



# Parks Contracts Policy and Procedure

Procedure Title: <b>Monitoring TBE Participation</b>			Revision #:
Original Issue Date: <b>12/1/2020</b>	Revised Issue Date:	Next Review Date:	Responsible Staff: <b>Contracts Manager</b>
Statutory References:		Ordinance References:	
Appendices:		Forms: <b>Commitment to Contract with TBE</b>	

## 1. Policy:

It is the policy of Milwaukee County Parks to promote Targeted Business Enterprise (TBE) participation and to monitor TBE participation that is required by contract.

## 2. PROCEDURE:

### A. Community Business Development Partners

- i. The Contracts Manager should be familiar with CBDP as a resource for assistance in monitoring TBE participation. CBDP is also a resource to help locate TBE’s for contract partners as well as assist small businesses in receiving their TBE certification.

### B. TBE Contract Monitoring

- i. Step one
  - a. Determine if the contract has TBE goals and the percentage participation.
- ii. Step two
  - a. Annually the Contracts Manager will check to see if there are opportunities for TBE participation in contracts that require TBE participation. This will either be done at the annual meeting, if required, or through e-mail. TBE goals should be reviewed with the contract partner annually. The contract partners will be asked if there are contracting opportunities related to the TBE goals in the upcoming year. The Contracts Manager will also ask the contract partner if any TBE opportunities had occurred in the prior year and if there was participation. Documentation of this conversation should be kept in the Contracts file.
- iii. Step three
  - a. If a TBE opportunity is identified in step 2, Contracts Manager will determine if it is a project/contract that can be addressed on the attached form, “Commitment to Contract with TBE,” or if due to the size or nature of the opportunity it should be monitored in B2G. Contracts Manager may consult with CBDP and Parks Administration to determine the appropriate monitoring mechanism.
  - b. If the Commitment to Contract with TBE form is used it will be sent to the contract partner for execution and stored in the Contracts file.
  - c. If B2G is utilized, Contracts Manager will work with CBDP to actively monitor TBE participation in B2G.
- iv. Step four
  - a. Documentation of TBE participation shall be stored in the Contracts folder under the contract partners name in a folder labeled “TBE Participation.”

## 3. REVISION HISTORY:

Rev. #	Summary of Changes	Date of Change	Author