

January 22, 2021

NOTICE OF MEETING
OF THE
PROCUREMENT
AND
SMALL BUSINESS DEVELOPMENT
TASK FORCE
OF THE
PORT COMMISSION
OF THE
PORT OF HOUSTON AUTHORITY

In accordance with the official practice of the Port Commission, there is attached hereto a copy of the Agenda of the meeting of the Procurement and Small Business Development Task Force of the Port Commission of the Port of Houston Authority, to be held on Wednesday, January 27, 2021. The Procurement and Small Business Development Task Force meeting will begin at 10:00 a.m. Pursuant to Governor Abbott's action of March 16, 2020 to allow virtual and telephonic open meetings to maintain government transparency, the Port Commission will meet via Webex webinar, which can be accessed as provided on the following page.

PORT OF HOUSTON AUTHORITY
of
HARRIS COUNTY, TEXAS

Erik A. Eriksson
Secretary



Formal Public Meeting Notifications.

1. This virtual meeting is permitted by Governor Abbott's order suspending certain provisions of the Texas Open Meetings Act to minimize the impact of the coronavirus outbreak.
2. In accordance with the Port Commission's usual practice:
 - a. Members of the public may speak during the posted public comment section.
 - Please register to speak no later than an hour before the meeting by emailing to Liana Christian lchristian@porthouston.com or Erik Eriksson eriksson@porthouston.com
 - Please provide name and the organization the speaker represents, if applicable.
 - Comments are limited to three minutes.
 - b. An audio recording of the meeting is being made, as also required by the governor's order, and will be available to the public, as will written minutes after Port Commission approval.



Please note the following to help the meeting run smoothly:

- The **Procurement & Small Business Task Force** meeting will begin at 10:00 a.m.
- **Please dial in via phone for the audio portion**, and use your attendee number to merge your phone and computer presence.
- **All participants will be muted upon entry.** Please stay muted unless speaking.
- **Please turn off your video** to help the call run more smoothly.

Meeting number (access code): 146 287 6232

Meeting password: 3Y54uBGy3Rp

Tap to join from a mobile device (attendees only)

[+1-720-650-7664,,1462876232##](tel:+1-720-650-7664,,1462876232##) United States Toll (Denver)

[+1-469-210-7159,,1462876232##](tel:+1-469-210-7159,,1462876232##) United States Toll (Dallas)

Join by phone

+1-720-650-7664 United States Toll (Denver)

+1-469-210-7159 United States Toll (Dallas)

[Global call-in numbers](#)

Join from a video system or application

Dial [1462876232@porthouston.webex.com](tel:1462876232@porthouston.webex.com)

You can also dial 173.243.2.68 and enter your meeting number.

Join using Microsoft Lync or Microsoft Skype for Business

Dial [1462876232.porthouston@lync.webex.com](tel:1462876232.porthouston@lync.webex.com)

If you are a host, [click here](#) to view host information.

AGENDA

**PROCUREMENT
and
SMALL BUSINESS DEVELOPMENT
TASK FORCE
of the
PORT COMMISSION
of the
PORT OF HOUSTON AUTHORITY**

**January 27, 2021
10:00 a.m.**

**111 East Loop North Houston, TX 77029
Virtual Meeting**

A. CALL TO ORDER

B. APPROVAL OF MINUTES

November 11, 2019

C. CHAIRMAN'S REMARKS

D. GENERAL

1. Staff briefing, discussion, and possible action regarding proposed plan of action and program to address disparities in the participation of small-, minority-, and women-owned businesses in Port Authority contracts
 - a. Program goals and objectives, including
 - Program name, staff mission, vision, goals, and objectives
 - b. Program implementation and budgetary support, including
 - Resources, staffing needs, and consultant support
 - Technology enhancements: B2Gnow and BuySpeed
 - Gap analysis
 - Program research
 - Scheduling
 - External forms
 - c. Proposed Port Commission program policy

2. Staff briefing, discussion, and possible action regarding Small Business Advisory Council and affiliated entity matters, including proposed updates to the following Advisory Council items:

- Membership roster
- Charter
- Guidelines
- Member agreement

E. CLOSING REMARKS

F. ADJOURN