

Program/Brochure

Councillor Simmons
Estella Johnson
Nicola William
Jamilah Morrell
Ini Tomeu

Ms Johnson distributed a draft program. Attachment A. The draft program provides 10 minutes for introductions and 20 minutes for an overview of purchasing procedures presented by the Cynthia Griffin for the City of Cambridge, Mary Ann Jarvis for Harvard, Paul Parravano for M.I.T., and Bill Butler for the Cambridge Health Alliance. Next on the program is the main speaker, Colette Phillips of Communications, Inc. The program allots 15 minutes for general questions and answers and an hour for meetings between individual small business owners and the representative of the large companies. She noted the time constraints.

Councillor Simmons asked that all present review the program and provide any additional suggestions to members of the program subcommittee. Ms. Johnson suggested adding a representative from a biotech firm as a speaker. Ms. Madden stated that the broader issue of what message the speakers are to convey is still outstanding. Ms. Tomeu will work on the fact sheet about the initiative.

A packet of brochures will be assembled to be distributed at the event. The packet will include brochures that CDD's Economic Development Division has already produced, including the "Guide to Cambridge Economic Development" and a new brochure, "How to Do Business in and with the City of Cambridge," on which Ms. Morrell has been working as a summer intern at CDD. Ms. Johnson submitted a draft of the new brochure. The organizations supplying speakers and table displays will be invited to submit their own brochures, fact sheets, etc. on their purchasing processes and requirements, and any such material received in advance will become part of the packet that the City will distribute.

Ms. Johnson reported that Davida Gray, State Office of Minority and Women Business Assistance (SOMBA) will attend the event and would be prepared to speak, although the program schedule is tight. Councillor Simmons said that it would be very helpful for SOMBA to have a table at the event as well.

Marketing

Kimberly Sutherland
Nicola Williams
Ini Tomeu

The invitation to the event will consist of a letter from Councillor Simmons as Chair of the Economic Development Committee and a fact sheet describing the Buy Cambridge Initiative. The invitation will be mailed to Cambridge small business owners. Ms. Taymorberry volunteered to assist with proofreading and editing.

Large company contacts

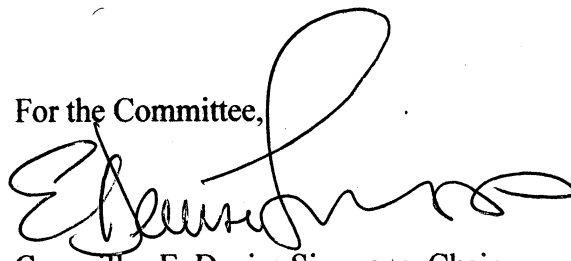
Cynthia Griffin
Elaine Madden.

At Ms. Griffin's suggestion, it was agreed that someone from the state purchasing office will be invited to attend and to be allocated a table to distribute information about how to become a qualified vendor on the state contract and answer individual questions. Ms. Madden has a list of the top 25 employers in Cambridge. She will contact these employers and ask them to provide lists of what they purchase. The subcommittee will determine which companies would fit best with the small producers who will be attending, and allocate table display space accordingly.

The next meeting was scheduled for Thursday, August 28, 2003, at 10:00 a.m. in the Ackermann Room of City Hall.

Councillor Simmons thanked all those present for their participation, and the meeting was adjourned at 10:35.

For the Committee,

A handwritten signature in black ink, appearing to read 'E. Denise Simmons', written over a horizontal line.

Councillor E. Denise Simmons, Chair

A

DRAFT PROGRAM

BUY CAMBRIDGE INITIATIVE

October 22, 2003

4-6

MIT

4-4:30 Sign In / Networking
Reception

~~5:30~~ 6:00 RECEPTION/ NETWORKING

~~6:00~~ 7:00 INTRODUCTIONS

10 minutes

City Official (s)

Overview of Purchasing Procedures

5 minutes each

City Purchasing Agent

Cynthia Griffin

Harvard

Mary Anne Jarvis

MIT

Paul Parvanno

Camb. Health Alliance

Bill Butler

Speaker - Marketing to Large Companies -

Colette Phillips
Communications, Inc.

Announcement on DNConvention &
Certification Processes

Can have CWE, SOMBWA and Other Certifying agencies

set up tables.

General Questions & Answers

15 minutes

7:00 - 8:00 Meetings with Individuals Companies from Top 25 Camb. Companies

- We need a list of companies that we will invite.
- We need to know what products and services they typically purchase.
- We need to get the purchasing Departments of the companies committed to having someone set up a table.

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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 September 8, 2003

The Economic Development, Training and Employment Committee held a public meeting on Thursday, August 14, 2003 at nine o'clock and thirty-five minutes A. M. in the Ackermann Room. The purpose of the meeting was to continue discussing the Buy Cambridge Initiative (BCI).

Present at the meeting were Councillor E. Denise Simmons, Chair of the Committee, Estella Johnson Economic Development Director, Community Development Department (CDD), Elaine Madden, Project Planner, Economic Development Division CDD, Jamilah Morrell, Intern, Economic Development Division CDD, Cynthia Griffin, Purchasing Agent, Joan Dillon, Assistant Purchasing Agent, Nancy McLeod, Purchasing Department, Ini Tomeu, Public Information Officer, James Monagle, City Auditor, Duane Brown, Affirmative Action Officer, Mary Clover, Purchasing Coordinator, Cambridge School Department, Lori Taymorberry, Cambridge resident, Pleasant Street, and Margaret Drury, City Clerk.

Councillor Simmons opened the meeting and stated the purpose. She began the meeting with a review of assignments and progress to date. She reported that the City Council order requesting that the City Manager provide staff assistance to this project had been adopted at the August 4, 2003 City Council meeting. She then reviewed the subcommittees, who would be working on them, and what tasks must be accomplished as follows:

Logistics Committee

Duane Brown

Jim Monagle

Joan Dillon

The program will take place in the Sala de Puerto Rico in the Stratton Student Center at MIT. The logistics subcommittee will check on the availability of parking and how many tables can be set up against the walls for individual vendors to display information about their purchasing needs and practices. Councillor Simmons hopes that MIT will be able to provide refreshments. The subcommittee will arrange for a podium and public address system. Councillor Simmons will also check on whether there is a possibility of extending the time another half hour so that the program runs from 4 p.m. to 6:30 p.m.

Committee Report #8

A communication was received from D. Margaret Drury, City Clerk, transmitting a report from Councillor E. Denise Simmons, Chair of the Economic Development, Training and Employment Committee, for a meeting held on August 14, 2003 to continue discussing the Buy Cambridge Initiative (BCI).

In City Council September 8, 2003

**REPORT ACCEPTED
PLACED ON FILE**