



TO: Mayor and Council

FROM: Milton Dohoney Jr., City Administrator

CC: Laura Orta, Director, Office of Organizational Equity
Kelly Reynolds, DEI Analyst

DATE: September 12, 2024

SUBJECT: Report in Response to R-23-232, Resolution to Ensure Transparency, Nondiscrimination, and Equal Opportunity in Municipal Contracting and Procurement Practices - Revised

This memorandum has been constructed to fulfill the obligation associated with [R-23-232](#) - Resolution to Ensure Transparency, Non-discrimination, and Equal Opportunity in Municipal Contracting and Procurement Practices.

Review of procurement information for the full year yielded 169 names and email addresses associated with proposals that were submitted in FY2024. On July 5, 2024 a request was made by email for voluntary demographic information from entities that had responded to proposals through Ann Arbor's RFP process. Those that had not responded to the request in January received another request for response. Those that had replied in January were not requested to provide information a second time.

All responses were provided by online form or by email. No respondents replied by hard copy to the Office of Organizational Equity (OOE). No respondents replied in duplicate. Forms provided by email were entered into the form by the OOE Analyst.

The report was amended on September 12, 2024 to consider the responses of those that had eventually received contract awards from the City of Ann Arbor. This was determined by review of the publicly available Procurement Department website. All awards listed as tentative were assumed approved. Of the 54 for total responses to the survey, 22 were entities that had been awarded contracts.

At no time in the procurement process was the information collected in this survey available to those participating in the procurement process.

Participation in this survey was entirely voluntary. The information collected represents 32% of the bidder pool and 34% of contracts awarded.

The table below summarizes the details of this data collection.

Purpose	Compliance with R-23-232
Title	Demographic Survey of Bidders
Use	Information
Period surveyed	Q1 – Q4 FY2024
Number of businesses surveyed	169
Total number of respondents	54
General response rate	32%
Total number of contract recipients responding to request	22
Entities receiving contract awards	64
Awardee response rate	34%
Response window	30 days
Methods of reply available	Email, phone, form, e-form, QR code, hardcopy
Most used response mechanism	e-Form
Application	MS Forms, MS Excel
Requirement	Voluntary
Verification	Self-reported
Anonymity	No
Compliance requests	July 19, 2024 No response reminder and survey
Questions/concerns	0
Retention	OOE electronic record retention
Reporting	Publicly available report to City Council
Collected by	OOE Data Analyst
Survey instrument	Attached as appendix
Staff time to prepare this data and response	12 hours

Responses

Responding bidders described their businesses in the following manner.

Tax Classification	Percent of Total Responses (n=54)	Percent of Responses with Contracts (n=22)
C Corporation	72%	55%
Individual sole proprietor or single-member LLC	10%	4%
LLC	52%	23%
Partnership	3%	4%
S Corporation	48%	14%
Total	100%	100%

Business Type	Percent of Total Responses (n=54)	Percent of Responses with Contracts (n=22)
Small business	35%	36%
Small disadvantaged business	7%	14%
Historically Underutilized	0	0
None of these	57%	63%

Minority ownership	Percent of Total Responses (n=54)	Percent of Responses with Contracts (n=22)
Asian	7%	5%
Black/African American	4%	9%
Native American/Alaskan Native	0	0
Latinx/Hispanic	0	0
Native Hawaiian/Pacific Islander	0	0
Woman	2%	4%
No minority ownership	89%	86%
Total with any minority ownership	11%	14%

51% Minority owned, controlled, or managed	Percent of Total Responses (n=54)	Percent of Responses with Contracts (n=22)
Black, indigenous, or people of color	6%	14%
Person(s) with disability	2%	0
LGBTQ+	0	0
Woman/women	20%	14%
Veteran	0	0
Service-disabled Veteran	0	0

Certifying Entities	Count from all Responses (n=54)	Count of Responses with Contracts (n=22)
Women's Business Enterprise National Council	6	2
National Minority Supplier Development Council	4	2
National Gay & Lesbian Chamber of Commerce	0	0
Federal government	1	1
State government	3	0
Local government	1	0
County Section 3 Business Certification for Contracting	1	1
None	72%	72%
Total with 51% minority ownership, control, or management	28%	28%

Businesses with publicly available diversity statements	Percent of Total Responses (n=54)	Percent of Responses with Contracts (n=22)
No	41%	32%
Yes	55%	64%
No Response	4%	4%

Business offers diversity and equity training	Percent of Total Responses (n=54)	Percent of Responses with Contracts (n=22)
No	30%	23%
Yes	65%	68%
No Response	5%	9%



Vendor Diversity Questionnaire

Email the completed form to: OOE@a2gov.org or
Mail hardcopy to: DEI Data Analyst, City of Ann Arbor
301 E. Huron Street, Ann Arbor, MI 48104

Vendor Diversity Questionnaire

The City of Ann Arbor believes our vendors, like our employees, should reflect the community we serve. By supporting diverse businesses, we create opportunity, promote innovation, and stimulate growth that enriches our community.

Twice yearly, the City of Ann Arbor asks contract bidders and vendors to provide the following demographic information about their business.

Business Name: _____

Please check the appropriate box for your federal tax classification. Check only ONE of the following boxes:

- Individual/sole proprietor or single-member LLC
- C Corporation
- S Corporation
- Partnership
- Limited Liability Company

Street Address: _____ City: _____ State: _____ Zip: _____

Contact Person and Title: _____

Phone: _____

Email: _____

Website: _____ Year Established: _____

Total Number of Employees: _____

Signature: _____

Date: _____



Vendor Diversity Questionnaire

January 2024

Listed below are some widely used designations of diversity that can be certified. Whenever possible, please provide certification; if your business is not certified, please still answer in the way you would like to represent your business.

The City of Ann Arbor highly recommends certifying your business, but it is not required. Certifying agencies, such as those listed here, provide access to government contracts, support networks, new customers at events or on social media, and opportunities for professional development. They also offer extensive research on issues such as gender and race in business.

If you are unsure if your business meets the requirements of any of the following categories or if you have other questions, please refer to the Q&A on the following page.

Check all that apply:

- Small business
- Small disadvantaged business
- Historically Underutilized Business (HUB) Zone Business

If minority-owned, please check:

- Black/African American
- Native American/Alaskan Native
- Latino/Hispanic
- Asian
- Native Hawaiian/Pacific Islander
- Other:

If your business is at least 51% owned, controlled, and actively managed by any of the following, please check the associated box:

- Disabled person(s)
- Service-disabled veteran(s)
- LGBTQ+
- Black, indigenous, or people of color
- Veteran(s)
- Woman/women
- Other:

Please check certifying entities if applicable.

- Women’s Business Enterprise National Council (WBENC)
- National Minority Supplier Development Council (NMSDC)
- National Gay & Lesbian Chamber of Commerce (NGLCC)
- Federal government
- State government
- Local government
- Other: _____

Certification Expiration Date: _____

Does the named business have a publicly available diversity statement?	Yes	No
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Does the named business offer diversity and equity training for its employees?	Yes	No
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Vendor Demographic Form Frequently Asked Questions

How do I return this form?

This form has been sent to all vendors and bidders electronically. You are only asked to respond only once by your preferred format.

- return a printed hardcopy, by mail to: DEI Data Analyst, City of Ann Arbor, 301 E. Huron Street, Ann Arbor, MI 48104
- email your scanned, photographed, or electronically completed forms to OOE@a2gov.org
- complete the form online at <https://forms.office.com/g/VmYbpjaDr8>

Will this weigh into the contract award process?

No. This information will not be available to the proposal review committees or procurement. This information will be reported to the Office of Organizational Equity and to City Council annually.

How will you use this information?

The information on page two will allow the City of Ann Arbor to measure the diversity of the pool of Ann Arbor contract bidders. In addition, your answers will help us support state-wide and local initiatives that equalize opportunities among small business from underrepresented and under-served groups.

How do I know if my business is a “Small Business?”

The U.S. Small Business Association (SBA) provides specific [qualifications and registration forms](#). The definition of “small” varies by industry. For more information about size standards, contact the size standards specialist at your nearest [SBA Government Contracting Area Office](#). You also can contact the Office of Size Standards by email at sizestandards@sba.gov or by phone at 202-205-6618.

What is a “Small Disadvantaged Business?”

According to the SBA, Small Disadvantaged Businesses must meet the requirements for a Small Business and also be 51% owned and controlled by one or more disadvantaged persons, which is a designation for those who are socially and economically disadvantaged. For more information and to register, visit the [SBA website](#).

What is a “(HUB) Zone Business?”

The SBA defines HUB Zones as areas that have high unemployment, low median household incomes, or both. The SBA maintains [maps of HUB Zones](#). In addition to meeting the SBA Small Business Requirements, the principal offices of HUB Zone Businesses must be located in HUB Zones and 35% of a HUB Zone Business’ employees must reside in a HUB Zone. To apply for certification, visit the [SBA website](#).

What is the “Other” option for the ownership status and minority group questions?

Diversity and inclusion is constantly evolving, as is the language around it. The list on this form is by no means comprehensive. If you believe that you and your business are not represented by any of the categories listed in this form, we would like you to let us know.

Why does Ann Arbor value diversity and inclusion?

Ann Arbor believes that diversity and inclusion are essential for the strength and growth of our community. Municipalities like Ann Arbor can benefit considerably from increased access to diverse vendors, who often bring fresh ideas, new approaches, demonstrate greater cultural competence, and may tap new talent within the community. Breaking down barriers in government procurement processes reduces the administrative burden on all businesses submitting bids and encourages more bidders. Without proper data, research and analysis we cannot understand whether systemic and structural barriers exist within our municipal contracting and procurement practices.