



# City of Madison

City of Madison  
Madison, WI 53703  
www.cityofmadison.com

## Meeting Minutes - Amended COMMITTEE ON SWEATFREE PURCHASES

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Thursday, February 24, 2011

5:00 PM

210 Martin Luther King Jr Blvd  
Room 406 (City-County Building)

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### CALL TO ORDER / ROLL CALL

Vice-Chair Rosenblum called the meeting to order at 5:07 p.m.

**Present:** 4 -

Satya V. Rhodes-Conway; Jonathan D. Rosenblum; Marianna Smirnova  
and Carol Bracewell

**Excused:** 1 -

Daniel Cox

### APPROVAL OF MINUTES

A motion was made by Ald. Rhodes-Conway, seconded by Bracewell to approve the minutes from the 12/16/10 CSP meeting. The motion passed by voice vote/other.

### PUBLIC COMMENT

None

### DISCLOSURES AND RECUSALS

None

### ITEMS TO BE CONSIDERED

1. [21504](#) Election of Chair

Rhodes-Conway made a motion, seconded by Rosenblum to nominate Carol Bracewell for Chair position. The motion was passed by unanimous approval.

2.     [21506](#)           Status of member seats  
Marianna corrected the introduction language about her background information and organization.

**The committee welcomed Marianna Smirnova as the new committee member, Human Trafficking Policy Specialist at the WI Coalition against sexual Assault, Fair Labor Laws and Standard. The rest of the committee members introduced themselves. One alternate committee seat remains unfilled. Everyone should be looking for possible members**

Marianna corrected the introduction language about her background information and organization..
3.     [21507](#)           Review of 2010 Annual Committee Report Draft

**McGuire presented the draft of the committee report and stated that the introduction will be done by the former Chair, Mary Bottari. McGuire will send electronic file of the report to the committee for review with a deadline for comments and edits. Final version will be approved at the next meeting.**
4.     [21508](#)           Standing update on sweatfree and purchasing activities- Purchasing

**SPC is developing a model guide for public authorities to use to develop their own sweatfree policy goals, principles, codes of conduct, supplier evaluation and implementation procedures. McGuire to share the model guide once it is available for distribution.**
5.     [21509](#)           Ordinance amendment to clarify applicability of \$5,000 threshold. Status update of resolution by Rhodes-Conway  
See Exhibit A for draft language or  
[<http://legistar.cityofmadison.com/detailreport/Reports/Temp/22220119259.pdf>](http://legistar.cityofmadison.com/detailreport/Reports/Temp/22220119259.pdf)

**The resolution was referred back to CSP after it was introduced to Council. Committee reviewed and approved the draft language for submission to the Common Council.**

6. [21510](#) Deferred item from last meeting. Develop a “sliding scale” method of compliance that will promote competition and incent vendors to move towards 100% compliance. - Bracewell  
McGuire provided additional discussion points
- Bracewell provided brief background on the proposal evaluation procedure that City Purchasing uses where different criteria are assigned relative weights or points. The sweatfree requirement has never been evaluated as one of the criteria with assigned points. Applying the same point system to the evaluation of the sweatfree requirement would promote competition and compliance of vendors.**
- Point system would be based on the value of the completed forms as a percentage of total contract value. One of the goals of the consortium is to assign more importance to accurate factory locations and less importance to the level of wage detail required in the bidder disclosure form. The proposed formula would be to assign  $\frac{3}{4}$  of the weight on the factory location and  $\frac{1}{4}$  of the weight would be on the wages.**
- Bracewell – demonstrated the formula using the spreadsheet. See Attachment A.**
- Additional discussions will include how to set a point value to this requirement relative to the other non-sweatfree evaluation criteria, including local preference.**
- Further discussion will continue at the next meeting.**
- McGuire provided additional discussion points**
7. [21511](#) Deferred item from last meeting. Define “apparel” more clearly. ((MGO 4.25, Sec. (3)(a), Definitions - Bracewell
- Deferred for future discussion**
8. [21512](#) Deferred item from last meeting. Review requirement for the quarterly submission of sworn disclosure statements by awarded contractors. ((MGO 4.25, sec. (5)d, Continuing Disclosure and Transparency)
- Deferred for future discussion.**

9. [21513](#) Deferred item from last meeting. Review Bidder Disclosure Statement form and content. See Exhibit B, Suggested revision to the form. Bracewell indicated that the revised Bidder Disclosure Statement presented at the last meeting was accepted by the committee substantively. The "Notice" page that includes the ordinance information must be included as the cover page. Bracewell indicated that the revised Bidder Disclosure Statement presented at the last meeting was accepted by the committee substantively. The "Notice" page that includes the ordinance information must be included as the cover page.

**Deferred for future discussion. Review Bidder Disclosure Statement form and content. See Exhibit B, Suggested revision to the form. Bracewell indicated that the revised Bidder Disclosure Statement presented at the last meeting was accepted by the committee substantively. The "Notice" page that includes the ordinance information just be included as the cover page.**

10. [21514](#) Schedule of 2011 Meetings  
**McGuire to send Doodle request to members.**
11. [19185](#) Announcements  
**None.**

#### ADJOURNMENT

**A motion was made by Rhodes-Conway, seconded by Bracewell to adjourn at 6:15p.m. The motion passed by voice vote/other.**