



City of Cambridge

O-27
IN CITY COUNCIL
June 2, 2003

COUNCILLOR SIMMONS

ORDERED: That the City Manager be and hereby is requested to instruct the Public Information Officer and the Municipal Cable Director to work with the Affirmative Action Officer to formulate a marketing and/or publicity campaign on the Buy Cambridge Initiative to be held in October 2003.

In City Council June 2, 2003
Adopted by the affirmative vote of nine members.
Attest:- D. Margaret Drury, City Clerk

A true copy;

A handwritten signature in cursive script that reads "D. Margaret Drury".

ATTEST:-

D. Margaret Drury, City Clerk

Councillor Simmons outlined her specifications for the BCI brochure as follows:

- Glossy folder
- One page Agenda
- Opening remarks
- Break out groups
- Business networking.

Ms. Johnson stated that Boston's emphasis has been placed on Women and Minority Owned Businesses doing business in Boston. She distributed an article from the *Boston Business Journal* (**ATTACHMENT B**). Ms. Williams stated that Mayor Menino has endorsed a three-day festival for Boston for the Democratic National Convention (DNC) scheduled for 2004 to encourage local vendors to sell goods to visitors. Cambridge businesses, she said are listed on the Boston Website. Councillor Simmons stated that she would like Cambridge businesses present at the DNC. Ms. Glaser and Ms. Johnson stated that CDD is working on this matter. A draft letter would be sent to women and minority vendors stated Ms. Johnson. Councillor Simmons stated that she wanted information about the BCI on display at the DNC. Ms. Williams stated that she would provide this information.

Councillor Simmons stated that a subcommittee of this committee is needed to work on a template for the BCI. Councillor Simmons, Ms. Williams and Ms. Johnson all volunteered to work on the template for the BCI. The date, time and speakers will be solidified stated Councillor Simmons.

Mr. Monagle distributed a data base list of business types (**ATTACHMENT C**).

Councillor Simmons asked who would be the market audience for the BCI. Who on the list would Cambridge most often do business. Councillor Simmons distributed the list contained in the New England Minority Supplier Development Council, Inc. to the Purchasing Department staff to select the goods and services Cambridge would use the most (**ATTACHMENT D**). She requested all attendees to select the goods and services most used and to fax the selection to Ms. McLeod in the Purchasing Department at (617) 349-4008. The Purchasing Department will compile a master list of goods and services most used. This master list will be brought back to this committee and then addresses will be compiled to do a mailing.

Ms. Johnson stated that large businesses needed to connect with small businesses. Large companies may be looking to partner with smaller businesses and women and minority owned businesses. Vice Mayor Davis suggested using the top twenty-five businesses on the city's website. Councillor Simmons stated that it would be a good idea to have member of the Chamber of Commerce at these meetings. Ms. Glaser stated that the BCI could receive publicity in the Chamber Newsletter. Ms. Johnson suggested that a group be organized to determine who are the larger businesses. Mr. Monagle suggested that the person responsible for purchasing for the large businesses be contacted. Vice Mayor Davis stated that MIT and Harvard, which are included in the top twenty-five businesses,

should also be involved in the BCI. Councillor Simmons stated that she would contact Caryn Saitz from the Chamber of Commerce.

Ms. Williams stated that the committee needed to outline what is in the BCI for the large companies. How will entrepreneurs be involved, she questioned. Will entrepreneurs set up a booth at the BCI? Testimonials are also needed from companies that the city has done business. Vice Mayor Davis suggested showing three or four partnerships with the City. She further suggested a bumper sticker "*Do Business with Local Business*".

A discussion ensued about promotion and marketing. Ms. Glaser stated that Harvard, Porter and Central Square have business associations and these associations should be used to get the word out about the BCI. The Public Information Officer could help with marketing stated Councillor Simmons. Ms. Williams suggested that the local banks could distribute information to their customers. The Municipal Cable Channel could be used to do the testimonials. Mr. Brown stated that the cable channel would advertise the BCI for free. He would request the Small Owned Minority and Women Business Association (SOMWBA) to come to the BCI to certify the Minority Business Enterprises (MBE) and the Center for Women and Enterprise (CWE).

Vice Mayor Davis requested information about environmentally friendly services and supplies. Ms. Glaser suggested adding language to the brochure. Example of this wording is-- do you offer environmentally friendly products and services and please describe. This wording was forwarded to the Purchasing Department. Ms. Williams gave a contact at the Environmentally Friendly Product at the Operational Services Division of the State, a Dimitre Nicolett. She further suggested securing a report from the state outlining the state initiatives. The state web site is Comm-Pass.com.

Councillor Simmons asked if the School Department purchasing mirrors the city-side purchasing. Ms. Clover responded in the affirmative. Mr. Monagle added unless it is a school specific item such as textbooks.

At this time Councillor Simmons recapped discussions thus far:

- Ms. Williams, Ms. Johnson and Councillor Simmons would work on the BCI template;
- All attendees will review business type list and forward list to the Purchasing Department for the master list; and
- Purchasing will compile a master list of most used goods and services.

At this time Councillor Simmons made the following motion:

ORDERED: That the City Manager be and hereby is requested to instruct the Public Information Officer and the Municipal Cable Director to work with the Affirmative Action Officer to formulate a marketing and/or publicity campaign on the BCI to be held in October 2003.

The motion –

Carried.

At this time Ms. Williams expressed her concern with the October date. She stated that October is too late to organize Cambridge businesses for the DNC list because the list is going out in June from the DNC organization. Businesses need to be on this list in six to eight weeks. Boston, she said, sent out 100 invitations and received 500 responses.

It was decided that a Cambridge informational forum about the DNC would be held on June 25, 2003 at the Cambridge Rindge and Latin High School. It was stated that it was important to have the location of the forum near the red line. Ms. Williams suggested a post card mailing to the minority and women owned businesses. Councillor Simmons stated that she would discuss this with Mayor Sullivan and Robin Thieringer, Executive Director, Cambridge Office of Tourism. Ms. Johnson suggested a newspaper advertisement inviting businesses to join the DNC.

Councillor Simmons stated that she would meet with the Chamber and the Office of Tourism to arrange their participation in the Cambridge DNC.

At the conclusion of the meeting Councillor Simmons scheduled the next meeting of the Economic Development, Training and Employment Committee for Tuesday, June 3, 2003 at 3:30 p.m.

Councillor Simmons thanked those present for their attendance.

The meeting was adjourned at four o'clock and thirty minutes p. m.

For the Committee,



Councillor E. Denise Simmons, Chair

JUNE 25th & 26th

SUPPLIER DIVERSITY:

Building Communities, Companies & Corporations



29TH ANNUAL

Business Opportunity Fair 2003 NEMSDC

INSIDE

See page 4

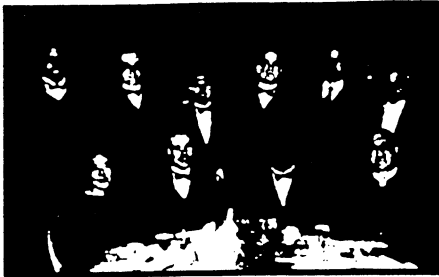
New England Minority Supplier Development Council

Boston Marriott Hotel, Copley Place Franklin Park Golf Course

Frequently Asked Questions

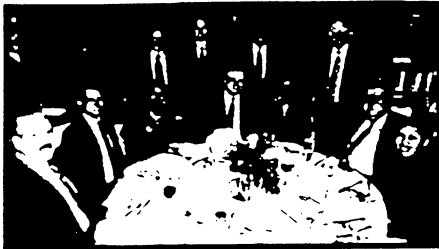
NEMSDC Mission:

The New England Minority Supplier Development Council, Inc. fosters development, expansion, and success in its member Minority Business Enterprises (MBEs).



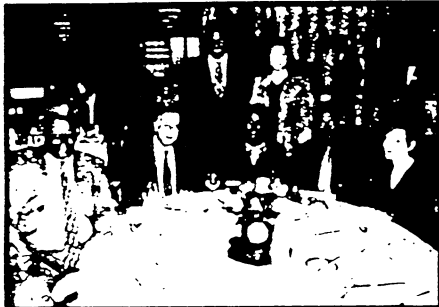
What is a Business Opportunity Fair?

A Business Opportunity Fair is a forum where Corporate America can meet with premier minority vendors one-on-one and actually see first hand what they have to offer.



What a Business Opportunity Fair is not:

It is not the proper venue for Corporations to conduct business with one another. We ask that all Corporate to Corporate business be conducted after the 2-day fair has ended.



What is the main purpose of the Business Opportunity Fair?

To create more business opportunities for the minority business enterprise.



Who should attend?

Any Corporate buyer, supplier diversity, or purchasing professional. Any minority-owned business.

Who should not attend?

Sales professionals, unless they are selling the services of a minority business enterprise.

Who can exhibit?

Only NEMSDC-certified suppliers or Corporate Members.

Schedule of Events

Wednesday, June 25th, 2003

- | | |
|----------|--|
| 8:00am | Tee Time / Golf Outing
MBEs will be paired with Corporate Members |
| 10:00am | Golf School for beginners |
| 1:30pm | Texas BBQ featuring D-Street Band |
| 3-8:00pm | Move in for Business Opportunity Fair
at the Boston Marriott Copley Place |
| 4:45pm | Bus departs from Boston Marriott Copley Place to Lynn |
| 5:30pm | Welcome to New England Casino Cruise - Boarding |
| 6:30pm | Boat departs |
| 11:30pm | Boat returns |
| 12:00am | Bus departs Lynn to the Marriott |

Thursday, June 26th, 2003

- | | |
|--------|--|
| 7:00am | Registration & Exhibition Setup |
| 7:30am | Sunrise Breakfast |
| 8:25am | Show room floor closes |
| 8:30am | Ribbon Cutting - Mayor Thomas Menino |
| 8:45am | Show room floor re-opens |
| 2:00pm | Luncheon & Raffle
Guest Speaker (P&G) |
| 3:30pm | Breakdown / One & One's |
| 4:00pm | Farewell Reception @ Terrace Bar |

About the Course...

William J. Devine Golf Course at Franklin Park
1 Circuit Drive, Boston, MA



Franklin Park Golf Course is a venerable old 18-hole public golf course. One of the jewels in Boston's "Emerald Necklace," George Wright played his first game of golf in America here in 1890. As the second oldest public golf course in the nation, it offers a pleasant inner-city golfing experience just minutes from downtown Boston.

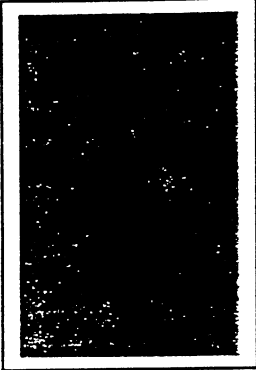
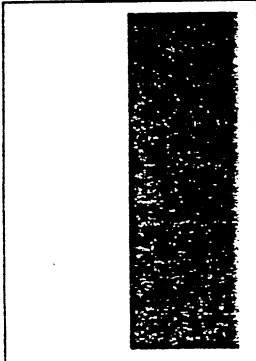
In October of 1998 a new \$3.4 million clubhouse was completed. The 10,000 square-foot facility features cathedral ceilings, a wood-burning fireplace, men and woman's locker rooms, a function room with catering facilities and a fully-stocked Pro Shop. This spectacular building provides all the amenities that allow for a great day of golf or function.

Franklin Park is open to the public seven days a week and is available for golf outings to accommodate corporate groups, clubs and family gatherings.

Whether you play golf or not, please join the NEMSDC family for a fun-filled day of networking!

Advertising Rates 2003

Business Opportunity Fair & Golf Classic

	SIZE	COST	
	Back Cover	7x10 Color	\$800
	Inside Front Cover	7x10 Color	\$700
	Inside Back Cover	7x10 Color	\$675
	Full Page	7x10 Color	\$500
	Full Page	7x10 b/w	\$400
	½ Page	5x7 / 4x10 b/w	\$350
	¼ Page	4x5 b/w	\$150

All ads must be camera-ready (copy should be completely typeset and ready for production). We would prefer that you submit your ad saved as a PDF. QuarkXPress 4.0 files in both PC and Mac formats are acceptable. Negatives should be right reading, emulsion side down with a 133 line screen. Send all artwork to:

*New England Minority Supplier Development Council, Inc.
100 Huntington Avenue
Dartmouth Shops
Boston, MA 02116
jramdewar@nemssdc.org*

The absolute deadline for all camera-ready artwork is May 1, 2003.

Artwork must be produced according to the specifications outlined above. Actual finished copy of publication is 8 ½ x 11.

Production of camera-ready artwork can be obtained for an additional cost. Please contact the NEMSSDC office at (617) 578-8900 for a list of NEMSSDC certified ad production companies.

BOF Sponsorship Info. (cont.)

- Full page advertisement in journal
- Two booths in prime location
- Five complimentary trade fair passes (walk-through only)
- One hotel room for the evening of June 25
- One foursome at Golf Classic



Bronze Sponsor \$7,000

- One reserved table (10 seats) w/ company sign at banquet
- 10 admissions to post banquet reception and casino cruise
- Full-page advertisement in journal
- Prime booth location
- Three complimentary trade fair passes (walk through only)
- One hotel room for the evening of June 25
- One twosome at Golf Classic



Exhibition Booth

Includes 2 luncheon tickets

\$900 - Corporate

\$500 - MBEs



General Attendee

Includes luncheon ticket

\$150 - Corporate

\$90 - MBEs

MBE Sponsor (Minority Business Enterprises Only) \$3,500

- One reserved table (10 seats) with company sign at banquet
- 5 admissions to post banquet reception and casino cruise
- Full-page advertisement in journal
- Booth in sponsorship aisle
- Company profile in journal
- One twosome at Golf Classic

Walk-Through - *No admission to luncheon* \$65

Extra Luncheon Tickets - *For exhibitors only* \$40

Golf Classic Sponsorship Information (cont.)



Platinum Sponsor

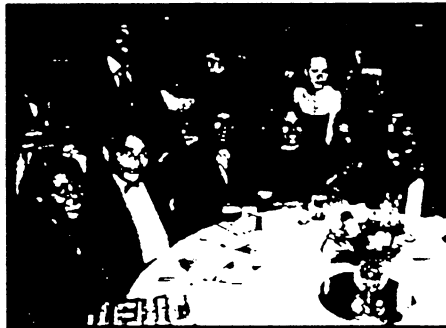
\$5,000 Corporate
\$2,000 MBE

- Four admissions to golf, luncheon and award reception
- Four admissions to casino cruise
- Hole sponsorship
- Opportunity to provide tournament gifts and prizes
- Recognition during tournament award reception
- Half-page ad in journal

Patron

\$2,500 Corporate
\$1,000 MBE

- Two admissions to golf, luncheon and award reception
- Two admissions to casino cruise
- Opportunity to provide gifts and prizes
- Hole sponsorship
- Recognition during tournament award reception
- Quarter page ad in journal
- Hole Sponsorship



Hole Sponsorship

\$500

Individual Players

Includes admission to luncheon

\$250 Corporate
\$130 MBEs

Luncheon Only

for Non-Golfers
\$50 Corporate



Welcome to New England

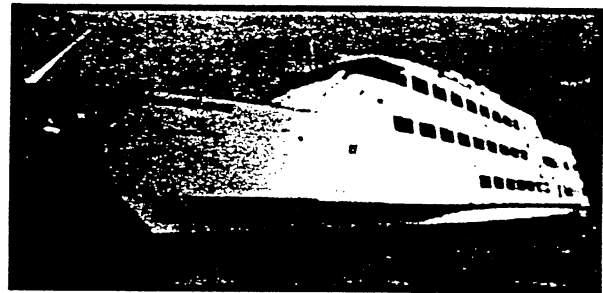
Casino Cruise - Horizon's Edge

Come play on the nation's most exciting entertainment and casino vessel. Enjoy ocean dining, Las Vegas style casino action and live entertainment on board the 186 foot S. S. Horizon's Edge. We sail twice daily from Lynn, Massachusetts, just minutes from downtown Boston.

The Casino Cruise is scheduled for Wednesday, June 25th 2003 following the Golf Classic at 5:30pm.

The S.S. Horizon's Edge is the newest casino vessel in America. Designed specifically for casino and entertainment use on the ocean, the S.S. Horizon's Edge is the finest ship of its type in the world today.

Stability, speed and passenger comfort were the criteria for this vessel and it has achieved its goals.



Here are the facts:

Name: S.S. Horizon's Edge

Homeport: Lynn, Massachusetts

Location: 9 miles North of Boston

Casino: 200 slots, 13 Table Games



Admissions are included with all Business Opportunity Fair sponsorship packages. Admissions are also included with the Golf Classic Major and Platinum sponsorship packages. There is a \$25 fee which covers transportation from the Copley Marriott Hotel to the Horizon's Edge for all other participants. The fee includes dinner and the cruise.



For additional details and ticket information please email: ysatchell@nemscdc.org

Office Supplies

- Bindery Services
- Catering / Coffee Services
- Data Processing
- Employment Search
- Key punching
- Lettering / Sign Service

Office Supplies / Furniture

- Apparel
- Beauty / Cosmetic Supplies
- Computer Supplies
- Data / Word Processing Supplies
- Draperies / Carpeting
- Food Products
- Flowers
- Machines / Equipment
- Novelties / Gifts
- Paper Stock
- Repair / Refinishing

Professional Services

- Accounting
- Advertising / Marketing / Public Relations
- Architectural / Engineering
- Banking
- Electronic Data Processing / Training
- Insurance / Bonding
- Legal Services
- Management Consulting
- Meeting Planning
- Personnel / Human Resources
- Psychological services / Training
- Real Estate Management
- Security Consulting Services
- Space Planning/Interior Design
- Travel Consulting

Transportation Services

- Air Charter / Freight
- Air Craft Maintenance
- Auto / Truck rental / Leasing
- Auto / Truck Sales /Service
- Bus Service
- Delivery Service
- General Transport / Hauling
- Livery
- Moving Storage

Please give a brief description (20 words or less) of your company's goods / services:

Please return with registration form to:
 New England Minority Supplier Development Council, Inc.
 100 Huntington Avenue, Dartmouth Shops, Boston, MA 02116
 Or Fax to: 617-578-8902

Business Opportunity Fair

Exhibition **Quantity**

Purchase of a booth includes 2 luncheon tickets and an invitation to a one on one session.

NEMSDC Certified MBE Exhibitor Booth	\$400 _____
Additional NEMSDC / MBE Exhibitor Booth	\$200 _____
Corporate Member Booth	\$800 _____
Additional Corporate Member Exhibitor Booth	\$200 _____
Extra luncheon Tickets Exhibitors only	\$40 _____
Booth Exhibitors: Electrical Outlets	\$80 _____

General Attendee

includes luncheon ticket and a one on one session

General Attendee - Corporate Member	\$150 _____
General Attendee - Certified MBE	\$90 _____
Walk Through <i>No luncheon ticket</i>	\$65 _____

Golf Classic

Sponsorship

Sponsorship Package _____ \$ _____

Individual Players

includes admission to luncheon

Corporate Player	\$250 _____
MBE Player	\$130 _____

Luncheon Only

for Non-Players

Corporate	\$50 _____
MBE	\$25 _____

Golf School \$25 _____

Casino Cruise \$25 _____

Registration Total \$ _____

Advertisement Total \$ _____

Total Amount Due \$ _____

Small biz eyes share of 2004 Dem convention

Organization overseeing mammoth meeting sets up new office

BY MARK MICHELI
JOURNAL STAFF

Boston 2004 Inc., the nonprofit overseeing Boston's contractual obligations for the Democratic National Convention, finally has its own office and is expected to appoint a committee soon that will help small businesses qualify as vendors for the multimillion-dollar pre-election blowout.

Boston 2004, the host committee for the convention, moved into an 8,000-square-foot office at 3 Copley Place earlier this week, according to executive director Julie Burns, the former deputy chief of staff for Boston Mayor Thomas Menino. Burns was appointed by the mayor in March to head the committee, and she had been working from her former office at City Hall.

Burns said she expects a business liaison committee to be appointed within the next few weeks. That committee will help local businesses get on a vendor's list that will be given to the Democratic National Committee. The DNC will use the list to hire companies to provide products and services for the event, which is expected to cost more than \$62.5 million, according to DNC spokesman Michael Meehan.

However, Meehan estimates that only about \$24 million in contract work will be available for businesses after subtracting the estimated \$25.5 million in in-kind services and approximately \$13 million that will be given by the federal government to pay the expenses of the the DNC related to overseeing the convention.

The DNC assigns varying hiring criteria for each category of services, and the list will help identify companies that meet those criteria, according to Burns.

Some of the more general hiring

criteria include businesses that are women-owned, minority-owned, handicapped-owned and locally owned. Burns admits that in some categories it may be hard to find businesses that meet any of those requirements.

"But we'll make every effort to make sure that, whenever possible, these types of firms are used," Burns said.

Among the services expected to see demand are banking, insurance, private security, building trades, furnishings, graphic design, printing and event services.

Burns said her office has received hundreds of calls from businesses interested in getting on the list, and "a few hundred" have already been put on it. The business liaison committee is expected to work at adding more.

The Center for Women and Enterprise, a nonprofit that helps women start and grow businesses, has been fielding four or five phone calls per day

from women-owned businesses looking to gain certification to qualify for the vendors list, according to Melanie Brennan. She is the program manager for the New England chapter of the Women's Business Enterprise National Council, a national organization that certifies businesses as being at least 51 percent women-owned, operated and controlled. WBENC's is just one of many certifications recognized by the DNC.

The host committee's budget for the convention is \$49.5 million, including \$3.1 million for the Boston 2004 office. So far, Boston 2004 has hired two staff members: a financial director and a budget director, Burns said.

Boston officials expect state and local government agencies to cover about \$13.5 million of the \$49.5 million budget through in-kind services, with private donations picking up the rest of the costs.

Meanwhile, the three-day convention at the FleetCenter, July 26-29, 2004, is expected to attract some 35,000 visitors who will spend an estimated \$102.6 million at area businesses, including hotels, restaurants and stores.

CONVENTION EFFECT

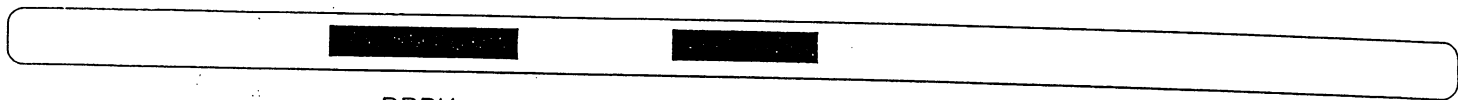
The Democratic National Convention's expected impact on the Greater Boston area

Hotels	\$55.8 million
Food and beverage	\$34.8 million
Retail goods	\$5.1 million
Local transportation	\$4.9 million
Entertainment	\$2 million
TOTAL	\$102.6 million

*Total projected visitor spending
SOURCE: Boston 2004 Inc.

ATTACHMENTS

Business Type	Description
CO	copy company
CO	copy company
COP	copy company
ACCO	ACCOUNTING
ADVE	ADVERTISING
ANTQ	ANTIQUES
APTS	APARTMENTS
ARCH	ARCHITECTS
ARTS	ART WORK/GALLERY
ATTY	ATTORNEYS/LAWYERS
AUTO	AUTOMOTIVE REPAIR & AUTOBODY
BAKE	BAKERY EQUIPMENT
BANK	BANKING BUSINESS
BARS	BAR/TAVERN
BEAU	BEAUTY SALONS & BARBER SHOPS
BIOT	BIOTECHNOLOGY
BOWL	BOWLING ALLEYS
BUSN	BUSINESS
CARW	AUTOMOBILE CAR WASHES
CHIR	DOCTORS - CHIROPRACTORS
CLEA	CLEANING COMPANIES
CLUB	CLUB SOCIAL OR FRATERNITY
CNSL	CONSULTING SERVICES
COMM	COMMUNICATIONS
COMP	COMPUTERS/PRINTERS
COMU	COMMUNITY SERVICES
CONS	CONSTRUCTION BUSINESS
CONU	CONSULTING
CONV	CONVENIENCE STORE
COPY	copy company
COUN	COUNSELING
DENT	DOCTORS - DENTISTS
DIST	DISTRIBUTION
DRCH	DOCTORS - CHIROPRACTORS
DRDT	DOCTORS - DENTIST
DRMD	DOCTORS - MEDICAL
DROP	DOCTORS - OPHTHAMOLOGISTS



DRPH	DOCTORS - PSYCHOLOGIST
DRVT	DOCTORS - VETERINARIANS
DRYC	DRY CLEANERS & LAUNDROMATS
EDUC	EDUCATIONAL SERVICES
ELEC	ELECTRONIC REPAIR
ENGR	ENGINEERING
FAST	FAST FOOD
FBAK	FOOD-BAKERY
FINA	FINANCIAL SERVICES
FOOD	FOOD SERVICE
FOTO	PHOTOGRAPHERS
FUEL	OIL & GAS
FURN	FURNITURE & FIXTURES
GOLF	GOLF COURSES
GYOB	DOCTORS GYN & OB
HARD	HARDWARE STORE
HLTH	HEALTH CARE
HOTL	HOTELS
HOUS	HOUSING
HVEQ	HEAVY EQUIPMENT
INSU	INSURANCE BUSINESS
LABR	LABORATORY EQUIPMENT
LAND	LANDSCAPERS
LEAS	LEASING & RENTALS
LEGL	LEGAL BUSINESSES
LIQU	LIQUID DISTRIBUTION
MACH	MACHINE SHOP
MAKT	MARKET/CONVENIENCE STORE
MANA	MANAGEMENT OFFICES
MANU	MANUFACTURER
MEDI	DOCTORS - MEDICAL
MISC	MISCELLANEOUS
MOBL	DISPATCH EQUIPMENT/TAXI
MORT	MORTUARY/FUNERAL HOME
MOVI	MOVIE THEATERS
MUSI	MUSIC BUSINESS
NHOM	NURSING HOME
NONE	NONE

NONP	NON PROFIT ORGANIZATION
NURS	NURSERY/DAY CARE
OFFI	OFFICE MACHINERY
OPTH	DOCTORS - OPHTHAMOLOGISTS
PACK	PACKAGING
PARK	PARKING GARAGE & LOTS
PAVE	PAVING COMPANY
PETS	PET GROOMERS
PHAR	PHARMACY
PHOT	PHOTOGRAPHERS
PLUM	PLUMBING & HEATING
PRIN	PRINTERS & BINDERS
PSYC	DOCTORS-PSYCHOLOGISTS
REAL	REAL ESTATE
REPR	REPAIR SERVICES
RESE	RESEARCH & DEVELOPMENT
REST	RESTAURANT
RETL	RETAIL
SECU	SECURITY
SERV	SERVICE & GAS STATIONS
SHOE	SHOE REPAIR
SOFT	SOFTWARE COMPANY
SPOR	SPORTS & EXERCISE
TAIL	TAILORS
TEMP	TEMP AGENCIES
THER	THERAPISTS
TRAN	TRANSPORTATION
TRAV	TRAVEL AGENTS
UTIL	UTILITIES
VEND	VENDING COMPANIES
VETS	DOCTORS - VETERANARIANS
WHOL	WHOLESALE
WOOD	WOODWORKING EQUIPMENT

ATTACHMENT D

Office Supplies

- Bindery Services
- Catering / Coffee Services
- Data Processing
- Employment Search
- Key punching
- Lettering / Sign Service

Office Supplies / Furniture

- Apparel
- Beauty / Cosmetic Supplies
- Computer Supplies
- Data / Word Processing Supplies
- Draperies / Carpeting
- Food Products
- Flowers
- Machines / Equipment
- Novelties / Gifts
- Paper Stock
- Repair / Refinishing

Professional Services

- Accounting
- Advertising / Marketing / Public Relations
- Architectural / Engineering
- Banking
- Electronic Data Processing / Training
- Insurance / Bonding
- Legal Services
- Management Consulting
- Meeting Planning
- Personnel / Human Resources
- Psychological services / Training
- Real Estate Management
- Security Consulting Services
- Space Planning/Interior Design
- Travel Consulting

Transportation Services

- Air Charter / Freight
- Air Craft Maintenance
- Auto / Truck rental / Leasing
- Auto / Truck Sales /Service
- Bus Service
- Delivery Service
- General Transport / Hauling
- Livery
- Moving Storage

Please give a brief description (20 words or less) of your company's goods / services:

Please return with registration form to:
New England Minority Supplier Development Council, Inc.
100 Huntington Avenue, Dartmouth Shops, Boston, MA 02116
Or Fax to: 617-578-8902

4

City of Cambridge

**ECONOMIC DEVELOPMENT, TRAINING
AND EMPLOYMENT COMMITTEE MEMBERS**

*Councillor E. Denise Simmons, Chair
Vice Mayor Henrietta Davis
Councillor Kenneth E. Reeves*

In City Council June 2, 2003

The Economic Development, Training and Employment Committee held a public meeting on Wednesday, May 21, 2003 at three o'clock and thirty minutes p. m. in the Ackermann Room.

The purpose of the meeting was to continue discussions on the "Buy Cambridge Initiative" (BCI) and any other matters that come before the committee.

Present at the meeting was Councillor E. Denise Simmons, Chair of the Committee, Vice Mayor Henrietta Davis, Susan Glaser, Deputy Director, Community Development Department (CDD), Estella Johnson, Economic Development Director, CDD, Joan Dillon, Assistant Purchasing Agent, Nancy McLeod, Construction Procurement Manager, Purchasing Department, Duane Brown, Affirmative Action Officer, James Monagle, City Auditor, Susan Mintz, Office of Workforce Development, Human Services Department, Mary Clover, Purchasing Coordinator, School Department and Donna P. Lopez, Deputy City Clerk. Also present at the meeting was Nicola Williams, 8 Brewer Street, Cambridge, MA.

Councillor Simmons convened the hearing and explained the purpose. The committee also discussed the Democratic National Convention (DNC). The purpose of the BCI is to bring small minority and women owned businesses and small entrepreneurs together so that these businesses can learn how to do business with the city of Cambridge and in Cambridge. She informed the committee that Paul Parravano would host the BCI at the Student Center at M.I.T. A date has not been confirmed as of this date. The projected date for the BCI is October 2003.

A discussion ensued about what look the BCI will have.

Ms. Johnson informed the committee that the New England and Minority Supplier Development Council, Inc. would be conducting a similar function on June 25 and June 26, 2003. She provided the committee with a copy of their brochure (**ATTACHMENT A**). This information could be tailored to the needs of the BCI. Ms. Williams suggested collaborating with Tina Andrews at (617) 578-8900.

Councillor Simmons stated that it is difficult for the public to navigate doing business with the city. The Purchasing Agent has stated that the public should be referred to her if there are any questions about doing business with the city.

S-197

Committee Report #4

A communication was received from Donna P. Lopez, Deputy City Clerk, transmitting a report from Councillor E. Denise Simmons, Chair of the Economic Development, Training and Employment Committee, for a meeting held on May 21, 2003 to continue discussions on the "Buy Cambridge Initiative" (BCI) and any other matters that come before the committee.

In City Council June 2, 2003

**REPORT ACCEPTED.
PLACED ON FILE.
ORDER ADOPTED.
SEE ORDER #27.**