

**CITY OF PHOENIX  
2008-09 AFFIRMATIVE ACTION PLAN  
BUSINESS OBJECTIVES GUIDE**

**DEPARTMENT: Housing**

**OBJECTIVE 1: M/W/SBE UTILIZATION – 13 POINTS**

REQUIRED ACTIVITIES	POINTS	DOCUMENTATION REQUIREMENTS						
<p>A. Establish a minimum of two line item spending objectives in areas where budget dollars will exist and there is M/W/SBE availability. Express objective as a percent of line item funds available.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Spending Area</th> <th style="text-align: right; border-bottom: 1px solid black;">Spending Objective</th> </tr> </thead> <tbody> <tr> <td><b>520825 (Food)</b></td> <td style="text-align: right;"><b>25%</b></td> </tr> <tr> <td><b>510050 (Interpreters/Translation)</b></td> <td style="text-align: right;"><b>10%</b></td> </tr> </tbody> </table>	Spending Area	Spending Objective	<b>520825 (Food)</b>	<b>25%</b>	<b>510050 (Interpreters/Translation)</b>	<b>10%</b>	13	<ul style="list-style-type: none"> <li>✓ Copy of the spending objectives established by the department at the time of Plan submittal</li> <li>✓ Short summary of spending achieved in the areas where objectives were established</li> <li>✓ If objectives not met, a short summary explanation of efforts taken to meet objectives and issues/challenges met in achieving the objectives.</li> </ul>
Spending Area	Spending Objective							
<b>520825 (Food)</b>	<b>25%</b>							
<b>510050 (Interpreters/Translation)</b>	<b>10%</b>							
<p>B. Create and implement a training plan to educate procurement/purchasing staff of the goal to obtain quotes from M/W/SBE for PCD purchases or RFP/RFQ opportunities.</p> <p><b>Conduct an internal training session with the Resident Services Section on procurement/purchasing, the process to obtain quotes from M/W/SBE firm for PCD purchases, and RFP/RFQ opportunities.</b></p>	13	<ul style="list-style-type: none"> <li>✓ Copy of the department's training plan</li> <li>✓ Short summary report detailing when training occurred and who was trained</li> </ul>						
<p>C. Obtain a minimum of two quotes from M/W/SBE firms for DPO spending opportunities where M/W/SBE firms exist that could provide the goods/services</p>	13	<ul style="list-style-type: none"> <li>✓ SAP report of DPO activity OR a DPO log maintained by the department</li> <li>✓ Sequential sampling of DPOs generated by the department as follows:</li> </ul>						

REQUIRED ACTIVITIES	POINTS	DOCUMENTATION REQUIREMENTS
		<ul style="list-style-type: none"> <li>* 100+ generated – 20% sampling</li> <li>* 20 - 100 generated – 20 DPOs</li> <li>* 20 generated – All DPOs generated</li> </ul>
D. Department participation in the semi-annual Showcase of Business Opportunity events hosted by the City to share information with vendors on upcoming business opportunities		<ul style="list-style-type: none"> <li>✓ Copy of document created showing upcoming business opportunities and contact person for information</li> <li>✓ Sign-in sheet listing firms met with during the events at each department's table</li> </ul>
<b>TOTAL FOR OBJECTIVE 1</b>	<b>13</b>	

**OBJECTIVE 2: COMMITMENT – 3 POINTS**

REQUIRED ACTIVITIES	POINTS	DOCUMENTATION REQUIREMENTS
E. Place a goal on PAP/PMGs for Business Liaisons and management and procurement staff regarding meeting the Department's AA Plan objectives		<ul style="list-style-type: none"> <li>✓ Sample copy of the goal language placed on PAPs/PMGs</li> <li>✓ List of all department staff with an AA Plan goal on their PAP/PMG</li> </ul>
<b>TOTAL FOR OBJECTIVE 2</b>	<b>3</b>	

**OBJECTIVE 3: DISCRETIONARY – 12 POINTS**

REQUIRED ACTIVITIES	POINTS	DOCUMENTATION REQUIREMENTS
F. Create a discretionary activity that the department will undertake to address AA Plan related training		<ul style="list-style-type: none"> <li>✓ Copy of all supporting documentation to show activity that occurred during Plan year related to meeting the training objective</li> </ul>

REQUIRED ACTIVITIES	POINTS	DOCUMENTATION REQUIREMENTS
<p><u>Discretionary Objective</u>  <b>Conduct training for Housing Department supervisors on the requirements of the business portion of the affirmative action plan, professional services procurements, documentation required to comply with A.R. 3.10, managing the letter of agreement, and combining activities with procurement staff.</b></p>		
<p>G. Create a discretionary activity that the department will undertake to address AA Plan related outreach</p> <p><b>Create a Qualified Vendor List (QVL) for Resident Services youth programs.</b></p>		<p>✓ Copy of all supporting documentation to show activity that occurred during Plan year related to meeting the outreach objective</p>
<p>H. Create 1 to 2 additional discretionary activities your department will conduct. Ensure that activities are not a duplication of efforts/activities reflected in other parts of the Plan</p> <p><b>Meet with five businesses that could potentially apply for M/W/SBE status to educate them on the affirmative action program.</b></p>		<p>✓ Copy of all supporting documentation to show activity that occurred during Plan year related to meeting the discretionary objective</p>
<p><b>TOTAL FOR OBJECTIVE 3</b></p>	<p><b>12</b></p>	

**OBJECTIVE 4: OVER AND ABOVE – 2 POINTS**

REQUIRED ACTIVITIES	POINTS	DOCUMENTATION REQUIREMENTS
I. Do not submit information at Plan submittal. When submitting Plan report in June 2009, provide a short explanation of your department's achievements over and above the required activities in Sections 1-3 of your Plan		✓ Copy of all supporting documentation to demonstrate the "over & above" activities of the department taken to further the mission of the AA Plan
<b>TOTAL FOR OBJECTIVE 4</b>	<b>2</b>	

*Becca Vande*

Business Liaison

Submittal Date: 8/8/2008