

**Program will assist the City,  
PDC and the Community with:**

- Meeting the objectives of City and PDC resolutions
- Diversifying panels reviewing contracts
- Including the Community in City contract decisions
- Building valuable relationships with the community

**HELPFUL INFORMATION**

**City of Portland, Oregon**

**Bureau of Internal Business Services**

1120 SW 5th Ave Ste 750

Portland OR 97204

Minority Evaluator Program 503.823.7785

Procurement Services Main Number 503.823.5047

Business Hours: 8:00 am – 5:00 pm

**Portland Development Commission**

222 NW 5th Ave

Portland OR 97209

Minority Evaluator Program 503.823.3667

PDC Main Number 503.823.3200

Business Hours: 8:00 am – 5:00 pm

**Alliance of Minority Chambers**

4300 NE Fremont St Ste 220

Portland OR 97213

Minority Evaluator Program 503.231.2571

Business Hours: 8:30 am – 5:00 pm

**MINORITY EVALUATOR PROGRAM WEBSITES**

**City of Portland**

[www.portlandonline.com/omf/purchasing/mep](http://www.portlandonline.com/omf/purchasing/mep)

**Portland Development Commission**

[www.pdc.us/mwesb/minority-evaluator-program.asp](http://www.pdc.us/mwesb/minority-evaluator-program.asp)

**Alliance of Minority Chambers**

[www.minorityevaluatorprogram.com](http://www.minorityevaluatorprogram.com)

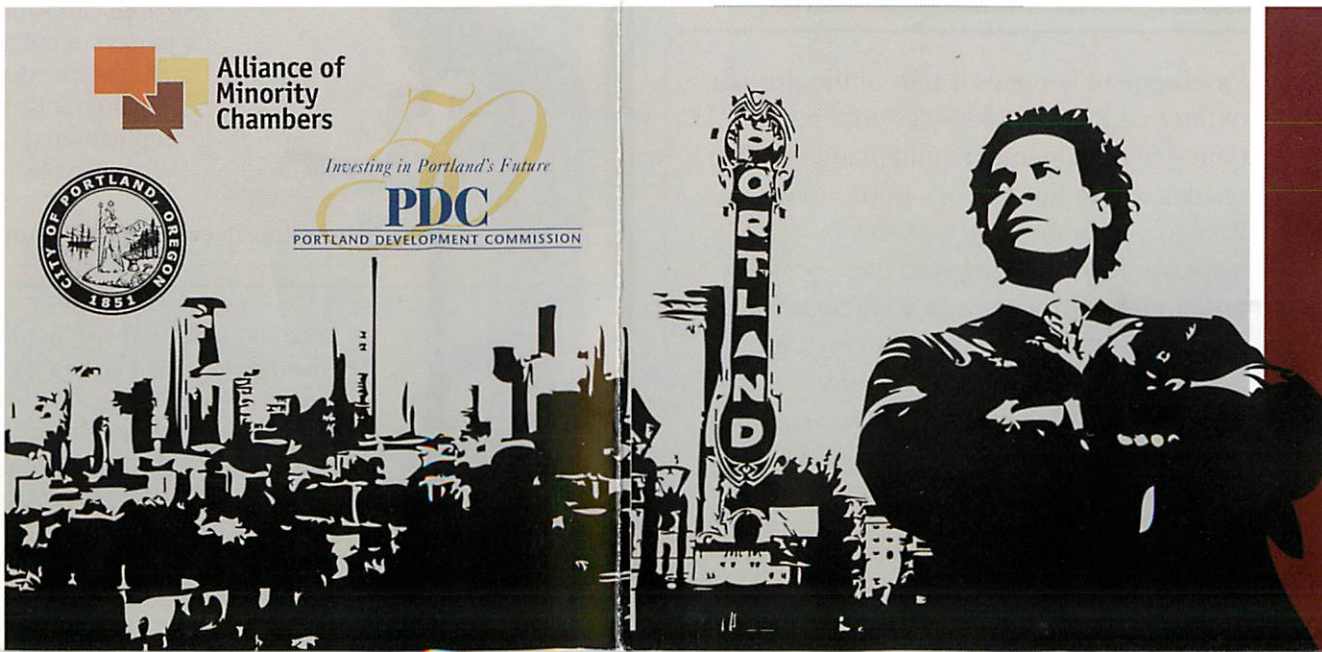
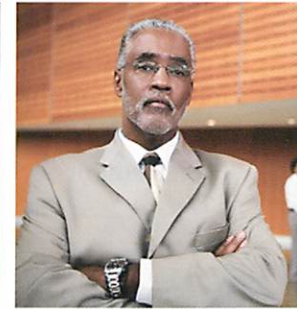
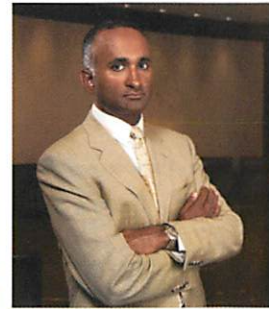
*This program is designed to provide a single point of contact, access to qualified candidates to serve on contract evaluation panels and a high level of customer service. If you are interested in participating in the Minority Evaluator Program, call 503.823.7785 to speak with the City MEP Program Coordinator or 503.823.3667 to speak with PDC MEP Coordinator.*

# MINORITY EVALUATOR

p r o g r a m

[minorityevaluatorprogram.com](http://minorityevaluatorprogram.com)

*Enhancing the way  
"WE" do business*



## History

On December 16, 2009, Portland City Council passed a resolution that requires City Bureaus to include at least one minority evaluator provided by the Alliance of Minority Chambers in the contract award process. On January 27, 2010 the Portland Development Commission (PDC) Board passed a similar resolution. Minority evaluators will serve on all contractor evaluation and selection panels that will be awarding City or PDC contracts in excess of formal solicitation thresholds that are not awarded on a low bid basis.

Provisions of the resolutions will be implemented through the Minority Evaluator Program by the City of Portland Procurement Services and PDC.

## What is Procurement Services?

Procurement Services is part of the Bureau of Internal Business Services within the Office of Management and Finance and resides within the Mayor's portfolio of Bureaus. Procurement Services is responsible for making sure the procurement process is fair, efficient, effective and accountable to everyone. Because of the large sums of money involved, what we buy and how we purchase those goods and services is critical to the City of Portland and its community.

## What is PDC?

PDC serves as the urban renewal agency for the City of Portland and works toward a strong regional economy, quality jobs and revitalization of neighborhoods. This work is done through PDC-owned contracts with various services and goods providers as well as through development and loan agreements with the private sector.

## About our Community Partner

The Alliance of Minority Chambers is the "go to" agency to help recruit qualified candidates to serve on various review and evaluation committees. This includes everyone from any ethnic organization as well as mainstream small business owners and professionals.

## Types of contracts offered by the City and PDC

The City of Portland issues over 1300 contracts a year in the following service areas;

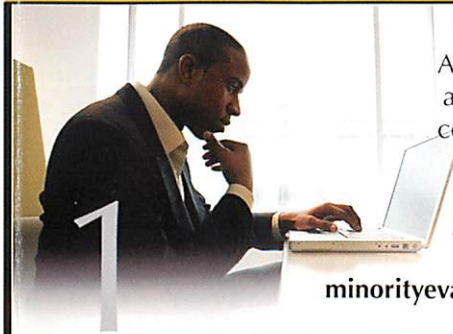
- Construction
- Good and Services
- Professional, Technical and Expert

## Evaluator Requirements

- Must be a Person of Color or identified with community of color according to Federal guidelines
- Must possess relevant knowledge and meet required qualifications for Request of Proposal Evaluation Panel
- Must be able to meet deadlines, objectively score and complete the evaluation process

## PROGRAM PROCESS

A Program Coordinator will coordinate the efforts between the Alliance of Minority Chambers and the qualified panel applicants.



1 All applicants must be a person of color and complete the Minority Evaluator Panel application on the Alliance website at:

[minorityevaluatorprogram.com](http://minorityevaluatorprogram.com)



2 City and PDC staff will request an evaluator for their contract panel from the City Program Coordinator or the PDC Program Coordinator. At this time staff will provide the specific qualifications needed to fulfill the panel seat.

3 Program Coordinators will select qualified candidates from the list of the Alliance candidates and provide City and PDC staff with the candidate information to call and further assess the potential evaluator.



4 For City projects, after completion of contract evaluation, staff and panel members will complete a process evaluation form and return to Program Coordinator at [MEP@portlandoregon.gov](mailto:MEP@portlandoregon.gov)