



Responsible Procurement Program

Our Philosophy

Encouraging supplier diversity and growing sustainable local businesses are central parts of the economic development component as we work to achieve an inclusive vision of public spaces that benefit the nearby neighborhood and further our mission:

The Trinity Park Conservancy champions the transformation of the Trinity River to become the heart of Dallas. With the community, we will design public spaces that unite us, enrich people's lives through access to nature, create economic development opportunities, and inspire protection for the river ecosystems in this shared natural treasure.

In supporting our mission, it is essential that we:

- Enhance supplier diversity by partnering with local businesses as well as certified minority and woman-owned business enterprises (MWBEs) at all levels of our supply chain whenever possible
- Choose sustainable solutions that reduce our environmental impact
- Encourage prosperity and the creation of more good local jobs by supporting and investing in area workforce and business development

Our Goal

In accordance with the Trinity River Corridor Phase I Premises Development Agreement, we will comply with the City of Dallas' Minority and Women-Owned Business Enterprises/Good Faith Effort Plan also known as the City's Business Inclusion and Development ("BID") Program, as it relates to Harold Simmons Park. Additionally, as we develop a comprehensive strategy for the Conservancy's Responsible Procurement Program as a whole, our goal is for at least 24%¹ of our other purchases (based on total dollar amount) to be fulfilled from vendors, suppliers and contractors that are locally owned and/or certified Minority and Women-Owned Business Enterprises (MWBEs).

Our Strategy

Trinity Park Conservancy's Responsible Procurement Program will be overseen by its Executive team (Chief Executive Officer, Chief Financial Officer, Chief Advancement Officer, and Board of Directors).

¹ 24% represents a blended average of the [City of Dallas' BID plan](#) participation goals for MWBE vendors: Construction - 25%; Architectural & Engineering - 25.66%; Other Services - 23.80%; Goods - 18%.



All Conservancy staff will share in this commitment and responsibility by focusing on the implementation of procurement processes and procedures that will enhance opportunities.

To ensure that MWBEs and local small businesses are aware of the Conservancy's Responsible Procurement Program and are encouraged to participate in business opportunities, the Conservancy will actively participate as member of local chambers of commerce and business councils, and will host an annual "doing business with the Conservancy" event.

Additionally, a section of the Conservancy's website, under "About Us," will highlight this Responsible Procurement Program and will allow potential vendors and suppliers to submit a Vendor Interest Form on an ongoing, continuous basis. The Vendor Interest Form will detail information about their business, qualifications, and certifications.

The Conservancy will identify opportunities and encourage MWBEs and local small businesses to bid on the Conservancy's requirements for products and services. Such opportunities will be proactively shared with businesses who have attended a "doing business with the Conservancy" event or have submitted a valid Vendor Interest Form. (See "Our Tracking" section below for more information about how vendor details will be maintained and tracked).

Our Process

Prior to the initial purchase from a vendor, supplier, or contractor, and on an annual basis thereafter, we will request that the vendor provide, as applicable, evidence of certification from the North Central Texas Regional Certification Agency (NCTRCA), Dallas Fort Worth Minority Business Council, Women's Business Council Southwest, or other comparable certifying agency. (See "Our Tracking" section below for more information about how vendor certifications will be maintained and tracked).

For purchases over \$50,000, a minimum of 3 bids will be pursued. For all purchases, justification for selection of a vendor may be supported by:

- Demonstrating reasonableness of price, as evidenced by:
 - Comparing quoted price with the price for the same or similar services within the last six months;
 - Comparing the price with other quoted prices;
 - Comparing the quoted price with prices in various procurement publications; or
 - Reviewing the type of work that was previously accepted by the Conservancy at a similar price



- Showing enhanced or additional value provided by the vendor, including a demonstrated commitment to sustainability, environmentally-friendly standards, local workforce development, and/or community volunteerism
- Noting the vendor is a local small business
- Identifying the vendor is an MBE or WBE

Our Tracking

We will utilize the Vendor Management component of our financial accounting system as a database to track vendor data, certifications (including MWBE status), and purchases. The database will offer the capability to categorize vendors by type. The list of vendor types will include “Potential/Prospective” for those who have attended a “doing business with the Conservancy event,” or have submitted a valid Vendor Interest Form, but from whom the Conservancy has not yet made a purchase. There will also be a field within each vendor record to flag whether or not the vendor is a qualified MBE or WBE. For those vendors who are qualified, we will be able to link to the vendor’s proof of certification and reference the date or period for which the certification is valid.

The Vendor Management system will be utilized to generate periodic reports with a quarterly analysis with updates to the Finance Committee, as well as an annual report demonstrating our progress towards achieving our Responsible Procurement goals. To the extent feasible and necessary, data from participation reports or other reports from contractors may also be utilized to generate the quarterly analysis.