



2016 SEATTLE DEPARTMENT OF TRANSPORTATION WMBE OUTREACH PLAN

Department Representative for 2016:
Edson Ives Zavala

2016 Voluntary Target for Seattle Department of Transportation:

For 2016, Seattle Department of Transportation (SDOT) has established a voluntary Woman and/or Minority Business Enterprises (WMBE) utilization goal of fifteen percent (15%) for Consulting and ten percent (10%) for Purchasing.

The Office of the Waterfront (OWF), previously embedded within SDOT performance data, will now directly submit an independent WMBE Outreach plan to the Mayor's Office to outline inclusion efforts and strategies for dollars associated with the Office of the Waterfront.

In order to increase visibility of OWF performance data, moving forward OWF data will be segmented and separately analyzed.

Voluntary 2016 WMBE Targets	
Consulting	15%
Purchasing	10%

Introduction:

Policy Statement

In accordance with Ordinance 119603, Executive Order 2010-05: Outreach to Women and Minority Businesses, “Equality in Contracting” Ordinance 121717 codified under Seattle Municipal Code Chapter 20.42, and Executive Order 2014-03: Equity in City Contracting, the City of Seattle encourages all of its departments to be inclusive of underrepresented business communities, and strives to use all legal means to see that minority-owned and women-owned businesses do not face unfair barriers in their competition for city contracts and in their successful performance of those contracts.

Any voluntary utilization targets established in a Department Outreach Plan shall be reasonably achievable, however, no utilization requirements shall be a condition of contracting, except as may be allowed under RCW 49.60.400.

Ordinance 119603 requires each city department to develop an annual outreach plan to provide opportunities for minority-owned and women-owned businesses to gain City contracts and purchasing opportunities. The 2016 Outreach Plan briefly explains past performance and highlights strategies that will guide the Seattle Department of Transportation (SDOT) in its inclusion efforts for the year.

Edson I. Zavala was appointed as the WMBE-HUB Program Strategic Advisor for Seattle Department of Transportation (SDOT) in September 2014 and will continue to serve as the department’s representative for the City’s WMBE Initiative.

SDOT’s 2015 WMBE Utilization Performance at a Glance

Background

SDOT’S WMBE efforts focus on leveraging the City’s purchasing power to include and build the capacity of Woman and Minority-owned businesses.

The following is a summary of WMBE participation in consulting and purchasing for FY2015. Due to reduced contracting activity from the sun-setting of Bridging the Gap, FY 2015 marked a slight decrease in consultant expenditures. However, purchasing activity remained relatively consistent to 2014 expense volumes.

Notably, the consultant roster program - which is a simplified contracting tool for professional services valued between \$47k - \$285k - has yielded significant success for enabling WMBE firms to access SDOT contracts.

Figure 1 below illustrates SDOT's 2015 consultant and purchasing payments in comparison to 2014.

2015 vs 2014 Performance Summary						
Procurement Type	2014 Performance			2015 Performance		
	Total	WMBE	% WMBE	Total	WMBE	% WMBE
Consultant Contract	\$50,025,689	\$3,836,357	7.66%	\$42,582,925	\$3,452,332	8.11%
Consultant Roster	\$3,690,059	\$1,744,643	47.27%	\$4,524,192	\$2,184,672	48.29%
Consultant Total	\$53,715,748	\$5,581,000	10.39%	\$47,107,117	\$5,637,004	11.97%
Blanket Contract	\$25,906,305	\$2,122,727	8.19%	\$28,859,083	\$2,452,962	8.50%
Purchase Contract	\$3,213,785	\$245,526	7.63%	\$1,072,373	\$37,085	3.46%
Direct Voucher	\$1,403,795	\$110,870	7.89%	\$1,401,068	\$192,848	13.79%
Purchasing Total	\$30,523,886	\$2,479,122	8.12%	\$31,332,525	\$2,682,895	8.56%
Other*	\$139,086.76	\$30,707	--	\$141,131	\$0	--
Grand Total	\$84,378,721	\$8,090,829	9.59%	\$78,668,316	\$8,319,899	10.58%
<i>Data is sourced from the City of Seattle SUMMIT financial system. Figures are rounded to the nearest whole number. 2015 YTD figures represent payments made to prime contract holders and do not include dollars paid to subconsultants. Moreover, the data also includes payments made under federal contracts subject to the DBE Program.</i> <i>*Other payments represent Emergency and Non-compliant contract expenditures.</i>						

Key Take-aways:

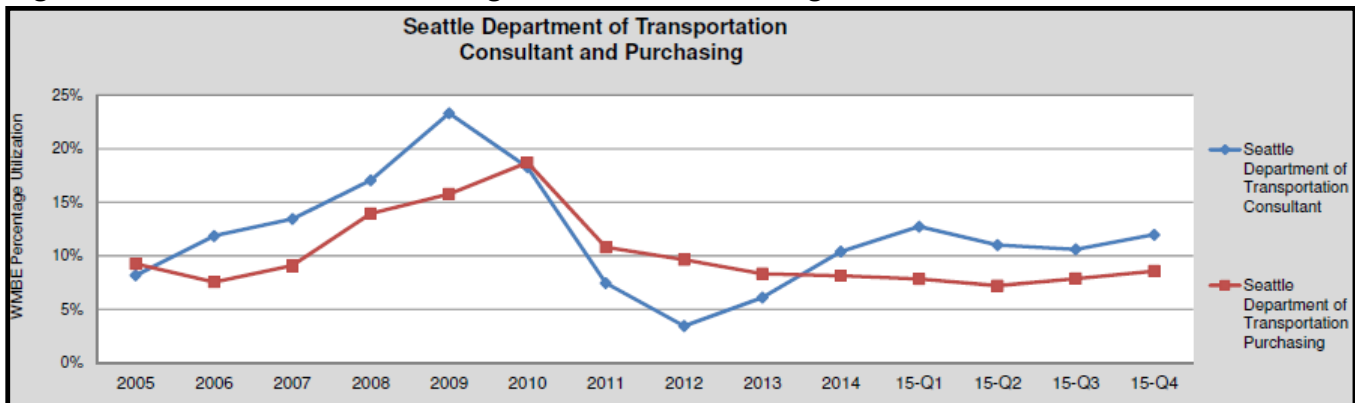
- SDOT increased the overall amount of dollars paid to WMBE vendors in both Consulting & Purchasing
- SDOT continues to explore unbundling and accessible contracting tools, such as the Roster program, to make opportunities more accessible to WMBE firms and eliminate potential barriers.

Figures two (2) and three (3) below illustrate SDOT's historical consultant and purchasing payments.

Figure 2 – Consultant & Purchasing Performance Payment Detail

Seattle Department of Transportation						
Year	Consultant			Purchasing		
	Total	Percent	WMBE	Total	Percent	WMBE
2005	\$ 9,849,381	8%	804,282	\$ 13,321,858	9%	1,232,248
2006	\$ 10,843,842	12%	1,285,022	\$ 19,469,184	8%	1,466,150
2007	\$ 20,804,704	13%	2,795,622	\$ 18,738,520	9%	1,699,373
2008	\$ 33,940,734	17%	5,786,369	\$ 20,241,795	14%	2,818,193
2009	\$ 31,218,589	23%	7,275,742	\$ 20,333,302	16%	3,203,383
2010	\$ 31,398,103	18%	5,732,694	\$ 16,846,679	19%	3,149,867
2011	\$ 41,452,629	7%	3,082,499	\$ 12,298,217	11%	1,327,187
2012	\$ 46,666,231	3%	1,599,794	\$ 14,319,076	10%	1,379,690
2013	\$ 50,220,261	6%	3,064,473	\$ 22,976,013	8%	1,908,654
2014	\$ 53,715,748	10%	5,581,000	\$ 30,523,886	8%	2,479,122
15-Q1	\$ 11,711,016	13%	1,489,205	\$ 8,320,963	8%	651,987
15-Q2	\$ 25,636,314	11%	2,818,989	\$ 16,353,904	7%	1,177,650
15-Q3	\$ 36,964,684	11%	3,916,060	\$ 23,675,560	8%	1,857,325
15-Q4	\$ 47,107,117	12%	5,637,004	\$ 31,332,525	9%	2,682,895

Figure 3 – Consultant & Purchasing Performance Trending Model



Key Take-aways:

- On linear trend, SDOT has yielded a percent increase in both Consulting and Purchasing from the previous year.
- In line with change management practices, SDOT will continue to set aggressive aspirational goals for the department.
- Per City of Seattle performance guidelines, metrics only include prime contractor performance and are not inclusive of WMBE subcontractor dollars.

Performance Considerations:

The City's influence over spend categories varies per federal, state and municipal code. To date, metrics of departmental WMBE performance are limited to prime level participation as denoted in SUMMIT – the City's financial system of record.

Below are a few considerations that influence the observed WMBE participation levels.

Subcontractor Spend – Inclusion Plan Performance

Per municipal code 20.42 and Executive Order 2014-03: Equity in City Contracting, the City has the ability to employ affirmative efforts to ensure WMBEs are afforded fair and equitable opportunity to compete for city contracts. One such affirmative effort is the incorporation of an Inclusion Plan on eligible consultant and purchasing contracts.

The Inclusion Plan enables the City to promote Good Faith Efforts toward WMBE participation on the subcontractor level on projects. It is important to note that while WMBE subcontractor dollar participation is tracked and monitored, it is not presently reflected or denoted toward the Consultant WMBE inclusion goal.

As noted, this lack of credit for subcontractor spends is attributed to the fact that the official performance measures are sourced from the SUMMIT financial system and thus only reflect Prime contractor performance.

In 2015, SDOT implemented an internal policy to capture, manage, track and monitor subcontractor commitments as denoted in Inclusion Plans. Moving into 2016, SDOT will explore B2GNow electronic reporting mechanisms to capture, manage, track and monitor this information.

Disadvantaged Business Enterprise (DBE) Dollars

Per Seattle Municipal Code 20.42.50, in the event of a conflict between the provisions of Chapter 20.42, or the rules implementing Chapter 20.42, and the requirements of 49 CFR Part 23, Subpart D, or any other superseding applicable federal statute or regulation, the provisions of the federal statute or regulation shall control. As such, the tools available for promoting WMBE participation on locally funded procurements are not directly available to be used for federally funded projects subject to the DBE program per 49 CFR Part 23, Subpart D.

To date, these funds have formed part of the assessed dollar pool set to determine WMBE inclusion success. Therefore, SDOT continues to explore methods to assess and isolate the funds associated with federally funded projects in order to set the adequate parameters to gauge the effectiveness and efficiency of local WMBE inclusion efforts versus the results yielded from the federal DBE program

Sole Source Procurements

Per municipal Code 20.42.40 Subpart C, the Director may waive affirmative efforts on procurements when the Director determines that an emergency exists, such requirements would have a significant adverse effect on the City's interests, or there is only one contractor that can satisfy the requirements of the Contract, lease agreement or service agreement.

To date, there is no methodology to isolate and separate these procurements from the funds that are viable for WMBE inclusion through the tools made available in SMC 20.42 and the Mayor's existing executive orders.

Examples of sole source purchases include **Parkeon Inc.**, a contract for parking station service, which amounted to approximately \$1,509,408 of the \$28,649,630 in non-WMBE dollars for Purchasing.

Large Projects/Purchases

SDOT continues to explore unbundling strategies to allow WMBE opportunity on large projects and purchases. However, performance for WMBE utilization percentage is significantly impacted when SDOT experiences a rise in large procurements as these expenditures oftentimes exhibit limited WMBE opportunities.

Examples of large purchases include the **Inekon Group** contract for streetcars which amounted to \$8,804,686 of the \$28,649,630 in non-WMBE dollars for Purchasing

Change Management

SDOT continues to pursue directives on WMBE and social equity contracting. The following are key endeavors to create a stronger emphasis on WMBE inclusion.

Inclusion Plan Monitoring

FY 2015 featured continued emphasis for support and enforcement of the City of Seattle Inclusion Plan utilized in Public Works, Consulting, and Purchasing contracts.

This endeavor entailed development and implementation of standardized processes to prompt prime contractors, project managers, and the WMBE program staff to align contract performance with predetermined WMBE Inclusion parameters.

SDOT has strengthened collaboration with FAS-CPCS to bolster monitoring and performance expectations for SDOT Public Works contracts. The SDOT WMBE Advisor set up recurring monthly check-ins with FAS-CPCS and SDOT contract management staff to increase the visibility of inclusion performance and coordinate action on commitments. This will practice will continue into 2016.

Core Initiatives

The following are core initiatives that will continue to form part of the SDOT WMBE Outreach Plan in order to create a more responsive environment for WMBE firms, businesses and contractors working on SDOT contracts.



Standardization of Procedures & Practices

SDOT has taken an active role in formalizing information concerning opportunities, internal and external training, and procurement procedures as they pertain to WMBE inclusion and monitoring.

Scoping – Unbundling/Scope Review

The SDOT WMBE Advisor is a member of SDOT steering committee meetings, which convene before 10% design completion to solicit WMBE Inclusion and RSJI Toolkit review and analysis.

Information Availability & Transparency

SDOT will continue to prioritize advance notice of contracting opportunities and staff accessibility for WMBE firms for 2016 as introduced in 2015.

In addition to an increased presence in vendor/community events, SDOT will continue to support the following specific measures to close the gap on information availability.

Notice of Upcoming Opportunities

SDOT will continue to provide advance notice of anticipated projects. Quarterly “Anticipated Work” sheets looking 12+ months in advance will continue to be developed, publicized and distributed in community meetings.

Departmental Staff Availability

SDOT will continue to push for greater staff/PM presence and availability for WMBE outreach events and project pre-release communications so all firms have equal access to information.

WMBE Stakeholder Group

The WMBE Stakeholder Group was formed in the Fall of 2014. SDOT works closely with the group to help remain attuned to the challenges and concerns of the community and for feedback, insight, and guidance of measures in the WMBE Program.

WMBE Stat Sessions

Departmental Stat Sessions were implemented in 2015. These Stat Sessions convene department leadership to review program metrics. The WMBE program is a key part of these sessions to help elevate accountability and strategy for WMBE inclusion. Three WMBE STAT sessions are planned for 2016.

SDOT WMBE Website

The SDOT WMBE website will continue to be a resource for upcoming project information, program goals and updates.

<http://www.seattle.gov/transportation/wmbe.htm>

Engagement: External & Internal

SDOT is committed to improve and expand technical assistance, business development, training, and mentoring programs for WMBE firms by greater coordination with organizations, businesses, individuals, and public agencies as well as other City departments and offices.

The department will continue its focus on practices and processes to change the culture of the department and equip staff with the tools and training necessary to pursue and foster WMBE inclusion. For 2016, SDOT will employ the following:

External Training/ Info-Sessions

Working with SDOT

Aside from participation in community events, SDOT has launched the ***Working with SDOT*** training series to help WMBE firms connect with department staff, learn about procurement methods and the products and services the department purchases.

SDOT hosted three (3) ***Working with SDOT: Introduction to SDOT*** events in 2015. These events were held on the following dates:

February 10, 2015

July 2, 2015

October 15, 2015



For 2016, SDOT will once again hold three (3) events to include different themes in collaboration with other City departments and community transportation agencies. Prospective events include, but are not limited to:

2016 PLANNED EXTERNAL OUTREACH EVENTS*	
March 2016	<i>Working With SDOT: Move Seattle</i>
June 2016	<i>Working With SDOT: Ready to Prime</i>
October 2016	<i>Working With SDOT: Connecting the DOTs In collaboration with Sound Transit & King County Metro</i>

Specific dates, venue and event names are subject to change. Should venue/content/ or other changes occur to the proposed external outreach events, general sessions of *Working with SDOT* and other specialized workshops can be made available.

Workshops

Aside from participation in community events and hosted Working with SDOT events, SDOT will launch a workshop to connect with startup, small, WMBE and immigrant firms to build bridges to work with SDOT and the City of Seattle as a whole. Moreover, the department will also pursue several smaller workshops regarding specific work areas; throughout 2015, availability gaps have been noted in specific areas of work.

To close this gap, the SDOT WMBE Advisor will coordinate work-area specific workshops to connect prospective firms with PMs and dive deeper into how firms may be better aligned with work opportunities.

2016 PLANNED WORKSHOPS	
Quarter 1	<i>Introduction to SDOT: Small, Micro, WMBE, and Immigrant Business</i>
Quarterly TBD	<i>Industry specific - focused in areas with historically low WMBE Availability</i>

Workshops topics will be established per survey results to divisions within SDOT and scheduled throughout the year.



SDOT has established and launched the WMBE Advocate Program to promote WMBE inclusion and make staff aware of available tools. Once participants complete the courses, they receive WMBE Advocate recognition by the Department Director, Scott Kubly, and obtain a WMBE Advocate Pin. SDOT held four (4) **WMBE Advocate Sessions** and recognized forty-five 45 WMBE Advocates.

Specifically, the series consists of courses the following three (3) pillars:

Contracting Equity

WMBE Program Vision for Seattle

Inclusion Responsibilities for SDOT and available tools to impact processes.



The SDOT WMBE Advocate Training Curriculum will continue into 2016 and will now include a **“WMBE Advocate Renewal”** course. This course will be made available for existing advocates to stay current on their skills and contribute to the WMBE Program by sharing their experiences and providing feedback on what has been successful and what areas might need more attention.

Material was developed in coordination with Seattle Office of Civil Rights (OCR) and FAS-CPCS. SDOT appreciates the collaboration and support of City of Seattle departments and looks forward to continued partnerships.

Key Procurement Procedures

As denoted in Executive order 2014-03: Equity in City Contracting, SDOT was tasked to develop and implement policies, practices, and processes that can change the culture of City contracting and provide a more responsive environment for WMBE firms, businesses, and contractors of all tiers working on City Contracts.

Below are key procurement procedure updates that will continue into 2016.

Revision of Consultant Contract Request Form & Internal Request Form (IRF)

A significant challenge identified in promoting WMBE Inclusion within consultant contracting and purchasing is the limited time-frame for impact on procurement vehicles aside from formally solicited consultant contracts that enable the incorporation of an Inclusion Plan. With the collaboration of FAS-CPCS and the SDOT Consultant Contract Unit, the WMBE Advisor prompted the revision of the Consultant Contract Request Form and IRF to capture WMBE availability review prior to contract request.

Given that the pivotal point in influencing most procurement is restricted to the initiation of the process, questions were embedded into the request process to require assessment of WMBE availability and identification of potential restrictive specifications and/or barriers.

WMBE review and analysis will be further strengthened in 2016.

Consultant Contract Inclusion Plan Scoring

For eligible consultant contracts, the Inclusion Plan can encompass 10 points out of the 100 total available evaluation points. In the absence of a WMBE Advisor, the scoring of the Inclusion Plan was taking place as a general part of the solicitation. In reviewing best practices and consulting with the City Attorney's Office, in 2015 the WMBE Advisor shifted to an active role in scoring the Inclusion Plans in order to promote standardization and stability for the process.

For 2016, the WMBE Advisor will provide oversight/guidance for standardization and consistency.

Consultant Contract Pre-submittal Standardization

In 2015 the SDOT WMBE Advisor provided an active role in disseminating WMBE Inclusion information and expectations to prospective respondents at pre-submittals. The WMBE Advisor has a standing role in these events.

For 2016, the WMBE Advisor will continue active participation in pre-bids.

Strategies and Outreach Efforts to Achieve Goals

Consulting

SDOT solicits consultants to assist in various projects and programs. Consultant services are procured through Direct Selects, Roster Solicitations (Informal Solicitations) and Consultant Contracts (Full Solicitations).

Consultant Procurement Inclusion Strategies

- *WMBE Availability Assessment at Procurement Request*

SDOT WMBE Advisor has introduced a policy and practice to require WMBE availability assessment at the beginning of all procurement requests. Aside from providing an opportunity at the most influential point in procurements, this practice enables the department to identify service areas that lack WMBE representation thereby providing direction and focus for engagement.

In 2015, the Consultant Contract Request form has been updated to require evaluation of WMBE availability at request to include a listing and potential parameters that may inhibit WMBE participation. Moving into 2016, this analysis will be formalized further.

- *Scoping of Projects - Contract Unbundling and Sizing*

SDOT WMBE advisor will be engaged in the scoping of projects to explore approaches to make such work more accessible to the WMBE contracting community. A key practice for this initiative will be WMBE Advisor inclusion in recurring SDOT Steering Committee meetings and procurement kick off meetings.

- *Accessible Procurement Method – Roster Procurement Method*

The total dollars associated with Consultant Rosters represent approximately 6% of all SDOT dollars; however Consultant Roster WMBE dollars represent over a quarter of the department's overall WMBE performance. The Roster is an important tool for WMBE inclusion given the simplified and expedited nature of the procurement process and reduced documentation it requires from respondents. For 2016, SDOT will continue to maximize the use of this contracting tool and look for ways to facilitate the contracting process.

- *Continued Emphasis on WMBE Subcontractor Goal Monitoring*

SDOT will strengthen WMBE goal tracking and monitoring. Presently, primes are required to complete and submit subcontractor utilization on projects with WMBE subcontracting goals. This information is used to compile the WMBE Utilization Compliance Report that is presently reviewed by the executive team. Moving into

2016, SDOT will explore policy and practice for electronic monitoring through the B2GNow software.

- *Notification of Upcoming Opportunities - “Anticipated Projects” Sheets*

SDOT will continue to promote collaboration and coordination between divisions to produce anticipated work opportunity information and disseminate it through the SDOT WMBE website and community organizations.

- *Focused Networking – Matchmaking Events*

SDOT will coordinate matchmaking events between community WMBE firms and SDOT Project Managers and staff to facilitate connections between department needs and firms that can potentially fill those needs. This will include the *Working with SDOT* quarterly events and industry specific workshops.

Purchasing

SDOT purchases a variety of goods and services through the following methods: Blanket Contracts, Purchasing Contracts and Purchasing Direct Vouchers.

Purchasing Procurement Inclusion Strategies

- *WMBE Availability Assessment at Procurement Solicitation – WMBE Analysis in IRFs*

In collaboration with FAS-CPCS, SDOT coordinated for WMBE Availability assessment at the beginning of a purchase request. Continuing into 2016, WMBE Advisor signature is needed on request forms to process a new purchase request – this has been a successful tool in prompting WMBE analysis. Aside from providing an opportunity for impact at the most influential point in procurements, this will enable the department to identify purchasing areas that lack WMBE representation thereby providing direction and focus for engagement.

- *Upcoming Opportunities Notifications*

Given that the Blanket Contract is the primary tool for purchasing and the most significant in dollar usage among most divisions, SDOT will coordinate with Finance and Administration Services (FAS) to ensure WMBE firms are alerted to opportunities to engage in Blanket Contracts.

This coordination will focus on providing information regarding what Blanket Contracts SDOT uses the most, and connecting the WMBE community with how to establish and/or become engaged in a Blanket Contract when they become eligible to renew.

- *Focused Networking – Matchmaking Events*

As with Consulting, SDOT will coordinate matchmaking events between community purchasing needs and firms that can potentially fill those needs. This will be incorporated into the **Working with SDOT quarterly events**.

Public Works (Construction)

Per Seattle Municipal Code, FAS oversees the evaluation, award, management, administration, WMBE utilization, and enforcement for SDOT's public works projects.

Moving forward in 2016, SDOT will continue to engage with FAS in inclusion efforts for SDOT projects which will include an active role in Disadvantaged Business Enterprise (DBE) and related inclusion processes.

Public Works Strategies and Efforts in Outreach

- *Scoping of Projects*

SDOT WMBE advisor will be engaged in the scoping of projects to explore approaches to make such work more accessible to the WMBE contracting community. A key practice for this initiative will be WMBE Advisor inclusion in recurring SDOT Steering Committee meetings.

- *Outreach for Upcoming Opportunities*

SDOT will coordinate and participate in matchmaking opportunities & events between community WMBE firms and SDOT to provide advanced notification of upcoming Public Works projects as well as promote and encourage WMBE inclusive teaming. The SDOT WMBE Advisor will also distribute long term project forecast information online and at community events.

- *Continued Emphasis on WMBE Subcontractor Goal Monitoring*

SDOT will support FAS in the tracking and monitoring of Public Works WMBE Goals and subcontractor commitments. Moving into 2016, SDOT will continue the interdepartmental monthly check-ins on WMBE performance.

- *Public Works (Construction) Pre-Bids*

SDOT will promote information and staff availability to the community. Specifically, the department will maximize outreach to WMBE firms by streamlining coordination and establishment of optional-attendance Pre-Bids as well as increased PM attendance at community organizations to showcase projects.

Furthermore, SDOT will promote advance planning to provide a longer notice to the community. SDOT WMBE Advisor and CPRS will collaborate with FAS-

CPCS to explore ways to better plan and share advance notice of upcoming Pre-bids.

Additional Strategies and Focus Areas for SDOT:

- *Accountability systems for progress in WMBE/HUB business utilization*
Explore options to make attainment of WMBE Goals part of performance evaluation, and development of statistics to be utilized as metrics for evaluation of division/department success/
- *Systems to track and analyze WMBE/HUB information*
Develop tools to capture location component of firms engaged in procurements with SDOT, to include headquarter and significant business presence parameters. Leverage created information to have inclusion data complement other processes. SDOT WMBE Advisor will continue working on prospective GIS map alternatives for data.
- *Improved Collaboration for WMBE/HUB utilization goals.*
Participate in aligned WMBE processes to include becoming engaged in processes, procedures and outreach pertaining to Public Works & Federally Funded (DBE) SDOT procurements. (In coordination with Finance Administrative Services (FAS) and SDOT's Consultant Contracts Unit CCU)
- *Information Availability*
Expand external and internal information repositories for WMBE documents, updates and tools. Make presentations to stakeholders and other City audiences on program activities and outcomes
- *Annual Report: Performance Review, Transparency & Accountability*
The SDOT WMBE Advisor will deliver an Annual Report reviewing year-end performance information. This initiative has been launched in 2015.

Community Outreach Efforts

In 2016, SDOT will continue to have a presence in community organizations such as TABOR 100, NAMC, First Thursdays and CCCJ. Moreover, SDOT will continue support and participation in vendor outreach events and trade shows. Scheduled participation in community outreach includes, but is not limited to:

Working with SDOT (Sponsored by SDOT Once a Quarter)

Women- and Minority-owned businesses new to Seattle Department of Transportation (SDOT) will learn more about working with SDOT. Department staff will explain the types of services and goods SDOT procures, along with resources and tools for WMBE firms.

2016 City of Seattle A/E Consulting Show February 24, 2016

All capital departments introduce major upcoming projects that are likely to have large engineering design consultant solicitations during the coming year.

2016 Alliance Northwest Vendor Trade Show March 10, 2016

Alliance Northwest is a business-to-government conference that features keynote speakers, workshops and matchmaking sessions with government agencies and primes.

2016 Regional Contracting Forum April 5, 2016

The annual contracting forum with City of Seattle, King County, Washington State Department of Transportation, Port of Seattle, Washington State Office of Minority and Women's Business Enterprises, Washington State Department of Enterprise Services, Sound Transit and others. Attendees will meet government contracting representatives and network with contractors, consultants and suppliers.

2016 Sound Transit A&E Networking Event June 7, 2016

SDOT will participate in Sound Transit's annual A&E event. Sound Transit, King County, City of Seattle, and University of Washington invite Architecture and Engineering (A&E) Small Businesses including Minority, Women-owned, and Disadvantaged Businesses (DBE) to a networking event to learn about upcoming sub-contracting opportunities from public agency representatives and prime consultants.

2016 Reverse Trade Show TBD Q2/Q3

SDOT will participate in the City event to connect with firms for construction, consulting and purchasing needs. This is an opportunity for vendors to introduce themselves to a variety of City of Seattle Departments and other public agency representatives. Learn about upcoming solicitations, procurement opportunities, sustainable purchasing and network with other local vendors. Women-owned and minority-owned businesses are especially encouraged to attend.

2016 IT Meet and Greet TBD Q2/Q3

WMBE technology experts and software providers will meet with City decision-makers. An area of specific emphasis will be Project Quality Assurance Oversight of large, complex City IT projects.

2016 Capital Improvements Project Expo – Construction Preview TBD Q4

City departments provide draft scope summaries for projects anticipated scheduled for the following year.

Consultant Prompt Pay Strategies

SDOT is committed to creating a responsive environment for firms engaging in City of Seattle work, and fully supports the Mayor's Prompt Payment Initiative. Pursuant to this initiative, SDOT commits to a Prompt Payment aspirational goal of 100%.

GOAL: Invoices Paid in 30 Days
100%

Percentage of SDOT consultant invoices that will be paid within 30 days:

- SDOT proposes 100% consultant invoices will be paid within 30 days. This is the standard set forth in the City's code and our contract language.

Strategies to communicate and implement this goal within the department:

- Continued strengthening of communication between consultant contracting and accounting
- Refinement and communication / training of SDOT staff on the department's consultant contracting invoice dispute resolution processes.

Looking Forward...

SDOT will advance the City's mission to promote race and gender equity in contracting by creating a proactive yet responsive environment for inclusion of women and minority-owned businesses. This will be achieved through a continued emphasis on eliminating barriers for participation. This mission will be strengthened through outreach, community engagement, internal process review, collaboration, and training.

For more information on 2015 WMBE inclusion performance, please refer to SDOT's 2015 WMBE Inclusion Annual Report.

DEPARTMENT OUTREACH REPRESENTATIVE
Edson Ives Zavala SDOT WMBE Program Manager
DEPARTMENT DIRECTOR:
Scott Kubly SDOT Director