

## **Service Provider Scopes of Work Outline**

### **Asian Contractor Association (ACA):**

1. Conduct certification outreach activities aimed at increasing the number of firms certified by the City:
  - A target of 24 new/lapsing Asian firms will be contacted.
  - On a quarterly basis conduct follow up with those Asian firms whose certification has expired.
  - Sponsor a business development networking event for a target of 10 Asian firms and provide information on becoming certified.
2. Conduct procurement opportunity outreach activities by hosting 2 networking events with Asian businesses who are potential subcontractors and General Contractors to encourage bidding on City projects.
3. Provide contractor support services aimed at increasing participation on City projects:
  - Operate a plans room.
  - Publish a quarterly trade association newsletter.
  - Maintain and develop website information about the trade association and its services, and information of relevance to the construction industry.
  - Distribute materials translated into Chinese and Vietnamese for certification outreach and to promote city procurement opportunities.
  - Publish an ACA Construction Industry Reference document and distribute to at least 20 Asian contractors.
4. Participate on a semi annual basis in meetings with city of Austin Project Managers and SMBR staff to discuss relevant program initiatives, process issues and possible solutions, and procurement opportunities.
5. Distribute informational materials for the monthly SMBR Information Meetings and other events.

## **Business Resource Consultants (BRC) for Austin Area Black Contractors Association (ABCA):**

1. Host an information and networking event for African American firms in construction and related industries.
2. On a quarterly basis conduct follow up with those African American firms whose certification has expired.
3. Conduct procurement opportunity outreach aimed at increasing minority firm participation on City projects by publishing and disseminating on a weekly basis a minimum of 300 Bid Brief notices highlighting procurement opportunities.
4. Provide contractor support services:
  - Operate a plans room.
  - Publish a quarterly trade association newsletter.
  - Maintain and develop website information about the trade association and its services, and information of relevance to the construction industry.
  - Provide a Company Profile worksheet and guidance to certified African American contractors to use at pre bid conferences and networking sessions.
  - Disseminate copies of the resource booklet Tool Box Tip Sheets to City certified African American contractors.
5. Participate on a semi annual basis in meetings with city of Austin Project Managers and SMBR staff to discuss relevant program initiatives, process issues and possible solutions, and procurement opportunities.
6. Distribute informational brochures and flyers for the monthly SMBR Information Meetings and other events.
7. Conduct business round table on a quarterly basis at ABCA's monthly meetings on topics selected by the membership.

## **U. S. Hispanic Contractor Association (USHCA):**

1. Conduct certification outreach activities aimed at increasing the number of firms certified by the City:
  - A target of 36 new/lapsing Hispanic firms will be contacted.
  - On a quarterly basis conduct follow up with those Hispanic firms whose certification has expired.
  - Host a Certification 101 session conducted by SMBR staff.
2. Conduct procurement opportunity outreach activities by hosting 2 networking events with Hispanic businesses who are potential subcontractors and General Contractors to encourage bidding on city projects.
3. Provide contractor support services:
  - Operate a plans room.
  - Publish a quarterly trade association newsletter.
  - Maintain and develop website information about the trade association and its services, and information of relevance to the construction industry.
  - Publish electronically on a regular basis the BID ALERT\$ document to members, prime contractors, City certified firms in construction and related industries, and other interested parties.
  - Prepare and update a minimum of 8 Company Profile Resumes for certified Hispanic Construction contractors to use at pre bid conferences and networking sessions.
  - Distribute a Spanish language resource document (electronic) that will include construction related helpful tips and information relevant to a firm's Spanish speaking workforce.
4. Participate on a semi annual basis in meetings with city of Austin Project Managers and SMBR staff to discuss relevant program initiatives, process issues and possible solutions, and procurement opportunities.
5. Distribute informational brochures and flyers for the monthly SMBR Information Meetings and other events.