To Do | Work in Progress | Completed

5/28 6/4 6/11 6/18 6/25 7/2 7/9 7/16 7/23 7/30 8/6 8/13 8/20 8/27 9/3 9/10 9/17 9/24 10/1 10/8 10/15 10/22 10/29 11/5 11/12 11/19 11/26 12/3 12/10 12/17 12/24 12/31 1/7 1/14 1/21 1/28 2/4 2/11 2/18 2/25 3/4 3/11 3/18 3/25 4/1 4/8 4/15 4/22 4/29 5/6 5/13 5/20 5/27 6/3 6/10 6/17 6/24 7/1 7/8 7/15 7/22 7/29 8/5 8/12 8/19 8/26 9/2 9/9 9/16 9/23

CPARB Meeting
BE/DBI Meeting Monthly
Best Practices & Stakeholders Engagement Committee – 2nd & 4th Wednesday 3-5 PM

Regular report to CPARB

5/26 6/8 6/22 7/14 7/28 8/11 8/25 9/8 9/22 10/13 10/27 11/10 11/24 12/8 12/22

What: BE/DBI Update to CPARB - DBI Matrix & Latest Kanban demonstrating progress
Who: Olivia & Santosh
When: 9/8/21

What: BE/DBI Update to CPARB
Who: Olivia & Santosh
When:10/14/21
Speakers: Young Sang, Jeff Singer, Chip Tull

What: BE/DBI Update to CPARB
Who: Olivia & santosh
When: 12/8/21
Speakers: Jonte

1/28 2/25 3/25 4/22 5/27 6/24

2/10

What: BE/DBI Update to CPARB
Who: Olivia & Santosh
When: 2/10/22
What : Revised Matrix Outline

4/14

What: BE/DBI Update to CPARB
Who: Olivia & Santosh
When: 4/14/22
What:

5/12

What: BE/DBI Update to CPARB
Who: Olivia & Santosh
When: 5/12/22
What:

6/9

What: BE/DBI Update to CPARB
Who: Olivia & Santosh
When: 6/9/22
What:

7/22 8/26 9/23

Stakeholders Engagement (Chairs - Irene Reyes and Linda Womack)

Identify groups/associations and point person

What: Ongoing Communication and Recruitment Plan
Who:

What: Invite and Gather BE/DBI Community (OMWBE, DES OEO, community stakeholders, advocates and SMEs)
Who: Irene and Linda
When: Ongoing

Identify and Gather Barriers

What: Consider the barriers to participation; 2019 Disparity Study?
Who:

What: Consider/Address Local Government Public Works Contracting Report by MSRC ??
Who:

What: See DBI Matrix
Who: Irene, Linda, Aleanna & Brenda
When: 9/8/21??

Identify and Gather Working Solution/Best Practices

What: Consider the barriers to participation; 2019 Disparity Study?
Who:

What: Consider/Address Local Government Public Works Contracting Report by MSRC ??
Who:

What: See DBI Matrix
Who: Irene, Linda, Aleanna & Brenda
When: 10/14/21??

Committee Recommendations for Vetted Barriers and Solutions

What: See DBI Matrix
Who: Irene, Linda, Aleanna & Brenda
When: 12/9/21??

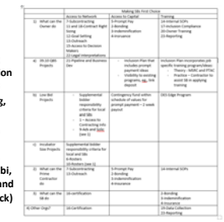
Gather KRAs and KPIs?

What: Identify Key Result Areas (KRAs) and Key Performance Indicators (KPIs)
Who
When:

What: Who monitors KRAs and KPIs?
Who:

What: Confirm BE/DBI Community Key Result Areas - MBDA Input 1) Network Access, 2) Access to Capital, 3) Historical Racism (Potential KRAs?)
Who: Irene & Linda
When: Ongoing

Finalizing SB5032 Section 20 Report (Olivia Yang, Santosh Kuruvilla, Aleanna Kondelis, Brenda Nambi, Irene Reyes and Linda Womack)



		Making We Find Choice		
		Access to Network	Access to Capital	Training
1)	What can the Owner do	1-Subcontracting 1U and 1H Contract Right Sizing 1U-Lead Selling 1U-Outreach 1U-Access to Decision Makers 1U-Legal Interpretations	5-Prompt Pay 3-Bonding 3-Indemnification 4-Insurance	1H-Internal SOPs 1T-Inclusion Compliance 1T-Monitoring 1T-Reporting
4)	IN-1U DBE Projects	1U-Pipeline and Business Dev	Inclusion Plan that includes prompt payment ideas Inclusion Bonding program, eg, 10% deposit	Inclusion Plan incorporates job specific training programs/plan: - Theory - MSRC and PTAC - Pipeline - workaxe to assist IN in applying - training
5)	Low Bid Projects	- Supplemental bidder responsibility criteria for local and SBs - 1 – Access to Contracting info - 2 – Access to SBs (see 1) - 3 – Access to Decision Makers (see 1)	Contingency fund within schedule of values for prompt payment – 2 week payout	DEI Edge Program
6)	Incubator Size Projects	Supplemental bidder responsibility criteria for local and SBs 1U-Outreach 1U-Access (see 1)		
2)	What can the Prime Contractor do	1-Subcontracting 1U-Outreach	5-Prompt Pay 3-Bonding 3-Indemnification 4-Insurance	1H-Internal SOPs
3)	What can the 1B do	1H-certification		2-Bonding 3-Indemnification 4-Insurance
4) Other Orgs?		1H-certification		1H-Data Collection 1T-Reporting

Best Practices (Chairs - Aleanna Kondelis and Brenda Nnambi)

General

What: Review Best Practices Manual Outline
Who: BE/DBI Committee
Outline:
SECTION 1: PLANNING
Themes: "start early"
SECTION 2: ENGAGEMENT
Themes: "transparency"
SECTION 3: CONTRACTING
Themes: "clear, consistent, careful"
SECTION 4: MONITORING/REPORTING
Themes: "follow through, gather data, share"

What: Finalize Best Practices Manual Sections & Assign to Work Groups
Who: BE/DBI Committee
Sections:
SECTION 1: PLANNING
Themes: "start early"
Outreach
Networking, Mentor-Protégé
Market Analysis (target market)
Forecasting (strategic sourcing principals)
Pipeline and Business Development
Owner Policy and Program Development
-SOPs
"right-sizing" work (aka unbundling)
Team building
Training (owner and community)
-SOPs
Federal Program (e.g. DBE Program Plan)
Risk
SECTION 2: ENGAGEMENT
Themes: "transparency"
Outreach
Networking
Technical Assistance
Access to Information
-Shared electronic options including bidding and solicitation approaches
Access to Decision Makers
Advertisement/Solicitation
Timing
-Advanced Notice
-Length of solicitation
Goal setting
-General
-Inclusion strategies
SECTION 3: CONTRACTING
Themes: "clear, consistent, careful"
Language
-Inclusion and Expectations
-Synergy with other social equity themes in contracts
-Experience requirements
-"flow down"
Key Topics
-Insurance
-Bonding
-Prompt Pay/Quick Pay
-Indemnification
-"Risk"
Performance programs
Rosters (pros-cons)
Sample Forms and Contract Language
SECTION 4: MONITORING/REPORTING
Themes: "follow through, gather data, share"
Inclusion Enforcement
Data Collection Processes
Data Collection Systems
Who, When, What to report
Diverse business growth monitoring
Alternative (39.10) intent and best practice

Best Practice Manual Work Group Activity

What: Work Groups developing Problem Statements
Who - Olivia, Aleanna, Maja, Scott, Van, Keith, Amy, Cathy, Cindy
Topics:
o Contract Issues
- Rosters - Olivia/Amy/Cathy
- Insurance -
- "Risk" – Olivia/ Cindy
- Bonding – Scott Middleton
- Prompt Pay/Quick Pay – Keith Michel
- Indemnification – Van Collins
- Teaming Agreements (accountability) – Olivia /Van
- Subcontracting -
o Tracking/Reporting -
o Performance programs – Find out about – Olivia / Cindy
o Access to Rosters -
o Engagement "Transparency" Advertisement & Solicitations -
o Legal Interpretations
o Pipeline & Business Development
o Owner Training -
o Contract Sizes (unbundling, right sizing)
o Goal Setting -
o Outreach -
o Owner/Prime Policies for Inclusion -
o Access to Decision Makers -
o Inclusion Compliance -
o Data Collection - Monitoring & Reporting
o Sample Forms and Contract Language – Leave for Later