



Forest Preserve District of Cook County Annual Business Diversity Report FY 2016

Toni Preckwinkle
President

Forest Preserve District of Cook County
Board of Commissioners

*Message from Toni Preckwinkle
Board President of
Forest Preserve District of Cook County*

To the residents of Cook County:

I am pleased to present the Forest Preserves of Cook County's Business Diversity Report. Since taking office over six years ago, I made it a top priority of my administration to foster a greater inclusion of minority- and women-owned businesses. During my first term we established a Minority and Women Business Enterprise (MBE/WBE) program which was supported and approved by the Forest Preserves of Cook County Board of Commissioners in September 2012. For the third time in the District's history, we are reporting contractual commitments and actual payments to minority- and women-owned businesses. This report is a testament to our goal of being more transparent and our commitment to the long term success of minority and women-owned businesses. It also allows residents and businesses to see the goals we have set for ourselves by reporting on contract dollars awarded and paid to MBE/WBE businesses.

From inception of the ordinance, we've continuously made significant improvements to our MBE/WBE program. To implement this important initiative we revised the District's procurement code which gave us the ability to create the MBE/WBE program. By adding reinforcement measures to the code, we have more tools to support MBE/WBE firms and promote greater inclusion of them in a pro-active and transparent manner.

In 2014, we enhanced our website by providing direct links to the Chicago Botanic Garden and the Chicago Zoological Society solicitations. We also increased the awareness of the Districts' MBE/WBE program by hosting four workshops and participating in a number of other outreach events to directly reach minority and women-owned firms.

In 2015 we further strengthened our program by implementing best industry practices of recommending MBE/WBE participation goal recommendations on all District solicitations on a contract by contract basis, engaging the user departments and analyzing the availability of

certified minority and women-owned business in Cook County and the surrounding five, collar counties.

2016 Accomplishments

This report allows residents and businesses to see the aspirational goals we have set for ourselves and includes actual payments as well as contract dollars awarded. Overall in fiscal year 2016, the District:

- Awarded 42% of its contracts to minority and women-owned businesses
- 58% of contract payments were made to minority and women-owned businesses
- Participated in 18 outreach and workshop conferences, many in collaboration with various Government entities, Assist Agencies and Board of Commissioners throughout Cook County
- Expanded the District vendor database from 3,048 registered vendors to 9,572.

We have also invested in the necessary tools to better monitor participation on minority and women-owned businesses on District contracts. In 2016, we implemented a web-based system to capture payment data and allow for a more efficient process to track and monitor in real-time, and actual subcontractor payments. Previous reporting relied on *commitments* and methodologies that were vulnerable to human error in the calculation and compilation of information. Payment information is also shared in a transparent manner with both prime contractors and sub-contractors.

By ensuring inclusion of minority- and women-owned businesses we are staying true to our goal of welcoming potential businesses to partner with the District and adhere to our fundamental mission “to acquire, restore and manage lands for the purpose of protecting and preserving public open space”. Under my leadership and with the support of the District’s Board of Commissioners we have made tremendous strides in becoming a more transparent and effective government agency, but there is more to do. We will continue to strive to make the District a

more transparent and attractive business partner for our minority and women-owned businesses.

We look forward to continuing our work with both residents and businesses of the Cook County.

OUR COMMITMENT TO MINORITY AND WOMEN-OWNED BUSINESS

Background The District is pleased to present its third Annual Business Diversity Report covering the period of Fiscal Year 2016 under President Preckwinkle. The President is committed to the inclusion and expansion of opportunities for small, local, minority and women-owned businesses. In the absence of authority to establish the type of provisions referenced via the Program to Government Contracts, the District had experienced a significantly low level of participation by MBE/WBEs in its Government Contracts. It procured goods and services in a non-inclusive marketplace and without the authority to establish MBE/WBE goals. Historically, minority- and women-owned businesses have been awarded government contracts in dollar amounts disproportionately lower than the availability of such business that are willing and able to undertake these contracts. Under new leadership, the District sought to provide a level playing field and equal access for all prime contractors and subcontractors to participate in government contracts.

In July 2012, Governor Quinn signed legislation allowing the Forest Preserve District of Cook County (District) to establish provisions to address the underuse of minority and women-owned businesses with respect to procurement contracts with the District.

An ordinance establishing the program's parameters and guidelines was passed by the Forest Preserve District's Board of Commissioners in September 2012. This new initiative is significantly benefitting the residents of our County by increasing the pool of qualified minority and women-owned businesses that have the opportunity to be selected for contracts awarded by the District each year.

In an effort to remedy historic inequity and to facilitate greater inclusion, the District established aspirational goals for the participation of minority and women-owned businesses in District contracts as set forth under the ordinances that comprise the Forest Preserve District of Cook County Municipal Code. The aspirational goals are as follows:

Contract Type	Aspirational Goals	
	MBE	WBE
Goods and Services	25%	10%
Construction	24%	10%
Professional Services	35% Overall	

About this Report Under the leadership of President Preckwinkle, the District began publishing annual diversity reports for the first time, making this information available to the public. This report is the District's third annual report, and the first using the contract Compliance Reporting System (CRS)- it details the District's efforts to ensure minority and women-owned business have greater access to public contracting opportunities. It includes contract dollars awarded and contract payments by the Forest Preserve District as reported by vendors. The reporting period covers the program accomplishments for Fiscal Year 2016 (January 1, 2016 – December 31, 2016).

The report summarizes program activity, prime contract and subcontract utilization data for certified Minority and Women-owned Business Enterprises (MBE/WBEs). It continues to serve as a benchmarking tool in assessing the MBE/WBE participation and identifying areas for greater inclusion. The District tracks MBE/WBE participation in the following three categories (1) Goods and Services, (2) Construction, and (3) Professional Services. Data reported is based on actual payments reported by vendors.

MBE/WBE FY 2016 Initiatives Since the passage of the MBE/WBE program, President Preckwinkle has made achieving full MBE/WBE participation in District's procurement a key goal of her administration. The District has undertaken a number of efforts to reduce barriers for minority- and women-owned businesses that are competing for contracts and currently doing business with the District. Our efforts and accomplishments during FY 2016 are described below:

- Participated in 18 outreach and workshop conferences, many in collaboration with various Government entities, Assist Agencies and Board of Commissioners throughout Cook County
- Organized two jointly Vendor Fairs with Cook County ,Chicago Botanic Garden, the Chicago Zoological Society and the City of Chicago
- Awarded 42% of its contract to minority and women-owned businesses
- 58% of contract payments were made to minority and women-owned businesses
- Provided strategic assistance to the Chicago Botanic Garden to increase and maximize the participation of MBEs in their procurement process
- Working to implement strategic procurement initiatives exclusively targeted to maximize the participation of small and minority & women owned businesses in prime contracting roles
- Project specific analysis on all solicitations to establish appropriate MWBE participation goals
- Expanded the District vendor database from 3,048 registered vendors to 9,572. This will enable vendors seeking to do business with the District a much greater awareness of the contracting opportunities, and also to those of the Chicago Botanic Garden and the Chicago Zoological Society (Brookfield Zoo).
- Encouraged the participation of MWBEs in contracts where there are no apparent subcontracting opportunities by including in the evaluating process, proposer's good faith efforts.

Disparity Study Since President Preckwinkle took office, the District has made critical and strategic investments to overcome the barriers that minority- and women-owned businesses encounter while pursuing contracting opportunities , including taking measures to ensure their full participation at all levels of the District.

In June of 2013, Cook County Board of Commissioners approved an agreement with Colette Holt & Associates to conduct a Disparity Study of the County's MBE/WBE Program. The purpose of the study is to identify measures to be implemented to ensure full MBE/WBE participation.

A Disparity Study is a periodic evaluation of a municipality's MBE/WBE efforts. The term "disparity" refers to the difference between the number of MBE/WBE's who are able to provide the services a

local government is procuring and the number of firms who are actually working with in the local government. The study looks at whether the organization is meeting its goals with regards to access to procurement opportunities and provides recommendations to improve its efforts. Disparity studies also provide a legal defense of an MBE/WBE program if that program is challenged in the courts.

Nationally, it's considered best practice to conduct regular disparity studies. Other local agencies that have done this include the City of Chicago and the Illinois Department of Transportation. As a new initiative under this administration, we are implementing a best practice by conducting the District's first Disparity Study.

The Study included a comprehensive statistical analysis based on the District's procurement history. The consultant collected, sorted, researched, and analyzed data and used Custom Census methodology recommended in the National Disparity Study Guidelines to accurately estimate MBE/WBE availability estimates. The consultant also calculated a Disparity index using regression analysis. The Disparity Study was successfully completed and the District is excited to inform that we have already implemented many of the findings and recommendations suggested in the study. As we continue to improve the management and administration of our program we will continue to refer to this very important tool to implement additional recommendations.

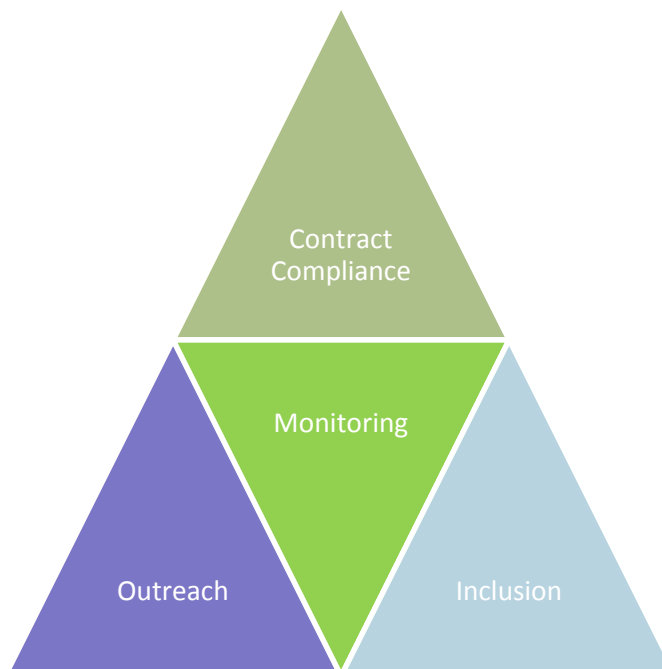
The Disparity Study along with its recommendations was presented to the Forest Preserve Board of Commissioners on June 29, 2016.

Compliance Reporting System President Preckwinkle has made achieving full MBE/WBE participation in the District's procurement a key goal of her administration. In July of last year, the Office of Contract Compliance implemented a new web-based MBE/WBE contract compliance system. As part of its mission and mandate, it seeks to capture, monitor and report contract compliance and performance, based on actual spend in real time. In the past, previous reporting relied on a cumbersome methodology that was vulnerable to human error in the calculation and compilation of data and information. The key benefits of implementing the Compliance Reporting System include:

- Transparency and accountability measures for all stakeholders, including prime contractors and subcontractors
- Service Improvement to minority-and women owned businesses
- Streamlined process- user friendly reporting process
- Accessibility- all reporting is conveniently performed online and is always available

ROLE OF CONTRACT COMPLIANCE ADMINISTRATOR

The Contract Compliance Administrator (CCA) advocates for minority and women-owned business by ensuring the application and enforcement of the District's MBE/WBE Ordinance. The CCA is responsible and accountable for administration of the District's Minority and Women Owned Business Enterprises Program. Some duties include ensuring MBE/WBE inclusion in the District's contracting processes, participates in outreach events, assist in the resolution of payment issues to MWBEs and reports on supplier diversity participation to the President and Board of Commissioners.



Program Administration

The District's MBE/WBE Program as set forth in the Forest Preserve District Code of Cook County, Title 1 Administration under Chapter 8 – District Finances 1-8-5: Minority- and Women-Owned Business Enterprises. The Code can be found online at www.fpdcc.com/code. The responsibilities of the District include:

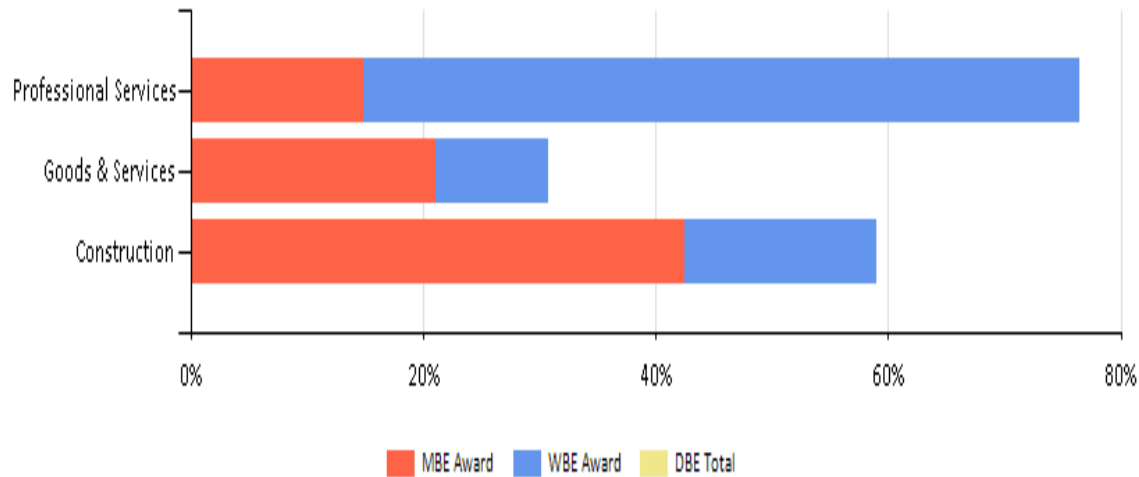
- (1) Formulating, proposing and implementing rules and regulations for the development, implementation and monitoring of the MBE/WBE Program.

- (2) Providing information and assistance to MBE/WBE relating to the Program, and serving as a liaison to community, contractor, professional and supplier groups, as well as associations and organizations.
- (3) Establishing contract specific goals based upon the availability of MBE/WBEs to provide the supplies, materials and equipment or services required by the Contract.
- (4) Cooperates with and provides assistance to internal departments to facilitate participation by MBE/WBEs in procurements.
- (5) Monitoring contracts to evaluate compliance with Contract Specific Goals and commitments.
- (6) Cooperating with and providing assistance to Assist Agencies to facilitate participation by MBE/WBEs in Procurements.
- (7) Reviewing, approving or rejecting utilization plans for achievement of contract specific goals, and evaluating the extent to which goals were achieved.
- (8) Monitoring contracts to ensure compliance with Section N:2b.iii(O), Prompt Payment of MBE/WBEs.
- (9) Receiving, reviewing, and acting upon complaints and suggestions concerning the program.
- (10) Evaluating the effectiveness and utility of the program.
- (11) Monitoring the program and the District's progress towards program goals.
- (12) Assist in resolving MWBE participation issues contracts; including resolving shortfalls in participation.
- (13) Collaborate with internal departments and vendors to maintain and/or exceed aspiration MWBE goals affected by contract amendments and change orders.
- (14) Encourage the participation of MWBEs in contracts where there is no apparent subcontracting opportunities, by including in the evaluating process, proposer's good faith efforts to include MWBEs.
- (15) Reporting to the District's Contract Compliance Committee, at its request, information regarding the administration of the program and its progress toward achieving program goals.

Forest Preserve District of Cook County MBE/WBE FY 2016 Award (Commitments) Summary

	<i>MBE Award</i>	<i>WBE Award</i>	<i>Non-MBE/WBE Award Amount</i>	<i>Total Contract Awarded in FY 2016</i>
Professional Services	\$57,862	\$240,000	\$91,548	\$389,410
Goods and Services	\$1,382,100	\$627,206	\$4,533,054	\$6,542,359
Construction	\$1,542,420	\$598,385	\$1,487,083	\$3,627,887
Total	\$2,982,381	\$1,456,591	\$6,111,685	\$10,559,657

Participation by Contract Type



In FY 2016 the District awarded 42% of its contracts to MBE/WBEs:

76% MBE/WBE participation on Professional Services Contracts

31% MBE/WBE participation on Goods and Services Contracts

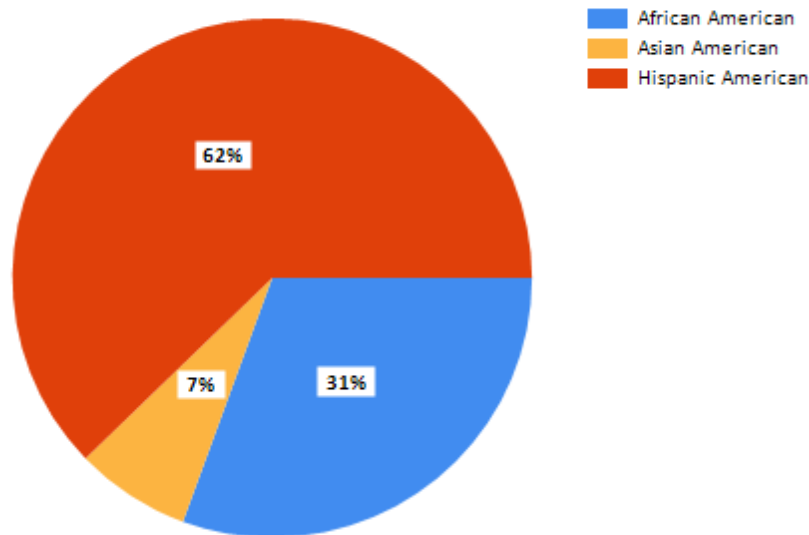
59% MBE/WBE participation on Construction Contracts

Forest Preserve District of Cook County MBE/WBE FY 2016 Awards (Commitments) by Ethnicity *

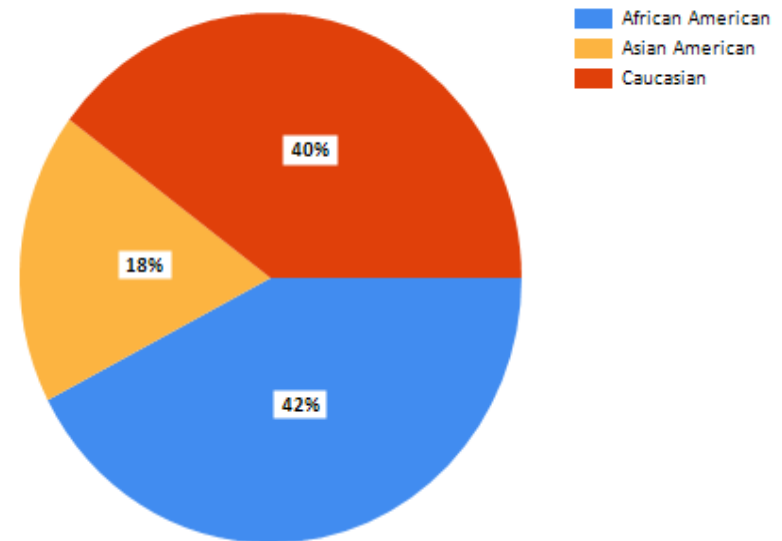
Contract Type	All Minority Business Enterprise (MBE) Dollars				All Women Business Enterprise (WBE) Dollars				
	African Americans	Asian Americans	Hispanic Americans	Total MBE	African Americans	Asian Americans	Hispanic Americans	Caucasian	Total WBE
Professional Services	\$35,316	\$21,677	\$869	\$57,862	\$0	\$0	\$0	\$240,000	\$240,000
Goods and Services	\$774,160	\$0	\$607,940	\$1,382,100	\$480,000	\$0	\$0	\$147,206	\$627,206
Construction	\$102,652	\$192,433	\$1,247,335	\$1,542,420	\$141,155	\$261,093	\$0	\$196,136	\$598,385
Total	\$912,128	\$214,109	1,856,144	\$2,982,381	\$621,155	\$261,093	\$0	\$583,342	\$1,465,591

*Participation by ethnicity is based on Total MBE and WBE participation.

MBE Participation* Committed by Ethnicity



WBE Participation* Committed by Ethnicity

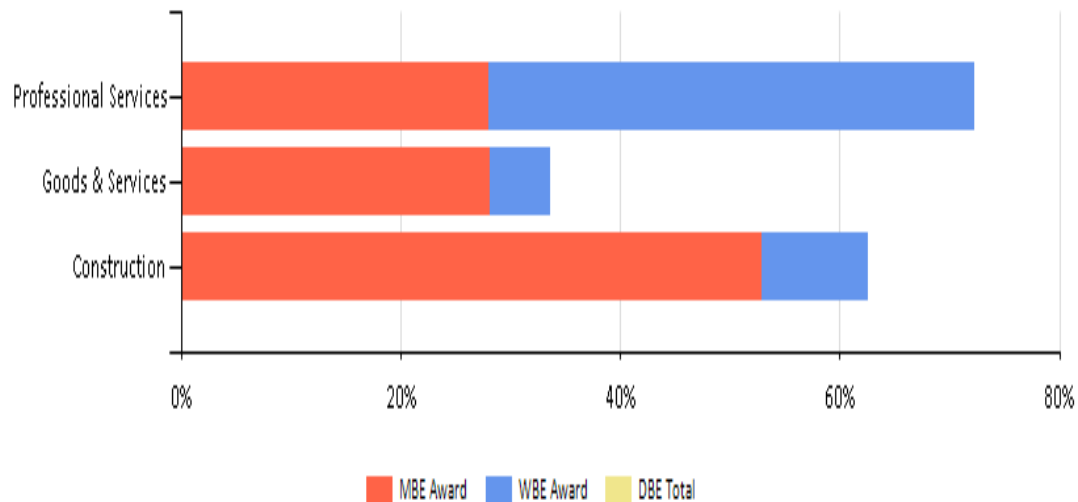


Forest Preserve District of Cook County MBE/WBE FY 2016 Payment (Actuals) Summary *

	<i>MBE Payment</i>	<i>WBE Payment</i>	<i>Non-MBE/WBE Payment</i>	<i>Total Payments</i>
Professional Services	\$375,127	\$591,315	\$370,927	\$1,337,368
Goods and Services	\$906,840	\$178,155	\$2,140,645	\$3,225,639
Construction	\$7,303,427	\$1,340,038	\$5,159,730	\$13,803,195
Total	\$8,585,393	\$2,109,507	\$7,671,302	\$18,366,203

**Participation is based on payments reported by vendors (Primes and Sub-contractors); the contracts for which payments are made in FY2016 include contracts awarded in previous years as well as a portion of those awarded during FY2016.*

Participation by Contract Type



58% of payments made on District contracts went to MBE/WBEs*:

72% MBE/WBE participation on Professional Services Contracts

34% MBE/WBE participation on Goods and Services Contracts

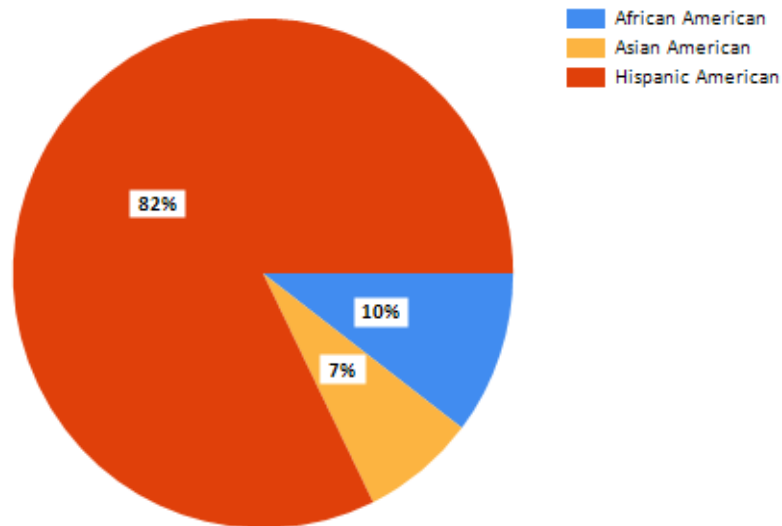
63% MBE/WBE participation on Construction Contracts

Forest Preserve District of Cook County MBE/WBE 2016 Payments by Ethnicity (Actuals)*

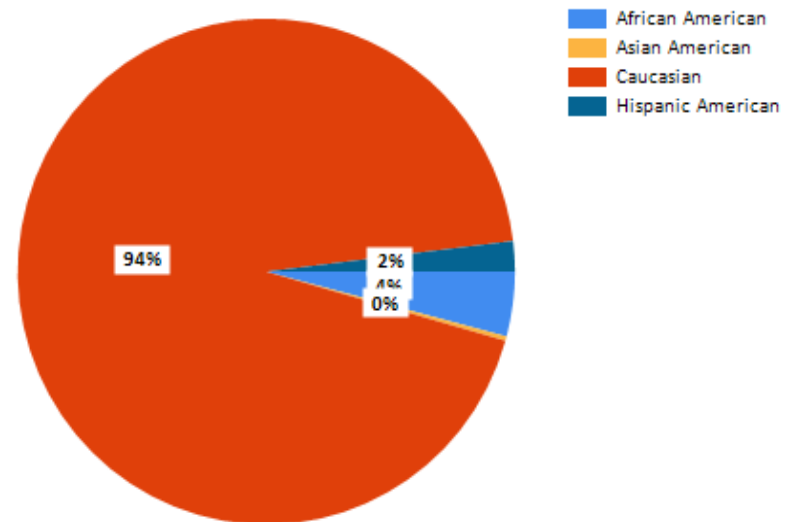
Contract Type	Minority Business Enterprise (MBE) Dollars				Women Business Enterprise (WBE) Dollars				
	African Americans	Asian Americans	Hispanic Americans	Total MBE	African Americans	Asian Americans	Caucasian	Hispanic Americans	Total WBE
Professional Services	\$82,148	\$214,306	\$78,673	\$375,127	\$22,501	\$0	\$557,106	\$11,708	\$591,315
Goods and Services	\$30,672	\$38,604	\$837,564	\$906,840	\$48,658	\$0	\$129,497	\$0	\$178,155
Construction	\$777,093	\$380,511	\$6,145,823	\$7,303,427	\$15,958	\$5,917	\$1,289,005	\$29,158	\$1,340,038
Total	\$889,912	\$633,421	\$7,062,060	\$8,585,393	\$87,116	\$5,917	\$1,975,608	\$40,866	\$2,109,507

*Participation is based on payments reported by vendors (Primes and Sub-contractors); the contracts for which payments are made in FY2016 include contracts awarded in previous years as well as a portion of those awarded during FY2016.

MBE Participation* Payments by Ethnicity



WBE Participation* Payments by Ethnicity



2016 Outreach Activities

The District both sponsors and participates in a number of outreach events throughout the year to market the upcoming contracting opportunities and encourage potential vendors to learn more about doing business with the District. The District participated in the following events during FY2016:

Hosted/sponsored Events

- Forest Preserve District Resource Management contractor summit on 1/27/16
- Two Cook County Contracting Opportunity Fairs in collaboration with Cook County, Chicago Botanic Garden and Brookfield Zoo on 9/22/16 and 9/29/16
- Two Minority Business Leader's Exchange (MBLE) Roundtables on 5/17/16 and 10/4/16

Partner Events

- Commissioner Moore's Diversity Vendor Outreach on 1/28/16
- City of Chicago's 2016 Construction Summit on 2/4/16
- Commissioner Steele- Rainbow PUSH Coalition's International Trade Bureau on 2/6/16
- Minority Supplier Development Council- Chicago Business Opportunity Fair (CBOF) on 4/22/16
- Metropolitan Water Reclamation District Diversity Fair- South Shore Cultural Center on 5/18/16
- 2016 Government Procurement Compliance Forum on 5/25/16
- Chicago Park District Vendor Fair on 9/28/16
- Oak Park Annual Procurement Expo on 9/29/16
- Vendor Business Opportunity Fair & Exhibit Hall- McCormick Place on 9/30/16
- Metropolitan Water Reclamation District Diversity Fair at Gleacher Center on 10/13/16
- UIC Construction Forum at UIC Student Center on 11/4/16
- 2016 Construction Industry Conference at IIT on 11/10/16
- Minority Business Leader's Exchange (MBLE) 5th Annual Breakfast Meeting at East Bank Club on 11/14/16

MBE/WBE Additional Outreach Initiatives

In addition to hosting and participating in Business Seminars and conferences, we ran advertisements in the following newspapers to attract and encourage MWBEs to consider doing business with the Forest Preserves of Cook County:

- Hoy Newspaper on 11/11/16
- Daily Southtown on 11/13/16
- Chicago Tribune on 11/15/16
- Chicago Citizen on 11/15/16

- In an effort to expand and attract diverse vendors, we partnered with the Cook County Office of the Chief Procurement to merge the county's vendor database with the District's. This successful initiative increased registered vendors from 3,048 to 9,572. This is an increase of 6,524 bid notifications. This database creates a much greater awareness of the contracting opportunities that not only the District has, but also those of the Chicago Botanic Garden and the Chicago Zoological Society (Brookfield Zoo).

These initiatives have already produced a dramatic increase and palpable participation of new MWBE vendors pursuing and participating in our procurement process. New MWBE vendors to the District are viewing, downloading and bidding on District contracts that have not previously pursued contracting opportunities with the District and/or historically were unaware of the procurement opportunities available at the District, the CBOG and the CZS. This will significantly impact the diversity, competitiveness and quality of the services and products the District purchases.

A Glance Ahead...

- The District goal in 2017 is to fully implement its MWBE online monitoring solution to streamline the MBE/WBE reporting and monitoring, to include the payments to prime contractors in the data base. This web-based system will capture payment data on contracts and allows for a more efficient process to track and monitor actual payments to M/WBE subcontractors in real time. Contract data management is a critical component of our services, which will ease the process of reporting actual spends in all categories beginning in FY 2017 and beyond.
- We will be posting legal advertisements on statewide and local newspapers, publications and online with the collaboration of the Purchasing Agent on how to do business with the FPDCC. This will attract not only business owners not familiar with the District's procurement opportunities, but to diverse entrepreneurs seeking to venture into public contracting in niche areas such many of the District's needs. The legal notices will provide guidance on how to register with the District and learn about outreach and networking events as well.
- The Office of Contract Compliance will be hosting workshops targeted for landscaping and related fields business owners and entrepreneurs. The main objective of this event is to educate, guide and create awareness in the business community of the specific business requirements and qualifications such as licensing, permitting and other related resources needed for businesses to successfully participate in the District's procurement process as a Prime contractor and/or subcontractor in the maintenance of our Forest Preserves. The Department of Resource Management will be collaborating by informing participants of the District's requirements and best practices. Businesses will be invited to participate with the assistance of the various Chicagoland assist agencies.
- Since 2014 the District enhanced its website by including the Chicago Botanic Garden (CBG) and the Chicago Zoological Society (Brookfield Zoo) contract opportunities. The District will continue to improve the website by posting their awarded procurement agreements. Adding the CGG and CZS solicitations has proven to be an effective resource for minority- and women-owned business to access procurement opportunities. This is one example of our effort to execute President Preckwinkle's commitment for greater access and transparency in the procurement process and increased participation of MBE/WBE firms in Cook County.
- With the objective to assist vendor's successful participation in the District's procurement process, we will be posting the Utilization Plan, Letters of Intent, and Petition for Partial/Full M/WBE Waiver Participation Request Forms online, for greater access and efficiency.
- The District continues to attend outreach events and provide potential vendors with the District current contract opportunities. In addition to attending various outreach events throughout the District, we continue to collaborate with Cook County, Chicago Botanic Garden, Chicago Zoological Society and the City of Chicago to host informational business workshops and conferences.

- We will continue to foster greater participation and encourage the MBE/WBE business community to pursue specialized and niche District procurement opportunities as Prime Contractors and subcontractors, through focusing on building upon current initiatives and adding new strategies and programs. Ultimately the greater participation of MBE/WBEs will economically impact our local community by creating jobs and stimulate growth in the regional economy,



**TONI PRECKWINKLE
PRESIDENT**

**Forest Preserve District of Cook County Board of
Commissioners**

**ROBERT STEELE, 2nd District
Chairman, Contract Compliance Committee**

**RICHRD BOYKIN, 1st District
JERRY BUTLER, 3rd District
STANLEY MOORE, 4th District
DEBORAH SIMS, 5th District
EDWARD M. MOODY, 6th District
JESUS G. GARCIA, 7th District
LUIS ARROYO, JR., 8th District
PETER N. SILVESTRI, 9th District
BRIDGET GAINER, 10th District
JOHN P. DALEY, 11th District
JOHN A. FRITCHEY, 12th District
LARRY SUFFREDIN, 13th District
GREGG GOSLIN, 14th District
TIMOTHY O. SCHNEIDER, 15th District
JEFFREY R. TOBOLSKI, 16th District
SEAN M. MORRISON, 17th District**

**Arnold L. Randall
Superintendent**

**Chief Financial Officer
Stephen Hughes**

**Thomas J. Conlon
Purchasing Agent**

**Sergio Silva
Contract Compliance Administrator**