



September 21, 2017

DeShawn Lewis
Director
Department of General Services
Bureau of Diversity, Inclusion and Small Business Opportunities
Room 613 North Office Building
401 North Street,
Harrisburg, PA 17120

Re: Progress Report, August 2017

Dear Ms. Lewis:

Below is a progress report describing work that the study team performed in August 2017 in connection with the 2017 Commonwealth of Pennsylvania Disparity Study. The study team completed work in the following areas:

Project management. BBC conducted two project meetings with Bureau of Diversity, Inclusion and Small Business Opportunity (BDISBO) staff.

Community engagement. BBC completed a public meeting.

In-depth interviews. BBC conducted an anecdotal interview training with subcontractors. In addition, BBC completed an anecdotal interview.

Utilization analysis. BBC reviewed the Commonwealth's utilization data.

Please contact me if you have any questions or comments (telephone: 303-321-2547, ext.231; email: kwilliams@bbcresearch.com).

Sincerely,

A handwritten signature in blue ink that reads 'Kevin Williams'.

Kevin Williams
Managing Director