



TO: Mayor and Council

FROM: Milton Dohoney Jr., City Administrator

CC: LJ Orta, Director, Office of Organizational Equity
Kelly Reynolds, DEI Analyst

DATE: September 25, 2025

SUBJECT: FY25 Report in Response to R-23-232, Resolution to Ensure Transparency, Nondiscrimination, and Equal Opportunity in Municipal Contracting and Procurement Practices

This memorandum has been constructed to fulfill the obligation associated with [R-23-232](#).

Review of procurement information for the full FY25 year yielded 160 bidder email addresses associated with submitted proposals. On July 29, 2025, a request was made by email for voluntary demographic information from entities that had responded to proposals through Ann Arbor's RFP process.

All responses were completed by online form or by email. No respondents replied by hardcopy to the Office of Organizational Equity (OOE). Two respondents replied in duplicate. Duplicate entries were removed only after confirming information was consistent. One response was provided by email and was entered into the form by the OOE Analyst. Not all respondents provided an answer to all questions.

The report considers the responses of those that eventually received contract awards from the City of Ann Arbor. This was determined by reviewing the publicly available Procurement Department website. All awards listed as tentative were assumed approved. At the time of this report writing, 49 awardees have received 57 contracts. Of the 21 total responses to the survey, 8 responses were from entities that had been awarded contracts.

At no time was the information collected in this survey available to those participating in the procurement process.

Participation in this survey was entirely voluntary. The information collected represents 13% of the bidder pool and 16% of awarded contracts.

The table below summarizes the details of this data collection.

Purpose	Compliance with R-23-232
Title	Demographic Survey of Bidders
Use	Information
Period surveyed	Q1 – Q4 FY2025
Number of businesses surveyed	160
Total number of respondents	21
General response rate	13%
Total number of contract recipients responding to request	8
Respondents that did not receive contracts	13
Entities receiving contract awards	49
Awardee response rate	16%
Response window	52 days
Methods of reply available	Email, phone, form, e-form, QR code, hardcopy
Most used response mechanism	e-Form
Application	MS Forms, MS Excel
Requirement	Voluntary
Verification	Self-reported
Anonymity	No
Compliance requests	September 2, 2025, reminder
Questions/concerns	1
Retention	OOE electronic record retention
Reporting	Publicly available report to City Council
Collected by	OOE Data Analyst
Survey instrument	Attached as appendix
Staff time to prepare this data and response	12 hours

Responses

Responding bidders described their businesses in the following manner.

Tax Classification	Percent of All Responses (21)	Percent of Responses with Contracts (8)
C Corporation	52% (11)	25% (2)
Individual/ Single member LLC	5% (1)	38% (3)

LLC	19% (4)	38% (3)
S Corporation	19% (4)	0% (0)
Nonprofit	5% (1)	0% (0)
Total	100% (21)	100% (8)

Business Type	Percent of All Responses (21)	Percent of Responses with Contracts (8)
Small business	52% (11)	37% (3)
Small disadvantaged business	20% (2)	0
Historically Underutilized	0	0
None of these	38% (8)	63% (5)

Minority ownership	Count from All Responses (21)	Count of Responses with Contracts (8)
Asian		
Black/African American	1	
Native American/Alaskan Native		
Latinx/Hispanic		
Native Hawaiian/Pacific Islander		
None		
Total with any minority ownership	5% (1)	0

51% Minority owned, controlled, or managed	Count from All Responses (21)	Count of Responses with Contracts (8)
Black, indigenous, or people of color	1	
Person(s) with disability		
LGBTQ+		
Woman/women		
Veteran	1	
Service-disabled Veteran		
None		
Total with 51% minority ownership, control, or management	10% (2)	0

Certifying Entities	Count from All Responses (21)	Count of Responses with Contracts (8)
Women's Business Enterprise National Council		
National Minority Supplier Development Council		
National Gay & Lesbian Chamber of Commerce		
Federal government	1	
State government	19% (4)	1
Local government		
County Section 3 Business Certification for Contracting		
Respondents that report certification	24% (5)	13% (1)

Businesses with publicly available diversity statements	Count from All Responses (21)	Count of Responses with Contracts (8)
No	43% (9)	38% (3)
Yes	52% (11)	63% (5)
No Response	5% (1)	0

Business offers diversity and equity training	Count from All Responses (21)	Count of Responses with Contracts (8)
No	48% (10)	63% (5)
Yes	48% (10)	38% (3)
No Response	5% (1)	0