OSE 2013 Annual WMBE Plan

1. **Department Representative**

OSE's WMBE representative is Jeanie Boawn, Executive Assistant.

2. **Traditional 2013 Goals**

Summarize your department 2012 WMBE goal attainment and discuss the specific challenges and successes your Department experienced in meeting or exceeding 2012 WMBE goals. You may also discuss challenges and successes in meeting and exceeding WMBE goals in years prior to 2012.

In 2012, OSE achieved 8.48% WMBE utilization overall (8.05% in Consultant Contracting and 17.21% in Purchasing.). This number includes large expenditures for ARRA-related projects. Our 2012 goal for general fund-only expenditures was 20%, which we greatly exceeded, achieving 46.23%. This is an improvement over our utilization in 2011 (which also included a high percentage of ARRA-grant related expenditures) of 2.47% overall and 15% in OSE's general fund budget.

The breakdown for OSE's 2012 **General Fund utilization of 46%** is as follows:

Consultant contracting: 47.06%
Blanket voucher purchases: 62.44%
Direct voucher: 28.26%
Purchase contract: 0%

Our aspirational goal for **2013 is to have 15% WMBE utilization in OSE's General Fund budget.**

- Consultant contracting goal: 10% ($50,000)
- Purchasing goal: 45% ($28,000)

This goal is much lower than what we achieved in 2012, however, we are basing this on the program budgets that have been developed and how the resources are being allocated at this time. In addition, there are less contracts being encumbered in 2013 than in 2012 (using current staffing to do work we had previously contracted). Lastly, we are again limited to some vendors due to the technical expertise involved; for example, in 2013 we are due to complete a community greenhouse gas inventory, which we do every 3 years.

Aside from general fund expenditures, we will continue look for the best opportunities to utilize WMBE firms in our grant-funded programs where there is the latitude to do so, mostly in the purchasing area.

3. **Project Specific Strategies and Objectives**

We are planning to do some printing of key reports in urban forestry and food. We are also planning some food policy outreach with diverse communities so there are good opportunities there. Each program team is evaluating contracting opportunities as part of RSJI goals and strategies.

4. Outreach Events

OSE will participate in forums and trade shows as feasible. With limited staff resources in our department, it can be challenging to attend them all but we will make every effort to participate when possible.

5. Plans and Strategies

In order to achieve our goal, we will be working closely with project teams to identify the expenditures that offer the most flexibility. We have established a new management structure in the office and have management team meetings monthly, at which our WMBE performance and goals will be discussed regularly in order to enhance communication with project team members and adjust tactics as the year goes on.

OSE's WMBE representative developed a new reporting tool that not only provides data on overall expenditures, but is designed to shed light on the breakdown of expenditures by business type (i.e., ethnicity, the service procured, etc.) to help us better understand where we might be able to improve (for example, spending for Native American firms is zero, so we're going to look at how we can do better there). The report also shows historical performance, so we can track how we're doing over time.

OSE's staff (all are strategic advisors who manage specific programs) will be briefed on our WMBE outreach and utilization goals and are versed in using the vendor search tools, announcing projects to a wide variety of vendors and utilizing a broad range of vendors.

New staff who joined the office in 2012 still need further training and we will work to do that in the first quarter of the year.