



October 13, 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, September 2017

Dear Ms. Lewis:

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

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

Community engagement. BBC worked with BDISBO to plan the remaining five public meetings around the Commonwealth.

In-depth interviews. The study team and BDISBO developed a list of interview participants to include the in-depth interviews.

Utilization analysis. BBC conducted a number of analyses on the spending report data from the Department of General Services' SAP system. BBC examined the relationship between the credits and debits in the SAP data. In addition, BBC reviewed the dollars spent by commitment type and industry in the SAP data to identify the industries that are important to commonwealth contracting.

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