



Christine Moody

36944

## CITY OF PORTLAND

Chief Procurement Officer

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**DATE:** JUNE 28, 2012

**TO:** Mayor Sam Adams  
Commissioner Nick Fish  
Commissioner Amanda Fritz  
Commissioner Randy Leonard  
Commissioner Dan Saltzman

**FROM:** Christine Moody, Chief Procurement Officer

**CC:** Jack Graham, Chief Administrative Officer  
Bryant Enge, Bureau of Internal Business Services Director

**SUBJECT:** Report to Council – Minority Evaluator Program

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Resolution 36757 (as amended) required City Bureaus to include at least one minority evaluator provided by the Alliance of Minority Chambers on all contractor evaluation and selection panels awarding City contracts in excess of the formal solicitation thresholds for contracts that are not awarded on the basis of lowest responsible bidder.

The Alliance of Minority Chambers (Alliance) is a collaboration of local partners, chambers, ethnic organizations, small businesses and professionals in the greater Portland metropolitan area. The planning and development team consisted of members from the Alliance, the City and PDC. The team built websites for the Alliance and the City, developed an outreach plan to recruit persons of color, created a database, initiated internal and external training and produced standard operating procedures for the program.

The goals of the Minority Evaluator Program (MEP) are to engage diverse members of the community into the City of Portland's contractor selection process, provide an inclusive and transparent process, and build relationships between city bureau's, business partners and the community.

The program coordinator engages in outreach to build a well qualified and diverse candidate pool and provides a single point-of-contact for all bureaus's requesting an MEP for evaluation panels.

Since December 16, 2009, there are 378 people of color in the Minority Evaluator

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*An Equal Opportunity Employer*

*To help ensure equal access to programs, services and activities, the Office of Management & Finance will reasonably modify policies/procedures and provide auxiliary aids/services to persons with disabilities upon request.*

Program that have participated in 250 evaluation panels.

| PTE - Utilization of MWESB Consultants as a Percentage of Total Dollars Spent |        |        |        |        |        |
|---|--------|--------|--------|--------|--------|
|   | 07/08  | 08/09  | 09/10  | 10/11  | 11/12  |
| Primes  | 13.63% | 26.86% | 9.97%  | 15.64% | 15.12% |
| Subs  | 49.97% | 51.67% | 43.21% | 54.90% | 80.74% |