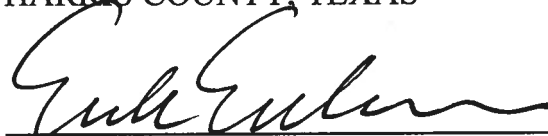


May 10, 2018

**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 May 14, 2018. The Procurement and Small Business Development Task Force meeting will begin at 10:00 a.m., at the Port of Houston Authority Executive Office Building, Fourth Floor Boardroom, 111 East Loop North, Houston, Texas, 77029. A quorum of the Port Commission may attend such meeting.

PORT OF HOUSTON AUTHORITY  
of  
HARRIS COUNTY, TEXAS

  
\_\_\_\_\_  
SECRETARY

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

**May 14, 2018**  
**10:00 a.m.**

**111 East Loop North Houston, TX 77029**  
**Fourth Floor Boardroom**

**A. CALL TO ORDER**

**B. APPROVAL OF MINUTES**

March 26, 2018

**C. CHAIRMAN'S REMARKS AND DISCUSSION**

**D. GENERAL**

1. Staff update and discussion regarding the Small Business Development Program First Quarter Report.
2. Staff update and discussion regarding current outreach activities, initiatives, and upcoming events related to small business and education outreach.
3. Staff update, discussion, and possible action regarding (i) evaluation of pricing, small business participation, and other factors of Competitive Sealed Proposals and Requests for Proposals, and (ii) small business participation requirements for Competitive Sealed Bids.
4. Staff update and discussion regarding the Procurement Services Department First Quarter Report.
5. Staff update and discussion regarding the Procurement Services Department Supplemental Report for 2016 and 2017.
6. Staff update, discussion, and possible action regarding cooperative purchasing.
7. Staff update, discussion, and possible action regarding topics for future Task Force meetings.

*(Recess Task Force Open Meeting and convene Executive Session)*

**E. EXECUTIVE SESSION**

1. Consultation with Attorneys (Section 551.071, Texas Open Meetings Act)
2. Employment and Evaluation of Public Employees (Section 551.074, Texas Open Meetings Act)

**F. ADJOURN EXECUTIVE SESSION AND RECONVENE OPEN MEETING**

*(Announce any items from Executive Session requiring Task Force action)*

**G. ADJOURN**