

# Welcome!

## PortGen: Goods & Services

July 21<sup>st</sup>, 2020 – MS Teams



**Tamaka Thornton**  
**Diversity in Contracting Representative**  
**DBE Program Manager**  
**[Thornton.t@portseattle.org](mailto:Thornton.t@portseattle.org)**





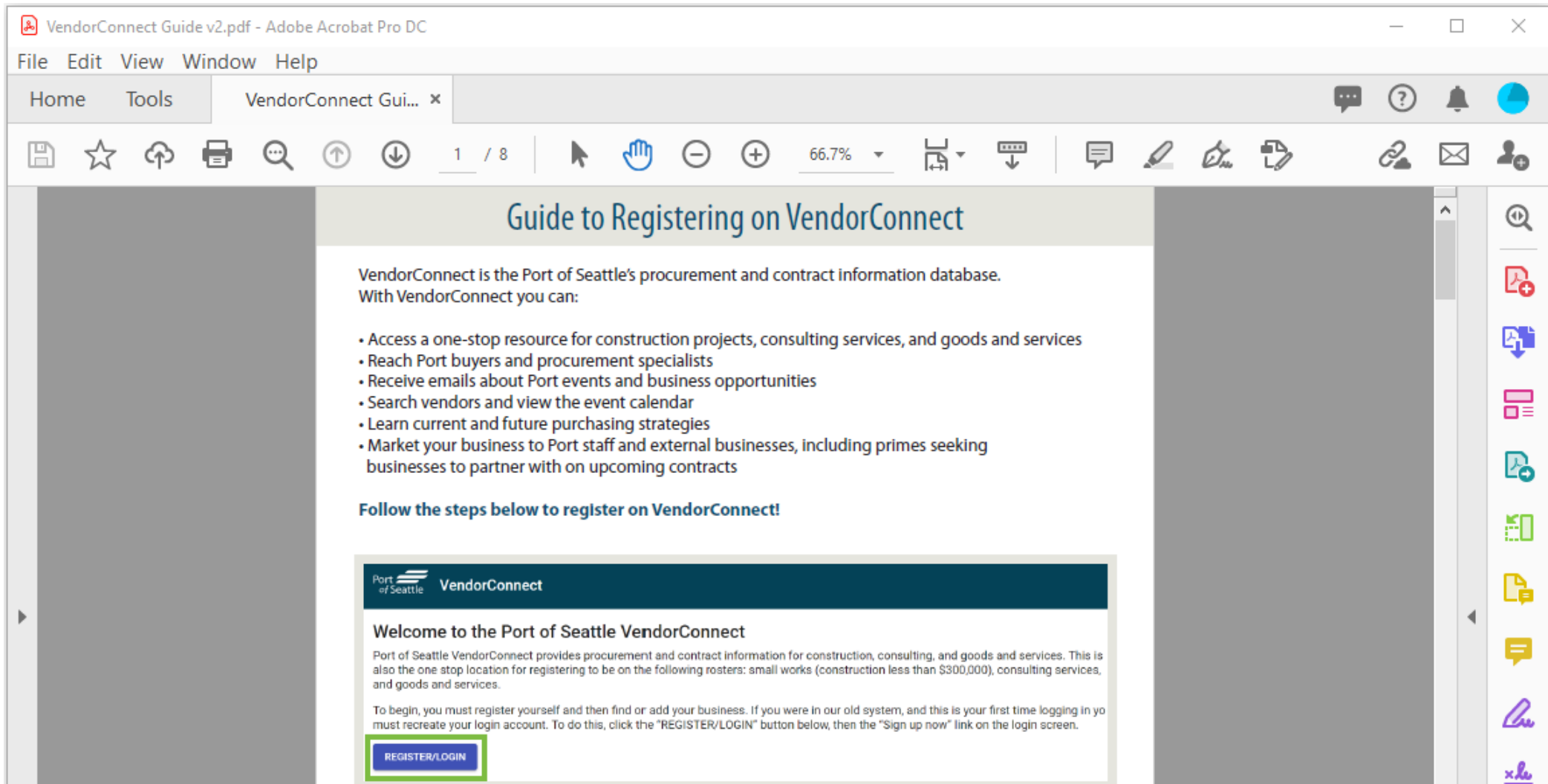
**Michael Roberson**  
**Sr. Administrative Assistant**  
**[Roberson.m@portseattle.org](mailto:Roberson.m@portseattle.org)**



- Internal and External Database
  - Marketing
- View current and future bid/proposal opportunities
- Add your WMBE & Small Business Credentials
- Register your company for opportunity notifications
  - NAICS codes
  - Rosters (Small Works, Goods & Services, Consultants)


# VendorConnect Registration Guide


[Link to the Guide to Registering on VendorConnect](#)



<https://hosting.portseattle.org/sops/>

Compass Home Page x Diversity in Contracting - Bid Op x Dashboard | VendorConnect - Po x VendorConnect External User Gui x +

← → ↻  hosting.portseattle.org/sops/#/Dashboard

 **VendorConnect**

## Welcome to the Port of Seattle VendorConnect

**Due to the everchanging COVID-19 situation and the healthcare professional and state guidance provided, all public gatherings, such as pre-bid meetings and bid openings will be held virtually. This information will be provided in more detail as it applies to the particular requirement and interested vendors should monitor VendorConnect closely for changes.**

Port of Seattle VendorConnect provides procurement and contract information for construction, consulting, and goods and services. This is also the one stop location for registering to be on the following rosters: small works (construction less than \$300,000), consulting services, and goods and services.

To begin, you must register yourself and then find or add your business. If you were in our old system, and this is your first time logging in you must recreate your login account. To do this, click the "REGISTER/LOGIN" button below, then the "Sign up now" link on the login screen.

REGISTER/LOGIN

You may search our solicitations, vendors, and view the event calendar as a guest.

CURRENT AND PAST SOLICITATIONS

FUTURE SOLICITATIONS

SEARCH PUBLICLY VIEWABLE VENDORS

VIEW EVENT CALENDAR

# Upcoming Workshops

Please *note dates are confirmed as of today, but can be subject to change.*

<https://www.portseattle.org/page/portgen-workshops>

Date	Course	Format
July 30, 2020	Construction and A&E Part 1 (Tabor 100)	Webinar
TBD - September	The Importance of DBE Participation & Reporting	Webinar
September 18, 2020	Construction and A&E Part 2 (Tabor 100)	Webinar



Visit us at <https://www.portseattle.org/business/bid-opportunities>





**Tamaka Thornton**

**Disadvantaged Business Enterprise Program Manager**

**[Thornton.t@portseattle.org](mailto:Thornton.t@portseattle.org)**



## Diversity in Contracting Policy Directive

**Advance equity and address contracting disparities by increasing the utilization of Women Minority Business Enterprises and other disadvantaged firms**

### **Goals - 5 year Benchmarks:**

- ☐ Triple the number of WMBE firms doing business with the Port
- ☐ Increase to 15% the amount of spend on WMBE contracts within 5 years

Divisions are assigned individual WMBE goals – are monitored by WMBE Program Manager and Divisions



# Diversity in Contracting Department

The Diversity in Contracting (DC) department drives equitable economic development by supporting Women & Minority Business Enterprises (WMBE) and Disadvantaged Business Enterprises (DBE).

- Diversity in Contracting Policy Directive Deliberate affirmative efforts
  - Community Engagement
  - Internal Trainings
  - External Trainings and Workshops
    - DC & Airport Dining and Retail partnership
  - Promotion of Opportunities
  - On-line resources
  - Supplier Database
- WMBE Aspirational Goals and Inclusion Plans
- Federal Disadvantage Business Enterprise (DBE) Program
  - U.S. DOT – CFR 49 Part 26

# Diversity in Contracting Programs

## **Women and Minority Business Enterprise (WMBE) Program**

*The WMBE Program is aimed at providing a level platform to all businesses including women and minority business Enterprise (WMBE) firms to compete and succeed on Port projects.*

**Guiding Document:** Port Commission Resolution 3737

**Contract Goal Type:** Aspirational WMBE

**Prime Requirements:** Inclusion Plans, Affirmative Efforts, Contract Compliance.

**Contract Types:** A/E, Good and Services, Construction

**Dollar Value:** Above 199K or when subcontracting is available

**Certification:** Self Identified or Certified

## **Disadvantaged Business Enterprise Program (DBE)**

*DBE program is intended to remedy past and current discrimination against disadvantaged business enterprises, ensure a "level playing field" and foster equal opportunity in DOT-assisted contracts*

**Guiding Document:** 49 CFR part 26

**Contract Goal Type:** Mandatory DBE

**Prime Requirements:** Subcontracting Plans, Good Faith Efforts, Contract Compliance.

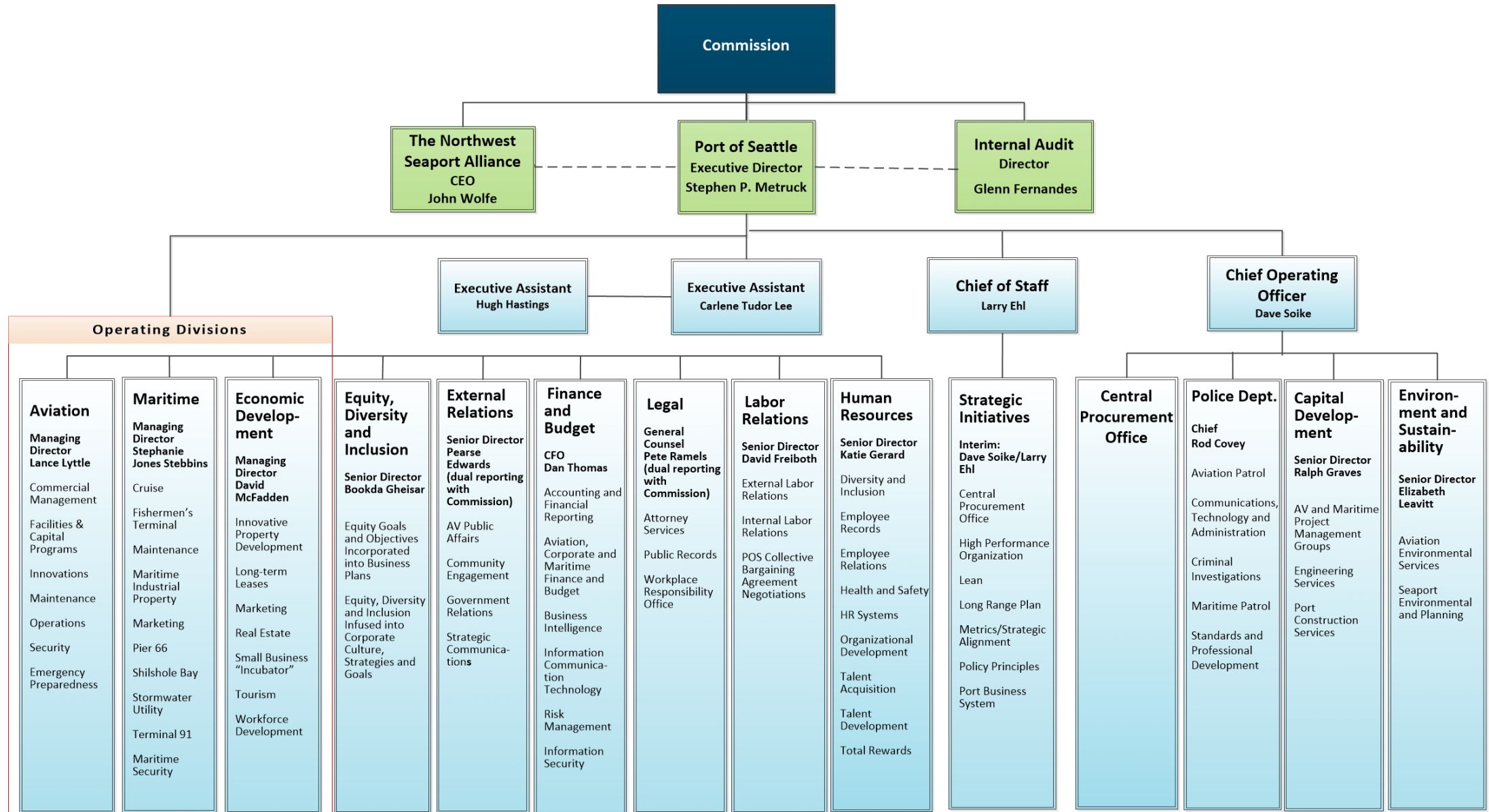
**Contract Types:** A/E and Construction

**Dollar Value:** Over \$1 Million Airport/Airfield Focused

**Certification:** Certified DBE at time of bid by OMWBE



# Port Organizational Structure



## 2020 Division Goals

The Diversity in Contracting (DC) policy directive required department/division directors to develop WMBE aspirational goals, and to conduct affirmative efforts to achieve the set goals as part of their annual performance evaluation.

WMBE aspirational goals for Construction are not included within the table stated below. However, WMBE aspirational goals are set for construction, on a contract by contract basis with the exception of small works.

The table below illustrates the 2019 Port wide WMBE attainment, and 2020 aspirational goals for individual divisions and departments.

Division	2020 Projected WMBE spend	Projected 2020 Overall Spend	%WMBE	
			2019 Attainment	2020 Goal
Aviation (AV)	\$8,759,147	\$58,394,317	14.8%	15%
Economic Dev. (EDD)	\$531,366	\$4,020,603	13.2%	13%
Maritime (MD)	\$565,006	\$5,564,318	15.1%	15%
Corporate	\$4,497,436	\$43,260,473	10.1%	13%
<b>Total</b>	<b>\$14,352,955</b>	<b>\$97,973,596</b>	<b>12.8%</b>	<b>14.4%</b>



## Diversity Coordinator

- Prime appointed contact responsible for implementing and monitoring efforts to meet WMBE utilization goals on this contract.

## Information to support Prime's Diversity Team Development

- Historical Data
- Potential Future Projects

## Affirmative Efforts/Business Support Strategies

- Provides the Port insight to your overall strategy to include and support WMBE firms
- Must answer with full and detailed responses
- Primes that are WMBE firms are still required to respond



# Inclusion Plan Development Tips

- Responses should be clear and provide substantive responses.
- The plan should be action orientated and discuss in details your steps.
- Think about a back-up plan. What adjustments could you make if the contract goals are not being met?
- Work with your team to ensure you can articulate your internal processes, such as payment, dispute resolution, or appeals processes, accurately.
- Make sure to read Port Prompt Pay requirements in the solicitation
- WMBE Primes are still required to completely the Inclusion Plan just as Non-WMBE firms.
- Even if you have never managed WMBE subs, its perfectly fine to discuss in detail plans you have in the future.

# Diversity in Contracting

**Tina Boyd**

**WMBE & Disadvantaged Business Coordinator**

**[Boyd.t@portseattle.org](mailto:Boyd.t@portseattle.org)**







Creates good jobs here and across the state by advancing trade and commerce, promoting manufacturing and maritime growth, and stimulating economic development.

- Aviation Maintenance is the largest department within the Port.
- Dedicated to the upkeep and maintenance of airport and surrounding support buildings.
- Responsible for maintaining multiple mission critical systems, facilities, and equipment throughout the Port.
- Responsible for all fleet maintenance (including Bus Maintenance)
- 24 / 7 / 365 operation

**Contact: Rob Lane, Manager - Aviation Maintenance Logistics Manager**

**[lane.r@portseattle.org](mailto:lane.r@portseattle.org)**

## **Marine Maintenance –Services**

- Maintain and improve facilities and equipment at all Port-owned properties from Shilshole Bay Marina to Duwamish Waterway

### **Work Includes-**

- Rolling Stock
- Machine Shop Work
- Carpentry
- Janitorial
- Electrical
- Rail and Switch Maintenance



## Our Work (Cont.)

- Construction Labor
- Landscaping
- Welding and Fabrication
- Painting
- Plumbing and Irrigation
- Sheet Metal Work
- Signage
- Fire Protection
- Driving and Hauling
- HVAC

**Contact: Garrett Terwilliger**  
**Marine Maintenance, Logistics Manager**  
[terwilliger.g@portseattle.org](mailto:terwilliger.g@portseattle.org)

# Central Procurement Contracting (CPO)

- Blanket Order Contracts - Up to \$50,000
- \$50,000- Direct Buy
- \$50,000.00-\$150,000.00 - Thru purchasing - quotes
- \$150,000.00 and over is publicly advertised
- P-Card - WMBE internal list

# How to Compete for Port Procurements

- Register to be part of VendorConnect
- Read all the documentation and ask questions.
- Follow directions provided on the RFP document.
- If invited to an interview/discussion be prepared! Do your research about the Port's goals and interests.
- When writing proposal, be sure to edit and edit again.
- Answer questions as thoroughly as possible. Do not assume the team knows anything about your company or product.





# Proposal Phase Recommendations

- Talk to your insurance broker about contract requirements.
- Draft a safety plan for the operation.
- Be sure to understand permitting requirements.





# Proposal Phase Recommendations

- NOIA (Notice of Intent to Award)
  - Insurance
  - Safety Plan
  - Bank Information
  - W9
  - Business Classification Information
  - Badging requirements



# Tips for Successful Contract Implementation

- Communicate, Communicate, Communicate.
- Set up check-in meetings with operational team and procurement representative.
- Do not wait until challenging situations occur to start a dialogue about operations.
- Be responsive!





## **CENTRAL PROCUREMENT OFFICE (CPO) GOODS & SERVICES**

For questions related to Purchasing Goods and Services, please contact the CPO Purchasing group:

Senior Manager, Purchasing (vacant position)

**Suzanne Brown**, Manager, Purchasing  
[Brown.s@portseattle.org](mailto:Brown.s@portseattle.org)

**Alma Harrell, Buyer II**  
[Harrell.a@portseattle.org](mailto:Harrell.a@portseattle.org)

**Farlis Lewis, Buyer III**  
[Lewis.f@portseattle.org](mailto:Lewis.f@portseattle.org)

**Shai Ron, Buyer III**  
[Ron.s@portseattle.org](mailto:Ron.s@portseattle.org)

**Shawn Shinkle, Buyer II**  
[Shinkle.s@portseattle.org](mailto:Shinkle.s@portseattle.org)

**Sherry Weiss, Buyer II**  
[Weiss.s@portseattle.org](mailto:Weiss.s@portseattle.org)

**Melanie Wickliff-Small, Buyer II**  
[Wickliff-small.m@portseattle.org](mailto:Wickliff-small.m@portseattle.org)



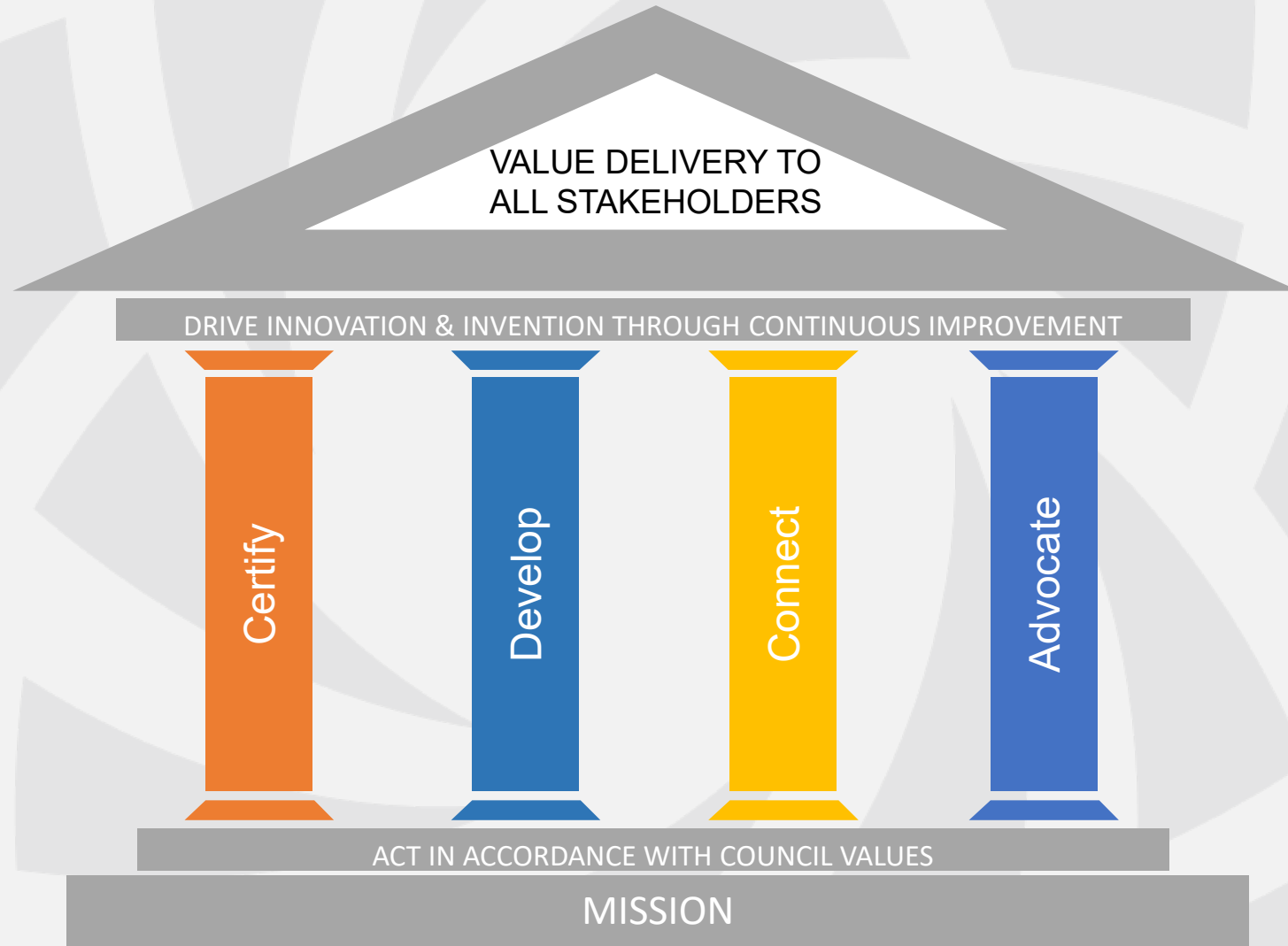


# Port of Seattle – PortGen Presentation

July 21, 2020

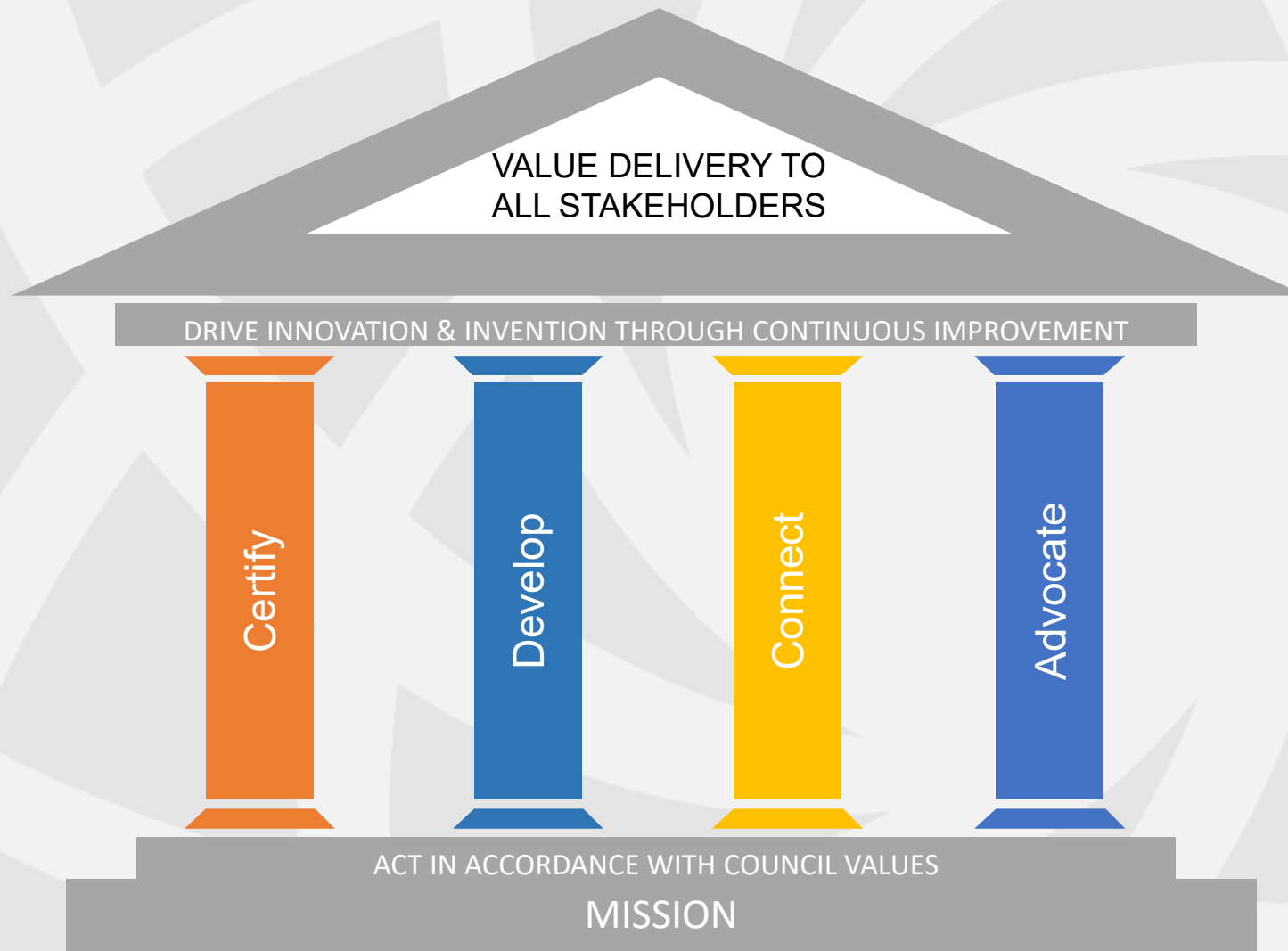
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# Northwest Mountain MSDC





# 4 Foundational Pillars of Action & Performance



**CERTIFY:** Validates Ethnic Minority Business Ownership & Management.

**DEVELOP:** Enhances Ethnic Minority Owned Business Competencies through Educational Programming.

**CONNECT:** Leverage Network of Members & MBEs with the Intention to Engage in Relationship Development & Business Engagement.

**ADVOCATE:** Actively Educates & Promotes Minority Owned Business Value to all Stakeholders.

# What is Development?

Certify

Develop

- Goal: Competency Development
- General & Customized Programming
- Structured Learning Sessions
- Executive Development
- Partnership with Univ of WA
- One-on-One Support

Advocate

# How do we Develop?

Certify

Develop

- Marketing & Communications
- Effective Engagement
- Strategic Communications
- Business Assessments
- Business Basics

Connect

Advocate

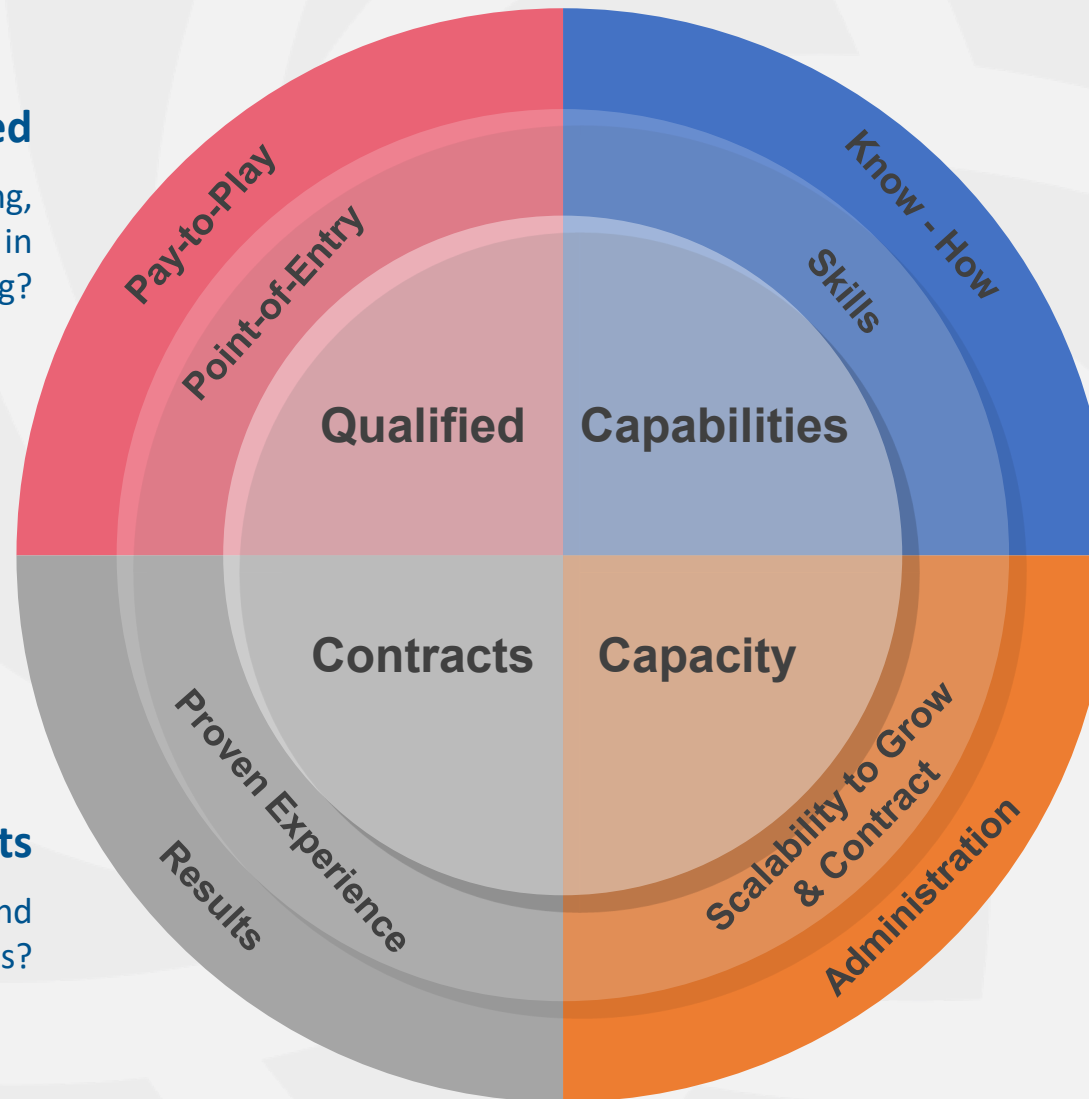
# Competency = C<sup>3</sup> + Q

**Qualified**  
Do you have the necessary Licensing, Bonding, Insurance to participate in contracting?

**Capable**  
Do you have the skills, product, and service knowledge know-how/expertise?

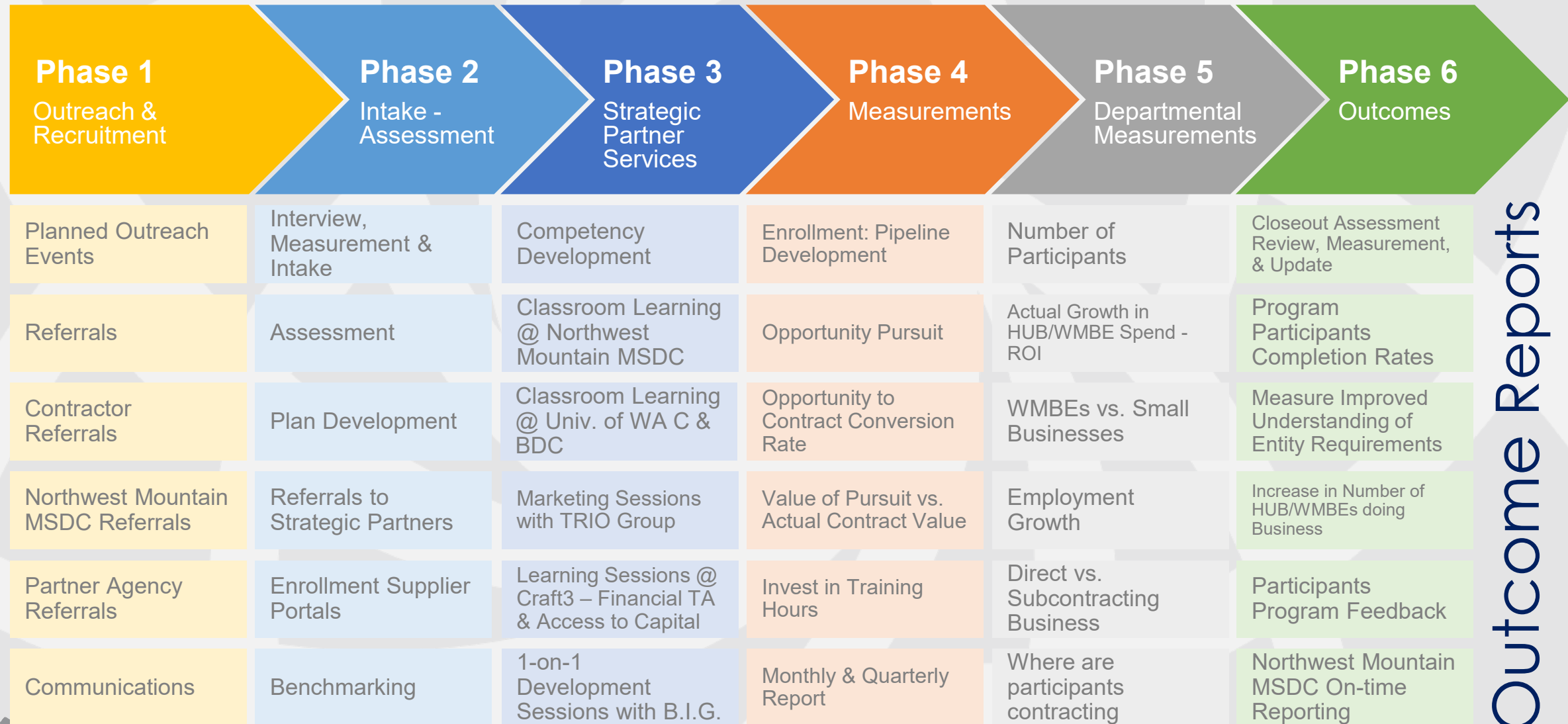
**Contracts**  
Where have you done the work and what were the results?

**Capacity**  
Do you have the resources to perform all required tasks soup-to-nuts?





# Curated Outreach & Learning



Outcome Reports

# Questions & Answers



[info@nwmmsdc.org](mailto:info@nwmmsdc.org)  
(253) 243-6959

# Diversity in Contracting Contact Information

Mian Rice – Diversity in Contracting Director

[Rice.M@portseattle.org](mailto:Rice.M@portseattle.org)

Lawrence Coleman – WMBE Manager

[Coleman.L@portseattle.org](mailto:Coleman.L@portseattle.org)

Tamaka Thornton – DBE Manager

[Thornton.T@portseattle.org](mailto:Thornton.T@portseattle.org)

Tina Boyd – WMBE and Disadvantaged Business Coordinator

[Boyd.T@portseattle.org](mailto:Boyd.T@portseattle.org)

Michael Roberson – Sr. Administrative Assistant

[Roberson.M@portseattle.org](mailto:Roberson.M@portseattle.org)





Visit us at <https://www.portseattle.org/business/bid-opportunities>

