



SUPPLIER DIVERSITY PROGRAM



ANNUAL REPORT **2021**

Candace Bingham
Director, Procurement



SUPPLIER DIVERSITY PROGRAM ANNUAL REPORT 2021

Purchasing Department Finance Division

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LETTER FROM THE PURCHASING DEPARTMENT

The Purchasing department is committed to enhancing and championing the Supplier Diversity Program at the Saint Louis Zoo in order to bolster opportunities for marginalized businesses in the St. Louis Metropolitan area. We are enthused to orchestrate a robust program on behalf of the Zoo's decentralized purchasing community. The Policy on Minority and Women Business Participation on Saint Louis Zoo Contracts provides a robust framework to guide our efforts and we continue to discover opportunities to enhance this excellent instrument for improving the Zoo's goals.

With the support of the Strategic Operations team and the DEAI Supplier Diversity sub-committee, we have laid a foundation to continue to grow our efforts through accurate data, tracking and reporting. We are intentional with our outreach and believe in radical outreach to support under represented businesses. We believe in the education of the importance of a diversified vendor base and showcase this commitment in everything we do. We often find that we cannot speak to either procurement or supplier diversity in a silo. By intertwining the two disciplines, our intentions are magnified and we are excited to see our collective strides unfold.

Most importantly, we are emboldened by the responsibility of our office and grateful for the tools provided to carry us to the next level!

Respectfully,

Candace Bingham, Director of Procurement

Amanda Pedigo, Purchasing Administrative Assistant



MISSION STATEMENT

We celebrate and encourage supplier diversity within the entire Zoo community on all purchases and contracts. We value diversified vendor relationships and their importance to drive competition, promote innovations and provide multiple channels to procure good & services.

We take our commitment to championing supplier diversity beyond our campus with intentional outreach, celebrating partnerships with vendors, networks and communities to support businesses and help marginalized communities thrive and grow financially.

We encourage diversified vendors to partner with the Zoo community and promote the importance to all vendors. By working together, we will continue to make our Zoo an inclusive place for all.

VISION-

GUIDING DOCUMENT

The Sub-Committee's role is, but is not limited to, making decisions regarding supplier diversity and outreach initiatives, overseeing the vendor database and vendor management system, and coordinating with other Diversity, Equity, Accessibility and Inclusion Sub-Committees.

SUPPLIER DIVERSITY SUB-COMMITTEE

Cassandra Ray

Chief Financial Officer

Candace Bingham

Director of Procurement

Jim Madison

Vice President, Business Operations

David McGuire

William Bernoudy Vice President
Architecture & Planning & Chief
Architect

Dolores Dunsford

Facilities Managements
Administrative Manager

Mike Engelken

Food & Beverage Buyer

Caroline Abraham

Distribution Manager

Amanda Pedigo

Purchasing Administrative Assistant

Keri Lammering

Conservation Education Liaison

Joe Thoele

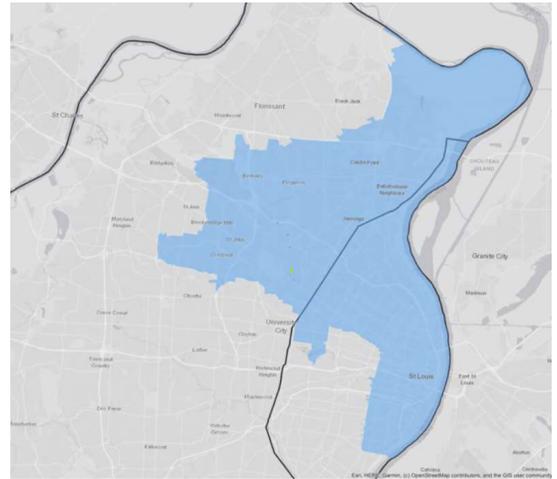
Financial Accounting & Reporting
Specialist

D’Juan Wiley

Food Service Assistant Manager

COMMUNITY PARTNERS OUTREACH

St. Louis Anchor Action Network



21 zip codes in the focused geography



The St. Louis Anchor Action Network is a coalition of institutions and companies working with community leaders and stakeholders to collectively leverage spending in the focus footprint to drive equitable wealth building and economic development in the region.

Business Engagement Event, October 29, 2021

Fall 2021 Partner Project List

Searchable Business Directory/ Data Tool

https://www.stlaan.org/stlaan_anchor_networkcommunity_business_tool

2021 OUTREACH

The Supplier Diversity Program furthers its mission & goals through various forms of internal & community outreach. These include:

- ❖ Communicating information to M/WBE community
- ❖ Collaborating with Zoo staff to host informative seminars
- ❖ Showcasing the Zoo's commitment
- ❖ Education and resources

Enhancing Supplier Diversity Webinar November 20, 2021

- ❖ What is Supplier Diversity and why is it necessary?
- ❖ Why is Supplier Diversity important to the Saint Louis Zoo?
- ❖ What is the current state of our Supplier Diversity Program?
- ❖ How can we enhance the Zoo's Supplier Diversity Program?
- ❖ What is the Zoo's staff role in advancing supplier diversity at the Saint Louis Zoo?



Ralph G. Moore
Founder & President



Women Business Enterprise

EmpowHER Meeting
October 7, 2021

Supplier Diversity

101



Supplier
Diversity
Spotlights at
State of the Zoo
& Department
Meetings

- ❖ Encouraging M/WBE businesses to register as vendors with the Zoo to receive electronic notification of solicitations
- ❖ Advocating relationship building to connect prime contractors to connect with diversified businesses.



REPORTING NOTES

Parameters

The following page highlights minority and women-owned business enterprise prime and subcontractor/ subvendor / subconsultant (tier 2) participation. In order to calculate figures, the Supplier Diversity Program reports utilizing collective vendor spend as invoiced on construction, architectural/engineering (A&E) professional services and good/ products that were awarded in 2021. This report does not include information on specific projects that were awarded and it does not take into consideration the lifecycle of a project, but rather reports spend activity from January 1st to December 31st 2021.

Participation

The Saint Louis Zoo measures prime and tier 2 participation when payment participation of tier 2 spend is rendered. This action is reported to the Zoo when the prime submits a MBE/WBE Zoo Contract Participation Form with their pay application/invoice to the Project Owner. Incorrect reporting or lack of reporting negatively affects the calculation of participation. The following data is manually calculated with the current process spanning multiple databases. Sub spend is deducted from the prime spend. Actual payments made to tier 2 businesses are not confirmed.

Institutional spend does not include payroll, employee reimbursement, donations, conservation contributions, utilities, insurance or payment to governmental agencies. Construction spend does not include architectural/engineering professional services.

The Policy on Minority and Women Business Participation on Saint Louis Zoo Contracts establishes goals of 25% for minority-owned business enterprises and 5% for women-owned business enterprises . Per policy, when a prime or tier 2 is an MBE and a WBE, only MBE spend is counted. The tier 2 participation only accounts for M/WBE spend yet does not capture non- M/WBE spend.

2021 YEAR IN REVIEW

POLICY UPDATES

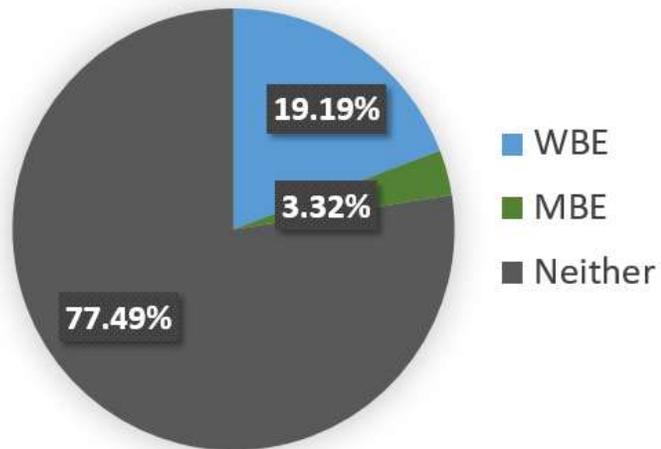
With much consideration, we reviewed the Policy on Minority and Women Business Participation on St. Louis Zoo Contracts (aka the M/WBE Policy). We looked at 3 main concepts-

1. Gaps in data collection for reporting purposes
2. Where we are creating barriers AND
3. What is the guiding goal?

Some of the greatest changes include:

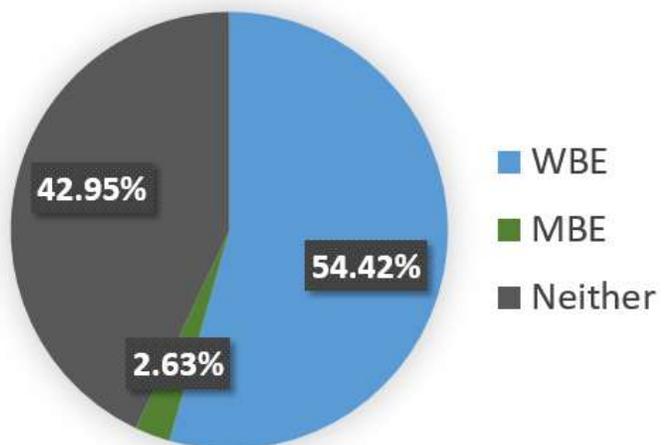
1. The requirement of workforce participation to be reported from vendors utilizing tier 2 businesses,
2. Change orders are required to maintain diversity commitment goal as reported
3. Broadening of certification acceptance to all certifying agencies
4. Requirement of vendors to provide a 3 month training program on all projects \$3 million dollars and over.

2021 Total Supplier Diversity Spend.



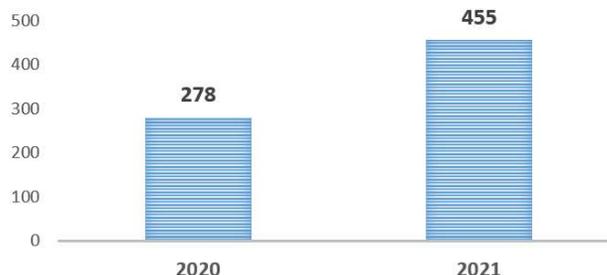
Total Spend \$37,025,171

2021- Supplier Diversity Spend- Construction



Construction Spend \$11,619,677

REGISTERED MINORITY & WOMEN BUSINESS ENTERPRISES



Vendor M/WBE database increased by 188% !

CURRENT INITIATIVES & FUTURE OPPORTUNITIES

Supplier Diversity Tracking

In the fall of 2021, The Saint Louis Zoo took a Vendor Management System RFP out to bid to assist the Purchasing team with the tracking and reporting of prime and subcontractor/subvendor spend on contracts. Through an extensive deliberation process, VIVA- IT Stars, an MBE and WBE company, was awarded the project.

With this new platform, the Zoo will be able to track vendor



commitment, prevailing wage and workforce participation. Reporting is anticipated to provide insight to track by project, division and department allowing goals to be set accordingly. Implementation will begin with the Architecture & Planning and Facilities Management team fall 2022 with training to internal staff and external stakeholders. Not only will the Zoo be able to track Tier 2, spend but also indirect spend with distributors.

Capturing Commitment Goals Achieved and Prompt Payment

Currently, the Zoo cannot confirm accurately if a vendor met their diversity commitment nor if the subcontractor was paid in a timely manner. Neglecting to pay a small business on time can have detrimental affects on its success. It is essential for a prime to pay subcontractors for work approved and paid. The VIVA-IT Stars system will allow subs to confirm payment was received and provide visibility to the project owner to track the project through its life cycle.

Capturing Business Non-Certified For Future Outreach

The Zoo only accepts certifications as defined by an accepting certifying agency. Self certification is not applicable. The Zoo will note when a business self-declares as an under-represented business enterprise. Through this effort, the Zoo will be able to partner with other community leaders, St. Louis City and St. Louis County to educate businesses in the importance of certification and the process.

Updated Evaluation & Justification Requirements

Key components contributing to the awarding process are the evaluation and justification requirement as follows:

1. For maximum consideration, the Zoo reserves the right to award the most responsive bidder whose proposal meets the scope of work, experience, timing, pricing, geography, and supplier diversity contract goals.
2. Evaluation/ Justification Guideline for Awarding Projects
Requirement -all projects over \$25K include an evaluation & justification addressing supplier diversity commitment and local participation in the selection criteria. A 10% evaluation pricing variance shall be applied to M/WBE businesses that are either 100% MBE or WBE or meet the Zoo's contract goals of 25% MBE and 5% WBE. This calculation shall be used as a contributing factor to award a project.
3. Campus Director to confirm justification on projects over \$25K.

Accurate Defining of Organization's Demographic Declaration & Commitment at Bid/Proposal Submission

Defining an organization's demographic declaration & commitment responsibly at bid time is crucial to the evaluation and awarding of a project. Updated documents utilized intend to accurately capture supplier diversity participation on projects through all tiers. The Supplier Diversity Program has updated the bid set to further define supplier diversity components of the project.