

AdHoc Procurement Sub Committee: Amanda Elliott (Richmond Mainstreet), Roxanne Carillo Garza (Healthy Richmond HUB), Ofelia Alvarez (City of Richmond), Nadia Barhoum & Eli Moore (Haas Institute), Jim Hammack (CCISCO and Nerd Crossings), Alex Gomez (WCC Business Development Center), Jacqueline Majors (Richmond Chamber of Commerce), Hahn Kent (LBNL), Roesia Gerstein and Ruben Lizardo (UCB). [Oscar Dominguez](#), Exec Director, of the Contra Costa County SBDC has also agreed to participate in this effort.

Recommendations: The Ad Hoc Committee reviewed and discussed the recommendations that have already been made in the procurement arena. In addition to **encouraging UCB and LBNL to set a goal for increasing procurement with Richmond Based businesses**, it was agreed that the Ad-Hoc Committee should develop recommendations for **UCB/LBNL investment or engagement in strategies, programs and or partnerships that:**

- **Assist Local Businesses to overcome the challenges of meeting bonding requirements** on large public works projects.
- **Assist local business access the capital** needed to participate in the BGC construction projects, other BGC related opportunities, and on-going UCB and LBNL procurement
- **Build the Capacity of Businesses** to Compete for BGC Construction and regular procurement opportunities
- **Assess and address the policies and protocols that create barriers for local, small and micro enterprises to access UCB and LBNL procurement opportunities.**
- **Expand Outreach and Education on BGC Construction & Regular Procurement at UCB and LBNL.**

Data Request--The ad-hoc committee asked UCB and LBNL to provide summary data (by category) of all procurement in order to better understand the opportunities that might exist for Richmond Based businesses to provide needed goods and services. UCB and LBNL have already provided data on the spend in Richmond for the last two fiscal years.

At May 4 meeting, the group agreed to enlist a small work team that will work on data. The objective is: to review the data that UCB and LBNL provides, data the City, School District, UCB/LBNL have for Richmond Based businesses that have been certified (per a diversity category) and are already participating in the four public anchor's procurement opportunities, and data the Chamber of Commerce, Richmond Main Street, others have on businesses that may not already be aware of the opportunities. The objective is get a better handle on extent to which Richmond Based business are positioned to bid on BGC construction and existing UCB and LBNL supply chain needs.

Additional Recommendations

City of Richmond's Recommendations for the Development of a Richmond Procurement Plan

The following suggestions have been made by the City of Richmond to supplement the current ...

1. **Institute Formal Buy Richmond Preferences** – A formal preference not only shows buy-in and commitment from the highest levels of the organization, but it can also guide internal procurement policies and make managers and staff accountable for success.
 - A. Make all diligent efforts, in good faith, to ensure at least 25%, of total procurement to come from Richmond businesses.
 - B. Require that large suppliers work with small Richmond businesses to ensure at least 25%, of total procurement to come from Richmond businesses.
 - C. Solicit bids/RFPs primarily, all from Richmond businesses and give first priority to Richmond businesses.
 - D. Ensure that concessions, restaurant services and catering needs be covered by Richmond businesses.
 - E. Set-aside contracts for Richmond businesses.

2. **Build the Capacity of Richmond Businesses** – Prepare small Richmond businesses for larger contracts and connect them to emerging opportunities.
 - A. Provide targeted technical assistance to Richmond and disadvantaged businesses.
 - i. Provide extensive one-on-one work with promising Richmond suppliers.
 - ii. Assist Richmond businesses in bid preparation, in complying with project wage requirements and procurement systems.
 - B. Redesign contracts to capture the strengths and capabilities of Richmond suppliers.
 - C. Address the challenges of bonding to diversify the pool of Richmond contractors .
 - i. Create a bonding pool, lines of credit, to offer a partial guarantee to the surety companies for eligible firms.

- ii. Provide technical assistance in preparation for bonding.
 - iii. Raise the bonding threshold
 - D. Establish a supplier mentor/protégé program to assist small Richmond businesses to improve their operations so they can become more efficient and effective at providing goods and services.
 - i. Make all diligent efforts, in good faith, to ensure at least 50% participation to be set for larger suppliers to be mentors.
 - E. Establish a grant program for Richmond Businesses which grants are to be used to make capital improvements to the properties of such Richmond business.
 - F. Process construction payments twice a month rather than monthly to assist with the cash flow problems.
 - G. Work with the City Revolving Loan Fund to make funding available to Richmond businesses.
- 3. **Continue to Collaborate with the City of Richmond on Vendor Outreach Efforts to Position existing Richmond Businesses for Success.**
 - A. Host at least four outreach events to Richmond suppliers per year and train on the following areas:
 - i. How to enroll in supplier databases
 - ii. Notification of procurement opportunities
 - iii. Procurement process and requirements
 - iv. Certification requirements
 - B. Host a preconstruction workshop to allow General Contractors (GC) and subs to meet each other and prepare for the Berkeley Global Campus bids.
 - C. Host a GC to Sub Matchmaking Workshop and arrange rotating face to face meetings of subs/GCs at the event.

Resource Section:

- [Richmond Business Opportunity Ordinance – Chapter 2.50](#)
- [Anchor Richmond; Community Opportunity & Anchor Strategies for the Richmond Bay Campus in California](#)
- [The Richmond Bay Campus Report; Strategic Business Plan and Marketing Strategy, Positioning Richmond for Success](#)

Best Practices:

- [Buy Newark: A Guide to Promoting Economic Inclusion through Local Purchasing](#)
- [University of Pennsylvania – Financial Policy; Commitment to the Economic Inclusion Program - # 2302](#)