Citywide Contracting Equity Project

LBE Advisory Committee Meeting

Objectives

Today, we will:

- Inform you of the City's contracting equity efforts and plans to collect contractors' demographic data

- Solicit your feedback and recommendations on other target audiences

- Request your support in sharing this message with your organizations and professional networks

Contracting Equity Legislative Background

The City's racial equity legislation requires the Office of Racial Equity to work with departments to deliver:

- **Contracts Report** (Sec. 12.A.19.h)

- **Racial Equity Action Plans** and **Annual Reports**, including "internal metrics concerning the department's plan to achieve equity within the department and external metrics concerning the department's services to the public…including both direct services as well as services provided through grants and contracts." (Sec. 12.A.19.e)

- **Public Accountability & Transparency** by publishing Citywide and department plans and reports (Sec. 12.A.19.d.9)

See appendices for referenced legislation

Contracting Equity Project Background

Per the racial equity legislation, this is a multi-year project that aims to collect **race/ethnicity and gender data about the City's contracts.** The data will be:

- **Optional and self-reported** during bidder registration
- **Anonymized and aggregated** for reporting

After registering, bidders can update and/or delete their data at any time through the portal.

This effort will allow the City to assess performance and make its procurement processes more accessible, especially for local small businesses.

Since 2019, the City Administrator's Office, the Controller's Office, and the Office of Racial Equity, have:

- worked to identify what the Contracts Report could look like,
- proposed next steps to the Board of Supervisors,
- conducted best practices research,
- convened workshops with working groups and racial equity leaders,
- coordinated with CMD's LBE program, and
- coordinated with DataSF to develop a [draft citywide race and ethnicity data standard.](#)

The high-level implementation timeline below shows the launch of **Phase 1** in June 2023, followed by **potential future efforts**.

FY 2022	FY 2023	FY 2024	FY 2025
Phase 1: Testing collection of the demographic data from sole proprietors and single-member LLCs and develop reports – *June 22, 2023 Go-Live*			
	Streamline collection with CMD 14B LBE processes to reduce burden on bidders and suppliers*		
		Capture data from other contract types, including customer (Revenue) or grant contracts*	
		Continuously evaluate phase 1 effort, including response rate and data collection and reporting impacts. Potentially re-baseline project scope and schedule to consider future contracting equity reporting efforts.	
			Integrate with City Department subsystems*

*Dependent on department adoption and Systems development timeline/strategic roadmap.

Targeted Email Campaigns
- Existing Suppliers & Bidders – Sole Proprietors & Single Member LLCs and

Website Banners/Announcements
- Prospective Bidders & Suppliers
- All Sole Proprietors
- All Single Member LLCs

Individual Presentations
- LBE Advisory Committee
- Commission on the Status of Women
- Small Business Commission

Coordinated Engagement with ORE
- SF business community & other stakeholders
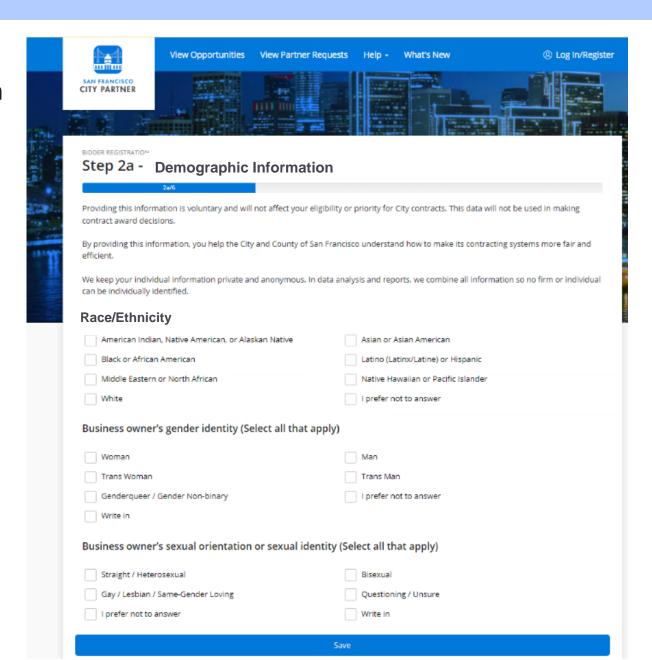- Dream Keeper Initiative

Informational Emails to All Departments & Targeted User Groups
- All Department Racial Equity Leads
- All Department CFOs
- All SF Procurement and SF Reports & Analytics Power Users

- Department on the Status of Women
- Office of Transgender Initiatives
- Office of Small Business
- Office of the Mayor

- Contracts Monitoring Division and LBE Stakeholders
- Controller's Office Systems Division Executive Steering Committee
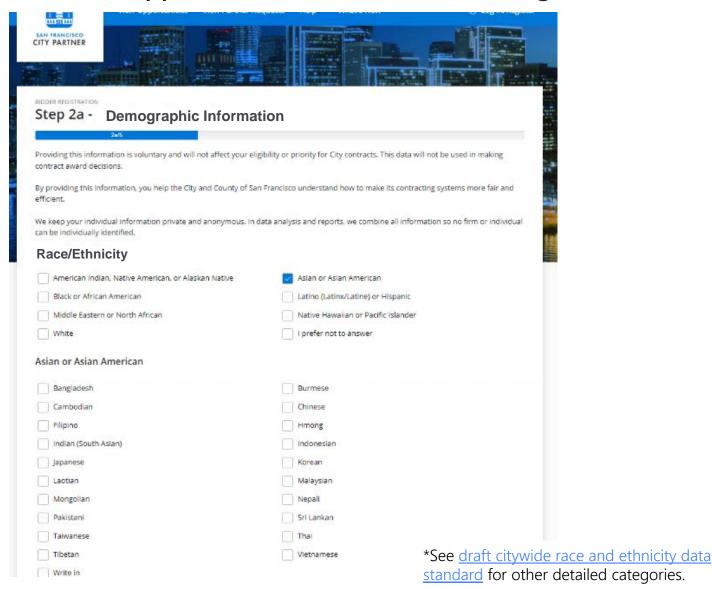- SF Procurement & SF Financials Advisory Boards

Job aids are also coming!

From your perspective what other groups, organizations, and associations should be included in our outreach efforts?

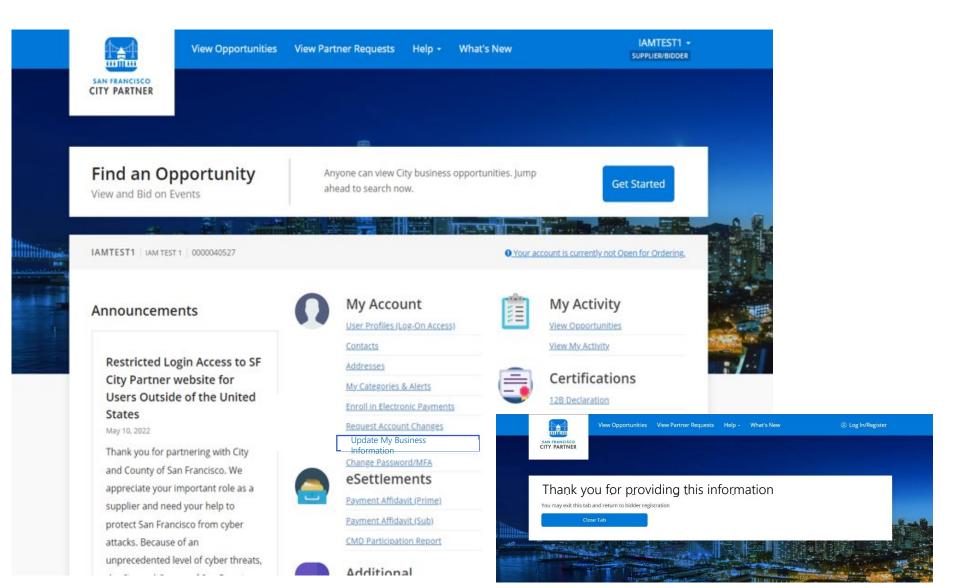**What will these changes look like in SF City Partner?**

How can bidders and suppliers select more detailed categories?

*See draft citywide race and ethnicity data standard for other detailed categories.

· **How can suppliers update their information?**

Thank you.

Any questions?

Appendices

ORE Legislation

(h) Contracts Report. The Controller's Office and the City Administrator, with support from the Office, shall develop processes and systems to gather and report on racial and gender equity in City contracting. No later than June 30, 2020, the offices shall submit to the Mayor and Board of Supervisor an implementation plan to achieve this goal, including project timelines, costs, and the ability to disaggregate data by contract type, level of contracting, and race, sub-ethnicity and gender.

(e) **Racial Equity Action Plans and Annual Reports**. _Each City department shall develop a Racial Equity Action Plan in alignment with the Racial Equity Framework. By December 31, 2020, each City department shall submit its Racial Equity Action Plan to the Office, the Mayor, and the Board of Supervisors, and shall post it on the department's website._ The Racial Equity Action Plan shall include internal metrics concerning the department's plans to achieve equity within the department and external metrics concerning the department's services to the public. Departments may consider ways of measuring equity outcomes in hiring and promotional opportunities as well as contracts and provision of services. Prior to submission of these plans, departments shall present them publicly, through the department's commission or other oversight or advisory body. If a department does not have a commission, or other oversight or advisory body, the Office may convene a public meeting for presentation of the department's Plan. _The Racial Equity Action Plans shall be updated by December 31 every ~~five~~ three years thereafter. City departments shall integrate the Racial Equity Action Plan into departmental ~~five-year~~ strategic plans, ~~as appropriate.~~ Beginning in 2022, each department shall prepare an annual report on the department's progress towards goals set forth in the Racial Equity Action Plan. The annual report shall include relevant data on the status of Racial Equity in the department's workforce and its provision of services to the public,_ including both direct services as well as services provided through grants and contracts. _Each department shall submit its annual report to the Office, the Mayor, and the Board of Supervisors by ~~April~~ March 1 for the preceding calendar year. The Board of Supervisors shall consider the annual reports in connection with the budget process._ If a

ORE Legislation Contd.

(9) Public Accountability and Transparency. In addition to ensuring that City departments are abiding by the requirements of this Section 12A.19 and providing for public access to any plans or reports referenced, the Office shall hold itself to a high standard of public transparency. The Office shall abide by principles of integrity, inclusivity, transparency, all with the ultimate aim of creating bold change for Racial Equity in San Francisco. The Office shall provide monthly reports to the Human Rights Commission on the Office's work and activities. The Office shall prioritize regular engagement with community stakeholders and residents impacted by systemic racism, to collect input into the process and to guide the development of the Office's work and plans.

Implementation Phases: June 2021 Proposal

The high-level implementation timeline below was proposed to the Board of Supervisors in June 2021.

FY 2022	FY 2023	FY 2024	FY 2025
1. Standardize and Align Contracting, Supplier & Customer Data across Departments *Consistent demographic data across all City departments will allow for comprehensive and accurate contract equity reporting – June 21, 2023 Go-Live*			
	2. Streamline Collection to reduce burden on Bidders, Suppliers, and Customers		
		3. Adopt Customer (Revenue) Contracts	
		4. Create Reports, Stabilize System, Deliver Training, and Refine Data Reporting	
			5. Integrate with City Department Subsystems