



## ADMINISTRATIVE DIRECTIVE

### Equity in Public Purchasing and Contracting: Contractor Workforce Equity

8.50.097-AD

#### I. PURPOSE

The Equity in Public Contracting Board policy, 8.50.095-P, has three objectives:

1. **Business Equity:** The District will provide professional, supplier, construction and personal service purchasing and contracting opportunities to small businesses that have been historically under-utilized, including businesses owned by people of color and women.
2. **Contractor Workforce Equity:** The District will ensure apprenticeship opportunities in the construction trades and will promote construction employment opportunities for people of color and women.
3. **Career Learning Equity:** The District will continue to provide career learning opportunities for students, providing them exposure to various potential career paths, including, but not limited to, architecture, engineering and related services, legal and accounting services, as well as building trades and construction work.

Each of these objectives is operationalized by an Administrative Directive (AD). This is the Contractor Workforce Equity AD. The other two directives are: Business Equity (8.50.096) and Career Learning Equity (8.50.098).

#### II. DEFINITIONS

1. Except where PPS Public Contracting Rules expressly indicate otherwise, "**Contract**" means a "Public Contract" as defined in ORS 279A.010 and means a sale or other disposal, or a purchase, lease, rental, or other acquisition by the District of personal property, Services, including Personal Services, Public Improvements, Public Works, minor alterations, or ordinary repair or maintenance necessary to preserve a Public Improvement. "Public Contract" does not include grants. (PPS-46-0110 (72))
2. "**Contractor**" means the Person or entity with whom the District enters into a Contract. (PPS-46-0110 (16))
3. "**Public Improvement Contract**" means a Public Contract for a Public Improvement. "Public Improvement Contract" does not include a Public Contract for Emergency Work, minor alterations, or ordinary repair or maintenance necessary to preserve a Public Improvement. (PPS-46-0110 (75))

#### III. CONTRACTOR WORKFORCE EQUITY

1. **Applicability.** Upon being awarded a District Public Improvement Contract with a value greater than \$200,000, a Contractor shall be obligated to comply with the District Contractor Workforce Equity protocols. The District intends to contract with the City of



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Portland for assistance in program administration and compliance. The Contractor Workforce Equity protocols shall apply to:

- a. The prime contract; and
- b. Any subcontract greater than \$100,000.

#### 2. Contractor Workforce Equity Protocols.

- a. Contractor will ensure that a minimum of 20% of labor hours in each apprenticeable trade performed by the contractor and subcontractors on District projects are performed by state-registered apprentices;
- b. Contractor will utilize outreach, partnership and recruitment with workforce organizations, trade apprenticeship programs and unions to create an apprenticeship program that reflects the diversity of the Portland metropolitan area; and
- c. Contractor will strive to achieve the District's aspirational workforce diversity goal of a minimum of 25% minority and 14% female hours (including both journey and apprentice level workers) on each eligible project.

#### IV. RESPONSIBILITY AND ACCOUNTABILITY

1. The District will review its performance under this directive each year. Pursuant to Board Policy 8.50.095, the Superintendent will report to the Board annually regarding the District's performance towards this objective.
  - a. The Superintendent or designee is responsible thereafter for annually reviewing the aspirational goals and is authorized to modify them based on such annual analysis. This Administrative Directive may be revised as part of that annual review.

History: Adopted 9/13; Revised 10/19