



Race Neutral Diversity Supplier Program Financial Services Goods/Services Procurement

Presented by

Financial Services Department

**City of Tempe
Procurement Office
Diversity/Race Neutral Strategic Plan**

Mission:

The City of Tempe assures an open, fair and competitive process for all who desire to do business with the City.

Goals of Procurement Office:

1. Outreach to communicate opportunities.
 - Increase Historically Underutilized Business (HUB) purchases for direct purchases <\$5,000.
 - Educate procurement cardholders about Business Outreach Program at September procurement card meetings.
 - Seek volunteers to serve as department representatives.
 - Send memorandum to supervisors for volunteers
 - Attend quarterly department supervisor meetings to increase their sensitivity to HUB businesses.
 - Provide reports to departments that detail their participation with HUBs.
 - Provide reports of registered vendor by business type and commodity.
 - Continue attendance at HUB and/or diversity fairs
 - East Valley Procurement Fair
 - West Valley Procurement Fair
 - Greater Phoenix Procurement Fair
 - Grand Canyon Minority Council
 - Tempe Chamber of Commerce
 - Create a HUB page on the Procurement website.
 - Add statement to website stating “We welcome diverse suppliers to apply.” (Wording to be approved by Attorney’s office)
 - List applicable staff as contacts for more information and questions.
 - Measurable Outcomes
 - Dollar amounts spent by Departments and Divisions
 - Number of vendors visiting at fairs (new vendor registration/attendance)
 - Number of hits on HUB internet/intranet page
2. Demystify the public procurement process.
 - Host a semi-annual meeting with Tempe and local businesses at Pyle Center and coach/mentor them on doing business with the City of Tempe.
 - Advertise meetings on Procurement internet website, send notice of meetings to Chambers of Commerce and Diversity agencies.
 - Direct businesses on where to certify with City of Phoenix
 - Allow online bidder registration
 - Add “Gender” and “Ethnicity” to bidder registration packet.
 - Simplify the Bidder Registration Form using other local cities as benchmarks.
 - Display a plaque at the Procurement Office front desk stating “We welcome diverse suppliers to apply.”
 - Measurable Outcomes
 - Attendance at semi-annual meetings
 - Number of online registrations received

3. Assure that businesses have access to solicitations.
 - Seek additional HUB agencies and add to bid list to receive all formal solicitations.
 - Add statement to solicitation templates about encouraging diverse suppliers to apply/respond. (Wording to be approved by Attorney's office)
 - Measurable Outcomes
 - Number of HUBs on solicitation lists
 - Number of HUBs that respond to our solicitations