



# Equal Business Opportunity Program

## *“Orientation for Doing Business”*

Contractors, Subcontractors, Consultants and Vendors

### AGENDA

Date: **2<sup>nd</sup> Tuesday of Each Month**

Time: **11:00am to 12:00pm**

Place of Meeting:

**Virtual via Microsoft Teams**

- Welcome
- Ice Breaker
- What You Need to Know to do Business
  - EBO Mission and Strategic Goals
  - EBO Functional Areas
  - EBO Policy Applications
  - What the City Procures
  - Purchasing Department Intro
  - Tips for Successful Bids and Quotes
  - Contract Administration Department Intro
  - Good Faith Efforts Overview
  - Value Added Benefits of Certification
  - Other Agencies That Recognize Our Certification
- Guide To Additional Resources
- Guest Speakers
- Summary/Questions
- Introductions of Companies
- Adjournment

#### Equal Business Opportunity

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