

November 2, 2017

**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 November 6, 2017. 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

  
ASSISTANT SECRETARY

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

**November 6, 2017**  
**10:00 a.m.**

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

**A. CALL TO ORDER**

**B. APPROVAL OF MINUTES**

August 14, 2017

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

**D. GENERAL**

1. Staff update and discussion regarding Small Business Development Program terminology and definitions.
2. Staff update, discussion, and possible action regarding use of separate scoring criteria for weighing Small Business participation and granting preference to Local Businesses.
3. Staff update, discussion, and possible action regarding amendments to the Local Preference Procurement Program Policy.
4. Staff update, discussion, and possible action regarding revisions to the Request for Procurement Method and Small Business Development Program Participation forms.
5. Staff update and discussion regarding current outreach activities, initiatives, and upcoming events related to Small Business and Education Outreach.
6. 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. Real Estate (Section 551.072, Texas Open Meeting Act)
3. Economic Development Negotiations or Incentives (Section 551.087, Texas Open Meetings Act)
4. Employment and Evaluation of Public Employees (Section 551.074, Texas Open Meetings Act)
5. Security-Related Matters (Sections 418.175-418.183 of the Texas Government Code, and Section 551.076, Texas Open Meetings Act)

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

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

**G. ADJOURN**