

**INTEROFFICE COMMUNICATION**

General Manager's Office

DATE: 1/29/2020

TO: Commissioner Johnson

FROM: Ed Bielarski

SUBJECT: Deliverables for Race & Equity Subcommittee

During the Race & Equity Subcommittee meeting last November, staff was asked to come back with a definition of "good faith efforts" for inclusion in procurement agreements and contracts. Staff was also asked to come back with specific purchasing and procurement implementations to gear the Subcommittee toward the goal of having the purchasing and procurement policies reflect the demographics for our community.

Definition of "good faith effort":

Employment of diligent efforts designed to be as inclusive as possible, exhausting reasonable means to provide opportunities to local vendors and to remove barriers whatever their gender, race, ethnicity, religious preference, national origin, disability, sexual orientation or identity to do business with the City of Gainesville.

Suggested changes to reduce barriers:

1. Review minimum requirements on bid documents and make them less restrictive if feasible.
2. Variable payment term options for vendors
3. Review bonding requirements and schedule surety companies to be part of a panel to answer small, minority, and service disabled veterans questions about bonding.
4. Creation of an online directory for minority, small, service disabled veteran enterprise in the City of Gainesville that has the business name, contact information, and description of goods or services. Maybe even a link to their website. This would make finding these business much easier for potential buyers.
5. Have the General Government and GRU absorb the costs to vendors associated with downloading documents from DemandStar. (\$5,000 expense)
6. Continue to provide training on how to use and complete bid documents.
7. Eliminate standard minimum experience requirements for all non-capital purchases except upon written recommendation of the Department Director.
8. Use the Business Tax Receipt Database for communication with local businesses to promote purchasing goods and services from the City of Gainesville.

Please note, these ideas are just the result of high level brainstorming. Care would need to be taken that they do not pose any legal risks which will be analyzed if these suggestions are recommended to be investigated further.