



## Financial Services Audit Committee Communication

**Date:** February 26, 2024

**To:** Great Lakes Water Authority Audit Committee

**From:** Michael Lasley, Procurement Manager

**Re:** GLWA Vendor Outreach Event – Post Event Report

**Background:** On September 25, 2023, GLWA hosted its first in-person Vendor Outreach Event since the COVID-19 pandemic at the Laurel Manor Conference Center in Livonia. Vendors attended two general sessions featuring presentations by GLWA Leadership Team Members. General sessions were followed by four breakout sessions for Construction, Consulting, Information Technology and Enterprise-Wide Services, and Vendor Networking that were facilitated by GLWA Team Members. In addition, a Resource Room was provided where vendors met one-on-one with representatives of the Detroit Water and Sewerage Department (DWSD), Accounts Payable, Procurement, Business Inclusion and Diversity (B.I.D.), and Bonfire among others.

**Analysis:** Attached is the 2023 Vendor Outreach Event Post Event Report. This document includes the evaluation results received from attending Vendors as well as recommendations for future GLWA outreach events. Below are the key takeaways:

1. **Attendance:** Over 200 firms participated which is the highest number to date at a GLWA Vendor Outreach Event.
2. **Overall Feedback:** We received an overall positive response with 91.43% of attending Vendors rating the event as “Excellent” or “Very Good.”
3. **Online Registration:** An online registration system was utilized for event registration, speaker profiles, pre-event networking, post event presentation dissemination and a post event survey. This tool was very effective and efficient and well received by all.
4. **Lesson Learned:** While three Accounts Payable team members staffed tables in the Resource Room, some Vendor attendees noted that they were not aware of this. The Resource Room was located in a bigger room to allow for greater ease of networking, but it was situated away from the main lobby and therefore difficult to find. In hindsight, a room nearer to the main lobby would have been a better choice.
5. **Opportunity for Future Outreach Events:** Vendors expressed interest in the opportunity to engage with Project Engineers to learn more about upcoming projects.

**Proposed Action:** Receive and file this report.