

Month	Meeting Date	Meeting Topic(s)	Intended Outcomes	Subcommittee(s) Involved	Own/Influence/Inform
<p>April (Special Meeting)</p> <p>May - discuss which subcommittee will move forward the work, and identify subcommittee members</p>	Wednesday, April 24, 2024	<p>Prompt Payment (Net shorter payment terms; example Net15) This is on both ends - City paying suppliers on time, so they can pay subcontractors in a timely manner</p> <p>Education component: Adding a visual or flowchart to show the payment process; to better inform businesses</p> <p>Quick payment at this time is around 45 days; add different scenarios to visual/flowchart</p> <p>Invite staff from City of Tacoma Purchasing department Survey the source and see what can be done to improve the process; look at the design and make adjustments</p>	<p>Making structural change within City of Tacoma Purchasing department Creation of a simplified billing form</p> <p>Targeted program that gets money to a specific contractor - getting paid on a schedule that is provided by the Prime. Potential language in a general contract that speaks to the payment process for contractors in the program. Challenge: unit priced work; no guarantee units will happen. Happens more on lump sum projects. Target contractor in the program, not the Prime.</p> <p>Note: other agencies are conducting special draw requests; GCs are getting special payments specific to diversity in contracting to get businesses paid faster. Example: cutting a supplemental payment directly to the Prime for the amount to cover the subcontractors. Subcontractor would need to understand they need to have the proper documentation submitted (payroll, etc.)</p> <p>Comes down to pay estimates from the City; Prime does not get paid until the City submits info to Finance department; ensuring City is complying with what they say they are going to do.</p> <p>Accelerated payment plan</p>	Internal Processes Subcommittee - address City billing processes	
May	Wednesday, May 15, 2024	<p>Use of contract + contract compliance Monitoring and ensuring subcontractors are utilized throughout project and not merely at the end</p> <p>Walking through current compliance process and mechanisms to hold firms accountable</p>			
		<p>Access to Capital + Managing Cash Flow Access to Capital is specific to the Business Services side of our Division, so this work would need to include them as part of the discussion</p>	Increase participation of small, minority and women-owned firms Provide incentive for firms to participate		
		<p>Data and Performance Develop recommended KPIs for EIC compliance and performance dashboards - share with IT for potential incorporation</p>			
		<p>Certification Processes Create matrix of other certification agencies and their processes. Use feedback to make recommendations for EIC Program counting other certification types. Example: DES, WEBS, NMSDC, etc.</p>			
		<p>Training & Workshops There is a disparity for access to resources; we desire to provide education Marketing events don't often include engineers, do engineers make themselves available to meet with community?</p>			
		<p>OMWBE Certification Workshop Have staff from OMWBE present to help businesses through the process. OMWBE certification process requires a lot of paperwork; pathway to certification have to be as complex? Can OMWBE show a list of firms "in progress" for certification to advertise and incentivize?</p>			
		<p>How to Do Business with City of Tacoma Technical Assistance (TA) Resources Matrix to show TA providers</p>			

		Mentorship Programs or Office Hours			
		City staff or members of the EIC Advisory Committee			
		Veteran Owned Business Designation			
		Education to contractors - not a penalty to utilize EIC contractors; educating others so they can understand EIC program			
		Influence change and incentivize Prime - is there a way that if contractors are meeting requirements (this can be a separate part of the conversation of prompt payment)			
		Other Difficulty navigating City grant programs Create a rubric on how to be ready for City projects			
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		Other There was discussion on creating a running list of initiatives (November 15, 2023 meeting) as well as a matrix between Tacoma Public Schools, Metro Parks and City of Tacoma on the different aspects of their programs			
		Capacity Building			