



MEETING MINUTES

Public Contracts Subcommittee Meeting

Location: Awbrey Butte Conference Room, City Hall, Floor 2, 710 NW Wall Street, Bend, OR

Date: April 10, 2026

Time: 1:00 p.m.

1:00 p.m. Public Contracts Subcommittee Meeting

1. Called to order at 1:07 p.m.

Present were Councilor Gina Franzosa, Councilor Megan Norris (online) and Councilor Mike Riley

2. Approval of September 30, 2025, Meeting Minutes

Councilor Norris moved to approve the September 30, 2025, Meeting Minutes. Councilor Franzosa seconded the motion.

The voice vote passed 3-0:

Yes: Franzosa, Norris, Riley

No: none

3. 15th and Ferguson Roundabout Construction Project

This item was taken out of order, after item #5.

Assistant City Attorney Brooke Olsen gave the presentation and stated that the City is running into issues with having the necessary right of way. Olsen noted that work cannot begin without the necessary right of way, but the acquisitions are not expected to occur until June or July 2026, but that the team would like to bring the contract to Council at a meeting in June 2026 so as not to hold the project up. Olsen clarified that staff is hoping to get approval before right of way is acquired. Olsen noted that this is an unusual situation and asked for the Subcommittee's input.

King noted that this project is a priority due to community interest, but acknowledged the right of way risks.



Councilor Riley asked if the contract can be approved conditionally, pending right of way acquisition.

Councilor Norris declared a conflict of interest and left the meeting at 1:57 p.m.

Ryan Oster noted that much of this work is being driven by coordination with the school district. Staff is trying to expedite the process in order to complete construction during the summer to avoid construction on key school bus routes during the school year.

King asked if the subcommittee was comfortable moving forward with the contract given that the right of way was not confirmed.

Councilors Riley and Franzosa were supportive of moving forward with the contract.

4. Procurement Program Update

Presentation by Public Contracts Manager Justin Sweet.

Sweet reviewed procurement types (direct award, intermediate and formal), a breakdown of transactions from out of state vendors, Oregon vendors, and Bend vendors, and a breakdown of transactions by threshold. Sweet noted that a majority of individual transactions are in the direct award threshold category.

5. Supplier Diversity Program Update

- a. Outreach and Education
- b. Partnership with Professional Business Development Group (PBDG)
- c. Oregon Small Business Enterprises (OSBEs)

Sweet identified the related Council Goal "Implement a Supplier Diversity Program with a focus on outreach and education."

To address outreach and education, the City is partnering with PBDG to develop an integrated vendor outreach, technical assistance, and procurement consulting; focus on expanding and preparing a larger construction vendor pool; include networking events and hands-on support through bidding and performance; and test a comprehensive, end-to-end support model.

Senior Assistant City Attorney Mike Gaffney discussed the new state Oregon Small Business Enterprise (OSBE) certification and reviewed eligibility requirements. Gaffney identified



OSBE as a tool to close gaps in contractor disparity that is on stronger legal footing than those related to gender or race.

Gaffney outlined a draft policy framework:

- Direct Award (Under \$25,000)
 - OSBE-certified businesses will be used when available and capable
 - Limited exemptions (e.g., travel, IT hardware/software, cooperative contracts)
- Intermediate Procurements (\$25,000 – 250,000)
 - At least two OSBE-certified businesses invited when requesting quotes
 - Potential preference for OSBE-certified businesses in informal solicitations*
- Formal Procurements (Over \$250,000)
 - No price or evaluation preferences*
 - Review requirements to reduce unnecessary barriers
 - E.g. insurance, bonding, retainage, payment timing

Sweet noted that this is proposed as an administrative policy to allow for more flexibility if changes are needed.

Gaffney clarified that for intermediate procurements, the City would need to receive, not just invite, quotes from two OSBE-certified businesses.

Sweet shared that staff are working on finalizing a timeline and working on internal implementation over the summer with an effective date of August 1, 2026, and will set a 6- or 12-month review period.

6. Adjourned at 2:01 p.m.



Accommodation Information for People with Disabilities & Language Assistance Services

You can obtain this information in alternate formats such as Braille, electronic format, etc. Free language assistance services are also available. Please email accessibility@bendoregon.gov or call 541-693-2198. Relay Users Dial 7-1-1. All requests are subject to vendor processing times and should be submitted 48-72 hours in advance of events.

Servicios de asistencia lingüística e información sobre alojamiento para personas con discapacidad

Puede obtener esta información en formatos alternativos como Braille, formato electrónico, etc. También disponemos de servicios gratuitos de asistencia lingüística. Póngase en contacto en correo electrónico accessibility@bendoregon.gov o número de teléfono 541-693-2198. Los usuarios del servicio de retransmisión deben marcar el 7-1-1. Por favor, envíe sus solicitudes con 48-72 horas de antelación al evento; todas las solicitudes están sujetas a los tiempos de procesamiento del proveedor.