



# CITY OF TOPEKA

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To: Brent Trout, City Manager  
From: Program Review Committee Members  
Jacque Russell, Director of Human Resources  
James Jackson, Director of Public Works  
Stephen Wade, Director of Administrative and Financial Services  
Leigha Boling, Director of Contracts and Procurement  
Robert Bidwell, Manager of Pavement Improvements  
Kathleen Burrows, Business Services Manager, Program Review Committee Liaison Officer (PRCLO)  
Date: December 1, 2021  
Subject: 2022 Annual M/W/DBE Utilization Goal Recommendation

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During the last three years, the members of the Program Review Committee have worked to develop the [Program Review Committee Regulations document](#) and outline the purpose, objectives, and goals related to the utilization and participation of minority business enterprises, women business enterprises, and disadvantaged business enterprises (M/W/DBE). The Program Review 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 the [TMC 3.30.460\(b\)\(3\)](#).

Using the calculation method defined in [Section 12 of the Regulations document](#), the average utilization during the years of 2019 and 2021 of M/W/DBEs was 35%. Performance years used to determine the utilization were 2019 and 2020 as shown in **Exhibit A** attached. The utilization goal established by the Program Review Committee for the fiscal year 2021 was 35%.

The Program Review Committee is recommending an increase for the year 2022 of 5.684% regarding overall utilization. 2022 Goals are calculated from percentage of progress from 2020 Actuals to 2021 Q1-3 Actuals plus the 2021 Adopted Goals, giving an overall goal increase of 5.684% for Awards to Diverse Vendors. This 2022 utilization goal for M/W/DBE businesses, with consideration to previous years and forecasting trends, is recommended to be 41.017%. The committee feels strongly that this goal is attainable. The Contracts and Procurement Division, in partnership with supporting local organizations, has scheduled outreach to encourage more diverse businesses to seek opportunities with the City.

***Exhibit A***

<b>CATEGORIES</b>	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Adopted Budget Book</b>	<b>2021 (Quarters 1-3)</b>	<b>2022 Goals</b>
Total number of bid events released to the public	197	189	190	191	<b>192</b>
Total number of bid events awarded to all vendors	182	148	150	147	<b>148</b>
Total number of bid events awarded to diverse vendors	71	51	53	70	<b>61</b>
Diverse vendor awards as a percent	39.011%	34.459%	35.333%	47.619%	<b>41.017%</b>
Total dollars paid to all vendors by purchase order	174,052,693	171,528,909	171,000,000	97,899,562	<b>171,000,000</b>
Dollars paid to diverse vendors by purchase order	7,635,239	7,298,151	7,600,000	5,041,788	<b>7,700,000</b>
Diverse vendor spending by purchase order as a percent	4.387%	4.255%	4.444%	5.150%	<b>4.503%</b>