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Elkton Gas™

An **AGL Resources** Company

125B East High Street  
Elkton, MD 21921

410 398 4626 phone  
www.elktongas.com

March 29, 2013

David Collins  
Executive Secretary  
Maryland Public Service Commission  
William Donald Schaefer Tower  
6 St. Paul St., 16th Floor  
Baltimore, MD 21202

Re: Elkton Gas  
2013 Supplier Diversity Plan

Dear Mr. Collins:

Enclosed you will find the 2013 Supplier Diversity Plan and 2012 Supplier Diversity results for Pivotal Utility Holdings, Inc. D/B/A Elkton Gas. In accordance with the Memorandum of Understanding between Pivotal Utility Holdings, Inc. D/B/A Elkton Gas and the Maryland Public Service Commission dated May 29, 2009.

Sincerely,

*Randy E. Cobb*

Randy E. Cobb  
Director- Supplier Diversity  
AGL Resources  
Ten Peachtree Place  
Atlanta, GA 30309  
Office 404-584-3290  
rcobb@aglresources.com

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APR 01 2013  
PUBLIC SERVICE COMM  
OF MARYLAND

## Elkton Gas 2013 Supplier Diversity Plan

Diverse Vendors Partnerships	Percentage of eligible spend
Minority Business Enterprise	1.5%
Women Business Enterprise	1.5%
Service Disabled Veteran Business Enterprise	0.5%
Not for Profit Workshop	0.0%
<b>Total</b>	<b>4.0%</b>

**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).**

- Work with Maryland MSDC to identify certified minority vendors in the Maryland area
- Participate and support the Maryland Diverse Supplier Workgroup
- Set goals, meet with vendors and internal business leaders to seek out areas of opportunity
- Participate in national and regional organizations such as:
  - National Minority Supplier Development Council;
  - National Association of Minority Contractors; and
  - U.S. Small Business Administration (SBA)
  - Women's Business Enterprise National Council
  - Women President's Education Organization
- Continually monitor and review our supplier diversity program for possible changes and enhancements

**Plans for recruiting Diverse Suppliers of products and services where utilization has been low, underutilized or currently unavailable (MOU § 3.2.1).**

- Conduct sessions with internal business leaders and supply chain staff to ensure understanding of the goals and departmental responsibilities and to identify and expand areas of opportunity for diverse suppliers.
- Continue to develop plans and strategies to use diverse suppliers in all aspects of our business.

**Plans for encouraging Prime Contractors to engage Diverse Suppliers in subcontracts that include subcontracting opportunities (MOU § 3.3).**

- Work with prime contractor to develop a subcontracting plan to include minority vendors

**Plans for complying with the established Diverse Supplier program guidelines (MOU § 6.1)**

- Continue to monitor our reporting and tracking system to provide spend information from diverse suppliers.
- Meet with other Maryland utilities and industry contacts in an effort to increase supplier diversity awareness and further enhance the Supplier Diversity initiative.
- Submit the Annual Reports as outlined in Section 6 of the MOU.

Public Service Commission of Maryland  
 Supplier Diversity Annual Report of  
 Socially Disadvantaged Groups  
 (MOU Sec. 6.2.2)

ATTACHMENT A-1		UTILITY NAME: Pivotal Utility Holdings, Inc D/B/A Eikton Gas					
FOR THE REPORTING YEAR:		2012					
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
LINE #	DESCRIPTION	DIRECT (\$)	SUB CONTRACT (\$)	DIVERSE SUPPLIER PROCUREMENT (\$)	PERCENTAGE (%) OF DIVERSE SUPPLIER PROCUREMENT	TOTAL UTILITY PROCUREMENT (\$)	PERCENTAGE (%) OF DIVERSE SUPPLIER (\$) TO TOTAL UTILITY PROCUREMENT
				COLS. (C) + (D)	\$ / TOTAL COL. (E)	Col. (E) / Col. G	
<b>MINORITY BUSINESS ENTERPRISE</b>							
1	AFRICAN-AMERICAN	\$4,579	\$0	\$4,579	45.33%		0.72%
2	AMERICAN INDIAN/NATIVE AMERICAN	\$0	\$0	\$0	0.00%		0.00%
3	ASIAN	\$0	\$0	\$0	0.00%		0.00%
4	HISPANIC	\$0	\$0	\$0	0.00%		0.00%
5	TOTAL MINORITY BUSINESS ENTERPRISE	\$4,579	\$0	\$4,579	45.33%		0.72%
6							
7							
8	WOMEN BUSINESS ENTERPRISE	\$5,523	\$0	\$5,523	54.67%		0.87%
9							
10	SERVICE DISABLED VETERAN BE	\$0	\$0	\$0	0.00%		0.00%
11							
12	NOT FOR PROFIT WORKSHOPS	\$0	\$0	\$0	0.00%		0.00%
13							
14	GRAND TOTAL	\$10,102	\$0	\$10,102	100.00%	\$636,555	1.59%

Public Service Commission of Maryland  
 Supplier Diversity Annual Report of  
 Program Expenses  
 (MOU Sec. 6.2.3)

ATTACHMENT B					
UTILITY NAME: Pivotal Utility Holdings, Inc D/B/A Eikton Gas		2012			
FOR THE REPORTING YEAR:					
(A)	(B)	(C)	(D)	(E)	(F)
LINE #	EXPENSE CATEGORY	EXPENSE AMOUNT (\$)	PERCENTAGE TO TOTAL PROGRAM EXPENSES	TOTAL UTILITY SPEND ON GENERAL AND ADMINISTRATIVE EXPENSES	PERCENTAGE (\$ OF PROGRAM EXPENSES TO TOTAL UTILITY G&A EXPENSES
			Col. (C) / Total Col. (C)		Col. (C) / Total Col. (E)
1	Employee Salary Expenses	\$150,000	98.68%		19.01%
2	Other Employee Expenses	\$1,000	0.66%		0.13%
3	Program Expenses	\$1,000	0.66%		0.13%
4	Reporting Expenses	\$0	0.00%		0.00%
5	Training	\$0	0.00%		0.00%
6	Consultants	\$0	0.00%		0.00%
7	Other Program Expenses (List)	\$0	0.00%		0.00%
8		\$0	0.00%		0.00%
9		\$0	0.00%		0.00%
10		\$0	0.00%		0.00%
11		\$0	0.00%		0.00%
12		\$0	0.00%		0.00%
13		\$0	0.00%		0.00%
14		\$0	0.00%		0.00%
15	TOTAL EXPENSES	\$152,000	100.00%	\$789,100	19.26%

Public Service Commission of Maryland  
 Supplier Diversity Annual Report of  
 Complaints  
 (MOU Sec. 6.2.5)

ATTACHMENT C					
UTILITY NAME:		Pivotal Utility Holdings, Inc D/B/A Elkton Gas			
FOR THE REPORTING YEAR:		2012			
(A)	(B)	(C)	(D)	(E)	(F)
LINE #	NAME OF COMPANY	FILING DATE OF COMPLAINT	NATURE OF COMPLAINT	RESOLVED YES OR NO	IF NO, PLEASE PROVIDE CURRENT STATUS
1	NONE				
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Public Service Commission of Maryland  
 Supplier Diversity Annual Report of  
 Vendor Contracts  
 (MOU Sec. 6.2.8)

ATTACHMENT D 1		UTILITY NAME: Pivotal Utility Holdings, Inc D/B/A Elkton Gas	FOR THE REPORTING YEAR: 2012	(C)	(D)	(E)
(A)	(B)	(C)	(D)	(E)	SELF-CERTIFIED: YES (Y) or NO (N)	
LINE #	VENDOR NAME	AMOUNT (\$)	NAICS CODE			
1	AJ Images	\$2,625	441 N			
2	Alpha Office Supplies	\$4,579	424 N			
3	Softwarehouse International	\$242	511 n			
4	E R partridge	\$2,469	812 n			
5	New World Transportation	\$185	484 n			
6		\$0				
7		\$0				
8		\$0				
9		\$0				
10		\$0				
11		\$0				
12		\$0				
13		\$0				
14		\$0				
15		\$0				
16		\$0				
17		\$0				
18		\$0				
19		\$0				
20		\$0				
21		\$0				
22		\$0				
23		\$0				
24		\$0				
25		\$0				
26	Total	\$10,100				
27						
28	<b>Footnotes:</b>					
29	1 To the extent that disclosure of the contract amount dollars applies to only one vendor,					
30	the Utility may confidentially report data for columns (B) through (E).					