



# Memo

**To:** Race & Equity Subcommittee Members  
**From:** Commissioner Gail Johnson  
**Date:** January 31, 2020  
**Re:** WMBE participation in the purchase of goods and services

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After receiving suggestions on policies, practices, and procedures from the City Manager and General Manager, I would like to offer additional suggestions for discussion:

1. Commence using the same nomenclature across all City departments as are referenced in the categories defined by the Finance Department (e.g., in GCRA “diverse” means women and minority).
2. Disaggregate data.
3. Accept certifications from other entities (e.g., the University of Florida, Greater Gainesville Chamber).
4. Revise our application to make it easier or less complicated.
5. Pilot: No bonding needed for contracts under \$100,000.
6. Acquire memberships, and maintain and attend association meetings and groups related to minority and women owned businesses (both formal and informal).
7. Break down/disseminate projects into smaller, more manageable bids.
8. Make prompt payment to contractors.

9. Institute a Working Capital Loan Program.
10. Ask this question on all bids above \$50,000 - "Does your company have a policy on diversity and inclusion? If so, please attach".
11. Adopt City of Seattle WMBE Inclusion Plan instructions.
12. Report data about minority and women owned participation to the City Commission, as an agenda item, once every six months.

#### Data Collection

1. Begin data collection for purchases under \$5,000 that only require verbal affirmation.
2. Collect data on disaggregated minority owned businesses doing business with the City for the first time.
3. Schedule a "Data Day" with all employees (i.e., those making purchasing decisions) within 2 months of initiation in order to share changes.