



Agenda Item Details

Meeting	Dec 13, 2023 - City Commission Meeting
Category	8. CONSENT
Subject	8.06 Approval of the Updates to the Consolidated Minority Women Small Business Enterprise Policy and the City of Tallahassee Procurement Policy 242 as recommended in the 2022 Disparity Study Update -- Darryl Jones, Minority, Women and Small Business Enterprises; Veronica McCrackin, Procurement
Access	Public
Type	Action (Consent)
Recommended Action	Option 1 – Approve the Updates to the Consolidated Minority Women Small Business Enterprise Policy and the City of Tallahassee Procurement Policy as recommended in the 2022 Disparity Study Update

Public Content

For more information, please contact Darryl Jones, Tallahassee-Leon County Office of Economic Vitality (850) 300-7567 or Veronica McCrackin, Director of Procurement 850-891-8665.

Statement of Issue

This agenda item seeks the Commission’s approval of amendments to the Consolidated Minority Women and Small Business Enterprise (MWSBE) Policy (Attachment #1) and Procurement Policy 242 (Attachment 2). The MWSBE Policy amendments are based on the recommendations of the 2022 Disparity Study Update.

Recommended Action

Option 1 – Approve the Updates to the Consolidated Minority Women Small Business Enterprise Policy and the City of Tallahassee Procurement Policy 242 as recommended in the 2022 Disparity Study Update

Fiscal Impact

None.

Supplemental Material/Issue Analysis

History/Facts & Issues

The consolidated MWSBE Policy became effective on April 1, 2020, and all new solicitations issued by the City, County, and Blueprint have followed the consolidated MWSBE Policy as administered by the Tallahassee – Leon County Office of Economic Vitality MWSBE Division. The MWSBE Policy incorporates goals to reduce disparity in local government procurement in the region. On February 9, 2023, the (IA Board), accepted the 2022 Disparity Study Update and its recommendations and directed staff to work with the City of Tallahassee Procurement and Leon County Purchasing to evaluate further the 2022 Disparity Study Update recommendations for updates and amendments to the Consolidated MWSBE Policy. This agenda item seeks Commission approval of the recommended updates and amendments to the consolidated MWSBE Policy and corresponding Procurement Policy.

2022 DISPARITY STUDY UPDATE RECOMMENDATIONS

Recommendation A: Mandatory Pre-Bid Meetings

The 2022 Disparity Study Update recommends making pre-bid meetings mandatory (in person, virtual, or both) for potential prime respondents for projects with MWSBE aspirational targets assigned. A pre-bid meeting aims to ensure a complete understanding of all aspects and advantages of the supplier diversity options managed by OEV and project details, the scope of work, and the solicitation documents.

Recommendation B: Subcontractor Inclusion in Pre-bid Meetings

The 2022 Disparity Study Update recommends that OEV encourage subcontractors to attend pre-bid meetings to help facilitate opportunities to network and build relationships with prime contractors and subcontractors.

Recommendation C: Advertisement Assistance

The 2022 Disparity Study Update recommends that OEV provide additional assistance to bidders to facilitate MWSBE opportunities better. OEV has networks and points of contact for bidders to access and connect with potential subcontractors. This is an administrative process that does not require an amendment to the MWSBE Policy. This will be implemented as a process improvement.

Recommendation D: Written Notices and Follow-Ups to MWSBEs

The 2022 Disparity Study Update consultant, MGT, recommends that efforts be made to ensure clear guidance regarding consistency in notices from bidders to MWSBE firms. This recommendation also suggests that prospective subcontractors be notified of upcoming procurement opportunities from prospective bidders 10-15 days before bids are due. Presently, the methods for primes to communicate with subcontractors are varied.

Recommendation E: Implement a Rotation System

The 2022 Disparity Study Update recommends that OEV and the three jurisdictions consider, but did not mandate, utilizing a vendor rotation system for more minor prime contracts to increase the opportunity for MWBE and SBE firms to do business as primes. Presently, no purchasing/procurement policy ensures that all pre-qualified bidders are utilized without a policy for rotation.

Recommendation F: Right to Audit Language in Contracts

The OEV and the three jurisdictions should consider incorporating language in all contracts. Prime contractors must maintain subcontract/supplier documentation for all subcontractor firms for a certain period; the time will match the State's record retention policy. This requirement can be an essential tool for monitoring and compliance.

Implementation A - F: With the exception of Recommendation C, the attached amended MWSBE Policy incorporates the recommendations within Sections VIII and IX, respectively..

ADDITIONAL AMENDMENTS

Additional amendments to the MWSBE Policy include clarification of the MWSBE Division's assignment of aggregate aspirational goals, commercially useful function, and technical amendments to correct grammar, punctuation, or minor matters (i.e., table of contents update, and background information adding a reference to the completion of the 2022 Disparity Study Update).

Department(s) Review

Procurement, City Attorney's Office

Options

1. Approve the amendments to the Consolidated MWSBE Policy and the corresponding updates to the City of Tallahassee Purchasing Policy.

Pros: Optimizes increased utilization of minority and women-owned businesses on the City of Tallahassee procurements per the revisions of the Consolidated MWSBE Policy as recommended by the 2022 Updated Disparity Study.

Cons: None identified.

2. Commission direction.

Attachments/References

1. MWSBE Consolidated Policy Amendments
2. City Commission Policy 242

[MWSBE Consolidated Policy Amendments.pdf \(7,329 KB\)](#)

[City Commission Policy 242 - Procurement.pdf \(193 KB\)](#)