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Expanding Relationships and Enriching Economic Opportunities



Office of Equal Opportunity 2017 ANNUAL REPORT

Seth Bauman
Director



Eric R. Greitens
Governor

Sarah H. Steelman
Commissioner—Office of Administration

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Inclusive Excellence

Access &
Success

Training and
Education

Community
Engagement

Organizational
Climate &
Intergroup
Relations

Organizational
Infrastructure



Eric R. Greitens
Governor



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State of Missouri
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April 1, 2018

Governor Eric R. Greitens
State Capitol Building, Room 216
Jefferson City, MO 65101

Dear Governor Greitens:

On behalf of the Office of Administration (OA), the Office of Equal Opportunity (OEO) is proud to submit the enclosed 2017 State of Missouri Annual Report on supplier diversity and procurement participation within state agencies.

Over the past year, with limited resources and no additional FTEs, OEO has been able to meet your expectations of working smarter and harder as stewards of taxpayers' dollars. OEO has improved processes and procedures - reducing unnecessary expenses and increasing program outputs. Additionally, OEO staff have worked aggressively to improve the current State M/WBE program through comprehensive initiatives focused on collaboration and increasing positive outcomes for the small business owners of Missouri.

Office of Equal Opportunity Supplier Diversity highlights:

- Completed a thorough review of OEO rules and regulations and eliminated unnecessary "Red tape";
- Reduced average application time by 20 days;
- Increased the total number of applications processed by 40 applications;
- Increased our total number of outreach and educational events; and
- Increased our social media outreach and awareness by 509%.

While we understand our greatest accomplishments are yet to be achieved, OEO will continue to embrace the challenges that lie ahead. We are dedicated to strengthening partnerships and finding new and innovative ways to increase the number of minority and women business owners accessing state contracting opportunities.

Special thanks to Commissioner Sarah Steelman for her leadership and support, all the State agencies who work with OEO and Mark Long for his legal assistance with the OEO Certification program. I also want to thank the OEO team for their efforts in continually striving to improve and implement new ideas and strategies.

Sincerely,

Seth Bauman
OEO Director



The Office of Equal Opportunity

Vision and Mission Statements

Vision Statement

The Office of Equal Opportunity strives toward participation in employment and contracts commensurate with and reflective of the state's current demographics, with the ultimate objective of improving and enhancing the long-term economic viability of the State of Missouri.

Mission Statement

The Office of Equal Opportunity (OEO) strives to serve as the State of Missouri's Chief Advocate for Minorities and Women in the areas of employment and procurement, while upholding the commitment of the governing body to create a climate of inclusion that mirrors the demographics of Missouri.

OEO believes in working collaboratively with public and private industries to proactively pursue workforce and supplier diversity by promoting diversity and inclusion in regards to opportunities in the state's employment and procurement processes for minorities and women.

It is our goal to rebuild the foundation of diversity inclusion while facilitating developmental programs that foster and empower the economic growth of traditionally underserved communities, improving the overall fiscal vitality of the State of Missouri.



The Office of Equal Opportunity

Who We Are

The Office of Equal Opportunity (OEO) exists to promote a diversified workforce within state government and to assist women and minorities in developing opportunities to contract with the state, economically empowering traditionally underserved communities and improving the overall fiscal vitality of the State of Missouri.

OEO serves as a resource for promoting diversity within the state workforce and improving the opportunities for women and minorities to access state employment opportunities and state contracts through excellent service and efficient use of resources.

OEO works toward this goal by completing the following primary functions: Certification and Advocacy of Minority/Women Business Enterprises (M/WBE), Education and Outreach, Data Gathering, Matchmaking Activities and Reporting.

What We Do

Certification of Minority/Women Business Enterprises (M/WBE)

It is the responsibility of OEO, through an already established procedure, to certify prospective M/WBE vendors, and place them on a public database. This allows the certified M/WBE vendor to participate in state contracts for goods and services as well as capital improvement projects, and to be recognized as M/WBE vendors by the public and private industries.

Advocacy of M/WBE Vendors

OEO advocates, on behalf of M/WBE vendors, for inclusion in the State of Missouri's procurement process.

Education & Outreach

OEO is constantly seeking proactive ways to foster the inclusion of M/WBE enterprises in state contracting opportunities, including disseminating procurement information to M/WBE entities through its website. In an effort to ensure that M/WBE businesses are aware and take advantage of contractual opportunities available with state agencies, OEO sponsors or co-sponsors activities ranging from regional workshops, orientation sessions for newly certified M/WBE vendors and training workshops for state agencies.

Matchmaking Activities

These activities include, among other things, assisting M/WBE vendors in identifying state agencies most likely to purchase the type of goods and/or services that their businesses provide. These activities are designed to build relationships between M/WBE vendors and state agency procurement specialists, non-minority vendors, and decision makers.

Data Gathering

It is the responsibility of OEO to collaborate with the executive departments and gather data pertinent to M/WBE utilization in the department's procurement activities. It is also OEO's responsibility to gather data that reflects the diversity of the department's workforce and their underutilization of any job groups.

Reporting

It is the responsibility of OEO to report our finding to the Commissioner of Administration as needed and yearly to the Governor's office as mandated by Executive Order 05-30.

MINORITY AND WOMAN-OWNED BUSINESS ENTERPRISE CERTIFICATION ANALYSIS

By

Corey D. Bolton

Supplier Diversity & Outreach Manager

The Office of Equal Opportunity

Minority/Woman-Owned Business Enterprise Certification Program

The Office of Equal Opportunity (OEO) Minority and Woman-Owned Business Enterprise (M/WBE) Certification Program was implemented to increase and maintain the participation of certified socially and economically disadvantaged small businesses.

To become M/WBE certified with the State of Missouri the business must meet the following requirements:

- Be a minority and/or a woman with 51% or more ownership share(s)
- The minority and/or woman owner must be a U.S. citizen or lawfully admitted permanent resident of the U.S.
- The minority and/or woman owner must hold the highest position in the company and be capable of exercising direct control of daily operations, and management
- The business must be organized as a for-profit business.

If the company meets the requirements of listed above (1 CSR 10-17.040); then the company will be eligible to participate in the OEO M/WBE Certification Program.

A **MINORITY BUSINESS ENTERPRISE (MBE)** as defined by OEO is a firm that is at least 51% owned, managed and controlled by one or more minority individuals. A racial minority is, for the purposes of the State of Missouri's MBE program, defined as an individual who is a citizen or a lawfully admitted permanent resident of the United States and who is a member of one of the following groups: Black American, Hispanic American, Native American including Alaskan Native, Pacific Islander and Aleut, Asian-Pacific American, and Asian-Indian American, as well as any other similar racial minority groups identified in Chapter 37 of the Missouri Revised Statutes as listed in Section 37.013.

A **WOMAN-OWNED BUSINESS ENTERPRISE (WBE)** as defined by OEO is a business that is at least 51% owned, managed and controlled by one or more women.

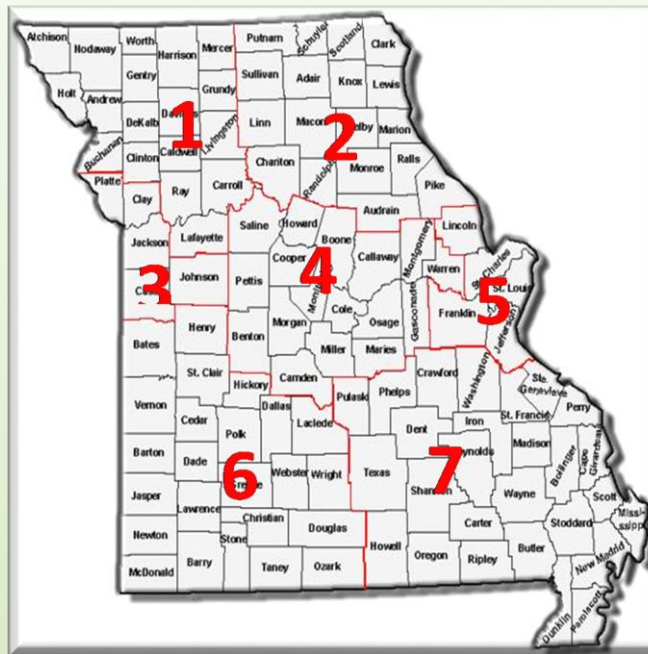
Certification as an MBE and/or WBE provides opportunities for the certified business to bid on state contracts.

The OEO certified M/WBEs are listed in the online OEO Certified M/WBE Directory.



FISCAL YEAR 2017 CERTIFICATION ANALYSIS

The Office of Equal Opportunity certification program has seven (7) regions within the State of Missouri. The regions are as follows: Northwest (1), Northeast (2), Kansas City (3), Central (4) St. Louis (5), Southwest (6), and Southeast (7).



The OEO engages each applicant (owner) in these regions during the On-Site Review process for certification. The following table compares the number of on-site visits conducted in FY16 and FY17 by region. The results indicate that the largest increase of on-site visits conducted was in the Kansas City region. The data OEO gathers from these numbers assists the office in strategic planning and implementation of additional outreach efforts and resources.

FY16-FY17 ON-SITE VISITS COMPARISON				
REGION	FY16	FY17	% CHANGE	
Northwest	2	2	0.00%	
Northeast	2	1	-50.00%	
Kansas City	16	43	62.79%	
Central	10	17	41.17%	
St. Louis	68	66	-3.03%	
Southwest	14	15	6.66%	
Southeast	6	8	25.00%	
Total	118	152	22.36%	

CERTIFICATION PROCESS

Types of Certification

Standard Certification

The Standard Certification process applies to applicants whose principal place of business is within the State of Missouri. Applicants must meet the qualifications of the OEO M/WBE program (1 CSR 10-17.040) to be granted certification. Standard Certification applicants must complete the online M/WBE Certification Application, submit all required documentation, sign and notarize the OEO affidavit. Upon completion of the application process and the initial Desk Review, an on-site visit to the applicant's business may be conducted, lastly the Final Review will determine if certification will be granted or denied. The applicant is required to retain the original documentation in their records.

In-State-Rapid Certifications

The In-State Rapid Certification process applies to applicants whose principal place of business is in Missouri and that have been certified as an M/WBE by one of the following approved certifying entities:

City of St. Louis - MRCC	Mid-States Minority Supplier Business Council	National Woman's Business Owners Corporation (NWBOC)
MoDOT/MRCC - (DBE Program)	Kansas City Human Relations Department	St. Louis Lambert International Airport Authority
Kansas City - MRCC	Mountain Plains Minority Supplier Development Council	

Applicants must meet the qualifications of the OEO M/WBE program (1 CSR 10-17.040) and have been certified by one of the programs listed above. The applicant must complete the online M/WBE Certification Application, submit all required documentation, sign and notarize the OEO affidavit. The applicant is required to retain the original documentation in their records. Certification by one or more of these program does not guarantee certification by OEO. Also, the applicant's current certification must not be within 90 days of expiration to be considered.

Out-of-State Certification

The Out-of-State Certification process applies to Out-of-State applicants whose principal place of business is located outside the State of Missouri. Applicants must meet the qualifications of the OEO M/WBE program (1 CSR 10-17.040) and have been certified by their domicile state and or recognized certifying entity. An applicant must complete the online M/WBE Certification Application, submit all required documentation, sign and notarize the OEO affidavit. The applicant is required to retain the original documentation in their records. Certification by one or more of certifying programs does not guarantee certification by OEO. The applicant's current certification must not be within 90 days of expiration to be considered. OEO will not conduct an on-site inspection with companies whose principal place of business is outside the State of Missouri.

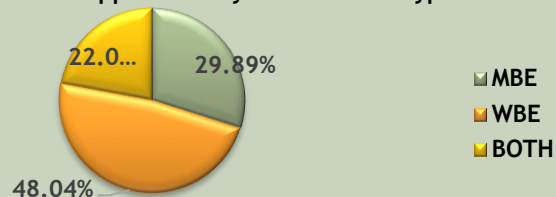
Note: OEO may certify applicants from other states if the applicants are certified by another certifying entity within the State of Missouri as an M/WBE or a DBE.

The following tables and corresponding pie charts summarize the FY17 OEO Minority and Woman-owned Business Enterprise Certification data.

Applications Received By Certification Type

	Total
MBE	107
WBE	172
Both	79
Total	358

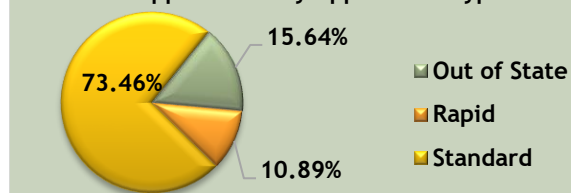
Application by Certification Type



Applications Received By Application Type

	Total
Rapid - Out of State	56
Rapid - In-State	39
Standard	263
Total	358

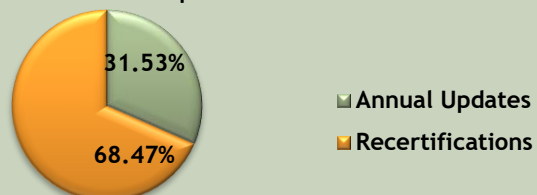
Applications by Application Type



Applications Received – Annual Updates and Recertifications

	Total
Annual Updates	590
Recertifications	673
Total	1263

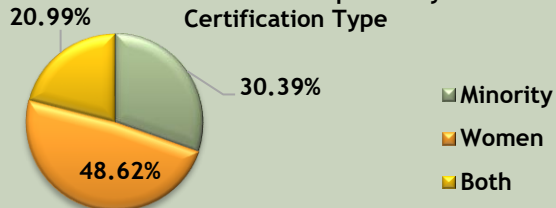
Annual Updates and Recertifications



Certifications Completed By Certification Type

	Total
Minority	55
Women	88
Both	38
Total	181

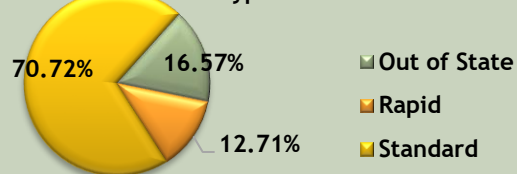
Certifications Completed by Certification Type



Certifications Completed By Application Type

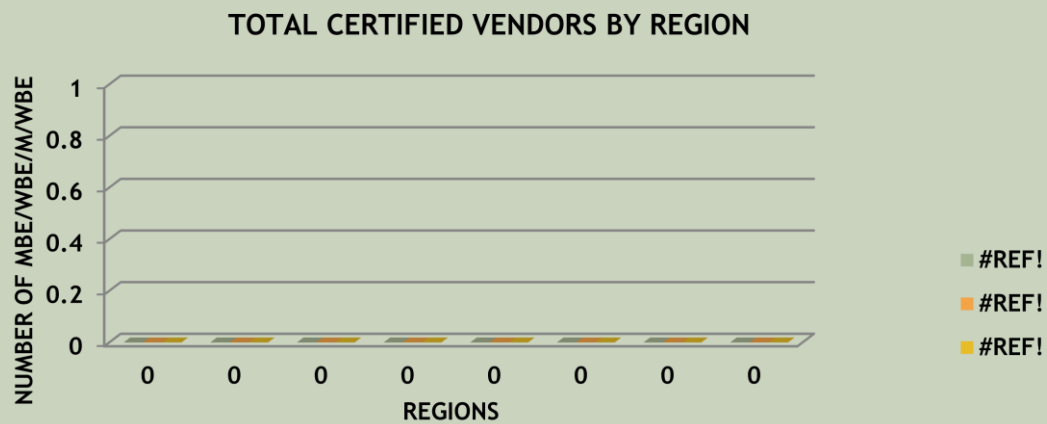
	Total
Rapid - Out of State	30
Rapid - In-State	23
Standard	128
Total	181

Certifications Completed by Application Type

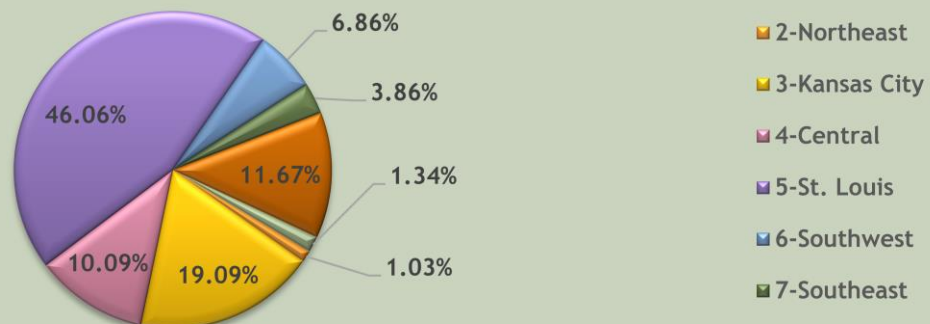


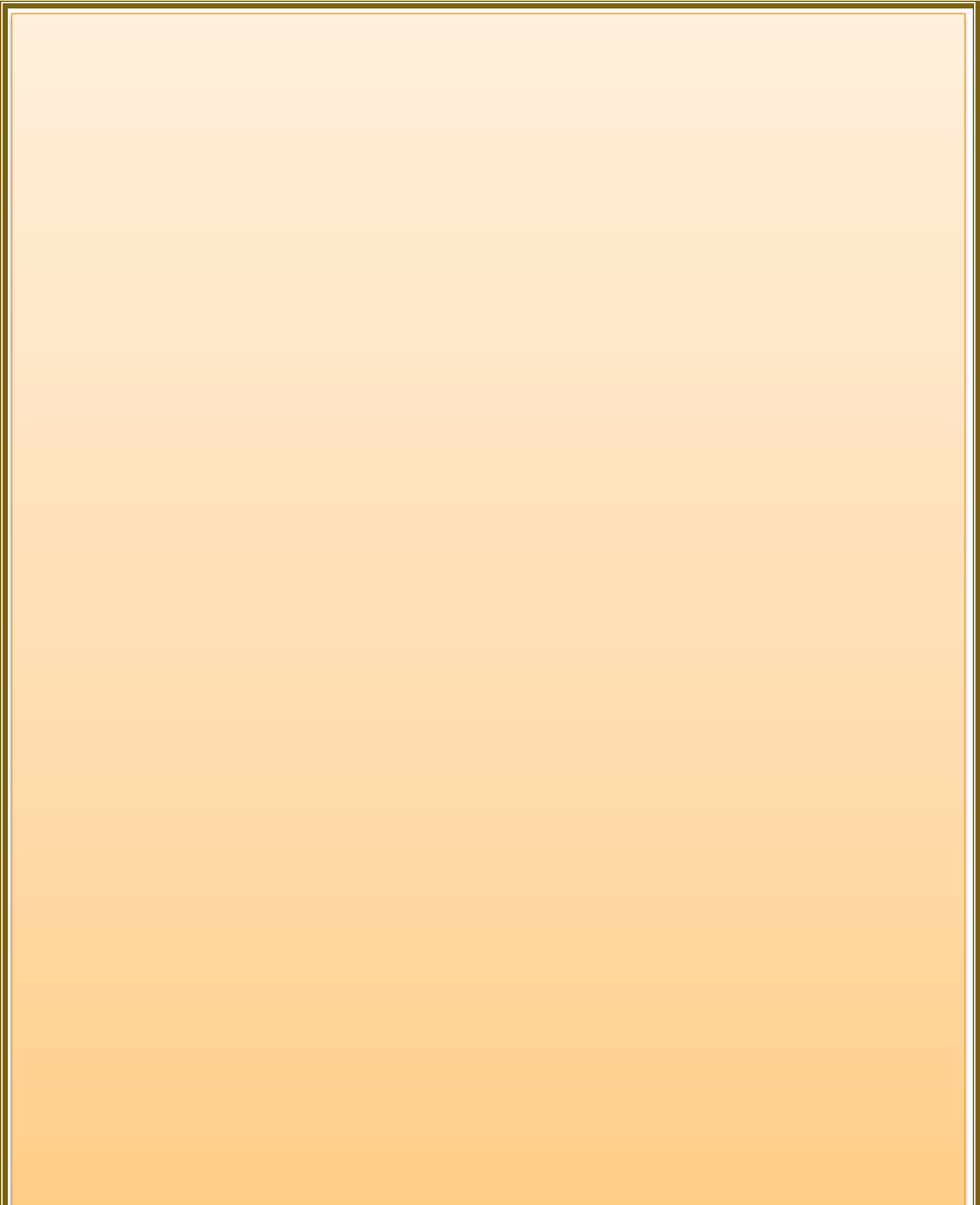
The table and chart below represents the total number of OEO certified vendors by region:

TOTAL CERTIFIED VENDORS BY REGION				
REGION	WBE	MBE	MBE/WBE	Total
1-Northwest	1	4	12	17
2-Northeast	10	1	2	13
3-Kansas City	40	73	129	242
4-Central	88	28	12	128
5-St. Louis	104	151	329	584
6-Southwest	61	18	8	87
7-Southeast	42	5	2	49
8-Out-of-State	75	55	18	148
TOTAL	421	335	512	1268



PERCENT OF CERTIFIED VENDORS BY REGION





State of Missouri Procurement Report

FY17 PROCUREMENT SUMMARY

Procurement can be a potentially powerful tool for governments to promote level economic opportunities and to counteract discrimination in the marketplace. Over the last several decades, federal, state and local governments throughout the nation including Missouri have developed programs with the express intent of increasing the number and value of government contracts awarded to **minority-owned business enterprises (MBEs)** and **woman-owned business enterprises (WBEs)**.

In the State of Missouri, each state agency plays a different role in addressing and supporting the needs of the State which dictates the nature and type of expenditure that is required in each situation. Some state agencies have a routine portfolio of contracts that provide a more predictable level of participation from year to year. Other agencies have major contracts that are awarded in one year and not in another as a result of variations in funding, inventory draw downs, or other unplanned circumstances. Some major contracts may provide an opportunity to involve additional participation.

The Department of Corrections, for example, may have multiple correctional and supervision centers throughout the entire state. Most of these facilities are located in small towns or rural communities where the department is committed to supporting the local economy. It is quite typical for a facility in the rural areas to support local vendors for expenditures under the \$3,000 bid threshold.

Similarly, the Department of Conservation may rely on local or rural retail outlets to supply grounds maintenance or feed supply products. These types of goods dictate the necessity for short-term, non-contractual relationships. The Department of Social Services may spend the bulk of its expenditures in partnership with non-profit agencies; while the Department of Elementary and Secondary Education may employ an abundance of independent contractors and service providers.

The uniqueness of each agency's service offering, combined with the dynamics of each agency's contractual vs. discretionary expenditure needs, will determine what combination of expenditure transactions satisfy each unique situation. In an effort to provide an analysis that neutralizes these agency differences and makes the information more consistent and comparable among agencies, a variety of factors must be taken into consideration.

Agencies sometimes require specialized procurements and a sole source contract in which only one vendor can provide the requisite goods or services may offer limited minority or women opportunities.

This could be due to the size of the contract, the region of the state in which the contract is located, or the specific industry involved. For contractual situations such as these, agencies may utilize a Single Feasible Source (SFS). As defined in Section 34.044, RSMo, (SFS) procurement exists when:

- Supplies are proprietary and only available from the manufacturer or a single distributor; or
- Based on past procurement experience, it is determined that only one distributor services the region in which the supplies are needed; or
- Supplies are available at a discount from a single distributor for a limited period of time.

When agencies are required to use a specified vendor as a result of a statewide contract, the respective agency has limited control over the minority or woman participation on that contract. As a final example, contracts with not-for-profits cannot be counted towards minority and woman participation goals.

Only OEO certified vendors can be counted toward MBE and WBE targets and OEO only certifies "for profit" businesses.

FY17 PROCUREMENT SUMMARY

Executive Order 05-30 states 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”.

The table below gives an overview of expenditures incurred by each executive department. Although the legislature, judicial and elected officials are not subject to this executive order, their M/WBE utilization is also included.

FY17 State Procurement Summary Table

Legislative, Elected Officials & Judicial Branches*	MBE EXPENDITURES	WBE EXPENDITURES	NON-MBE EXPENDITURES	TOTAL EXPENDITURES	TOTAL EXCLUDABLES	NET EXPENDITURES	MBE %	WBE %
	\$10,914,580.86	\$1,184,778.05	\$35,527,595.98	\$47,626,954.89	\$17,512,475.44	\$30,114,479.45	36.24%	15.38%
EXECUTIVE DEPARTMENTS								
OA	\$32,558,807.01	\$4,630,563.64	\$71,427,338.04	\$108,616,708.69	\$10,810,000.02	\$97,806,708.67	33.29%	4.73%
MDA	\$111,767.29	\$154,899.43	\$5,237,400.97	\$5,504,067.69	\$2,775,583.07	\$2,728,484.62	4.10%	5.68%
DIFP	\$72,970.36	\$87,464.63	\$2,402,274.28	\$2,562,709.27	\$2,494,869.20	\$67,840.07	107.56%	128.93%
MDC	\$4,306,650.56	\$664,835.55	\$38,725,481.33	\$43,696,967.44	\$20,972,165.24	\$22,724,802.20	18.95%	2.93%
DED	\$2,282,415.13	\$1,702,774.38	\$18,407,174.07	\$22,392,363.58	\$3,739,373.12	\$18,652,990.46	12.24%	9.13%
DESE	\$92,155.05	\$1,271,966.35	\$56,977,457.58	\$58,341,578.98	\$9,941,087.67	\$48,400,491.31	0.19%	2.63%
DHE	\$0.00	\$37,332.16	\$8,754,722.68	\$8,792,054.84	\$147,190.43	\$8,644,864.41	0.00%	0.43%
DHSS	\$167,038.93	\$245,652.72	\$17,315,613.34	\$17,728,304.99	\$4,972,291.14	\$12,756,013.85	1.31%	1.93%
MODOT	\$12,676,450.10	\$6,803,661.32	\$239,033,846.57	\$258,513,957.99	\$241,384,638.44	\$17,129,319.55	74.00%	39.72%
DOLIR	\$119,677.48	\$140,362.15	\$811,167.81	\$1,071,207.44	\$521,204.91	\$550,002.53	21.76%	25.52%
DMH	\$464,178.27	\$399,283.26	\$42,906,237.94	\$43,769,699.47	\$16,033,559.93	\$27,736,139.54	1.67%	1.44%
DNR	\$827,509.94	\$2,323,060.08	\$21,100,853.62	\$24,251,423.64	\$15,131,961.59	\$9,119,462.05	9.07%	25.47%
DPS	\$1,586,566.81	\$496,578.45	\$38,643,040.10	\$40,726,185.36	\$21,715,243.00	\$19,010,942.36	8.35%	2.61%
MSHP	\$7,843,196.91	\$151,685.00	\$42,147,835.09	\$50,142,717.00	\$14,252,102.37	\$35,890,614.63	21.85%	0.42%
DOR	\$876,545.85	\$359,860.31	\$11,716,276.88	\$12,952,683.04	\$496,663.12	\$12,456,019.92	7.04%	2.89%
LOTTERY	\$761,475.54	\$244,578.00	\$54,679,743.46	\$55,685,797.00	\$54,493,947.82	\$1,191,849.18	63.89%	20.52%
STC	\$0.00	\$157.60	\$91,585.09	\$91,742.69	\$27,935.23	\$63,807.46	0.00%	0.25%
DSS	\$9,689,641.86	\$8,464,214.43	\$184,274,885.98	\$202,428,742.27	\$19,336,119.15	\$183,092,623.12	5.29%	4.62%
DOC	\$7,052,051.50	\$8,539,294.08	\$209,578,738.95	\$225,170,084.53	\$29,114,964.43	\$196,025,120.10	3.60%	4.36%
SUB-TOTAL OF EXECUTIVE DEPARTMENTS	\$81,489,098.59	\$36,718,223.54	\$1,064,231,673.78	\$1,182,438,995.91	\$468,390,899.88	\$714,048,096.03	11.41%	5.14%
STATEWIDE TOTALS	\$92,403,679.45	\$37,903,001.59	\$1,099,759,269.76	\$1,230,065,950.80	\$485,903,375.32	\$744,162,575.48	12.42%	5.09%

The following key lists the Executive Departments' acronyms along with their names:

OA	Office of Administration	MDA	Dept. of Agriculture	MDC	MO Dept. of Conservation
DOC	Dept. of Corrections	DED	Dept. of Economic Development	DESE	Dept. of Elementary & Secondary Education
DHSS	Dept. of Health & Senior Services	DHE	MO Dept. of Higher Education	DIFP	Dept. of Insurance, Financial Institutions & Professional Reg.
DOLIR	Dept. of Labor & Industrial Relations	DMH	Dept. of Mental Health	DNR	Dept. of Natural Resources
DPS	Dept. of Public Safety	THE PATROL	MO State Highway Patrol	DOR	Dept. of Revenue
THE LOTTERY	MO State Lottery	STC	State Tax Commission	DSS	Dept. of Social Services
MoDOT	MO Dept. of Transportation				

FY17 PROCUREMENT SUMMARY

M/WBE Utilization in the State of Missouri

The Office of Equal Opportunity (OEO) understands that the participation of Minority and Woman-owned Business Enterprises (M/WBEs) in the State of Missouri's procurement process is essential to the economic stability of our communities. Executive Order 05-30 states that the desirable M/WBE Utilization Percentages (UP) is 10% MBE and 5% WBE.

The OEO has a responsibility to explain to its constituents and stakeholders how the M/WBE Utilization Percentage is calculated at the end of each fiscal year. It is generally believed that M/WBE percentages should be applied to the total expenditures that the State of Missouri incurred during a particular fiscal year. However, this is not always the case.

Below are the steps used to arrive at the M/WBE utilization calculations:

Step 1: Total all the payments made to all vendors with includable object codes;

Step 2: Total the payments made to certified M/WBE vendors that provided goods and services; and

Step 3: Divide the payments made to certified M/WBE vendors by total payments made to all vendors to obtain a utilization percentage.

For Purchasing Contract Purchases and Agency Purchases, the State of Missouri calculates the UP based on payments that all departments make on a list of codes, known as "includable object codes". This list can include, but is not limited to, office supplies; laboratory supplies; professional services or IT services. Some of the items or services that are excluded are lodging, natural gas, and utilities. Expenditures presented in this report include total expenses on "includable object codes". The UP is calculated in the following manner:

If an M/WBE vendor is participating as a subcontractor in a contract, the participation is calculated based on reports submitted by the prime contractors to Division of Purchasing. A percentage of the total payments to the prime contractor should equal the percentage specified in the contract. These expenditures are combined and the utilization percentages for M/WBE vendors are calculated.

The following are definitions of some key terms utilized throughout this report:

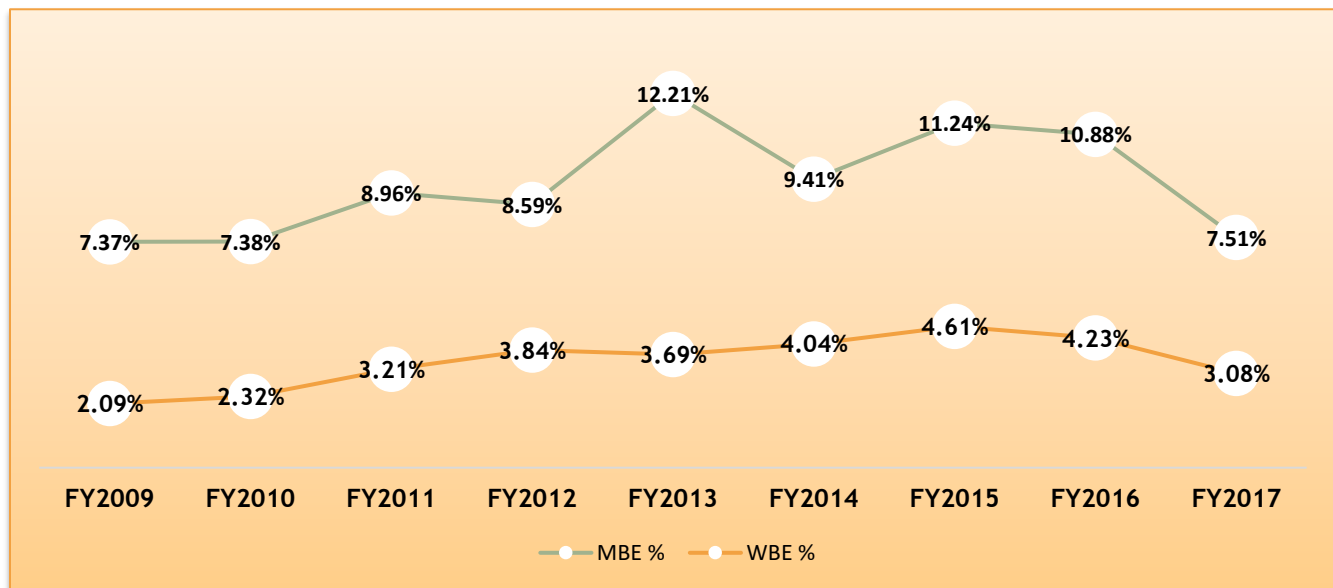
Purchasing Contracts- when an agency makes a purchase with the use of a contract set up by the Division of Purchasing.

Agency (Discretionary) Purchases- when an agency purchases directly from a vendor without the use of a contract.

The table and graphs below represent a summary of M/WBE Utilization in the State of Missouri Procurement from FY2009 to FY2017:

Fiscal Year	MBE Expenditures	WBE Expenditures	Non M/WBE Expenditures	Total Expenditures	MBE %	WBE %
FY2009	\$93,451,065.77	\$26,480,467.24	\$1,148,611,830.22	\$1,268,543,363.23	7.37%	2.09%
FY2010	\$77,502,335.96	\$23,639,682.37	\$1,055,859,652.18	\$1,157,001,670.51	6.70%	2.04%
FY2011	\$83,572,567.89	\$29,935,849.94	\$818,744,077.24	\$932,612,455.07	8.96%	3.21%
FY2012	\$82,581,945.33	\$37,460,849.32	\$843,988,566.80	\$964,031,361.45	8.57%	3.89%
FY2013	\$118,016,625.83	\$35,640,536.44	\$781,729,416.51	\$935,386,578.78	12.62%	3.81%
FY2014	\$110,191,770.00	\$47,379,004.00	\$1,013,907,727.00	\$1,171,478,501.00	9.41%	4.04%
FY2015	\$129,086,788.46	\$52,932,642.49	\$1,033,723,624.50	\$1,215,743,055.45	10.62%	4.35%
FY2016	\$138,081,911.05	\$53,643,888.17	\$1,076,855,760.65	\$1,268,581,559.87	10.88%	4.23%
FY2017	\$92,403,679.45	\$37,903,001.59	\$1,099,759,269.76	\$1,230,065,950.80	7.51%	3.08%

The M/WBE Utilization graph below shows the percentages of M/WBE participation in State Procurement from FY2009 to FY2017.



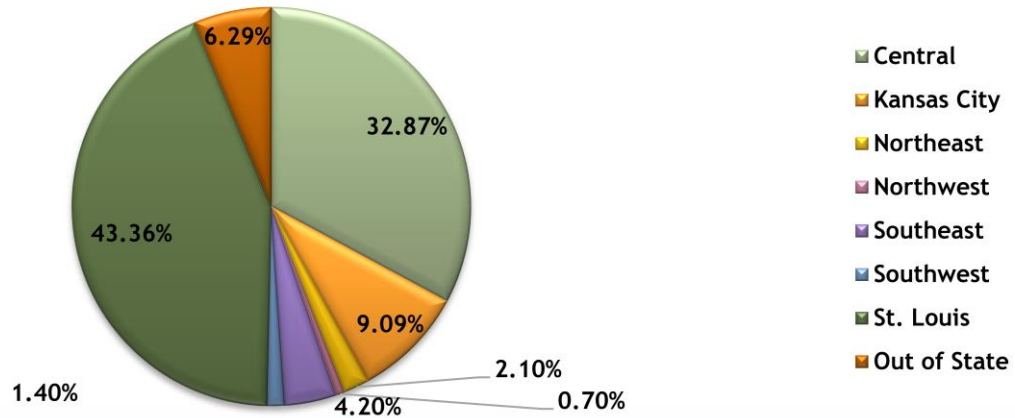
¹ Expenditures include only those goods and services that are available for purchase from vendors. Colleges and universities are excluded. Leasing expenditures are excluded. Journal vouchers are not captured in the MBE/WBE report.

² Contracts are set up by the OA-Division of Purchasing on behalf of a particular agency or to be used statewide contract by all state agencies.

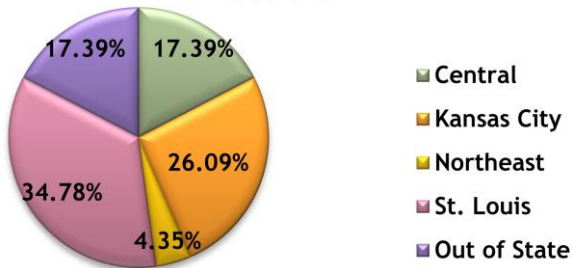
³ Discretionary expenditures are created when an agency purchases directly from a vendor without the use of a contract. These expenditures are below the \$24,999 threshold.

Breakdown of State Contracts to Prime Minority and Woman-Owned Business Enterprises Vendors

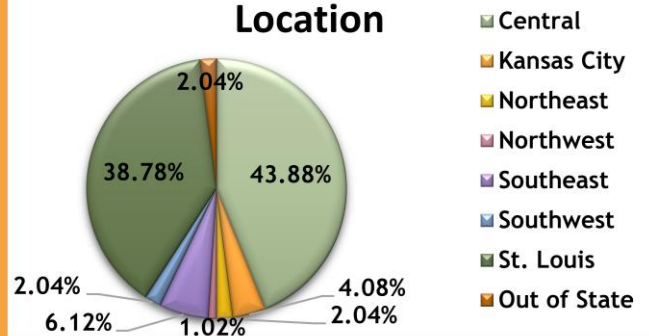
Prime M/WBE Vendors by Location



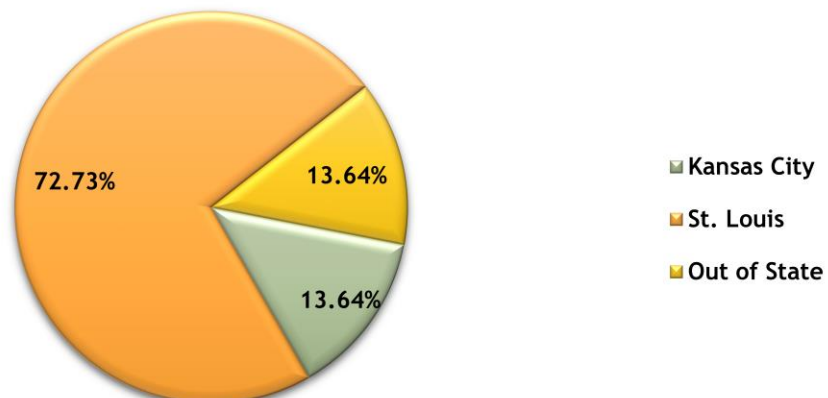
MBE Prime Vendors by Location



WBE Prime Vendors by Location



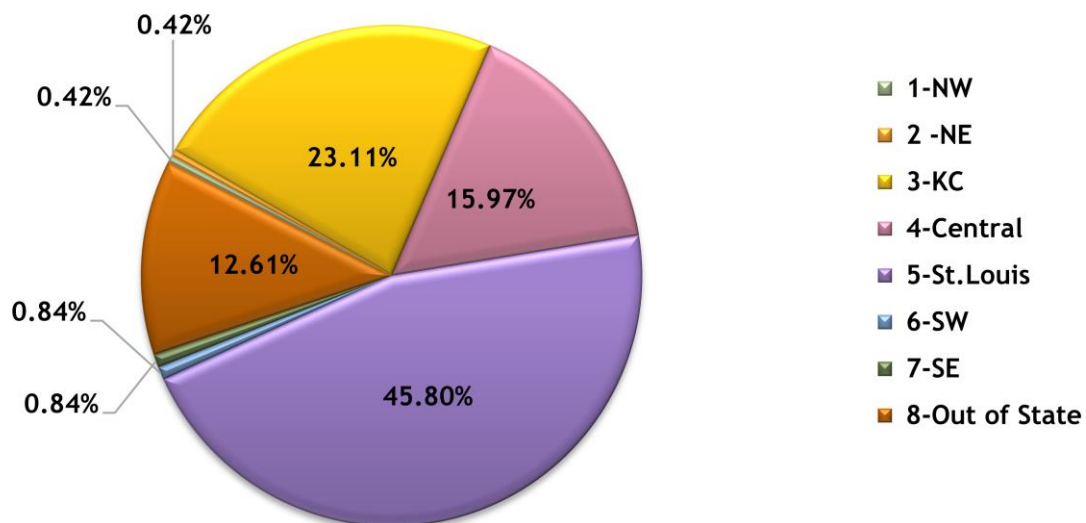
MBE/WBE (Both) Prime Vendors by Location



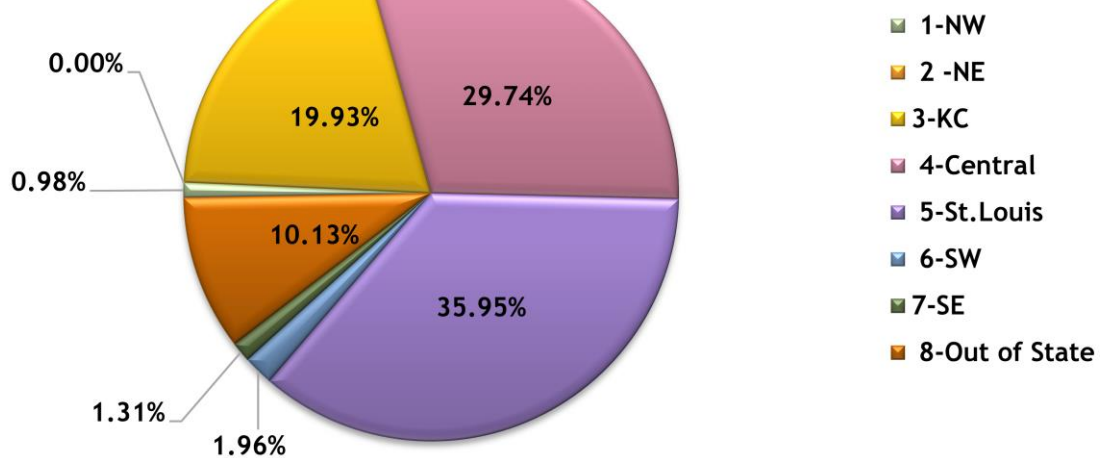
Minority and Woman-Owned Business Enterprises (M/WBE) Sub-Contractors Report

Breakdown of M/WBE Vendors by Region

MBE Subcontractors by Region



WBE Subcontractors by Region



Office of Administration Commissioner: Sarah Steelman

The Office of Administration (OA) is the state's service and administrative control agency. Created by the General Assembly on January 15, 1973, OA oversees and coordinates the central management functions of state government. OA's responsibilities were clarified and amended by the Omnibus State Reorganization Act of 1974. The Commissioner of Administration appoints the Deputy Commissioner, Assistant Commissioner and the Directors of the following divisions:

Accounting	Budget & Planning	General Services
Information Technology Services	Personnel	Purchasing
Facilities Management, Design & Construction		

Programs assigned to OA include:

Administrative Hearing Commission	Children's Trust Fund	Governor's Council on Disability
Human Resources	Office of Equal Opportunity	

OA'S PROCUREMENT PROCESS

Division of Purchasing is responsible for the procurement of supplies, equipment, and services for state departments. A competitive procurement process, as prescribed by Chapter 34, RSMo, is necessary to procure goods and services to agencies that are "lowest and best" while maintaining fairness and integrity in the bid process for vendors. The Division of Purchasing uses three (3) basic types of procurement methods. Other methods may be used as deemed in the best interest of the State of Missouri. The three procurement methods are:

An Invitation for Bid (IFB) is a formal request for sealed bids. The document will contain standard technical specifications of a specific nature and a formal bid opening date and time with which the bidder must comply in order to be considered for award. Subjective evaluation criteria may be used in an IFB.

A Request for Proposal (RFP) is used for complex requirements that preclude the use of specific specifications or requirements. An RFP will contain functional specifications for which the offeror must respond with a sealed proposal. A formal proposal opening date and time will be specified. Subjective evaluation criteria may be used to select a contractor. Negotiations may be conducted with those offerors' who submit potentially acceptable proposals.

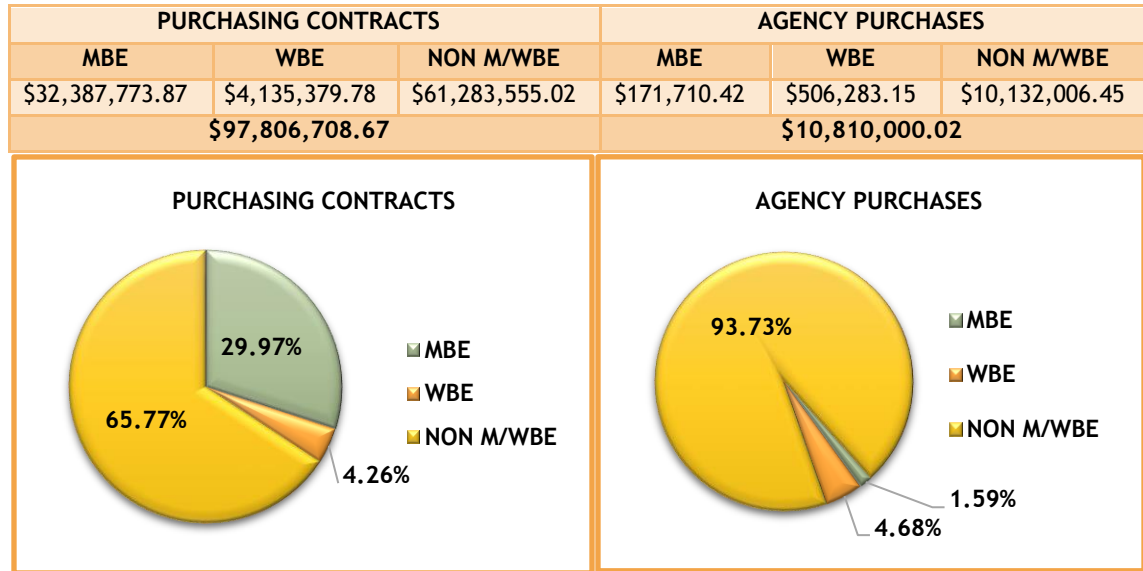
A Single Feasible Source is used when the goods or services are proprietary and only available from the manufacturer or a single distributor. This method may also be used to take advantage of special, limited-time discounts from a single distributor and, based on past procurement experience, it is determined that only one distributor services the region in which the supplies are needed.

OA'S MBE/WBE EXPENDITURES

An analysis of the department's expenditures reveals the following expenses incurred during FY17 on the table below. **"Net Expenditures"** represent OA's "Total Expenditures" of **\$108,616,708.69** minus "Excludable Expenditures" of \$182,770.43.

MBE EXPENDITURES	WBE EXPENDITURES	NON M/WBE EXPENDITURES	NET EXPENDITURES	MBE %	WBE %
\$32,558,807.01	\$4,641,662.93	\$71,416,238.75	\$108,433,938.26	29.98%	4.27%

The table and pie charts below represent the breakdown of OA's "Total Expenditures" into "PURCHASING CONTRACTS" and "AGENCY PURCHASES".



The table below details OA's Top Five (5) Expenditure areas along with the level of MBE/WBE participation achieved in each category:

Object Code / Description		Expenditure Total	% of Grand Total Expenditures	MBE %	WBE %
2583	Comp Soft Maint Lic & Subsc	\$26,521,873.15	24.42%	37.12%	1.29%
2541	Info Technology Consult & Srvs	\$11,827,250.56	10.89%	14.74%	0.78%
2705	Non Mnfrm Sftware Consult&Dev	\$6,471,528.08	5.96%	25.01%	1.15%
2904	Other Equipment Leases Capital	\$5,309,014.33	4.89%	0.00%	0.00%
2685	Under Threshold-Computer Equip	\$4,608,609.58	4.24%	82.56%	0.00%

OA Division of Purchasing's Challenges to obtaining M/WBE Participation

- State statutes require bids to be awarded to the lowest and best bidder which may not always include MBE/WBE participation either as the prime or as a subcontractor.
- There is limited availability of OEO-certified MBE/WBEs for some of the products/services needed by agencies.
- Low bid participation by M/WBEs certified by OEO.
- Trying to balance the time when an award must be made to meet the delivery requirements of the agencies for the product/services needed while giving enough time for the primes to locate MBE/WBEs and, if necessary, for OEO to certify MBE/WBEs before IFB/RFP closing date.



Listed on the tables below are OA's Top Five Areas of MBE and WBE participation respectively.

OA's TOP FIVE AREAS OF MBE PARTICIPATION					
Object Code / Description		Contracts	Discretionary	Object Code Total Spend	MBE %
2730	Communication Equipment	3,773.25	0.00	0.00	100.00%
2491	IT Provided Asset & Service	0.00	170.91	0.00	100.00%
2724	Photographic Equipment	54,777.02	0.00	56,289.02	97.31%
3106	Rebill - Non MF Comp Software	518,739.76	0.00	577,604.76	89.80%
2685	Under Threshold-Computer Equip	3,801,784.78	3,279.60	4,608,609.58	82.56%

OA's TOP FIVE AREAS OF WBE PARTICIPATION					
Object Code / Description		Contracts	Discretionary	Object Code Total Spend	WBE %
2301	Promotional Supplies	\$0.00	\$2,498.84	\$2,498.84	100.00%
3032	Rebillable Labor Costs	\$0.00	\$671.25	\$671.25	100.00%
2469	Temporary Personnel Services	\$8,638.72	\$11,228.98	\$23,080.70	86.07%
2505	Professional Court Serv	\$790.35	\$0.00	\$968.85	81.57%
2466	Advertising Services	\$56,568.11	\$350.00	\$80,883.82	70.37%

To increase MBE/WBE utilization, OA will continue to do the following:

- Purchasing Buyers are making sure to add certified M/WBEs to their bid solicitation list before the bid document is posted.
- OEO is notified when a new bid solicitation is released.
- OA Purchasing has an Upcoming Bid Opportunity link that informs all vendors when a bid will include the M/WBE participation language. This information is posted before the bid is released in order to give M/WBEs and prime contractors the opportunity to discuss possible contract relationships.
- When Pre-Bid/Proposal Conferences are held, Purchasing uploads the attendance list after the conference. The list includes contact information for all attendees and identifies MBE/WBE vendors to promote networking between potential prime bidders and MBE/WBE suppliers.



OA Facilities Management, Design and Construction (FMDC)

Director: Cathy Brown

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 and 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 Operations Unit which 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. The unit also operates state office buildings in St. Joseph, Kansas City, Springfield and St. Louis.
- The Administrative/Legal Unit consists of the following sections: Legal, Contracts and Fiscal/Accounting. This unit has oversight of the division's overall administrative and fiscal issues.
- The Energy Unit is responsible for monitoring energy consumption in state-owned buildings and continues to develop and implement programs to help departments comply with the governor's Executive Order 09-18, mandating a reduction of energy consumption in state-owned buildings.
- The Real Estate Services Unit coordinates real estate transactions on behalf of the state to include conveyance of state-owned property, purchase of property and granting easements.
- The Capital Improvement Planning/Asset Management Unit is responsible for the CI budget, which includes the maintenance and repair budget, new construction budget and the re-appropriation budget. In addition, it maintains the condition of all assets in a comprehensive database. Review of all requests for appropriations for capital improvements also falls under the responsibilities of this unit.



OA/FMDC Director Cathy Brown leads a tour of the south stairs and plaza areas that are part of an extensive waterproofing and masonry repair project at Missouri State Capitol.



Workers remove insulation panels from the roof of the Harry S. Truman State Office Building in Jefferson City

M/WBE Contractors Participation Analysis

A review of the participation of M/WBE General Contractors (GC) and as Sub-Contractors (SC) in FMDC capital improvement projects reveals the following for FY17:

- MBEs participating as GC in capital improvement projects received payments of **\$1,905,047.00**.
- WBEs participating as GC in capital improvement projects received payments of **\$556,356.00**.
- MBEs participating as SC in capital improvement projects received payments of **\$11,343,994.00**.
- WBEs participating as SC in capital improvement projects received payments of **\$14,317,649.00**.

Executive Order 05-30 stated that FMDC should reach 10% MBE participation and 5% WBE participation in improvement projects.

The FY17 aggregate payments to MBE and WBE (General and Sub-Contractors) amounted to the following:

- **Total Amount paid to Contractors - \$123,522,038.00**
- **MBE - \$13,249,041.00 (10.73%)**
- **WBE - \$14,874,005.00 (12.04%)**

M/WBE Consultants Participation Analysis

A review of the participation of M/WBE Architects and Engineers (AE) General Consultants (GC) and as Sub-Consultants (SC) in FMDC capital improvement projects reveals the following for FY17:

- MBEs participating as AE GC in capital improvement projects received payments of **\$317,251.00**.
- WBEs participating as AE GC in capital improvement projects received payments of **\$645,780.00**.
- MBEs participating as AE SC in capital improvement projects received payments of **\$1,099,572.00**.
- WBEs participating as AE SC in capital improvement projects received payments of **\$303,387.00**.

Executive Order 05-30 stated that FMDC should reach 10% MBE participation and 5% WBE participation in improvement projects.

The FY17 aggregate payments to MBE and WBE (AE Consultants and Sub-Consultants) amounted to the following:

- **Total Amount paid to AE Consultants - \$12,613,068.00**
- **MBE - \$1,416,823.00 (11.23%)**
- **WBE - \$949,167.00 (7.53%)**

FMDC reports that fewer MBE companies bid on FMDC's construction projects and non M/WBE general contractors that bid on Capital Improvement projects are having a hard time locating and receiving competitive bids from M/WBE contractors. The OEO will continue working with FMDC to certify M/WBE members that can participate in capital improvement projects and will also promote outreach events where general contractors and certified M/WBE members can come together.

Department of Agriculture

Director: Chris Chinn

Established in 1933 by the General Assembly, the Department of Agriculture (MDA) promotes and protects Missouri's nearly \$6 billion agriculture industry by enforcing state laws that regulate and market the agricultural industry across the state. Through its divisions, the Department of Agriculture administers programs that protect Missouri's producers, processors, distributors and consumers of food, fuel and fiber, while marketing Missouri agricultural products in the state, nation and abroad. The department's divisions include:

Office of the Director	Animal Health	Agriculture Business Development
Grain Inspection & Warehousing	Plant Industries	Weights & Measures & Consumer Protection

MDA's boards and commissions include:

MO State Milk Board	Wine and Grape Board	MO Agricultural & Small Business Development Authority
Missouri State Fair Commission		

MDA's PROCUREMENT PROCESS

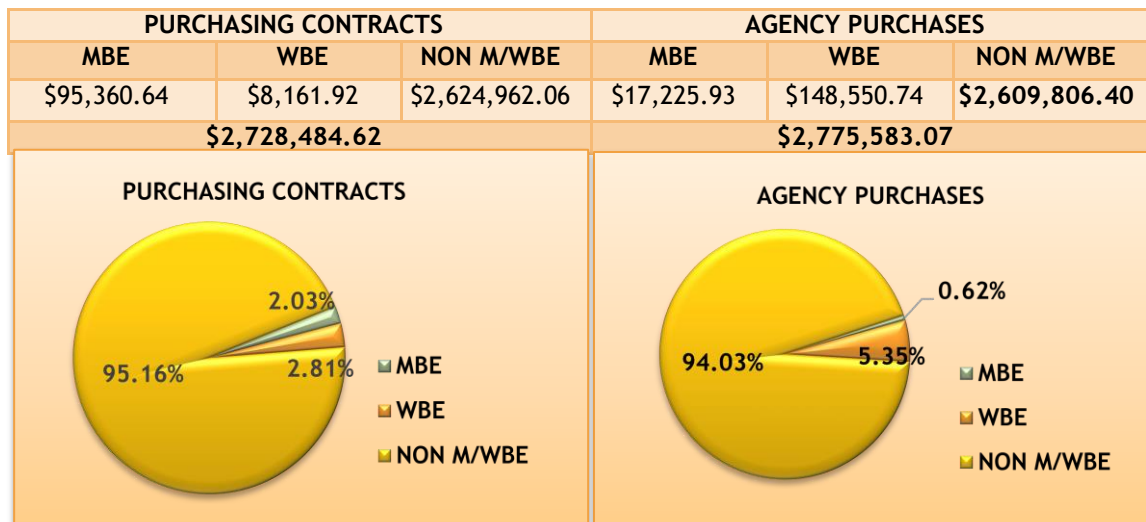
MDA's internal policy for purchasing reflects that "for purchases of more than \$2,999.99, the Division must contact the Fiscal Office for a purchase order number prior to ordering. All divisions shall make a good faith effort to increase spending with minority and women. Any single feasible source item(s) over \$3,000.00 must be submitted with documentation to the Fiscal Office for determination that the item/supply is a single feasible source. Minority or women owned businesses must be provided a fair and equitable opportunity to submit bids and proposals".

MDA'S MBE/WBE EXPENDITURES

An analysis of the department's expenditures reveals the following expenses incurred during FY17 on the table below. "Net Expenditures" represent MDA's "Total Expenditures" of \$5,504,067.69 minus "Excludable Expenditures" of \$2,323,031.28.

MBE EXPENDITURES	WBE EXPENDITURES	NON M/WBE EXPENDITURES	NET EXPENDITURES	MBE %	WBE %
\$111,767.29	\$156,712.66	\$5,235,587.74	\$3,181,036.41	2.03%	2.85%

The table and pie charts below represent the breakdown of MDA's "Total Expenditures" into "PURCHASING CONTRACTS" and "AGENCY PURCHASES".



The table below details MDA's Top Five (5) Expenditure areas during FY17 along with the level of MBE/WBE participation achieved in each category:

Object Code / Description		Expenditure Total	% of Grand Total Expenditures	MBE %	WBE %
2280	Laboratory Supplies	\$1,249,320.40	22.70%	0.00%	0.00%
2544	Other Professional Services	\$613,530.46	11.15%	0.00%	5.87%
2328	Motor Fuel	\$449,407.24	8.17%	0.00%	0.00%
2748	Vehicles	\$442,234.93	8.03%	0.00%	0.00%
2466	Advertising Services	\$377,182.22	6.85%	0.00%	0.00%

The lack of MBE/WBE participation in MDA's top five object codes can be attributed to the following:

- **2280** - MDA has four divisions that have laboratories that buy large volumes of laboratory kits. The kits for each division are unique to the specific laboratory depending on what is being tested. The kits must meet the standards of the governing body for testing. Some of these kits are single source, while the remainder of the kits can only be purchased from large corporations.
- **2328** - MDA utilizes the state's mandatory "Wex Bank" contract for state agencies with a Non-M/WBE vendor. MDA has a small discretionary spending budget and fuel purchases are one of the expenditures for MDA. The department cannot find M/WBE vendors to provide this commodity.
- **2544 & 2466 & 2748** - MDA is currently utilizing OA Purchasing contracts on Advertising Services, Other Professional Services, and Vehicles.

MDA's TOP FIVE AREAS OF MBE PARTICIPATION					
Object Code / Description		Contracts	Discretionary	Object Code Total Spend	MBE %
2686	Under Threshold-Non MF Com Sftw.	24,208.64	0.00	24,208.64	100.00%
2541	Info Technology Consult & Services	40,459.60	0.00	40,459.60	100.00%
2250	Office Supplies	1,222.81	14,706.32	100,602.56	15.83%
2598	Office Furn. & Equip R&M	2,620.80	0.00	28,106.62	9.32%
2373	Other Specific Use Supplies	1,298.39	459.98	126,026.09	1.39%

MDA's TOP FIVE AREAS OF WBE PARTICIPATION					
Object Code / Description		Contracts	Discretionary	Object Code Total Spend	WBE %
2592	Communications Equip R&M	\$0.00	\$1,889.00	\$2,027.00	93.19%
2118	Out-of-St Comm. Tran-Travel Agency	\$0.00	\$43,769.36	\$68,162.32	64.21%
2250	Office Supplies	\$0.00	\$54,634.53	\$100,602.56	54.30%
2691	Under Threshold-Off Equip & Furn.	\$0.00	\$3,360.93	\$18,787.59	17.88%
2460	Printing & Binding Services	\$0.00	\$4,311.65	\$32,835.90	13.13%

The Department of Agriculture is diligently looking for M/WBE vendors that could supply these types of goods and services to the Department of Agriculture. The Department continues to seek additional efficient ways to incorporate M/WBE vendors into their internal procurement process and utilizes OEO certified M/WBE directory to search for vendors.



Department of Conservation

Director: Sara Parker Pauley

The Missouri Department of Conservation's (MDC) mission, vision, and goals communicate our never ending pledge to serve Missourians and to meet the requirements of the Missouri Constitution (Article IV, Section 40(a) through 46). The Department's mission is to protect and manage the fish, forest, and wildlife resources of the state; to facilitate and provide opportunities for all citizens to use, enjoy, and learn about these resources. The Department is a forward looking agency, implementing solid core values ensuring integrity and trust, using adaptive learning and creative thinking, embracing technology and providing superior public service to be the national leader in fish, forest, and wildlife management proactively advancing our mission through understanding natural resource and social landscapes.

Administrative Services	Design and Development	Fisheries	Forestry
Human Resources	Outreach and Education	Private Land Services	Protection
Resource Science		Wildlife	

MDC'S PROCUREMENT PROCESS

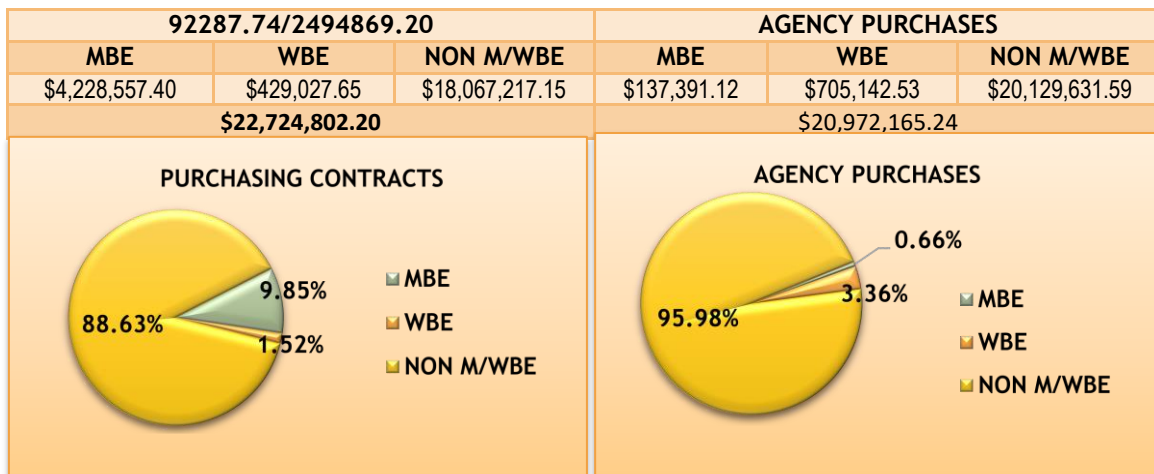
The Missouri Department of Conservation has employees all across the state located in one of our eight (8) Regional Offices or 100+ field offices, most of which are in rural communities. Due to the large number of field offices and employees that work out of these locations, the Department utilizes a decentralized purchasing process. The Department has two Purchasing Analysts located in Central Office that assist and guide the employees on procedures as defined in our Purchasing, Bidding, and Contracting Policy, which is derived from 1 CSR 40-1 and the Office of Administrations, Division of Purchasing's Procurement Manual. Purchasing Analysts remind field staff to seek bids from M/WBE vendors. The link to the M/WBE directory is also located within our Purchasing, Bidding, and Contracting Policy.

MDC'S MBE/WBE EXPENDITURES

An analysis of the department's expenditures reveals the following expenses incurred during FY17 on the table below. "Net Expenditures" represent MDC's "Total Expenditures" of **\$43,696,967.44** minus "Excludable Expenditures" of \$13,967,013.44.

MBE EXPENDITURES	WBE EXPENDITURES	NON M/WBE EXPENDITURES	NET EXPENDITURES	MBE %	WBE %
\$4,306,650.56	\$1,134,170.18	\$38,256,146.70	\$29,729,954.00	9.86%	2.60%

The table and pie charts below represent the breakdown of MDC's "Total Expenditures" into "PURCHASING CONTRACTS" and "AGENCY PURCHASES".



The table below details **MDC's Top Five (5) Expenditure areas** along with the level of MBE/WBE participation achieved in each category.

Object Code / Description	Expenditure Total	% of Grand Total Expenditures	MBE %	WBE %
2541 Info Technology Consult & Services	\$3,672,338.27	8.40%	24.86%	0.00%
2748 Vehicles	\$3,375,029.72	7.72%	0.00%	0.00%
2328 Motor Fuel	\$3,229,480.26	7.39%	0.00%	0.00%
2352 Agricultural/Grounds Supplies	\$3,225,466.75	7.38%	0.05%	0.00%
2496 Other Business Services	\$2,076,173.38	4.75%	0.00%	0.00%

The lack of MBE/WBE participation in some of MDC's top five object codes can be attributed to the following reasons:

- 2541, 2748 & 2352 are statewide contracts issued by the Office of Administrative/Division of Purchasing which are both mandatory for sub-agencies (MDC) to use.
- 2328 - Typically been bid at the local area level across all areas of the state. Currently there are only two vendors who are WBE certified to provide motor fuels, both of which are located in our St. Louis Region. Motor Fuel in the St. Louis region makes up less than 5% of all fuel purchased. Motor Fuel is getting ready to be bid out of the Central Office for delivery statewide.

Listed on the tables below are **MDC's Top Five Areas of MBE and WBE participation**, respectively.

MDC's TOP FIVE AREAS OF MBE PARTICIPATION					
Object Code / Description	Contracts	Discretionary	Object Code Total Spend	MBE %	
2427 Laboratory Services	\$584.99	\$0.00	\$584.99	100.00%	
2700 Non Mnfrm Comp Equ Over Thres	\$949,321.28	\$0.00	\$1,006,590.02	94.31%	
2706 Non-Mainframe Comp Software	\$519,085.11	\$0.00	\$581,447.14	89.27%	
2769 Office Furniture	\$32,929.71	\$0.00	\$39,719.71	82.90%	
2685 Under Threshold-Computer Equip	\$363,312.31	\$108.44	\$647,986.03	56.08%	

MDC's TOP FIVE AREAS OF WBE PARTICIPATION					
Object Code / Description	Contracts	Discretionary	Object Code Total Spend	WBE %	
2503 Attorney & Settlement Payments	\$3,400.00	\$0.00	\$5,400.00	62.96%	
2454 Mailing Services	\$3,730.74	\$19,514.77	\$86,651.67	26.82%	
2466 Advertising Services	\$286,685.57	\$32,802.79	\$1,518,806.65	21.03%	
2540 Information Technology Outsourcing	\$0.00	\$70,718.12	\$795,584.53	8.88%	
2460 Printing & Binding Services	\$0.00	\$41,883.09	\$858,066.44	4.88%	

MDC will continue to use both current and any new certified MBE/WBE vendors will continue to be given the opportunity to bid on motor fuel. MBE/WBE participation in these bids suggests there are low numbers of M/WBE vendors marketing goods and services needed by the Department in these key areas.

MDC welcomes the assistance of the OEO to find and certify M/WBE vendors marketing supplies necessary to support and sustain fish, forest and wildlife in our state.

The Design and Development Division awarded **\$5,497,257.44** in contracts for the construction period 07/01/16 through 06/30/17. The MBE participation stated at the awarded time is **\$500,988.25** at a percent of **9%**. The WBE participation stated at the awarded time is **\$1,194,429.00** at a percent of **22%**.

Department of Corrections

Director: Anne L. Precythe

The Missouri Department of Corrections (DOC) supervises and provides rehabilitative services to adult offenders in correctional institutions and Missouri communities to enhance public safety. The goal of the DOC has always been to enhance public safety through efficient supervision and effective rehabilitative services that are provided to adult offenders. Programs offered to offenders by the Division of Probation and Parole, Missouri Reentry Process, and Restorative Justice are intended to reduce recidivism while teaching offenders about compassion and altruistic behavior. Organized as a separate department of state government by an act of the legislature in 1981 and reorganized July 1, 1993, it is comprised of the **Office of the Director** and four divisions:

Adult Institutions	Human Services
Probation and Parole	Offender Rehabilitative Services

DOC'S PROCUREMENT PROCESS

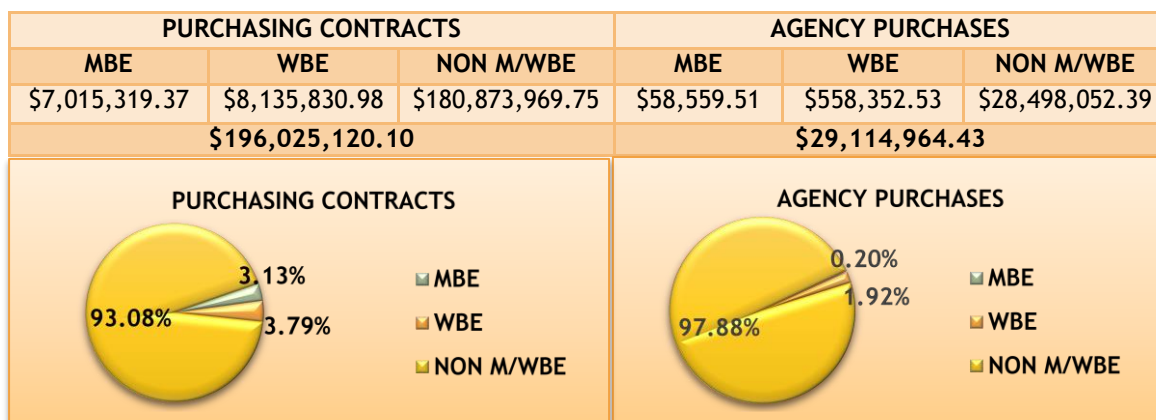
The DOC's procurement process is partly centralized and partly decentralized. Institutional and divisional business managers have the authority to issue purchase orders or conduct p-card transactions for expenditures utilizing OA-Division of Purchasing established contracts, for expenditures utilizing DOC contracts established under local authority, and for expenditures which do not exceed the \$3000 annual bid threshold, either individually or cumulatively. All non-contract expenditures which are \$24,999 and under annual thresholds, either individually or cumulatively, are bid by the DOC purchasing office, unless the purchasing office delegates the authority to conduct the bids back to the institution/division business manager. The purchasing office will only delegate authority back to the business managers for one-time commodity purchases. Any expenditure that is ongoing or that includes installation or a service will be bid by the purchasing office. Department policy also requires that all bids, whether formal or informal, be written bids, with the exception of bulk fuel and emergency purchases. Bulk fuel and emergency purchases may utilize telephone quotes.

DOC'S MBE/WBE EXPENDITURES

An analysis of the department's expenditures reveals the following expenses incurred during FY17 on the table below. **"Net Expenditures"** represent DOC's "Total Expenditures" of **\$225,170,084.53** minus "Excludable Expenditures" of \$149,277,323.98.

MBE EXPENDITURES	WBE EXPENDITURES	NON M/WBE EXPENDITURES	NET EXPENDITURES	MBE %	WBE %
\$7,052,051.50	\$8,694,183.51	\$209,423,849.52	\$75,892,760.89	3.13%	3.86%

The table and pie charts below represent the breakdown of DOC's "Total Expenditures" into **"PURCHASING CONTRACTS"** and **"AGENCY PURCHASES"**.



The table below details **DOC's Top Five (5) Expenditure areas** during FY17 along with the level of MBE/WBE participation achieved in each category:

Object Code / Description		Expenditure Total	% of Grand Total Expenditures	MBE %	WBE %
2433	Medical & Dental Services	\$148,406,494.13	65.91%	0.00%	0.00%
2337	Food & Dietary Supplies	\$27,338,546.81	12.14%	0.02%	0.65%
2544	Other Professional Serv	\$12,059,701.87	5.36%	0.03%	0.06%
2298	Manufacturing Supplies	\$11,489,425.42	5.10%	0.32%	0.20%
2373	Other Specific Use Supplies	\$2,578,140.78	1.15%	2.65%	0.65%

The primary impediment is a lack of certified vendors in the appropriate commodities and services that have the capability to service statewide or in the geographic areas where DOC facilities are located. A search of the Office of Equal Opportunity Certified M/WBE Directory shows that there are no certified MBE wholesale food distributors and only one certified WBE wholesale food distributor, which is currently being utilized. The category of other professional service is broad, however, checking some of the services that fall within this category, there are no certified MBE and only one certified WBE pest control services vendor. This vendor is located in the extreme southwest part of the state where the DOC has no facilities. There are no certified M/WBE vendors to provide sex offender treatment services or substance abuse treatment services.

Listed on the tables below are **DOC's Top Five Areas of MBE and WBE participation**, respectively.

DOC's TOP FIVE AREAS OF MBE PARTICIPATION					
Object Code / Description		Contracts	Discretionary	Object Code Total Spend	MBE %
2685	Under Threshold-Computer Equip	\$113.36	\$0.00	\$113.36	100.00%
2580	Comp hardware Repair & Maint	\$40.56	\$0.00	\$40.56	100.00%
2583	Comp Software Maint, Lic & Subsc	\$36,686.50	\$0.00	\$40,718.50	90.09%
2256	Printing & Binding Supplies	\$1,414.58	\$0.00	\$3,061.92	46.19%
2724	Photographic Equipment	\$7,273.74	\$0.00	\$25,754.27	28.24%

DOC's TOP FIVE AREAS OF WBE PARTICIPATION					
Object Code / Description		Contracts	Discretionary	Object Code Total Spend	WBE %
2844	Architect & Engineer Services	\$0.00	\$275,776.65	\$324,211.60	85.06%
2571	Other Hskp & Janitor Services	\$8,100.00	\$0.00	\$39,702.00	20.40%
2574	Electrical Rep & Maint Services	\$0.00	\$2,482.02	\$16,386.10	15.14%
2496	Other Business Services	\$12,311.14	\$0.00	\$88,508.35	13.90%
2691	Under Threshold-Off Equip & Furn	\$4,285.00	\$52.85	\$38,229.46	11.34%

The DOC will continue to utilize Office of Equal Opportunity's M/WBE Directory in preparing a bidder's list for all solicitations. As certified M/WBE vendors are found that can provide commodities or services to the DOC, this information will be communicated to the institution/division business managers for possible utilization for local, under threshold purchases.

The DOC has begun utilizing the MissouriBuys eProcurement system. Since this practice has begun, there has been a dramatic increase in the number of potential bidders to whom the DOC is sending bid opportunity notices.



Department of Economic Development

Director: Rob Dixon

The Department of Economic Development (DED) administers a wide array of programs designed to enhance Missouri's economy in the 21st Century. It is comprised of agencies that execute statutory requirements and department policy in the areas of community, economic and workforce development. DED's divisions include:

Administrative Services	Business & Community Services	Energy
MO Arts Council	Mo Housing Development Commission	Public Service Commission
Tourism	Workforce Development	

DED'S PROCUREMENT PROCESS

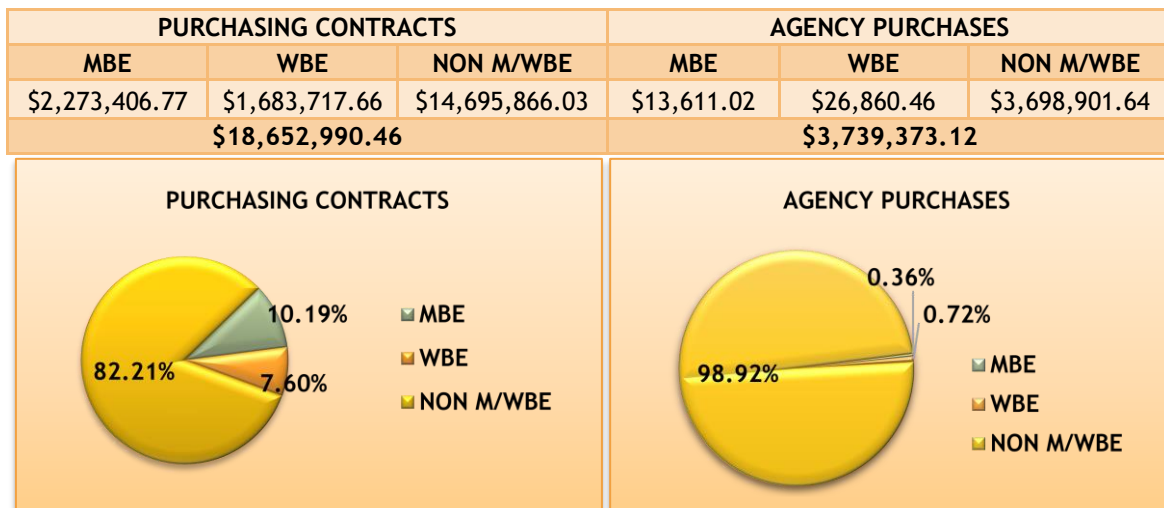
Authority to procure goods or services costing less than \$3,000 is delegated to the Department by the Office of Administration - Division of Purchasing. Procurement of goods or services from a single vendor, costing \$3,000 or more but less than \$25,000 in aggregate in any one fiscal year will generally require acquisition by informal bid. Authority to procure goods or services costing more than \$3,000 but less than \$25,000 is delegated to the department by the Office of Administration - Division of Purchasing. Exceptions include goods or services that are already on statewide contract such as computers, copiers, fax and other equipment. Some services must be acquired through statewide contract or may be acquired from governmental entities. Printing must be acquired from OA. Printing and some items must be acquired through Missouri Vocational Enterprises (MVE). Procurement of goods or services from a single vendor, costing \$25,000 or more in aggregate in any one fiscal year requires a formal bid. A formal bid will generally be conducted by the Office of Administration's Division of Purchasing.

DED'S MBE/WBE EXPENDITURES

An analysis of the department's expenditures reveals the following expenses incurred during FY17 on the table below. "Net Expenditures" represent DED's "Total Expenditures" of \$22,392,363.58 minus "Excludable Expenditures" of \$5,038,126.16.

MBE EXPENDITURES	WBE EXPENDITURES	NON M/WBE EXPENDITURES	NET EXPENDITURES	MBE %	WBE %
\$2,282,415.13	\$1,710,578.12	\$18,399,370.33	\$17,354,237.42	10.19%	7.64%

The table and pie charts below represent the breakdown of DED's "Total Expenditures" into "PURCHASING CONTRACTS" and "AGENCY PURCHASES".



The table below details **DED's Top Five (5) Expenditures areas** during FY16 along with the level of MBE/WBE participation achieved in each category:

Object Code / Description		Expenditure Total	% of Grand Total Expenditures	MBE %	WBE %
2466	Advertising Services	\$13,814,552.05	61.69%	0.00%	4.83%
2544	Other Professional Services	\$4,163,850.36	18.59%	0.00%	0.00%
3412	Program Reimbursements	\$1,143,213.84	5.11%	0.00%	0.00%
2496	Other Business Services	\$870,755.23	3.89%	0.00%	0.14%
2583	Comp Software Maint, Lic, & Subsc	\$485,547.32	2.17%	1.77%	2.59%

Some possible impediments for low M /WBE participation rates can be attributed to the following:

- Contracts under the Division of Workforce Development deal with job development and career readiness activities and may have little or no M/WBE participation.
- Contracts relating to the provision of services such as analysis for rate cases and for analyzing participants coming through the MO Career Center system have very low M/WBE participation rates.

Listed on the tables below are **DED's Top Five Areas of MBE and WBE participation**, respectively.

DED's TOP FIVE AREAS OF MBE PARTICIPATION					
Object Code / Description		Contracts	Discretionary	Object Code Total Spend	MBE %
2748	Vehicles	\$41,781.52	\$0.00	\$41,781.52	100.00%
2706	Non-Mainframe Comp Software	\$1,823.00	\$0.00	\$1,823.00	100.00%
2685	Under Threshold-Computer Equip	\$2,920.80	\$0.00	\$2,961.89	98.61%
2686	Under Threshold-Non MF Com Sftw.	\$210,752.55	\$0.00	\$214,464.44	98.26%
2700	Non Mnfrm Comp Equip Over Thres.	\$61,249.24	\$0.00	\$64,920.72	94.34%

DED's TOP FIVE AREAS OF WBE PARTICIPATION					
Object Code / Description		Contracts	Discretionary	Object Code Total Spend	WBE %
2541	Info Technology Consult & Services	\$40,380.00	\$0.00	\$40,879.00	98.77%
2592	Communication Equip R&M	\$0.00	\$3,221.40	\$4,454.95	72.31%
2253	Recognition Awards	\$0.00	\$673.85	\$1,094.86	61.54%
2421	Answering Charges	\$0.00	\$105.00	\$184.87	56.79%
2301	Promotional Supplies	\$0.00	\$6,130.23	\$13,840.18	44.29%

DED currently sends out emails to Procurement staff with official procurement guidelines bi-annually and provides training for staff authorized to use P-cards. DED's M/WBE utilization is higher through the use of Contracts and Purchases set up by OA Purchasing. Approximately 87 percent of DED's purchases are acquired through Purchasing Contracts. Less than 14 percent of DED's expenditures are discretionary expenditures. DED utilizes and will continue to utilize the OEO Directory when searching for vendors for discretionary expenditures



Department of Elementary & Secondary Education

Commissioner: Dr. Roger Dorson

The Department of Elementary and Secondary Education (DESE) is the administrative arm of the State Board of Education. It is primarily a department that works with educators, legislators, government agencies, community leaders and citizens to maintain a strong public education system. Through its statewide school-improvement activities and regulatory functions, the Department strives to assure that all citizens have access to high-quality public education. The Department's responsibilities range from early childhood to adult education services, and is carried out under Financial and Administrative Services and Learning Services, which include:

Adult Learning & Rehab Services	College & Career Readiness	Educator Quality	Quality Schools
Data System Management			

DESE'S PROCUREMENT PROCESS

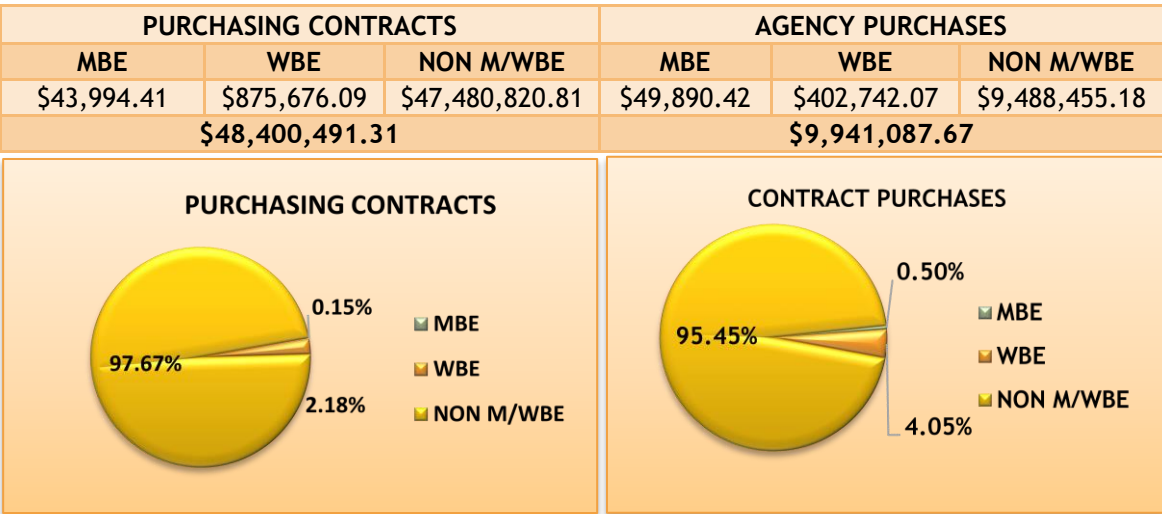
The Department has a hybrid procurement process. There is a centralized procurement section that processes all procurement requests and manages the Department's contracting system. The Department has decentralized purchasing with Vocational Rehabilitation/Disability Determinations, the Missouri School for the Deaf, and the Missouri Assistive Technology. Formal bids are not required for purchases under \$3,000. Statewide contracts are utilized when available for such purchases; otherwise, buyers search the OEO directory for vendors who can provide the goods or services. For purchases between \$3,000 and \$25,000 formal bids are sent out to three vendors. Statewide contracts are also utilized in these instances.

DESE'S MBE/WBE EXPENDITURES

An analysis of the department's expenditures reveals the following expenses incurred during FY17 on the table below. "Net Expenditures" represent DESE's "Total Expenditures" of \$58,341,578.98 minus "Excludable Expenditures" of \$22,636,472.73.

MBE EXPENDITURES	WBE EXPENDITURES	NON M/WBE EXPENDITURES	NET EXPENDITURES	MBE %	WBE %
\$92,155.05	\$1,278,418.16	\$56,971,005.77	\$35,705,106.25	1.58%	2.19%

The table and pie charts below represent the breakdown of DHSS's "Total Expenditures" into "PURCHASING CONTRACTS" and "AGENCY PURCHASES".



The table below details DESE's Top Five (5) Expenditure areas along with the level of MBE/WBE participation achieved in each category.

Object Code / Description		Expenditure Total	% of Grand Total Expenditures	MBE %	WBE %
2514	Program Consultant Services	\$21,666,539.88	37.14%	0.00%	0.00%
2520	Educational Services	\$16,450,112.90	28.20%	0.00%	3.88%
2544	Other Professional Services	\$15,240,213.35	26.12%	0.31%	2.31%
2991	Agency Provided Food	\$636,451.90	1.09%	0.00%	0.00%
2250	Office Supplies	\$528,707.47	0.91%	3.85%	1.59%

The following impediments can be attributed to DESE's low M/WBE participation rates in the top five expenditures:

- **2514**-The majority of the expenditures in this group are bid through OA Purchasing contracts for the Assessment, First Steps, and Virtual Schools programs, and for the review of our school districts school food and nutrition programs. These bids have low percentages for M/WBE.
- **2520**- The majority of these services are bid through an SDA that we receive from OA for Occupational Therapy, Physical Therapy, Speech Therapy, Nursing Services, etc. These services are required to be provided to the children in accordance with their IEP in our Schools for the Severely Disabled, School for the Blind and School for the Deaf. Many of these services are provided by individuals, who are not certified through the M/WBE program, and who do not have the incentive to be certified. One of the challenges is that DESE has a need for these services to be provided not only in the larger cities, but in rural Missouri.
- **2544**-The majority of expenditures in this area are bid through OA. These include transportation for our School for the Severely Disabled, Deaf, and Blind children. In addition, we use the statewide contracts for interpreter services. M/WBE percentages are included in the contracts.
- **2991**- Of the total expenditures, \$481,720.24 was made to statewide contract hotels for food associated with conferences that DESE provided for school district personnel. Other purchases are for smaller workshops or committee meetings that DESE organized with school district personnel for either mandated federal or state meetings or for work groups. One of the major challenges is the lack of M/WBE certified vendors that provide these services.

Listed on the tables below are DESE's Top Five Areas of MBE and WBE participation respectively.

DESE's TOP FIVE AREAS OF MBE PARTICIPATION					
Object Code / Description		Contracts	Discretionary	Object Code Total Spend	MBE %
2586	Educational Equip R&M	117.84	0.00	181.84	64.80%
2724	Photographic Equipment	7,147.32	0.00	11,753.82	60.80%
2691	Under Threshold-Off Equip&Furn	2,038.71	0.00	20,843.89	9.78%
2491	IT Provided Asset & Service	593.98	0.00	7,073.87	8.39%
2712	Educational Equipment	1,492.40	0.00	30,026.88	4.97%

DESE's TOP FIVE AREAS OF WBE PARTICIPATION					
Object Code / Description		Contracts	Discretionary	Object Code Total Spend	WBE %
2301	Promotional Supplies	0.00	2,692.00	4,096.55	65.71%
2838	Min Rep, Maint & Impr Serv	0.00	187,006.81	519,096.83	36.02%
2469	Temporary Personnel Serv	15,559.98	11,687.20	87,931.45	30.98%
2691	Under Threshold-Off Equip&Furn	4,170.00	0.00	20,843.89	20.00%
2433	Medical & Dental Services	0.00	33,562.38	195,024.66	17.20%

Some measures in place to increase or improve on DESE's M/WBE participation rates include:

- Continuing with its efforts to promote M/WBE certification with OT/PT/Speech vendors.
- Work with OEO to find possible ways to certify individuals into the MissouriBUYS system and continue to encourage the use of the OEO directory with DESE staff.

Department of Health and Senior Services

Director: Randall W. Williams, MD, FACOG

The Department of Health and Senior Services (DHSS) works to improve the health and quality of life for Missourians of all ages. The Department is the state public health agency and is also charged with the oversight of programs for seniors and adults with disabilities. In carrying out this critical and expansive mission, DHSS personnel operate throughout the state on a 24/7 basis. Principal responsibilities of the department include:

Preparing for and responding to health-related emergencies; preventing and reducing the burden of chronic disease; preventing and controlling communicable and genetic diseases; protecting seniors and adults with disabilities by investigating and intervening in cases of abuse, neglect and financial exploitation; providing an array of long-term care options that enable seniors and persons with disabilities to live in the least restrictive care setting; and protecting citizens through regulation and inspection of health care and child care facilities.

DHSS houses the following divisions:

Community & Public Health	Regulation & Licensure	Senior & Disability Services	Departmental Support Services
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DHSS's PROCUREMENT PROCESS

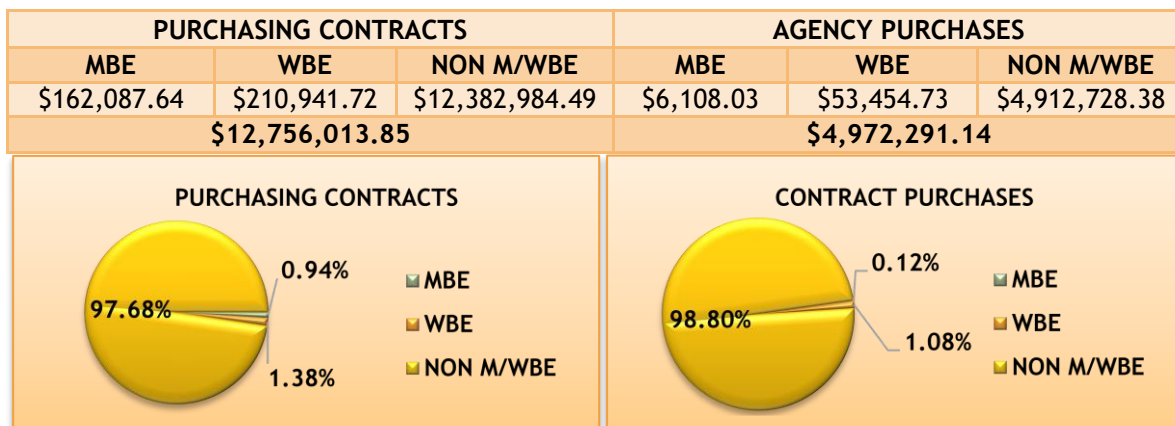
The Department of Health and Senior Services utilizes a centralized purchasing system while complying with Chapter 34, RSMo. Any purchases less than \$3,000 within a 12-month period can be directly purchased from a vendor without completing the competitive bid process. All other purchases exceeding \$3,000 up to \$24,999.99 must be established by one of the following processes: competitively bid, single feasible source, direct contract, or under a special delegation of authority granted by the Office of Administration, Division of Purchasing to the Department.

DHSS's MBE/WBE EXPENDITURES

An analysis of the Department's expenditures reveals the following expenses incurred during FY17 on the table below. "Net Expenditures" represent DHSS's "Total Expenditures" of \$17,728,304.99 minus "Excludable Expenditures" of \$7,838,623.17.

MBE EXPENDITURES	WBE EXPENDITURES	NON M/WBE EXPENDITURES	NET EXPENDITURES	MBE %	WBE %
\$167,038.93	\$264,396.45	\$17,296,869.61	\$9,889,681.82	0.94%	1.49%

The table and pie charts below represent the breakdown of DHSS's "Total Expenditures" into "PURCHASING CONTRACTS" and "AGENCY PURCHASES".



The table below details DHSS's Top Five (5) Expenditure areas along with the level of MBE/WBE participation achieved in each category.

Object Code / Description		Expenditure Total	% of Grand Total Expenditures	MBE %	WBE %
2280	Laboratory Supplies	\$ 5,255,283.16	29.64%	0.00%	0.00%
2466	Advertising Services	\$ 2,428,743.67	13.70%	0.18%	0.00%
2544	Other Professional Services	\$ 1,195,891.38	6.75%	0.11%	2.90%
2451	Other Health Services	\$ 1,039,204.70	5.86%	0.00%	0.00%
2457	Express & Freight Services	\$ 973,661.97	5.49%	0.00%	11.01%

The following impediments can be attributed to DHSS's low M/WBE participation rates in the top five expenditures:

- **2280** - Laboratory supplies are specialized items that are procured through the competitive bid process or single feasible source process. There are a limited number of M/WBE vendors available to provide such supplies.
- **2466** - Advertising services are procured through the statewide contracts established by the Office of Administration - Division of Purchasing
- **2544** - Other Professional Services are specialized items that are procured through the competitive bid process. There are a limited number of M/WBE vendors available to provide these services. This object code is also used for services procured through the statewide contracts for document destruction and interpreting services established by the Office of Administration - Division of Purchasing.
- **2451** - Other Health Services are specialized services procured through the competitive bid process or single feasible source process. There are a limited number of M/WBE vendors available to provide these services.
- **2457** - Express and Freight Services are procured through the competitive bid process and through the statewide contract.

Listed on the tables below are DHSS's Top Five Areas of MBE and WBE participation, respectively.

DHSS's TOP FIVE AREAS OF MBE PARTICIPATION					
Object Code / Description		Contracts	Discretionary	Object Code Total Spend	MBE %
2491	IT Provided Asset & Service	197.68	0.00	197.68	100.00%
2724	Photographic Equipment	7,089.15	0.00	13,562.78	52.26%
2376	Information Technology Supplies	14,939.50	55.92	29,955.01	49.68%
2250	Office Supplies	106,453.16	492.21	568,050.76	18.82%
2400	Telecommunication Supplies	2,343.98	0.00	13,401.30	17.49%

DHSS's TOP FIVE AREAS OF WBE PARTICIPATION					
Object Code / Description		Contracts	Discretionary	Object Code Total Spend	WBE %
2730	Communications Equipment	\$2,780.00	\$0.00	\$2,780.00	100.00%
2460	Printing & Binding Services	\$0.00	\$7,492.80	\$7,668.80	97.70%
2253	Recognition Awards	\$0.00	\$4,133.00	\$4,293.49	96.26%
2469	Temporary Personnel Services	\$39,392.55	\$0.00	\$51,434.53	76.58%
2592	Communications Equip R&M	\$539.95	\$8,139.28	\$12,096.39	71.75%

Some measures in place to increase or improve on DESE's M/WBE participation rates include:

- Continue to ensure procurement staff are utilizing the Minority and Women Business Enterprise (M/WBE) directory to identify M/WBE vendors that can provide the goods and services that are being bid.
- Use training opportunities to remind department staff of the M/WBE directory for purchases for goods and services less than \$3000 that do not require a competitive bid process.

Department of Higher Education

Commissioner: Zora Mulligan

The Missouri Department of Higher Education (MDHE) serves as the administrative arm of the Coordinating Board for Higher Education (CBHE). The CBHE appoints the Commissioner of Higher Education to head the MDHE and carry out administrative responsibilities to achieve the CBHE's desired goals for the state system of higher education. This higher education system serves more than 387,000 students through 13 public four-year universities, 20 public two-year colleges, one public two-year technical college, 25 independent colleges and universities, and 159 proprietary and private career schools. MDHE carries out its mission through six different divisions which include:

Coordination Administration	Academic Affairs	Fiscal Affairs & Operations
Missouri Student Loan Group	Student Financial Assistance & Outreach	Proprietary Certification

MDHE'S PROCUREMENT PROCESS

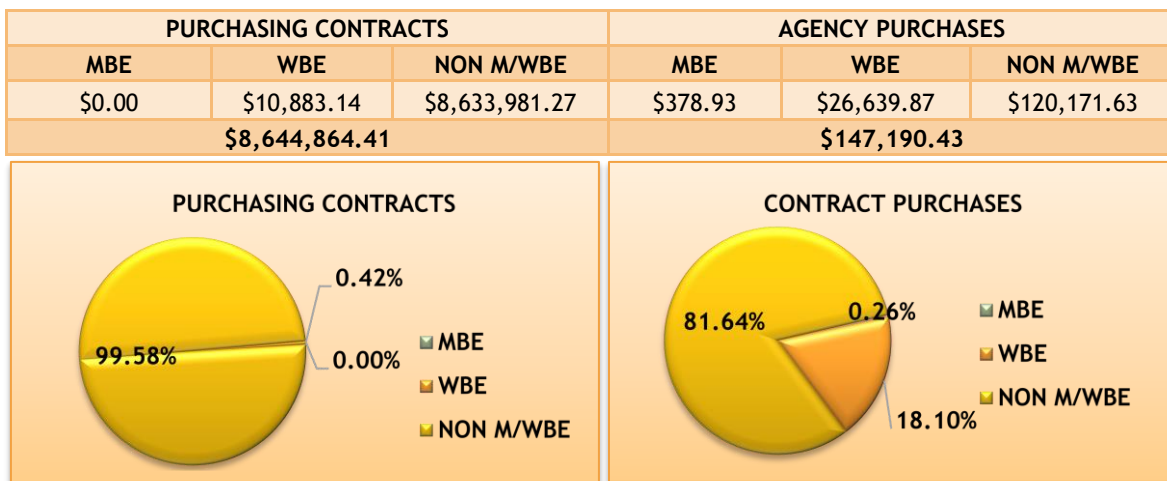
The Department of Higher Education follows state purchasing guidelines when procuring goods and services. All purchases require an approved purchase requisition prior to purchase; there are spending limits where additional approvals are required. MBE/WBE vendors are offered opportunities to provide quotes or bids, when such vendors are certified with the Office of Equal Opportunity. The Department's local purchase authority allows for goods and service under \$3,000 to be purchased without contracts in place, although price quotes are obtained informally for the best price. Goods and services between \$3,000 and \$24,999 require a price agreement entered by the Department and \$25,000 or higher are submitted to the Division of Purchasing for bidding. Exempt object codes do not require use of a competitive bid process. Agency staff is encouraged to utilize the M/WBE directory when considering their purchasing needs. However, many of the off-contract items purchased by the agency are particularly specialized to the agency's needs and there are no M/WBE vendors available for these goods/services.

MDHE'S MBE/WBE EXPENDITURES

An analysis of the department's expenditures reveals the following expenses incurred during FY17 on the table below. "Net Expenditures" represent MDHE's Total Expenditures of \$8,792,054.84 minus Excludable Expenditures of \$8,594,976.45.

MBE EXPENDITURES	WBE EXPENDITURES	NON M/WBE EXPENDITURES	NET EXPENDITURES	MBE %	WBE %
\$0.00	\$3,752,301.00	\$8,754,531.83	\$197,078.39	0.00%	42.68%

The table and pie charts below represent the breakdown of MDHE's "Total Expenditures" into "PURCHASING CONTRACTS" and "AGENCY PURCHASES".



The table below details **MDHE's Top Five (5) Expenditure areas** along with the level of MBE/WBE participation achieved in each category.

Object Code / Description		Expenditure Total	% of Grand Total Expenditures	MBE %	WBE %
2544	Other Professional Services	\$8,527,785.63	96.99%	0.00%	0.00%
2460	Printing & Binding Services	\$68,769.00	0.78%	0.00%	0.00%
4991	Agency Provided Food	\$48,606.41	0.55%	0.00%	0.00%
2499	Accounting & Auditing Services	\$43,000.00	0.49%	0.00%	0.00%
2250	Office Supplies	\$20,794.44	0.02%	0.00%	33.08%

MDHE's low M/WBE participation rates in the top five expenditures can be attributed to the fact that there are a limited number of enterprises certified by OEO that offers a service or product MDHE utilizes. Through both agency and Office of Administration buyers, solicitations encourage minority and women business enterprises to bid. Until additional MBEs are added in the areas listed above as MDHE's top expenditures, MDHE will continue to struggle to meet the goal of 10% in this endeavor.

Listed on the tables below are **MDHE's Top Areas of MBE and WBE participation**, respectively.

MDHE'S TOP FIVE AREAS OF MBE PARTICIPATION					
Object Code / Description		Contracts	Discretionary	Object Code Total Spend	MBE %
2544	Other Professional Serv	\$0.00	\$0.00	\$8,527,785.63	0.00%
2460	Printing & Binding Services	\$0.00	\$0.00	\$68,769.00	0.00%
2991	Agency Provided Food	\$0.00	\$0.00	\$48,606.41	0.00%
2499	Accounting & Auditing Serv	\$0.00	\$0.00	\$43,000.00	0.00%
2250	Office Supplies	\$0.00	\$0.00	\$20,794.44	0.00%

MDHE's TOP FIVE AREAS OF WBE PARTICIPATION					
Object Code / Description		Contracts	Discretionary	Object Code Total Spend	WBE %
2469	Temporary Personnel Services	\$10,883.14	\$0.00	\$10,883.14	100.00%
2691	Under Threshold-Off Equip-Furn	\$0.00	\$273.05	\$273.05	100.00%
2301	Promotional Supplies	\$0.00	\$18,055.05	\$18,705.15	96.52%
2373	Other Specific Use Supplies	\$0.00	\$1,240.77	\$3,748.11	33.10%
2250	Office Supplies	\$0.00	\$6,880.15	\$20,794.44	33.08%

MDHE will continue to make the following improvements in its efforts to increase MBE and WBE participation expenditures:

- A link to the OEO's M/WBE Certified Vendors database will be added to the purchase requisition template used by MDHE staff as encouragement to seek out M/WBE vendors when purchasing goods and services. We will also add a check box to the requisition for the staff to indicate that there is either no acceptable vendor in the M/WBE data base that they can use or that the non-M/WBE vendor they have chosen must be used to meet their specific needs.
- Specific language will be added to procedures that require review and use of qualified Missouri certified vendors in all bid and quote requests.
- Verification will be monitored by maintaining a record of quotes obtained for applicable purchase opportunities. In addition, MDHE will implement annual staff procurement training. The most attention will be targeted towards the largest expenditure areas; however all purchases will be targeted no matter how small the amount.
- MDHE will continue to work with the OEO to recruit more MBEs and WBEs to become certified by the OEO Certification Program that could provide some of the services and products the department procures.

Department of Insurance, Financial Institutions and Professional Registration

Director: Chlora Lindley-Myers

The Department of Insurance, Financial Institutions and Professional Registration (DIFP) regulates consumer service industries in Missouri by encouraging a fair and open market; establishing coherent and evolving policies that balance the interest of consumers, professionals, and industry; and enforcing state laws and regulations governing businesses to protect consumers from unfair and inequitable treatment. The Department is funded through fees and assessments from the industries and professionals regulated by the Department rather than from state general revenue. DIFP is comprised of the following divisions:

Administration	Credit Unions	Finance
Insurance Company Regulation	Insurance Consumer Affairs	Insurance Market Regulation
Professional Registration		

DIFP'S PROCUREMENT PROCESS

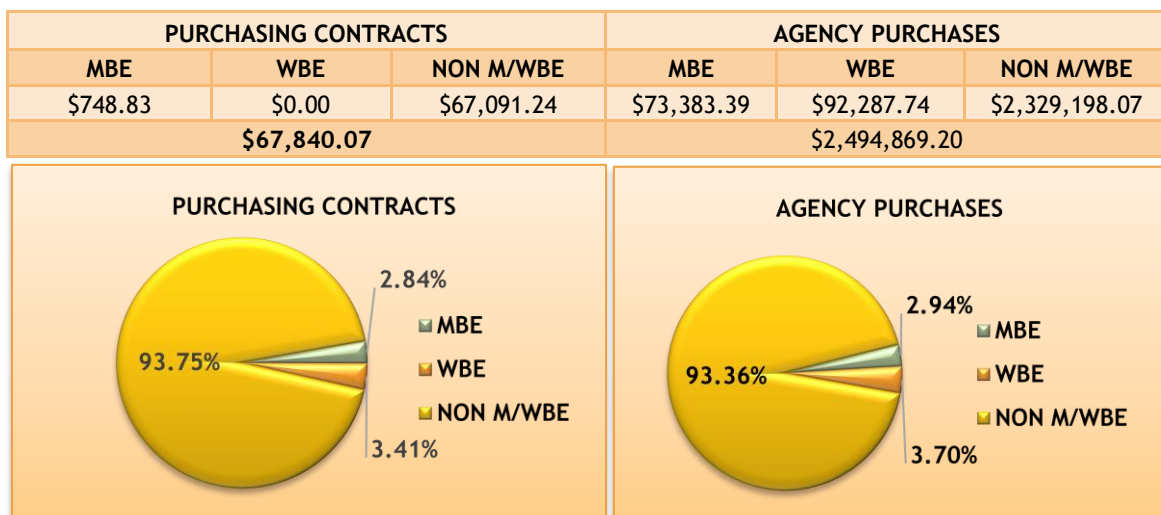
DIFP utilizes two processes for procurement, the use of which depends on the details of the product/service needed. The first process is to send our requirements and request bids from at least three (3) vendors, and try to find at least one (1) MBE or a WBE vendor. The second process is to create an Invitation for Bid, which includes MBE and WBE information, and post it on our website. We also send the notice to OEO to post on their website. We send the notice to at least three (3) vendors, and try to find at least one (1) MBE or a WBE vendor.

DIFP'S MBE/WBE EXPENDITURES

An analysis of the Department's expenditures reveals the following expenses incurred during FY16 on the table below. "Net Expenditures" represent DIFP's expenditures" of **\$2,562,709.27** minus Excludable expenditures of \$979,198.30.

MBE EXPENDITURES	WBE EXPENDITURES	NON M/WBE EXPENDITURES	NET EXPENDITURES	MBE %	WBE %
\$72,970.36	\$92,287.74	\$2,397,451.17	\$1,583,510.97	2.85%	3.60%

The table and pie charts below represent the breakdown of DIFP's expenditures into "PURCHASING CONTRACTS" and "AGENCY PURCHASES".



The table below details DIFP's **Top Five (5) Expenditure areas** along with the level of MBE/WBE participation achieved in each category.

Object Code / Description		Expenditure Total	% of Grand Total Expenditures	MBE %	WBE %
2502	Attorney Services	\$860,736.69	33.59%	0.00%	0.00%
2544	Other Professional Services	\$532,985.26	20.80%	0.00%	0.00%
2250	Office Supplies	\$177,244.06	6.92%	39.75%	3.09%
2496	Other Business Services	\$128,820.88	5.50%	0.00%	2.72%
2991	Agency Provided Food	\$91,982.09	3.59%	0.00%	0.00%

DIFP's largest expenditure is for contract attorneys at \$860,736.69 for FY17. DIFP continually checks the OEO directory, and there does not appear to be any listed attorneys that practice administrative law. Other large expenditure areas include Other Professional Services, Office Supplies, Business Services, and Agency Provided Food (primarily for the Division of Professional Registration's board meetings). The area of Other Professional Services did not yield participation credit due to lack of M/WBE certified professionals being available. Office supplies received 45.72% MBE and 2.78% WBE participation. Business Services received 2.72% WBE participation. Agency Provided Food did not yield participation credit.

DIFP's MBE and WBE utilization is higher through discretionary agency spend than through the use of contracts and purchases established by OA-Purchasing. There was **\$40,533.65** utilization through the use of contracts and purchase established by OA-Purchasing. There was **\$159,686.16** utilization through discretionary agency spend.

Listed on the tables below are DIFP's **Top Five Areas of MBE and WBE participation**, respectively.

DIFP's TOP FIVE AREAS OF MBE PARTICIPATION					
Object Code / Description		Contracts	Discretionary	Object Code Total Spend	MBE %
2250	Office Supplies	\$748.83	\$69,714.99	\$177,244.06	39.75%
2313	Custodial Supplies	\$0.00	\$355.70	\$1,376.22	25.84%
2283	Medical & Dental Supplies	\$0.00	\$80.81	\$560.92	14.40%
2376	Information Technology Supplies	\$0.00	\$642.87	\$7,669.98	8.38%
2691	Under Threshold-Off Equip&Furn	\$0.00	\$1,341.66	\$22,659.86	5.92%

DIFP's TOP FIVE AREAS OF WBE PARTICIPATION					
Object Code / Description		Contracts	Discretionary	Object Code Total Spend	WBE %
2838	Min Rep, Maint & Impr Services	\$0.00	\$5,594.01	\$5,594.01	100.00%
2574	Electrical Rep & Maint Services	\$0.00	\$1,925.41	\$1,925.41	100.00%
2331	Other Repair & Maint Supplies	\$0.00	\$1,122.16	\$1,122.16	100.00%
2469	Temporary Personnel Services	\$0.00	\$5,181.00	\$5,956.39	86.98%
2118	Out-of-St Comm Tran-Travel Agency	\$0.00	\$18,231.54	\$23,204.64	78.56%

DIFP uses multiple methods in an attempt to increase MBE and WBE utilization. The department works with OA-Purchasing to help to identify and utilize vendors that are MBE or WBE. DIFP often checks OEO's M/WBE directory to solicit bids from vendors that are listed as MBE or WBE. The department also solicits bids from vendors that have submitted bids or obtained contracts in the past and are known MBE or WBE vendors. The department posts bids on MissouriBuys, sends the notices of bid opportunity to OEO to post on OEO's webpage, advertises in newspapers when needed, and sends notices of bid opportunity to applicable vendors. DIFP also participated in the Reverse Vendor Fair held at the Lake of the Ozarks April 20, 2017.

Department of Labor and Industrial Relations

Director: Anna S. Hui

The Department of Labor & Industrial Relations (DOLIR) promotes economic security and a safe and healthy workplace. The DOLIR protects wage earners and individuals against discrimination by improving working conditions, enforcing labor and anti-discrimination laws and helping those unemployed or injured on the job.

Director & Staff Administration	Employment Security	Labor Standards
MO Commission on Human Rights	State Board of Mediation	Labor & Industrial Relations Commission
Workers' Compensation		

DOLIR'S PROCUREMENT PROCESS

The DOLIR utilizes a centralized purchasing system. Procurement staff utilizes established OA Purchasing contracts, DOLIR contracts, State Printing, and Missouri Vocational Enterprise for approved services/commodities requested by department staff. The DOLIR has been given local procurement authority by the Department Procurement Authority Delegation (DPAD) pursuant to section 34.100, RSMo, to establish department contracts for cumulative cost, in a 12 month period, greater than \$3,000.00 and less than \$25,000.00 for services/commodities.

Purchases may be made by procurement staff if cumulative cost is less than \$3,000.00. Procurement staff research OEO's website for potential vendors to include for all DOLIR bid documentation when establishing department contracts. Prior to making a purchase, procurement staff research OEO's website for potential vendors to include in a price quotation for purchases under \$3,000.00.

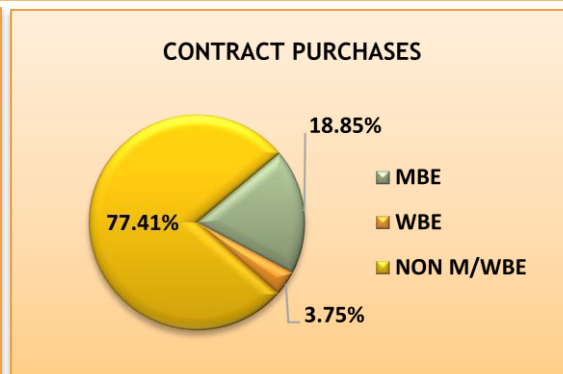
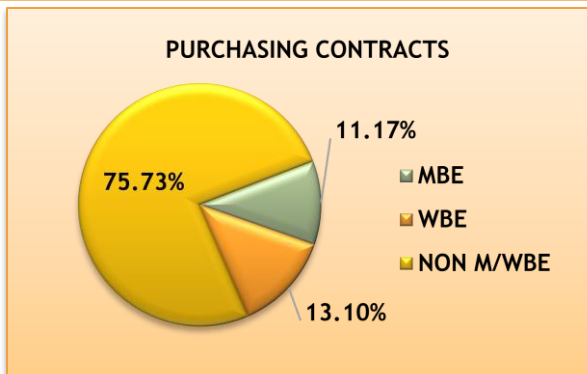
DOLIR'S MBE/WBE EXPENDITURES

An analysis of the department's expenditures reveals the following expenses incurred during FY17 on the table below. "Net Expenditures" represent DOLIR's "Total Expenditures" of \$1,071,207.44 minus "Excludable Expenditures" of \$331,108.67.

MBE EXPENDITURES	WBE EXPENDITURES	NON M/WBE EXPENDITURES	NET EXPENDITURES	MBE %	WBE %
\$119,677.48	\$140,362.15	\$811,167.81	\$740,098.77	11.17%	13.10%

The table and pie charts below represent the breakdown of DOLIR's "Total Expenditures" into "PURCHASING CONTRACTS" and "AGENCY PURCHASES".

PURCHASING CONTRACTS			AGENCY PURCHASES		
MBE	WBE	NON M/WBE	MBE	WBE	NON M/WBE
\$21,722.67	\$120,830.51	\$407,449.35	\$98,233.66	\$19,531.64	\$403,439.61
\$550,002.53			\$521,204.91		



The table below details DOLIR's Top Five (5) Expenditure areas along with the level of MBE/WBE participation achieved in each category.

Object Code / Description	Expenditure Total	% of Grand Total Expenditures	MBE %	WBE %
2544 Other Professional Services	\$312,664.70	29.19%	0.00%	32.97%
2466 Advertising Services	\$149,354.37	13.94%	0.00%	0.00%
2250 Office Supplies	\$138,021.56	12.88%	68.32%	4.60%
2514 Program Consultant Services	\$101,250.00	9.45%	0.00%	0.00%
2838 Min Rep, Maint. & Impr. Services	\$43,419.62	4.05%	0.00%	6.47%

Low M/WBE participation rates in DOLIR's expenditures can be attributed to the following:

- **2466** - The DOLIR spent \$21,878.37 (14.64%) of this service for North American Trade Agreement (NAFTA) and Trade Readjustment Allowance (TRA) ads. The DOLIR has little discretion in determining where to place NAFTA/TRA ads. They must be placed in the closest county where the business closing occurred. The remaining spend of \$127,476 was spent with Learfield Communications (statewide contracted vendor) for advertising services for the Shared work Program.
- **2514** - The DOLIR spent \$101,250.00 (100%) with Center for Employment Security Education and Research (CESER) which is a Single Feasible Source (SFS) contract for ITSC UIM services.
- **2838** - Of the \$43,419.62 the DOLIR only had control of \$754.57. The Remainder was spent by OA and charged to DOLIR.

DOLIR's TOP FIVE AREAS OF MBE PARTICIPATION					
Object Code / Description	Contracts	Discretionary	Object Code Total Spend	MBE %	
2313 Custodial Supplies	\$0.00	\$25.84	\$25.84	100.00%	
2256 Printing & Binding Supplies	\$0.00	\$8.20	\$8.20	100.00%	
2691 Under Threshold-Off Equip&Furn	\$0.00	\$3,852.34	\$3,895.63	98.88%	
2400 Telecommunications Supplies	\$4,380.22	\$5,413.32	\$10,294.34	95.13%	
2373 Other Specific Use Supplies	\$1,608.54	\$6,498.97	\$11,897.25	68.14%	

DOLIR's TOP FIVE AREAS OF WBE PARTICIPATION					
Object Code / Description	Contracts	Discretionary	Object Code Total Spend	WBE %	
2772 Office Equipment	\$0.00	\$2,995.00	\$2,995.00	100.00%	
2460 Printing & Binding Services	\$0.00	\$326.70	\$326.70	100.00%	
2469 Temporary Personnel Services	\$16,794.34	\$72.45	\$19,075.11	98.90%	
2505 Professional Court Services	\$0.00	\$4,375.30	\$8,154.15	53.65%	
2544 Other Professional Services	\$99,982.10	\$31,110.60	\$312,664.70	32.97%	

The DOLIR will continue to make the following improvement in its efforts to increase MBE and WBE participation expenditures:

- Seek more certified vendors in the following areas: transcription services, confidential shredding services, actuarial services, data entry services and advertising services.
- Reach out to potential MBE/WBE vendors that DOLIR encounters when purchasing services/commodities not available on contract to become a certified vendor with the OEO office.
- Participate in vendor fairs to promote OEO certification.
- Request all bids issued by OA Purchasing for DOLIR contain MBE/WBE criteria.

Department of Mental Health

Director: Mark Stringer

The Department of Mental Health (DMH) was established as a cabinet-level state agency in 1974. The principal missions for DMH include: (1) the prevention of mental disorders, developmental disabilities, substance abuse, and compulsive gambling; (2) the treatment, habilitation, and rehabilitation of Missourians who have those conditions; and (3) the improvement of public understanding and attitudes about mental disorders, developmental disabilities, substance abuse, and compulsive gambling.

The seven-member Missouri Mental Health Commission serves as the principal policy advisory body to the Department Director. DMH serves approximately 170,000 Missourians annually through state-operated facilities and contracts with private organizations and individuals. DMH is comprised of the following divisions:

Division of Administrative Services	Division of Behavioral Health
Division of Development Disabilities	

DMH'S PROCUREMENT PROCESS

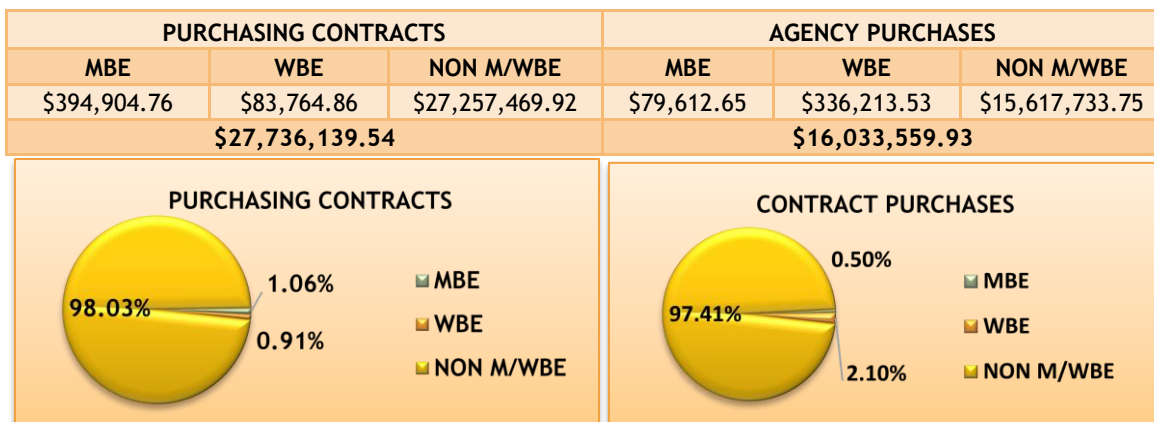
The Department of Mental Health uses a competitive bid process as prescribed by Chapter 34 RSMo and the Office of Administration. Formal competitive bids are advertised in local publications and posted on the agency's Internet site. Under delegated authority from the Office of Administration, Division of Purchasing some consumer services contracts are established via a noncompetitive process, which allows for consumer choice of provider. Each Mental Health facility has the delegated authority to manage procurements up to a value of \$25,000. Approximately 90 percent of DMH expenditures occur at the facility level, with Central Office staff providing direction, oversight and support. Facility procurements with a value of \$25,000 or greater are processed via the Office of Administration, Division of Purchasing.

DMH'S MBE/WBE EXPENDITURES

An analysis of the department's expenditures reveals the following expenses incurred during FY17 on the table below. "Net Expenditures" represent DMH's "Total Expenditures" of \$43,769,699.47 minus "Excludable Expenditures" of \$21,882,422.10.

MBE EXPENDITURES	WBE EXPENDITURES	NON M/WBE EXPENDITURES	NET EXPENDITURES	MBE %	WBE %
\$464,178.27	\$419,978.39	\$42,885,542.81	\$21,887,277.37	10.61%	9.60%

The table and pie charts below represent the breakdown of DMH's "Total Expenditures" into "PURCHASING CONTRACTS" and "AGENCY PURCHASES".



The table below details DMH's **Top Five (5) Expenditure areas** along with the level of MBE/WBE participation achieved in each category.

Object Code / Description		Expenditure Total	% of Grand Total Expenditures	MBE %	WBE %
2289	Pharmaceutical Drugs	\$7,622,377.11	17.41%	0.00%	0.00%
2433	Medical & Dental Services	\$6,906,756.76	15.78%	0.00%	0.00%
2337	Food & Dietary Supplies	\$5,651,411.95	12.91%	0.00%	0.00%
2544	Other Professional Serv	\$4,335,737.02	9.91%	0.00%	1.93%
2469	Temporary Personnel Serv	\$2,193,284.21	5.01%	0.00%	1.41%

DMH is committed to increasing the participation of MBE/WBE vendors in the state procurement process and to sustain progress toward meeting the Executive Order 05-30 goals of 10% and 5% purchases from minority and women owned businesses, respectively. DMH is pleased to announce growth of nearly \$142,000 (55% increase) in spending with women owned businesses for state fiscal year 2017. This growth includes over \$74,000 in additional discretionary purchases with WBE vendors. MBE vendor utilization dropped slightly by 9%, the majority of the decrease (\$34,000) attributable to a reduction in vehicle purchases over the previous year.

Over 63% of DMH expenditures are attributed to contracts awarded by the Division of Purchasing. Local procurement functions are sub-delegated to the facility level, with Central Office staff providing direction, oversight and support. Approximately 86% of all DMH expenditures occur at the facility level.

During FY17, one DMH facility achieved the 10% MBE goal and three other facilities exceeded 6% participation. Additionally, 61% of DMH facilities recognized an increase in spend with minority owned businesses. While no DMH facility achieved the 5% WBE goal, five facilities exceeded a 3% participation rate and over half of the DMH facilities saw an increase in spend with WBE vendors.

Listed on the tables below are DOLIR's **Top Five Areas of MBE and WBE participation**, respectively.

DMH's TOP FIVE AREAS OF MBE PARTICIPATION					
Object Code / Description		Contracts	Discretionary	Object Code Total Spend	MBE %
2700	Non Mnfrm Comp Equ Over Thres	\$77,864.81	\$6,539,763.68	\$77,864.81	100.00%
2580	Comp Hardware Repair & Maint	\$9,556.02	\$4,592,463.17	\$9,748.35	98.02%
2790	Law Enforcement Equip	\$11,670.75	\$0.00	\$27,743.60	42.06%
2686	Under Threshold-Non MF Com SFW	\$24,157.50	\$0.00	\$58,516.50	41.28%
2547	Housekeep & Janitor Services	\$0.00	\$49,267.26	\$138,277.77	35.62%

DMH's TOP FIVE AREAS OF WBE PARTICIPATION					
Object Code / Description		Contracts	Discretionary	Object Code Total Spend	WBE %
2316	Electrical Supplies	\$0.00	\$30,377.39	\$36,326.88	83.62%
2505	Professional Court Serv	\$0.00	\$978.00	\$1,753.00	55.79%
2592	Communication Equip R&M	\$2,268.00	\$23,647.67	\$52,896.39	48.99%
2262	Microfiche/Film Supplies	\$0.00	\$806.80	\$1,694.02	47.62%
2589	Electron & Photo Equip R&M	\$0.00	\$9,091.00	\$26,836.28	33.87%

DMH will continue to employ a variety of strategies in continuing efforts to increase spend and improve participation rates. Such strategies will include, but are not limited to, the list below.

- Regular, ongoing discussion with DMH staff regarding progress towards MBE/WBE goals.
- Regular, ongoing interaction with facility staff to identify opportunities for MBE/WBE growth.
- Ongoing analysis of expenditures to identify additional opportunities for MBE/WBE vendors.
- Quarterly MBE/WBE expenditure reports available for leadership and facility staff and Identifying and soliciting MBE/WBE vendors for specific procurement opportunities. Encourage continued use of the OEO MBE/WBE vendor database. Promoting the use of MBE/WBE vendors for discretionary purchases that do not require a bid. Outreach to certified MBE/WBE vendors to encourage their participation in DMH and other state procurement opportunities.

Department of Natural Resources

Director: Carol S. Comer

The Missouri Department of Natural Resources (DNR) protects our air, land and water; preserves our unique natural and historic places; and provides recreational and learning opportunities for everyone. The department accomplishes this mission through the following divisions:

Office of the Director	Administrative Support	Environmental Quality	Missouri Geological Survey
Missouri State Parks			

DNR'S PROCUREMENT PROCESS

DNR follows the OA/Purchasing Department Procurement Delegation Authority, OA/Purchasing Procurement Manual, Policies, Code of State Regulations, state statutes and department policies and procedures. DNR's procurement is decentralized where purchasing authority has been passed down to divisions, programs, sections, parks and historic sites. The purchasing authorities follow the standard bidding thresholds to include: \$0 - \$3,000 no bidding is required, \$3,000.01-\$24,999.99 at least three bids are required and \$25,000 or more, OA/Purchasing procures on our behalf, unless procurement delegations from OA exist. DNR utilizes contracts procured by OA/Purchasing as often as possible. Mandatory contracts are used as required by OA/Purchasing. Non-mandatory or preferred contracts are used when it is in the best interest of the state. Purchasing authorities try to use these types of contracts before pursuing other alternatives. Purchasing authorities typically utilize a non-contract source when the contract does not meet the Department's needs, cannot supply it in the timeframe needed or we find the product for a lower cost. In FY16, OA/Purchasing contracts were used for 44.98 percent of DNR's Agency Purchases.

DNR'S MBE/WBE EXPENDITURES

An analysis of the department's expenditures reveals the following expenses incurred during FY16 on the table below. **"Net Expenditures"** represent DNR's "Total Expenditures" of **\$24,251,423.64** minus "Excludable Expenditures" of \$13,432,629.32.

MBE EXPENDITURES	WBE EXPENDITURES	NON M/WBE EXPENDITURES	NET EXPENDITURES	MBE %	WBE %
\$827,509.94	\$2,506,312.75	\$20,917,600.95	\$10,818,794.32	3.41%	10.33%

The table and pie charts below represent the breakdown of DNR's "Total Expenditures" into **"PURCHASING CONTRACTS"** and **"LOCAL AGENCY PURCHASES"**.

PURCHASING CONTRACTS			AGENCY PURCHASES		
MBE	WBE	NON M/WBE	MBE	WBE	NON M/WBE
\$813,669.26	\$336,636.37	\$7,969,156.42	\$46,021.78	\$2,169,676.38	\$12,916,263.43
\$9,119,462.05			\$15,131,961.59		

The table below details DNR's **Top Five (5) Expenditure areas** along with the level of MBE/WBE participation achieved in each category.

Object Code / Description		Expenditure Total	% of Grand Total Expenditures	MBE %	WBE %
2544	Other Professional Serv	\$11,111,719.55	45.82%	1.30%	16.84%
2304	Resale Merchandise	\$1,041,417.87	4.29%	0.23%	0.27%
2373	Other Specific Use Supplies	\$978,107.70	4.03%	0.89%	3.32%
2328	Motor Fuel	\$869,926.99	3.59%	0.00%	0.00%
2439	Non Medical Lab Services	\$758,981.33	3.13%	0.00%	0.00%

It is difficult for the Department to achieve its participation goals in these areas due to a lack of certified MBE/WBEs. For most of these areas, there are either no certified MBE/WBE vendors or there are only one or two certified vendors. Due to the nature of what is being procured and when it is needed, it is not very feasible to use those vendors. For example, there are two certified MBE/WBEs for building repair supplies. Often times, the supplies that are purchased under this code are either purchased off contract or they are needed that day so we utilize a local vendor. The Department utilizes contracts for many of our purchases within these categories. Without having certified MBE/WBE vendors, contracts will not be able to be awarded to them.

Listed on the tables below are DNR's **Top Five Areas of MBE and WBE participation**, respectively.

DNR's TOP FIVE AREAS OF MBE PARTICIPATION					
Object Code / Description		Contracts	Discretionary	Object Code Total Spend	MBE %
2583	Comp Software Maint, Lic & Subsc	\$250,312.52	\$0.00	\$250,312.52	100.00%
2451	Other Health Services	\$0.00	\$1,625.00	\$2,594.20	62.63%
2997	Other Miscellaneous Expenditures	\$0.00	\$1,721.51	\$3,577.58	48.11%
2592	Communication Equip R&M	\$1,680.64	\$0.00	\$16,717.04	10.05%
2805	Other Specific Use Equipment	\$33,499.44	\$0.00	\$453,114.31	7.39%

DNR's TOP FIVE AREAS OF WBE PARTICIPATION					
Object Code / Description		Contracts	Discretionary	Object Code Total Spend	WBE %
2580	Comp Hardware Repair & Maint	\$0.00	\$75,529.13	\$75,786.80	99.66%
2469	Temporary Personnel Services	\$17,150.49	\$4,819.50	\$27,314.33	80.43%
2592	Communication Equip R&M	\$0.00	\$4,002.03	\$16,717.04	23.93%
2430	Printing & Binding Services	\$5,123.40	\$20,144.51	\$122,226.88	20.67%
2544	Other Professional Services	\$32,320.00	\$1,839,582.23	\$11,111,719.55	16.84%

To help improve on its M/WBE expenditures, DNR requests OEO's assistance with the following:

- Creating a centralized M/WBE directory that includes certified M/WBEs on the federal, state and local levels. Identifying MBE/WBEs to provide equipment and services for specialized environmental needs.
- Educating vendors on how to do business with the state covering all ranges of expenditures.
- Matching up smaller vendors with larger vendors so they can become subcontractors on bid awards. This will help the smaller vendor learn the process, make some state contacts, and possibly be able to become a prime contractor instead of a subcontractor on bid awards. This also allows the prime to receive extra points in the evaluation process for MBE/WBE participation.
- Education of its staff on the MBE/WBE certification process, use of the directory, and locating vendors in areas that we have a high spend but low participation.

The Department's MBE and WBE participation has improved this year. The Department will continue to advise staff to include MBE/WBEs when procuring commodities and services; promote MBE/WBE vendors when made aware of their existence; educate staff on the importance of including MBE/WBEs in the procurement process; and continue to require our partners (financial assistance recipients) to utilize M/WBEs when using DNR's financial assistance.

Department of Public Safety

Director: Charles A. Juden

The Department of Public Safety (DPS) coordinates statewide law enforcement, criminal justice and public safety efforts to ensure a safe environment for Missourians. The department's mission is to provide a safe and secure environment for all individuals through efficient and effective law enforcement, national defense, disaster preparedness, service to veterans, services to crime victims, and education. DPS is comprised of the following divisions:

Office of the Director	Alcohol & Tobacco	Capitol Police
Fire Safety	MO Gaming Commission	MO State Highway Patrol
MO National Guard	SEMA	MO Veterans Commission

DPS'S PROCUREMENT PROCESS

DPS is comprised of nine divisions. The department is de-centralized regarding financial and procurement functions. Each division is responsible for helping the DPS meet its MBE/WBE goals. DPS mainly utilizes contract set up by the Division of Purchasing. For every purchase the procurement staff will utilize a statewide contract if available. Local purchases are approved in the absence of a statewide contract. Three bids are solicited for purchases exceeding \$3,000. DPS makes the effort to use vendor contracts and MBE/WBEs if available.

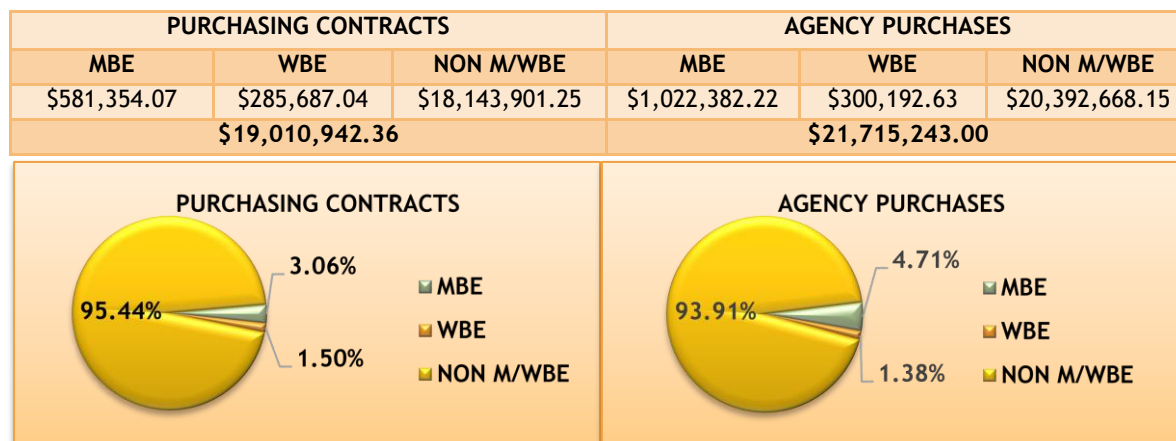
In response to this decentralized nature, this FY17 Department of Public Safety M/WBE procurement analysis does not reflect the M/WBE procurement efforts and/or statistics of the Missouri State Highway Patrol. The Missouri State Highway Patrol completes a procurement analysis at the divisional level for submission to the Office of Equal Opportunity.

DPS's MBE/WBE EXPENDITURES

An analysis of the department's expenditures reveals the following expenses incurred during FY17 on the table below. "Net Expenditures" represent DPS's "Total Expenditures" of \$40,726,185.36 minus "Excludable Expenditures" of \$26,920,616.90.

MBE EXPENDITURES	WBE EXPENDITURES	NON M/WBE EXPENDITURES	NET EXPENDITURES	MBE %	WBE %
\$1,586,566.81	\$585,879.67	\$38,553,738.88	\$13,805,568.46	3.90%	1.44%

The table and pie charts below represent the breakdown of DPS's "Total Expenditures" into "PURCHASING CONTRACTS" and "AGENCY PURCHASES".



The table below details DPS's **Top Five (5) Expenditure areas** along with the level of MBE/WBE participation achieved in each category.

Object Code / Description		Expenditure Total	% of Grand Total Expenditures	MBE %	WBE %
2748	Vehicles	\$15,702,169.13	17.28%	0.00%	0.00%
2583	Other Professional Serv	\$10,360,704.14	11.40%	0.10%	0.98%
2289	Pharmaceutical Drugs	\$6,900,542.35	7.59%	0.00%	0.00%
2583	Comp Software Maint, Lic & Subs	\$5,212,494.72	5.73%	31.68%	0.00%
2337	Food & Dietary Supplies	\$4,890,894.89	5.38%	0.00%	0.02%

The following impediments can be attributed to DPS's low M/WBE participation rates in some of the top five expenditures:

- **2748** - Vehicles are purchased through a state contract and there are no available M/WBEs certified to provide law enforcement vehicles.
- **2289** - Contracts set up by OA Purchasing that do not include M/WBE participation as part of the awarded contract.
- **2544** -Expenditures under this category are for specialized law enforcement and other professional services to the Veteran Service Organizations.
- **2337** - Contracts set up by OA Purchasing that have low M/WBE participation as part of the awarded contract.

DPS's TOP FIVE AREAS OF MBE PARTICIPATION					
Object Code / Description		Contracts	Discretionary	Object Code Total Spend	MBE %
2700	Non Mnfrm Comp Equ Over Thres	\$1,792,028.39	\$30,196.60	\$2,045,794.24	89.07%
2685	Under Threshold-Computer Equip	\$687,063.85	\$497,752.67	\$1,402,985.11	84.44%
2580	Comp Hardware Repair & Maint	\$725,219.07	\$0.00	\$865,224.93	83.81%
2541	Info Technology Consult & Services	\$27,730.00	\$234,670.00	\$327,835.00	80.04%
2592	Communication Equip R&M	\$263,050.23	\$0.00	\$380,207.69	69.18%

DPS's TOP FIVE AREAS OF WBE PARTICIPATION					
Object Code / Description		Contracts	Discretionary	Object Code Total Spend	WBE %
2103	In-State Comm Trans-Travel Agency	\$0.00	\$369.20	\$369.20	100.00%
2481	Food Services	\$131,404.00	\$1,662.50	\$166,149.87	80.08%
2505	Professional Court Services	\$844.90	\$9,579.05	\$15,979.60	65.23%
2568	Parking Lot Maint Services	\$0.00	\$2,995.00	\$5,395.00	55.51%
2772	Office Equipment	\$0.00	\$8,400.00	\$20,784.00	40.41%

DPS will continue to make the following improvements in its efforts to increase MBE and WBE participation expenditures:

- Continue to encourage M/WBEs to participate in the State of Missouri's purchasing program.
- Encourage field staff to seek and utilize M/WBEs for the various products and services it procures.
- Continue to seek M/WBE vendors that offer goods and services that are competitive with OA Purchasing contracts.
- Continue to use current M/WBE vendors for goods and services procured.
- Internally track M/WBE expenditures and ensure procurement staffs continue to validate prospective bidders/vendors with the OEO M/WBE directory.
- Refer any potential candidates for MBE/WBE certification to OEO.

Missouri State Highway Patrol

Superintendent: Colonel Sandra K. Karsten

The Missouri State Highway Patrol (The Patrol) is a state law enforcement agency with a primary mission to reduce traffic and boating crashes and the injuries and deaths that result. As near as practicable all personnel of the Patrol shall be used for carrying out these purposes and The Patrol shall be utilized in carrying the provisions of Sections 43.350 to 43.380 RSMo. The Missouri State Highway Patrol does not have a commission. The Patrol has 23 divisions and nine troops.

THE PATROL'S PROCUREMENT PROCESS

The Procurement Unit solicits bids, awards contracts, and initiates purchase orders in accordance with applicable statutes, policies and guidelines. It promotes competitive procurement and encourages the participation and expansion of minority and women owned business enterprises in the procurement process. Interested vendors must be registered with MissouriBUYs. Questions concerning bids must be directed to the Buyer of Record indicated on the front page of the bid document. All bid responses are subject to Terms and Conditions set forth by the State of Missouri. The Purchasing Section serves as the division liaison with the Office of Administration (OA), Division of Purchasing for purchases valued annually at \$25,000 or greater. In accordance with Executive Order 05-30, contractors are encouraged to utilize certified minority and women-owned businesses in selecting subcontractors.

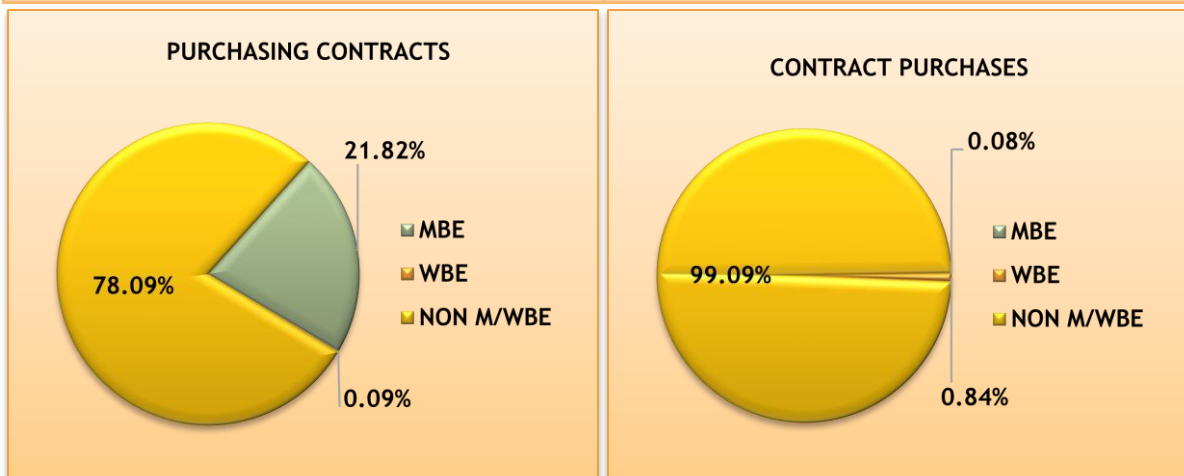
THE PATROL'S MBE/WBE EXPENDITURES

An analysis of the agency's expenditures reveals the following expenses incurred during FY17 on the table below. "Net Expenditures" represent MSHP's "Total Expenditures" of \$50,142,717.00 minus "Excludable Expenditures" of \$18,647,013.46.

MBE EXPENDITURES	WBE EXPENDITURES	NON M/WBE EXPENDITURES	NET EXPENDITURES	MBE %	WBE %
\$7,843,196.91	\$151,685.00	\$42,147,835.09	\$31,495,703.54	15.64%	0.30%

The table and pie charts below represent the breakdown of MSHP's "Total Expenditures" into "PURCHASING CONTRACTS" and "AGENCY PURCHASES".

PURCHASING CONTRACTS			AGENCY PURCHASES		
MBE	WBE	NON M/WBE	MBE	WBE	NON M/WBE
\$7,832,194.62	\$32,647.03	\$28,025,772.98	\$11,002.29	\$119,037.97	\$14,122,062.11
\$35,890,614.63			\$14,252,102.37		



The table below details The Patrol's **Top Five (5) Expenditure areas** along with the level of MBE/WBE participation achieved in each category.

Object Code / Description		Expenditure Total	% of Grand Total Expenditures	MBE %	WBE %
2748	Vehicles	\$15,033,268.35	29.98%	0.00%	0.00%
2694	Under Threshold-Other Equip	\$3,793,637.67	7.57%	18.44%	0.09%
2583	Comp Software Maint, Lic & Subscr	\$3,516,661.53	7.01%	41.10%	0.00%
2496	Other Business Services	\$3,494,162.28	6.97%	9.63%	0.20%
2544	Other Professional Services	\$2,560,646.75	5.11%	0.00%	0.00%

The following impediments can be attributed to The Patrol's low M/WBE participation rates in some of the top five expenditures:

- **2748** - Mandatory state vehicle contracts account for the bulk of Patrol vehicle coded purchases. There is no known remedy to increase M/WBE participation since the contracts are established by the Office of Administration.
- **2544** - The Patrol has established agreements (AOC, SDA, etc.) with specialized entities (FBI, APCO, LEXIS NEXIS, Accudata Credit Systems, and Equifax) for performing background and credit checks. These entities have no M/WBE affiliation.

These areas lack overall participation by M/WBE vendors due to circumstances outside of The Patrol's control. The Patrol utilizes state contracts and other agreements within the agency's purchasing authority. With the uniqueness of these purchases, the Patrol has limited opportunities to include participation by M/WBE certified vendors.

Listed on the tables below are The Patrol's **Top Five Areas of MBE and WBE participation**, respectively.

THE PATROL's TOP FIVE AREAS OF MBE PARTICIPATION					
Object Code / Description		Contracts	Discretionary	Object Code Total Spend	MBE %
2700	Non Mnfrm Comp Equ Over Thres	\$1,764,510.11	\$0.00	\$19,410.82	90.90%
2580	Comp Hardware Repair & Maint	\$721,856.07	\$0.00	\$8,579.97	84.13%
2592	Communications Equip R&M	\$263,050.23	\$0.00	\$3,284.58	80.08%
2685	Under Threshold-Computer Equip	\$658,087.19	\$19.37	\$8,545.09	77.24%
2675	Other Fixed Assets	\$49,386.12	\$0.00	\$745.19	66.27%

THE PATROL's TOP FIVE AREAS OF WBE PARTICIPATION					
Object Code / Description		Contracts	Discretionary	Object Code Total Spend	WBE %
2772	Office Equipment	\$0.00	\$6,450.00	\$6,450.00	100.00%
2505	Professional Court Services	\$0.00	\$1,270.95	\$1,705.95	74.50%
2310	Building Repair Supplies	\$0.00	\$13,209.88	\$33,199.02	39.78%
2598	Office Furn & Equip R&M	\$0.00	\$220.00	\$1,015.08	21.67%
2724	Photographic Equipment	\$0.00	\$2,530.00	\$13,119.90	19.28%

The Patrol will make every effort to utilize M/WBE vendors in our local purchasing authority. We feel that some increase could be regained by assuring that Sam II purchase orders are processed for all contract purchases that include M/WBE vendors as the subcontractor. In addition, the Patrol will continue to seek out qualified M/WBE vendors whom we can include in the quote process. We continue to evaluate purchasing documentation to assure that it is processed in a way to show the Patrol's full use of M/WBE vendors.

Department of Revenue

Director: Joel Walters

The Department of Revenue (DOR) is the central collection agency for all state and non-state revenues. In addition to collecting taxes and fees, DOR titles and registers vehicles, and licenses drivers and investigates suspected violations of the tax, vehicle and driver licensing laws. The **State Tax Commission** and **State Lottery Commission** are Type III transfer agencies as defined in Appendix B of the Reorganization Act of 1974, and therefore these agencies are administered separately but share an agency code and reporting with the Department. DOR consists of the following four divisions:

Administration	Legal Services	Motor Vehicle & Driver's Licensing	Taxation
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DOR'S PROCUREMENT PROCESS

All procurements comply with the rules and regulations pursuant to Chapter 34, RSMo. In order to comply with Executive Order 05-30, Department buyers strive to place orders with minority and woman-owned businesses, if:

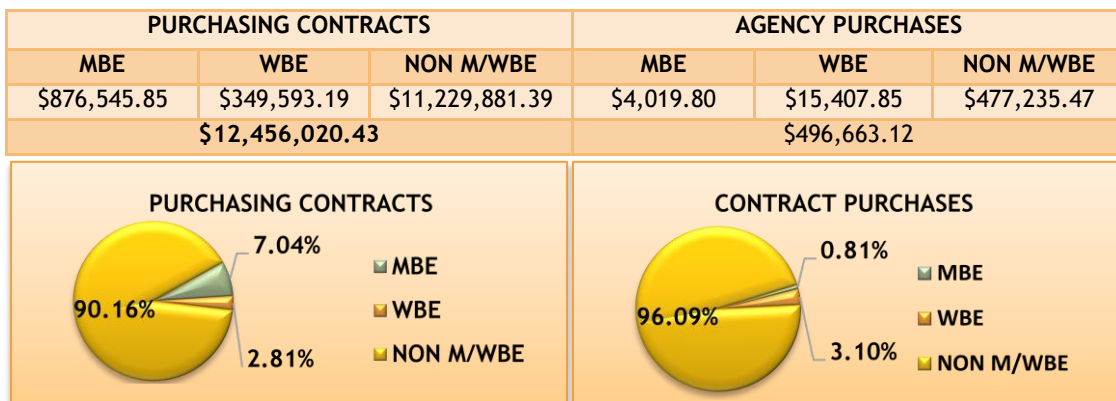
- The good/service is on an established contract or can be provided by Missouri Vocational Enterprises (MVE), the buyer prepares the applicable SAM11 purchase order document referencing the applicable information. Print requisitions are sent to State Printing for goods or services it can provide.
- The good/service is not on an established contract or available from MVE/State Printing, and the total cost is less than \$3,000, the buyer procures the requested good/service from a vendor. M/WBE vendors are the first line of contact if the vendor can provide.
- The good/service is not on an established contract or available from MVE, and the total cost is greater than \$3,000 and less than \$25,000, the buyer solicits a minimum of three bids (telephone and/or written). After evaluating the bid responses and making an award, the buyer prepares the applicable SAM11 purchase order.

DOR'S MBE/WBE EXPENDITURES

An analysis of the agency's expenditures reveals the following expenses incurred during FY17 on the table below. "Net Expenditures" represent DOR's "Total Expenditures" of **\$12,952,683.00** minus "Excludable Expenditures" of \$0.00.

MBE EXPENDITURES	WBE EXPENDITURES	NON M/WBE EXPENDITURES	NET EXPENDITURES	MBE %	WBE %
\$876,545.85	\$349,001.04	\$11,711,136.11	\$12,952,683.00	6.77%	2.81%

The table and pie charts below represent the breakdown of DOR's "Total Expenditures" into "PURCHASING CONTRACTS" and "AGENCY PURCHASES".



The table below details DOR's **Top Five (5) Expenditure** areas along with the level of MBE/WBE participation achieved in each category:

Object Code / Description	Expenditure Total	% of Grand Total Expenditures	MBE %	WBE %
2544 Other Business Services	\$18,176,535.05	26.45%	0.00%	0.00%
2466 Advertising Services	\$13,573,087.65	19.75%	0.00%	0.00%
2544 Other Professional Services	\$9,187,565.47	13.37%	0.00%	0.25%
2460 Printing & Binding Services	\$8,282,264.23	12.05%	0.00%	0.00%
2967 Lottery Prizes-Merchandise	\$6,821,687.69	9.93%	0.00%	0.00%

Lack of overall participation by M/WBE vendors in DOR's Top five Expenditures could be attributed to the following reasons:

- Expenditures for Other Professional Services and Collection Services include costs associated with an integrated tax system and collection services for delinquent taxes. The technical requirements of these contracts limit the number of qualified vendors that can provide these services.
- OEO certified M/WBE printing/binding vendors cannot handle the Department's printing or shipping needs. The Department has contacted several M/WBE printing vendors in the past.

Listed on the tables below are DOR's **Top Five Areas of MBE and WBE** participation respectively.

DOR'S TOP FIVE AREAS OF MBE PARTICIPATION				
Object Code / Description	Contracts	Discretionary	Object Code Total Spend	MBE %
2376 Information Technology Supplies	\$24,319.30	\$142.90	\$30,453.75	80.32%
2700 Non Mnfrm Comp Equ Over Thres	\$521,886.94	\$13,970.00	\$728,511.77	73.55%
2706 Non Mainframe Comp Software	\$7,162.80	\$0.00	\$13,662.80	52.42%
2685 Under Threshold-Computer Equip	\$17,409.24	\$521.72	\$42,733.47	41.95%
2583 Comp Software Maint, Lic &Subsc	\$182,382.47	\$0.00	\$732,586.45	24.89%

DOR's TOP FIVE AREAS OF WBE PARTICIPATION				
Object Code / Description	Contracts	Discretionary	Object Code Total Spend	WBE %
2469 Temporary Personnel Services	\$0.00	\$93,400.13	\$93,400.13	100.00%
2505 Professional Court Services	\$0.00	\$954.65	\$1,413.96	67.51%
2253 Recognition Awards	\$0.00	\$1,080.00	\$2,782.49	38.81%
2772 Office Equipment	\$2,995.00	\$0.00	\$7,802.73	38.38%
2271 Uniforms & Clothing	\$0.00	\$5,070.07	\$21,160.28	23.96%

The Department's Purchasing Section is cognizant of their responsibility to promote and increase M/WBE participation in DOR's procurement process. Buyers primarily use the OEO's M/WBE Directory and other sources in the Kansas City and St. Louis area. DOR hopes that MissouriBuys will identify and contact more M/WBE vendors on DOR's procurement opportunities.



The Lottery Commission

Executive Director: May Scheve Reardon

The Missouri Lottery (The Lottery) is a revenue source for Missouri public education. The Lottery's mission is to help fund educational opportunities for Missouri students, support Missouri businesses, and entertain millions. The Lottery is made up of the following divisions:

Executive Office	Risk Management
Sales, Marketing & Communications	

THE LOTTERY'S PROCUREMENT PROCESS

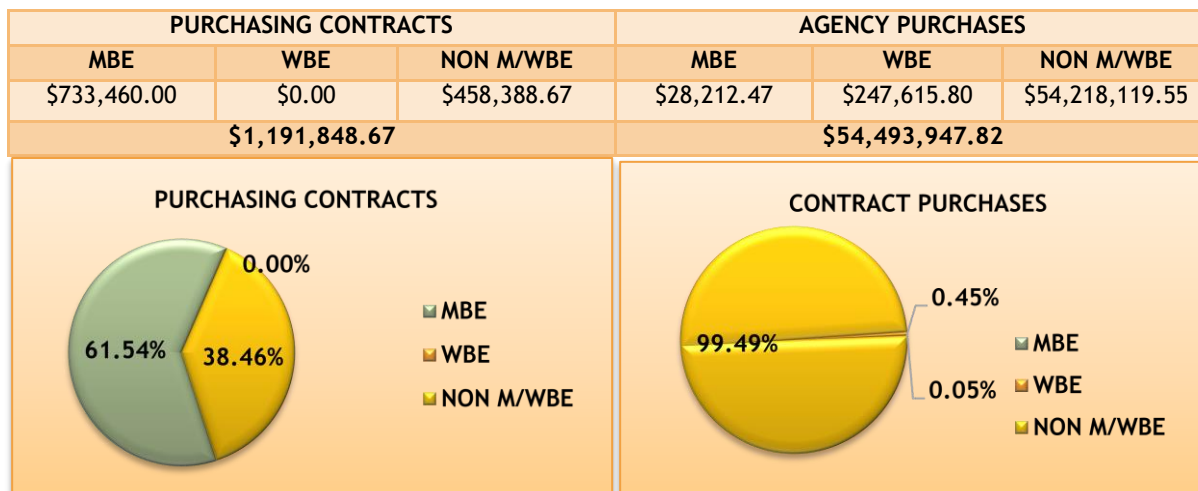
The Lottery is exempt from Chapter 34 and therefore has authority to procure over \$25,000 procurements without going through OA-Purchasing. We do, however, utilize Purchasing on our three largest procurements - Computer Gaming System & Related Services, Lottery Scratchers Games/Services, and Advertising and Marketing Services. For procurements for over \$25,000 procurements that do not go through OA Purchasing, the following procedures are utilized unless the item is available under a current Lottery contract, a statewide contract or Missouri Vocational Enterprises: 10% and 5% are included as a preference in all Lottery procurements over \$25,000 and included as evaluation criteria; Advertise over \$25,000 procurements in minority publications - KC Call, St. Louis American; Posting of bids to Missouri Office of Equal Opportunity (OEO) website and MOLottery.com. In addition, the Lottery requires at least three informal bids for purchases between \$3,000 and \$10,000, and at last three written bids for purchases between \$10,000 and \$25,000, unless the item is available under a current Lottery contract, a statewide contract or MVE.

THE LOTTERY'S MBE/WBE EXPENDITURES

An analysis of the agency's expenditures reveals the following expenses incurred during FY17 on the table below. "Net Expenditures" represent the Lottery's "Total Expenditures" of \$55,685,797.00 minus "Excludable Expenditures" of \$232,549.37.

MBE EXPENDITURES	WBE EXPENDITURES	NON M/WBE EXPENDITURES	NET EXPENDITURES	MBE %	WBE %
\$761,475.54	\$247,615.80	\$54,676,705.66	\$55,453,247.63	1.37%	0.45%

The table and pie charts below represent the breakdown of The Lottery's "Total Expenditures" into "PURCHASING CONTRACTS" and "AGENCY PURCHASES".



The following details The Lottery's **Top Expenditure areas** along with the level of MBE/WBE participation achieved in each category.

Object Code / Description		Expenditure Total	% of Grand Total Expenditures	MBE %	WBE %
N/A **	Prizes	\$923,200,000.00	N/A	N/A	N/A
N/A **	Transfers to Education	\$297,900,000.00	N/A	N/A	N/A
N/A **	Retailer Comm & Incentives	\$78,000,000.00	58.35%	15.10%	5.20%
2496	Other Business Services	\$18,200,000.00	13.61%	10.36%	3.41%
2466	Advertising Services	\$13,600,000.00	10.17%	9.95%	5.02%

- **Prizes** - Total prizes paid by Lottery retailers and Lottery offices totaled \$923.2 million. MBE/WBE percentages do not apply to prizes.
- **Transfers to Education** - \$297.9 million. MBE/WBE percentages do not apply to transfers to education.
- **Retailer commissions and incentives** - \$78 million retained by retailers from ticket sales. Of this amount, \$11.7 million or 15.1% was retained by minority retailers and \$4.0 million or 5.2% was retained by women-owned retailers.
- **2496** - \$18.2 million. Of this amount, \$15.4 million was paid to IGT, our computer gaming services contractor. Minority spending reported by IGT, in FY17 was \$1.6 million or 10.36%. Women-owned enterprise spending reported by IGT in FY17 was \$466,000, or 3.03%. IGT's contractual participation is 10% minority and 3.41% women-owned. IGT contract-to-date percentages through June 30, 2017 were 19.14% MBE and 6.75% WBE.
- **2466** - \$13.6 million. \$15.8 million in media (2466) and production (2544) was paid to Barkley, Inc., our advertising services contract in FY17. Minority spending reported by Barkley in FY17 was \$1.6 million or 9.95%. Women-owned enterprise spending reported by Barkley in FY17 was \$790,000, or 5.02%.
- **2460** - \$7.7 million. Of this amount, \$7.5 million was spent with our three Scratchers printing contractors. Minority spending reported by our Scratchers printing contractors in FY17 was \$1.1 million or 15.20%. Women-owned enterprise spending reported by our Scratchers printing contractors in FY17 was \$587,000, or 7.79%.

THE LOTTERY's TOP FIVE AREAS OF MBE PARTICIPATION

Object Code / Description		Contracts	Discretionary	Object Code Total Spend	MBE %
2376	Information Technology Supplies	\$24,319.30	\$142.90	\$30,453.75	80.32%
2700	Non Mnfrm Comp Equ Over Thres	\$521,886.94	\$13,970.00	\$728,511.77	73.55%
2706	Non-Mainframe Comp Software	\$7,162.80	\$0.00	\$13,662.80	52.42%
2685	Under Threshold-Computer Equip	\$17,409.24	\$521.72	\$42,733.47	41.95%
2541	Info Technology Consult & Services	\$30,291.04	\$10,990.20	\$102,705.19	18.79%

THE LOTTERY's TOP FIVE AREAS OF WBE PARTICIPATION

Object Code / Description		Contracts	Discretionary	Object Code Total Spend	WBE %
2469	Temporary Personnel Services	\$0.00	\$93,400.13	\$93,400.13	100.00%
2505	Professional Court Services	\$0.00	\$116.70	\$116.70	100.00%
2271	Uniforms & Clothing	\$0.00	\$5,070.07	\$5,971.42	84.90%
2691	Under Threshold-Off Equip & Furn	\$0.00	\$4,842.00	\$7,771.57	62.30%
2253	Recognition Awards	\$0.00	\$1,080.00	\$2,623.99	41.15%

To increase MBE/WBE participation in all expenditures, the Lottery will continue to incorporate the following:

- Quarterly reporting to the Missouri Lottery Commission of M/WBE expenditures and percentages.
- Regular performance monitoring and reporting systems to ensure contractor compliance.
- Regular updating of established vendor lists to include minority and woman- owned businesses. Lists are shared with Lottery vendors who subcontract with minority and women-owned businesses.

State Tax Commission

Chairman: Bruce E. Davis

The State Tax Commission (STC) is an administrative agency under the direction of three commissioners who are appointed by the Governor and confirmed by the Senate. The Commission is given the responsibility of ensuring the uniform and equitable assessment of all taxable tangible property in the state. The Commission measures the accuracy of assessments in each county and works with assessors to promote an accurate and fair assessment program. It conducts seminars and training sessions for assessors and their staffs. The Commission also hears taxpayers' appeals from the local Boards of Equalization, and is responsible for the statewide assessment of the property of railroads, airlines, pipelines, electric and telecommunication companies. The administrative structure is:

Administration	Legal
Local Assistance	Original Assessment

STC'S PROCUREMENT PROCESS

STC utilizes the State of Missouri's Purchasing Card (P-Card) program for the majority of its expenditures and will utilize state established contracts when the need arises.

STC'S MBE/WBE EXPENDITURES

An analysis of the agency's expenditures reveals the following expenses incurred during FY17 on the table below. "Net Expenditures" represent STC's "Total Expenditures" of **\$91,742.69** minus "Excludable Expenditures" of \$14,211.70.

MBE EXPENDITURES	WBE EXPENDITURES	NON M/WBE EXPENDITURES	NET EXPENDITURES	MBE %	WBE %
\$0.00	\$2,809.96	\$88,932.73	\$77,530.99	0.00%	0.31%

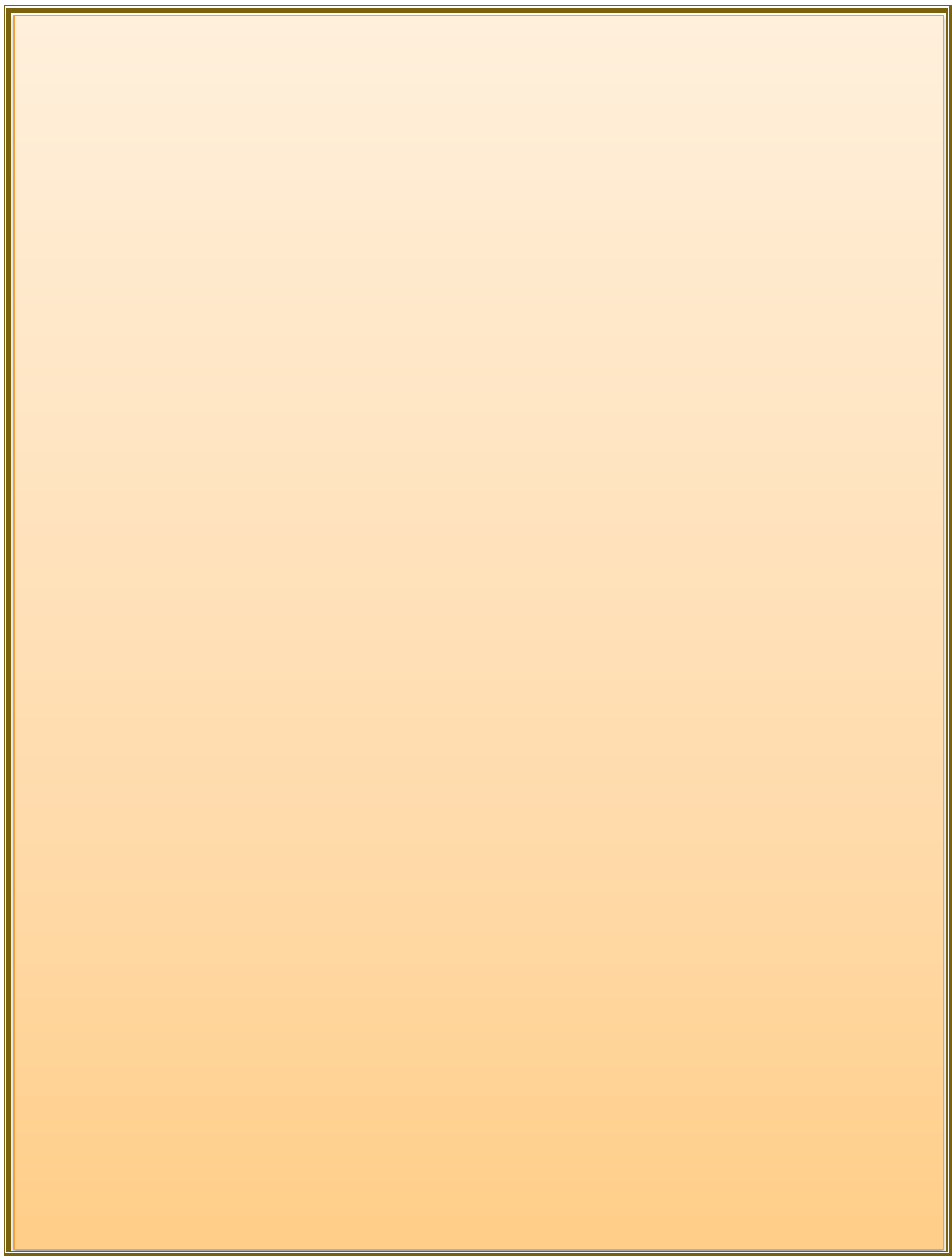
The table below details STC's **Top Five (5) Expenditure areas** along with the level of MBE/WBE participation achieved in each category.

Object Code / Description	Expenditure Total	% of Grand Total Expenditures	MBE %	WBE %
2748 Vehicles	\$40,922.50	44.61%	0.00%	0.00%
2328 Motor Fuel	\$14,211.70	15.49%	0.00%	0.00%
2610 Vehicle Repair & Maintenance	\$13,001.40	14.17%	0.00%	0.00%
2250 Office Supplies	\$9,580.28	10.44%	0.00%	1.33%
2544 Other Professional Services	\$4,365.13	4.76%	0.00%	0.00%

The top five areas of expenditures are various supplies, vehicle maintenance, and other miscellaneous. STC utilizes the P-Card (UMB) for 64% of our supply, vehicle maintenance, and other miscellaneous expenditures

Budgetary reductions and functional consolidations have decreased STC's discretionary (agency purchases) spending to 1% (\$1,617.28) of its current expense and equipment budget. Prior to these cuts, STC utilized several M/WBE vendors totaling \$9000.

The STC continues to strive for affirmative action goals, but extensive budget cuts have greatly reduced our ability to fulfill the objective of Executive Order 15-06.



Department of Social Services

Director: Steve Corsi, Psy.D

The Department of Social Services (DSS) is responsible for coordinating programs to provide public assistance to children and their parents, access to health care, child support assistance and to provide specialized assistance to troubled youth. While many programs give needed financial assistance and services, other units work toward reducing financial dependency of the citizens on government. DSS accomplishes these functions through the following divisions.

Office of the Director	Children's Division	Family Support Division	MO Health Net Division
Division of Legal Services	Division of Youth Services	Division of Finance and Administrative Services	

DSS's PROCUREMENT PROCESS

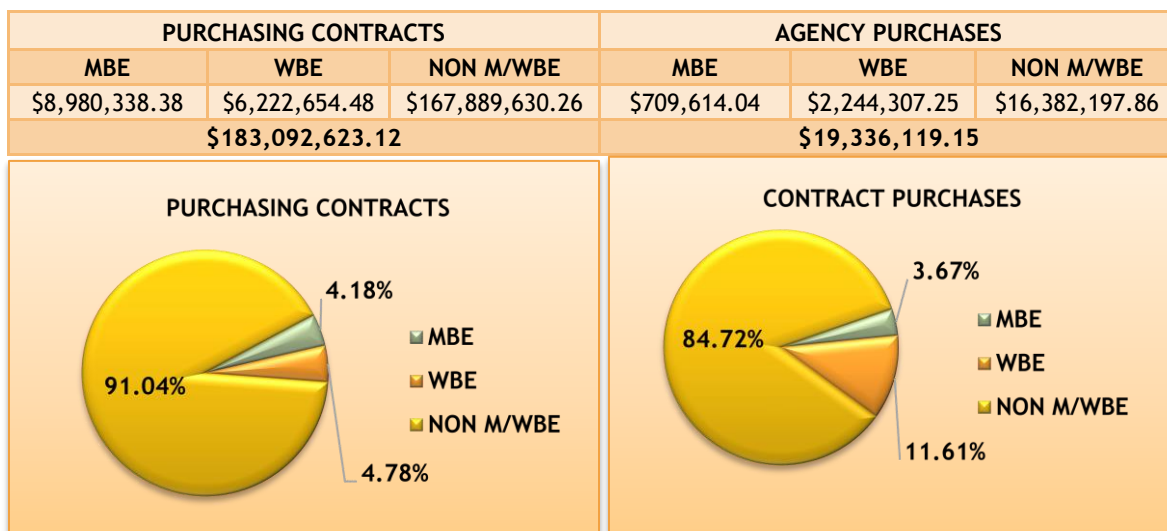
DSS uses e-mail notification and the DSS website to notify bidders, including MBE/WBE vendors, when procurement opportunities are let. DSS bids through the Division of Purchasing are posted on the Internet and DSS provides suggested potential bidders, including MBE/WBE vendors to the Division of Purchasing to include in their bidder notification process. Over two-thirds of DSS expenditures are attributed to Division of Purchasing contracts. The DSS procurement function is centralized through the Division of Finance and Administrative Services (DFAS), with centralized purchasing unit staff providing direction and assistance to out-based staff regarding access to existing contracts. The centralized purchasing unit is also responsible for coordinating the contracting activities for the entire department.

DSS MBE/WBE EXPENDITURES

An analysis of the department's expenditures reveals the following expenses incurred during FY17 as listed in the table below. **"Net Expenditures"** represent DSS's "Total Expenditures" of **\$202,428,742.27** minus "Excludable Expenditures" of \$8,620,530.81.

MBE EXPENDITURES	WBE EXPENDITURES	NON M/WBE EXPENDITURES	NET EXPENDITURES	MBE %	WBE %
\$9,689,641.86	\$8,466,961.73	\$184,272,138.68	\$193,808,211.46	4.79%	4.18%

The table and pie charts below represent the breakdown of DSS's "Total Expenditures" into **"PURCHASING CONTRACTS"** and **"AGENCY PURCHASES"**.



The table below details DSS's **Top Five (5) Expenditure areas** during FY16 with the level of MBE/WBE participation achieved in each category.

Object Code / Description		Expenditure Total	% of Grand Total Expenditures	MBE %	WBE %
2544	Other Professional Services	\$97,638,158.58	49.17%	0.07%	0.06%
2541	Info Technology Consult & Services	\$25,027,779.89	12.60%	19.18%	1.43%
2514	Program Consultant Services	\$22,480,166.69	11.32%	0.00%	0.00%
2675	Other Fixed Assets	\$15,305,634.22	7.70%	0.00%	0.00%
2705	Non-Mnfrm Sftware Consult & Dev.	\$12,079,026.92	6.08%	7.39%	0.00%

Almost 90% of DSS expenditures are attributed to Division of Purchasing contracts. Likewise, nearly three (3) dollars out of every four (4) are spent on Other Professional Services (2544), Information Technology Consulting and Services (2541), and Program Consulting Services (2514) and are related to services provided to/for clients. Most of these expenditures are made under large IT and services contracts with little MBE/WBE participation. Without MBE/WBE participation in these contracts, it is difficult for DSS to reach a participation rate near the aspirational goals.

Additionally, many DSS service providers are not-for-profit organizations, which are not allowed as a certified MBE/WBE vendor.

DSS'S TOP FIVE AREAS OF MBE PARTICIPATION					
Object Code / Description		Contracts	Discretionary	Object Code Total Spend	MBE %
2706	Non-Mainframe Comp Software	\$85,270.12	\$0.00	\$85,270.12	100.00%
2685	Under Threshold-Computer Equip	\$22,679.73	\$0.00	\$22,679.73	100.00%
2580	Comp Hardware Repair & Maint	\$437,425.80	\$0.00	\$491,097.02	89.07%
2724	Photographic Equipment	\$4,138.26	\$4,267.10	\$9,934.36	84.60%
2712	Educational Equipment	\$6,728.80	\$6,264.79	\$20,989.65	61.90%

DSS's TOP FIVE AREAS OF WBE PARTICIPATION					
Object Code / Description		Contracts	Discretionary	Object Code Total Spend	WBE %
2439	Nonmedical Lab Services	\$0.00	\$342.40	\$342.40	100.00%
2469	Temporary Personnel Services	\$963,266.21	\$1,958,286.54	\$3,741,386.17	78.08%
2686	Under Threshold-Non MF Com Sftw	\$261,062.40	\$0.00	\$359,430.93	72.63%
2592	Communications Equip R&M	\$0.00	\$90,529.10	\$133,997.75	67.56%
2583	Comp Software Maint, Lic & Subsc	\$1,099,015.04	\$0.00	\$4,709,644.15	23.33%

DSS will continue to strive to increase its MBE/WBE participation rates through a variety of initiatives. DSS staff regularly discuss progress towards MBE/WBE goals with program division staff. Monthly MBE/WBE expenditure reports are made available to DSS management and program division staff to review and evaluate progress toward the goals of EO 05-30. A variety of MBE/WBE information is readily available to DSS staff through the DSS intranet, including a link to the OEO MBE/WBE vendor list. DFAS procurement staff also works with program division staff to review procurement policies and procedures to ensure current practices align with EO 05-30 compliance efforts. DSS procurement staff also receive ongoing training regarding MBE/WBE initiatives.

DSS will continue to strive to increase its MBE/WBE participation rates through a variety of initiatives. Such initiatives include 1) detailed analysis of expenditures to identify additional opportunities for MBE/WBE vendors; 2) identifying and soliciting MBE/WBE vendors for specific procurement opportunities; 3) promoting the use of MBE/WBE vendors for discretionary purchases that do not require a bid; and 4) outreach to certified MBE/WBE vendors to encourage their participation in DSS and other state procurement opportunities.

During the coming year, DSS Procurement will begin conducting quarterly meetings with DSS Division staff to continue to educate them on the OEO targets for MBE/WBE participation. DSS procurement staff will review the monthly expenditures and assist with identifying opportunities for improvement.

Department of Transportation

Director: Patrick McKenna

The Missouri Department of Transportation (MoDOT), under the guidance of the Missouri Highways and Transportation Commission, is committed to providing the public with a safe and modern transportation system. MoDOT is responsible for maintaining 33,873 miles of highways and 10,394 bridges throughout the state. In addition to designing, building and maintaining roads and bridges, MoDOT works to improve airports, river ports, railroads, public transit systems and pedestrian and bicycle travel. The agency also administers motor carrier and highway safety programs. MoDOT has seven districts statewide and a Central Office in Jefferson City which houses the following divisions:

Office of Director	Audits & Investigations	Bridge	Chief Counsel
Commission Secretary	Construction & Materials	Customer Relations	Equal Opportunity & Diversity
External Civil Rights	Financial Services	General Services	Governmental Relations
Human Resources	Motor Carrier Services	Multimodal Operations	Risk & Benefit Management
Traffic & Highway Safety		Transportation Planning	

MODOT'S PROCUREMENT PROCESS

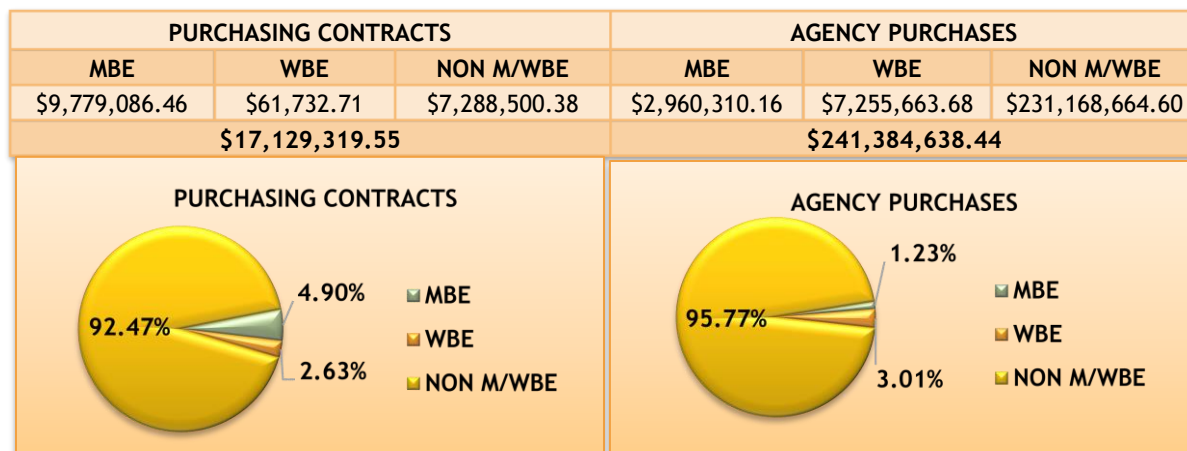
Presently a more formal approach is utilized. Procurement staff is directed to solicit a minimum of one M/WBE response when available. A more informal process is recommended that would allow procurement staff the ability to call or email a minimum of three vendors with an emphasis on contacting M/WBE vendors. Email notification is most effective as a majority of respondents are registered in MoDOT's vendor database and receive the email notification. All competitive bid and proposal solicitations are posted to MoDOT's website. MoDOT, in addition, advertises facilities related bids in county newspapers.

MODOT'S MBE/WBE EXPENDITURES

An analysis of the department's expenditures reveals the following expenses incurred during FY17 on the table below. **"Net Expenditures"** represent MODOT's "Total Expenditures" of **\$258,513,957.99** minus "Excludable Expenditures" of \$9,263,334.99.

MBE EXPENDITURES	WBE EXPENDITURES	NON M/WBE EXPENDITURES	NET EXPENDITURES	MBE %	WBE %
\$12,676,450.10	\$7,317,396.39	\$238,520,111.50	\$249,250,623.00	4.90%	2.83%

The table and pie charts below represent the breakdown of MODOT's "Total Expenditures" into **"PURCHASING CONTRACTS"** and **"AGENCY PURCHASES"**.



The table below details MoDOT's **Top Five (5) Expenditure areas** during FY17 with the level of MBE/WBE participation achieved in each category.

Object Code / Description		Expenditure Total	% of Grand Total Expenditures	MBE %	WBE %
2331	Other Repair & Maint. Supplies	\$90,236,007.65	34.91%	0.00%	0.17%
2544	Other Professional Services	\$42,971,372.28	16.62%	0.71%	2.41%
2748	Vehicles	\$18,602,286.61	7.20%	0.00%	0.00%
2328	Motor Fuel	\$14,895,413.20	5.76%	0.00%	0.00%
2325	Vehicle Repair Supplies	\$12,587,995.05	4.87%	0.00%	0.00%

The above Top 5 Expenditure Object Codes lack overall participation by M/WBE vendors due to circumstances outside of the MoDOT's control. In most cases there are very limited M/WBE vendors available in these categories and/or the response rate from those we identify and contact is incredibly low.

Other areas to improve reporting actual expenditures are related to both the UMB P-Card program and WEX fuel cards. MoDOT uses this method of payment extensively throughout the state. Many of our repair supplies (2331 & 2325) as well as Motor Fuel (2328), are purchased using these forms of payment. While the contractors for these two programs are not certified M/WBE vendors, the actual transactions may be with a registered M/WBE firm. The state's method of collecting and reporting the M/WBE expenditures by vendor paid does not capture the lower level vendor who actually provided the goods or services to the department.

MoDOT's TOP FIVE AREAS OF MBE PARTICIPATION					
Object Code / Description		Contracts	Discretionary	Object Code Total Spend	MBE %
2701	IT Net & Com Equip Over Thresh	\$34,827.00	\$0.00	\$34,827.00	100.00%
2400	Telecommunication Supplies	\$1,509,107.32	\$0.00	\$1,623,313.63	92.96%
2730	Communication equipment	\$15,509.70	\$0.00	\$16,939.98	91.55%
2686	Under Threshold-Non MF Com Sftw	\$100,355.73	\$0.00	\$126,832.08	79.12%
2700	Non Mnfrm Comp Equip Over Thresh	\$2,903,328.05	\$32,347.40	\$3,782,964.95	75.89%

MoDOT's TOP FIVE AREAS OF WBE PARTICIPATION					
Object Code / Description		Contracts	Discretionary	Object Code Total Spend	WBE %
2493	Imaging Services	\$0.00	\$2,795.00	\$2,795.00	100.00%
2697	Under Threshold-Prop & Improve	\$0.00	\$50,166.75	\$57,533.40	87.19%
2466	Advertising Services	\$0.00	\$3,252,336.66	\$3,751,363.91	86.69%
2418	Audio/Video Charges	\$0.00	\$10,620.00	\$23,237.17	45.70%
2835	Building/Facility Const. Services	\$0.00	\$1,466,617.71	\$3,570,801.80	41.07%

MoDOT currently has two measures in place to increase or improve participation:

- Tracker measures—on a quarterly basis, MoDOT reviews progress towards utilization of M/W/DBE firms in relation to both Office of Administration Office of Equal Opportunity (OA OEO) and Missouri Regional certification Committee (MRCC) certified vendors. The divisional Tracker is discussed and shared with our statewide district procurement representatives. The statewide Tracker is discussed with executive management, senior management and multiple statewide stakeholders during the quarterly meetings. Because we are held accountable for results, we work hard to ensure progress occurs in measures. Tracker measures include the following: Number of M/W/DBE vendors in our vendor database, Number of M/W/DBE vendors notified of bidding opportunities, Number of M/W/DBE vendors who responded to our competitive bidding opportunities, Expenditures utilizing M/W/DBE vendors.
- Community Outreach and Education -Throughout the year, MoDOT participates or hosts opportunities to connect with M/W/DBE vendors. Examples in fiscal year 2017 include but are not limited to participation in: Tri-State (MO, IL, IA) Procurement and Economic Development Conference on March 8th, Reverse vendor fair, Lake of the Ozarks April 20th, External Civil Rights Symposium February 28th.

