

**CITY OF AURORA
PROCUREMENT DEVELOPMENT PROGRAM
FOR MINORITIES, WOMEN, AND DISABLED PERSONS
JULY 13, 2011**

Founding Principles

On March 23, 2010, the Aurora City Council adopted Resolution No. R10-111 entitled “A Resolution Expressing the Commitment of the City Council to Expand Opportunities to Do Business with Minorities, Women and Disabled Persons.” This resolution established the city’s objective of increasing the participation of minorities, women, and disabled persons (MWDP) in the city’s procurement processes for the provision of municipal services. The resolution also acknowledged steps proposed in the 2010 Action Plan of the Taskforce on Opportunities for Minorities and Women. Among the action steps were the following:

1. Require city staff to include consideration of diverse vendors for all City contracts, especially those related to professional services for which city staff exercise discretion.
2. Include as part of the bidding process a requirement that responding firms provide data regarding the participation level for minorities, women and persons with disabilities.
3. Improve communication with Aurora small businesses by establishing a process by which businesses can be notified when bid opportunities are available.

This Procurement Development Program for Minorities, Women and Disabled Persons is intended to implement the three aforementioned action steps.

Identification of MWDP Businesses

The Purchasing Division of the Finance Department will establish a system for identifying MWDP businesses and tracking the city’s procurement activities with them. The city will recognize MWDP status certified by the following programs and agencies:

1. Illinois Unified Certification Program.
2. Illinois Department of Central Management Services Business Enterprise Program.
3. Illinois Department of Transportation, Doing Business.
4. Women’s Business Development Center.

An appropriate certificate must be presented by the business to the city’s Purchasing Division to qualify for MWDP status.

A “minority person” shall be defined as a person who is a citizen or lawful permanent resident of the United States and who is:

1. African American (a person having origins in any of the black racial groups in Africa); or
2. Hispanic (a person of Spanish or Portuguese culture with origins in the Caribbean Islands, regardless of race); Mexico, South or Central America; or
3. Asian American (a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific islands); or
4. Native American or Alaskan (a person having origins in any of the original peoples of North America).

A “woman” shall be defined as a person who is a citizen or lawful permanent resident of the United States who is of the female gender.

A “person with a disability” shall be defined as a person who is a citizen or lawful resident of the United States and is a person qualifying as being disabled under 30 Illinois Compiled Statutes 575/2(A)(2.1).

The Purchasing Division shall track MWDP status through the city’s accounting system or a separate database, as appropriate. The MWDP classification of each business will be distinctly identified. Also, minority sub-classifications (i.e., African American, Hispanic, Asian American, and Native American/Alaskan) will be tracked separately. Furthermore, the system will track the commodity codes of the goods and services that each MWDP business is capable of providing to the city. The Director of Purchasing shall establish a process for obtaining the aforementioned information from potential MWDP businesses.

For each city procurement transaction with an MWDP business, the tracking system will, at a minimum, identify the general nature of each transaction, the associated commodity code, the date of the transaction, and the amount paid.

Promoting Procurement from MWDP Businesses

At least once each year, the city’s Minority Procurement Officer will conduct a training class on the city’s procurement policies and practices for MWDP businesses. Notice of the training class will be posted on the city’s website, published in a newspaper with general circulation in Aurora, and mailed to MWDP businesses on record with the city. Notices will be disseminated at least one month prior to the date of the training session. The Minority Procurement Officer will also coordinate with local chambers of commerce, trade associations, and labor groups to advertise the training class.

When a procurement action over \$5,000 is contemplated by the city, the Purchasing Division will send a notice of the impending purchase to all potentially qualified MWDP businesses. Potentially qualified MWDP businesses will be identified based upon the commodity codes of the goods or services concerned. The notice will describe the items to be procured, specify when bids, quotations, or other proposal documents are due, and provide contact information for the

city's Purchasing Division and the Minority Procurement Officer. Notices of impending purchases over \$5,000 should be disseminated via e-mail.

Reporting on MWDP Business Procurement Activity

Not later than April 30, 2013 and April 30 of each year thereafter, the Director of Purchasing shall prepare and submit to the Mayor and City Council a report of the city's procurement activity with MWDP businesses during the preceding fiscal year. The report will summarize the procurement activity with MWDP businesses by MWDP classification and minority sub-classification. Comparative information for at least four previous years will be included. (Fewer than four years may be presented until the tracking system has accumulated data for four years.) Comparative procurement information for the city as a whole will also be included in the report.