

## **Procurement Strategy FY 20/21**

The Port of Oswego Authority abides by procurement guidelines approved by the Board of Directors at the annual meeting held in March of each year. The Goal Plan is part of the procurement guidelines and the use of MWBEs for projects and services undertaken by the Port Authority, which are eligible.

The Port Authority strives to maintain use of MWBE vendors for as many contracts as possible through the state approved vendor list and our own outreach efforts.

It is difficult at times, because of the specialized nature of the business, (project and bulk cargo handling operations) to find certified businesses under the MWBE program. Specialized heavy marine handling equipment, which are used in the maritime industry, and contracting firms that specialize in this industry, place the Port at a disadvantage.

### **Overall Port Purchases**

The Port Authority strives to employ the highest possible level of MWBE participation contractors, sub-contractors and services. Our objectives are to reach the goal plan percentages through various planned strategies.

- 1.) Actively search in our purchasing and service ordering system for MWBE companies. This shall be lead by the Purchasing Technician and reviewed monthly by the Executive Director.
- 2.) Screen all new contracts/purchases/services for MWBE companies.
- 3.) Utilize the NYS Contract system in searching for possible new MWBE companies.
- 4.) The Purchasing Technician and Executive Director will meet quarterly to review goals and percentages in order to ensure compliance.

### **Contract Projects**

It is a requirement that all contracts within the defined amounts meet the requirements of Article 15-A and adhere to guidelines for MWBE participation, and in every bid opening conducted.

A "Preliminary Statement of Utilization: MWBE Minority and Women Business Enterprise" schedule is required to be submitted with the bid and must be approved prior to acceptance of the contract.

All contracts within the defined amounts of Article 15-A, which the Port awards, undergo a separate analysis to ensure MWBE requirements are met.

### **Past Strategies**

During the 2014 reporting season, by employing the above strategies, the Port was successful in aiding *Blackburn Graphics* in becoming a certified WBE and we shifted our communications, and web site hosting design to this company. Also, in 2015 we began utilizing a WBE vendor,

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S&B Computer & Office Products, Inc, to fulfill the majority of our office supply needs and they are continuing to do so currently. We hope to secure more of these long-running relationships with additional MWBE companies in the upcoming year.