



FAQs

1. What is the City of Bellevue's Procurement Diversity and Inclusion (PDI) plan and who is it designed to support?

The city's PDI plan is an administrative (staff-level) policy of the City of Bellevue that was created in 2016 to help ensure that small businesses, Women and Minority owned Business Enterprises (WMBE's), Veteran owned businesses and other disadvantaged businesses have fair access to contracting opportunities with the city. A copy of the PDI plan is available here [insert link]. Based on input from staff, city council and our business community, the city has identified the need to evolve and expand the PDI Plan to better serve the diverse needs of our business community.

2. What process will you be following to update the plan?

Our approach to updating the PDI plan involves a comprehensive series of steps. Initially, we will conduct 3 outreach sessions aimed at gathering valuable feedback from small and WMBE businesses and other stakeholders. This will be allowing us to gain a profound understanding of the unique needs and challenges they currently face in doing business with Bellevue. Informed by this feedback, we will develop a set of policy and strategic recommendations to improve the plan. We will then re-engage with our stakeholders to share the recommendations before presenting them to our council along with an overview of what we heard during our outreach efforts. Based on the feedback and direction received from council, we will then revise the content of the PDI plan and begin implementation.

3. What types of purchases and contracts does the PDI plan apply to?

The PDI Plan is intended to apply across all city purchasing activities, which include contracts for the design and construction of public works, professional consulting services, technology systems and services, general services (such as maintenance, instructors, and entertainers), the purchases of materials, supplies and equipment, and all other goods and services purchased by the city. This would include everything from catering services for a small event up to multi-million-dollar construction contracts.

4. How does the city select businesses to provide goods and services?

For small purchases (under \$5,000) city staff can select a vendor and purchase goods and services directly from them. With limited exceptions, purchases over \$5,000 require an open and competitive selection process. The method of competition is set by state law and city policies and varies based on what is being purchased and the cost. For purchases between \$5,000 and \$300,000, staff may solicit quotes or select vendors from the city's roster system, Public Purchase. For purchases over \$300K, the city would generally publish a public bid, a request for proposals or a request for qualifications to solicit vendors.

5. How can businesses sign up to do work with the City of Bellevue?

For businesses looking to engage in contracting opportunities with the City of Bellevue, the registration process is streamlined and hassle-free. **To get started, initiate your registration on Public Purchase by visiting the registration portal at this link:**

<https://www.publicpurchase.com/gems/register/vendor/register>. Once you've submitted your

registration, please allow up to 24 hours for your account to become active. Once it's activated, you'll receive an email notification from notices@publicpurchase.com, confirming the approval of your registration and indicating that your account is ready for use. To ensure you receive important bid notifications smoothly, kindly add notices@publicpurchase.com to your email contacts to prevent emails from being filtered into your spam folder.

Next, proceed to register with an Agency. After activating your email, log in to <https://www.publicpurchase.com> and agree to the terms and conditions of use. Then, navigate to the "Tools" tab and select the "Agencies" tab. This will direct you to the Agency search page. In the Agency name field, enter the Agency Name (City of Bellevue), leaving the "new Agency since" box blank. Ensure that the Registration Status is set to "ALL" and click on the "search" button. This will display the relevant Agency below. To complete the supplier registration with the Agency, simply click on the "Register" link located to the far right.

6. How much of the city's money is spent on contracts with small and Women and Minority-owned Business Enterprises (WMBEs)? How is this calculated?

The city spends approximately \$120 Million per year through its procurement functions. Between 2018 and 2022, the percentage of the city's money spent on WMBE firms has increased from approximately 4% to 8%, while the percentage spent on small businesses that are not categorized as a WMBE has fluctuated between approximately 4% and 7%. These numbers are based on payments to vendors who have self-identified as a small business and/or WMBE and are tracked in the city's financial system. These figures do not include payments made to subconsultants or purchases made with city credit cards. The city is working on improving our data collection and reporting to include these data in the future.

7. What laws and regulations is the city taking into consideration regarding the update of the PDI Plan?

The city is subject to numerous laws at the federal and state level that apply to the PDI Plan. This includes I-200 (anti-affirmative action in Washington State), codified under RCW 49.60.400. This law prohibits Washington agencies, including cities, from granting preferential treatment in public contracting to any individual or group on the basis of race, sex, color, ethnicity, or national origin. While this law prohibits quotas and race or gender-conscious decision making, the city recognizes that barriers and disadvantages exist for small and diverse businesses who would like to do business with the city, and that our procurement practices are not always easy to navigate. We look forward to receiving feedback on how we can tailor our policies, procedures and actions to do a better job of leveling the playing field and building a stronger, more inclusive economy.

8. Where can I learn more, and how can I be involved?

To learn more and get involved in the City of Bellevue's PDI (Procurement, Diversity, and Inclusion) Plan update, you can take the following steps:

Sign up for Outreach Sessions: The city is hosting outreach sessions via Zoom on October 31, November 1st, and 2nd. These sessions provide an excellent opportunity to engage directly with the city and contribute your insights. During these sessions, you can learn more about the plan, share your perspectives, and ask questions. Be sure to register for one of these sessions to participate actively.

Take the Survey: If you are unable to attend the outreach sessions or wish to provide additional feedback, consider taking the survey provided by the city. This survey allows you to provide more detailed thoughts and suggestions regarding the PDI plan. Your input is valuable in shaping the plan's direction and effectiveness. To take our survey, following the link below: