

PORTLAND DEVELOPMENT COMMISSION
Portland, Oregon

RESOLUTION NO. 6765

**ADOPT POLICY TO INCLUDE AT LEAST ONE MINORITY
EVALUATOR ON FORMAL SOLICITATION PROPOSAL
EVALUATION COMMITTEES**

WHEREAS, the Portland Development Commission ("PDC") is committed to inclusive and transparent contractor/developer evaluation and selection processes;

WHEREAS, PDC desires to adopt a formal policy to insure the inclusion of minorities in PDC's contractor evaluation and selection panels for contracts in excess of the formal solicitation thresholds for construction, goods and services and professional, and flexible services not awarded on the basis of lowest responsible bidder and all development solicitations;

WHEREAS, the Alliance of Minority Chambers has offered to provide a list of qualified minority panelists to the PDC upon request for each Request for Proposals (RFP), Request for Qualifications (RFQ) or other similar alternative contractor/developer selection methods undertaken by the Portland Development Commission;

WHEREAS, PDC's commitment to inclusive and transparent contractor/developer evaluation and selection processes will be enhanced by accepting the assistance of the Alliance of Minority Chambers; and

WHEREAS, the Portland Development Commission supports the similar policy adopted by the City of Portland Resolution as amended and adopted on December 16, 2009.

NOW, THEREFORE, BE IT RESOLVED that the Portland Development Commission shall include at least one minority panelist provided by the Alliance of Minority Chambers on the evaluation and selection panel for all PDC-owned contracts in excess of the formal solicitation thresholds for construction, goods and services and personal services that are not awarded on the basis of lowest responsible bidder and all development solicitation evaluations; and

BE IT FURTHER RESOLVED that the Executive Director is directed to enter into a Memorandum of Understanding with the Alliance of Minority Chambers whereby i) the Alliance shall agree to work with other Portland based minority business associations including but not limited to the Oregon Association of Minority Entrepreneurs and the National Association of Minority Contractors of Oregon and agree to be responsible to provide PDC with the list of qualified minority panelists to the Portland Development Commission within a reasonable timeframe and ii) memorialize the responsibilities of the Portland Development Commission and the Alliance; and

BE IT FURTHER RESOLVED that In the event a contract or developer evaluation and selection panel is comprised of 5 or fewer members, there shall be a minimum of one minority panelist provided by the Alliance; for panels of 6-8 members, there shall be a minimum of three minority panelists provided by the Alliance; and so on; and

BE IT FURTHER RESOLVED that PDC shall provide at least 10 days for panelists to review proposals prior to convening the panel for selection of firms; and

BE IT FURTHER RESOLVED that the Executive Director is directed to establish Guidelines to implement the policies adopted above; and

BE IT FURTHER RESOLVED that this resolution is a binding Portland Development Commission policy and the new process will be effective for any covered solicitations released on or after March 1, 2010.

BE IT FURTHER RESOLVED that this resolution shall become effective immediately upon its adoption.

Adopted by the Portland Development Commission on January 27, 2010.

A handwritten signature in cursive script that reads "Renee A. Castilla". The signature is written in black ink and is positioned above a horizontal line.

Renee A. Castilla, Recording Secretary

PDC

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Title:

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Adopted by the Portland Development Commission on January 27, 2010.

PRESENT FOR VOTE	COMMISSIONERS	VOTE		
		Yea	Nay	Abstain
<input checked="" type="checkbox"/>	Chair Scott Andrews	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Commissioner Bertha Ferrán	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Commissioner John Mohlis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Commissioner Steven Straus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Commissioner Charles Wilhoite	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Consent Agenda		<input checked="" type="checkbox"/> Regular Agenda		

Certification

The undersigned hereby certifies that:

The attached resolution is a true and correct copy of the resolution as finally adopted at a Board Meeting of the Portland Development Commission and duly recorded in the official minutes of the meeting.



Date: March 5, 2010

Renee A. Castilla, Recording Secretary