

Public Investment Plan (PIP) – Quarterly Reporting Form

Name:	Minority Enterprise Growth & Needs Assessment
Convener:	Zak Kelley, Office of the Finance Director
Contact:	Zak Kelley
Reporting Period:	1 st Quarter <input checked="" type="checkbox"/> 2 nd Quarter <input type="checkbox"/> 3 rd Quarter <input type="checkbox"/> 4 th Quarter <input type="checkbox"/>

1. Project Funding-Provide budget to actual information. See attachment 1 and provide comments in the area below.

As noted in the Proposed Final Scope of Work, the MEGAN Study is being conducted as part of an overall update to the Metro disparity analysis. Negotiations over the cost of non-MEGAN Study related components of this contract are still under active negotiation. Therefore, no funds have been expended at this time.

2. Provide an update on the actions taken to date on the implementation of the project, including key milestones, deliverables and project schedule. Please address all relevant points in section 2 of your Project Charter.

Proposed by October 1st, 2016:

- Identify MWBE Sources for MEGAN Project with goal of gathering 1,000 business names
- Provide detailed data collection plan for MWBE lists by October 1, 2016

Delivered by October 1st, 2016:

- MWBE Sources identified jointly by Griffen & Strong, P.C. and the MEGAN Study Team. They include, but are not limited to the: Chamber of Commerce, Black Chamber of Commerce, LGBT Chamber of Commerce, Hispanic Chamber of Commerce, Latin American Chamber of Commerce, Metro Business Assistance Office and the Office of Business & Economic Research at Tennessee State University.
- Griffen & Strong, P.C. has provided a detailed data collection plan to the city that will commence upon execution of their contract. Under their proposed timeline, data collection would continue through June of 2017. Therefore the delay in contract execution should not affect the MEGAN Study portion at this time.

3. Provide a status of the measurable criteria listed in your final scope of work. Please address all relevant points in section 3 of your Project Charter.

Due to ongoing contract negotiations, the measurable criteria outlined in section three of our scope of work will not have been completed at this time.

However, this does not affect the deliverables or the timeline. Our original proposal makes clear that the in-depth analysis & general interdependent nature of the data meant that no work product would be available until the entire study was complete.

4. Project Completion Status-Is the project on schedule as outlined in your Project Charter? Please address all relevant points in section 4 of your Project Charter.

Yes, at this time the MEGAN Study is on-track to be completed by December 30, 2017