

City of Portland Sustainable Procurement Program
Standard Corporate Responsibility Evaluative Questions for PTE Solicitations
(PTE = Professional, Technical, Expert Services)

Corporate Responsibility

All Proposers shall address the following in their proposals:

a. Oregon State Certification

Please indicate in your response if your firm is currently certified in the State of Oregon as an DBE, MBE, WBE, or an ESB.

b. Disadvantaged, Minority, Women and Emerging Small Business Contracting

- If your firm is acting as the prime consultant or utilizing subconsultants on this project, please list the total project contract amount including scopes of work on Form 1 (PTE Participation Disclosure Form).
- Points will be awarded based upon the maximum dollars contracted with State of Oregon certified D/M/W/ESB prime and/or subconsultants.

*Note: Failure to submit Form 1 with your proposal may result in the proposal being found non-responsive and may be rejected.

c. Workforce Diversity and Community Involvement

- Describe your firm's workforce demographics and any measurable steps taken to ensure a diverse internal workforce (e.g., women and people of color).
- How do you approach internal on the job training, mentoring, technical training, and/or professional development opportunities for women and people of color?
- Describe your firm's employee compensation structure, (e.g., living wages, healthcare coverage, employee leaves, dependent care, etc.).
- Describe your firm's commitment to community service, (e.g., charitable programs, scholarships, economic development, etc.)

d. Sustainable Business Practices

- List the top three actions/ongoing practices your firm has implemented to reduce the environmental impacts of your operations (e.g., energy efficiency, use of recycled content or non-toxic products, use of public transit or alternative fuel vehicles, waste prevention and recycling, water conservation, green building practices, etc.). Reference implementation dates, timelines, and any performance metrics that characterize your achievements.
- Does your firm hold any third-party certifications related to sustainable business operations (e.g. [Sustainability at Work](#), [B-Corp certification](#), etc.)? If so, reference the name of the certification, a link to the certification requirements and who administers the certification.