

Office of Equal
Opportunity

ANNUAL REPORT FY 2020

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Director



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EXECUTIVE SUMMARY

As the Chief Diversity Office for the State of Missouri, the Office of Equal Opportunity (OEO) submits an annual report to the Governor and Commissioner of Administration to summarize the progress made toward achieving the State's diversification goals. OEO looks to centralize diversity and inclusion efforts within state government. The annual report summarizes workforce diversity, supplier diversity, and procurement data by state agency activities. This report also provides the total number of employees in the State's workforce and the number of minority and women businesses, along with the percentage of M/WBE utilization in procurement activities.

OEO also operates a very robust outreach and community engagement program that supports the workforce and supplier diversity programs while advocating for diversity and inclusion initiatives to support all Missouri citizens. As a result, OEO is empowered to offer recommendations to departments and senior leaders across government regarding how the state can achieve desired goals.

What We Do

- **Workforce Diversity:** OEO fulfills its mission by proactively promoting workforce diversity and inclusion in the State's employment of minorities and women.
- **Supplier Diversity:** OEO certifies prospective Minority and Women-owned Business Enterprises (M/WBE) which enables vendors to be counted when the state seeks to track the level of expenditures resulting from contracts with minority and women vendors. In addition, this database provides a readily available resource for state agencies, as well as those entities external to state government, seeking to do business with minority and women vendors.
- **Advocacy:** OEO is the voice that advocates on behalf of minorities and women to ensure their representation in the State of Missouri's workforce and to monitor their inclusion in the State's procurement process.
- **Education & Outreach:** OEO is constantly seeking proactive ways to foster the inclusion of minorities and women throughout state employment and contracting opportunities, including, but not limited to, disseminating job and procurement information through OEO's website and our social media platforms.
- **Data Gathering:** OEO collaborates with each executive department to gather pertinent data regarding the utilization of minorities and women throughout state government.
- **Reporting:** OEO shares the data and information on a regular basis to the Commissioner of Administration and on an annual basis to the Governor as mandated by Executive Order 05-30 & 10-24.

DEMOGRAPHICS

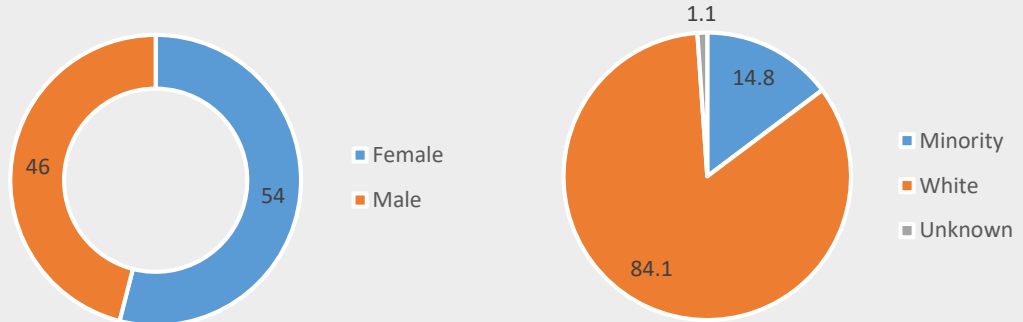
The State of Missouri is the largest employer in the state. The executive branch employs over 40,000 workers. The State's Workforce is inclusive of individuals from all 114 counties and St. Louis City.

State Workforce:

41,982

Employee†

State Workforce†



DIVERSITY GOALS

Achieving a diverse workforce drives growth and progress in any organization. Our state employees should feel they are in a place where everyone can contribute meaningfully to the organization and feel that their true selves are accepted and belong.

The goal within our workforce is aimed at closely matching the State's demographics for available workers in a wide variety of work locations. Based on the 2019 Census data, minorities and Hispanics represented 20% of Missouri's workforce. This percentage closely aligns to the census calculation for the overall population of Missouri, which was 20.9% minority or Hispanic in 2019.

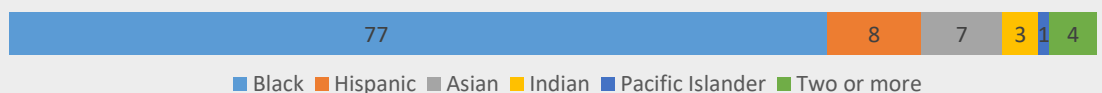
MINORITY GROUPS
REPRESENT

14.8%

OF THE STATE'S
WORKFORCE†

Minority State
Employees

Percentage of Minorities, by race and ethnicity
(Out of total minority population)



† Represents the State of Missouri Government's workforce data as of June 30, 2020.

DEPARTMENT WORKFORCE DIVERSITY PLANS

Though each departments' workforce needs are unique, the aspirations for each department are the same:

Attract, hire, and retain a workforce that reflects the population of Missouri's communities and the citizens we serve.

Each of the 16 departments have a Workforce Diversity Plan that outlines their personalized steps to achieve diversity, equity, and inclusion among their respective workforce. Gender-traditional occupations, such as males in public safety roles and females in healthcare and education roles exemplify the unique challenges each department faces in achieving diverse representation among our workforce.

DEPARTMENT EMPLOYEE DEMOGRAPHICS AS OF JUNE 30, 2020

Agency	Total Employees	M	F	% F	W	B	H	A	I	P	Two +	U	% Minority
DCI	672	282	390	0.58	609	31	5	11	2	0	2	12	7.6%
DED	232	68	164	0.71	179	34	5	5	5	1	1	2	22.0%
DESE	1,677	292	1,385	0.83	1,417	164	12	20	6	0	18	40	13.1%
DHEWD	298	98	200	0.67	230	50	4	2	1	0	6	5	21.1%
DHSS	1,703	346	1,357	0.80	1,434	145	21	20	8	2	18	55	12.6%
DMH	5,768	1,672	4,096	0.71	3,702	1,816	71	105	10	8	30	26	35.4%
DNR	1,348	777	571	0.42	1,242	28	9	21	4	0	11	33	5.4%
DOC	9,347	5,225	4,122	0.44	8,311	623	111	51	25	6	33	187	9.1%
DOLIR	573	172	401	0.70	491	53	8	4	4	1	2	10	12.6%
DOR	1,031	253	778	0.75	895	51	11	31	3	0	10	30	10.3%
DPS	2,200	724	1,476	0.67	1,825	256	39	36	8	1	16	19	16.2%
DSS	6,299	1,115	5,184	0.82	5,086	979	84	31	24	1	63	31	18.8%
Missouri Lottery	151	73	78	0.52	130	14	1	4	1	0	1	0	13.9%
MDA	329	174	155	0.47	302	2	3	3	2	0	3	14	4.0%
MDC	1,305	965	340	0.26	1,257	26	6	7	3	0	2	4	3.4%
MODOT	5,046	4,168	878	0.17	4,522	344	66	35	59	0	20	0	10.4%
Missouri State Highway Patrol	2,291	1,670	621	0.27	2,125	74	36	12	13	0	13	18	6.5%
OA	1,678	1,078	600	0.36	1,508	104	9	28	9	0	13	7	9.7%
Missouri State Tax Commission	34	20	14	0.41	30	0	0	0	0	0	1	3	2.9%
TOTAL EMPLOYEES	41,982	19,172	22,810		35,295	4,794	501	426	187	20	263	496	14.7%
PERCENTAGE TOTALS		45.67	54.33		84.07	11.42	1.19	1.01	0.45	0.05	0.63	1.18	

Male: M Female: F White: W Black: B Hispanic: H Asian: A Indian: I Pacific Islander: P Unknown: U

Supplier Diversity Program

The Supplier Diversity Program fulfills the objectives of [RSMo 37.020](#), which establishes the effort to increase and maintain participation of socially and economically disadvantaged businesses. Eligibility for the MBE/WBE certification is determined by [CSR 10-17.040](#).

The Supplier Diversity Program certifies firms as being Minority, defined in [CSR 10-17.010](#), and/or a Women-Owned Business Enterprise (MBE/WBE).

The certification is a cornerstone component of the State's supplier diversity initiative that aims to create equity among underutilized businesses that have historically experienced race and sex-based discrimination. Through promotion and utilization of MBE/WBEs, we can enhance the economic health and prosperity of our state.

TOTAL ACTIVE CERTIFICATIONS*

1361

*This total fluctuates daily based on suspensions, decertification, and new certifications

An applicant must:

- Be at least 51% owned by a Minority and/or Woman;
- Have a minority and/or woman occupying the highest position in the company, and be capable of exercising direct control of daily operations and management;
- Be a for-profit company;
- US citizen or lawful resident.

Being certified in our program allows vendors to leverage their MBE/WBE certification to be more competitive for state utilization. With more certified vendors participating in this program, it could lead to more state agencies utilizing minority and women owned businesses. All currently certified vendors are listed in the online [OEO Certified M/WBE Directory](#).

Certification Process Improvement

Furthermore, OEO has created improvements to the MBE/WBE application process that provides a better service to the firms. These improvements have drastically reduced the

Overall reduction of

48%

in processing time

length of time it takes for applications to be reviewed. The total processing time is now less than 90 days.

For more details on these process improvements visit <https://oio.mo.gov/process-improvement-certification-processing-time/>

Procurement

Programs have been developed across the country - at the federal, state, and local level - to counteract discrimination in the marketplace. The State's procurement process is a vital component to increasing the opportunities for minority and women-owned businesses to be awarded state contracts.

[Executive Order 05-30](#) provides that "All agencies shall continue to make every feasible effort to target the percentage of goods and services procured from certified MBEs and WBEs to 10% and 5%, respectively." Only [OEO certified vendors](#) can be counted towards minority or women participation goals.

The services provided by each of the executive departments are unique; therefore, the types of contracts sought by each agency may vary. Additionally, the type of commodity or services needed and the amount of the expenditure impacts the type of procurement used as defined by Chapter [34.044, RSMo](#).

Summary of MBE/WBE Expenditures by Department

Note: FY2020 M/WBE Expenditures do not include the Purchasing Card (P-Card) Expenditure purchases with MBE/WBEs.

Summary of MBE/WBE Expenditures by Department					
Department	MBE Total Expenditure	WBE Total Expenditure	Initial Total Expenditure	MBE%	WBE%
OA	\$35,645,297.55	\$3,297,671.92	\$119,451,610.39	29.84%	2.76%
MDA	\$6,472.82	\$58,098.43	\$6,312,940.52	0.10%	0.92%
DCI	\$281,460.68	\$207,309.31	\$4,054,750.67	6.94%	5.11%
MDC	\$4,866,730.32	\$432,360.60	\$40,686,959.29	11.96%	1.06%
DED	\$138,186.57	\$2,474,265.13	\$12,135,371.66	1.14%	20.39%
DESE	\$941,311.83	\$1,265,663.37	\$59,027,221.16	1.59%	2.14%
DHEWD	\$344,375.81	\$44,768.45	\$11,471,038.62	3.00%	0.39%
DHSS	\$439,978.67	\$1,084,491.01	\$31,307,238.41	1.41%	3.46%
MODOT	\$11,734,441.98	\$7,712,025.54	\$294,652,918.02	3.98%	2.62%
LABOR	\$43,045.82	\$175,985.06	\$1,753,261.05	2.46%	10.04%
DMH	\$123,456.58	\$208,214.71	\$46,410,760.50	0.27%	0.45%
DNR	\$317,201.44	\$782,099.39	\$19,611,168.40	1.62%	3.99%
DPS	\$12,397,530.58	\$1,844,291.60	\$121,251,260.74	10.22%	1.52%
DOR	\$1,691,232.82	\$766,453.67	\$55,146,036.58	3.07%	1.39%
DSS	\$11,536,659.72	\$6,827,824.68	\$231,830,574.81	4.98%	2.95%
DOC	\$6,325,515.22	\$8,029,436.96	\$248,112,109.59	2.55%	3.24%

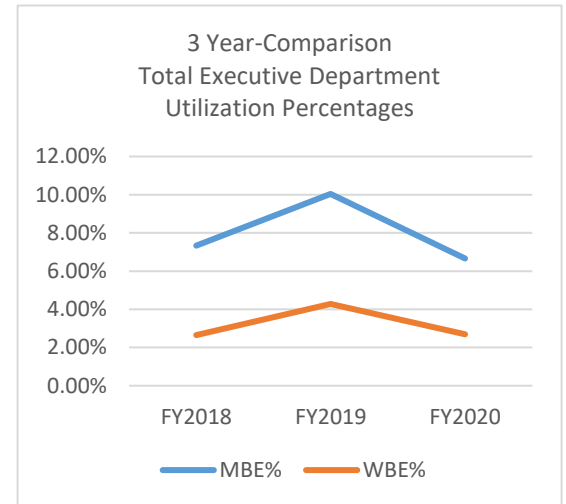
Utilization Goals

To achieve economic stability across all Missouri businesses, Executive Order 05-30 outlines the desired goals of 10% MBE and 5% WBE utilization percentages. These utilization goals only apply to expenses that are considered as includable object codes. Some expenditures, such as utilities and lodging, are not considered includable object codes and therefore are not included in the calculations for utilization percentages.

Calculation

The utilization percentage is calculated at the end of each fiscal year with the following steps:

- Step 1:** Total all payments made to all vendors with includable object codes.
- Step 2:** Total the payments made to certified MBE/WBE vendors that provided goods and/or services.
- Step 3:** Divide the payments made to certified M/WBE vendors by the total payments made to all vendors.



If an MBE/WBE vendor is participating as a subcontractor on a contract, the participation is calculated based on reports submitted by the prime contractors to the Division of Purchasing. The percentage of the total payments to the prime contractor should equal the percentage specified in the contract and will be reflected in the utilization percentages for MBE/WBE participation.

3 Year Comparison of Total Executive Department Expenditures					
Fiscal Year	MBE Expenditure	WBE Expenditure	Total Expenditures	MBE%	WBE%
FY2018	\$89,929,064.12	\$32,465,372.00	\$1,224,607,236.30	7.34%	2.65%
FY2019	\$79,160,067.40	\$33,762,818.79	\$1,246,218,621.00	10.04%	4.28%
FY2020	\$86,832,898.41	\$35,210,959.83	\$1,303,215,220.41	6.66%	2.70%

Executive Departments' MBE Expenditures on Top 10 Object Codes

OBJECT NAME	FY20 Expenditure
Comp Software Maint, Lic & Subsc (2583)	\$ 24,739,842.04
Non Mnfrm Comp Equ Over Thres (2700)	\$ 7,726,449.28
Under Threshold-Computer Equip (2685)	\$ 6,508,322.54
Info Technology Consult & Srvs (2541)	\$ 6,490,737.25
Under Threshold-Non MF Com (2686)	\$ 4,472,784.88
IT Net & Com Equip Over Thresh (2701)	\$ 4,131,837.04
Comp Hardware Repair & Maint (2580)	\$ 3,192,056.62
Housekeeping & Janitor Serv (2547)	\$ 2,936,736.16
Other Professional Serv (2544)	\$ 2,509,466.25
Non-Mainframe Comp Software (2706)	\$ 2,341,463.68
TOTAL	\$ 65,049,695.74

Executive Departments' WBE Expenditures on Top 10 Object Codes

OBJECT NAME	FY20 Expenditure
Advertising Services (2466)	\$ 6,776,240.90
Other Professional Serv (2544)	\$ 4,209,466.07
Temporary Personnel Serv (2469)	\$ 2,387,084.09
Comp Hardware Repair & Maint (2580)	\$ 943,807.61
Comp Software Maint, Lic & Subsc (2583)	\$ 840,094.67
Express & Freight Services (2457)	\$ 832,591.43
Other Specific Use Equip (2805)	\$ 795,036.00
Resale Merchandise (2304)	\$ 788,033.56
Non MnFrm Comp Equ Over Thres (2700)	\$ 785,459.10
Info Technology Consult & Srvs (2541)	\$ 722,549.54
TOTAL	\$ 17,280,362.97

Facilities Management, Design and Construction (FMDC) Mission

The mission of OA's Division of Facilities Management, Design and Construction (FMDC) is to provide superior workplace environments for state occupants and their visitors as well as to protect the State's investments in property assets. This mission is carried out by the various units that make up FMDC.

These include:

- The *FMDC Budget and Accounting* unit oversees the preparation of FMDC's operating budgets for building operations and FMDC's capital improvement budgets for design and construction projects. The unit processes payments to contractors and designers for the Capital Improvements (CI) program and for leased property for the Office Space Planning Program.
- The *Operations Unit* maintains and manages state-owned office buildings and other structures in the Capitol Complex and other locations within the state. They also maintain buildings for the Department of Elementary and Secondary Education, Mental Health, Division of Youth Services, and the Missouri State Highway Patrol. Additionally, the unit also operates state office buildings in St. Joseph, Kansas City, Springfield, and St. Louis. This unit provides technical services such as energy management and occupational safety.
- The *Administrative Services Unit* provides general office management, oversight of contract execution, and oversight of FMDC's operational excellence program.
- The *Office Space Planning Program* coordinates the allocation of office space and the design of small office space renovations as well as real estate transactions on behalf of the state, including the conveyance of state-owned property, the purchase of property, and the granting easements.
- The *Planning, Design, and Construction Unit (PD&C)* is responsible for the CI budget, which includes the maintenance and repair construction budget and the new construction budget. In addition, it reports annually on the condition of all assets in a comprehensive database. Review of all requests for appropriations for capital improvements also fall under the responsibilities of this unit.

FMDC's Utilization Percentages for Completed Projects

FY20 MBE/WBE Participation for Completed Projects		
	Total Participation Percentage	
FY 20 Total Original Contract Amount (Projects Including MBE Participation)	\$ 187,951,817.29	
MBE - Total Amount Paid	\$ 14,640,980.86	8%
FY 20 Total Original Contract Amount (Projects Including WBE Participation)	\$ 179,661,293.78	
WBE - Total Amount Paid	\$ 14,605,589.73	8%
FY 20 Architect/Engineer Original Contract Amount (Projects Including MBE Participation)	\$ 41,151,605.60	
MBE - Total Amount Paid	\$ 1,892,706.23	5%
FY 20 Architect/Engineer Original Contract Amount (Projects Including WBE Participation)	\$ 29,513,213.15	
WBE - Total Amount Paid	\$ 553,751.12	2%

“Thank you for your continued efforts across the state to ensure diversity and inclusion in government.”

