

Exhibit A

Agenda for February 23, 2012 Committee on Sweatfree Purchases Meeting

2011 Annual Report

City of Madison Committee on Sweatfree Purchases

12/23/2011

Committee is tasked with helping City Purchasing and Departments best implement the Sweatfree Purchasing Ordinance. Below is a summary of key items. See agendas and minutes for more detailed information.

1. **Sweatfree Purchasing Consortium participation.** Madison continues to be a member of and monitor the progress of the Sweatfree Purchasing Consortium, which is working toward a central database and monitoring process that will aid members in verifying sweatfree compliance by vendors and suppliers.

City Purchasing committee staff member Monette McGuire participated in SPC committees and conference calls - and kept the Committee apprised of SPC progress toward creating a model code of conduct, processes and policies that will assist member agencies in developing and enforcing their own sweatfree procurement policies.

2. **Clarification of \$5,000 threshold.** Committee discussed, prepared, and passed an Ordinance amendment to clarify the applicability of \$5,000 threshold regarding sweatfree purchases.
3. **Clarification of "apparel."** Committee discussed and clarified the definition of "apparel", which includes textiles and woven goods, but not leather goods such as holsters.
4. **Better forms.** Committee discussed and redesigned the Bidder Disclosure Statement after examination of actual forms submitted by vendors during the RFP process. The new form has more space for information and clarifies exactly what information is requested. New forms will be introduced in 2012.
5. **Competitive bidding.** Committee sought and received an Ordinance amendment to authorize the Committee to establish and continually evaluate a competitive process for evaluating sweatfree compliance among apparel contract bidders.

Committee created a "gate and range" formula for qualitatively evaluating Bidder Disclosure Forms for compliance (transparency of factory location and wages).

Committee tested formula on two previous RFPs to see if formula would have had an impact by creating a competitive difference between vendors.

Committee discussed and adopted in principle a plan to implement this gate and range evaluation as contracts come up for renewal in 2012, working first with the current contract holder.

For fairness, the same gate level will apply to all apparel contracts for each calendar year. The gate will increase each year and apply to all current, renewed, and newly bid contracts. The introduction of this process at the time of renewal and the ability to examine and enforce it throughout the contract was deemed lawful by the City Attorney.

6. **2012 Workplan.** In 2012, the Committee will
 - review and update workplan for 2012
 - clarify how the competitive process will be introduced for renewal and new contracts
 - educate bidders on the competitive process
 - discuss and plan how to inform and work with city departments that order apparel
 - discuss and evaluate how well the competitive process worked for 2012 renewals
 - continue to work with Purchasing staff to make sure sweatfree compliance procedures are practical, reasonable, and fair
 - continue to participate in the Sweatfree Purchasing Consortium and networking with other members regarding best practices