



SMALL BUSINESS PROCUREMENT PROGRAM

Minority & Women Outreach Plan

OFFICE OF EQUAL OPPORTUNITY

The following are race & gender-neutral activities that are designed to increase minority and female participation in the City's procurement processes:

1. Continue compiling & cross-referencing SBPP & SBE listings with other listings.
2. Go door to door to solicit vendors.
3. Continued support of Minority Business Listings.
4. Include SBPP listings or a link to listings in all bid notices.
5. Attend all pre-bid meetings to disseminate SBPP & SBE listings.

6. Work with Purchasing Department to send out alerts to EO for all advertised bids. EO alerts vendor listings.
7. EO and Project Managers collaborate to host Project Mixers
8. Small Business Technical Assistance Workshops

9. For DBE projects, obtain Diversity Plan from Contractors describing planned activities to develop diversity in subcontracting.
10. Publicity campaign advertising DBE goals
11. Require written good faith justification for not meeting DBE goals

12. Continue monitoring spending on small, minority and women-owned firms, esp. subs and subsubs.

13. Conduct periodic survey of all vendors on the SBPP and SBE listings, and provide survey results to Commission.

The End