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FROM	NAME & TITLE	Robert Cenname, Budget Director	CITY of BALTIMORE MEMO	
	AGENCY NAME & ADDRESS	Bureau of the Budget and Management Research Room 432, City Hall (410) 396-4774		
	SUBJECT	City Council Bill 19-0169R—Investigative Hearing-Minority and Women’s Business Opportunity Office		

DATE:

TO

The Honorable President and
Members of the City Council
City Hall, Room 400

December 17, 2019

The Department of Finance is herein reporting on City Council Bill 19-0169R, Investigative Hearing-Minority and Women’s Business Opportunity Office, the purpose of which is to hear from the Chief of the Minority and Women’s Business Opportunity Office (MWBOO) on meeting Minority Business Enterprises and Women’s Business Enterprises participation goals.

The Department of Finance’s Bureau of Procurement is responsible for the competitive bidding process for all agencies. Through the Bureau of Procurement, the City conducts outreach and provides training and workshops for prospective bidders, with a focus on small, local businesses, in how to do business with the City, and how to find bidding opportunities. Additionally, the Bureau provides workshops on specific procurements to educate local businesses on the process and the City’s needs prior to the initiation of the solicitation process. The Bureau also conducts onboarding sessions with awarded prime contractors and subcontractors on how the awarded contracts will be utilized, with a focus on record keeping and reporting requirements. Previously the Bureau submitted contracts for compliance review only when Board action was required, but the new structure of the responsibilities in the Bureau will allow for more regular review, and vendor course correction when appropriate.

The Bureau of Procurement also works with MWBOO to identify Minority Business Enterprises and Women’s Business Enterprises in the procurement process. The MWBOO Directory is used to ensure that bid opportunity notifications are automatically sent to all vendors certified in the appropriate category, and registered in CitiBuy, at the time a bid is posted and advertised. During the prior fiscal year, the Bureau added the ability of vendors to self-select certain City-certified, and non-City certified business categories such as State and Nationally recognized certifications, including but not limited to LGTBQ-owned businesses and veteran-owned businesses. This allows the Bureau to gather additional information about the vendors doing business with the City, which was previously not gathered or tracked. These self-selected categories also allow agencies more visibility on how they spend their funds.

The Department of Finance will attend the hearing for this Resolution to provide all information relevant to this inquiry.

cc: Henry Raymond
Matthew Stegman
Nina Themelis