

# M/WBE Noncompetitive Small Purchase Method Implementation

In November 2019, the City's Procurement Policy Board amended the City's purchasing rules to allow for the direct purchase from City-certified M/WBEs of goods, services and construction up to \$500,000 consistent with newly enacted State legislation. The City developed the following implementation plan for managing this new program.

## Vendor Compliance

City-certified M/WBEs awarded contracts under this method are subject to many of the same pre-contract reviews and safety requirements as other firms with which the City does business. Included below is a summary of the oversight procedures for vendor purchases.

- **Vendors complete integrity disclosures in PASSPort:** Vendors must be enrolled in PASSPort and all disclosures regarding the business and principals must be current and complete if their total contract value exceeds \$250,000 in the preceding 12 months.
- **DOI completes Vendor Name Check (VNC):** DOI completes a VNC in PASSPort to help inform the Agency's evaluation of vendor responsibility.
- **Agencies complete Responsibility Determination:** Agencies use the integrity disclosures, VNC, and other information to make a determination of a Vendor's responsibility for award.

## Procurement Oversight

MOCS will review all M/WBE purchases for compliance with the following established procedures:

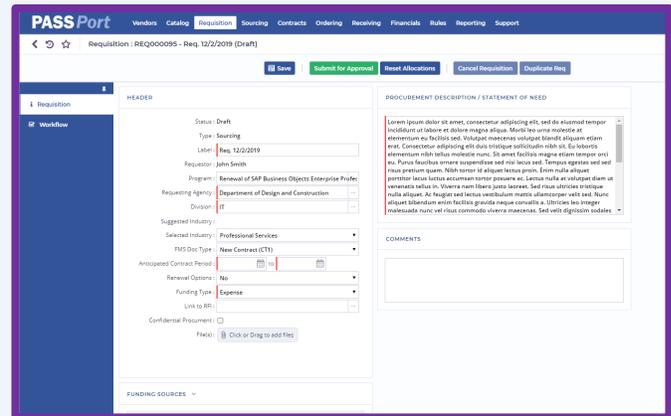
- **Certification:** Validate contract awarded to a City-certified M/WBE
- **Public Hearing:** Confirm the agency published a notice of public hearing in City Record Online for contracts over \$100,000
- **Scope of Work:** Review purchase descriptions for appropriate scopes of work.
- **PASSPort:** In Spring 2020 these awards will be executed in PASSPort, the City's new digital platform for all procurement activity.

### *PASSPort enables:*

*Procurement steps and required approvals in system (e.g. CFO, ACCO, Law Dept)*

*Data collection on M/WBEs contacted for quotes*

*Management of contract and registration data*



## Ensuring Robust Distribution of Contracts across all M/WBE categories

MOCS' Procurement Data Warehouse (PDW) will provide real time analytics on agency awards. This new procurement technology ecosystem will allow the City to increase transparency and facilitate compliance and quickly assess Agency purchases.

### *PDW enables:*

*Robust analytics on contract awards to inform decision-making*

*Monitoring award distribution among M/WBE ethnic and gender categories*

*Customized reporting capabilities tailored to each agency or citywide*

