



Hope Garden located on the green roof of the Multnomah Building

Central Procurement and Contract Administration

2009
Annual
Report



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Services Provided



Business and Workforce



Community Partnering



MWESB Program



MWESB Partners



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MESSAGE FROM THE CHAIR



Each year Multnomah County spends millions of dollars on goods and services. Central Procurement and Contract Administration (CPCA) is charged with ensuring that our purchasing practices best support the long-term interests of the County and its residents. This includes evaluating the economic, social, and environmental impacts of the purchases we make.

The new CPCA initiatives outlined in this report promise significant gains in efficiency, service and responsiveness to our customers. The County is responsible for a wide-range of services, including: the public library system, the public health system, mental health services, human services, a wide-range of public safety services, after-school programs, and some of the Willamette River Bridges, among others. As stewards of the taxpayers money, we want to ensure that every dollar is spent wisely and fairly.

Currently, CPCA is involved in a number of service improvement efforts that address issues raised in recent audits. These include playing a central role in the Contract System Redesign Team that will implement better ways of doing business, and leveraging the County's investment in our enterprise financial system to launch several e-business initiatives.

Other improvements include gains in Minority, Women, Emerging Small Businesses participation and sustainable purchasing initiatives that directly reflect my personal commitment to ensuring equitable participation and inclusion for our entire community.

I want to thank the CPCA staff for their leadership and innovation in creating numerous tools and policies in keeping with best practices. Their commitment to diversity and sustainability, responsible and equitable spending, and quality service is commendable and greatly appreciated.

Ted Wheeler,

A handwritten signature in black ink that reads "TED WHEELER". The signature is stylized with a cursive-like flow.

Multnomah County Chair

MESSAGE FROM THE MANAGER

As purchasing professionals, we are dedicated to an all-encompassing value-added function in which contract administration, contract compliance, customer service, sustainability and diversity all play important roles. In CPCA, we are committed to open, fair, competitive purchasing processes; we continually seek new tools and best practices to achieve the best value for Multnomah County.

Last year, CPCA helped convene the Contract Action Team to redesign the County's approach to contracting. This was an unprecedented effort which engaged purchasing staff and management from throughout the County to create the blueprint of a contracting system with greater transparency and accountability. The framework that the CAT group created will be implemented in the coming fiscal year as part of the Contract System Redesign project. The continued inclusion of CPCA staff and our departmental customers in these efforts will ensure the County is actively implementing and promoting public purchasing best practices.

It is my pleasure and honor to work with skilled, dedicated and committed Staff—I am proud of their efforts. CPCA has emerged into an organization that is committed to continuous innovation in our policies, procedures, MWESB and sustainability efforts. Because of our results, Multnomah County is developing a reputation as an outstanding leader in public sector purchasing. This is a credit to the professional staff who have risen to the challenges put before them.

In the coming year, we look forward to implementing new initiatives in the areas of contract processing and administration, finance administration and e-commerce. We will continue to support and leverage staff talent within CPCA and across departments, seeking innovations that deliver the best value for Multnomah County.



Brian R. Smith

A handwritten signature in black ink, appearing to read "Brian R. Smith". The signature is stylized with a large, looping "B" and a long, sweeping underline.

Manager

CENTRAL PROCUREMENT & CONTRACT ADMINISTRATION

Staff



First Row: Catherine Kwong, Kathi Braeme-Burr (left to right)

Second Row: Nancy Walters, Brian Smith, Lynne Waite, Lisa Emery,

Third Row: Alandria Taylor, Rosie Bockowski, Paula Rickman, Robert Fields,
Janna Allgood

Back Row: Jerry Jelusich, Barry Zimmerman, Karl Schorr, Lawrence Russell,
Ken Scholes, Sherry Taylor

Not Pictured: Natacha Louden, Sophia Cavalli

Photo by: Sophia Cavalli

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Central Procurement and Contract Administration (CPCA)

Mission Statement

We purchase goods and services to support the County's diverse needs. We ensure the best value for our citizens by facilitating a fair and transparent process.

Building Vitality in the Marketplace

The CPCA team leads the County's efforts in building a stronger, more vital contracting marketplace. Economic vitality requires an increased number, and a broader range, of businesses that are able to bid on county projects. This report highlights initiatives that expand contract opportunities for businesses that include professional services, materials and supplies, and construction.

The CPCA team supports county operations with an uninterrupted flow of materials and services. Multnomah County competitively procures materials and services, taking into consideration the best combination of price, quality and service.

CPCA staff manages County processes for purchase orders, bids and Requests For Proposals (RFPs) and performs analysis to determine if procedures can be improved. In addition, CPCA staff assists County users with information, training, and updates for the Public Contract Review Board (PCRB) Administrative Rules to ensure that all applicable laws, ordinances, administrative rules and policies are followed correctly. Local discretion is governed by ORS 279A-C (Oregon Revised Statutes' Public Contracting Code) and other applicable State of Oregon Purchasing laws and contract conditions required by federal and state funding sources.

Products and Services Purchased by Multnomah County

CPCA staff members work on diverse contracts and contracting efforts throughout the year. CPCA staff support departments county-wide to purchase products and services in construction, health and human services, materials, and non-professional and professional services. These products and services are competitively bid and purchased through contracts, Requests For Proposals and purchase orders that may include:

- **Adult foster care**
- **Food services for correctional facilities**
- **Bridge improvements**
- **Dental lab services**
- **Translation services**
- **Office supplies**
- **Mental health services**
- **Residential services**
- **Building maintenance and improvements**
- **Software services and licenses**
- **Energy assistance service**
- **Nutrition services for seniors**
- **Plumbing supplies**
- **Refuse and recycling services**
- **Street improvements**
- **Medical supplies**

Our 2009 Annual Report covers July 1, 2008 to June 31, 2009. The following pages display a sample of the many services the County provides to Multnomah County residents. Throughout the year, CPCA staff may assist departments to purchase some of the services highlighted on the next six pages.

Services Provided by Multnomah County



Pet Licensing

Kiko was located and returned to his owners because he was wearing a license. Animal Services issues 40,000 - 60,000 pet licenses a year.



Laboratory Services

Laboratory services are provided for nine health clinics throughout the County.



Public Safety

The Sheriff's Office provides civil, corrections, and law enforcement services to Multnomah County residences.

Services Provided by Multnomah County



Adult Foster Care

There are more than 580 adult foster care providers throughout the county.

Adult Foster Care Clients:
(from left to right)

Genevieve E. Pinckard,
Mary Alice Gebhart and
Lenora Zimmerman



Food Handler Card

Multnomah County now offers online food handler card testing in seven languages: English, Spanish, Russian, Vietnamese, Korean, Mandarin and Cantonese.



Sheriff Marine Patrol

The Oregon State Marine Board named the Multnomah County River Patrol Program of the Year in the State of Oregon for 2009.

Services Provided by Multnomah County



Nursing Consultation, Technical Assistance and Training

Rosalyn Crocker, RN (left)
Community Health Support RN

Maria Zea (right)
Owner
Mt. Scott Adult Care Home



Translation Services

Translators provide individual assistance in Burmese, Arabic, Spanish, Karen, Nepalese and Russian for clients.



Animal Services

(Animal Shelter Cattery)
Roughly 175 cats and dogs are rescued, cared for, adopted and placed into foster homes each week.

Services Provided by Multnomah County



Senior Meals

Each day 20 to 75 seniors gather for meals at the Loaves and Fishes Center.



Summer Free Food Program

Commissioner Deborah Kafoury serves free lunches at Peninsula Park. The Summer Free Food Program provides free lunches for students in the summer at 59 locations in the County.



Library Services

Holgate Library - Story Time
Each of the county's 17 libraries provides a wide range of services including youth and cultural programming.

Services Provided by Multnomah County



Health Clinics and Pharmacies
East County Health Clinic and Pharmacy
Between 150 to 200 patients visit each day.



Aging and Disability Services

Services Provided by Multnomah County



Elections

The Elections Division collects and sorts ballots and offers in-house voting, vote-by-mail, assistance to voters with disabilities, language assistance, and voter registration. During the 2009 November elections, the Elections Division processed over 360,000 ballots with a voter turn-out of over 86%.



Business and Workforce Development

Background:

Multnomah County is committed to supporting business and workforce development. For over thirteen years, the County has collaborated with other local jurisdictions, including the City of Portland, to implement initiatives to increase opportunities for women and minorities in contracting opportunities.

Multnomah County's Minority, Women and Emerging Small Business (MWESB) Program promotes diversity and equal access for businesses seeking to sell goods and services to the County. Additionally, the County supports initiatives and programs that ensure equal employment opportunities in the construction trades for women and minorities.

Good Faith Effort Program

Good Faith Effort (GFE) requirements apply to construction projects expected to total more than \$200,000. Prime contractor bidders must afford equitable subcontracting opportunities for MWESB contractors and submit documentation demonstrating their GFE to award contracts to MWESB firms. The GFE program requires prime contractors to contact and follow-up with at least five minority-owned, women-owned, or emerging small business contractors from the State of Oregon's certified list of MWESB contractors for each separate division of work on county projects.

Workforce Hiring and Training Program

The goal of the Workforce Hiring and Training Program is to increase the number of women and minorities in the construction trades through apprenticeship opportunities.

The County requires workforce training on its construction projects to ensure that County-funded projects offer equal opportunity employment in the construction trades. Contractors must make reasonable efforts to ensure that their workforce reflects the diversity of Multnomah County.



Multnomah County projects under construction.

Technical Assistance Program

The Technical Assistance Program is designed to provide Minority, Women and Emerging Small business owners and their employees with various opportunities to participate in training and services. The program is intended to ensure the longevity and success of MWESB firms in the regional construction industry. Additionally, Multnomah County supports programs and training for women and minorities seeking to enter construction related trades.

Qualified Rehabilitation Facilities (QRF)

State of Oregon Product of Disabled Law (ORS279.835-279.855) governs the purchases of goods and services from QRFs. QRF businesses are state-registered businesses providing vocational development to assist people with disabilities achieve maximum independence and self-sufficiency. This support includes accommodations such as special training and job modifications. Multnomah County encourages the purchase of goods and services from QRFs whenever possible.



SUSTAINABILITY

Multnomah County is a leader in sustainable practices and is recognized nationally by the National Institute for Government Purchasing and Responsible Purchasing Network for innovations and leadership in sustainability. Over the past two decades Multnomah County has adopted more than thirty policies related to protecting environmental and public health. Of these policies, nearly a dozen are specifically related to purchasing practices; some of these include but are not limited to:

Leadership in Energy and Environment Design (LEED) Gold and High Performance Green Building

This policy implemented additional improvements in green building practices since the adoption of the County's 2004 Green Building policy. The policy:

- Declares that high performance green building practices shall be followed for all construction and renovation projects greater than 10,000 square feet.
- Covers buildings leased by the County as well as owned.
- Supports the Architecture 2030 Challenge to reduce greenhouse gas emissions.

Solar Energy Projects on County Facilities

With this policy, Multnomah County acknowledged global warming resulting from human activity.

- In partnership with Energy Trust of Oregon, the County built solar power production resources on county buildings, using them as a source of power (and selling excess power back to utilities).
- The project was hailed as the largest solar power project in Oregon.
- This policy helped build the local market for green energy.

Purchase of Green Power

This policy strives to reduce pollution caused by the use of fossil fuels and to purchase power from renewable sources.

- This policy highlights the relatively low impact of hydroelectric facilities and the near-zero impact of wind power.
- The County began purchasing renewable energy from PacifiCorp and General Electric in 2000.

Green Building

A cross-departmental Multnomah County team, assisted by Portland State University students, found that the benefits of adopting a high-performance green building policy outweighed the costs by a factor of 10 to 1.

- The policy identifies the environmental and health problems inherent to US buildings (i.e. high electricity and raw materials consumption, contribution to greenhouse gases and landfill waste, and human health impacts).
- The County, with other governments in the region, adopted this policy before it became an industry standard.





Solar panels at Yeon Building.

Green Cleaning

Previous adoptions by the Board of Commissioners paved the way for this policy, which recognizes the risks to environmental and human health posed by certain cleaning products. Recommendations by a cross-departmental team included:

- A phased approach to introducing environmentally safe cleaning products.
- Training in the use of new environmentally safe cleaners for custodial service providers.
- Establishment of Central Stores as the source for the County's janitorial supplies.

Toxics Reduction Strategy

A team composed of representatives from local governments across the region, Portland State University, Oregon Health and Science University and the general public reviewed internal operations and best practices of other local governments regarding toxic reduction.

- The resulting policy calls for the use of a framework for replacing toxic substances with less-toxic viable alternatives by 2020.
- The policy is being executed concurrently with the development of a plan by the Oregon Department of Environmental Quality to eliminate persistent bio-accumulative toxics in Oregon by 2020.

Recycling

Recognizing the benefits to the environment as well as the local economy, Multnomah County established recycling at all its facilities in 1989.

- A policy stating a purchasing preference for recycled materials followed in the same year.



Commissioner Shiprack, Commissioner McKeel, Commissioner Cogen, Kat West, and John Schrotzberger



Solar panels at Yeon Building.

- An updated 1996 policy increased the preference on recycled paper to 15% and defined recycled paper as containing not less than 25% post consumer recycled material.

COMMUNITY PARTNERING

Creating and maintaining partnerships is a vital component of CPCA's outreach efforts. CPCA staff members serve on numerous committees and participate in a wide range of organizations, including:

African American Chamber of Commerce
Asian American Business Alliance
Hispanic Metropolitan Chamber of Commerce
Minority Business Opportunity Council
Native American Chamber of Commerce
National Association of Minority Contractors
National Institute of Governmental Purchasing
Oregon Association of Minority Entrepreneurs (OAME)
Oregon Public Purchasing Association
Philippine Chamber of Commerce
Small Business Advisory Council

Throughout the year, CPCA staff participates in over 90 events and meetings as community partners.



Native American Chamber of Commerce Annual Gathering.



OAME Annual Trade Show at the Oregon Convention Center.



Asian American Business Alliance Quarterly Meeting at the Portland Classical Chinese Garden.



Hispanic Metropolitan Chamber of Commerce Annual Employment and Contracting Trade Show at the Oregon Convention Center.

ACHIEVEMENTS

CPCA Achievements

As procurement professionals, CPCA staff members are dedicated to continuous improvement, gains in efficiency, and customer service to internal and external customers. Over the last year, CPCA has developed and implemented key enhancements, to illustrate these improvements, some examples are provided below.

Departmental Purchase Order Process

CPCA staff delegated purchase order authority to the department level. This process provided savings in CPCA staff time to work on more value-added activities such as researching best practices. Additionally, this process reduced the time for departments to create purchase orders, in order to make Multnomah County purchase orders more efficient.

Contract System Redesign

In October 2008, following the release of the Auditor's Report on the management of large contracts CPCA helped convene a multi-departmental Contracts Action Team (CAT) to assess the County's current contracting processes and recommend improvements vital to achieving greater accountability. The CAT issued the following recommendations, which were adopted by the Board of County Commissioners:

1. Adopt and implement a clear structure for the contract process County-wide.
2. Assess risk for each contract to appropriately scale the contracting process.
3. Focus resources where they add the greatest value.
4. Train and support the staff responsible for contracting activities.
5. Acquire new electronic tools essential for implementing this framework.
6. Implement quick fixes immediately.
7. Make continual improvements to maintain and upgrade the adopted framework.

The Board of County Commissioners directed CPCA to implement the CAT recommendations. The Contract System Redesign project is currently underway and is designing and implementing the contracting system described in the CAT Report.

Continuously Open Procurements

CPCA staff created a continuously open procurement process for the purchases of services County-wide. This process accommodates the addition of new vendors on a periodic basis, allowing the county to qualify a pool of vendors and the option to contract with them as the county's needs change. Finally, it benefits small businesses, enabling them to qualify periodically instead of having to wait until the next procurement at the end of a multi-year contract. Executing this process saves county staff time as well as administrative and advertising costs.

A Year in Review

Goods and services purchased:

\$229,130,760

Contracts and amendments processed:

1137

Training hours provided to county staff:

314

Staff that received new professional certifications:

24%

Staff currently holding professional certifications:

61%

Re-designed Equal Employment Opportunity Certification (EEO)

CPCA staff re-designed the County's Equal Employment Opportunity Certification process to create savings of over \$26,000 and to improve efficiency and ease for vendors contracting with the County.

Prequalification

CPCA staff designed a new construction prequalification application that is easier for construction vendors to submit and complete as well as created a projected specific prequalification application for use on especially complex public works projects.

Lessons Learned

In accordance with industry best practices, CPCA staff collect and archive Lessons Learned on past procurements. In addition, staff members present Lessons Learned during staff meetings as a training tool for improvements and less experienced staff members.

Department Training

CPCA conducted formal classroom trainings as well as customized trainings for departments during 2009. Formal offerings included "How do you Buy it?", "Procurement and Contracts", and "Basic Contract Administration". Department trainings were specifically tailored to meet the unique needs of customers and were presented to the Health Department, DCHS Mental Health Managers and DCHS Community Programs. During 2009, CPCA staff trained 126 employees County-wide and provided 314 hours of training.

Professional Certification

Twenty-four percent of CPCA staff dedicated hundreds of hours of training and study to pursue professional development and professional certifications. Brian Smith earned his Certified Public Purchasing Officer certification from the National Institute of Government Purchasing (NIGP), Barry Zimmerman earned his Certified Public Purchasing Buyer certification from the NIGP, Kathi Braeme-Burr earned her Oregon Procurement Basic certification from DAS State Procurement Office, and Alandria Taylor earned her Master Compliance Administrator certification from the American Contract Compliance Association, Morgan State University.

Administration

CPCA has streamlined numerous administrative requirements, including standardizing boiler plate contract language, developing various procurement templates and implementing process improvements. This has resulted in CPCA reducing the average contract review period to only five days.

PROCUREMENT ACHIEVEMENTS

As procurement professionals, throughout the year CPCA staff works diligently to develop and implement numerous tools and strategies in keeping with best practices. The examples below of specific procurements illustrate some of the past year's improvements:

Assessment and Taxation Software Solution

This solicitation sought proposals from firms specializing in Real Property Assessment, Tax Billing and Tax Collection Systems to create a customized, turnkey, commercial-off-the-shelf software solution to replace the County's present aging systems.

CPCA formed a collaborative team with Assessment & Taxation, County Attorneys, and Information Technology to create a complex software solicitation. This multi-step procurement process included written proposal evaluations, Competitive Range determination, remote demonstrations, three-day on-site demonstrations, establishment of a primary and secondary list, and site visits to view actual customer operations using the Proposers' solutions. The new procurement process utilized multiple selection steps for the first time, and resulted in an outstanding software solution with additional features, and under budget.

SUN Regional Service Centers

This RFP sought providers for the SUN Regional Service Centers, which serve six major geographic areas within Multnomah County. SUN Regional Service Center providers support SUN Community Schools at designated school sites.

SUN (Schools Uniting Neighborhoods) offers classes and programs for both children and adults during non-school hours.

- SUN Community Schools coordinate and provide educational, recreational, social and health services in 58 SUN Community Schools in six school districts across Multnomah County. SUN Community Schools serve all ages, preschool to seniors, with a focus on the students in the immediate school community. They are open before and after school, evenings and weekends.
- The SUN Service System serves Multnomah County's low-income communities by providing social and support services to youth, families and community members that lead to educational success and self-sufficiency. Services are delivered through school-linked and school-based strategies and include: Academic Support and Skill Development for Youth; Early Childhood Programs; Parent/Family Involvement and Education; Case Management; Anti-Poverty Education and Support; Housing Stability; Economic Self-Sufficiency; Basic Needs; Health; Mental Health & Addiction and Service Access, Information & Referral, Linkage.

As part of the County's commitment to a more diverse vendor pool, this RFP featured a limitation (of two) on the number of regional service centers that could be awarded to any one vendor. Increased emphasis was placed on culturally specific qualifications in order to better serve diverse communities. Additionally, over 50% of the evaluators included minority individuals reflecting the communities served.

Multnomah County Alcohol and Drug Outpatient and Residential Services

Seeking to improve the coordination of the delivery of Alcohol and Drug services for 647 outpatient slots, the Department of Community Justice and Department of County Human Services collaborated to issue a single, joint formal procurement for this year.

By adopting a joint effort, the County was able to save at least \$25,000 in avoiding two separate formal procurements. Also, the departments conducted a joint contract allocation process, ensuring that contracts were allocated with the entire Alcohol and Drug community's needs and requirements in mind—another first.

Additionally, this procurement included a continuously open feature. This allows the department to add additional vendors to our pool of contracts as frequently as every six months. This feature addresses a problem the departments had with a dwindling vendor pool and no ability to add new vendors before the five year procurement expired.

Multnomah County Library Radio-Frequency Identification (RFID) Tags and RFID Circulation and Security Equipment

Multnomah County Libraries were faced with a persistent problem of theft. An audit had identified over \$2 million in lost or stolen items across the entire library system. To address this issue, this procurement initiated a major security improvement to reduce that theft rate.

CPCA and the Library staff worked intensively to conduct a two-step evaluation process. This process featured a written proposal evaluation, followed by rigorous product demonstrations for the top scorers. Three of the five respondents were European-based firms, a hotbed for the development and use of RFID tag technology for libraries. The selected vendor was a Swiss firm.

As a result of this contract, two million RFID tags were successfully delivered to the Library on time, and the library has seen a major reduction in the number of lost and stolen materials.

After-Hours Advice Nurse

Multnomah County Health Department (MCHD) uses an after-hours nurse advice service to assist primary care patients when clinics are closed. CPCA conducted a new procurement in 2009 to provide after-hours nurse advice for an expiring contract. Elements new to the 2009 procurement included prescription refills, no translation fee for Spanish language interpretation, and higher reporting and billing standards.

The new procurement resulted in a 35% savings, close to \$125,000 over five years. Also, new service and reporting enhancements enabled the County to shift workload to deliver greater value added services. Additionally, the new provider added three phone lines, saving patients and the County time and money.

The new contract refines County clinical protocols and workflows to higher standards, includes health education services, and provides standard and custom reports for clinical and financial applications and analysis.

"I know that I speak for others who have worked on this process when I say thank you! What great customer service and professional support CPCA provided for the After-Hours Advice Nurse RFP. It's always great to recognize excellent professional partnerships."

-Valerie Whittlesey
MCHD Customer

SUSTAINABILITY ACHIEVEMENTS

Multnomah County is committed to a clean environment, a healthy community and a vibrant local economy. During the last year, CPCA staff worked to support the County's legacy of over 30 policies related to sustainability and sustainable purchasing.

Environmental Protection Agency (EPA) Grant

Multnomah County secured over \$330,000 in grant money from the EPA and the Oregon Department of Environmental Quality to retrofit County vehicles with emission control devices. CPCA staff collaborated with the City of Portland on the grant and developed a joint procurement for the retrofit of County and City vehicles. In addition, local contractors are now able to access \$325,000 in EPA grant funds for retrofits of their construction fleets. These combined efforts to reduce diesel emissions make long lasting improvements to community health. Diesel exhaust ranks among the top air toxics in Oregon.

Sustainable Purchasing Coordinator

CPCA was awarded a grant to host a full-time Americorps member for a second year to fill the role of Sustainable Purchasing Coordinator. Collaborating with the Sustainability Program and departments, the Sustainable Purchasing Coordinator developed and executed a number of initiatives to enable CPCA to contribute to the County's sustainability goals.

Sustainable Purchasing Checklists

Sustainable purchasing checklists were developed for purchases at every level, from small purchases up to million-dollar purchases. These checklists provide County staff with a list of criteria to allow them to include the most appropriate sustainability factors in their sustainable-purchasing decisions.

Case Studies

- **Printer Cartridges:** Central Stores saved the County over \$44,000 by switching to new compatible cartridges. The new compatible printer cartridges are made of recycled content and are purchased from a Qualified Rehabilitation Facility where at least 75% of the work is performed by employees with documented disabilities.
- **Solar Power:** Multnomah County negotiated an innovative contract to provide solar power to three County facilities. The negotiated cost is at or below the costs of traditional energy sources and presents none of the environmental issues associated with traditional energy. Additionally, the contractor agreed to provide training for green jobs, and charged the County no set-up fees.
- **Lighting:** Facilities and Property Management leveraged financial incentives offered by the Energy Trust of Oregon to upgrade inefficient lighting and ballasts. These retrofits saved over \$57,000 a year. Equally as important, the County saved 700,000 kilowatt hours and reduced 49 tons of CO₂ emissions.
- **Janitorial Supplies:** Central Stores saved the County over \$19,000 by switching to a brand of bathroom tissue and hand towels with a higher recycled content. In addition to the costs savings, a higher recycled content reduces the amount of trees, oil and water needed when compared with 100% virgin content. Additionally, the new supplier is certified as a Minority Business Enterprise (MBE).

Employee Survey

During the spring, CPCA conducted an employee survey on knowledge of sustainability and purchasing habits with an impressive 25% of the County's 4,000-plus employees responding. The survey results indicate that employees are interested in obtaining information on how to purchase sustainable products and key criteria for selecting sustainable products. Additionally, almost all employees that responded to the survey participate in some form of recycling.

SUSTAINABILITY PARTNERS

“Historically, Multnomah County has done a great job in providing opportunities for small business that in turn provide economic stimulus for our region. We are proud of Multnomah County’s High Performance Green Building Policy which allows our firm to live its mission that environmentally responsible approaches to engineering are essential in sustaining our natural resources.”

Flaviano V. Reyes, Jr., P.E.
President
Reyes Engineering, Inc.
MBE



“We have structured ourselves as a value-based firm with an emphasis on people, the environment and community. Multnomah County shares our values. We have enjoyed our relationship with the County as part of our on-call service agreement.”

Deb France
Principal
Oh’s planning + design
WBE



“We truly appreciate the County's leadership and integrity in sustainable practices. Over the years Multnomah County has demonstrated its commitment and concern for livability, cost effectiveness and sustainable design. As a result we've developed a strong relationship with the County – our core values, purpose and mission are very much in alignment. Consequently, we look forward to contributing on future sustainable projects that bring value to our community.”

William Hart, AIA
Founder/Principal
Carleton Hart Architecture
MBE



MWESB HIGHLIGHTS

Multnomah County continues to achieve gains in contracts, dollars awarded, and payments made to Minority, Women and Emerging Small Businesses (MWESBs). This is reflected in the contracting results achieved over the last year.

The percentage of contracts awarded to MWESBs increased from 14.3% in 2007 to 29.2% in 2008 and reached 33% in 2009. Additionally, the percentage of dollars awarded increased from 11.1% in 2008 to 16.8% in 2009. The County achieved impressive results in payments to MWESBs. Payments increased from \$3,765,610 in 2008 to \$4,789,134 in 2009, accounting for a 21% increase and an additional \$1,023,524. Since 2007, the County has paid over \$13 million to MWESBs.

The County increased business and workforce development efforts by providing training and sponsoring programs for MWESBs as well as women and minorities seeking entry into construction related trades. These efforts provided 157 participants with 5,800 hours of training. Additionally, efforts to support and strengthen community and business partnerships included CPCA staff attendance at over 90 community meetings and events.

In summary, the County's 2009 MWESB achievements include:

- Contracts awarded reached 33%
- Dollars awarded increased 6%
- Payments made increased 21% and over \$1 million
- The County made payments to 101 MWESBs
- Provided 5,800 hours of training to 157 participants
- Staff attended over 90 community meetings and events

OAME Chairman's Award

Each year, the Oregon Association of Minority Entrepreneurs (OAME) holds an Annual Conference. At OAME's 21st Annual Conference in 2009, Sam Brooks, Chairman of the Board, presented Chair Wheeler with the prestigious Chairman's Award. This award is given annually in recognition of exceptional leadership and support of Minority, Women and Emerging Small Businesses.



Pictured: Jorge Guerra, Hector Roche, Sophia Cavalli, Sam Brooks. Hector Roche and Sophia Cavalli accepting the award on behalf of Chair Wheeler.

Technical Assistance Program

Small businesses make up more than 80% of all businesses in the United States. Locally, Multnomah County supports small businesses with technical assistance. In 2009, the County expanded technical assistance efforts across a spectrum of services and programs to include business and workforce development. These programs support existing Minority, Women and Emerging Small Businesses, as well as individuals aspiring to enter the construction trades.

Turner School of Construction

Turner School of Construction provides training to Minority, Women and Emerging Small Business owners in the construction industry. The program is uniquely designed to enhance the technical, administrative and managerial skills of businesses. Individuals enrolled in the program gain insights and learn to use meaningful tools that help them target their business for quality and growth and to develop strategic business relationships.

Over six weeks, participants delve into topics that include: effective business plans; banking and financial management; marketing strategies; scheduling, estimating; purchasing; daily operations; safety; billing; risk management; and measuring performance.

"Turner School of Construction helped me achieve many goals. This is one of the best classes I would recommend to anyone to take it and learn from it."

-Natalia Lifanov, President
Expedia Custom Building
WBE

"Turner's commitment for small businesses is commendable. I really appreciated the estimating and marketing classes. I learned a great deal in the program. Today, I have new relationships and a contract with Turner. Thank you for supporting this Program and small businesses."

-Miguel Sanchez Duarte, President
MSD Construction, Inc.
MBE

"The Turner School of Construction class gave me the tools and knowledge necessary to be a more impactful partner in my business, and has afforded me the opportunity to develop relationships with other small companies that will help us to all work and grow together in the years to come."

-Jacqueline Butts
Railing and Fence Innovations, Inc.
Business Development Officer
ESB



Natalia Lifanov at graduation ceremony



Miguel Sanchez Duarte at graduation ceremony



Jacqueline Butts at graduation ceremony

Metropolitan Contractor Improvement Partnership, Construction Business Training Program

Multnomah County sponsored Metropolitan Contractor Improvement Partnership to provide The Construction Business Training Program. This Program assists minority-owned firms to improve and implement business management systems and provide on-the-job mentoring and project management.

Additionally, program participants take part in workshops and receive one-on-one consultation in the following areas: financial management; projections and job costing; estimating; human resources; insurance and bonding; technology; safety planning; and project management.

"Metropolitan Contractor Improvement Partnership (MCIP) appreciates the support of Multnomah County to provide capacity building for historically underutilized construction businesses."

-Tony Jones, Executive Director

Participants remain in the project for up to three years.

"MCIP has assisted me with all aspects of my business from bidding and estimating to networking opportunities with general contractors and identifying new projects for us to pursue. I am running my business better and I can honestly say that we have benefited by at least six or seven new jobs this year."

-James Faison, President
Faison Construction

"It has been great to be part of MCIP and they recently created a great mentoring relationship for us with CH2M Hill Construction Co. to better our business and diversify our services."

-Rosa Martinez, President
Professional Minority Group, Inc.
MBE

"Apart from being able to participate in trainings, the coaching and mentoring has been invaluable to our business. This Program is assisting us to define new business goals, plan and then execute them. We are now building systems and planning for the future in a way that will ensure we are navigating the recession the best we can. Thank you Multnomah County for your support of this program!"

-Arturo Jenkins
Jenkins Painting, LLC
MBE



James Faison



Rosa Martinez



Arturo and Maria Jenkins

Oregon Tradeswomen, Inc. (OTI)

Multnomah County sponsored Oregon Tradeswomen, Inc. to provide two training opportunities for low-income girls and women; The Building Girls Summer Camp and Trades and Apprenticeship Career Class for Women.

The Building Girls Summer Camp provides young girls the opportunity to experience the possibilities of construction-related careers. The training at the camp includes topics like building math, learning how to frame a shed, workplace safety, as well as visits to apprenticeship programs. In addition to these hard skills, the girls learn leadership, the importance of undertaking new challenges, and team building skills.

The Trades and Apprenticeship Career Class for Women prepares low-income women for pre-apprenticeship programs in the building, construction, mechanical, and utility trades over several months. Classes covered many topics and provided hands-on construction training in the areas of: basic safety; tool training; creating a trades resume; overview of green jobs; environmental remediation certification; site visits to apprenticeship programs; and math and measuring skills.

As a result of this sponsorship, 43 low-income women and girls positively benefited from the training for careers in the building, construction, mechanical, and utility trades.

Amy Swanson, a recent graduate, had been a commercial ceramic artist for over 10 years. Amy was interested in becoming an electrician and entered the program at OTI. She was surprised by all the support the program provides. "Learning with other women of a wide age range, 19 to 45 years old, was very enriching. Nothing else would have adequately prepared me for working at a jobsite" says Amy. She encourages younger women to start in the trades. "This is a real opportunity and it's worthwhile." Within three weeks of completing the program at OTI, Amy was hired full-time. Amy is one of five women of the 100 employees on her current jobsite.



Building Girls Summer Camp



Amy Swanson

Minority Business Executive Program

Multnomah County sponsored the minority business executive program. Twenty-one minority-owned businesses participated in the unique program at the University of Washington's Michael G. Foster School of Business. The 2009 class included professionals from a variety of industries ranging from marketing, engineering, logistic planning, construction and software to professional services and even personal care products.

The one-week extensive program provides knowledge, tools and a valuable network needed to achieve business success. Key topics of the program include: finance and accounting; brand management strategy; leadership; entrepreneurship and innovation; marketing strategy; human resource management; and business ethics.



Sandy Lardieri

"The overall program exceeded my expectations. From my first day back in the office, I immediately began implementing and executing what I learned. Beyond what I learned in class, I am still communicating with other participants in the program and we have done business with two companies from the program."

-Sandy Lardieri, National Marketing & Sales Director
Fulfillment Corporation of America
MBE



The Graduating Class of 2009

Presentations and Elevator Speeches Training

The County partnered with the City of Portland to offer Minority, Women and Emerging Small Business owners and their employees the opportunity to hone their public speaking and marketing skills. Through interactive presentations and exercises, participants received coaching, feedback and assistance.

"I found this training to be extremely beneficial. It helped me to think 'out of the box' and improved my confidence, comfort level and skill in speaking publicly. Additionally, this class gave me and my employees tools to get our message out in a very clear and concise manner that lets our customers know what we provide. It also gives them a sense of confidence about us as business professionals."

-Sharon Maxwell, President
Boanerges Group, LLC
MBE

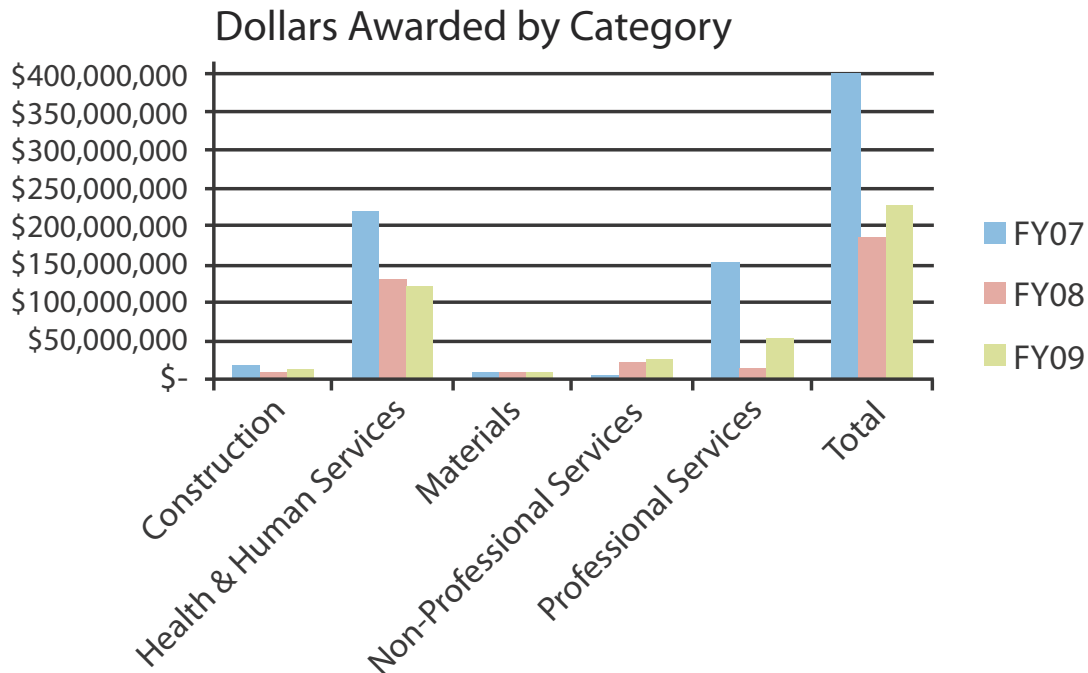


Sharon Maxwell

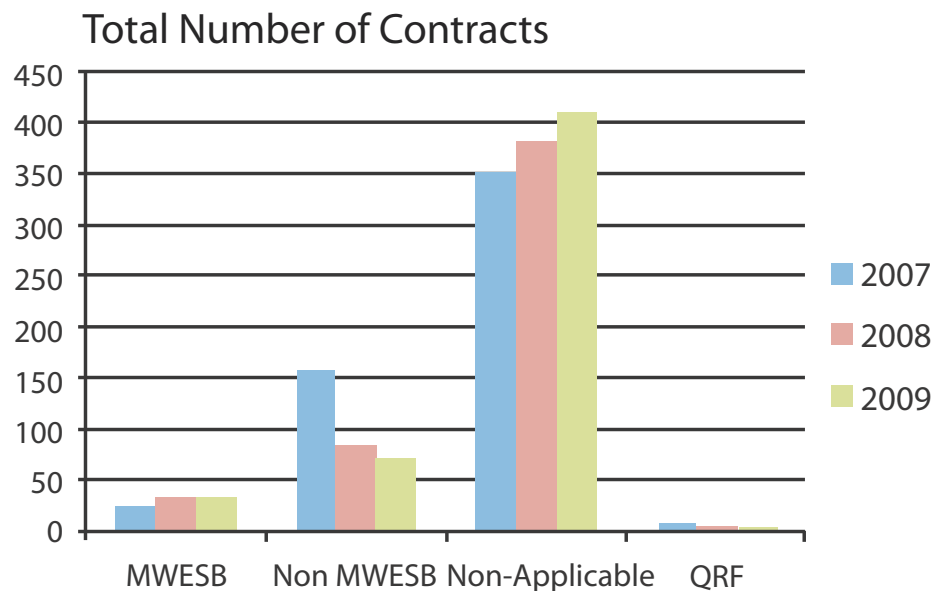
PERFORMANCE MEASURES

During the past year, CPCA staff supported departments county-wide in purchasing products and services in these categories: construction, health and human services, materials, professional services and non-professional services. Additionally, CPCA staff processed thousands of contract renewals and amendments.

In fiscal year 2009, the largest amount of all dollars awarded, 76.8%, was for health and human services and professional services combined. The smallest amount, 4.3% was for materials and 6.6% for construction.



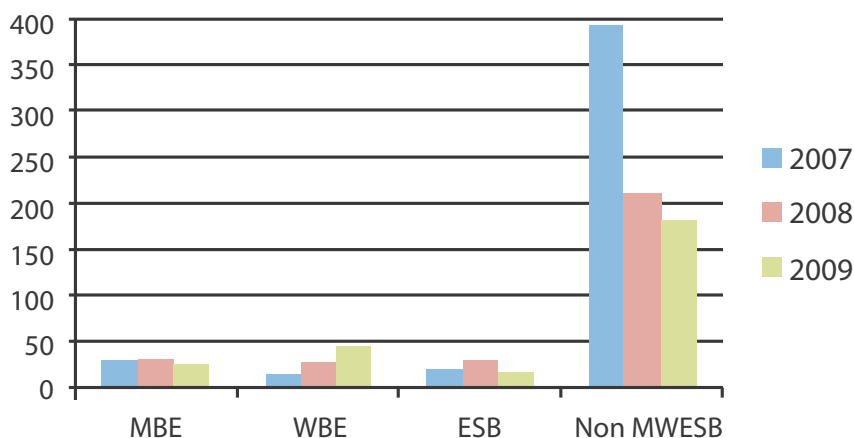
During fiscal year 2009, CPCA staff worked with departments and vendors to award 523 contracts worth over \$229 million. In comparison, during fiscal year 2008 the County awarded 509 contracts valued at over \$183 million.



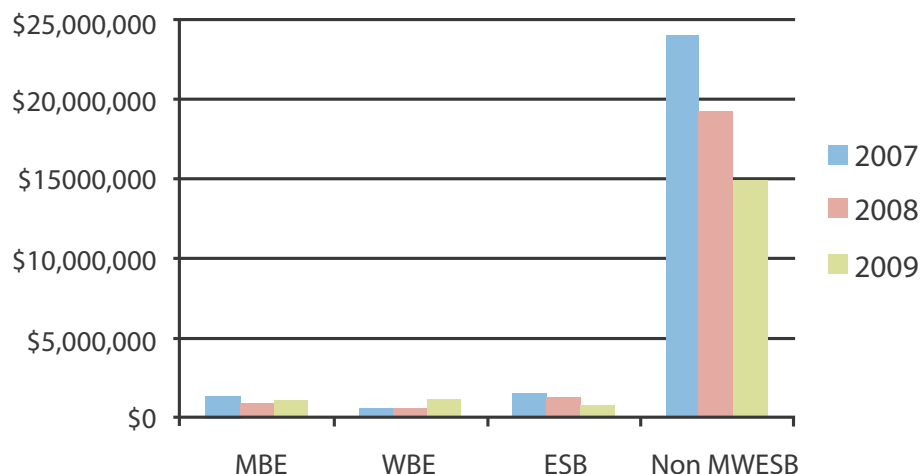
The charts on the next three pages organize contracts into three main categories:

- **MWESB and Non-MWESB Awards**—These are subdivided into Minority Business Enterprises, Women Business Enterprises, and Emerging Small Businesses (MWESBs) and Non-MWESB.
- **Non-applicable Awards**—Vendors in this category are either ineligible for MWESB certification, or they chose not to apply for that status. They may be government agencies, nonprofits or other non-government organizations such as utilities.
- **QRF Contract Awards**—Vendors who are Qualified Rehabilitative Facilities under the State of Oregon Product of Disabled Law (ORS 279.835-279.855).

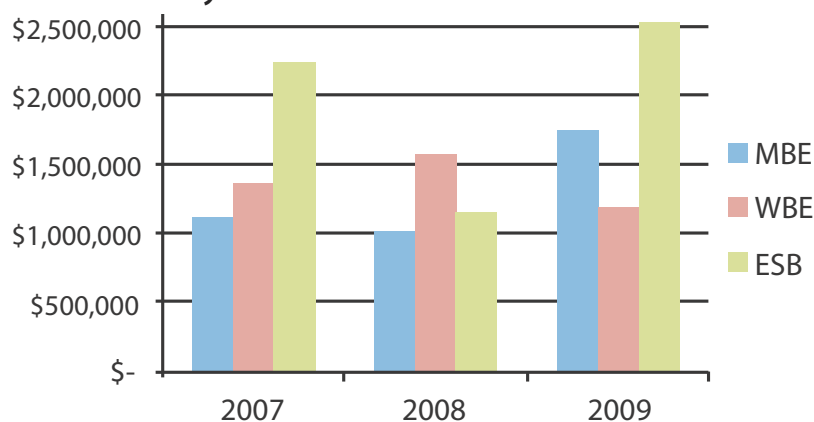
Prime Contract Awards



Prime Dollars Awarded



Payments to MWESBs



Prime Contract Awards

FY09 Contract Awards	# of Contracts	% of Contracts	\$ Awarded	% of \$ Awarded
Minority Business Enterprise	10	9.2%	\$ 1,112,592	6.1%
Women Business Enterprise	19	17.4%	\$ 1,197,360	6.6%
Emerging Small Business	7	6.4%	\$ 748,100	4.1%
Minority, Women, Emerging Small Business Total	36	33.0%	\$ 3,058,052	16.8%
Non-Minority, Women, Emerging Small Business	73	67.0%	\$15,177,670	83.2%

FY08 Contract Awards	# of Contracts	% of Contracts	\$ Awarded	% of \$ Awarded
Minority Business Enterprise	12	10.0%	\$ 871,968	4.0%
Women Business Enterprise	11	9.2%	\$ 527,622	2.4%
Emerging Small Business	12	10.0%	\$ 1,257,153	5.7%
Minority, Women, Emerging Small Business Total	35	29.2%	\$ 2,656,743	11.1%
Non-Minority, Women, Emerging Small Business	85	70.8%	\$ 19,312,333	87.9%

FY07 Contract Awards	# of Contracts	% of Contracts	\$ Awarded	% of \$ Awarded
Minority Business Enterprise	12	6.6%	\$ 1,317,381	4.9%
Women Business Enterprise	6	3.3%	\$ 558,342	2.0%
Emerging Small Business	8	4.4%	\$ 1,493,592	5.4%
Minority, Women, Emerging Small Business Total	26	14.3%	\$ 3,369,315	12.3%
Non-Minority, Women, Emerging Small Business	158	85.7%	\$ 24,092,868	87.7%

Non-Applicable Awards

Vendors considered non-applicable to MWESB reporting include government agencies, non-profits, utilities and scopes of work and services that are unavailable for MWESB certification by the State of Oregon.

FY09 Contract Awards	# of Contracts	\$ Awarded
Non-Applicable	410	\$ 207,175,049
FY08 Contract Awards	# of Contracts	\$ Awarded
Non-Applicable	383	\$ 145,483,770
FY07 Contract Awards	# of Contracts	\$ Awarded
Non-Applicable	352	\$ 357,643,029

QRF Contract Awards

FY09 Contract Awards	# of Contracts	\$ Awarded
Qualified Rehabilitation Facilities	4	\$ 3,719,989
FY08 Contract Awards	# of Contracts	\$ Awarded
Qualified Rehabilitation Facilities	6	\$ 15,770,283
FY07 Contract Awards	# of Contracts	\$ Awarded
Qualified Rehabilitation Facilities	9	\$ 15,590,088

Total Number of Contracts

FY09 Contract Awards	# of Contracts	\$ Awarded
MWESB, non-MWESB, non-applicable and QRF	523	\$ 229,130,760
FY08 Contract Awards	# of Contracts	\$ Awarded
MWESB, non-MWESB, non-applicable and QRF	509	\$ 183,223,146
FY07 Contract Awards	# of Contracts	\$ Awarded
MWESB, non-MWESB, non-applicable and QRF	541	\$ 400,695,303

*Due to rounding of numbers, the sum of the three reporting categories may slightly differ from the totals listed above.

Total Payments to MWESB Firms:

Payments to:	FY09 Amount Paid	%	Number of Vendors	%
MBE	\$1,118,121	23.3%	28	27.7%
WBE	\$1,636,481	34.2%	43	42.6%
ESB	\$2,034,530	42.5%	30	29.7%
Total	\$4,789,134		101	

Payments to:	FY08 Amount Paid	%	Number of Vendors	%
MBE	\$1,020,755	27.1%	26	26.8%
WBE	\$1,583,731	42.0%	38	39.2%
ESB	\$1,161,124	30.8%	33	34.0%
Total	\$3,765,610		97	

Payments to:	FY07 Amount Paid	%	Number of Vendors	%
MBE	\$1,123,606	23.7%	24	24.0%
WBE	\$1,369,169	28.9%	45	45.0%
ESB	\$2,243,836	47.4%	31	31.0%
Total	\$4,736,611		100	

A detailed listing of payments made to MWESB vendors is located in Appendix 2.

MWESB PARTNERS

Emerging Small Business Partner Compass Computing Group, Inc.



"Multnomah County awarded us our first contract back in 1997. We appreciate the County's commitment to small business. Over the years we have built a strong partnership that has assisted us to grow our company. Our valued partnership with the County has opened doors for us with other agencies. County staff has been extremely responsive to resolve project issues, easy to communicate with, and is current with technology and industry practices."

Robert Philips
President
ESB

Women Business Enterprise Partner NEC Northwest Electrical Contractors Corp.



"Working with Multnomah County has been a positive experience in every way. The Facilities and Property Management Division is an outstanding group to work for. We really appreciate the opportunity to be able to upgrade buildings and enhance electrical systems which serve the community. We are excited to continue this rewarding work with Multnomah County."

**Lisa Kiefel
President
WBE**

Minority Business Enterprise Partner CampaGraphics, Inc.



"We have enjoyed working with Multnomah County to fulfill the County's needs. In this economy, we really appreciate Multnomah County's prompt payment and attention to small business."

M. John Campa
President
MBE

Minority Business Enterprise Partner EnSoftek, Inc.



"We appreciate the County's commitment to diversity and small businesses. Over the last two years we have grown our business and increased our presence with other agencies. We are excited about our partnership with the County and look forward to a long lasting continued business partnership."

Ramana Reddy
President
MBE

Women Business Enterprise Partner Passport to Languages



"We enjoy working with Multnomah County's interpreter services department as their staff are so easy to work with and professional and very kind. We share the same values that each patient encounter that requires the use of trained healthcare interpreters goes well for all concerned. Our goal is to serve the communities, where we live and work, in the best possible way. Both Multnomah County Interpreter Services and the team at Passport To Languages want the best outcomes for the services we provide. To me, as a business owner, that is what it's all about!"

Robin Lawson
President
WBE

Minority Business Enterprise Partner Dirt & Aggregate Interchange, Inc.



"We think of the County as a partner in that each of us is committed to building the highest quality project, on-time and at the best price possible. Often we are able to think of different ways to do things that save the County and Dirt & Aggregate Interchange money. We have enjoyed the opportunity to work with the skilled and dedicated staff at the County, including Gregory Kirby, Brian Vincent and Harold Maxa; we look forward to our continued partnerships."

Henry Pelfrey
President
MBE

Emerging Small Business Partner Donkin Construction Company



"We enjoy working for the County, staff is professional and pleasant. We have really appreciated keeping our crews busy on small and larger projects, this has been good for our company. We look forward to working on more projects in the future."

Hal Donkin
President
ESB

PART II: PCRB & ORS REPORTING

Special Reporting

FY 2009

Procurement Reporting:

This part of the report contains information pursuant to the following Public Contract Review Board Rules:

- Section 20-0025 (d)

A listing of Contracts awarded through the solicitation process to contractors who did not score the highest evaluation or have the lowest responsive bid.

ID NUMBER	DESCRIPTION	VENDOR	CONTRACT NUMBER	DATES	AMOUNT
B09-9719	Inspection, Maintenance and Repair of Multnomah County Building Emergency Generators and Transfer Switches	Pacific Power Products Co., LLC	4600007627	5/1/2009-6/30/2014	\$743,000

Section 20-0025 (e)

A listing of Contracts exceeding the dollar limited set forth in Rule 47-0270 (1), 48-0210 (1) and 49-0160 (1) as well as Class 2 personal service Contracts governed by Administrative Procedure PUR for which only one bid or proposal was received.

ID NUMBER	DESCRIPTION	VENDOR	CONTRACT NUMBER	DATES	AMOUNT
P08-9601	Legal services to collect delinquent Income Tax	Smith Greaves, LLP	4600007448	9/10/2008-9/9/2011	\$100,000
P09-9784	Temporary Dental Staffing on a Requirements Basis	Dental Medical Staffing	4600007595	4/1/2009-3/31/2012	\$150,000
B09-9721	Justice Center Cooling Tower Upgrades	Tri-Star Electric, Inc.	4600007532	12/16/2008-3/15/2009	\$51,130

Sheltered Market Program Report and Evaluation

The following information is provided pursuant to Public Contract Review Board Rule Section 60-0060 (9) which requires the CPCA Manager to prepare a report which provides an evaluation of the Sheltered Market Program. This report shall include a recommendation on whether the program should be continued.

Sheltered Market Program

The County has awarded Sheltered Market Program (SMP) contracts since 1997. The County no longer pays administrative fees to the City of Portland to participate in the City's SMP program; however, the County continues to partner with the City on training, advertising and outreach events.

Public Works contracts for inclusion on County Sheltered Market projects are selected by the CPCA Manager from projects estimated at the time of bidding up to \$250,000 or less in accordance with the County's PCRBR rules. There must be at least three qualified SMP contractors available to perform the scope of work required by the contract. Contracts not deemed appropriate for the SMP are bid in the open market.

The following information is provided pursuant to ORS 279C.355:

FY 2009 – Two contracts were included in the SMP.

Project: Mid County Health Clinic Remaining Tenant Improvements

Bid number: B09-9685

Contractor: Bourke Construction

Contract Number: 4600007447

Construction Dates: September 10, 2008 to April 27, 2009

Original Cost Estimate: \$140,000

Contract Amount: \$201,100

Final Project Cost: \$221,434

Number of Change Orders: 4

Change Order #1: Adds \$9,146.20 to contract for CCA01, 02, and 03

Change Order #2: Adds \$7,564.85 to contract for CCD #4

Change Order # 3: Adds \$2,067.17 to contract for additional work for Bruck lighting.

Change Order # 4: Adds \$1,555.52 to contract for additional work and adds 31 days to contract completion date.

Project: Justice Center Cooling Tower Upgrades

Bid Number: B09-9721

Contractor: Tri-Star Electric, Inc.

Contract Number: 4600007532

Construction Dates: December 16, 2008 to March 15, 2009

Original Cost Estimate: \$140,000

Contract Amount: \$51,130

Final Project Cost: \$51,130

Number of Change Orders: None

Recommendation

The County is committed to providing MWESB firms with prime bidding opportunities. Sheltered Market projects are important efforts to ensure a broad pool of MWESB prime contractors. It is the CPCA Manager's recommendation to continue with County SMP projects.

Contracts Summary

The following information is pursuant to PCRB Rules 20-0025 (a) & (c) which require an index of contracts, contract price and contractors, as well as, a summary of contract totals by County departments for the prior and current year.

In fiscal year 2009, Multnomah County awarded a grand total of \$229,130,760. The awarded amounts represent the total value of all contracts that have a start date between 7/1/08 and 6/30/09. The nature of multi-year contracts can cause awarded amounts to vary considerably from one fiscal year to the next. The table below summarizes contract award totals by county department for FY09:

FY 2009 Department	FY09 Awarded Amount
Community Justice	\$ 6,831,456
Community Services	\$ 8,504,938
County Human Services	\$ 115,683,494
County Management	\$ 89,041,811
District Attorney	\$ 184,600
Health	\$ 4,986,914
Library	\$ 1,814,331
Non-Departmental	\$ 1,558,450
Sheriff's Office	\$ 524,767
Totals	\$ 229,130,760

In fiscal year 2008, Multnomah County awarded a grand total of \$183,233,146. The awarded amounts represent the total value of all contracts that have a start date between 7/1/07 and 6/30/08. The nature of multi-year contracts can cause awarded amounts to vary considerably from one fiscal year to the next. The table below summarizes contract award totals by county department for FY08:

FY 2008 Department	FY08 Awarded Amount
Community Justice	\$ 3,145,742
Community Services	\$ 4,628,526
County Human Services	\$ 122,042,710
County Management	\$ 38,798,975
District Attorney	\$ 554,731
Health	\$ 9,529,672
Library	\$ 751,770
Non-Departmental	\$ 675,689
School/Community Partnerships	\$ 904,650
Sheriff's Office	\$ 2,190,677
Totals	\$ 183,233,146

PART III: APPENDICES

Appendix 1 Contract Awards to MWESB and QRF Firms FY 2009

Contract #	Vendor Name	Amount	MWESB Certification Status
4600007668	ACE-CUBE LLP	\$ 8,450.00	MBE
4600007412	APPLEXUS TECHNOLOGIES INC	\$ 280,400.00	MBE
4600007504	BAY VIEW BUILDING MAINTENANCE INC	\$ 75,000.00	WBE
4600007577	BIO-MED TESTING SERVICE INC	\$ 60,000.00	WBE
4600007447	BOURKE CONSTRUCTION INC	\$ 221,433.80	MBE
4600007751	BOURKE CONSTRUCTION INC	\$ 237,414.00	MBE
4600007739	BREMER KAMALA	\$ 15,000.00	WBE
4600007461	BREMER KAMALA	\$ 10,660.00	WBE
4600007459	BREMER KAMALA	\$ 15,000.00	WBE
4600007476	BREMER KAMALA	\$ 28,750.00	WBE
4600007453	CHICK OF ALL TRADES LLC	\$ 3200.00	ESB
4600007764	CONSERVATION TECHNIX INC	\$ 30,000.00	ESB
4600007390	CRITTER GITTER A DBA	\$ 145,150.00	WBE
4600007598	DIRT/AGGREGATE INTERCHANGE INC	\$ 4,906.80	MBE
4600007398	EMERGENCY PLANNING RESOURCES INC	\$ 123,200.00	WBE
4600007693	ENVIRONMENTAL SCIENCE & ASSESSMENT	\$ 7,049.83	WBE
4600007518	FLANNEL THOMAS	\$ 125,000.00	MBE
4600007473	G&P OBRIST EXCAVATING INC	\$ 23,820.00	ESB
4600007612	HEMPSTEAD DONNA G	\$ 20,000.00	WBE
4600007384	JAMA SOFTWARE INC	\$ 150,000.00	ESB
4600007489	JAMA SOFTWARE INC	\$ 209,950.00	ESB
4600007636	JAMA SOFTWARE INC	\$ 280,000.00	ESB
4600007370	KENNEY LORI	\$ 44,940.00	WBE
4600007428	KODIAK PACIFIC CONSTRUCTION	\$ 87,906.48	MBE
4600007456	KRISTIN LENSEN CONSULTING	\$ 74,880.00	MBE
4600007369	LEEWENS CORPORATION	\$ 86,576.00	WBE
4600007375	LEEWENS CORPORATION	\$ 90,736.00	WBE
4600007427	MANDA BECKETT DESIGN	\$ 12,800.00	WBE
4600007585	MANDA BECKETT DESIGN	\$ 25,000.00	WBE
4600007501	MESHER SUPPLY COMPANY	\$ 100,000.00	WBE
4600007452	SUHS EQUIPMENT INC	\$ 2201.00	MBE
4600007396	TRI PHASE ELECTRIC	\$ 37,500.00	WBE
4600007479	TRI PHASE ELECTRIC	\$ 149,999.55	WBE
4600007646	TRI PHASE ELECTRIC	\$ 149,999.00	WBE
4600007532	TRI-STAR ELECTRIC INC	\$ 51,130.00	ESB
4600007603	VANTAGE POINT CONSULTING INC	\$ 70,000.00	MBE
4600007090	MACDONALD RESIDENCE LIMITED	\$ 1.00	QRF
4600007070	PORT CITY DEVELOPMENT CTR	\$ 154,645.79	QRF
4600007430	PORT CITY DEVELOPMENT CTR	\$3,539,997.77	QRF
4600007081	RAINBOW ADULT LIVING FACILITIES	\$ 25,344.08	QRF
	Total	\$6,778,040.88	

Appendix 2 Payments Made to MWESB Vendors

FY 2009

Vendor #	Vendor Name	Amount	MWESB Certification Status
10579	ACCESS SERVICES NORTHWEST	\$ 2,795.00	WBE
59540	ACE-CUBE LLP	\$ 4,239.08	MBE
50827	ADDISON GLOBAL INTERIORS INC	\$ 11,200.00	WBE
57917	AFFORDABLE ELECTRIC INC	\$ 5,076.00	MBE
28693	ANDERSON KRYGIER INC	\$ 6,800.00	WBE
55108	APPLEXUS TECHNOLOGIES INC	\$ 184,680.00	MBE
23375	ARBOR PRO INC	\$ 1,085.00	ESB
59656	ARELLANOS CONSTRUCTION	\$ 8,300.00	MBE
58961	BAY VIEW BUILDING MAINTENANCE INC	\$ 514.20	WBE
49842	BIO-MED TESTING SERVICE INC	\$ 1,641.00	WBE
52795	BLAZING STITCHES LLC	\$ 8,158.87	ESB
56816	BOANERGES GROUP LLC	\$ 13,503.60	MBE
20262	BOILER & COMBUSTION SVCS INC	\$ 44,039.08	ESB
41603	BOUILLON ENGINEERING OREGON LLC	\$ 1,993.90	MBE
56028	BOURKE CONSTRUCTION INC	\$ 253,910.80	MBE
23657	BREMER KAMALA	\$ 63,133.75	WBE
22097	BRISTOL WOODWORKING & DESIGN INC	\$ 4,860.00	ESB
50688	CADENCE CONTRACT FLOORING LLC	\$ 7,230.00	WBE
28038	CAMPAGRAPHS INC	\$ 5,045.00	MBE
58028	CANHAM CONSTRUCTION LLC	\$ 675.00	WBE
23949	CARLETON/HART ARCHITECTURE PC	\$ 88,791.12	MBE
55519	CINDYS CONCRETE LLC	\$ 13,445.00	MBE
40890	CITY GRAPHICS	\$ 2,299.00	WBE
41159	CLASSIQUE FLOORS INC	\$ 29,093.38	WBE
56027	COLLINS MECHANICAL INC	\$ 92,182.60	ESB
41382	COLUMBIA GENERAL CONTRACTORS INC	\$ 1,582.00	ESB
22884	COMPASS COMPUTING GROUP INC	\$ 234,540.00	ESB
44915	COREY DAVID M PHD PC	\$ 36,202.50	ESB
10547	CORNYN FASANO GROUP THE	\$ 9,050.00	WBE
25719	CRITTER GITTER A DBA	\$ 54,150.00	WBE
59312	CUBESPACE LLC	\$ 2,887.50	WBE
52171	CUSTOM IMPRINT	\$ 6,003.65	ESB
22297	DIRT/AGGREGATE INTERCHANGE INC	\$ 4,906.80	MBE
59149	DON BURKE EXCAVATION	\$ 13,346.25	ESB
58153	DONKIN CONSTRUCTION CO	\$ 421,748.91	ESB
51383	DTS SYSTEMS INC	\$ 615.00	ESB
10127	EL HISPANIC NEWS	\$ 966.75	MBE
28554	ELITE SIGNS	\$ 164.00	MBE
58504	EMERGENCY PLANNING RESOURCES	\$ 56,423.76	WBE
54334	ENSOFTEK INC	\$ 134,572.00	MBE
45117	ENVIRONMENTAL SCIENCE & ASSESSMENT	\$ 7,049.83	WBE
57210	EPIC LAND SOLUTIONS INC	\$ 5,952.63	WBE
28468	EUROPEAN SECURITY	\$ 242,680.00	ESB
46691	EXCEL GLOVES & SAFETY SUPPLIES INC	\$ 66,187.40	MBE
58833	FLANNEL THOMAS	\$ 14,792.52	MBE

Appendix 2 Payments Made to MWESB Vendors (continued)

FY 2009

Vendor #	Vendor Name	Amount	MWESB Certification Status
42867	FOX ARCHITECTURAL SIGNS INC	\$ 40,519.00	WBE
58880	G&P OBRIST EXCAVATING INC	\$ 23,820.00	ESB
43468	GARRISON VALERIE	\$ 699.00	WBE
57965	GEKKOTEK	\$ 7,342.70	WBE
59135	GREEN ART LANDSCAPING	\$ 10,237.50	MBE
50518	GREEN TRANSPORTATION CO LLC	\$ 10,664.40	MBE
23168	HAHN AND ASSOCIATES INC	\$ 10,556.66	ESB
21820	HARRIS WORKSYSTEMS INC	\$ 97,268.94	WBE
10179	HEMPSTEAD DONNA G	\$ 7,000.00	WBE
50983	HOOD TO COAST RESTORATION INC	\$ 37,985.00	ESB
59288	INDO PARTITIONS	\$ 26,914.48	MBE
26072	INSTALLERS FLOOR COVERINGS INC	\$ 24,313.63	WBE
59286	INTERSTATE FLOORING	\$ 9,819.40	WBE
58014	JAMA SOFTWARE INC	\$ 533,532.50	ESB
58995	JAMMIE'S ENVIRONMENTAL	\$ 35,102.27	WBE
56254	JUST IN TIME TRAINING	\$ 35,281.10	WBE
46411	KENNEY LORI	\$ 37,485.00	WBE
25267	KIPE & ASSOCIATES INC	\$ 45,960.00	WBE
22623	KODIAK PACIFIC CONSTRUCTION	\$ 87,906.48	WBE
50970	KRISTIN LENSEN CONSULTING	\$ 170,328.99	MBE
58451	LEEWENS CORPORATION	\$ 90,736.00	WBE
23511	LGA ARCHITECTURE	\$ 4,755.00	ESB
58001	MALDEN'S PAINTING	\$ 20,775.00	ESB
56197	MANDA BECKETT DESIGN	\$ 18,960.00	WBE
28101	MARCO IDEAS UNLIMITED	\$ 2,070.40	WBE
20289	MESHER SUPPLY COMPANY	\$ 70,380.97	WBE
59511	MINORITY ABATEMENT CONTRACTORS	\$ 7,432.37	MBE
10680	MOVEMENT SYSTEMS PC	\$ 1,593.75	ESB
50233	NEWBERRY ENTERPRISES INC	\$ 27,193.99	ESB
55136	OH PLANNING & DESIGN LLC	\$ 70,495.08	WBE
24491	OMEGA CREMATION & BURIAL SVC	\$ 11,176.89	WBE
53142	OMNI INTERIORS INC	\$ 41,080.00	ESB
46135	PACIFICMARK CONSTRUCTION	\$ 40,222.00	MBE
54004	PAPER CHASE RECYCLING SVCS INC	\$ 3,596.00	MBE
25189	PASSPORT TO LANGUAGES	\$ 196,039.81	WBE
10009	PORTLAND OBSERVER INC	\$ 5,968.33	WBE
20851	PRO AD CO INC	\$ 3,110.04	WBE
50337	PROFESSIONAL MINORITY GROUP INC	\$ 28,890.00	MBE
28203	PROMOTIONAL CONCEPTS	\$ 403.70	MBE
20012	R H HEATING & COOLING INC	\$ 30,394.70	ESB
56071	RIVER CITY GLASS	\$ 20,624.60	ESB
52447	SCHILLER GRAPHICS CORP	\$ 14,988.13	WBE
57492	STEWART MARKETING GROUP LLC	\$ 939.20	MBE
47345	STRYKER CONSTRUCTION INC	\$ 18,903.00	ESB

Appendix 2 Payments Made to MWESB Vendors (continued)

FY 2009

Vendor #	Vendor Name	Amount	MWESB Certification Status
58574	SUHS EQUIPMENT INC	\$ 3,919.37	MBE
25418	SUPERIOR FENCE & CONSTR CO	\$ 1,254.00	ESB
57872	TAFT PAINTING INC	\$ 11,020.00	ESB
22417	TANKS ELECTRIC	\$ 14,518.25	ESB
47704	TECHKNOWSOLV	\$ 1,100.00	WBE
25579	TRI PHASE ELECTRIC	\$ 300,709.38	WBE
20377	TRI STAR DETENTION INC	\$ 44,020.15	WBE
59103	TRI-STAR ELECTRIC INC	\$ 51,130.00	ESB
42258	UNITED PIPE BENDING & FAB INC	\$ 1,450.00	WBE
56795	UNIVERSAL EXCAVATION	\$ 78,350.24	ESB
54339	VANDERHOUWEN & ASSOCIATES INC	\$ 115,683.76	WBE
59399	VANTAGE POINT CONSULTING INC	\$ 14,000.00	MBE
	Total	\$5,480,340.00	

APPENDIX 3 - Definitions

1. ESB - Emerging Small Business

Emerging Small Business certification applies to firms that meet the following criteria:

- Principal place of business located in Oregon
- Average annual gross receipts over the past 3 years not exceeding \$1 million for construction companies and \$300,000 for all other businesses
- Fewer than 20 employees
- Independent business
- Properly licensed and legally registered in Oregon

“Emerging Small Business” does not mean a subsidiary or parent company belonging to a group of companies owned and controlled by the same individuals which has aggregate annual gross receipts in excess of \$1 million for construction companies or \$300,000 for all other businesses over the last 3 years.

A business may be certified as an Emerging Small Business for no more than 7 years. Firms certified as ESB may qualify as MBE or WBE.

2. Formal Procurement

Formal procurements are procurements with a value exceeding \$150,000. They are described in Appendix 4: Competitive Threshold Guide.

3. Good Faith Effort

Good Faith Effort requirements apply to construction projects. For construction projects expected to total more than \$250,000, prime contractor bidders must afford equitable subcontracting opportunities for MWESB contractors and submit documentation demonstrating their good faith effort to award contracts to MWESB firms. The Solicitation Document requires the prime contractor to contact and follow-up with at least five minority-owned, women-owned, or emerging small business contractors from the State of Oregon-certified list of MWESB contractors for each separate division of work, and to advise them of subcontracting opportunities.

4. Informal Procurement

Informal procurements are procurements with a value between \$5,000 and \$150,000. They are described in Appendix 4: Competitive Threshold Guide.

5. MBE/WBE - Minority Business Enterprise/Women-Owned Business Enterprise.

Certification given by the State of Oregon to a Minority Business Enterprise (MBE) or a Women-Owned Business Enterprise (WBE) pursuant to ORS 200.055:

- Ownership: minority or woman interest must own at least 51 percent of the business
- Independence: the minority or woman-owned firm must not be inextricably associated or dependent upon a non-disadvantaged firm or individual(s)
- Control: minority or woman interest must have managerial and operational control over all aspects of the business
- Contribution of capital by minority or woman owners: one or more minority or woman business owners must have made a real and substantial contribution of capital or expertise to the business, commensurate with their ownership interest
- Business size: firms must not exceed the size standards as defined by the North American Industry Classification System (NAICS) Codes

General contractor	\$17,420,000
Specialty contractor	\$12,000,000
Engineering/Architecture/Surveying	\$4,000,000
Non-construction firms	Varies by (NAICS) Codes

6. Non-Applicable

Vendors that include other government agencies, non-profit organizations and utilities. All other vendors are considered MWESB eligible.

7. Non-MWESB

Non-MWESB vendors include firms who are eligible to be certified as MWESB firms in accordance with definitions #1 and #5 of this appendix but have chosen not to be certified.

8. Non-Profit Organizations

Non-profit organizations are agencies registered with the State of Oregon's Corporation Division for the purpose of public benefit.

9. Public Contract Review Board (PCRB)

The Public Contract Review Board is represented by the Multnomah County Board of Commissioners acting as the local contract review board pursuant to ORS 279A.060.

10. Qualified Rehabilitation Facility (QRF)

Qualified Rehabilitation Facility is an activity center or rehabilitation facility, certified as a community rehabilitation program or as a vocational service provider through the State of Oregon's Department of Human Services, as determined by the State Procurement Office. These non-profit organizations serve disabled individuals for the purpose to further the policy of the State of Oregon to encourage and assist disabled individuals to achieve maximum personal independence. QRFs provide useful and productive gainful employment for disabled individuals by assuring an expanded and constant market for sheltered workshop and activity center products and services, thereby enhancing the dignity and capacity for self-support and minimizing their dependence on welfare and need for costly institutionalization. [1977 c.304 §2; 1989 c.224 §43]

11. Sheltered Market Program (SMP)

The Sheltered Market Program was established in partnership with other local agencies for MBE, WBE, and ESB contractors performing Public Works contracts for Multnomah County. The purpose of the program is to provide prime contracting experience for small contractors in order to increase the number of contractors available to bid on Multnomah County Public Works projects, and to increase participation of MBE, WBE, and ESB contractors acting as prime contractors on County Public Works projects. The program is intended to ensure uniform access to public contracting dollars and to increase opportunities for minorities and women acting as business owners in the regional construction industry.

APPENDIX 4

COMPETITIVE PROCUREMENT THRESHOLDS – QUICK GUIDE

Lightly shaded sections denote formal procurements/Class II Contracts

THRESHOLD	PCRB RULES	TITLE (IF ANY)	COMPETITION REQUIRED?
\$5,000 or less	47-0265 Goods & Services	Small Procurements	No – quotes where practicable
\$10,000 or less	48-0200 Architects, etc.	Direct Appointment	To the extent practicable
\$5,000 or less	49-0160(4) Construction	No Title	No – quotes where practicable
Over \$5,000 and less than or equal to \$150,000	47-0270 Goods & Services	Intermediate Procurement	Yes – Informal price quotes or competitive proposal quotes
Over \$10,000 and less than or equal to \$75,000	48-0210(2) A&E, Related Services	Informal Selection	Yes – Informal proposals
Over \$75,000 and less than or equal to \$150,000	48-0210(3) A&E, Related Services	Informal Selection	Yes – Informal proposals
Over \$5,000 and less than or equal to \$75,000	49-0160 Construction	Informal Quotes for public improvements	Yes – Informal Quotes
Over \$5,000 and less than or equal to \$75,000	49-0160 Transportation	Informal Quotes for highways, bridges & other transportation	Yes – Informal Quotes
Over \$150,000	47-Various	Competitive, sealed bids or proposals, Multi-step sealed bids and proposals, Competitive range and Multi-tiered proposals Goods & Services	Yes – Formal bids and RFPs
Over \$150,000	48-0220 Architects, etc.	Formal Selection Procedure	Yes – Formal RFQ to RFP, or RFP
Over \$75,000	49-0200 49-0620 49-0650	Invitations to Bid, *Alternative Contracting Methods – Contact CPCA to discuss.	Yes – Formal bids. *Most require Board exemption.

*County practice, not required by rule

THRESHOLD	PCRB RULES	TITLE (IF ANY)	COMPETITION REQUIRED?
Under \$5,000 per division-per vendor-per fiscal year (PD-PV-PY)	Direct pay, LPO		No
Over \$5,000 and less than or equal to \$75,000 (PD-PV-PY)	CON-1	Contractor Selection	Yes – Informal request for proposals
Over \$75,000(PD-PV-PY)	PUR-1	Request for Proposals/ Qualifications	Yes – Formal RFP/Q

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