



## Inclusionary Housing- Build Off-Site Option MWESB Contracting Frequently Asked Questions

### 1. *When should I meet with the third-party technical advisor?*

You should meet with the contractor prior to opening up bidding for the construction. The general contractor of the Receiving Site needs to enter into an agreement with a third-party technical assistance provider that is approved by PHB before you can open up bidding for the construction of the Receiving Site.

Prior to the Receiving Site's building permit issuance, the general contractor must provide a copy of the signed agreement to IH Staff. In addition, the general contractor must work with the City of Portland's Procurement Services Compliance Specialist to report results during bidding and construction.

### 2. *Who do I need to contract with to help connect with Minority, Women and Emerging Small Businesses (MWESBs)?*

The City has identified at least three organizations who can provide the technical assistance contract, although there are other organizations or individuals who may be qualified:

- Metropolitan Contactor Improvement Partnership (MCIP):  
Tony Jones- (503)288-1211, [tony@mcip-pdx.org](mailto:tony@mcip-pdx.org)
- National Association of Minority Contractors Oregon (NAMCO):  
Nate McCoy- (503)756-8660, [nate@namc-oregon.org](mailto:nate@namc-oregon.org)
- Donaldson Enterprises:  
Suzanne Donaldson-Stephens- (360)280-2321, [suzanne@donaldson-enterprises.com](mailto:suzanne@donaldson-enterprises.com)

### 3. *How much should I expect to pay for the MWESB technical assistance contract?*

You should expect to pay around \$5000, up to \$10,000, depending on the capacity necessary to be provided.

### 4. *What do I need to provide to the City to meet the MWESB requirement?*

You need to submit a copy of your signed contract with technical assistance provider prior to building permit issuance and opening up bidding of construction of the Receiving Site. The general contractor will need to report quarterly to the City's Procurement Compliance Specialist; the provider will provide PHB with a summary report.

### 5. *How can the technical assistance help me and what is required in the contract?*

The provider will review your MWESB plan or help you create one if necessary, make recommendations on the timing and bidding process in order to be most effective, help with outreach to potential MWESB bidders, and report to PHB on successes and any barriers.