

County of Contra Costa
OFFICE OF THE COUNTY ADMINISTRATOR
MEMORANDUM

DATE: **October 3, 2012**

TO: **Internal Operations Committee**
Supervisor Karen Mitchoff, Chair
Supervisor Candace Andersen

FROM: Vicky Mead, Senior Management Analyst, CAO

THROUGH: Deborah Preston, Assistant Human Resources Director, and
Antoine Wilson, Equal Employment Opportunity Officer

SUBJECT: **Small Business Enterprise & Outreach Program Semi-Annual Report**
For the period January 1 through June 30, 2012

RECOMMENDATION:

**ACCEPT this Semi-Annual SBE and Outreach Programs Report, reflecting
departmental program data for the period January 1 through June 30, 2012.**

BACKGROUND:

Data has been collected from departmental "Small Business Enterprise" (SBE) Liaisons for inclusion in the attached reports. Departmental liaisons are responsible for compiling departmental data of two kinds: (1) the total number and dollar amount of all transactions that are less than the program threshold¹ (separated by type into personal services, construction, and purchasing transactions) that the department has entered into, amended, or renewed in the reporting period; and (2) identification of the number and

¹ The percentage of contracts awarded to SBEs is calculated as a percentage of all contracts that fall within the 'program threshold.' During 2011, the threshold included all construction and services contracts less than \$50,000, and all purchasing transactions less than \$25,000. For 2012 the threshold has been raised to \$100,000. All contracts awarded by the department that are under the threshold are evaluated for SBE participation rates.

dollar amount of personal services, construction, and purchasing transactions that were awarded to Small Business Enterprise (SBE) firms. In addition, outreach data for many small departments and for commodities less than \$10,000 is maintained and provided through the Purchasing Division of the General Services Department reflecting outreach to small, women, minority-owned, local, disadvantaged and/or other business enterprises.

By comparing the total number and total dollar amount of transactions that ***were awarded to the different types of firms*** with (dividing by) the number and total amount of contracts awarded that ***were under the \$100,000 program threshold***, the **percent share** of all transactions (both number and dollar amounts) that have been awarded to SBE firms has been quantified.²

Transactions falling within the threshold are considered to reflect the optimal opportunities for outreach to and economic participation by small, local, minority, women's, veterans, or disabled business enterprises. For the current reporting period the threshold amounts have been: transactions of \$100,000 or less for personal services and purchasing transactions, and \$100,000 or less for construction-related contracts.

In September 2012, the County retained a new Equal Employment Opportunity Officer, Mr. Antoine Wilson, who will provide long-term oversight and direction for this program. Mr. Wilson has reviewed this report but has not participated directly in its preparation. Mr. Wilson has discussed with CAO and Human Resources the possibility of conducting additional training in SBE requirements and procedures for SBE departmental coordinators during 2012 or 2012, which will provide an opportunity also to receive feedback and suggestions from the coordinators about potential program improvements. This process is anticipated to introduce improvements and efficiencies in data collection and reporting and to produce more reliable and useful data.

² Departments maintain data on Local Business Enterprise (LBE), Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Disabled Veteran Business Enterprise (DVBE), and/or Disadvantaged Business Enterprise (DBE) firms but the recent focus in reporting has been on the rates of participation of local small businesses in the County's contracting opportunities.

Results for the Period January 1 to June 30, 2012

Business Enterprise Participation Rates

Tables 1-3 attached to this report present statistics showing the proportion of contracting, purchasing, and construction services that were transacted through Small Business Enterprises, taking as a base all transactions less than \$100,000 in each category. The data reflect that County Departments have made significant efforts to support the County's Small Business Enterprise (SBE) goals and Outreach Program target of achieving 50 percent participation by SBE firms among the transactions under the threshold.

The total activity County-wide in this period for all three categories together (i.e. the sum of the data in the three separate tables) is as follows:

<u>Type of contract</u>	<u>Total contract awards under threshold</u>		<u>SBE awards</u>		<u>Percent Share SBE</u>	
	<u>Amount</u>	<u>No.</u>	<u>Amount</u>	<u>No.</u>	<u>Amount</u>	<u>No.</u>
Personal Services	6,385,650	404	3,701,702	205	58%	51%
Purchasing	1,506,923	718	692,334	259	46%	36%
Construction	65,560	1	65,560	1	100%	100%
Grand Total	7,958,133	1,123	4,459,596	465	56%	41%

This table reflects the total reported contracting activity by the departments (for all contracts within the SBE program threshold of "less than \$100,000") for the period January 1 to June 30, 2012, and the percent share of the total that was awarded to SBE firms, in terms of dollar amounts, and percentage of the total, for each category.

Departmental Outreach

In addition to actual participation rates by the different business enterprises, the departments track and report on outreach activities describing the extent to which information about business opportunities has been distributed to small, local, minority, women's, veterans, or disabled business enterprises that were conducted by departments in this period. **Table 4** summarizes the data that was reported by departments concerning outreach to the different types of business enterprises in the reporting period.

Purchasing Outreach

In addition to departmental outreach, the Purchasing Division of the General

Services Department provides purchasing services and significant “electronic outreach” to the different business enterprises. **Table 5** presents the results of the Purchasing Division’s “E-outreach” program to the different business enterprises in this period.

Highlights of these data include:

Small Business Enterprise Program

- **Professional/Personal Services (Table 1)** - Approximately \$3.7 million was awarded to SBEs through personal or professional services contracts, representing 58 percent of total contract dollars for such services of approximately \$6.4 million. Ten departments reported that they met or exceeded the 50% SBE contracting goal for this period for personal services contracts – an increase of three departments that met the goal since the last reporting period.
- **Purchasing (Table 2)** – A total of \$692,334 was reported as awarded to SBE firms, or 46 percent of all purchasing transactions under the threshold, which totaled \$1,506,923. Five departments reported that they exceeded the 50 percent participation target for SBE firms, an increase of two over the three departments so reporting in the last period.
- **Construction (Table 3)** – Most departments did not report any construction activity of less than \$100,000 falling within SBE program thresholds.

Outreach Program (Tables 4, 5)

Tables 4 and 5 present the results of specific outreach activities directed to all of the different types of business enterprises under the County’s Outreach Program.

The data reflect that:

- **Professional/Personal Service Contracts** – As shown in Table 4, individual departments together performed outreach or had contact with a total of **1,538** MBE, WBE, SBE, LBE, and DBE firms in connection with contracting opportunities of approximately **\$4.7 million** for professional or personal services transactions.
- **Purchasing Activity** – Individual departments together performed outreach or had contact with a total of **190** MBE, WBE, SBE, LBE, and DBE firms in connection with contracting opportunities of approximately **\$223,730** for purchasing transactions.

- Purchasing (E- Outreach) – As shown in Table 5, data provided by the Purchasing Division of the General Services Department reflect that an estimated **11,754** different business enterprises were notified of County contracting opportunities through the Purchasing Division’s “electronic outreach” program, including **7,394** SBE firms and **348** Local Business Enterprises (LBEs). The number of notifications made to other types of enterprises were **1,508** to MBE, **1,150** to WBE, **522** to DVBE, and **1,050** to DBE firms. In response to County opportunities, Table 5 also reflects that a total of **1,174** business enterprises of the various kinds responded to County contracting opportunities totaling approximately **\$10.2 million** through this effort.

Amended and Renewed Contracts

County departments continue to monitor the number of amended and renewed contracts in each SBE and Outreach Program reporting period. In prior periods, the County Affirmative Action Officer has reviewed in detail the number of amended and renewed contracts that fall within the SBE and Outreach Program thresholds and has encouraged departments to perform outreach at least every three years for all such contracts that are amended or renewed. Due to the retirement of the previous County Affirmative Action Officer in March 2011, the level of this monitoring activity has declined. The County’s new Affirmative Action/Equal Employment Opportunity Officer, Mr. Antoine Wilson, will begin to collaborate with departments to strengthen SBE outreach as well as outreach to other business enterprises, and to incorporate such outreach in amended and renewed contracts.

Table 1 - Professional and personal services contracts awarded to SBEs, Jan - June 2012

Agency	Dollar amount of awards to SBE firms	Number of awards to SBE firms	Dollar amount of all contracts under the threshold	Number of all contracts under the threshold	Pct of Dollar Awards	Pct of No. Awards
Professional and Personal Services Contracts - Proportion Under \$100,000 Awarded to SBE firms						
Animal Services	3,240	2	55,371	22	6%	9%
Auditor-Controller	338	1	136,313	44	0%	2%
Clerk Recorder CR	58,517	10	58,517	10	100%	100%
Clerk Recorder E	21,964	16	136,313	44	16%	36%
County Administrator	42,091	10	242,806	32	17%	31%
County Counsel	16,801	57	16,801	64	100%	89%
DCD	189,125	5	265,802	6	71%	83%
DCSS	-	-	137,022	11	0%	0%
District Attorney	5,442	2	59,613	2	9%	100%
Dolt	95,000	2	95,000	2	100%	100%
EHSD	99,700	7	139,300	12	72%	58%
HSD	2,525,519	58	4,216,930	94	60%	62%
Human Resources	28,260	6	28,260	6	100%	100%
Library	20,085	10	24,227	21	83%	48%
Probation	99,700	3	141,200	8	71%	38%
Public Works	495,920	16	601,928	27	82%	59%
Treasurer - Tax collector	-	-	30,245	1	0%	0%
Veterans Services	-	-	-	-	-	-
Total	3,701,702	205	6,385,650	404	58%	51%

Table 2 - Purchasing activity contracted with SBEs, Jan - June 2012

Agency	Dollar amount of awards to SBE firms	Number of awards to SBE firms	Dollar amount of all contracts under the threshold	Number of all contracts under the threshold	Pct of Dollar Awards	Pct of No. Awards
Purchasing by Departments* - Proportion Under \$100,000 Awarded to SBE firms						
Agriculture	12,055	101	16,968	161	71%	63%
Animal Services	125,751	8	335,349	57	37%	14%
Assessor	7,551	9	10,056	24	75%	38%
Auditor-Controller	659	1	12,883	na	5%	
Clerk Recorder	9,593	10	83,690	51	11%	20%
County Administrator	3,961	5	10,492	42	38%	12%
County Counsel	1,807	7	1,807	7	100%	100%
DCD	40,458	15	66,972	19	60%	79%
DCSS	30,633	3	65,863	13	47%	23%
District Attorney	93,063	6	not avail	not avail		
Dolt	176,004	22	334,637	43	53%	51%
EHSD	55,765	29	118,434	124	47%	23%
HSD	not avail	not avail	not avail	not avail		
Human Resources	9,342	13	35,601	16	26%	81%
Library	51,540	18	136,208	98	38%	18%
PublicWorks	68,803	9	162,994	31	42%	29%
Treasurer- Tax collector	-	-	109,621	29	0%	0%
Veterans Services	5,349	3	5,349	3	100%	100%
Total	692,334	259	1,506,923	718	46%	36%

* Purchasing activity by the Purchasing Division of General Services Administration is reported separately in Table A.

Table 3 - Construction contracts awarded to SBEs, Jan - June 2012

Agency		Dollar amount of awards to SBE firms	Number of awards to SBE firms	Dollar amount of all contracts under the threshold	Number of all contracts under the threshold	Pct of Dollar Awards	Pct of No. Awards
Construction Contracts - Proportion Under \$100,000 Awarded to SBE firms							
Animal Services		-	-	-	-		
Auditor-Controller		-	-	-	-		
Clerk Recorder CR		-	-	-	-		
Clerk Recorder E		-	-	-	-		
County Counsel		-	-	-	-		
DCD		-	-	-	-		
DCSS		-	-	-	-		
District Attorney		-	-	-	-		
Dolt		-	-	-	-		
EHSD		-	-	-	-		
HSD	see separate report	-	-	-	-		
Human Resources		-	-	-	-		
Library		-	-	-	-		
Public Works		65,560	1	65,560	1	100%	100%
Veterans Services		-	-	-	-		
Total Departments - Construction		65,560	1	65,560	1	100%	100%

Table 4 - Small Business Enterprise (SBE) Program Semi-Annual Report
Department Outreach by Type of Enterprise

Department	number	dollar amount	no contacts	mbe	wbe	sbe	lbe	afbe	dfbe	fed sbe
Agriculture										
professional services	2	504	2		1	2				
construction										
commodities departments only	161	16,986	58	2	2	13	6	1	2	
Assessor										
professional services	-									
construction	-									
commodities departments only	-									
CAO										
professional services										
construction										
commodities departments only	1	3,565	4		1	3				
Clerk Recorder										
professional services	10	58,517	15			15				
construction	0	0	0							
commodities departments only	0	0	0							
County Counsel										
professional services	0	0	0							
construction	0	0	0							
commodities departments only	0	0	0							
DCD										
professional services	6	255,082	18	4	4	8	2			
construction										
commodities departments only	19	56,972	30	4	4	15	7			
Empl. & Human Svcs (EHSD)										
professional services	7	99,700	7	2	5	7	3	1		
construction										
commodities departments only										
Library										
professional services	20	24,020	20	1	3	10	3			
construction										
commodities departments only	98	136,208	98	7	10	28	13			
Public Works										
professional services	31	4,217,200	1,476	55	200	638	220	8	174	
construction	0									
commodities departments only										
Small Business Reporter										
professional services	76	4,665,023	1,538	62	213	680	228	9	174	-
construction	-	-	-	-	-	-	-	-	-	-
commodities departments only	279	223,730	150	13	17	59	26	1	2	-

Table 5 - Small Business Enterprise (SBE) Program Semi-Annual Report

COUNTY OUTREACH REPORT JANUARY - JUNE 2012

Solicitations conducted County-wide through the County's E-Outreach Program resulted in responses from the following Business Enterprises.

Commodity Classification Code	Dollars	Total Vendor Responses	MBEs	WBEs	County /State SBEs	LBES	DVBES	DBES	Fed SBEs
AUTOMOTIVE VEHICLES, TRANSPORTATION EQUIPMENT #071 BUILDING MAINTENANCE, REPAIR AND CONSTRUCTION #910-#914	\$256,155.00	47	13	1	20	1	9	3	0
COMMERCIAL KITCHEN EQUIP. #165	\$8,523,675.00	628	63	40	388	34	63	40	0
COMPUTER HARDWARE #204	\$63,828.00	22	1	4	16	1	0	0	0
MISCELLANEOUS SERVICES #961-#962	\$12,173.00	10	2	0	4	0	2	2	0
OFFICE, PRINTING EQUIP. #725	\$273,263.00	291	17	30	175	29	17	23	0
ROAD AND HIGHWAY BUILDING MATERIALS #967-#986, #967-#968	\$21,469.00	26	2	3	15	0	4	2	0
TOTALS	\$1,042,794.00	150	7	11	95	18	8	11	0
	\$ 10,193,357.00	1,174	105	89	713	83	103	81	0

Solicitations conducted through the County's E-Outreach Program resulted in notifications to the following Business Enterprises.

NOTIFICATION COUNT	Total Vendors Notified	MBEs	WBEs	County /State SBEs	LBES	DVBES	DBES	Fed SBEs
Represents the number and classification of vendors invited to participate in solicitations.	11,754	1,508	1,150	7,394	348	522	1,050	-

MBE - MINORITY BUSINESS ENTERPRISE
WBE - WOMEN'S BUSINESS ENTERPRISE
SBE - SMALL BUSINESS ENTERPRISE
LBE - LOCAL BUSINESS ENTERPRISE
DVE - DISABLED VETERAN BUSINESS ENTERPRISE
DBE - DISADVANTAGED BUSINESS ENTERPRISE
FED SBE - FEDERAL SMALL BUSINESS ENTERPRISE

Source: Purchasing Division, Contra Costa General Services Agency