



SUPPLIER DIVERSITY POLICY

1. BACKGROUND

The City of Hillsboro (City) is working to advance racial equity in the delivery of City services. This Supplier Diversity Policy (this “policy”) is one of the tools the City will use to advance racial equity. The policy provides an opportunity for the City to operationalize equity practices by addressing barriers faced by minority-owned businesses, women-owned businesses, veteran-owned, and other disadvantaged business enterprises seeking to do business with the City.

2. PURPOSE

The purpose of this policy is to afford greater and more meaningful opportunities for minority-owned, women-owned, veteran-owned businesses, and emerging small businesses wishing to do business with the City as a direct supplier, contractor, or subcontractor.

The City recognizes systemic barriers and discrimination have occurred throughout the United States based on race and gender. The City seeks to address systemic inequities by employing race and gender-neutral (non-mandated) strategies in its procurement and contracting practices.

3. DEFINITIONS

“**COBID**” means the State of Oregon Certification Office for Business Inclusion and Diversity.

“**COBID Certified Businesses**” means all businesses which hold certification with the State of Oregon Certification Office for Business Inclusion and Diversity (COBID).

“**City Contract**” means a Public Contract as defined in the City's Public Contracting Rules (COH-45-0100) (1).

“**Department**” or “**Departments**” means any individual City department or all City departments.

“**Finance Department**” means the City’s Finance Department.

“**Finance Director**” means the Director of the Finance Department.

“**Self-Identified Local Minority-owned Business**” means a for-profit business, which is not currently COBID certified, which has identified with the City as at least 51 percent owned by minority group members (including, but not limited to, African American, Native American, Asian, or Hispanic), and in which the minority owners control management and daily business operations. Such businesses must be headquartered in Washington County, or the business owners or owner must reside in Washington County.

"Self-Identified Local Women-owned Business" means a for-profit business, which is not currently COBID certified, which has identified with the City as at least 51 percent owned by women and in which the women owners control management and daily business operations. Such businesses must be headquartered in Washington County, or the business owners or owner must reside in Washington County.

4. POWERS AND DUTIES OF THE CITY MANAGER

The City Manager (or their designee) shall have the power and duty to:

- Work collaboratively with Departments in implementing this policy, establishing procedures, and planning for future policy and procedure enhancements;
- Assist and advise City departments in their efforts to increase minority-owned business and women-owned business participation on City Contracts;
- Work in collaboration with the State of Oregon, other public agencies, and contractors with the aim of increasing the number of COBID certified firms in our region;
- Establish standard solicitation methods, tools and, where applicable, specifications, to advance the work of this policy;
- Work with Information Services and other departments to put software systems in place to support the work of this policy; and,
- Adopt procedures in accordance with the City of Hillsboro Municipal Code and consistent with this policy.

5. DEPARTMENT RESPONSIBILITIES

Each Department shall adopt a supplier diversity plan, developed in consultation with and approved by the Finance Director, to afford women and minority businesses the maximum practicable opportunity to participate on City Contracts directly and meaningfully. Plans will be updated on an annual basis and Departments will provide the Finance Director an annual report regarding their supplier diversity results for that year.

6. FINANCE RESPONSIBILITIES

The Finance Department shall provide trainings, support, examples, and templates to assist Departments in the development of their supplier diversity plans. The Finance Department shall review the supplier diversity plans and assure that they are in alignment with this policy. The Finance Department will include the plans and their results in its annual supplier diversity report to City Council.

7. BUSINESS ASSISTANCE

The Supplier Diversity program will provide:

- Educational resources and outreach programs to assist women and minority businesses to compete effectively for City Contracts;

- The services of the City or other technical resources to assist contractors desiring to bid on a City Contract; and
- Information or other support regarding organizations and agencies available to assist such contractors with technical assistance in bidding, contracting, recruiting, tutoring, training, or assisting potential subcontractors.

8. BUSINESS CERTIFICATION AND REGISTRATION

The City shall recognize State of Oregon COBID Certified Businesses as well Self-Identified Local Minority-owned Businesses and Self-Identified Local Women-owned Businesses for purposes of tracking and reporting minority-owned, women-owned, veteran-owned, and emerging small businesses contracting and subcontracting and how that compares to the City's contracting as a whole.

9. APPLICATION TO CONTRACTS WITH FEDERAL FUNDING

In applying the provisions of this policy to City Contracts funded in whole or in part with federal funds, references to COBID Certified Businesses shall also include federally recognized "Disadvantaged Business Enterprises" (DBE). In the event of a conflict between the provisions of this section or the procedures implementing this policy, and the requirements of 2 CFR 200 or any other superseding applicable federal statute or regulation, the provisions of the federal statute or regulation shall control.

*Approved by City Council on November 21, 2023
Council Resolution No. 2824*