

**APPENDIX H:
Procurement &
Contracting
Subcommittee**

Social Justice, Race, & Equity Commission
Procurement & Contracting Sub-Committee Meetings Summary

Meeting #1

- Date: March 23, 2021
- [Agenda](#)
- [Meeting Minutes](#)

Meeting #2

- Date: April 12, 2021
- [Agenda](#)
- [Agenda Packet](#)
- [Meeting Minutes](#)

Meeting #3

- Date: July 12, 2021
- [Agenda](#)
- [Meeting Minutes](#)

Meeting #4

- Date: August 16, 2021
- [Agenda](#)
- [Meeting Minutes](#)

Meeting #5

- Date: September 13, 2021
- [Agenda](#)
- [Meeting Minutes](#)

Meeting #6

- Date: November 8, 2021
- [Agenda](#)
- Meeting Minutes

Contract	Awarded Vendor	Contract Amount	Number Invitees	Invitees List
SITE PREPARATION AND CONSTRUCTION				
Capital Paving Resurfacing	Atlanta Paving & Concrete Construction Co., Inc.	2,454,471.60	810	http://ssl.doas.state.ga.us/PRSapp/P.jsp?W=20&X=64496&Y=20-101&Z=N
Murphey Candler Park- South Trail	Integrated Construction and Nobility Inc.	443,142.78	1260	https://ssl.doas.state.ga.us/PRSapp/P.jsp?W=21&X=64496&Y=21-101&Z=N
1270 Apple Valley /Dresden Rd.	Response Environmental Site Service	85,540.00	0	Emergency Repair
2021 Capital Paving Evaluation and Testing	Geo Hydro Engineers, Inc.	19,000.00	2	Matrix Engineering Group
Ashford Dunwoody Road at Windsor Parkway	CPL Architects, Engineers, Landscape Architect and Surveyor	514,700.00	2253	https://ssl.doas.state.ga.us/PRSapp/PR_routing.jsp?route_code=bidEmailList&bid_year=19&bid_agency=64496&bid_number=19-217&bid_email=Y
Ashford Dunwoody/Montgomery Elementary Improvement	DAF Concreate, Inc.	710,639.05	814	https://ssl.doas.state.ga.us/PRSapp/PR_routing.jsp?route_code=bidEmailList&bid_year=19&bid_agency=64496&bid_number=19-406&bid_email=Y
Ashford Park Splashpad	Integrated Construction and Nobility Inc.	849,384.94	716	http://ssl.doas.state.ga.us/PRSapp/P.jsp?W=20&X=64496&Y=20-108&Z=N
Blackburn Park Parking Lot Improvements	Lovvorn Construction, Inc.	879,000.00	784	http://ssl.doas.state.ga.us/PRSapp/P.jsp?W=20&X=64496&Y=20-102&Z=N
Blackburn Park Tennis Court Renovation	Signature Tennis Courts, Inc.	169,500.00	419	http://ssl.doas.state.ga.us/PRSapp/P.jsp?W=20&X=64496&Y=20-114&Z=N
Brairwood Park Pool	Waterworks Aqua Design	3,499,885.47	2155	https://ssl.doas.state.ga.us/PRSapp/PR_routing.jsp?route_code=bidEmailList&bid_year=20&bid_agency=64496&bid_number=RFO19-315&bid_email=Y
Briarwood Park Recreation Center Renovation Services	Ambience Group LLC.	84,911.00	3	Precise Development Group, DAF Concrete, Inc., Summit Construction
Construction of the Access Road NF NC/MC Lake	Response Environmental Site Service	41,455.00	4	Precise Development Group, DAF Concrete, Inc., Summit Construction
Improvement of Drainage System and Sinkhole Repairs	Summit Construction & Development, LLC	85,029.00	3	Response Environmental Site Services, Inc., Precise Development Group, The Corbett Group , RESS Inc., Vortex Companies, Summit Construction, Granite Inliner, Insituform
Inland Pipe Rehabilitation - Southeast, Inc	IPR-SE	88,000	7	Response Environmental Site Services, Inc., Precise Development Group
Inman Dr @ Woodrow Way Drainage Rehab	Summit Construction & Development, LLC.	99,018.67		https://ssl.doas.state.ga.us/PRSapp/PR_routing.jsp?route_code=bidEmailList&bid_year=18&bid_agency=64496&bid_number=18-1003&bid_email=Y
Invasive Plant Removal - Year 2	Ed Castro Landscape, Inc.	168,880.93	574	Single Source
LaVista & Sheridan Granite Monuments	Image Manufacturing Group	89,380.00	1	
MT-01 Ashford Dunwoody / Peachtree Road Intersection Improvements	Ohmshiv Construction, LLC.	1,138,627.05	1012	http://ssl.doas.state.ga.us/PRSapp/P.jsp?W=20&X=64496&Y=20-119&Z=N
Multiuse Path Briarwood Road	DAF Concreate, Inc.	144,260.00	4	Autaco Development, Corbett Construction, and Summit Construction.
Murphey Candler Lake for shoreline stabilization	Integrated Construction and Nobility Inc.	181,591.24	1	Autaco Development, Corbett Construction, and Summit Construction.
Murphy Candler Lake Dredging	Merrell Bros, Inc.	1,795,828.00	519	https://ssl.doas.state.ga.us/PRSapp/PR_routing.jsp?route_code=bidEmailList&bid_year=19&bid_agency=64496&bid_number=19-038&bid_email=Y
N. Fork Nancy Creek Stream Restoration Project	Ed Castro Landscape, Inc.	278,042.50	1385	https://ssl.doas.state.ga.us/PRSapp/P.jsp?W=20&X=64496&Y=20-115-R&Z=N
NE Expressway Frontage Rd., Multi-Use Path	Kaizen Collaborative Design, Inc.	66,360.00	3	Response Environmental Site Services, Inc., Precise Development Group
Peachtree Creek Greenway Phase 1B	Lewallen Construction Company, Inc.	507,512.36	1	Added additional service to SOW
Peachtree Creek Greenway Trail from Atlanta to North Druid Hill Road	Heath and Lineback Engineers, Inc	585,898.00	489	https://ssl.doas.state.ga.us/PRSapp/PR_routing.jsp?route_code=bidEmailList&bid_year=19&bid_agency=64496&bid_number=RFO19-285&bid_email=Y
S. Bamy Drainage Improvements PH III & IV Project	The Corbett Group, LLC	509,735.86	1173	http://ssl.doas.state.ga.us/PRSapp/P.jsp?W=20&X=64496&Y=20-106&Z=N
Sinkhole Repair at 3461 Sunderland Cir	Summit Construction & Development, LLC,	106,200.00	3	Response Environmental Site Services, Inc., Precise Development Group
Windsor Pkwy at Osborne Rd Intersection Improvement	Construction 57, LLC.	658,804	1148	http://ssl.doas.state.ga.us/PRSapp/P.jsp?W=20&X=64496&Y=20-107&Z=N
Emergency Roadway / Culvert Stabilization	Response Environmental Site Service	168,535.50	0	Emergency Repair
TECHNOLOGY SYSTEMS				
Ashford Dunwoody Road & Dresden Drive-ITS System Expansion	CMES, Inc.	1,263,980.00	314	https://ssl.doas.state.ga.us/PRSapp/PR_routing.jsp?route_code=bidEmailList&bid_year=19&bid_agency=64496&bid_number=19-263&bid_email=Y
Ashford Dunwoody-Dresden Drive ITS System Expansion	Kimley-Horn Inc.	25,245.00	314	https://ssl.doas.state.ga.us/PRSapp/PR_routing.jsp?route_code=bidEmailList&bid_year=19&bid_agency=64496&bid_number=19-263&bid_email=Y
Software Maintenance Contract -Police	Axon Enterprise, Inc.	302,391.00	0	Single Source
JANITORIAL/ENVIRONMENTAL				
Biohazard Cleanup Services	Bluekey Construction and Claims, LLC.	39,253.40	3	Winter Environmental, RGS Services
PROFESSIONAL SERVICES - COMMUNITY PLANNING				
Character Area Planning Project South of I-85	Vanasse Hangen Brustlin, Inc.	39,974.00	1053	http://ssl.doas.state.ga.us/PRSapp/P.jsp?W=20&X=64496&Y=20-109&Z=N
City Centre Master Plan	Hughes, Good, O'Leary & Ryan d/b/a HGOR	334,384.00	1798	http://ssl.doas.state.ga.us/PRSapp/P.jsp?W=20&X=64496&Y=20-111&Z=N
City of Brookhaven Consolidated Plan and Action Plan 2021-2026	Community Planning Insights	45,000.00	1556	https://ssl.doas.state.ga.us/PRSapp/P.jsp?W=20&X=64496&Y=20-120&Z=N
PROFESSIONAL SERVICES - OTHER				

Contract	Awarded Vendor	Contract Amount	Number Invitees	Invitees List
Demolition Services	Kissberg Construction	54,752.00	3	
Legal Services	James Brown, Esq.	33,002.60	828	http://ssl.doas.state.ga.us/PRSapp/P.jsp?W=20&X=64496&Y=20-103&Z=N
NE Expressway MUP	Charles Mitchell Abbott Jr.	66,360.00	4	TY Lin International , Infrasture Consulting, QK4
Operations displays for Pub. Safety Bldg	Carousel Industries	331,953.00	0	Emergency Purchases
Project Management Services	Jacobs	1,379,800.00	0	Renewal Contract
Social Justice, Race and Equity Commission	Chrysalis Lab	84,635.00	0	Agreement

CONTRACT SERVICES - CITY OPERATIONS

Code Enforcement, Building Permitting, and Arborist	Charles Abbott Associates, Inc.	1,757,556.00	5505	https://ssl.doas.state.ga.us/PRSapp/PR_routing.jsp?route_code=bidEmailList&bid_year=20&bid_agency=64496&bid_number=RFP19-400&bid_email=Y
Contract Services: City Maintenance	Optech	4,154,892.97	0	Renewal Contract
Contract Services: Public Works	Lowe Engineers, LLC	1,243,675.23	0	Renewal Contract

CITY VEHICLES

Georgia Statewide Contract - Vehicles	Family Ford	607,424.00	0	Statewide Contract
Georgia Statewide Contract - Vehicles	Alan Vigil Ford Lincoln	27,663.00	0	Statewide Contract

EQUIPMENT

Playground Equipment/ Installation	Kompan, Inc	305,315.99	0	Statewide Contract
Replacement of HVAC units at Recreation Centers	Bolt Holdco II	82,260.00	3	Reliable Heating &Air, United Maintenance
Replacement Touchbooks for Police vehicles	CDW Government, LLC	259,825.00	0	Statewide Contract
Retrofit and Installation of LED Lighting	Greenspeed Energy Solutions, LLC.	137,047.00	773	http://ssl.doas.state.ga.us/PRSapp/P.jsp?W=20&X=64496&Y=20-112&Z=N
S. Briarwood Recreation Center Generator	Energy System Southeast, LLC	39,620.00	307	http://ssl.doas.state.ga.us/PRSapp/P.jsp?W=20&X=64496&Y=20-110&Z=N

UNDETERMINED

RFP 20-105,		62,000.00	2696	http://ssl.doas.state.ga.us/PRSapp/P.jsp?W=20&X=64496&Y=20-105&Z=N
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Procurement Customer Service Survey

The City of Brookhaven Procurement & Contracting Department's primary goal is to deliver the goods and services required to support the citizens and City of Brookhaven. Customer service is a priority when delivering these services to the community. We are interested in receiving feedback concerning your recent contact with our office. In order to continuously evaluate the delivery of service and to aid in improving our processes, please take a few minutes to complete this customer service survey. The survey is anonymous, unless you agree to be contacted.

Please base your responses on experiences with our department.

As an expression of our appreciation for your feedback, we are giving away a 8GB Flip Camcorder to one lucky participant. You will be directed to a separate site, where you may enter the drawing after you have completed the survey.

Question Title

1. Is your business located in the City of Brookhaven? YES NO
2. How many people are employed in your business 0-5, 6-50, 50-150, >150
3. Is your business minority or woman owned? YES NO
4. Has your business interacted with the Procurement Department over the past year? YES NO

If NO, go to question #8

5. Please rate your overall level of satisfaction with the City of Brookhaven's Procurement and Contracting Department:

	Outstanding	Above Satisfactory	Satisfactory	Somewhat Satisfactory	Poor	Unable to Rate
Courtesy of employees	Courtesy of employees Outstanding	Courtesy of employees Above Satisfactory	Courtesy of employees Satisfactory	Courtesy of employees Somewhat Satisfactory	Courtesy of employees Poor	Courtesy of employees Unable to Rate
Responsiveness of employees	Responsiveness of employees Outstanding	Responsiveness of employees Above Satisfactory	Responsiveness of employees Satisfactory	Responsiveness of employees Somewhat Satisfactory	Responsiveness of employees Poor	Responsiveness of employees Unable to Rate

Knowledge level demonstrated by employees	Knowledge level demonstrated by employees Outstanding	Knowledge level demonstrated by employees Above Satisfactory	Knowledge level demonstrated by employees Satisfactory	Knowledge level demonstrated by employees Somewhat Satisfactory	Knowledge level demonstrated by employees Poor	Knowledge level demonstrated by employees Unable to Rate
Accuracy of information provided by employees	Accuracy of information provided by employees Outstanding	Accuracy of information provided by employees Above Satisfactory	Accuracy of information provided by employees Satisfactory	Accuracy of information provided by employees Somewhat Satisfactory	Accuracy of information provided by employees Poor	Accuracy of information provided by employees Unable to Rate
Speed of the Procurement process	Speed of the Procurement process Outstanding	Speed of the Procurement process Above Satisfactory	Speed of the Procurement process Satisfactory	Speed of the Procurement process Somewhat Satisfactory	Speed of the Procurement process Poor	Speed of the Procurement process Unable to Rate
Ease of the Procurement process	Ease of the Procurement process Outstanding	Ease of the Procurement process Above Satisfactory	Ease of the Procurement process Satisfactory	Ease of the Procurement process Somewhat Satisfactory	Ease of the Procurement process Poor	Ease of the Procurement process Unable to Rate
Accuracy of Procurement processing	Accuracy of Procurement processing Outstanding	Accuracy of Procurement processing Above Satisfactory	Accuracy of Procurement processing Satisfactory	Accuracy of Procurement processing Somewhat Satisfactory	Accuracy of Procurement processing Poor	Accuracy of Procurement processing Unable to Rate
Procurement services overall	Procurement services overall Outstanding	Procurement services overall Above Satisfactory	Procurement services overall Satisfactory	Procurement services overall Somewhat Satisfactory	Procurement services overall Poor	Procurement services overall Unable to Rate

Question Title

*** 6. Did you win the contract for goods or services for which your business made a proposal? YES NO**

Question Title

*** 7. Did you understand the final outcome of the procurement decision? YES NO**
Please share any comments that may help the department improve its process.

GO TO QUESTION #12

IF ANSWERED NO FROM #4

Question Title

*** 8. Are you aware of the City of Brookhaven's Procurement process? YES NO**

IF NO, Go to Question #12

9. Were the requests for goods or services explained in clear language? YES NO N/A

If no, please explain why:

10. Were the requirements to provide goods or services to burdensome? YES NO N/A

If YES, please explain why:

11. Was the website too difficult to use? YES NO N/A

If YES, please explain why:

Question Title

*** 12. How do you currently receive information about Procurement and Contracting?**

Email Contracting Website

Word of mouth

Call Procurement and Contracting

I do not currently receive information

Other (please specify)

Question Title

*** 13. What are the most effective ways for Procurement and Contracting to communicate with you? (Please select all that apply)**

Email messages

Procurement and Contracting Website

Other (please specify)

Question Title

*** 14. Please share any comments or suggestions that would enhance our customer service.**

Question Title

*** 15. Please complete this section ONLY if you are willing to be contacted about your response(s).**

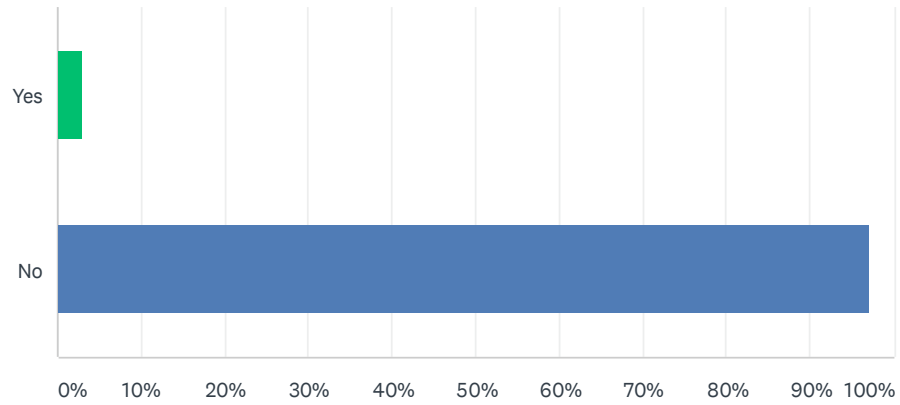
Name:

Email Address:

Done

Q1 Is your business located in the City of Brookhaven?

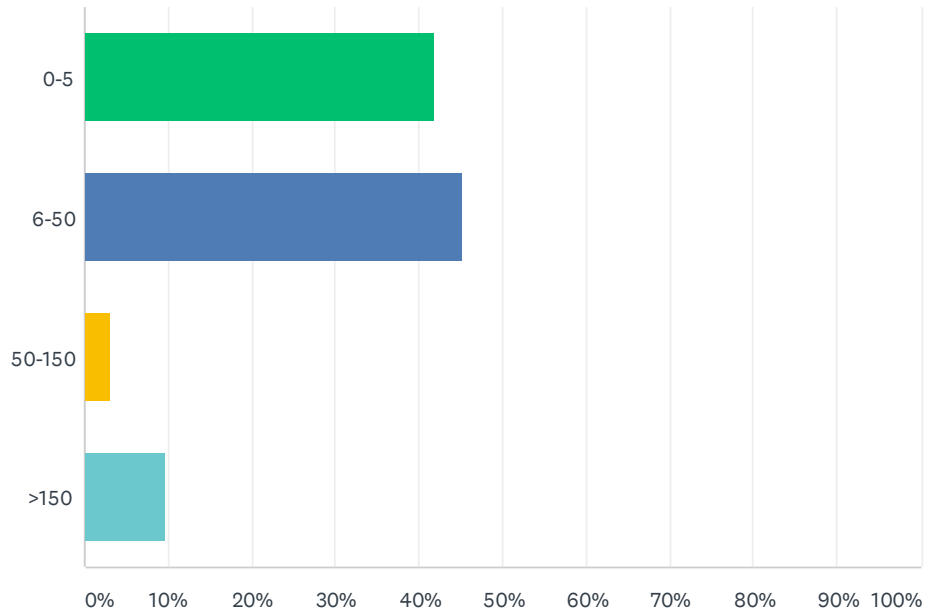
Answered: 33 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	3.03%	1
No	96.97%	32
TOTAL		33

Q2 How many people are employed in your business?

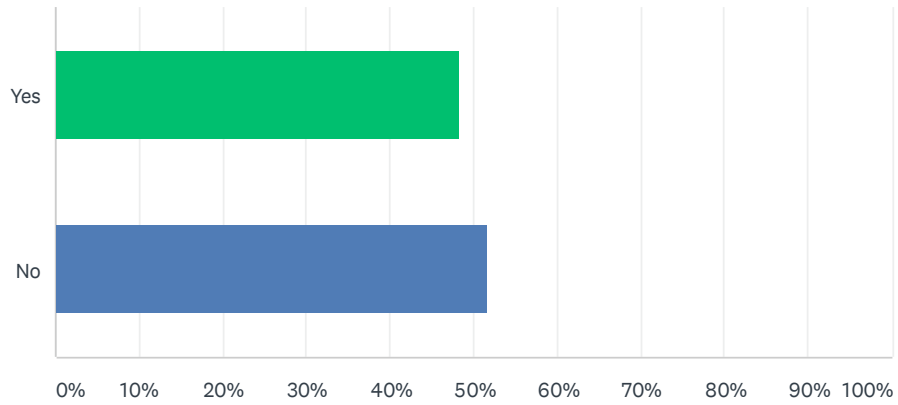
Answered: 31 Skipped: 2



ANSWER CHOICES	RESPONSES	
0-5	41.94%	13
6-50	45.16%	14
50-150	3.23%	1
>150	9.68%	3
TOTAL		31

Q3 Is your business minority or woman owned?

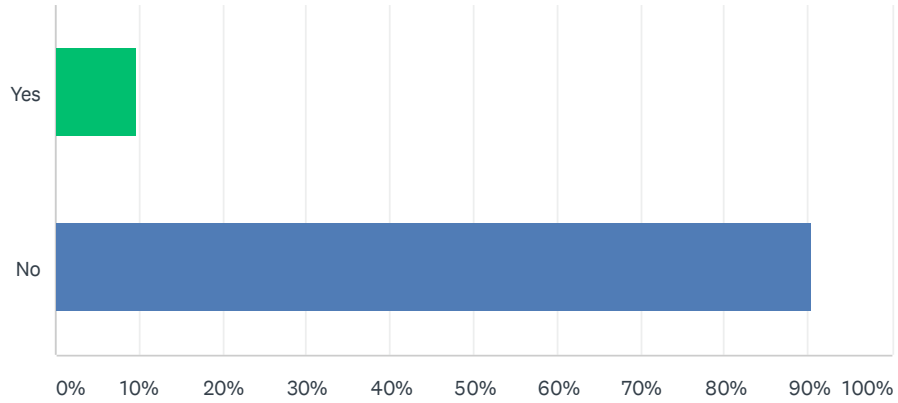
Answered: 31 Skipped: 2



ANSWER CHOICES	RESPONSES	
Yes	48.39%	15
No	51.61%	16
TOTAL		31

Q4 Has your business interacted with the Procurement Department over the past year? If NO, go to question number 8.

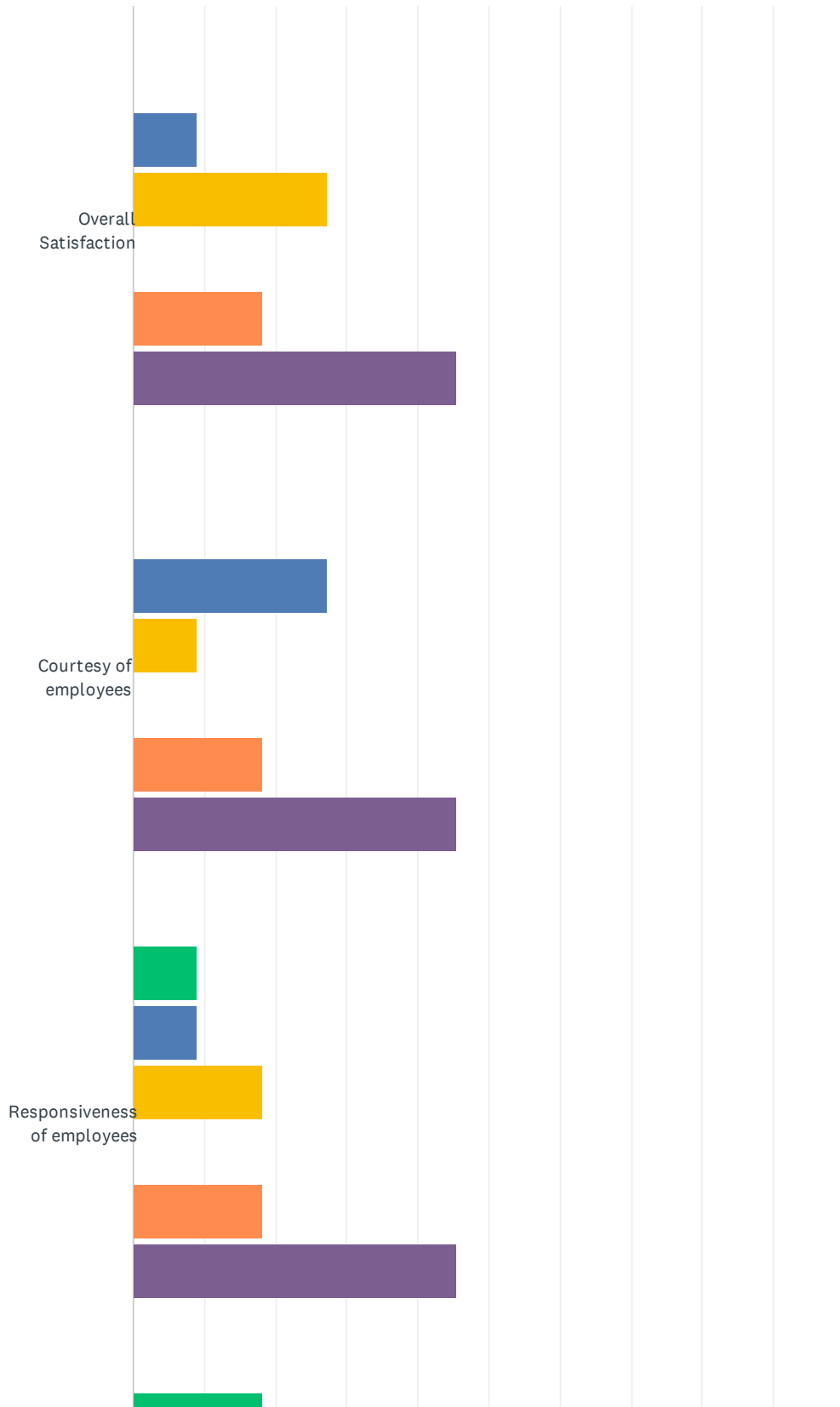
Answered: 31 Skipped: 2



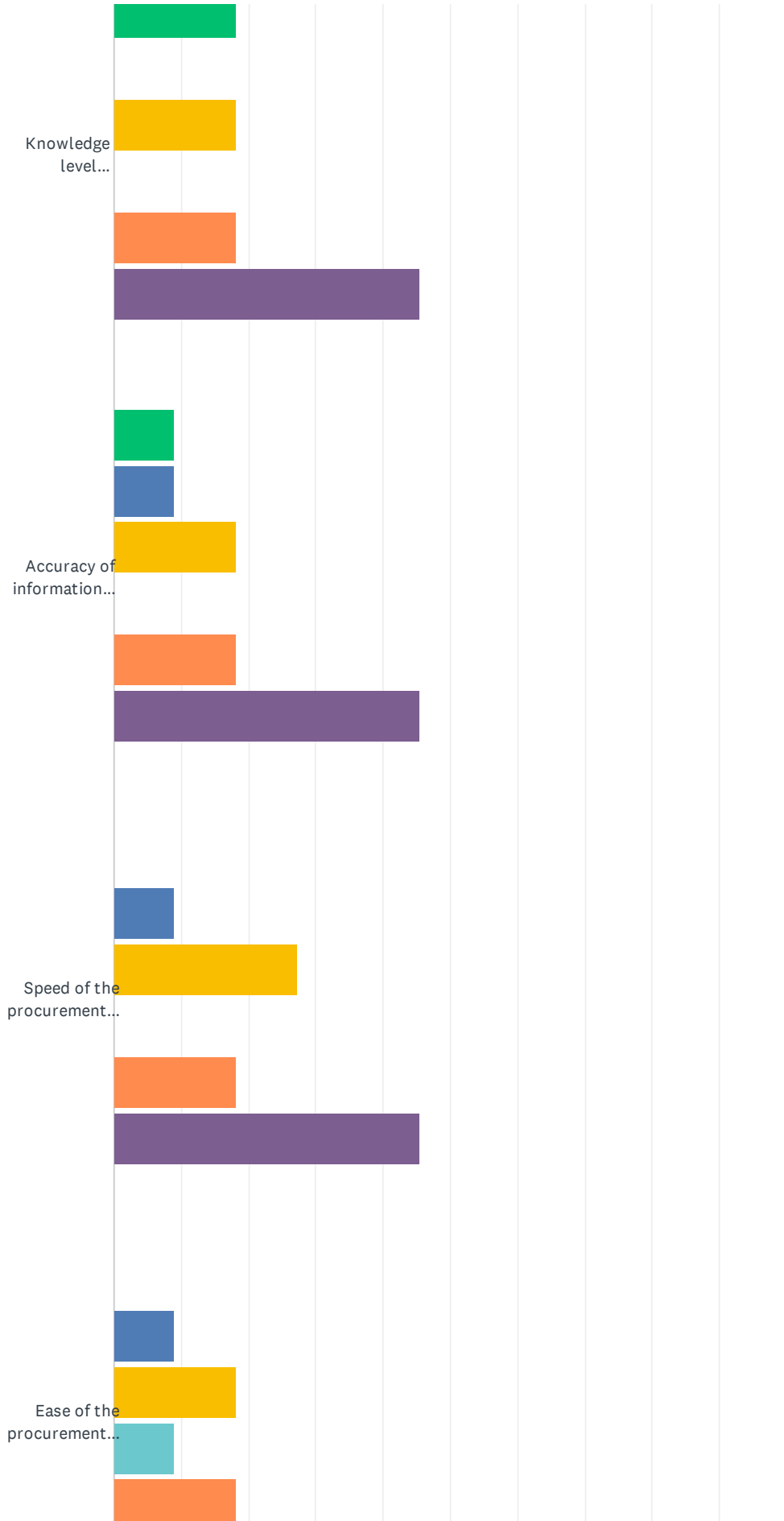
ANSWER CHOICES	RESPONSES	
Yes	9.68%	3
No	90.32%	28
TOTAL		31

Q5 Please rate your overall level of satisfaction with the City of Brookhaven's Procurement and Contracting Department?

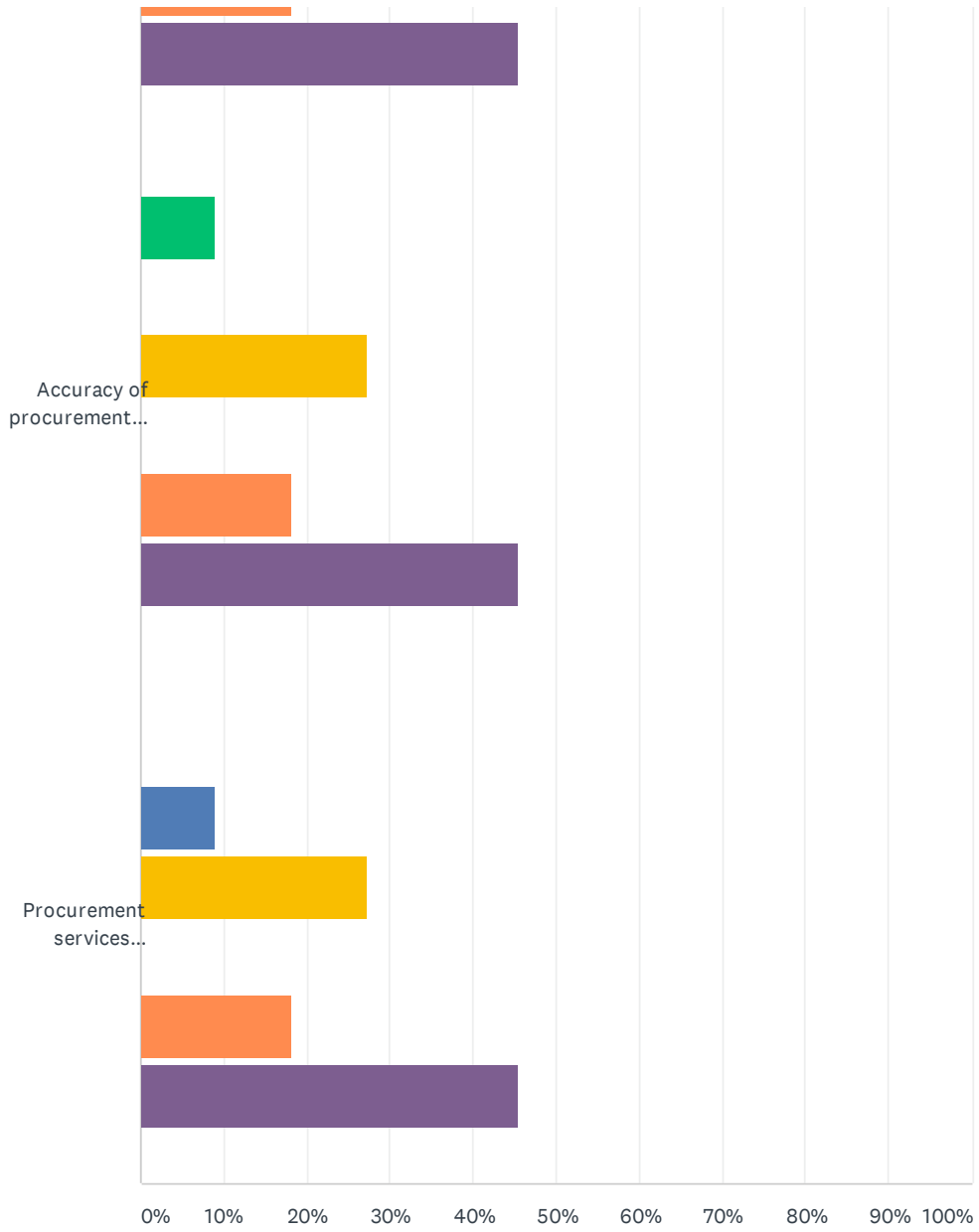
Answered: 11 Skipped: 22



City of Brookhaven Procurement Customer Service Survey



City of Brookhaven Procurement Customer Service Survey



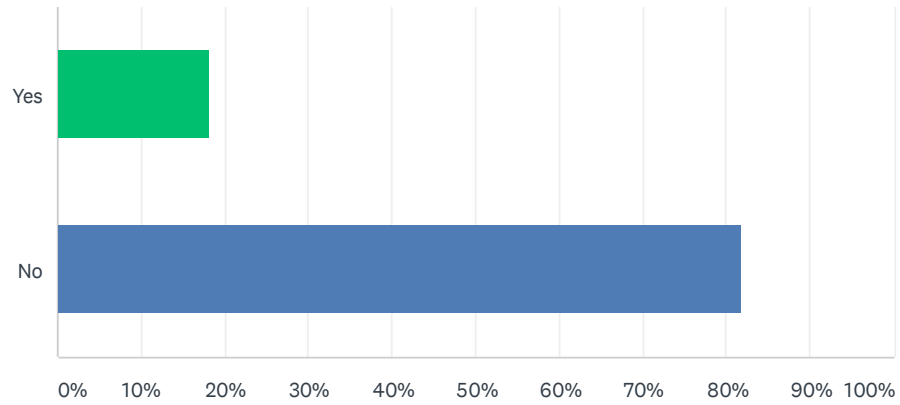
Outstanding Above Satisfactory Satisfactory
Somewhat Satisfactory Poor Unable to Rate

City of Brookhaven Procurement Customer Service Survey

	OUTSTANDING	ABOVE SATISFACTORY	SATISFACTORY	SOMEWHAT SATISFACTORY	POOR	UNABLE TO RATE	TOTAL RESPONDENTS
Overall Satisfaction	0.00% 0	9.09% 1	27.27% 3	0.00% 0	18.18% 2	45.45% 5	1
Courtesy of employees	0.00% 0	27.27% 3	9.09% 1	0.00% 0	18.18% 2	45.45% 5	1
Responsiveness of employees	9.09% 1	9.09% 1	18.18% 2	0.00% 0	18.18% 2	45.45% 5	1
Knowledge level demonstrated by employees	18.18% 2	0.00% 0	18.18% 2	0.00% 0	18.18% 2	45.45% 5	1
Accuracy of information provided by employees	9.09% 1	9.09% 1	18.18% 2	0.00% 0	18.18% 2	45.45% 5	1
Speed of the procurement process	0.00% 0	9.09% 1	27.27% 3	0.00% 0	18.18% 2	45.45% 5	1
Ease of the procurement process	0.00% 0	9.09% 1	18.18% 2	9.09% 1	18.18% 2	45.45% 5	1
Accuracy of procurement processing	9.09% 1	0.00% 0	27.27% 3	0.00% 0	18.18% 2	45.45% 5	1
Procurement services overall	0.00% 0	9.09% 1	27.27% 3	0.00% 0	18.18% 2	45.45% 5	1

Q6 Did you win the contract for goods and services for which your business made a proposal?

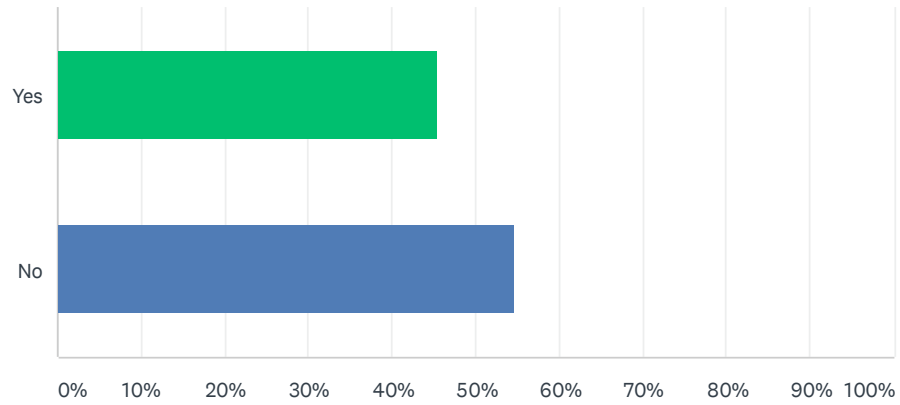
Answered: 11 Skipped: 22



ANSWER CHOICES	RESPONSES	
Yes	18.18%	2
No	81.82%	9
TOTAL		11

Q7 Did you understand the final outcome of the procurement decision?

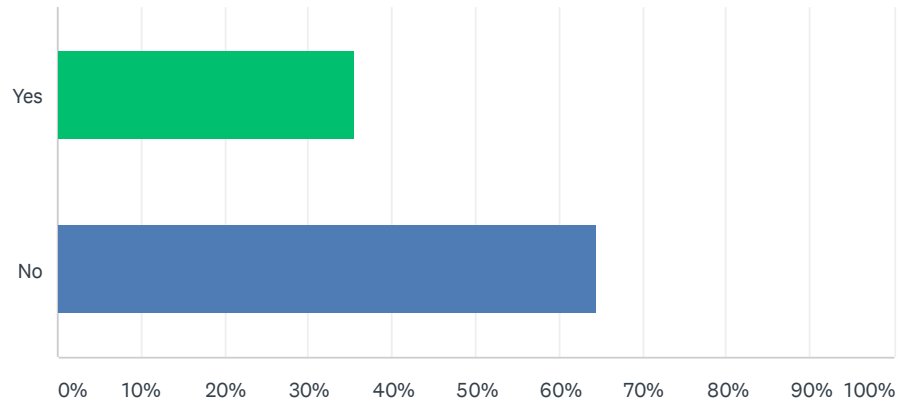
Answered: 11 Skipped: 22



ANSWER CHOICES	RESPONSES	
Yes	45.45%	5
No	54.55%	6
TOTAL		11

Q8 Are you aware of the City of Brookhaven's procurement process?

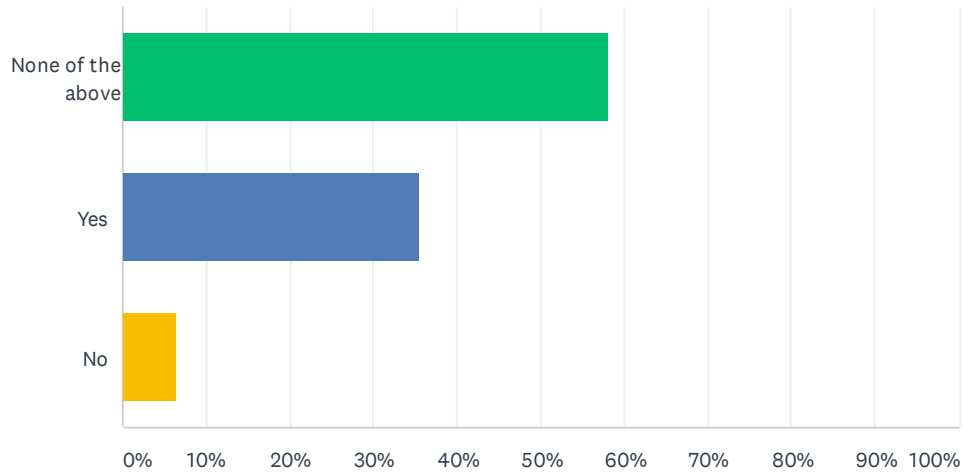
Answered: 31 Skipped: 2



ANSWER CHOICES	RESPONSES	
Yes	35.48%	11
No	64.52%	20
TOTAL		31

Q9 Were the requests for goods or services explained in clear language?

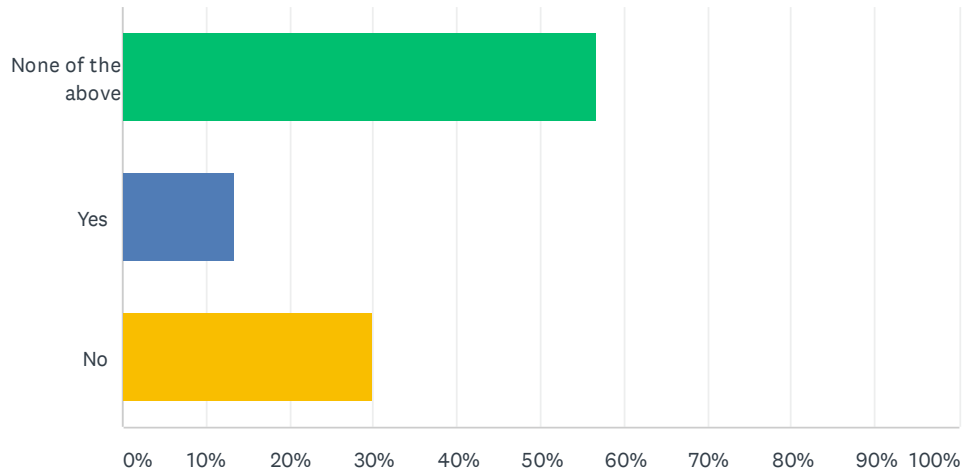
Answered: 31 Skipped: 2



ANSWER CHOICES	RESPONSES	
None of the above	58.06%	18
Yes	35.48%	11
No	6.45%	2
TOTAL		31

Q10 Were the requirements to provide goods or services too burdensome?

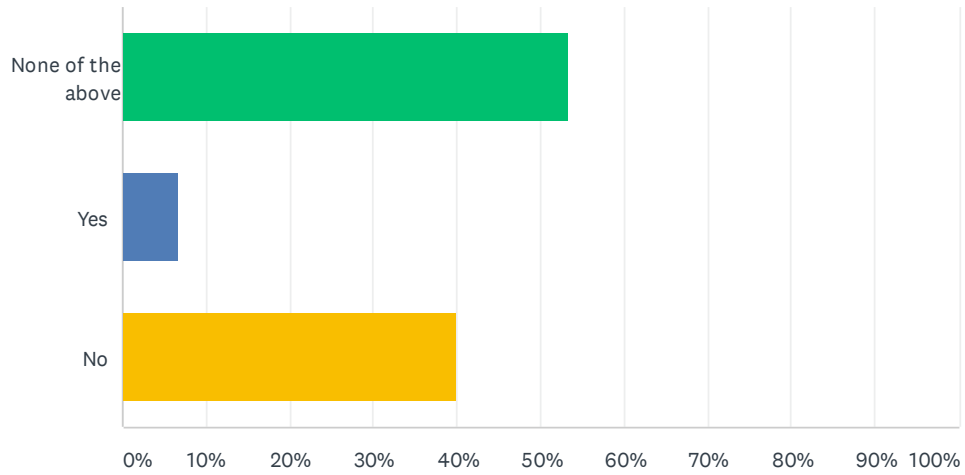
Answered: 30 Skipped: 3



ANSWER CHOICES	RESPONSES	
None of the above	56.67%	17
Yes	13.33%	4
No	30.00%	9
TOTAL		30

Q11 Was the website too difficult to use?

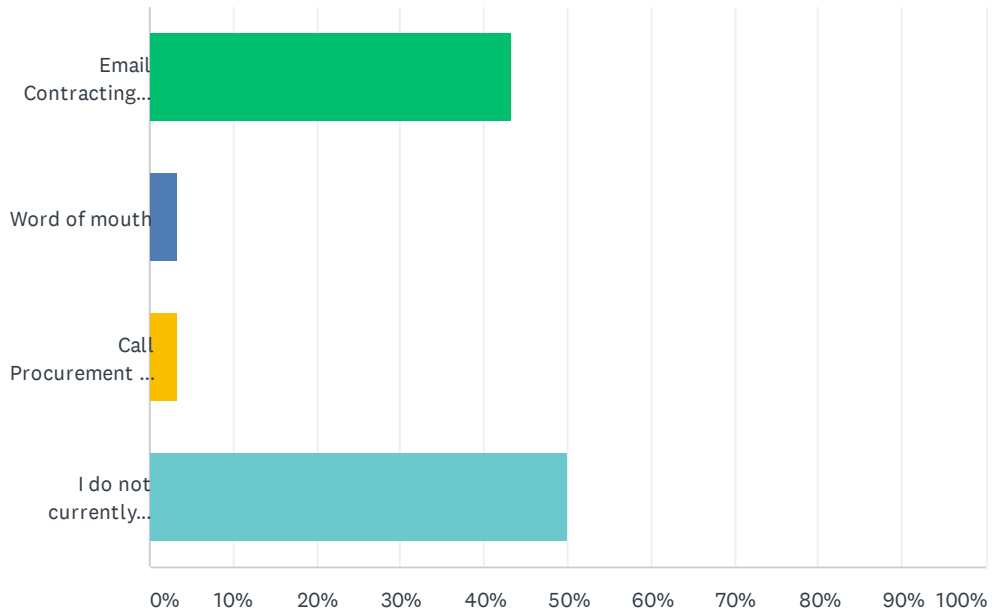
Answered: 30 Skipped: 3



ANSWER CHOICES	RESPONSES	
None of the above	53.33%	16
Yes	6.67%	2
No	40.00%	12
TOTAL		30

Q12 How do you currently receive information about Procurement and Contracting?

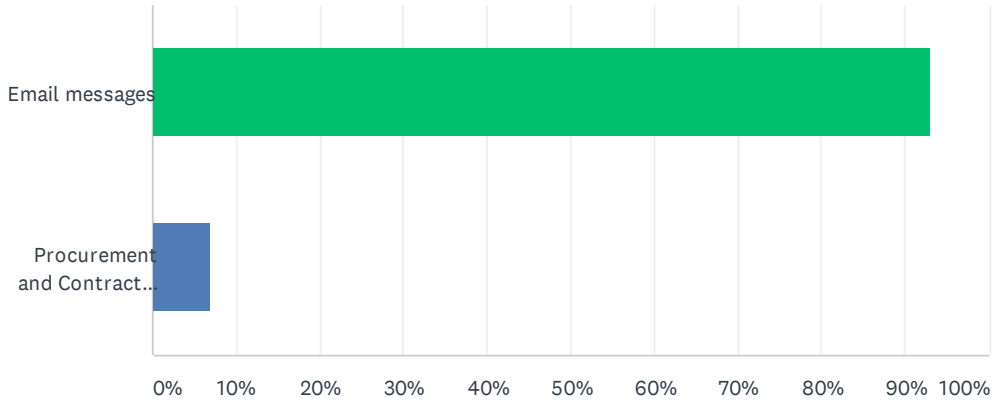
Answered: 30 Skipped: 3



ANSWER CHOICES	RESPONSES	
Email Contracting Website	43.33%	13
Word of mouth	3.33%	1
Call Procurement and Contracting	3.33%	1
I do not currently receive information	50.00%	15
TOTAL		30

Q13 What are the most effective ways for Procurement and Contracting to communicate with you?

Answered: 29 Skipped: 4



ANSWER CHOICES	RESPONSES	
Email messages	93.10%	27
Procurement and Contracting Website	6.90%	2
TOTAL		29

Q14 Please share any comments or suggestions that would enhance our customer service.

Answered: 5 Skipped: 28

Q15 Please complete this section ONLY if you are willing to be contacted about your response(s).

Answered: 15 Skipped: 18

ANSWER CHOICES	RESPONSES	
Name	100.00%	15
Company	0.00%	0
Address	0.00%	0
Address 2	0.00%	0
City/Town	0.00%	0
State/Province	0.00%	0
ZIP/Postal Code	0.00%	0
Country	0.00%	0
Email Address	100.00%	15
Phone Number	0.00%	0

RECOMMENDATION 1

<p>Subcommittee <i>Identify which subcommittee is developing this recommendation.</i></p>	<p>Procurement and Contracting</p>
<p>Topic <i>In a few words, briefly identify the specific issue or topic this recommendation pertains to.</i></p>	<p>The mission of the sub-committee is to review the city’s procurement process and offer recommendations that will enhance the process to foster equitable best practices in the solicitation and awarding of city contracts with women only and minority owned business.</p>
<p>Background <i>Provide details on why this topic is relevant to the City of Brookhaven. Be specific and include details, such as supporting data from the City and/or information about existing policies, practices, or procedures. (Suggested length: 4-5 sentences)</i></p>	<p>Following from conversations with representatives from the City of Brookhaven who are responsible for procurement and contracting processes, the Sub-Committee identified at least 5 steps of the existing process of awarding contracts for jobs and services. These include:</p> <ol style="list-style-type: none"> 1. <u>The Preparation</u> (identification and approval of project, crafting of written invitation for bids, etc) 2. <u>The Solicitation</u> (contacting potential business partners and inviting them to bid on the contract) 3. <u>The Selection</u> (the process of reviewing bids and identifying potential candidates) 4. <u>The Decision</u> (the final decision and awarding of the contract to a certain business) 5. <u>The Assessment</u>
<p>Issue, Inequity, and/or Problem <i>Describe the issue, inequity, and/or problem that this recommendation seeks to address. Explain how it advances equity and social justice. (Suggested length: 4-5 sentences)</i></p>	<p>Through our review of the procurement process and the contracts awarded last year it became clear the language used was very technical, voluminous and confusing. All documents should be written in a clear concise manner to attract a more diversified vendor base.</p>
<p>Rationale <i>Describe the logical basis</i></p>	<p>This offers clarity to both the city and the contractor what will determine the successful basis of the contract</p>

<p><i>behind this recommendation. If you reference any best practices or research, be sure to include citations. Explain what you expect to change. (Suggested length: 2-3 sentences)</i></p>	<p>award. Develop a one-page synoptic cover sheet written in plain language to detail the nature of the solicitation. The documentation needed to bid on the Request For Bids (RFB) is lengthy and if a vendor can see easily what the RFB is then they can best see if it is an issue they care to pursue.</p>
<p>Considerations (optional and to be used only if appropriate!) <i>Describe any additional context, ideas or factors that seem important to consider alongside the recommendation. For example, this could be costs, strategic opportunities, pitfalls to be wary of, specific actions that should be undertaken as a part of the recommendation, etc.</i></p>	<p>The city has various platforms (print, social media and so forth) that can be used to raise awareness of opportunities to work with Brookhaven. Because of the diverse population of Brookhaven, the city might wish to contract for translation services that has the ability to work across multi platforms to reach out to a broader vendor base.</p>
<p>Recommendation <i>Describe the recommendation for consideration, using the language “The Commission recommends that...” (Suggested length: 1-2 sentences)</i></p>	<p>Ensure that RFPs are written in plain language trying to minimize the use of technical jargon when appropriate.</p>

RECOMMENDATION 2

<p>Subcommittee <i>Identify which subcommittee is developing this recommendation.</i></p>	<p>Procurement and Contracting</p>
<p>Topic <i>In a few words, briefly identify the specific issue or topic this recommendation pertains to.</i></p>	<p>The two topics are:</p> <ol style="list-style-type: none"> 1. Selecting the recipient of the contract
<p>Background <i>Provide details on why this topic is relevant to the City of Brookhaven. Be specific and include details, such as supporting data from the City and/or information about existing policies, practices, or procedures. (Suggested length: 4-5 sentences)</i></p>	<p>The city of Brookhaven participates in the market as a purchaser through its procurement and contracting process. In 2020, 7.5% of the contracts totaling 2.2% of the total procurement-spend were awarded to vendors identified as "minority-owned."</p> <p>This data suggests an opportunity for the City to identify areas that led to this disparity and take corrective actions by creating an environment and processes that advance the principles of social justice, race, and equity in the procurement and contracting process.</p>
<p>Issue, Inequity, and/or Problem <i>Describe the issue, inequity, and/or problem that this recommendation seeks to address. Explain how it advances equity and social justice. (Suggested length: 4-5 sentences)</i></p>	<p>The results of a 15- question survey of vendors involved in the procurement process with the City revealed that 73% of the respondents who identified as a "minority-owned" businesses were not aware of the City's procurement process, and 60% of them currently do not receive information about Procurement and Contracting.</p> <p>This data suggests that the City simplify, engage and educate its vendors on the procurement process and also maintain a more active communication channel with regular cadence to bridge the information gap that exists today.</p>
<p>Rationale <i>Describe the logical basis behind this recommendation. If you reference any best practices or research, be sure to include citations. Explain what you expect to change. (Suggested length: 2-3</i></p>	<p>In their research on structural barriers present in business development, the 'Local & Regional Government Alliance on Race & Equity,' suggests methods of inclusive procurement process to address the inequities that exist in the system today. Access to and simplicity of messaging is an essential wheel on the road to a more equitable society.</p> <p>https://haasinstitute.berkeley.edu/sites/default/files/gare-contract_for_equity_0.pdf</p>

<i>sentences)</i>	
<p>Considerations (optional and to be used only if appropriate!) <i>Describe any additional context, ideas or factors that seem important to consider alongside the recommendation. For example, this could be costs, strategic opportunities, pitfalls to be wary of, specific actions that should be undertaken as a part of the recommendation, etc.</i></p>	
<p>Recommendation <i>Describe the recommendation for consideration, using the language “The Commission recommends that...” (Suggested length: 1-2 sentences)</i></p>	<ul style="list-style-type: none"> ● The Commission recommends that a simplified, easy to understand, more accessible, and streamlined contract process with no structural barriers be implemented to ensure inclusive, equitable opportunities for all business owners, with emphasis on small, ethnically diverse businesses. ● The Commission recommends that interactive communication channels be implemented for all vendors. The communication should include information on open contract opportunities, relevant deadlines, networking events, informational and training programs, and a primary point of contact for business owners.

RECOMMENDATION 3

<p>Subcommittee <i>Identify which subcommittee is developing this recommendation.</i></p>	<p>Procurement and Contracting Sub-Committee</p>
<p>Topic <i>In a few words, briefly identify the specific issue or topic this recommendation pertains to.</i></p>	<p>The 5th identified phase of the Procurement & Contracting Process focuses on the assessment and review of the city’s selection process by which businesses are awarded the contract for a particular project or service.</p>
<p>Background <i>Provide details on why this topic is relevant to the City of Brookhaven. Be specific and include details, such as supporting data from the City and/or information about existing policies, practices, or procedures. (Suggested length: 4-5 sentences)</i></p>	<p>As part of our committee’s process, we reviewed and assessed the 53 vendors who were awarded contracts from the City of Brookhaven in 2020 using the 4P Assessment tool (people, place, process, power). Our committee also implemented a 15-question survey of vendors involved in the procurement process with the City, both those who had been awarded contracts and those who had not. We received 33 responses to the survey, of which 15 were minority- or women-owned businesses.</p>
<p>Issue, Inequity, and/or Problem <i>Describe the issue, inequity, and/or problem that this recommendation seeks to address. Explain how it advances equity and social justice. (Suggested length: 4-5 sentences)</i></p>	<p>Respondents to our committee’s survey reported varying levels of satisfaction with the different components of the City of Brookhaven’s procurement process, with many respondents omitting questions and a majority of those who did answer responding that they were “unable to rate” their satisfaction level, the clarity or ease of the process, etc. Although the survey itself was difficult to assess qualitatively based on the lack of responses, this made the need for a more robust assessment tool of the procurement process all the more evident.</p>
<p>Rationale <i>Describe the logical basis behind this</i></p>	<p>Inequities are often “hidden” in systemic processes and are not immediately evident. Implementing regular and thorough qualitative reviews to assess the Procurement and Contracting</p>

<p><i>recommendation. If you reference any best practices or research, be sure to include citations. Explain what you expect to change. (Suggested length: 2-3 sentences)</i></p>	<p>processes for the City of Brookhaven would provide reliable ways of discovering inequities present in the system as well as concrete data for specific areas where improvement is needed.</p>
<p>Considerations (optional and to be used only if appropriate!) <i>Describe any additional context, ideas or factors that seem important to consider alongside the recommendation. For example, this could be costs, strategic opportunities, pitfalls to be wary of, specific actions that should be undertaken as a part of the recommendation, etc.</i></p>	<p>Other considerations to include in any qualitative review process would be access for business owners who are differently abled as well as those who speak English as a second language.</p>
<p>Recommendation <i>Describe the recommendation for consideration, using the language “The Commission recommends that...” (Suggested length: 1-2 sentences)</i></p>	<p>The Commission recommends that annual or more frequent reviews/assessments of the City’s Procurement and Contracting process be initiated. The review process should include:</p> <ol style="list-style-type: none"> 1) A process to obtain feedback from all relevant stakeholders during the different phases of an RFP lifecycle 2) A regular review of the contracts solicited/awarded, including reporting and storing collected data online for tracking and transparency purposes 3) A standardized survey implemented by a 3rd party (available in both English and Spanish languages) including vendors awarded and those not awarded contracts by the City 4) Targeted outreach of the survey toward business owners who are: minorities, persons of color, women, and/or differently abled

RECOMMENDATION 4

Subcommittee	Procurement & Contracting Sub-Committee
Topic	The 4th identified phase of the Procurement & Contracting Process focuses on the decision as to which business will be awarded the contract for a particular project or service.
Background	In the 2020 fiscal year, a total of 53 contracts were awarded by the City of Brookhaven. Contracts solicited and awarded by the city were divided by the city into 9 categories (see table for full list of categories). The majority (n=29, 54.7%) of contracts were categorized as Site Preparation & Construction. The next largest category was listed as Professional Services-Other (n=6). The majority of the spending by the city was on contracts classified as Site Preparation & Construction, a total of \$16.4 Million which represents 56.3% of all expenses. The average award across all contracts was \$549,081.92 (see table). Of these contracts 0 were awarded to businesses owned by residents of the City of Brookhaven.
Issue, Inequity, and/or Problem	Of the 53 contracts awarded in the 2020 fiscal year, only 4 (7.5%) of all contracts were awarded to business that were identified as “minority-owned.” This translates to a total of \$657,997.24 or 2.2% of all expenses procured by the City of Brookhaven in the 2020 fiscal year. These findings alone demonstrate a substantial inequity in the procurement and contracting process that the city must remedy by committing to award more contracts to minority-owned businesses.
Rationale	In seeking to address the inequitable distribution of contracts and financial awards by the City of Brookhaven, this recommendation provides concrete targets and expected benchmarks that the city should meet to approach an equitable procurement and contracting process. Specified targets should

	be seen as a starting point and not a minimum quota to be met to check a box.
Considerations	While businesses classified as minority-owned may refer to those owned by individuals who are minoritized based on gender, race, or a combination, the recommendation should not be met by awarding contracts disproportionately to businesses owned by white women.
Recommendation	Starting in the first year of implementation, the City of Brookhaven should commit to awarding 33.3% of all funds spent by the city on procurement and contracting to businesses identified as minority owned. Each subsequent year the city should aim to increase this percentage by at least 5% per year.

Table

Category	Number of Contracts	Amount of Awarded Contracts	Average Amount Awarded	Contracts to Minority-Owned Businesses
Site Preparation & Construction	29	\$16,423,332.95	\$566,321.83	2
Technology Systems	3	\$1,591,616.00	\$530,538.67	1
Janitorial/Environmental	1	\$39,253.40	\$39,253.40	0
Professional Services-Community Planning	3	\$419,358.00	\$139,786.00	0
Professional Services-Other	6	\$1,950,502.60	\$325,083.77	1
Contract Services- City Operations	3	\$7,156,124.20	\$2,385,374.73	0
City Vehicles	2	\$635,087.00	\$317,543.50	0
Equipment	5	\$824,067.99	\$164,813.60	0
Undetermined	1	\$62,000.00	\$62,000.00	0
Total	53	\$29,101,342.14		4