



Your **Catalyst for Change**



**Wake County Public School System
Supplier Diversity Assessment
Process Review and Analysis
Final Report**

Assessment Participants

Cathy Q. Moore, Superintendent
Lloyd Gardner, Ed.D, Chief of Staff and Strategic Planning
Rodney Trice, Assistant Superintendent for Equity Affairs
Pamela Gales, HUB Program Manager, Office of Equity Affairs
Bryan Roof, Program Director - Facilities Design and Construction
Marlo Gaddis, Chief Technology Officer
David Neter, Chief Operating Officer
Mark Winters, Finance Officer
Drew Cook, Assistant Superintendent for Academics
Tim Simmons, Chief of Communications
Debra Wallace, Senior Purchasing Director
Brian Martin, Purchasing Manager
Kris Adams, Buyer II
Patrick Harris, Buyer II
Petra Gooding, Buyer II
James Jaeger, Buyer I
Scott Lowder, Contract Manager
Robert Snidemiller, Director of Transportation
James A. Crook, Director, Custodial Services

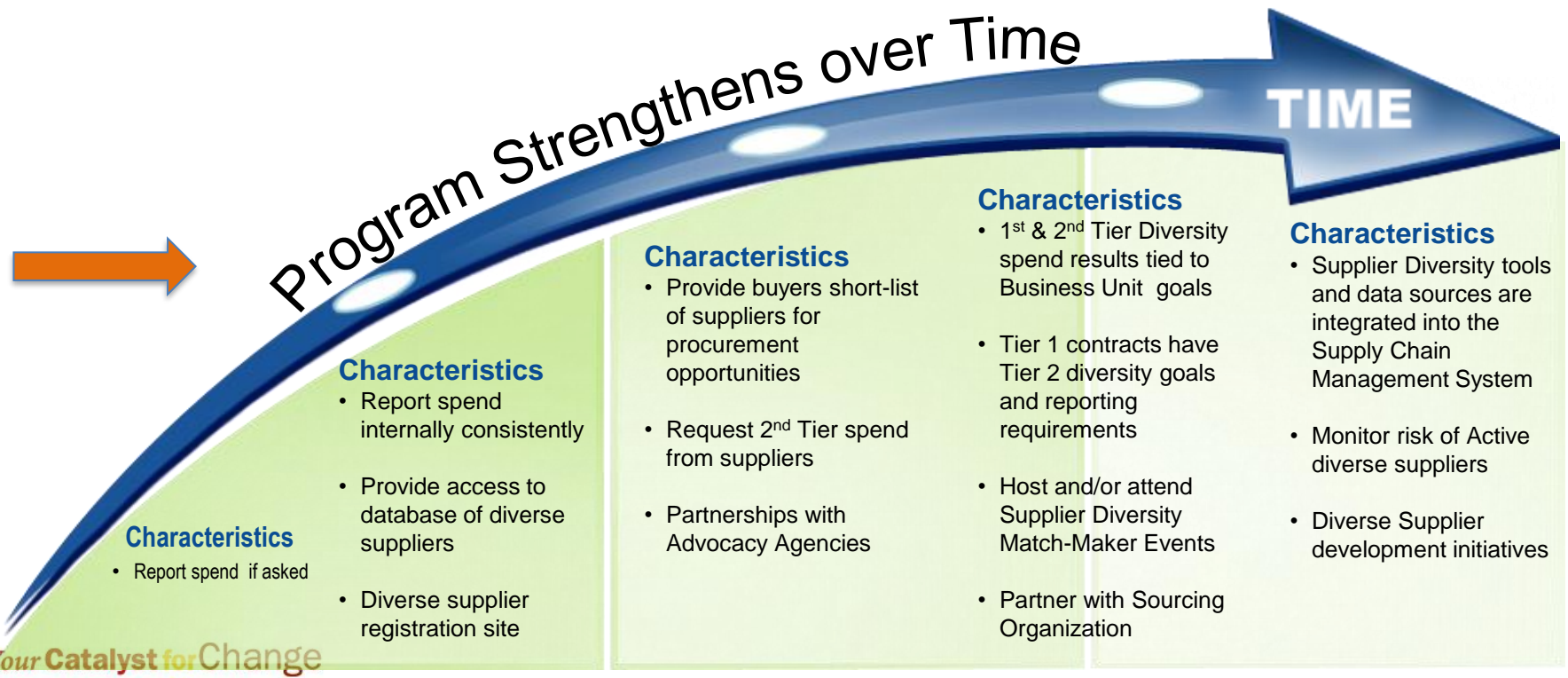
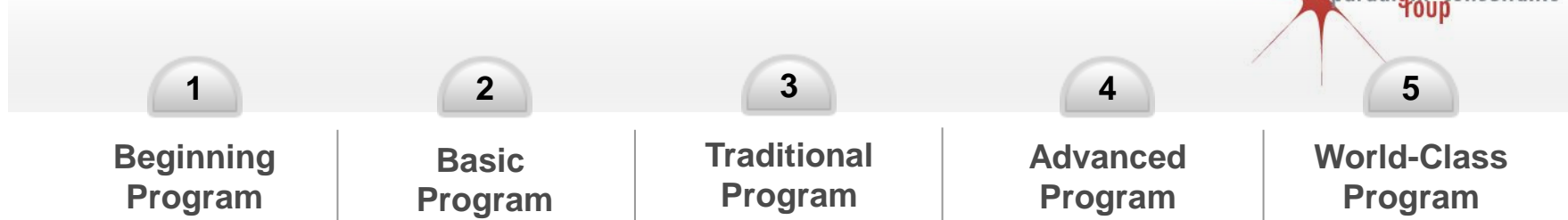


Purpose of Supplier Diversity Assessment



The purpose of the WCPSS supplier diversity assessment was to define the current state of the engagement of diverse businesses in the overall acquisition of goods, services, products, and programs that support the Wake County Public Schools System (WCPSS).

Supplier Diversity Program Maturity



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WCPSS Supplier Diversity Assessment - Overview



WCPSS Purchasing Department – Provides purchasing services to all departments through contract purchasing processes/purchase orders and procurement methodologies provided to end-users, purchasing cards.



WCPSS Facilities, Design and Construction – Manages all phases of build, renovations and on-going project management responsibilities including current and on-going maintenance of all building, structures, and property.



Purchasing Department Overview

Purchasing Processes

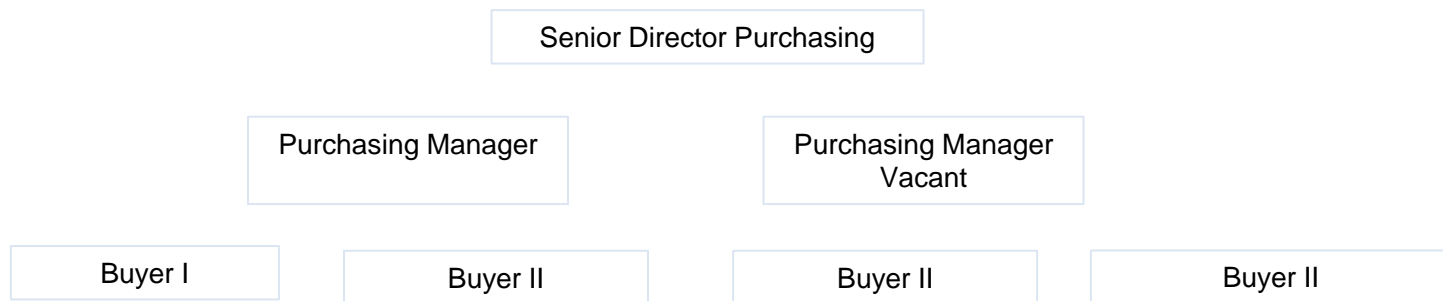


- Product/Services requires a bid for all purchases over \$5,000
- Uses State of North Carolina - Division of Purchase & Contracts – IPS
- Department Purchases \$2,500 - \$5,000 – Competitive Bid
- WCPSS Procurement/Purchasing Card – utilized by departments for purchases of \$2,499 or less

Key General Observations



- Manages all purchases of goods and services for Wake County Schools
- Core purchasing team is comprised of Purchasing Managers/Buyers



- Wake County Purchasing – Issues 10,000 purchase orders per year for products and services over \$2,500 (department generated) and \$5,000 - \$90,000 as open bids posted on WCPSS website

Observations: Challenges and Opportunities



- Contractors/Suppliers are **not required** to provide Minority and Women Business Enterprises (MWBE) documentation when contracting services with WCPSS personnel/end-user
- Diversity codes are not identified within the accounts payable module to capture data
- Opportunities also exist to manage, track, and increase subcontractor spend through current contracts, and future HUB subcontractor management

Purchasing Recommendations



- Development of WCPSS diverse vendor portal for registration and access to information on opportunities, i.e., bids and service contracts
- Supplier diversity database that supports internal department management, including purchasing staff and end-users that purchase goods and services
- Staffing support to manage the broad range of activities required to have the required supplier diversity programs as seen in peer school districts and institutions



Facilities Design and Construction (FD&C) Overview

FD&C Processes



- Manage capital programs associated with new build and renovations for all wake county school projects
- Track and coordinate all Life-Cycle renovations required across existing facilities, including HVAC systems, educational equipment, furniture, etc.
- MWBE procedures are involved in every formal and informal project planned for FY 2018 thru 2024.

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Key General Observations

- FD&C has one dedicated Hub Program Manager to lead the process and provide program administration
- MWBE 10% aspirational goal is required by GS 143-128.2 on all construction and repair projects
- Hub participation on all finished construction and repair projects are reported to the NC DOA Hub Office every quarter
- Monitoring and tracking of Historically Underutilized Businesses (HUB) participation is a manual process on all formal and informal construction and repair projects

Observations: Challenges and Opportunities



- One dedicated person for program management, program administration, program outreach, and liaison with Prime/MWBE contractors
- No supplier diversity vendor database to support internal departments
- FD&C manages all Prime/MWBE contractors spend by project
- Program manager tracks and manages spend and participation data, but the process is manual and time consuming

FD&C Recommendations



- Development of WCPSS diverse vendor portal for registration and access to information on opportunities, i.e., construction and repair bids
- Supplier diversity database that supports internal and external stakeholders, including FD&C project managers, construction managers, single prime contractors and MWBE subcontractors.
- Staffing support to manage the broad range of activities required to have the required supplier diversity programs as seen in peer school districts and institutions
- Develop supplier diversity training for all key stakeholders – FD&C staff, external construction managers, and subcontractors

Overall Supplier Diversity Program Recommendations/Opportunities



- Implement website for potential suppliers/vendors
- Develop a vendor database accessible to key staff
- Communicate the strategic value of supplier diversity to all staff
- Build partnerships with strategic diverse vendors/suppliers that can grow their business through mentoring and support
- Communicate supplier diversity goals, process, and expectations to strategic prime contractors that can support MWBE subcontractor spend
- Implement a supplier diversity focus in the work across central services departments
- Implement supplier diversity staff within Office of Equity Affairs, FD&C and Purchasing Department

Organizational Next Steps & Timeline



Timeline	Tasks
June - July	Organizational review and prioritization of assessment findings and recommendations
July - August	Develop an implementation plan for supplier diversity program enhancement including staffing, technology, and program needs.
August - September	Establish a leadership structure for the WCPSS supplier diversity program.
September - October	Engage HUBs in the review of supplier diversity implementation plan.
October - November	Develop a business case for WCPSS supplier diversity program enhancement.

Summary



Questions and Feedback