

FROM:

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Executive Officer

Executive Order #20

No longer relevant. Rescinded by Metro
Code Chapter 2.04.

METRO

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EXECUTIVE ORDER NO. 20

EFFECTIVE DATE: December 20, 1983

SUBJECT: Administration of the Disadvantaged Business Program

AUTHORITY: Metro Ordinance No. 83-165, Establishing Authority to
Administer the Disadvantaged Business Program

This document designates persons and responsibilities for implementing and maintaining an effective Disadvantaged Businesses Program.

Definitions

For purposes of this Executive Order, the terms used in context with Disadvantaged Business Program shall be those definitions in Section 3. Definitions, Metro Ordinance No. 83-165.

Disadvantaged Business Liaison Officer

The Management Analyst is appointed Metro Disadvantaged Business Liaison Officer.

The Disadvantage Business Liaison Officer shall be responsible for the administration of the DBP including the following specific responsibilities:

- A. Analyzes available planning tools to project priority areas for disadvantaged business efforts.
- B. Develops, monitors and services the disadvantaged business affirmative action program.
- C. Proposes annual overall goals for Council adoption and publishes public notice announcing them. Determines contract goals designed to achieve annual goals.
- D. Maintains a directory of minority businesses.
- E. Publicizes business opportunities to disadvantaged businesses.
- F. Provides disadvantaged businesses with information in sufficient time to prepare bids and quotations.
- G. Attends pre-bid and pre-construction conferences to explain disadvantaged business requirements and responds to questions.
- H. Participates on bid and proposal review panels.

- I. Maintains accurate and up-to-date records demonstrating disadvantaged business efforts and accomplishments.
- J. Monitors contractors' and subcontractors' compliance with disadvantaged business requirements and commitments.

Department Heads

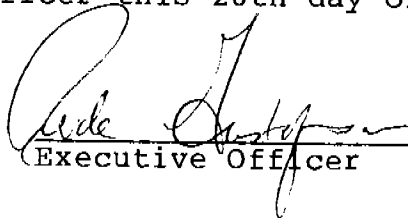
Department heads shall have the following responsibilities under this program:

- a. assure compliance with the spirit and intent of the program;
- b. manage and supervise all department contracting matters in accordance with Ordinance No. 83-165;
- c. keep managers and supervisors in their respective departments aware of progress towards meeting goals;
- d. coordinate contract execution efforts with the Liaison Officer; and
- e. assist in the investigation and resolution of any complaints.

Reporting Relationship

The Liaison Officer will report to the Executive Officer on Program matters, and will work closely with contracting personnel and others who are responsible for making management decisions on procurement and contracting.

Ordered by the Executive Officer this 20th day of December, 1983.



Executive Officer

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