

Date: February 26, 2021

To: Great Lakes Water Authority Audit Committee

From: Megan Torti, Vendor Outreach Coordinator

Re: Business Inclusion & Diversity Program Update

Background: On November 25, 2020, the GLWA Board of Directors approved an amendment to the Procurement Policy allowing for a new Business Inclusion & Diversity (B.I.D.) Program within the Financial Services' Procurement Group. The B.I.D. Program Team, which includes internal GLWA Team Members as well as external consultants, executed a Phase I launch of the program on February 1, 2021.

Analysis: In support of an effective Phase I launch for the B.I.D. Program, the following strategic efforts were undertaken by the B.I.D. Program Team.

1. Hosted Professional Association focus group on January 25, 2021 that was facilitated by Bridgeport Consulting. Participants provided the GLWA B.I.D. Team with their feedback through question and discussion. The focus group included representatives from nine professional organizations and associations throughout Southeastern Michigan.
2. Updated Procurement forms and documents to meet B.I.D. Program requirements.
3. Updated e-procurement software Bonfire to meet B.I.D. Program requirements.
4. Developed materials for Procurement Team training which took place on January 22, 2021 and January 29, 2021.
5. Provided a PowerPoint presentation to CIP Workgroup on February 9, 2021. Answered follow up questions from participants.

Additionally, the following tasks remain at the top of our priority list:

- Posting job description for the B.I.D. Program Team Manager.
- Drafting final report and recommendations based on research into the Inclusion & Diversity Programs of other national utilities and public sector entities.
- Developing outreach & education materials to engage internal and external stakeholders.
- Identifying meaningful reporting and performance measures.

An update to the Board of Directors was presented on February 22, 2021.

Proposed Action: Receive and file this report.