

Memorandum

REPORT TO: Economic Vitality Board

FROM: Courtney Smith, Belonging and Engagement Coordinator

SUBJECT: Belonging in Bozeman Vendor Contracts Work Session

MEETING DATE: August 5, 2026

AGENDA ITEM TYPE: Citizen Advisory Board/Commission

RECOMMENDATION: Consider, discuss, and provide guidance to staff on the work session questions - No formal action taken at this time

STRATEGIC PLAN: 3.3 Friendly Community: Ensure Bozeman continues to welcome diversity through policies and public awareness.

BACKGROUND: The [Belonging in Bozeman Plan](#) was adopted by Bozeman City Commission on Dec. 19, 2023. As part of the Belonging in Bozeman plan's economic security goals, there is a desire to expand access to city contracts and funding for local firms, businesses, and vendors. The Economic Vitality Board's work plan prioritized goal 3.2 "Provide training on how to apply for city contracts and become a city vendor, connect experienced city vendors with small business owners to subcontract and gain experience". This work session will:

- Provide a background into RFP and RFQ processes within the city
- Review sample RFP's and RFQ's
- Seek input on the proposed vendor training

UNRESOLVED ISSUES: None

ALTERNATIVES: None

FISCAL EFFECTS: None

Attachments:

[Vendor Contracts Work Session.pdf](#)

Report compiled on: July 22, 2026