



January 22, 2018

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, November and December 2017

Dear Ms. Lewis:

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

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

Community engagement. BBC assisted BDISBO and PennDOT staff with scheduling the January public meetings.

In-depth interviews. The study team has completed 34 in-depth interviews and solicited testimony from business owners via the disparity study email.

Availability analysis. The study team completed a round of availability surveys.

Utilization analysis. BBC worked with BDISBO staff to identify types of Commonwealth contracts that are expected to have subcontract opportunities. BBC then developed a list of vendors that are likely to have subcontract opportunities. In addition, BBC worked with BDISBO staff to identify agencies that had awarded contracts to vendors with Department of General Services funds via a delegated agreement or memorandum of understanding.

Neutral measures. The study team identified race-, gender-, veteran-, disabled-, and LGBT-neutral measures that government entities and for-profit companies in Pennsylvania have employed to increase the participation of small, diverse businesses.

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". The signature is written in a cursive, flowing style.

Kevin Williams, Managing Director