



Workplan 2019

In addressing the priorities adopted by the Task Force on March 14, 2019, which include 1) Government Contracting, 2) Small Business Resources, and 3) Compliance Education, the following workplan was proposed for review and discussion on April 11, 2019 and approved on May 9, 2019.

	Item Description	Anticipated Meeting Date	Notes/Attachments
1	Report on San Jose Small Business Study	04/11/19	Dhez Woodworth to provide overview and update on progress made by City
2	Report on San Jose Small Business Opportunity and Inclusion Project	04/11/19	Christopher Hickey to provide overview and update on progress made by City
3	Update/Review of City Contracts in the pipeline.	05/09/19	Christopher Hickey to present.
4	Outreach/promotion of next Public Works Academy on 05/15/19	05/09/19	Christopher Hickey to review outreach plan
5	Update on Transition to City's new procurement portal Bidding & Demonstration	6/13/19	David French, CIP Procurement Manager, and Jennifer Cheng, Finance Deputy Director, to review and provide demonstration.
6	Explore status/creation of central database of vendor and small businesses to ensure sufficient outreach.	06/13/19	Jennifer Cheng, Finance Deputy Director, to review and provide update.
7	Draft Memo of Taskforce Recommendations to Rules Committee	08/08/19	Task Force to provide recommendations; Final Memo to Rules Committee due October 2019
8	Review of Local Hire/Disadvantage Business Enterprises	09/12/19	Christopher Hickey to present; report to Council/Committee due November 2019
9	Review Draft Memo of Task Force	09/12/19	Final Task Force Memo due October 2019
10	Review City's current process of compliance education e.g. ADA requirements for small businesses, and consider best practices.	10/10/19	TBD
11	Taskforce Subcommittee Reports	11/14/19	Chairs to provide report/update to Task Force
12	Task Force Recognition Event	12/12/19	TBD