

**CITY COUNCIL AGENDA TOPIC**

Procurement Diversity Inclusion Plan update and program phasing for 2024 and 2025.

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**EXECUTIVE SUMMARY****INFORMATION  
ONLY**

The Procurement Diversity Inclusion Plan aims to enhance inclusivity and equity in our procurement processes. This revised plan will achieve this objective by providing enhanced technical support for our vendor community, fostering transparency and more robust data reporting, cultivating strong and lasting relationships, and elevating the standards of our procurement practices. At the meeting, staff will provide an update on the development of the revised plan and outline our strategy for implementation.

**RECOMMENDATION**

N/A

**BACKGROUND/ANALYSIS**Background

The Procurement Diversity Inclusion Plan is an administrative policy that was originally crafted in 2016 to enhance opportunities for small and diverse businesses. During the 2023-2024 budget process, Council allocated funding for a new position within the Finance and Asset Management Department to coordinate and increase action relating to these efforts. On August 7, 2023, staff presented a Management Brief to Council, emphasizing the need to update the plan and indicated their intention to hold stakeholder outreach to gather feedback.

In October and November 2023, staff held three stakeholder feedback sessions, drawing participation from over 20 stakeholders who offered feedback and insight to help guide the plan's trajectory. These discussions emphasized that there are areas of our process that need substantial improvement. Particular attention was drawn to our vendor registration and technical assistance. Participants indicated that our registration process is confusing, and the city does an inadequate job of communicating available documentation and resources to help. Without being properly registered, vendors don't have visibility to contracting opportunities. Secondly, stakeholders emphasized the need for increased accessibility and engagement and highlighted the need to level the playing field for all businesses, irrespective of their size.

Following the outreach sessions, staff reviewed the stakeholder feedback along with best practices

from other public agencies and created a list of action items to grow and improve Bellevue's program. These action items were organized into four goal areas (described below) which form the foundation of the revised Procurement Diversity Inclusion Plan.

#### Updated Plan Elements

In pursuit of the Council's vision of a welcoming and diverse Bellevue, the updated Procurement Diversity Inclusion Plan embodies a commitment to fostering inclusive procurement practices. The overarching intent is to provide ongoing and significant opportunities for small and diverse businesses to contract with the city, thereby strengthening our community's economic fabric. This revised plan is organized into four goal areas:

1. Enhanced technical support. Staff will expand and improve our assistance program aimed at guiding vendors through the complexities of registering and doing business with the City.
2. Transparency and data reporting. Improving our use of data will offer insights into procurement outcomes, emphasizing the impact of our actions and holding accountability.
3. Cultivating vendor relationships. This will be facilitated through city-sponsored events as well as collaboration and participation in events hosted by others.
4. Continuous improvement of our procurement practices. We will center equity by developing, implementing and standardizing new methods for increasing the use of small and diverse businesses in our procurement processes.

#### Next Steps

Now that staff have finished updating the plan, we are ready to initiate the phasing of our program activities. As we embark on this phase, we will be implementing the outlined strategies and action items to advance the goals of the new Procurement Diversity Inclusion Plan. As presently contemplated, staff will be performing research and design efforts on new procurement practices which may require policy adoption by Council. As those are developed, staff will bring them forward to Council for consideration. Staff will also provide regular updates to Council on our progress, seeking guidance for further enhancements in our procurement diversity and inclusion efforts.

### **POLICY & FISCAL IMPACTS**

#### **Policy Impact**

There is no additional policy impact as the Procurement Diversity Inclusion plan is an administrative document.

#### **Fiscal Impact**

Sufficient funding to advance this program exists within the 2023-24 adopted budget.

### **OPTIONS**

1. N/A

## **ATTACHMENTS**

A. Updated Procurement Diversity Inclusion Plan

## **AVAILABLE IN COUNCIL LIBRARY**

N/A