



CITY OF TOPEKA

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To: Richard U. Nienstedt, Interim City Manager
From: Program Review Committee Members
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Leigha Boling, Division Director of Budget & Procurement
Luis Matos, Procurement Manager, PRCLO
Date: December 15, 2023
Subject: 2024 Annual M/W/DBE Utilization Goal Recommendation

The Program Review Committee ("Committee") is governed by the Topeka Municipal Code ("TMC") and directed by the [Program Review Committee Regulations document](#) ("Regulations") related to the utilization and participation of minority business enterprises, women business enterprises, and disadvantaged business enterprises ("M/W/DBE"). The Committee is responsible for establishing and presenting annual goals to the City Manager for the utilization of M/W/DBE businesses as part of the objectives set forth in [TMC 3.30.460\(b\)\(3\)](#).

Goal Review

The average M/W/DBE utilization during 2020 was 34.5%, 2021 was 45.4%, and 2022 was 41.1%. Using the calculation method defined in Section 12 of the Regulations, the Committee established the M/W/DBE utilization goal of 38.5% for the fiscal year 2023. As of November 16, 2023, the city has issued 170 bids to the public, and of the 170 bids issued, 132 included participation from M/W/DBE. From the 132 bids in which there was M/W/DBE participation, the city awarded 54 of those bids to diverse vendors, totaling 40.91% M/W/DBE utilization. The city will meet the 2023 goal of 38.5%.

2024 Goal

For fiscal year 2024, the Committee is recommending the goal of 40% M/W/DBE utilization. The Committee endorses this goal in consideration of previous utilization rates, the current market environment, and forecasting trends, which indicate that there will be a possible decline in labor market activity in 2024. The Committee strongly believes that this goal is attainable under the guidance of city leadership, which provides strong support and motivation for an atmosphere of fairness, equity, and inclusion, with an increased emphasis on fostering motivation in the local small business community.

Recommended Actions

The Committee will take the following actions to increase collaboration and cultivate a stronger business ecosystem:

1. With coordination between the Program Review Committee Liaison Officer, the city's Language Access Coordinator, and the Director of Diversity, Equity, and Inclusion, the city will rebrand the "How to Do Business with the City" campaign and enhance the advertisements disseminated to the Hispanic vendor community to elicit great participation in city-hosted events and workshops.
2. Develop a plan of action, which includes managing the effective execution of leveraging the city's social media presence by advertising select open bids and providing links for quick access to each of the bids being advertised on the city's electronic procurement bidding system.
3. Host an open house workshop in the second quarter of 2024 for contractors, vendors, and businesses to come to the city and receive on-site guidance for using the city website and electronic procurement bidding system.
4. The Committee will work with the Director of Diversity, Equity, and Inclusion and develop an inclusive action plan for diverse vendors including:
 - a. Identify community and small, diverse business workshops in 2024 that the city can contribute to and participate in.
 - b. Identify two or more dates and times for hosting bi-lingual workshops for the processes of registering and submitting bid responses. These workshops will be hosted both in-person and virtually with one on a weekday, and the other will be hosted on a Saturday.
5. The Committee will work with the Greater Topeka Partnership (GTP) and identify:
 - a. Two dates, times, and locations for hosting two workshops on how vendors can offer their goods and services to the city in partnership with the GTP. These workshops will be hosted in person. One workshop will take place in the second quarter, and the other workshop will take place in the fourth quarter of 2024.
 - b. A list of various roundtables and community events in 2024 that will be hosted by the GTP, that the city will participate in to engage with the diverse vendor community.
6. Create a plan to connect small subcontracting-level entities in the community with major primary contracting entities in the community to foster relationships and connections that will enhance the small business economy. This will be developed throughout 2024 and implemented during the third quarter of 2024. The city intends to have a networking event or convention by working with local area partnering organizations.
7. The City of Topeka was selected to participate in the National League of Cities' (NLC), City Inclusive Entrepreneurship Program (CIE). One of the two projects the City plans to work on through the CIE program is Anchor Procurement, which will focus on increasing supplier diversity by improving our procurement strategies and small business engagement with technical assistance and guidance from program experts. The CIE program also provides an opportunity to apply for financial support of up to \$15,000, to help implement commitment programs and initiatives.