2013 WMBE Goals and Outreach Plan
City of Seattle Law Department

This plan is developed in response to the Equality in Contracting Ordinance (SMC 20.42) and Executive Order 2010-05.

Department Representative: Dana Anderson, Director of Administration

2013 Goals: Our overall goal for 2013 is to increase our WMBE utilization from 22.5% to 25% and broaden our vendor ethnicity utilization to include Hispanic-owned and more Asian-owned businesses. Our targets in 2013 are based primarily on projected expenditures for office supplies, including computer-related products, printing and furniture.

Purchasing Goal:	24% or approximately $60,720
Consultant Goal:	1% or approximately $2,530
TOTAL:	25% or $63,250 of $253,000

Department Overview:
The Law Department serves as counsel to the City's elected officials and agencies, as well as the prosecutor in Seattle Municipal Court. The department provides legal advice to City officials to help them achieve their goals, represents the City in litigation and protects public health, safety and welfare by prosecuting violations of the City criminal and civil ordinances and state law. Due to the nature of the work of the Law Department, the budget is heavily weighted in the category of salaries and benefits, usually about 85%. Approximately 15% of remaining operating funds are available for purchases, programs, training, and other expenses.

Civil Division: The Civil Division provides legal counsel and representation to the City's elected and appointed policymakers in litigation at all levels of county, state and federal courts, as well as administrative agencies.

Criminal Division: The Criminal Division prosecutes crimes and infractions in Seattle Municipal Court, provides legal advice to City clients on criminal justice matters, monitors state criminal justice legislation of interest to the City, and participates in criminal justice policy development and management of the criminal justice system. This division operates a Victims of Crime program to assist crime victims in obtaining restitution and operates an active volunteer program through which students and citizens gain a better understanding of the criminal justice system.

Many of our purchases are related to the business of law and, as such, the vendors tend to be specialized and limited in number, such as publishers of law books, online databases and other research materials. Most of these resources are available from only one source. For example, our primary supplier of law books is a large, national publishing company which does not qualify as a WMBE vendor. However, whenever possible, the Law Department makes a conscious effort to review all vendor options. We will continue to expand our efforts when

seeking professional services such as transcription services of court hearings, court reporters, and confidential document destruction.

Blanket Contracts: This is the area where we are most likely to utilize WMBE vendors for such items as copying, printing, and office supplies. On an ongoing basis, we review new City contracts related to printing and utilize WMBE vendors whenever economically feasible. In 2012, the Law Department WMBE spending on blanket contracts was 38.38% or $54,837.18, an increase of about 9% over 2011.

Direct Vouchers: The Law Department utilizes direct vouchers for purchases such as legal periodicals. In 2012, our WMBE utilization was 2.25%, a decrease from 5.26% in 2011 so this is clearly an area where we could improve.

Consulting Contracts: On occasion, the Law Department utilizes legal consultants or outside counsel to provide expertise related to various specialty areas or when it is deemed necessary to seek an opinion outside of the City. However, many attorneys or professionals who may be considered an expert on a specific topic or in a particular area of law are employed by large law firms and therefore not included within the WMBE parameters. We will continue to seek WMBE vendors on consulting contracts whenever feasible. We have assigned a very modest goal of 1% in 2013.

2012 Results:
In 2012, we met our goal of 22% WMBE utilization. These vendors were African-American owned businesses (4.56%), Asian-owned (.75%), Native American-owned (.79%) and women-owned businesses (16.39%).

Training: We will continue to train all employees on how to locate WMBE vendors using the VCR database and to strongly encourage usage of a WMBE vendor whenever possible. We will utilize our InWeb to provide information and search instructions.

Strategies and actions: The most likely area of focus is in the area of office supplies, where we have several excellent WMBE vendors. Action items for 2013 are:

- Raise WMBE vendor utilization to 25% in 2013
- Increase usage specifically of Hispanic and Asian-owned businesses
- Continue training staff in accessing WMBE businesses and blanket vendors
- Work with vendors to ensure they are properly registered in the VCR system
- Attend City-sponsored outreach and trade show events with WMBE vendors