



**2013 Annual WMBE Plan
City Budget Office (CBO)**

1. Department Representative:

Julie Tobin, CBO WMBE Outreach Coordinator
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CH-06-01

2. 2013 Goals:

WMBE Utilization Goal for Purchasing and Contracting in 2013

2013 Department WMBE Target for Supplies: 35%

2013 Department WMBE Target for Professional Services: 10%

CBO has two continuing consultant contacts. The consultant contract for an operational analysis of the Fire Department includes a WMBE inclusion plan of 10% for subcontracts.

CBO's primary supply purchases are for computers, printers, supplies, and copying services.

- CBO has no discretion in vendors for computers or printers, but must use contracts approved by DoIT, who does the actual purchasing and maintenance. This represents 21% of CBO's total budget for supplies and services.
- CBO utilizes Zebra Printing, a MBE, for printing the proposed and adopted budgets and the proposed and adopted Capital Improvement Program. These costs will be reduced as CBO continues to move toward electronic production and distribution.
- CBO purchases 98%, or more, of its supplies and small item purchases from Kenney's Office Supply, a WBE, and will continue to do so in 2013.

3. Outreach Events:

CBO does not currently have plans for additional contracts in 2013 beyond those already existing or through central City purchasing. Therefore, CBO does not have plans to participate in events focusing on outreach to WMBE vendors and consultants. Should an opportunity arise for us to participate in another department's event, we will do so.

4. Plans and Strategies:

The City Budget Office does not anticipate additional contracts beyond those in place already or through central City departments. Should we need a consultant contract in the future, every effort will be made to seek out WMBE vendors or consultants.

All CBO staff participate in Race and Social Justice Initiative training.

CBO directs departments to use a Race & Social Justice filter for budget decisions.