Department of Neighborhoods
2013 WMBE GOALS and PLAN

Policy Statement:

Executive Order 2010-05 requires City of Seattle departments to increase contracting with, and purchasing from, women and minority-owned businesses (WMBEs) by expanding outreach efforts, creating opportunities, and establishing direct accountability. SMC 20.42.60 further establishes this responsibility and requires each department to submit an annual work plan.

Department Overview:

Department of Neighborhoods (DON) programs include Neighborhood Matching Fund, P-Patch Community Gardening Program, Neighborhood District Coordinators, Historic Preservation, Major Institutions and Schools, and Neighborhood Planning Outreach. In addition, DON houses the Office for Education (OFE). OFE administers the Families and Education Levy and the Seattle Youth Violence Prevention Initiative programs; these two programs are grouped as OFE.

Department Representative:

Grace Dygico – Lead; Nga Nguyen – Backup

Traditional 2013 Goals:

DON			
	2012		2013
	Target	Actuals	Target
Consultant	51%	71%	72%
Purchasing	32%	27%	28%

OFE			
	2012		2013
	Target	Actuals	Target
Consultant	73%	92%	75%
Purchasing	48%	84%	55%

DON & OFE Combined			
	2012		**2013**
	Target	Actuals	**Target**
Consultant	51%	89%	**75%**
Purchasing	32%	63%	**55%**

As in 2012, DON is submitting one combined WMBE Goals and Plan but separate DON and OFE target percentages as shown above. To come up with DON's targets, DON did a detailed analysis of 2012 WMBE usage history and 2013 budget. The resulting percentages are at least equal to 2012 plus 1% increase to be aspirational. OFE's annual goals are dependent in part on HSD's vendor usage and therefore OFE is increasing its 2013 annual goals by only a few percentage points in each category. In addition, OFE annually contracts with RFI-selected vendors, several of which are still to be determined. The DON and OFE Combined targets for FAS reporting purposes are the higher of DON and OFE's separate targets.

Optional 2013 Project-Specific Goals:

Currently DON and OFE do not have any project-specific opportunities identified. In the event of programmatic changes DON and OFE will recruit and consider WMBE vendors wherever possible.

Outreach Events:

To the extent possible, DON will participate in outreach events with WMBE community associations, vendors and industry organizations.

- Attend various no-cost or low-cost WMBE outreach events like 'How to Do Business with City of Seattle' where vendors come to learn how to bid for City goods and services.
- Attend monthly Meet & Greet events sponsored by City Purchasing like the City of Seattle Tabor 100 Meet and Greet where small businesses introduce and promote their businesses to buyers from City departments.

Plans and Strategies:

- Promote WMBE goals at DON staff meetings and Director's Team meetings.
- Provide guidance and assistance to purchasing staff on how to use the InWeb WMBE Outreach Resources, particularly the Business and Blanket Vendor Contract Registration (VCR) Search, to search for WMBEs.
- DON Accounting, in teamwork with FAS, review WMBE reports to ensure accuracy before they are posted in Summit.
- Analyze WMBE reports for any missed opportunities for WMBE usage, or for purchasing and contracting categories that are failing.
- Identify vendors who qualify as WMBEs but have not registered with the City, encourage them to register, and provide any assistance and guidance they need in the registration process.
- OFE has added an exhibit to all of its consultant contracts with instruction on how vendors can register with the City's Vendor and Contractor Registration System (VCR). OFE is proactive about following up with vendors to assist them with the registration process, if applicable.
- OFE provides funding to HSD for certain Families & Education Levy and Seattle Youth Violence Prevention Initiative programs. The arrangement OFE has with HSD is that HSD directly encumbers certain funds and therefore HSD's usage of WMBE vendors directly affects OFE's overall WMBE goals. Because of this, OFE has been in communication with HSD program and contracting staff about ensuring maximum WMBE consideration and utilization.