



Maryland-National Capital Park and Planning Commission (M-NCPPC)

**Minority Business Enterprise Program  
&  
Local-and-Small Business Program**

Prince George's County Council

Planning, Housing, and Economic Development (PHED) Committee

M-NCPPC Supplier Diversity Procurement Programs Briefing in Accordance with House Bill 1279 (2019)

**October 19, 2022**

# Our Supplier Diversity Program Team



**Asuntha Chiang-Smith, Executive Director**

Ms. Chiang-Smith was appointed the Commission's Executive Director in November 2019.

Ms. Chiang-Smith has extensive executive leadership and project management experience that spans across Prince George's and Montgomery counties as well as the State of Maryland and Capitol Hill. In addition to Executive Director, Ms. Chiang-Smith heads up the Commission's Department of Human Resources and Management and oversees the Office of the Chief Information Officer.



**Debra S. Borden, Esq., General Counsel**

M-NCPPC Commissioners approved the appointment of Ms. Borden to General Counsel effective September 1, 2022.

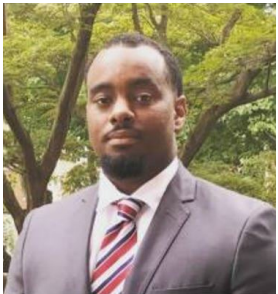
Previously, Ms. Borden served as Deputy General Counsel, and Principal Counsel for the Prince George's County Land Use Team of the Commission's Office of General Counsel. In addition to serving as the Commission's General Counsel, Ms. Borden also serves as the Director of our Legal Department.



**Tracey A. Harvin, Director, Corporate Policy and Management Operations**

Ms. Harvin has served as the Commission's Corporate Policy and Management Operations Director since September 2022.

Ms. Harvin joined the Commission in May 2008 and prior to her promotion to Director served as Senior Counsel for the Commission.



**Malcolm Jackson, Supplier Diversity Program Manager**

Mr. Jackson joined the Commission in August 2022, most recently from the Maryland Department of Transportation where he was responsible for monitoring and assessing contract compliance for Minority Business Enterprise firm participation and coordinating program outreach efforts.

Mr. Jackson is responsible for re-establishing the agency's Supplier Diversity Program which seeks to ensure that all vendors, including Minority Business Enterprises and Local-and-Small Businesses, have the same opportunities to succeed in pursuing business with the Commission as any other potential vendor.

# The Commission's Commitment to Diversity, Equity & Inclusion

- **M-NCPPC Resolution 21-07: Commitment to Diversity, Equity and Inclusion**
- **One Commission, One Philosophy: Thriving in a Culture of Diversity, Equity, and Inclusion**

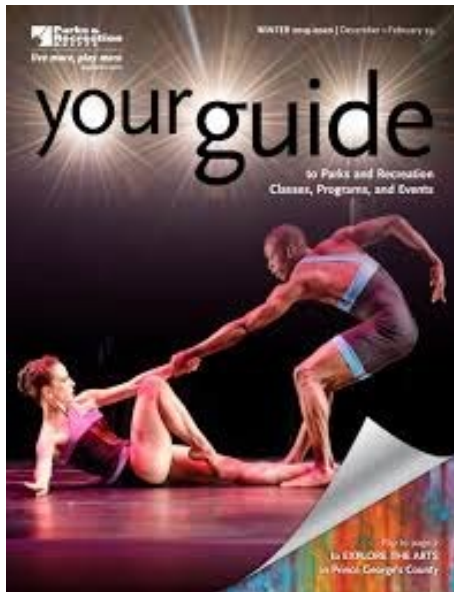
M-NCPPC, a leader in land use planning, parks, and recreation, celebrates the diversity of our workforce and the communities we serve. Diversity combined with a commitment to equity and inclusion communicates our organizational values, enriches the lives of our employees, and bolsters innovative thinking essential to success.

- M-NCPPC recognizes ***diversity as a dynamic mix of personal and cultural characteristics, perspectives, and relationships as a vital organizational resource***. In the workplace, diversity includes all differences that define each of us as unique individuals. These differences include culture, ethnicity, race, sex, gender identity, nationality, age, religion, abilities, sexual orientation, experiences, opinions and beliefs, and any protected groups.
- M-NCPPC believes ***equity is an active commitment to unbiased treatment while providing access and opportunity for people of all backgrounds*** to participate and thrive in the workplace.
- M-NCPPC strives to enhance ***inclusion with a true sense of belonging that encourages the participation of all individuals by removing barriers, building a culture of connectedness***, and recognizing that every voice adds value to our organization.

# The Commission's Commitment to Diversity, Equity and Inclusion

## EXAMPLES OF DIVERSITY INITIATIVES IN OUR COMMISSION AND THE COMMUNITY

- The Commission is proud to be an employer that embraces the diversity and unique talents of each employee. M-NCPPC has won the Alliance for Workplace Excellence award for its ability to maintain a sustainable, diverse and inclusive workplace.
- The Commission created a Diversity Council to promote dialogue and initiatives that strengthen the appreciation for individual uniqueness.



- The Commission sponsors many programs to celebrate diversity in our communities, such as:
  - Black History Month, Hispanic Heritage Month, Asian-Pacific Heritage Month, Women's History Month, etc.
  - Seniors, Veterans, Children and Multigenerational programs that incorporate generational inclusion.
  - Cultural and Arts programs to share cultures and perspectives on life activities.

# Authorizing Legislation

- Establishing a M-NCPPC Minority Business Enterprise Program & Local-and-Small Business Program in accordance with Authorizing Legislation, House Bill 1279 (2019).

**HB 1279**

**Department of Legislative Services**

Maryland General Assembly  
2019 Session

**FISCAL AND POLICY NOTE**

**Enrolled - Revised**

House Bill 1279

(Montgomery County Delegation and Prince George's  
County Delegation)

Health and Government Operations

Education, Health, and Environmental Affairs

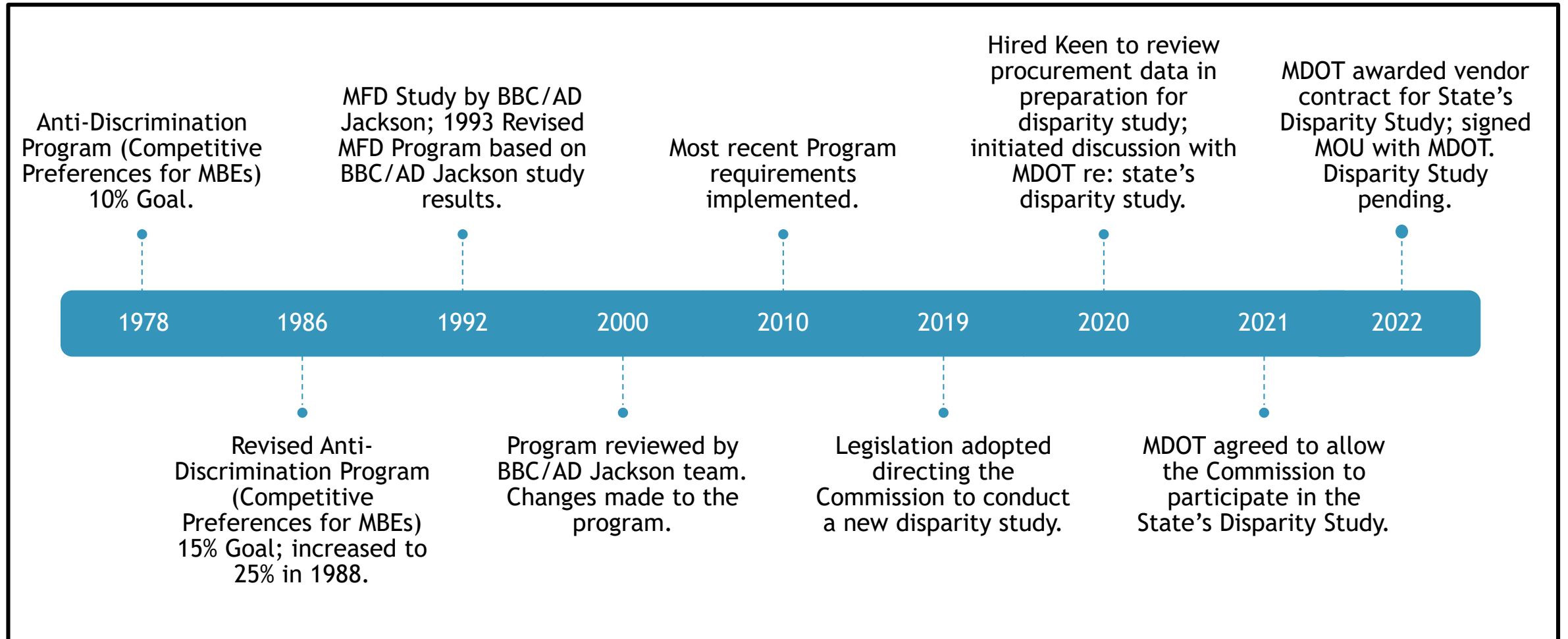
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**Maryland-National Capital Park and Planning Commission - Procurement -  
Source Selection  
MC/PG 112-19**

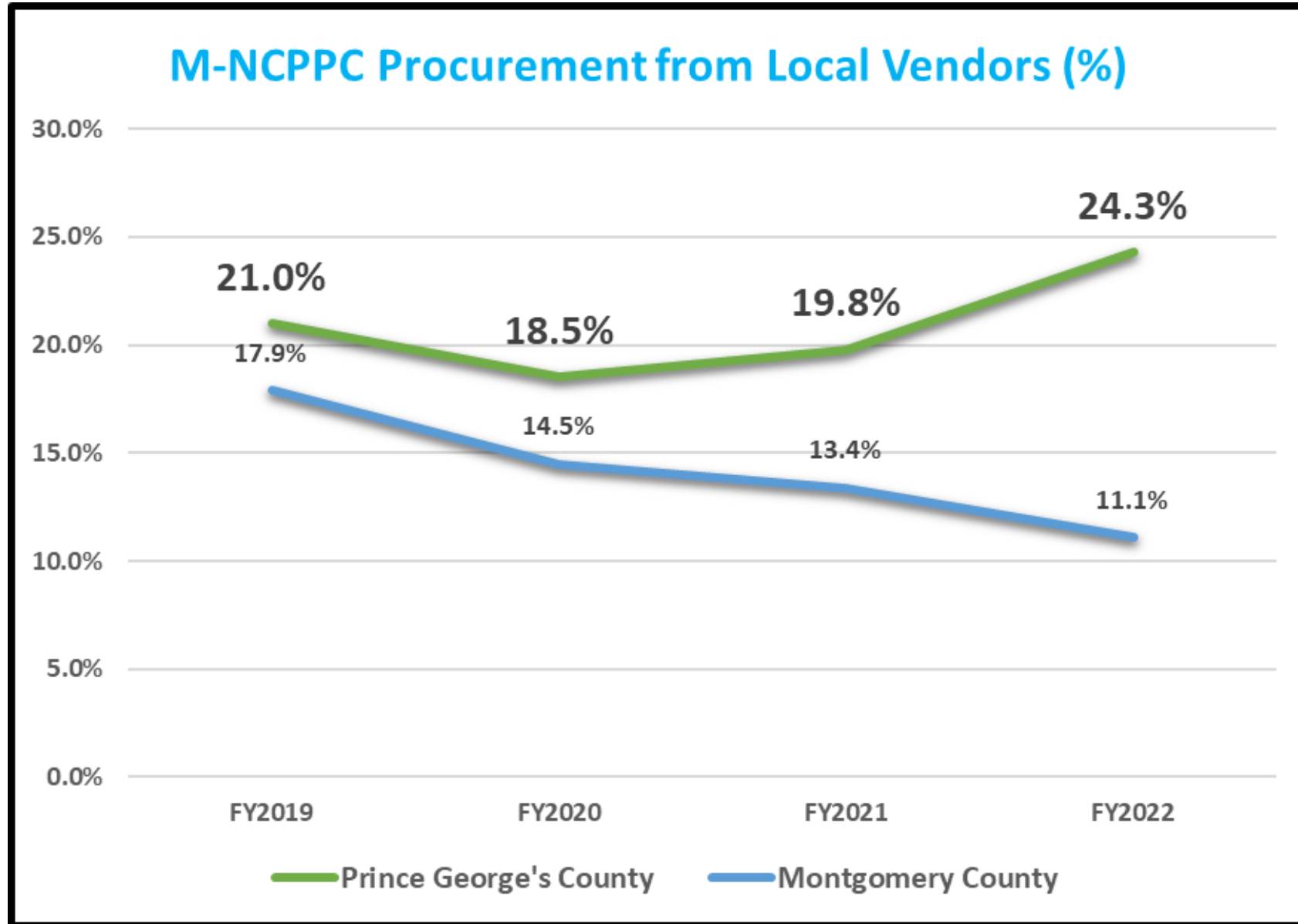
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This bill authorizes the Maryland-National Capital Park and Planning Commission (M-NCPPC) to establish a minority business enterprise (MBE) program, under specified conditions, and a local small business enterprise (SBE) preference program. Authorization for the MBE program terminates October 1, 2022. M-NCPPC must complete a study to evaluate whether there is a compelling interest to implement specified remedial measures to assist minorities and women in participating in the commission's procurement; the study must be completed prior to establishing an MBE program. M-NCPPC must also adopt procurement regulations consistent with standards and methods for source selection in State law. **The bill takes effect June 1, 2019.**

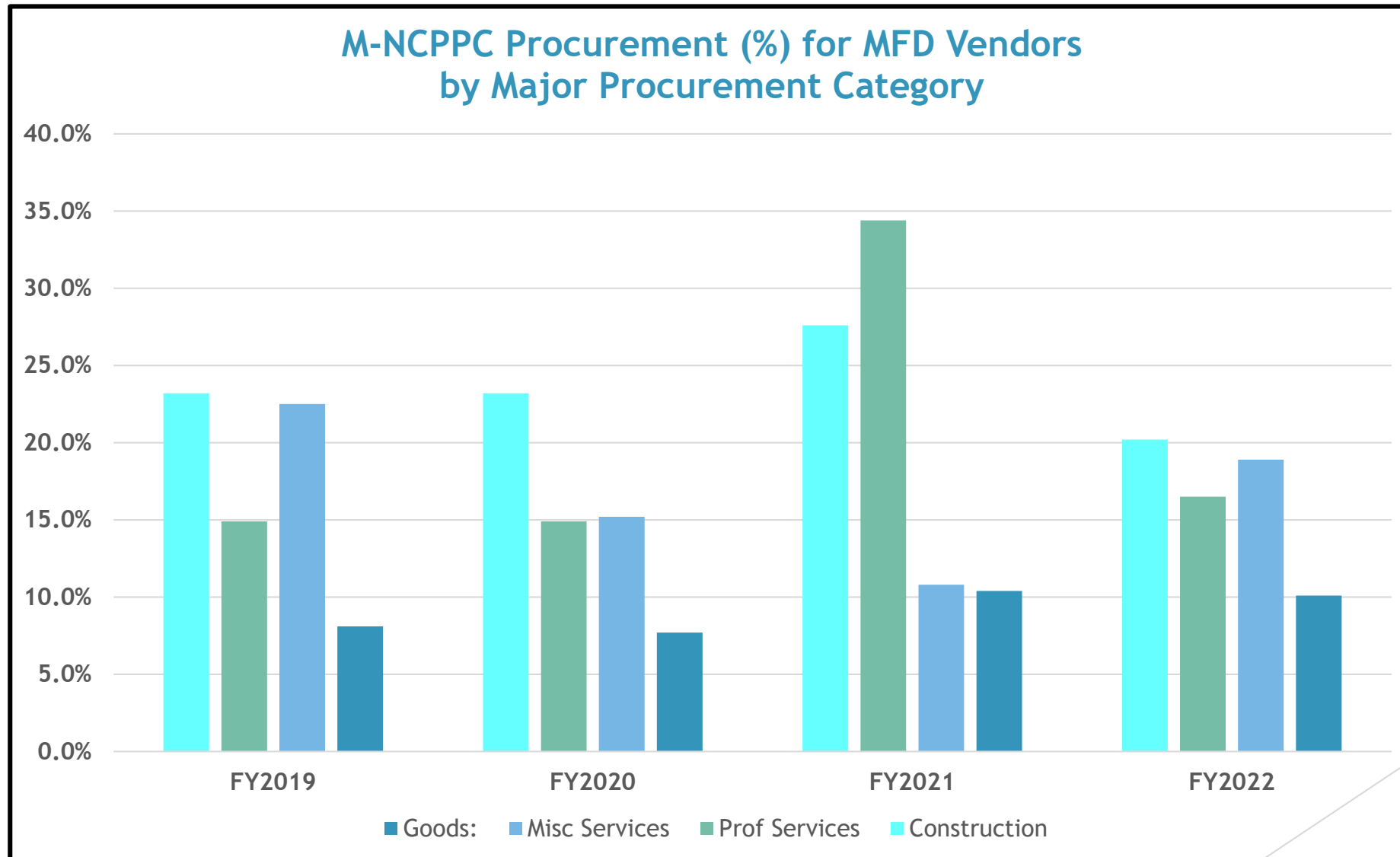
# Supplier Diversity Program Evolution



# Current Statistics: M-NCPPC Small, Local Vendor Program



# Current Statistics: M-NCPPC Minority, Female, Disabled (MFD) Program





# Supplier Diversity Program Outreach Examples

## Stay tuned for upcoming outreach events including:

- Procurement Virtual Supplier Open Houses
- Commission-Wide Vendor Procurement Fair (Spring 2023)
- Partnering with WSSC/Other jurisdictions to collaborate on vendor outreach events.

M-NCPPC Corporate Procurement Department Vendor Outreach Event



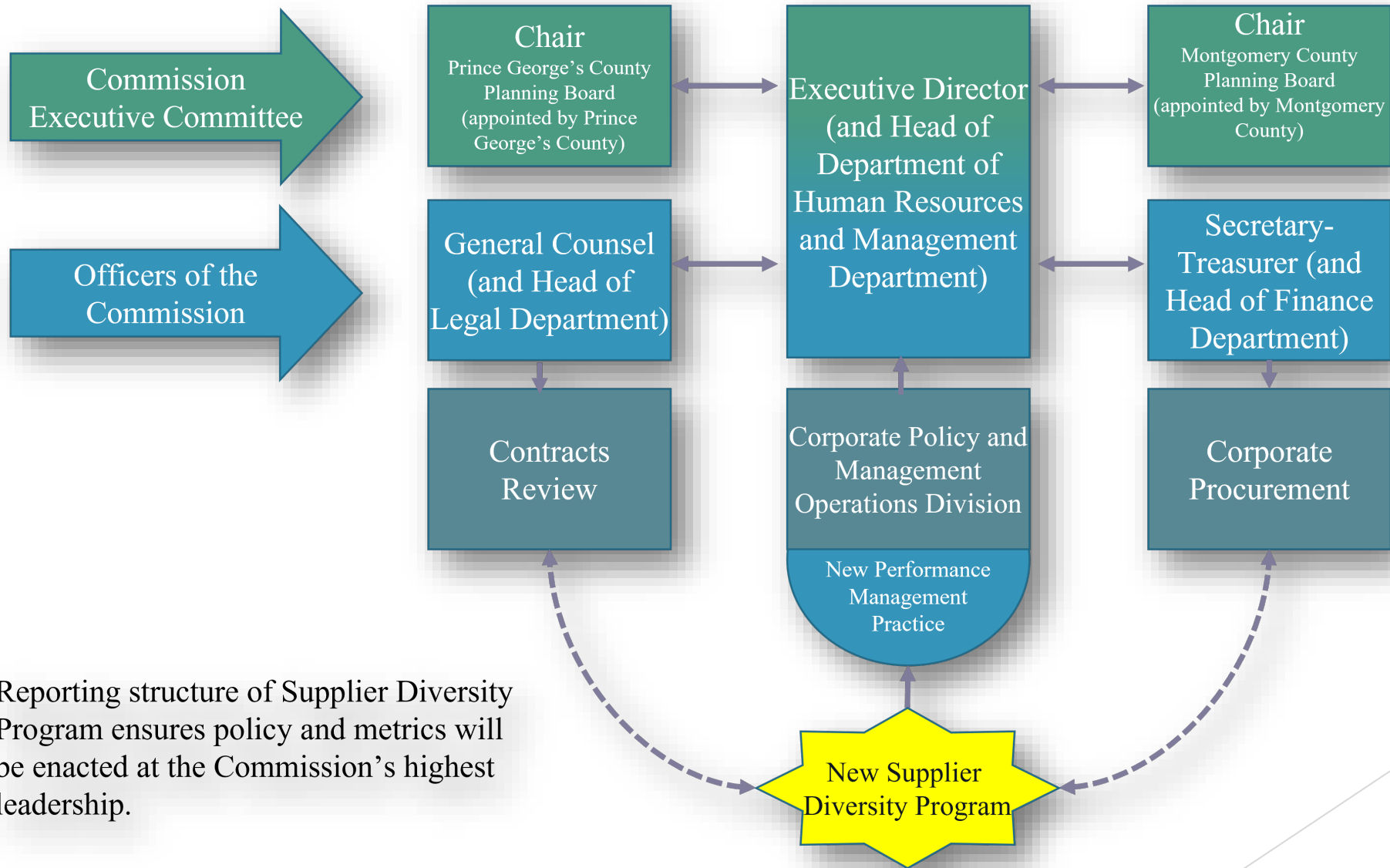
M-NCPPC Supplier Diversity Manager, Malcolm Jackson met & spoke with Ms. Angelena M. Ware, Owner & CEO of Connect All, LLC, a Minority, Woman and Locally-Owned Small Business in August 2022. Ms. Ware was on-site at the M-NCPPC Executive Office Building performing IT wiring installation. Malcolm and Ms. Ware discussed upcoming Commission Supplier Diversity Program outreach efforts.

# The Progress: M-NCPPC Minority, Female and Disabled-Owned Program

The Commission's existing procurement policy includes an anti-discrimination component which assures that fair and equitable vendor opportunities are made available to Minority, Female and Disabled-owned firms (MFD's). ***To facilitate these efforts, the Commission captures and reports its utilization of MFD firms on a quarterly basis.***

- **April 2019:** House Bill 1279 passed authorizing the Commission to implement a Local-and-Small Business as well as a Minority Business Enterprise Preference Program that is required to align with the state MBE program. ***COVID-19 delayed MDOT/state to start their Disparities Study - 2022 is truly the first year of the Commission was able to proceed with its Supplier Diversity Program efforts.***
- **June 2022:** The Commission signed an MOU with the State on June 1, 2022, enabling the agency to "piggyback "on MDOT's Disparity Study.
- **July 2022:** The Supplier Diversity position was ***transferred to the Executive Director's Office to elevate its importance*** and counter any perceived conflict of interests with Procurement. The position was filled within a month.
- **2023-24:** The Commission is anticipating the results of the MDOT Disparity Study to implement the program in a legally compliant manner. ***It is requesting a Performance Management Professional and Supplier Diversity Specialist to assist with the program efforts.***

# Organizational Structure- Supplier Diversity Program



Reporting structure of Supplier Diversity Program ensures policy and metrics will be enacted at the Commission's highest leadership.

# The Progress: M-NCPPC Local-and-Small Business Supplier Diversity Program

When we learned that the state disparity study for the MBE Preference Program would not start until 2022, we decoupled it from our Local-and-Small Business Program. This has enabled us to move forward with the Local-and-Small Business Program without undue delay.

*The Commission currently captures and reports its utilization of Local-and-Small firms on a quarterly basis.*

- **October 2022:** The Commission partnered with Keen Independent Research, Inc. (KEEN), to assist with the development and implementation of the Local-and-Small Business Supplier Diversity Program. (KEEN is also working on the M-NCPPC MBE Preference Program development and implementation to assure coordination with the Local-and-Small Business Program.)
- **January 2023:** KEEN will produce a Local-and-Small Business Supplier Diversity Program analysis report with recommended program elements and design.
- **2023:** The Commission anticipates the implementation and launch of its Local-and-Small Business Program based on the findings of the KEEN report.

# M-NCPPC Supplier Diversity Program Contact Information



**Malcolm Jackson**

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# Thank You

Prince George's County Council

Planning, Housing, and Economic Development (PHED) Committee

M-NCPPC Supplier Diversity Procurement Programs Briefing in Accordance with House Bill 1279 (2019)

**October 19, 2022**

# Appendix

- Appendix A: [M-NCPPC Small, Local Vendor Program Data](#)
- Appendix B: [M-NCPPC MFD Procurement Data by Major Procurement Category](#)

# Appendix A: M-NCPPC Small, Local Vendor Program Data

## THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Amount of Procurement and Number of Vendors by Location

FY 2019

FOR TWELVE MONTHS ENDED JUNE 30, 2019

Attachment H

### TOTAL of ALL VENDORS

Location	Procurement		Number of Vendors	
	Amount	Percentage	Number	Percentage
Montgomery County	\$ 20,095,676	17.9%	337	16.2%
Prince George's County	23,562,799	21.0%	574	27.6%
Subtotal	43,658,475	38.9%	911	43.8%

## THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Amount of Procurement and Number of Vendors by Location

FY 2020

FOR TWLEVE MONTHS ENDED JUNE 30, 2020

Attachment H

### ALL VENDORS

Location	Procurement		Number of Vendors	
	Amount	%	Number	%
Montgomery County	\$ 14,613,100	14.5%	296	15.6%
Prince George's County	18,737,020	18.5%	465	24.4%
Subtotal	33,350,120	33.0%	761	40.0%



# Appendix A: M-NCPPC Small, Local Vendor Program Data

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Amount of Procurement and Number of Vendors by Location

FY 2021

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Attachment H

### ALL VENDORS

Location	Procurement		Number of Vendors	
	Amount	%	Number	%
Montgomery County	\$ 10,940,497	13.4%	438	18.8%
Prince George's County	16,190,255	19.8%	539	23.2%
Subtotal	27,130,752	33.2%	977	42.0%

## THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Amount of Procurement and Number of Vendors by Location

FY 2022

FOR TWELVE MONTHS ENDED JUNE 30, 2022

Attachment H

### ALL VENDORS

Location	Procurement		Number of Vendors	
	Amount	%	Number	%
Montgomery County	\$ 17,113,390	12.9%	243	14.5%
Prince George's County	31,031,972	23.4%	396	23.7%
Subtotal	48,145,362	36.3%	639	38.2%

# Appendix B: M-NCPPC MFD Procurement Data by Major Procurement Category

## THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

### MFD PROCUREMENT STATISTICS BY MAJOR PROCUREMENT CATEGORY

FY 2019

FOR TWELVE MONTHS ENDED JUNE 30, 2019

## ATTACHMENT C

	Grand Total	Montgomery Planning	Montgomery Parks	Pr. Geo. Parks & Recreation	Pr. Geo. Planning	Dept. of Human Resources	Finance Dept.	Legal Dept.	Office of Chief Information
<b>Goods:</b>									
Total \$	\$ 37,761,704	\$ 1,043,500	\$ 13,747,179	21,368,673	\$ 566,514	\$ 189,700	\$ 572,383	20,615	\$ 253,140
MFD \$	\$ 3,073,760	\$ 181,890	\$ 336,471	1,496,871	\$ 319,158	\$ 79,147	\$ 491,513	1,589	\$ 167,121
Percentage	8.1%	17.4%	2.4%	7.0%	56.3%	41.7%	85.9%	7.7%	66.0%
<b>Miscellaneous Services:</b>									
Total \$	\$ 19,919,822	\$ 1,287,470	\$ 5,430,868	9,590,202	\$ 1,329,187	\$ 639,251	\$ 64,978	89,181	\$ 1,488,685
MFD \$	\$ 4,490,522	\$ 419,500	\$ 953,512	1,954,625	\$ 86,840	\$ 55,389	\$ 2,366	415	\$ 1,017,875
Percentage	22.5%	32.6%	17.6%	20.4%	6.5%	8.7%	3.6%	0.5%	68.4%
<b>Professional Services:</b>									
Total \$	\$ 8,368,043	\$ 924,522	\$ 1,689,920	3,252,885	\$ 1,471,094	\$ 245,476	\$ 0	509,032	\$ 275,114
MFD \$	\$ 2,119,540	\$ 612,570	\$ 289,673	745,001	\$ 447,343	\$ 16,500	\$ 0	1,028	\$ 7,425
Percentage	25.3%	66.3%	17.1%	22.9%	30.4%	6.7%	0.0%	0.2%	2.7%
<b>Construction:</b>									
Total \$	\$ 45,829,358	\$ 86,246	\$ 19,158,204	26,006,277	\$ 17,101	\$ 532,631	\$ 27,399	0	\$ 1,500
MFD \$	\$ 11,232,542	\$ 48,442	\$ 2,841,533	7,937,143	\$ 0	\$ 403,924	\$ 0	0	\$ 1,500
Percentage	24.5%	56.2%	14.8%	30.5%	0.0%	75.8%	0.0%	0.0%	100.0%
<b>SUBTOTAL</b>									
Total \$	\$ 111,878,927	\$ 3,341,738	\$ 40,026,171	60,218,037	\$ 3,383,896	\$ 1,607,058	\$ 664,760	618,828	\$ 2,018,439
MFD \$	\$ 20,916,364	\$ 1,262,402	\$ 4,421,189	12,133,640	\$ 853,341	\$ 554,960	\$ 493,879	3,032	\$ 1,193,921
Percentage	18.7%	37.8%	11.0%	20.1%	25.2%	34.5%	74.3%	0.5%	59.2%

# Appendix B: M-NCPPC MFD Procurement Data by Major Procurement Category

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**  
**MFD PROCUREMENT STATISTICS**  
**BY MAJOR PROCUREMENT CATEGORY**  
**FY 2020**  
**FOR TWELVE MONTHS ENDED JUNE 30, 2020**

**ATTACHMENT C**

	Grand Total	Montgomery Planning	Montgomery Parks	Pr. Geo. Parks & Recreation	Pr. Geo. Planning	Dept. of Human Resources	Finance Dept.	Legal Dept.	Office of Chief Information
<b>Goods:</b>									
Total \$	\$ 36,112,709	\$ 1,037,295	\$ 13,411,332	20,111,330	\$ 541,858	\$ 272,428	\$ 231,772	723	\$ 505,971
MFD \$	\$ 2,795,517	\$ 171,468	\$ 270,928	1,684,629	\$ 274,175	\$ 34,268	\$ 154,016	0	\$ 206,033
Percentage	7.7%	16.5%	2.0%	8.4%	50.6%	12.6%	66.5%	0.0%	40.7%
<b>Miscellaneous Services:</b>									
Total \$	\$ 19,890,215	\$ 1,357,718	\$ 5,953,485	8,567,560	\$ 2,194,790	\$ 243,103	\$ 29,131	57,160	\$ 1,487,268
MFD \$	\$ 3,014,839	\$ 194,681	\$ 484,193	1,969,283	\$ 115,048	\$ 113,934	\$ 6,871	597	\$ 130,232
Percentage	15.2%	14.3%	8.1%	23.0%	5.2%	46.9%	23.6%	1.0%	8.8%
<b>Professional Services:</b>									
Total \$	\$ 14,108,395	\$ 1,573,386	\$ 3,034,087	5,627,335	\$ 2,791,637	\$ 238,492	\$ 10,701	175,525	\$ 657,232
MFD \$	\$ 2,097,721	\$ 445,715	\$ 762,314	198,916	\$ 280,831	\$ 98,861	\$ 0	770	\$ 310,314
Percentage	14.9%	28.3%	25.1%	3.5%	10.1%	41.5%	0.0%	0.4%	47.2%
<b>Construction:</b>									
Total \$	\$ 30,714,269	\$ 124,397	\$ 9,299,670	21,083,381	\$ 12,364	\$ 191,808	\$ 2,649	0	\$ 0
MFD \$	\$ 7,139,647	\$ 21,204	\$ 1,668,795	5,330,769	\$ 961	\$ 117,918	\$ 0	0	\$ 0
Percentage	23.2%	17.0%	17.9%	25.3%	7.8%	61.5%	0.0%	0.0%	0.0%
<b>SUBTOTAL</b>									
Total \$	\$ 100,825,588	\$ 4,092,796	\$ 31,698,574	55,389,606	\$ 5,540,649	\$ 945,831	\$ 274,253	233,408	\$ 2,650,471
MFD \$	\$ 15,047,724	\$ 833,068	\$ 3,186,230	9,183,597	\$ 671,015	\$ 364,981	\$ 160,887	1,367	\$ 646,579
Percentage	14.9%	20.4%	10.1%	16.6%	12.1%	38.6%	58.7%	0.6%	24.4%

# Appendix B: M-NCPPC MFD Procurement Data by Major Procurement Category

## THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

### MFD PROCUREMENT STATISTICS BY MAJOR PROCUREMENT CATEGORY FY 2021

FOR TWELVE MONTHS ENDED JUNE 30, 2021

## ATTACHMENT C

	Grand Total	Montgomery Planning	Montgomery Parks	Pr. Geo. Parks & Recreation	Pr. Geo. Planning	Dept. of Human Resources	Finance Dept.	Legal Dept.	Office of Chief Information
<b>Goods:</b>									
Total \$	\$ 35,700,550	\$ 773,503	\$ 10,634,248	22,652,495	\$ 1,018,193	\$ 374,684	\$ 37,787	12,438	\$ 197,202
MFD \$	\$ 3,705,213	\$ 409,862	\$ 291,996	2,572,762	\$ 401,278	\$ 16,346	\$ 530	10,062	\$ 2,377
Percentage	10.4%	53.0%	2.7%	11.4%	39.4%	4.4%	1.4%	80.9%	1.2%
<b>Miscellaneous Services:</b>									
Total \$	\$ 19,372,969	\$ 1,189,705	\$ 5,243,884	8,428,857	\$ 2,838,274	\$ 702,855	\$ 30,714	81,431	\$ 857,249
MFD \$	\$ 2,091,154	\$ 125,260	\$ 493,182	835,576	\$ 584,241	\$ 30,737	\$ 6,993	384	\$ 14,781
Percentage	10.8%	10.5%	9.4%	9.9%	20.6%	4.4%	22.8%	0.5%	1.7%
<b>Professional Services:</b>									
Total \$	\$ 865,554	\$ 35,700	\$ 271,982	397,870	\$ 63,320	\$ 41,242	\$ 4,080	0	\$ 51,360
MFD \$	\$ 297,884	\$ 0	\$ 45,500	179,280	\$ 0	\$ 23,700	\$ 0	0	\$ 49,404
Percentage	34.4%	0.0%	16.7%	45.1%	0.0%	57.5%	0.0%	0.0%	96.2%
<b>Construction:</b>									
Total \$	\$ 25,614,018	\$ 2,969	\$ 7,192,407	18,290,602	\$ 1,323	\$ 126,717	\$ 0	0	\$ 0
MFD \$	\$ 7,078,686	\$ 0	\$ 2,553,724	4,440,707	\$ 0	\$ 84,255	\$ 0	0	\$ 0
Percentage	27.6%	0.0%	35.5%	24.3%	0.0%	66.5%	0.0%	0.0%	0.0%
<b>SUBTOTAL</b>									
Total \$	\$ 81,553,091	\$ 2,001,877	\$ 23,342,521	49,769,824	\$ 3,921,110	\$ 1,245,498	\$ 72,581	93,869	\$ 1,105,811
MFD \$	\$ 13,172,937	\$ 535,122	\$ 3,384,402	8,028,325	\$ 985,519	\$ 155,038	\$ 7,523	10,446	\$ 66,562
Percentage	16.2%	26.7%	14.5%	16.1%	25.1%	12.4%	10.4%	11.1%	6.0%

# Appendix B: M-NCPPC MFD Procurement Data by Major Procurement Category

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**  
**MFD PROCUREMENT STATISTICS**  
**BY MAJOR PROCUREMENT CATEGORY**  
**FY 2022**  
**FOR TWLEVE MONTHS ENDED JUNE 30, 2022**

**ATTACHMENT C**

	Grand Total	Montgomery Planning	Montgomery Parks	Pr. Geo. Parks & Recreation	Pr. Geo. Planning	Dept. of Human Resources	Finance Dept.	Legal Dept.	Office of Chief Information
<b>Goods:</b>									
Total \$	\$ 36,718,459	\$ 1,454,338	\$ 14,954,364	18,965,008	\$ 606,140	\$ 212,773	\$ 294,648	34,505	\$ 196,683
MFD \$	\$ 3,726,597	\$ 537,515	\$ 567,243	1,960,724	\$ 348,776	\$ 75,363	\$ 208,963	23,454	\$ 4,559
Percentage	10.1%	37.0%	3.8%	10.3%	57.5%	35.4%	70.9%	68.0%	2.3%
<b>Miscellaneous Services:</b>									
Total \$	\$ 24,914,987	\$ 1,274,334	\$ 7,069,714	10,522,797	\$ 2,438,140	\$ 528,629	\$ 39,508	29,717	\$ 3,012,148
MFD \$	\$ 4,713,534	\$ 300,610	\$ 665,916	1,011,619	\$ 154,716	\$ 123,870	\$ 0	0	\$ 2,456,803
Percentage	18.9%	23.6%	9.4%	9.6%	6.3%	23.4%	0.0%	0.0%	81.6%
<b>Professional Services:</b>									
Total \$	\$ 11,567,659	\$ 758,675	\$ 3,416,131	4,073,541	\$ 2,193,166	\$ 424,791	\$ 96,800	86,315	\$ 518,240
MFD \$	\$ 1,904,054	\$ 155,650	\$ 897,002	404,828	\$ 351,199	\$ 3,675	\$ 9,080	0	\$ 82,620
Percentage	16.5%	20.5%	26.3%	9.9%	16.0%	0.9%	9.4%	0.0%	15.9%
<b>Construction:</b>									
Total \$	\$ 59,144,613	\$ 21,000	\$ 24,470,617	34,315,985	\$ 4,248	\$ 144,965	\$ 9,597	60,405	\$ 117,796
MFD \$	\$ 11,917,778	\$ 0	\$ 4,723,968	6,978,789	\$ 0	\$ 86,098	\$ 0	60,405	\$ 68,518
Percentage	20.2%	0.0%	19.3%	20.3%	0.0%	59.4%	0.0%	100.0%	58.2%
<b>SUBTOTAL</b>									
Total \$	\$ 132,345,718	\$ 3,508,347	\$ 49,910,826	67,877,331	\$ 5,241,694	\$ 1,311,158	\$ 440,553	210,942	\$ 3,844,867
MFD \$	\$ 22,261,963	\$ 993,775	\$ 6,854,129	10,355,960	\$ 854,691	\$ 289,006	\$ 218,043	83,859	\$ 2,612,500
Percentage	16.8%	28.3%	13.7%	15.3%	16.3%	22.0%	49.5%	39.8%	67.9%