



March 8, 2018

DeShawn Lewis  
Director  
Department of General Services  
Bureau of Diversity, Inclusion and Small Business Opportunities  
Harrisburg, PA 17120

**Re: Progress Report, January and February 2018**

Dear Ms. Lewis:

Below is a progress report describing work that the study team performed in January and February 2018 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 conducted public meetings in Pittsburgh and Erie.

**In-depth interviews.** The study team has completed over 40 in-depth interviews and began compiling that testimony into the qualitative assessment of marketplace conditions chapter.

**Availability analysis.** The study team worked on a second round of availability surveys.

**Utilization analysis.** BBC worked with Commonwealth staff to collect a list of contracts maintained by the Treasury Department.

**Quantitative assessment of marketplace conditions.** BBC developed a draft of the quantitative assessment of marketplace conditions chapter.

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

Sincerely,

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

Kevin Williams  
Managing Director