



CITY OF TOPEKA

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To: Stephen Wade, City Manager
From: Program Review Committee Members
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Leigha Boling, Director of Contracts and Procurement
Kathleen Burrows, Business Services Manager, PRCLO
Date: March 21, 2023
Subject: 2023 Annual M/W/DBE Utilization Goal Recommendation

The Program Review Committee (“Committee”) is governed by 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 objectives set forth in the [TMC 3.30.460\(b\)\(3\)](#).

Goal Review

The average M/W/DBE utilization was 39% in 2019, 34.5% in 2020, and 45.4% in 2021. Using the calculation method defined in [Section 12 of the Regulations](#), the Committee established the M/W/DBE utilization goal of 41% for the fiscal year 2022. In 2022, the City issued 214 bids to the public and received participation on 73 bids from diverse vendors. From the 73 bids, the City awarded 30 to diverse vendors for a total of 41.095% M/W/DBE utilization.

2023 Goal

For fiscal year 2023, the Committee is recommending the goal of 38.5% M/W/DBE utilization. This goal is endorsed by the Committee with consideration of previous years, the current market environment, and the current forecasting trends. The Committee strongly believes that this goal is a good representation of the guidance of new City leadership, which provides strong support and motivation for an atmosphere of fairness, equity, and inclusion.

Recommended Actions

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

1. Host a Vendor Workshop for businesses to come to the City and receive on-site guidance for using the City website and ePro bidding system.
2. The Committee will work with the new Director of Diversity, Equity, and Inclusion and to develop an action plan for attracting more diverse vendors including:
 - a. Identify community and small diverse business workshops in 2023 that the City can contribute and participate in.
 - b. Identify dates and times for hosting a bi-lingual workshop for the processes of registering and submitting bid responses. These workshops will be hosted in person. The Committee proposes to hold one workshop on a weekday and one workshop on a Saturday.
3. The Committee will work with the Greater Topeka Partnership and identified:
 - a. Dates, times, and locations for hosting workshops on how to do business with the City. These workshops will be hosted in-person.
4. September 2023, host a vendor fair in partnership with several organizations for contractors, vendors, and businesses to receive on-site guidance from City staff on how to do business with the City.