



EASTON UTILITIES

201 North Washington Street, P.O. Box 1189, Easton, Maryland 21601
Telephone (410) 822-6110 Fax (410) 822-0743

March 21, 2012

Ms. Terry J. Romine
Executive Secretary
Maryland Public Service Commission
William Donald Schaefer Tower
6 St. Paul Street, 16th Floor
Baltimore, MD 21202

RE: Annual Plan for Calendar Year 2012 of Minority, Women & Service-Disabled
Veteran-Owned Business Enterprises and Supplier Diversity Annual Report for
Calendar Year 2011

Dear Ms. Romine:

Enclosed please find an original, seventeen copies and one e-file copy of the Annual Plan for Calendar Year 2012 of the Minority, Women and Service-Disabled Veteran-Owned Business Enterprises. Also enclosed is the Supplier Diversity Annual Report for Calendar Year 2011.

If you should have any questions, please write or call me at 410-822-6110, Ext. 1215.

Sincerely,

EASTON UTILITIES

John E. Hines III, PE
Electrical Engineer

JEH/klk

Enclosures

**Annual Plan for Calendar Year 2012
 Minority, Women and Service-Disabled Veteran-Owned
 Business Enterprises
 January 1, 2012 – December 31, 2012**

The following is hereby submitted as an “Annual Plan” pursuant to the State of Maryland Public Service Commission Memorandum of Understanding (MOU), signed on July 15, 2009. This Plan is submitted for the consideration of the Maryland Public Service Commission by Easton Utilities.

This plan will be in effect for the period of January 1, 2012 through December 31, 2012.

1. Easton will work towards increasing its total percent spend with minority, women and service disabled veterans. The short term, mid term and long term goals as summarized below reflect incremental goals over the next five years. Longer term, Easton will attempt to achieve the 25% total spend goal.

<i>Diverse Suppliers</i>	<i>Short</i>	<i>Mid</i>	<i>Long</i>
Easton	(1 yr.)	(3 yr.)	5 (yr.)
Minority	0.500%	1.000%	1.5%
Women	2.500%	3.000%	3.5%
Service Disabled Veteran	0.001%	0.002%	0.003%
Handicapped Workshops	0.001%	0.002%	0.003%
Total	3.002%	4.004%	5.006%

2. **Internal and external outreach efforts to identify and develop diverse suppliers for participation in the Company’s Diverse Supplier procurement program with a special emphasis on promoting contracting opportunities with Maryland diverse suppliers (MOU § 6.1).** Activities planned by Easton for calendar year 2012 include:
 - a. Participate in the established Maryland Diverse Supplier Workgroup (MDSW).
 - b. Work with the MDSW and individual lines of business to propose goals, monitor progress, highlight success, communicate areas of opportunity and meet with suppliers and internal customers to explore additional areas of opportunity.
 - c. Implement a new internal system which documents the purchasing process from requisitioning to contract. This will include all requisitions over \$25,000.
 - d. Encourage participation of strategic sourcing partners and line of business personnel in business and advocacy group training such as the National Minority Supplier Development Council Conference, the MD/DC Minority Supplier Development Council events, other regional Council events, Edison Electric Institute (EEI) Seminar & Tradeshow events, opportunity fairs, seminars and conferences, to ensure:
 - Maximum level of opportunities for minority and protected class suppliers;
 - Expanded contracting opportunities;
 - Focused discussions on the use of local Maryland based minority-owned businesses to meet the Company’s operating requirements; and
 - Understanding of the MOU for supplier diversity.

Ongoing meetings and discussions will be held with Company employees to:

- Discuss the business case for minority business development;
- Offer Supplier Diversity resources in identifying and qualifying Diverse Suppliers for contracting opportunities;
- Discuss Supplier Diversity program enhancements and changes in policies and procedures;
- Provide referrals to lines of business;
- Provide annual progress of target and corporate goals;
- Solicit input on how to further improve or enhance the program; and
- Implement changes to enhance the program

- e. Support a range of outreach efforts. These activities are designed to identify and maximize contracting opportunities. Easton participates in conferences, trade shows, and workshops.
- f. Invite and encourage participation in outreach initiatives and promote the use of diverse suppliers in Maryland. Easton will participate in events this year to ensure the maximum level of promotion of opportunities for Maryland minority-owned businesses. A sample of groups to promote contracting opportunities with Maryland minority-owned businesses includes the following:

- MD Minority Supplier Development Council;
- Talbot County Chamber of Commerce; and
- Maryland Chamber of Commerce.

- g. Investigate the participation in regional and national organizations advocating diverse supplier development and actively encourage participation by local businesses in these organizations' activities to expand their business opportunities. Samples of these organizations are listed below:

- National Minority Supplier Development Council;
- EEI (Edison Electric Institute) Minority Business Committee;
- National Association of Minority Contractors; and
- U.S. Small Business Administration (SBA).

- 3. **Plans for recruiting Diverse Suppliers of products and services where utilization has been low, underutilized or currently unavailable (MOU § 3.2.1).** Easton will continue efforts to identify and pre-qualify diverse suppliers seeking business opportunities with Easton. Easton's efforts will include:

- a. Conduct sessions with lines of business to ensure understanding of the goals and departmental responsibilities and to identify and expand areas of opportunity for diverse suppliers.

- b. Work on the development of creative and innovative ways to decrease the number of bids which do not include diverse suppliers.
 - c. Cooperate in identifying suppliers to support the Company's operations. Newly identified contracting opportunities will be communicated to Departments.
 - d. Continue to encourage the use of diverse suppliers as prime contractors for construction projects and to encourage majority contractors/suppliers to develop and use diverse suppliers.
 - e. Continue its efforts to maximize contract opportunities for Maryland diverse suppliers in professional services.
 - f. Investigate opportunities for advertising in local, regional and national publications during 2012.
 - g. Investigate the use of multi-media advertising, which includes radio, magazines, newspapers, newsletters and other publications to reach its ethnic communities. Maryland markets are being targeted for developing procurement opportunities. A segment on supplier diversity has been added to our corporate web site www.eastonutilities.com (Appendix A)
4. **Plans for encouraging Prime Contractors to engage Diverse Suppliers in subcontracts that include subcontracting opportunities (MOU § 3.3).** Easton will:
- a. Continue to develop plans and strategies to use diverse suppliers in all aspects of Easton's electric utility operations.
 - b. Support alliances with diverse suppliers that provide value-added services to Easton.
5. **Plans for complying with the established Diverse Supplier program guidelines (MOU § 6.1)** Easton will:
- a. Investigate the implementation of a reporting and tracking system that will provide spend information from Easton's prime contractors to diverse suppliers.
 - b. Review the findings and follow through on any diverse suppliers that do not have current certifications where the spend is to exceed \$25k.
 - c. Meet with other Maryland utilities and industry contacts in an effort to increase supplier diversity awareness and further enhance the Supplier Diversity initiative.
 - d. Submit the Annual Reports as outlined in Section 6 of the MOU.

Appendix A- Supplier Diversity Website Information

Easton Utilities - Microsoft Internet Explorer provided by Easton Utilities

http://www.eastonutilities.com/sub.php?navigation_id=124

File Edit View Favorites Tools Help

Google Search

Share Bookmarks Check

Page Safety

ABOUT US | LINKS | CONTACT US | SITE MAP | HOME | MY ACCOUNT

EASTON UTILITIES

CUSTOMER INFO | ELECTRICITY | NATURAL GAS | WATER | WASTEWATER | CABLE | INTERNET | CABLE ADVERTISING

IMPORTANT NUMBERS
Main Number: (410) 822-6110
Towns of Easton | More Links

SEARCH
GO
google easton utilities

Easton, MD
Severe Weather Alert
62° F
Mostly Cloudy
Hour-by-hour | 10-day
Enter city or U.S. zip GO

Contracting with Easton Utilities

Our Services | Management | News | Community Support | Employment Opportunities | Environmental Stewardship | Supplier Info | Easton Utilities Commissioners

Easton Utilities established a Minority Business Development Program to identify diverse suppliers to meet its needs for goods and services. At Easton Utilities, the program is now known as Supplier Diversity.

Primary Objective
To promote a strategy designed to create viable and prosperous women-, minority-, and service-disabled-veteran-owned business enterprises by providing them the maximum reasonable opportunity to participate in and compete for contracts and subcontracts in Easton Utilities' supply chain for goods and services.

Targeted Participants

- African Americans
- Asian Americans
- Hispanic Americans
- Native Americans
- Service Disabled Veterans
- Physically or Mentally Disabled
- Women

More Information
For more information on Easton Utilities' Supplier Diversity Program, please call Lonnie Larmore at 410-822-6110.

For information on the Maryland Public Service Commission Supplier Diversity Program visit http://webapp.psc.state.md.us/Intranet/utility/sdiversity_new.cfm

Internet 95%