

# Resolution 3618

*Small Contractors and Suppliers Program  
STAFF BRIEFING  
January 5, 2010*

# Small Business Key Timeline

2003: Resolution 3506 establishes “Small Business Initiative”.

2007: TKW (Talbot, Korvola, & Warwick) audit recommendations on strengthening small business participation at Port.

2008: CEO Tay Yoshitani establishes Office of Social Responsibility (OSR) to house the Small Business Initiative and other programs.

OSR is lead department in developing new Small Business Resolution.

# Goals of Updated Program

- Increase opportunity & utilization of Small Contractor and Supplier (“SCS”) firms
- Identify and reduce barriers
- Develop outreach strategies
- Engage and partner with public/private entities
- Develop and implement data collection system

# Size Standard and Certification

- Port shall define maximum size definition of 50% of Small Business Administration cap and \$750,000 personal net worth cap of business owner.
- Port shall institute a revenue/net worth certification program that is consistent with King County's SCS program.

# Pricing Incentive

- Port shall award a goods or purchased service contract to small business if price falls within 5% of lowest non-small business bidder.
- Review of last three years contracts; eleven bids fit criterion; 5% added cost totaled approximately \$43K.

# Participation Requirement

- SCS utilization can be made a pass-fail requirement on major construction, professional /personal services, and purchased services contracts.
- Used on a case-by-base basis as part of planning process for each project or contract.

# Evaluation Criteria

In proposal evaluation processes, the Port may establish a SCS goal and use evaluation points as a factor in award of a contract

# Service Agreements (Cat I)

- For Professional and Personal Service contracts (size \$1-50K), if there are three qualified and interested small businesses on the Consultant Roster, must use a small business/SCS firm.
- If fewer than three on Roster, there would be no small business requirement.



# Key Department Roles

- OSR is lead department working closely with Capital Development and Central Procurement Office (CPO).
- Relying on leadership and support of Senior Executive Team, Port-wide managers and all procurement staff
- Will launch procedures training in 2010

# Tracking and Reporting

- OSR shall work with CPO and Information and Communications Technology (ICT) on tracking and reporting for accountability.
- Annual reports to Commission on impact of policies, programming and outreach initiatives.

# Voluntary Goals

- Consistent with I-200, the Port's program is race and gender neutral.
- All Minority/Women Business Enterprise (M/WBE) goals shall be voluntary with no associated benefit or penalty.
- On same token, the Port values diversity and will continue to track M/WBE and Disadvantaged Business Enterprise participation.

# Financial Impacts

No additional budget or staff needed to implement this Program at this time.

Existing OSR staff will administer Program working with other key departments.