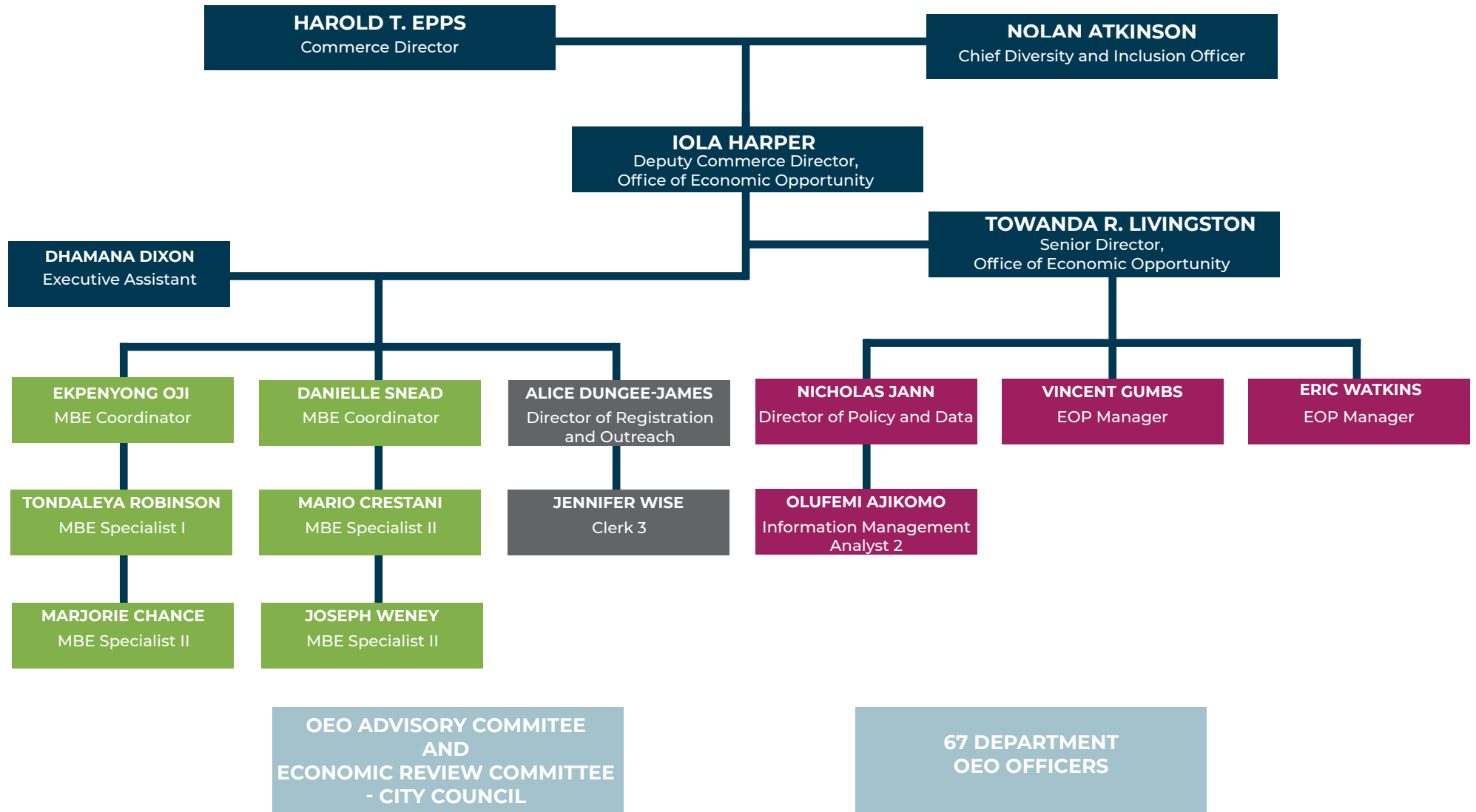


“When economic equity abounds, everyone has access to the same opportunity and the same wealth.”

***- Iola Harper, Deputy Director of Commerce,
Office of Economic Opportunity***



OFFICE OF ECONOMIC OPPORTUNITY ORGANIZATION



- Executive administrative support and central services.
- Sets participation ranges, reviews bids and RFPs for compliance, conducts post-contract award audits.
- Manages OEO registry and outreach.
- Oversees EOP portfolios and provides transparency via data analysis and reporting

PAVING THE WAY FORWARD

A shift is occurring in municipal government and across the business community – making equity, diversity, and inclusion strategic priorities instead of just an obligation. Continued collaboration amongst City departments, the vendor community, and other stakeholders can provide a powerful platform for the increased success of OEO's efforts.

OEO believes it is imperative to work in conjunction with other government entities, businesses, and external stakeholders to promote and enhance the availability of contracting opportunities for M/W/DSBE firms. Using best practice standards as a guide, the City can bring about significant improvements that will result in lower costs, more jobs, and economic development for the City of Philadelphia and its residents.

OEO views its diverse suppliers as assets that are apt for growing into long-term strategic partners needed to sustain the City's level of customer service excellence and support our local economy. OEO is on a mission to continuously develop the capacity of M/W/DSBE firms to ensure that they fully understand the City's customer value streams and are positioned as long-term partners. This mindset elevates our diverse firms from being relegated to low-value and peripheral work to value-added, strategic partners. OEO is shifting the focus of its efforts from meeting tactical goals like spend targets to more strategic outcomes that focus on supporting our diverse supplier/vendor base in developing skills, scale, and financial stability.

Paving the way for our M/W/DSBE firms will include:

- Improving the 3 P's: people, processes, and platform (technology).
- Effectively engaging and using our OEO Officers to ensure compliance.
- Institutionalizing the OEO Compliance Hotline.
- Continuously improving the EOP Dashboard.
- Continuously improving communication and collaboration with internal stakeholders.
- Enhancing and improving contract compliance via the compliance reporting system.
- Improving contract expenditure vs. awards reporting.
- Collaborating with internal stakeholders on improving vendor registration systems.
- Increasing access to capital for local diverse and small businesses via community and private partnerships.
- Implementing quick pay solution that is under development.
- Advocating on behalf of the diverse firms we serve by speaking up and out about systems and policies that are counterproductive and create barriers to inclusion, while also participating in the identification and implementation of workable solutions.



FY 2018 & FY 2017 M/W/DSBE PARTICIPATION COMPARISON

	Fiscal Year 2018							Fiscal Year 2017							FY 18/17 MBE %	FY 18/17 WBE %	FY 18/17 M/WBE %
	Total Amount	MBE \$	MBE %	WBE \$	WBE %	Total M/W/DSBE \$	Total %	Total Amount	MBE \$	MBE %	WBE \$	WBE %	Total M/W/DSBE \$	Total %			
Public Works	\$298,388,931	\$ 51,533,615	17.27%	\$37,882,195	12.70%	\$89,415,810	29.97%	\$284,882,296	\$41,735,671	14.65%	\$32,233,591	11.31%	\$73,969,262	25.96%	2.62%	1.38%	4.00%
Service, Supply & Equipment	\$ 56,581,750	\$ 1,599,573	2.83%	\$13,741,797	24.29%	\$15,341,370	27.11%	\$62,461,637	\$4,246,504	6.80%	\$16,073,674	25.73%	\$20,320,178	32.53%	-3.97%	-1.45%	-5.42%
Personal & Professional Services	\$424,586,662	\$98,764,426	23.26%	\$58,749,682	13.84%	\$157,514,108	37.10%	\$345,636,833	\$87,739,600	25.38%	\$60,466,439	17.49%	\$148,206,040	42.88%	-2.12%	-3.66%	-5.78%
Miscellaneous Purchase Orders (MPOs)	\$5,188,949	\$ 420,328	8.10%	\$ 577,402	11.13%	\$997,730	19.23%	\$5,138,411	\$376,910	7.34%	\$894,320	17.40%	\$1,271,230	24.74%	0.77%	-6.28%	-5.51%
Small Order Purchases (SOPs)	\$6,179,246	\$434,788	7.04%	\$ 356,908	5.78%	\$791,696	12.81%	\$5,811,155	\$403,809	6.95%	\$484,859	8.34%	\$888,668	15.29%	0.09%	-2.57%	-2.48%
Sub Total	\$790,925,539	\$152,752,730	19.31%	\$111,307,984	14.07%	\$264,060,714	33.39%	\$703,930,332	\$134,502,493	19.11%	\$110,152,884	15.65%	\$244,655,377	34.76%	0.21%	-1.58%	-1.37%
City-Wide SSE	\$72,064,781	\$11,216,423	15.56%	\$3,857,929	5.35%	\$15,074,352	20.92%	\$36,688,397	\$822,885	2.24%	\$1,727,543	4.71%	\$2,550,428	6.95%	13.32%	0.64%	13.97%
Less few or no/sole source	\$21,528,673							\$9,303,774									
City-Wide subtotal	\$50,536,108	\$11,216,423	22.19%	\$3,857,929	7.63%	\$15,074,352	29.83%	\$27,384,623	\$822,885	3.00%	\$1,727,543	6.31%	\$2,550,428	9.31%	19.19%	1.33%	20.52%
City Total	\$841,461,647	\$163,969,153	19.49%	\$115,165,913	13.69%	\$279,135,066	33.17%	\$731,314,955	\$135,325,378	18.50%	\$111,880,427	15.30%	\$247,205,805	33.80%	0.98%	-1.61%	-0.63%
Quasi-Public																	
Philadelphia Industrial Development Corporation (PIDC)	\$23,483,198	\$2,898,702	12.34%	\$2,743,081	11.68%	\$5,641,783	24.02%	\$5,117,529	\$825,585	16.13%	\$752,441	14.70%	\$1,578,026	30.84%	-3.79%	-3.02%	-6.81%
Philadelphia Housing Development Corporation (PHDC)	\$78,521,218	\$21,281,799	27.10%	\$9,063,466	11.54%	\$30,345,265	38.65%	\$14,099,023	\$4,550,270	32.27%	\$2,616,324	18.53%	\$7,166,594	50.83%	-5.17%	-7.01%	-12.18%
Philadelphia Redevelopment Authority (PRA)	\$498,493,542	\$89,728,837	18.00%	\$34,894,548	7.00%	\$124,623,385	25.00%	\$226,083,983	\$40,695,117	18.00%	\$15,825,879	7.00%	\$56,520,996	25.00%	0.00%	0.00%	0.00%
Quasi Total	\$600,497,958	\$113,909,338	18.97%	\$46,701,095	7.78%	\$160,610,433	26.75%	\$245,300,535	\$46,070,972	18.78%	\$19,194,644	7.82%	\$65,265,616	26.61%	0.19%	-0.05%	0.14%
TOTALS	\$1,441,959,605	\$277,878,491	19.27%	\$161,867,007	11.23%	\$439,745,499	30.50%	\$976,615,490	\$181,396,350	18.57%	\$131,075,071	13.42%	\$312,471,421	32.00%	0.70%	-2.20%	-1.50%

GLOSSARY

Advanced Purchasing Inventory Control System (ADPICS): City-wide procurement system that automates the procurement process for bid contracts from purchase order to final payment.

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.

Best and Good Faith Effort (BGFE): Documentation of the bidders' intent to comply with OEO program goals, and evaluation of that intent from a review of the documentation to support the actions taken.

Best Value: The City's best value initiative alters the criteria by which the City selects bidders from that of the "lowest responsible bidder" to one who promises to provide the "best value" to the City. This initiative allows the City to award contracts based on such factors as past performance, budget and schedule, workforce diversity, meeting/exceeding M/W/DSBE participation goals, etc.

Bid: A quotation, proposal or offer by a bidder to provide, labor, materials, equipment, supplies, or services to the City for a price.

Bid Bonds: A form of bid security required by law for Public Works bids and demolition bids. Each bid must be accompanied by a bid bond on the City's bond form in the amount of 10% of the gross amount of the bid.

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-enable 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: 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.

City-Wide Service, Supply & Equipment (SSE): The Procurement Department generally determines that an SSE contract should be a city-wide 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 is actually doing in the communities that we serve.

Compliance Reporting System (CRS): In 2013, the City of Philadelphia launched its secure web-based system (online tool). The CRS facilitates vendor registration and contract compliance reporting. This secure web-based 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 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.

Concessions: Concession Agreements with the City of Philadelphia offer vendors the opportunity to provide goods and/or services on City property.

Contracting Category: The six major contracting categories within the City that contract for goods and professional services. Includes: Public Works; Service, Supply & Equipment (SSE); Personal & Professional Services (PPS); City-wide SSE; Miscellaneous Purchase Orders (MPOs) and Small Order Purchases (SOPs). The other major contracting categories included in The City's annual and quarterly performance report(s) are quasi-public and federal contracting.

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 person with a

GLOSSARY

disability by one of the City's recognized third-party certification entities.

Disadvantage Business Enterprise (DBE): In accordance with the Philadelphia Code: (a) a small business enterprise which is at least 51% 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% 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 in three 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, woman, 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 (M/WBE). 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](#).

EOP Market Segment: Refers to the City department or quasi-public agency that owns the project, or whether the project is private/nonprofit.

Financial and Accounting Management Information System (FAMIS): The City's centralized electronic accounting system for maintaining payment processing and financial activity.

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.

Invitation-To-Bid (ITB): Includes all documents, including those either attached or incorporated by reference, used for soliciting quotes.

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 person with a disability.

Master Blanket Purchase Order (MBPO): Contract between the City and the seller which covers a stated period of time and stated set of deliverables.

Minority Business Enterprise (MBE): Any legal entity that is organized to engage in commercial transactions, which is at least fifty-one percent (51%) 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 identifies as African American, Hispanic American, Asian American, or Native American.

Minority, Women or Disabled Business Enterprise (M/W/DSBE): Collective reference of MBEs, WBEs and DSBEs.

Miscellaneous Purchase Orders (MPOs): Contractual agreements for Personal & 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.

Notice to Proceed: Notification to a prime contractor giving approval to begin work on an awarded contract.

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 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.

GLOSSARY

Payment Bond: An acceptable bond issued by a surety company authorized to do business as a surety in the Commonwealth of Pennsylvania and provided by a contractor solely for the protection of the City of Philadelphia and conditioned upon the faithful payment of subcontractors on the contract in accordance with the terms, requirements, plans, specifications, and conditions of the contract.

Performance Bond: For Public Works contracts, bonds must be posted by the successful contractor equivalent to 100% of the contract to be executed by an approved surety company. An acceptable bond issued by a surety company authorized to do business as a surety in the Commonwealth of Pennsylvania and provided by a contractor solely for the protection of the City of Philadelphia and conditioned upon the faithful performance of the contract in accordance with the terms, requirements, plans, specifications, and conditions of the contract.

Performance Security Bond: For Service, Supply & Equipment contracts depend on the type of bid and dollar amount involved. For those contracts over \$30,000 and under \$500,000, the awarded vendor is required to pay a performance bond fee based on the total amount of the contract award. For contracts, over \$500,000 and all demolition contracts, the vendor must post an individual performance bond on the City's bond form equivalent to 100% of the contract to be executed by a surety company approved by the City.

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. accordingly, PPS opportunities are posted on [the eContract Philly website](#).

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.

Self-Certifying: Firms that have identified themselves as small, minority or disadvantaged. These firms have not received certification from any agency that considers financial and other business indicators.

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 Services, Supplies & Equipment Division (SS&E) centrally purchases commodities required by City departments to provide their services to the public.

Small Order Purchases (SOPs): Informal request for quotations for fiscal year purchases between \$500 and \$34,000 for services (other than repairs), supplies and equipment. operating departments directly solicit for these purchases and obtain competitive quotations.

GLOSSARY

Special Services: The Special Services Unit provides various functions to other City agencies that include Advertising, Inspections, and Asset Management.

Spend Dollars: Dollars paid to prime and/or subcontractors for contracted goods and/or services.

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.).

Special Procurement Evaluation Enhancement Database (SPEED): The information system that tracks bid awards, contracts and purchase orders for City of Philadelphia Public Works projects. The system also tracks requisitions, bids, awards contracts, and change orders for City departments requesting miscellaneous services, supplies, and equipment.

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.

Waiver: OEO at its discretion may waive or reduce M/W/DSBE or EOP goal ranges.

The FY 2018 Annual Report can be viewed on our website at www.phila.gov/oao.