



**COMMISSION**  
**AGENDA MEMORANDUM**

**Item No.** 7a

**BRIEFING ITEM**

**Date of Meeting** March 26, 2019

**DATE:** February 25, 2019  
**TO:** Stephen P. Metruck, Executive Director  
**FROM:** Dave McFadden, Managing Director Economic Development  
Mian Rice, Director Diversity in Contracting  
**SUBJECT:** Diversity in Contracting Annual Report

**EXECUTIVE SUMMARY**

The Diversity in Contracting Annual Report to the Commission will provide the Port's division/department 2018 WMBE results, results of the initial WMBE pilot projects, 2019 future department/division WMBE goals, and affirmative efforts to assure equality of contracting opportunities.

**BACKGROUND AND GOALS**

On January 9, 2018, Port Commissioners adopted a new Policy Directive on Diversity in Contracting via Resolution 3737, which drives equity in Port contracting.

The purpose of this policy directive is to provide the maximum practicable opportunity for increased participation by minority and women owned and controlled businesses in Port contracting for public works, consulting services, supplies, material, equipment, and other services to create the opportunity to leverage Port spend to increase WMBE utilization.

The Port Commission specifically established utilization goals for both the amount of contracting dollars paid to WMBE firms as well as the number of WMBE firms under contract to the Port:

**5 year goals:**

- 1) Triple the number of WMBE firms that contract with the Port, and
- 2) Increase to 15% the percentage of dollars spent on WMBE contracts

This new policy also directs the establishment of:

- Executive level accountability that drives performance across the Port
- Port-wide goal setting and reporting processes, requiring Divisions/Departments to establish Annual WMBE Plans that set aspirational goals and performance targets
- Clear lines of responsibility and accountability for implementation with designated WMBE liaisons for each division

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- Categories of contracts where inclusion plans and other tools will be used
- Implementation and monitoring procedures to ensure prompt payment and change order processes
- Expanded technical assistance for WMBE firms, coordination with external partners, and support for internal training to Port staff

**ATTACHMENTS TO THIS BRIEFING**

- (1) Presentation slides
- (2) 2019 Diversity in Contracting Plan

**PREVIOUS COMMISSION ACTIONS OR BRIEFINGS**

June 12 – Commission briefing on Diversity in Contracting program development  
January 8, 2018 – The Commission passed Resolution 3737  
December 12, 2017 – The Commission considers Resolution 3737 (first reading)