

METROPOLITAN EXPOSITION - RECREATION COMMISSION

Resolution No. 98-32

For the purpose of establishing the MERC Target Area Contracting Opportunity Pilot Project.

Whereas, the Commission is committed to the continuation and health of MERC's Target Area First Opportunity Program; and

Whereas, on April 8, 1998 the Commission accepted the report and the recommendations of the MERC Advisory Committee on Development of Economic Opportunities, including the recommendation that a one-year pilot program be undertaken to develop contracting opportunities for qualified minority and/or women-owned and/or emerging small businesses in the First Opportunity Target Area; and

Whereas, implementation of the MERC Target Area Contracting Opportunity Pilot Project requires amendment of the MERC Purchasing Policies and Guidelines;

BE IT THEREFORE RESOLVED that the Metropolitan Exposition-Recreation Commission Purchasing Policies and Guidelines are amended as follows:

Definitions.

The following new Definition is added:

Pilot Program Source - a qualified minority and/or woman-owned and/or emerging small business in the Target Area identified pursuant to MERC's Target Area Contracting Opportunity Pilot Project during the period of July 1, 1998 through June 30, 1999.

Purchasing Policy and Guidelines.

Section 5.1 is amended to read:

5.1 PURCHASES LESS THAN \$ 5,000

Purchases less than \$ 5,000 require only one quote if a state certified MBE, WBE, or ESB or Pilot Program Source located in the Target Area has been selected. If

not available at a reasonably competitive price from such a firm, then any other sources that can provide the goods or services, regardless of location, may be selected. The file shall contain documentation justifying the non-selection of a target area firm.

Section 5.2 is amended to read:

5.2 PURCHASES BETWEEN \$ 5,000 - \$ 75,000

Purchases of at least \$ 5,000 but less than \$ 75,000 (Amount to be adjusted to reflect any changes in the Portland, Oregon CPI) require documentation of at least three written competitive quotes. At least one of the quotes shall be from a state certified MBE, WBE, or ESB or Pilot Program Target Area source. A second quote is required from any state certified MBE, WBE, or ESB business regardless of location. The third quote may be obtained from any other source that can provide the product or service. In the event that any required quotes cannot be obtained, written documentation is required as evidence of a " Good Faith Effort" to utilize MBE, WBE or ESB businesses. Nothing shall prevent staff from obtaining more than three quotes at any time. Additionally, the General Manager shall have the authority to require additional quotes or direct that additional competitive procedures (such as an RFP or RFQ process) shall be used, based upon written findings that such procedures are warranted and will not decrease competition or deny State Certified MBE/WBE/ESBs or Pilot Program sources opportunities for MERC contracting. Any findings by the General Manager shall be documented and included as part of the contract file.

Section 7.1 is amended to read:

7.1 PERSONAL SERVICES CONTRACTS LESS THAN \$ 5,000

Purchases less than \$ 5,000 require only one quote if a state certified MBE, WBE, or ESB or Pilot Program Source located in the Target Area has been selected. If not selected, any other sources that can provide the personal services, regardless of location, may be selected without further documentation.

Section 7.2 is amended to read:

7.2 PERSONAL SERVICES CONTRACTS BETWEEN \$ 5,000 - \$ 75,000

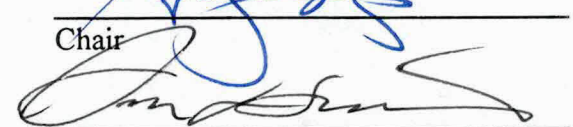
Purchases of personal services of at least \$ 5,000 but less than \$ 75,000 (amount to be adjusted to reflect any changes in the Portland, Oregon CPI) require documentation of three written competitive quotes. At least one of the quotes shall

be from a state certified MBE, WBE, or ESB or Pilot Program Target Area source. A second quote is required from any state certified MBE, WBE, or ESB business regardless of location. The third quote may be obtained from any other source that can provide the services. In the event that any required quotes cannot be obtained, written documentation is required as evidence of a "Good Faith Effort" to utilize MBE, WBE, or ESB businesses. Nothing shall prevent staff from obtaining more than three quotes at any time. Additionally, the General Manager shall have the authority to require additional quotes or direct that additional competitive procedures (such as an RFP or RFQ process) shall be used, based upon written findings that such procedures are warranted and will not decrease competition or deny state certified MBE, WBE, or ESB or Pilot Program sources opportunities for MERC contracting. Whenever an RFP is not used, the documentation requirements of the section are to be followed at a minimum. Any findings by the General Manager shall be documented and included as part of the contract file.


BE IT FURTHER RESOLVED that Commission staff, in conjunction with the Commission's legal counsel, is authorized and directed to revise the Commission's Purchasing Policy and Guidelines so as to reflect the amendments approved in this Resolution.

Passed by the Commission on June 10, 1998.


Chair


Secretary-Treasurer

APPROVED AS TO FORM:
Daniel B. Cooper, General Counsel


By: Kathleen A. Pool
Senior Assistant Counsel

**ADVISORY COMMITTEE ON DEVELOPMENT OF ECONOMIC
OPPORTUNITIES**

MERC Staff Implementation Plan

EMPLOYMENT OPPORTUNITIES SUBCOMMITTEE

Recommendation 1: Metro should distribute job announcements to First Opportunity Target Area locations on the same Thursday that advertisements are placed so job center employees and counselors can better serve their clients.

Implementation:

Task: Metro Recruit & Select Assistant will fax Job Announcements to the Target Area job posting sites.

Timeline: July 1, 1998

Cost: 0

Result: MERC recruitment opportunities will reach First Opportunity Target Area applicants effectively and promptly.

Measure: Metro Recruit & Select Assistant will perform a phone survey once-monthly to the sites to make sure they are receiving the announcements in a timely manner.

Recommendation 2: Job announcement language should be simplified and made easier to read where feasible.

Implementation:

Task: Metro Human Resource Department will identify and revise the language of the MERC job announcements where feasible.

Timeline: September 30, 1998

Cost: 0

Result: MERC recruitment opportunities will be better defined with an anticipated increase in the match up with F.O.T.A. applicants.

Measure: Applicant tracking is conducted by Metro Human Resources and will be included in twice yearly report.

Recommendation 3: The Human Resource Department should provide on-site training to employees and counselors at the Northeast Workforce Center which will help them to assist their clients through the recruitment process at Metro/MERC.

Implementation:

Task: Training will be provided to the Northeast Workforce Center counselors. The actual Trainers have not been determined.

Timeline: September 30, 1998 or when other Recruit & Select implementation is in place and functioning well.

Cost: 0

Result: Better communication and understanding of MERC opportunities and an increase in F.O.T.A. applicants.

Measure: Applicant tracking is conducted by Metro Human Resources and will be included in twice yearly report.

Recommendation 4: The Human Resource Department should identify MERC/OCC positions which currently require applicants to answer supplemental questions as part of the recruitment process and target these positions for possible elimination of the supplemental questions or devise a simpler way to get needed information from applicants.

Implementation:

Task: Metro Human Resources will assist MERC in:

Step I - identifying positions that do not require supplemental questions.

Step II -eliminating supplemental questions for the positions which were identified as not requiring supplemental questions.

Step III - devising alternative ways for getting applicant information such as phone interviews, self-certification tests, etc.

Timeline: On-going throughout the year

Cost: Depending on what alternatives are implemented, there may be some cost associated. Metro Human Resources Department will provide estimates of staff time and associated costs after alternatives are chosen.

Result: Applicants will not be screened out of the pool based on qualifications that are not needed in the job.

Measure: Applicant tracking is conducted by Metro Human Resources and will be included in twice yearly report.

Recommendation 5: The Human Resource Department should work with MERC Managers and Supervisors to increase community outreach efforts including representation at job fairs by hiring managers.

Implementation:

Task #1: Metro Human Resource will provide a list of the standard job fairs that they attend.

Task #2: MERC will recruit job fair booth representatives based on what jobs are open at the time the job fair is held and who in MERC best represents those jobs.

Timeline: On-going throughout the year.

Cost: There will be a cost to MERC if it chooses to attend a job fair that Metro is not attending.

Result: Increased applicant pool from outreach efforts.

Measure: MERC will perform a cost/benefit analysis of added outreach efforts.

Recommendation 6: The Human Resource Department should continue working with the Northeast Workforce Center in a joint effort with other metropolitan area employers regarding employee retention.

Implementation:

Task: The Northeast Workforce Center is in the process of recruiting and broadening the Key Employers Group. MERC will participate with this group in developing strategies for employee retention.

Timeline: Hinges on the Northeast Workforce Center's recruitment of additional Key Employers Group members.

Cost: 0

Result: Hinges on successful recruitment of other Key Employers Group members.

Measure: Hinges on successful recruitment of other Key Employer Group members.

Recommendation 7: MERC should continue to maximize opportunities for minority candidates in senior level positions in compliance with and to the maximum extent permitted by law.

Implementation:

Task: MERC Management will define *Senior Level Positions*. Metro/MERC Human Resource staff will develop effective outreach strategies for senior level positions.

Timeline: No later than December 1, 1998.

Cost: Depending on what strategies are developed, there may be recruitment costs.

Result: Higher number of minority applicants for senior level positions.

Measure: Applicant tracking is conducted by Metro Human Resources and will be included in twice yearly report.

Recommendation 8: MERC should form partnerships with other community based organizations that provide MBE/WBE/ESB employment services.

Implementation:

Task: At those times when MERC needs the services of an Executive Search firm or Temporary Services firm, the MERC Human Resource staff will solicit a response from MBE/WBE/ESB firms in compliance with and to the maximum extent permitted by law.

Timeline: Ongoing

Cost: Depends on the charge for services.

Result: Recruitment partnerships formed in the community.

Measure: MERC staff will track firms and applicants.

Timeline: Metro webpage by September 30, 1998. MERC webpage by December 31, 1998.

Cost: 0

Result: Increased awareness of MERC contracting and purchasing opportunities.

Measure: Tabulate information given on tracking form. Data will be compared and reported twice a year.

Recommendation 4: A mechanism should be developed to identify and track minority subcontractors of MERC prime contractors.

Task: MERC staff will develop language and a report form to include in all major MERC purchasing contracts requiring contractor to list all minority sub-contractors used in the course of completing contract work. Data will be tabulated for reporting purposes.

Timeline: September 30, 1998

Cost: 0

Result: MERC will be able to track all minority sub-contractors used by prime contractors.

Measure: Tracked data will be compared and reported upon twice a year.

Recommendation 5: MERC should develop a pilot program in order to reach out beyond state certified MBE/WBE/ESB's in MERC's First Opportunity Target Area. The pilot program will use lists of qualified minority and/or women-owned or emerging small businesses in the Target Area approved by established organizations.

Implementation:

Task # 1: Merc staff will revise the MERC Purchasing Policies for MERC approval to reflect the Advisory Committee recommendation to initiate a pilot project running from July 1, 1998 through June 30, 1999. The policy revision will direct staff to first seek MBE/WBE/ESB vendors in the First Opportunity Target Area from qualified rather than state certified lists on purchases of \$ 75,000 or less.

CONTRACTING SUB-COMMITTEE: Purchasing and Contracting

Recommendation 1: Aggressively seek out and form partnerships with community based MBE/WBE/ESB vendors that provide the type of goods and services purchased by MERC.

Implementation:

Task: MERC staff will identify community based organizations that represent MBE/WBE/ESB vendors and set up an attendance schedule to participate in organization activities and to network with members. A simple informational brochure about MERC business opportunities will be developed.

Timeline: September 30, 1998

Cost: Brochure: \$ 250

Result: Better communication with community based organizations who represent MBE/WBE/ESB vendors concerning MERC contracting and purchasing opportunities.

Measure: MERC will track MBE/WBE/ESB vendors selected to provide good and services and include results in a twice yearly report.

Recommendation 2: MERC must be visible at outreach events.

Implementation: see implementation for Recommendation 1, above.

Recommendation 3: MERC should place major contracts and purchases on the Metro and MERC websites.

Implementation:

Task: MERC staff will provide Metro website staff with all major MERC contracts and purchasing opportunities on a regular basis for inclusion on the Metro website. Additionally, upon completion of the new MERC website, such information will be included under "MERC Contracting and Purchasing Opportunities." MERC will develop contractor tracking form to attach to major RFP and RFB packets. Form will request proposer/bidder to declare the information source used to find out about the MERC opportunity(s.)

Task # 2: MERC staff will establish purchasing procedures to reflect policy change.

Task # 3: MERC staff will establish a reliable mechanism to consistently gather qualified MBE/WBE/ESB businesses in the First Opportunity Target Area. Additionally, MERC staff will be responsible for the distribution of qualified Target Area MBE/WBE/ESB vendor lists to purchasing decision makers throughout MERC. List will be updated quarterly.

Timeline: Task # 1 - June 10, 1998

Task # 2 - July 1, 1998

Task # 3 - September 30, 1998

Result: A larger pool of qualified Target Area MBE/WBE/ESB vendors will be available to MERC purchasing decision makers.

Measure: MERC administrative purchasing staff will track Target Area MBE/WBE/ESB vendors selected to provide goods and services to MERC. Tracked data will be compared and reported twice a year.

MERC Staff Report

Agenda Item/Issue: Establishing the MERC Target Area Contracting Opportunity Pilot Project as part of the Implementation Plan to initiate the recommendations put forth in the Commission approved Report of the MERC Advisory Committee on Development of Economic Opportunities.

Resolution No.: 98-32

Date: June 10, 1998

Presented By: Mark B. Williams

Background: On April 8, 1998 the Commission accepted the report and the recommendations of the MERC Advisory Committee on Development of Economic Opportunities and directed staff to return to the Commission before the beginning of the new fiscal year with an Implementation Plan. The Plan was to outline how staff would go about initiating the Committee recommendations and would include any needed Commission actions. Staff has drafted the attached Implementation Plan which outlines the tasks staff intends to accomplish over the next fiscal year to fulfill the recommendations put forth by the Advisory Committee.

As part of the needed housekeeping, staff is requesting the Commission amend its Purchasing Policy and Guidelines to reflect the Advisory Committee's recommendation to initiate a MERC Target Area Contracting Opportunity Pilot Project.

Fiscal Impact: The fiscal impact of the Implementation Plan and related Pilot Project for fiscal year 1998-99 is estimated to be \$ 6,543 in budgeted staff labor, \$ 2,500 in budgeted miscellaneous material and services. Staff is currently negotiating with a vendor to provide a reliable mechanism to gather qualified F.O.T.A. MBE/WBE/ESB businesses and expects the cost not-to-exceed \$ 15,000.

Recommendation: Staff recommends that the Metropolitan Exposition-Recreation Commission Approve Resolution 98-32 to revise MERC Purchasing Policy and Guidelines.