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**STEUART PITTMAN  
County Executive**

**EXECUTIVE ORDER NUMBER 65**

**TO ESTABLISH THE CBE COORDINATING COUNCIL**

**WHEREAS**, over the past five years, Anne Arundel County has sought to enhance access to economic opportunities for minority-owned, women-owned, veteran-owned, small, and emerging businesses (referred to herein as “Certified Business Enterprises” or “CBE”) and to eliminate barriers to their participation in the County procurement process through the County’s Minority Business Enterprise (“MBE”) program; and

**WHEREAS**, through these efforts, the County saw CBE participation in County procurement increase from 11% in total spend in fiscal year 2019 to 25% in total spend in fiscal year 2023; and

**WHEREAS**, in 2022, the County engaged a consultant to conduct a disparity study to determine the County’s utilization of CBEs during fiscal years 2017 through 2021; the availability of CBEs as a percentage of all firms in the County’s geographic and industry market areas; and any disparities between the County’s utilization of CBEs and CBE availability; and

**WHEREAS**, in accordance with the recommendations made through the disparity study, in 2023, the County relaunched its MBE program as the Procurement Access and Vendor Equity (“PAVE”) Program, with the primary objective being to increase wealth in the minority community with government contracting opportunities through business community outreach, establishing self-reporting requirements for CBE participation, implementing a self-certification program for CBEs, continuing evaluation of overall spend of County procurement funds, developing an outreach presence plan based on data analysis, and similar measures; and

**WHEREAS**, one of the recommendations from the PAVE Program is the creation of an internal CBE Coordinating Council to monitor the County’s progress in increasing CBE participation and continuing programs and policies to expand CBE participation in County procurement.

**NOW, THEREFORE**, I, Steuart Pittman, County Executive, by virtue of the authority vested in me by the Charter and laws of Anne Arundel County, Maryland, hereby order and direct on this 18th day of September, 2024, as follows:

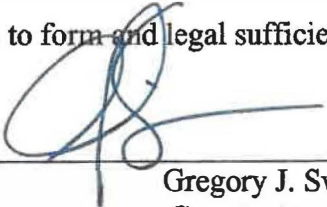
1. The CBE Coordinating Council (“Council”) is hereby created.
2. The Council shall meet with the frequency it deems necessary to perform its functions under this Executive Order, but in no event shall there be less than four meetings annually.
3. The Council shall conduct its meetings pursuant to all applicable County and State laws, regulations, and procedures, including the Open Meetings Act.
4. The County Executive hereby appoints the following nine (9) members to the Council:
  - a. the Director of the Office of Equity and Human Rights, or their designee;
  - b. the Director of the Office of Hispanic/Latino and Multicultural Resources, or their designee;
  - c. the Chief Executive Officer of the Anne Arundel Economic Development Corporation, or their designee;
  - d. the Central Services Officer, or their designee;
  - e. the Purchasing Agent for the Purchasing Division of the Office of Central Services;
  - f. The CBE Coordinator/Compliance Officer; and
  - g. no less than three business owners or managers of minority, small, women, or veteran owned businesses headquartered in the County, to ensure representation of a diverse set of businesses.
5. Members of the Council are appointed by the County Executive to serve conterminously with the term of the County Executive. Members shall serve at the pleasure of the County Executive and may be removed at any time, with or without cause. Members shall be considered removed for cause if they miss more than one-half of the meetings held during a twelve (12) month period.
6. The County Executive shall designate one member as Chair and one member as Vice-Chair of the Council, each to serve conterminously with the term of the County Executive.
7. The Council shall act as an advisory body and be responsible for:

- a. Monitoring progress of the County's efforts increasing CBE participation in the County procurement process through the development of comprehensive reporting and tracking capabilities;
- b. Making recommendations to expand CBE procurement opportunities, including outreach plans to bridge the gap between the CBE community and County procurements;
- c. Reviewing existing procurement laws and processes to make recommendations for methods to increase CBE participation in the County procurement process;
- d. Advising County agencies on implementation and execution of all phases of the 2024 PAVE Strategic Plan, including building awareness and communicating the PAVE Program through outreach efforts; developing capacity building programs to reduce barriers; increasing the County's presence in the CBE community by partnering with other agencies and organizations; enhancing tracking of CBE participation; creation of a self-certification program for CBE vendors; analysis of CBE spending and creation of industry-specific targets, and all other components of the PAVE Strategic Plan; and
- e. Identifying successful strategies that are working for MBE businesses interested in working with the County, as well as barriers and challenges; ideas for improvement and additions to future iterations of the PAVE Strategic Plan and the annual work plan; and training needs to improve CBE's understanding of the County's purchasing program
- f. Annually reporting to the County Executive on the progress and efficacy of the PAVE Strategic Plan. Prior to sending the report to the County Executive, the Council shall meet with representatives from local and State CBE to present the report and to receive feedback on the annual report and the progress and efficacy of the PAVE Strategic Plan.

This Executive Order shall be archived at the Office of Law and remain in existence until altered or terminated by a subsequent Executive Order.

  
STEUART PITTMAN  
County Executive

Approved as to form and legal sufficiency:

  
Gregory J. Swain  
County Attorney