

County of Contra Costa
OFFICE OF THE COUNTY ADMINISTRATOR
MEMORANDUM

DATE: **October 17, 2016**

TO: **Internal Operations Committee**
 Supervisor Candace Anderson, Chair
 Supervisor John Gioia

FROM: Allison Picard, Chief Assistant CAO 

SUBJECT: **Small Business Enterprise & Outreach Program Report**

RECOMMENDATION:

ACCEPT the SBE and Outreach Programs Report, reflecting departmental program data for the periods: January 1 through June 30, 2015; July-December 2015; January-June 2016.

BACKGROUND:

Contra Costa County values the contributions of small business in the County and has developed programs to assist in the solicitation and awarding of contracts. The Board of Supervisors has adopted these programs to enable small and local businesses to compete for a share of the County's purchasing transactions.

The Board of Supervisors has set a goal of awarding at least 50% of eligible product and service dollars to small businesses. The Small Business Enterprise (SBE) Program applies to: (1) county-funded construction contracts of \$175,000 or less; (2) purchasing transactions of \$100,000 or less; and (3) professional/personal service contracts of \$100,000 or less.

The SBE Programs objective is to have at least 50% or more of the total eligible dollar base amounts be awarded to SBEs. A Small Business Enterprise, as defined by the California Government Code, Section 14837, Chapter 3.5 must be:

- Independently owned and operate business, which is not dominant in its field of operation
- Principal office of which is located in California
- Officers of which are domiciled in California, and which together with affiliates, has 100 or fewer employees
- Average annual gross receipts of fourteen million dollars (\$14,000,000) or less over the previous three tax years, or a manufacturer with 100 or fewer employees.

Reporting Requirements

It is the responsibility of each department to track and compile the data on these purchasing activities so that a countywide report can be provided to the Board of Supervisors. The last report received by the Board was for the period ending December 2014. Therefore this report includes three 6-month periods with each department's activity as well as a countywide summary as follows:

- January-June 2015 (Attachment A)
- July-December 2015 (Attachment B)
- January-July 2016 (Attachment C)

Summary Findings

The tables below summarize the attached department activity on a countywide basis. Overall this information shows the County is directing a large volume of qualifying activity to SBE firms. It should be noted that in each reporting period, in both number and value of contracts, the County exceeded the 50% goal with one exception. In the first six months of 2016, the number of professional/personal services contracts was 55.8%; however, the dollar value of those contracts was 45.1%.

For the category of purchasing transactions, in each reporting period the 50% goal was not achieved in either number or value of contracts, with the totals ranging from 32% to 41%. However, it is worth noting that the SBE participation goals of surrounding agencies are more typically in the 20-25% range. Using that standard, Contra Costa County's reported activity is well above that threshold in every reporting category and period.

Table 1: January-June 2015

	Total # of ALL Contracts	Total # of SBE Contracts	SBE Percent of Total	Total Dollar Value of ALL Contracts	Total Dollar Value of SBE Contracts	SBE Percent of Total
ACTIVITY TYPE:						
Professional/Personal Services	361	230	63.7%	\$9,447,053	\$5,459,794	57.8%
Purchasing Transactions	1391	439	31.6%	\$10,533,982	\$4,136,784	39.2%
Construction Contracts	7	6	85.7%	\$329,000	\$195,000	59.3%

Table 2: July-December 2015

	Total # of ALL Contracts	Total # of SBE Contracts	SBE Percent of Total	Total Dollar Value of ALL Contracts	Total Dollar Value of SBE Contracts	SBE Percent of Total
ACTIVITY TYPE:						
Professional/Personal Services	392	234	59.7%	\$8,303,075	\$5,177,403	62.4%
Purchasing Transactions	4156	1376	33.1%	\$22,935,513	\$6,564,413	28.6%
Construction Contracts	6	5	83.3%	\$204,724	\$159,724	78.0%

Table 3: January-June 2016

	Total # of ALL Contracts	Total # of SBE Contracts	SBE Percent of Total	Total Dollar Value of ALL Contracts	Total Dollar Value of SBE Contracts	SBE Percent of Total
ACTIVITY TYPE:						
Professional/Personal Services	328	183	55.8%	\$7,488,032	\$3,376,541	45.1%
Purchasing Transactions	5161	1697	32.9%	\$26,345,580	\$10,880,929	41.3%
Construction Contracts	3	3	100.0%	\$86,183	\$86,183	100%

Purchasing Outreach

In addition, outreach data for many small departments and for commodities exceeding \$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. The same three reporting periods are included as Attachment D.

Conclusion

Overall, the County departments are demonstrating a continued commitment to the Board's policy of a 50% goal for participation by SBE firms in contract and purchasing activity. While the data for some individual departments is below the 50% goal, this is sometimes due to unique business requirements that may require sole source purchases or contracts.

Continued outreach is also necessary to maintain and improve this area of activity as well as training for department staff that make these purchasing and contract decisions regarding the policy. Additionally, a review of the department tracking of this activity is needed to ensure that all SBE vendors are appropriately and consistently reported. Staff will continue to work with departments in both of these areas.

Lastly, the IOC directed staff to develop an Administrative Bulletin on this program by January 2017 that will assist the departments in implementing this policy by further defining responsibilities and program categories to ensure consistency in reporting. A draft of that Administrative Bulletin is under development and will be brought to the IOC for review at a future meeting.

Attachments

ATTACHMENT A

SMALL BUSINESS ENTERPRISE - Program Activity report

January - June 2015

Reporting Period:

	Total # of <u>ALL contracts</u>	Total # of <u>SBE contracts</u>	SBE percent of <u>Total # of contracts</u>	Total dollar value <u>of ALL contracts</u>	Total dollar value <u>of SBE contracts</u>	SBE percent of <u>Total contracts value</u>
<i>Agriculture</i>						
Professional/Personal services contracts	9	8	88.9%	\$39,756	\$34,359	86.4%
Purchasing Transactions	51	15	29.4%	\$47,836	\$38,541	80.6%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>Animal Services</i>						
Professional/Personal services contracts	3	3	100.0%	\$300,102	\$300,102	100.0%
Purchasing Transactions	32	7	21.9%	\$249,699	\$12,197	4.9%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>Assessor</i>						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	3	0	0.0%	\$22,214	\$0	0.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

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SMALL BUSINESS ENTERPRISE - Program Activity report

January - June 2015

Reporting Period:

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Auditor-Controller						
Professional/Personal services contracts	4	3	75.0%	\$19,410	\$11,530	59.4%
Purchasing Transactions	3	2	66.7%	\$569	\$198	34.8%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Clerk-Recorder-Elections						
Professional/Personal services contracts	37	20	54.1%	\$536,548	\$418,587	78.0%
Purchasing Transactions	151	20	13.2%	\$77,540	\$24,014	31.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Conservation and Development						
Professional/Personal services contracts	5	5	100.0%	\$170,890	\$170,890	100.0%
Purchasing Transactions	101	6	5.9%	\$165,903	\$80,997	48.8%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

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January - June 2015

Reporting Period:

	Total # of <u>ALL contracts</u>	Total # of <u>SBE contracts</u>	SBE percent of <u>Total # of contracts</u>	Total dollar value <u>of ALL contracts</u>	Total dollar value <u>of SBE contracts</u>	SBE percent of <u>Total contracts value</u>
<i>Contra Costa Fire Protection District</i>						
Professional/Personal services contracts	5	5	100.0%	\$170,890	\$170,890	100.0%
Purchasing Transactions	101	6	5.9%	\$165,903	\$80,997	48.8%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>County Administrator's Office - Administration</i>						
Professional/Personal services contracts	8	5	62.5%	\$696,500	\$480,000	68.9%
Purchasing Transactions	0	0	0.0%	\$0	\$0	0.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>County Administrator's Office - Clerk of the Board</i>						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	1	1	100.0%	\$5,000	\$5,000	100.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

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January - June 2015

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County Administrator's Office - Communications and Media

Professional/Personal services contracts	7	1	14.3%	\$21,826	\$500	2.3%
Purchasing Transactions	6	1	16.7%	\$31,103	\$80	0.3%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

County Administrator's Office - Dept. of Information Technology (DoIT)

Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	41	17	41.5%	\$494,414	\$301,759	61.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

County Counsel

Professional/Personal services contracts	49	49	100.0%	\$11,904	\$11,904	100.0%
Purchasing Transactions	5	5	100.0%	\$3,126	\$3,126	100.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

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<i>Dept. Child Support Services (DCSS)</i>						
Professional/Personal services contracts	27	5	18.5%	\$785,125	\$34,098	4.3%
Purchasing Transactions	8	3	37.5%	\$46,353	\$8,216	17.7%
Construction contracts	0	1	0.0%	\$0	\$0	0.0%
<i>District Attorney</i>						
Professional/Personal services contracts	2	2	100.0%	\$216,145	\$216,145	100.0%
Purchasing Transactions	23	16	69.6%	\$187,754	\$118,356	63.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>Employment and Human Services</i>						
Professional/Personal services contracts	14	6	42.9%	\$653,546	\$324,650	49.7%
Purchasing Transactions	161	55	34.2%	\$1,130,748	\$420,992	37.2%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

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Health Services						
Professional/Personal services contracts	122	86	70.5%	\$3,252,811	\$2,288,500	70.4%
Purchasing Transactions	189	70	37.0%	\$1,620,169	\$632,996	39.1%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Human Resources						
Professional/Personal services contracts	8	5	62.5%	\$269,018	\$166,950	62.1%
Purchasing Transactions	8	4	50.0%	\$42,901	\$12,740	29.7%
Construction contracts	0	0	0.0%	0	0	0.0%
Library						
Professional/Personal services contracts	5	0	0.0%	\$47,370	\$0	0.0%
Purchasing Transactions	111	35	31.5%	\$217,910	\$77,125	35.4%
Construction contracts	0	0	0.0%	0	0	0.0%

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<i>Probation</i>						
Professional/Personal services contracts	18	7	38.9%	\$67,397	\$46,843	69.5%
Purchasing Transactions	31	14	45.2%	\$436,666	\$193,253	44.3%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>Public Defender</i>						
Professional/Personal services contracts	1	0	0.0%	\$50,000	\$0	0.0%
Purchasing Transactions	0	0	0.0%	\$0	\$0	0.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>Public Works</i>						
Professional/Personal services contracts	21	15	71.4%	\$874,100	\$606,100	69.3%
Purchasing Transactions	275	141	51.3%	\$4,357,606	\$1,886,060	43.3%
Construction contracts	7	5	71.4%	\$329,000	\$195,000	59.3%

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Public Works - AIRPORTS Division						
Professional/Personal services contracts	1	1	100.0%	\$50,000	\$50,000	100.0%
Purchasing Transactions	10	2	20.0%	\$122,345	\$19,800	16.2%
Construction contracts	0	\$0	0.0%	\$0	\$0	0.0%
Sheriff						
Professional/Personal services contracts	9	1	11.1%	\$1,108,900	\$45,000	4.1%
Purchasing Transactions	42	8	19.0%	\$1,084,391	\$198,093	18.3%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Treasurer - Tax Collector						
Professional/Personal services contracts	6	3	50.0%	\$104,815	\$82,747	78.9%
Purchasing Transactions	32	9	28.1%	\$40,871	\$22,094	54.1%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

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January - June 2015

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<i>Veterans Services Office</i>						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	6	2	33.3%	\$2,047	\$147	7.2%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>Total Activity Reported</i>						
Professional/Personal services contracts	361	230	63.7%	\$9,447,053	\$5,459,794	57.8%
Purchasing Transactions	1391	439	31.6%	\$10,553,068	\$4,136,781	39.2%
Construction contracts	7	6	85.7%	\$329,000	\$195,000	59.3%

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SMALL BUSINESS ENTERPRISE - Program Activity report

July-December 2015

Reporting Period:

	<u>Total # of ALL contracts</u>	<u>Total # of SBE contracts</u>	<u>SBE percent of Total # of contracts</u>	<u>Total dollar value of ALL contracts</u>	<u>Total dollar value of SBE contracts</u>	<u>SBE percent of Total contracts value</u>
<i>Agriculture</i>						
Professional/Personal services contracts	22	15	68.2%	\$129,772	\$82,058	63.2%
Purchasing Transactions	55	16	29.1%	\$56,674	\$47,259	83.4%
Construction contracts	2	2	100.0%	\$64,724	\$64,724	100.0%
<i>Animal Services</i>						
Professional/Personal services contracts	6	6	100.0%	\$304,661	\$304,661	100.0%
Purchasing Transactions	35	6	17.1%	\$160,474	\$8,080	5.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>Assessor</i>						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	11	4	36.4%	\$116,248	\$40,789	35.1%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

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<i>Auditor-Controller</i>						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	9	4	44.4%	\$4,517	\$2,941	65.1%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>Clerk-Recorder-Elections</i>						
Professional/Personal services contracts	71	16	22.5%	\$271,728	\$63,733	23.5%
Purchasing Transactions	129	54	41.9%	\$388,465	\$135,591	34.9%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>Conservation and Development</i>						
Professional/Personal services contracts	22	20	90.9%	\$1,044,897	\$942,025	90.2%
Purchasing Transactions	81	9	11.1%	\$177,920	\$86,871	48.8%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

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July-December 2015

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<i>Contra Costa Fire Protection District</i>						
Professional/Personal services contracts	3	1	33.3%	\$179,100	\$25,000	14.0%
Purchasing Transactions	2281	679	29.8%	\$2,650,320	\$752,408	28.4%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>County Administrator's Office - Administration</i>						
Professional/Personal services contracts	3	1	33.3%	\$196,500	\$80,000	40.7%
Purchasing Transactions	1	0	0.0%	\$154	\$0	0.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>County Administrator's Office - Clerk of the Board</i>						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	0	0	0.0%	0	0	0.0%
Construction contracts	0	0	0.0%	0	0	0.0%

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July-December 2015

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County Administrator's Office - Communications and Media

Professional/Personal services contracts	1	0	0.0%	\$8,840	\$0	0.0%
Purchasing Transactions	6	2	33.3%	\$71,818	\$20,560	28.6%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

County Administrator's Office - Dept. of Information Technology (DoIT)

Professional/Personal services contracts	3	0	0.0%	\$210,000	\$0	0.0%
Purchasing Transactions	29	13	44.8%	\$361,393	\$240,891	66.7%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

County Counsel

Professional/Personal services contracts	52	52	100.0%	\$10,130	\$10,130	100.0%
Purchasing Transactions	3	2	66.7%	\$7,939	\$1,765	22.2%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

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Dept. Child Support Services (DCSS)						
Professional/Personal services contracts	17	8	47.1%	\$174,875	\$28,394	16.2%
Purchasing Transactions	2	0	0.0%	\$4,739	\$0	0.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
District Attorney						
Professional/Personal services contracts	10	9	90.0%	\$ 319,785.76	\$299,322	93.6%
Purchasing Transactions	25	10	40.0%	\$ 275,924.92	\$ 160,893.01	58.3%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Employment and Human Services						
Professional/Personal services contracts	12	6	50.0%	\$660,305	\$337,400	51.1%
Purchasing Transactions	101	21	20.8%	\$448,649	\$149,496	33.3%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

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Health Services						
Professional/Personal services contracts	107	70	65.4%	\$2,969,138	\$2,081,968	70.1%
Purchasing Transactions	771	290	37.6%	\$7,725,352	\$2,041,904	26.4%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Human Resources						
Professional/Personal services contracts	3	2	66.7%	\$159,900	\$74,900	46.8%
Purchasing Transactions	22	12	54.5%	\$218,037	\$37,164	17.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Library						
Professional/Personal services contracts	5	1	20.0%	\$162,754	\$22,500	13.8%
Purchasing Transactions	86	20	23.3%	\$210,837	\$71,709	34.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

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<i>Probation</i>						
Professional/Personal services contracts	21	9	42.9%	\$109,434	\$62,012	56.7%
Purchasing Transactions	37	17	45.9%	\$287,600	\$140,761	48.9%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>Public Defender</i>						
Professional/Personal services contracts	1	0	0.0%	\$50,000	\$0	0.0%
Purchasing Transactions	0	0	0.0%	\$0	\$0	0.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>Public Works</i>						
Professional/Personal services contracts	19	14	73.7%	\$850,000	\$610,000	71.8%
Purchasing Transactions	371	183	49.3%	\$5,508,784	\$2,220,521	40.3%
Construction contracts	4	3	75.0%	\$140,000	\$95,000	67.9%

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Public Works - AIRPORTS Division						
Professional/Personal services contracts	4	1	25.0%	\$110,078	\$99,000	89.9%
Purchasing Transactions	5	2	40.0%	\$47,233	\$12,000	25.4%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Sheriff						
Professional/Personal services contracts	4	0	0.0%	\$320,348	\$0	0.0%
Purchasing Transactions	59	22	37.3%	\$4,149,033	\$361,444	8.7%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Treasurer - Tax Collector						
Professional/Personal services contracts	6	3	50.0%	\$60,829	\$54,300	89.3%
Purchasing Transactions	33	8	24.2%	\$61,061	\$31,275	51.2%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

ATTACHMENT B

SMALL BUSINESS ENTERPRISE - Program Activity report

July-December 2015

Reporting Period:

	<u>Total # of ALL contracts</u>	<u>Total # of SBE contracts</u>	<u>SBE percent of Total # of contracts</u>	<u>Total dollar value of ALL contracts</u>	<u>Total dollar value of SBE contracts</u>	<u>SBE percent of Total contracts value</u>
<i>Veterans Services Office</i>						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	4	2	50.0%	\$2,343	\$92	3.9%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

Total Activity Reported

Professional/Personal services contracts	392	234	59.7%	\$8,303,075	\$5,177,403	62.4%
Purchasing Transactions	4156	1376	33.1%	\$22,935,513	\$6,564,413	28.6%
Construction contracts	6	5	83.3%	\$204,724	\$159,724	78.0%

ATTACHMENT C

SMALL BUSINESS ENTERPRISE - Program Activity report

January-June 2016

Reporting Period:

	Total # of <u>ALL contracts</u>	Total # of <u>SBE contracts</u>	SBE percent of <u>Total # of contracts</u>	Total dollar value <u>of ALL contracts</u>	Total dollar value <u>of SBE contracts</u>	SBE percent of <u>Total contracts value</u>
Agriculture						
Professional/Personal services contracts	22	15	68.2%	\$95,271	\$66,450	69.7%
Purchasing Transactions	60	24	40.0%	\$78,880	\$59,702	75.7%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Animal Services						
Professional/Personal services contracts	12	12	100.0%	\$374,619	\$374,619	100.0%
Purchasing Transactions	64	15	23.4%	\$413,413	\$131,297	31.8%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Assessor						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	5	1	20.0%	\$110,732	\$19,301	17.4%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

ATTACHMENT C

SMALL BUSINESS ENTERPRISE - Program Activity report

January-June 2016

Reporting Period:

	<u>Total # of ALL contracts</u>	<u>Total # of SBE contracts</u>	<u>SBE percent of Total # of contracts</u>	<u>Total dollar value of ALL contracts</u>	<u>Total dollar value of SBE contracts</u>	<u>SBE percent of Total contracts value</u>
<i>Auditor-Controller</i>						
Professional/Personal services contracts	4	2	50.0%	\$61,132	\$535	0.9%
Purchasing Transactions	12	7	58.3%	\$61,191	\$10,365	16.9%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>Clerk-Recorder-Elections</i>						
Professional/Personal services contracts	52	17	32.7%	\$217,495	\$40,391	18.6%
Purchasing Transactions	192	39	20.3%	\$424,922	\$132,688	31.2%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>Conservation and Development</i>						
Professional/Personal services contracts	5	4	80.0%	\$173,950	\$146,950	84.5%
Purchasing Transactions	41	5	12.2%	\$139,635	\$91,397	65.5%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

ATTACHMENT C

SMALL BUSINESS ENTERPRISE - Program Activity report

January-June 2016

Reporting Period:

	Total # of <u>ALL contracts</u>	Total # of <u>SBE contracts</u>	SBE percent of <u>Total # of contracts</u>	Total dollar value <u>of ALL contracts</u>	Total dollar value <u>of SBE contracts</u>	SBE percent of <u>Total contracts value</u>
<i>Contra Costa Fire Protection District</i>						
Professional/Personal services contracts	4	3	75.0%	\$231,800	\$211,800	91.4%
Purchasing Transactions	2694	809	30.0%	\$2,954,830	\$840,307	28.4%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>County Administrator's Office - Administration</i>						
Professional/Personal services contracts	3	1	33.3%	\$196,500	\$80,000	40.7%
Purchasing Transactions	2	0	0.0%	\$4,114	\$0	0.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>County Administrator's Office - Clerk of the Board</i>						
Professional/Personal services contracts	6	2	33.3%	\$35,111	\$7,711	22.0%
Purchasing Transactions	0	0	0.0%	\$0	\$0	0.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

ATTACHMENT C

SMALL BUSINESS ENTERPRISE - Program Activity report

Reporting Period:

January-June 2016

	Total # of <u>ALL contracts</u>	Total # of <u>SBE contracts</u>	SBE percent of <u>Total # of contracts</u>	Total dollar value <u>of ALL contracts</u>	Total dollar value <u>of SBE contracts</u>	SBE percent of <u>Total contracts value</u>
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County Administrator's Office - Communications and Media

Professional/Personal services contracts	4	0	0.0%	\$15,371	\$0	0.0%
Purchasing Transactions	12	3	25.0%	\$123,801	\$13,117	10.6%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

County Administrator's Office - Dept. of Information Technology (DoIT)

Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	61	18	29.5%	\$705,667	\$375,534	53.2%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

County Counsel

Professional/Personal services contracts	35	35	100.0%	\$12,784	\$12,784	100.0%
Purchasing Transactions	9	9	100.0%	\$11,184	\$11,184	100.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

ATTACHMENT C

SMALL BUSINESS ENTERPRISE - Program Activity report

Reporting Period: January-June 2016

	Total # of <u>ALL contracts</u>	Total # of <u>SBE contracts</u>	SBE percent of <u>Total # of contracts</u>	Total dollar value <u>of ALL contracts</u>	Total dollar value <u>of SBE contracts</u>	SBE percent of <u>Total contracts value</u>
Dept. Child Support Services (DCSS)						
Professional/Personal services contracts	23	9	39.1%	\$698,384	\$211,648	30.3%
Purchasing Transactions	10	4	40.0%	\$206,304	\$126,963	61.5%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
District Attorney						
Professional/Personal services contracts	4	2	50.0%	\$ 146,500.00	\$ 35,000.00	23.9%
Purchasing Transactions	42	20	47.6%	\$ 232,356.44	\$ 107,074.61	46.1%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Employment and Human Services						
Professional/Personal services contracts	13	7	53.8%	\$292,632	\$129,507	44.3%
Purchasing Transactions	189	53	28.0%	\$732,662	\$430,278	58.7%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

ATTACHMENT C

SMALL BUSINESS ENTERPRISE - Program Activity report

Reporting Period: January-June 2016

	<u>Total # of ALL contracts</u>	<u>Total # of SBE contracts</u>	<u>SBE percent of Total # of contracts</u>	<u>Total dollar value of ALL contracts</u>	<u>Total dollar value of SBE contracts</u>	<u>SBE percent of Total contracts value</u>
Health Services						
Professional/Personal services contracts	59	34	57.6%	\$1,603,950	\$970,315	60.5%
Purchasing Transactions	1173	410	35.0%	\$10,757,205	\$3,662,993	34.1%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Human Resources						
Professional/Personal services contracts	7	6	85.7%	\$189,700	\$154,700	81.5%
Purchasing Transactions	4	4	100.0%	\$4,799	\$4,799	100.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Library						
Professional/Personal services contracts	1	1	100.0%	\$2,000	\$2,000	100.0%
Purchasing Transactions	134	60	44.8%	\$336,926	\$196,221	58.2%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

ATTACHMENT C

SMALL BUSINESS ENTERPRISE - Program Activity report

January-June 2016

Reporting Period:

	Total # of <u>ALL contracts</u>	Total # of <u>SBE contracts</u>	SBE percent of <u>Total # of contracts</u>	Total dollar value <u>of ALL contracts</u>	Total dollar value <u>of SBE contracts</u>	SBE percent of <u>Total contracts value</u>
<i>Probation</i>						
Professional/Personal services contracts	24	8	33.3%	\$198,364	\$134,118	67.6%
Purchasing Transactions	32	14	43.8%	\$221,865	\$86,613	39.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>Public Defender</i>						
Professional/Personal services contracts	1	0	0.0%	\$45,000	\$0	0.0%
Purchasing Transactions	0	0	0.0%	\$0	\$0	0.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>Public Works</i>						
Professional/Personal services contracts	17	10	58.8%	\$822,923	\$464,423	56.4%
Purchasing Transactions	280	161	57.5%	\$3,253,302	\$1,795,846	55.2%
Construction contracts	3	3	100.0%	\$86,183	\$86,183	100.0%

ATTACHMENT C

SMALL BUSINESS ENTERPRISE - Program Activity report

Reporting Period: January-June 2016

	Total # of <u>ALL contracts</u>	Total # of <u>SBE contracts</u>	SBE percent of <u>Total # of contracts</u>	Total dollar value <u>of ALL contracts</u>	Total dollar value <u>of SBE contracts</u>	SBE percent of <u>Total contracts value</u>
Public Works - AIRPORTS Division						
Professional/Personal services contracts	10	9	90.0%	\$256,400	\$230,495	89.9%
Purchasing Transactions	9	4	44.4%	\$122,931	\$56,965	46.3%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Sheriff						
Professional/Personal services contracts	16	3	18.8%	\$1,745,999	\$64,999	3.7%
Purchasing Transactions	84	19	22.6%	\$5,363,622	\$2,690,218	50.2%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Treasurer - Tax Collector						
Professional/Personal services contracts	6	3	50.0%	\$72,148	\$38,096	52.8%
Purchasing Transactions	39	9	23.1%	\$60,421	\$15,774	26.1%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

ATTACHMENT C

SMALL BUSINESS ENTERPRISE - Program Activity report

January-June 2016

Reporting Period:

	Total # of <u>ALL contracts</u>	Total # of <u>SBE contracts</u>	SBE percent of <u>Total # of contracts</u>	Total dollar value <u>of ALL contracts</u>	Total dollar value <u>of SBE contracts</u>	SBE percent of <u>Total contracts value</u>
Veterans Services Office						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	13	9	69.2%	\$24,819	\$22,292	89.8%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

Total Activity Reported

Professional/Personal services contracts	328	183	55.8%	\$7,488,032	\$3,376,541	45.1%
Purchasing Transactions	5161	1697	32.9%	\$26,345,580	\$10,880,929	41.3%
Construction contracts	3	3	100.0%	\$86,183	\$86,183	100.0%

COUNTY OUTREACH REPORT
For the Period
JANUARY 1, 2015 - JUNE 30, 2015

In order to encourage the use of small, local, and disadvantaged businesses, the County's E-Outreach Program requires bids and Request for Proposals exceeding \$10,000 to be solicited online through the BidSync website. For this period the County's E-Outreach Program produced the following results.

Number of Solicitations	52
Total Notifications	158,661
Total Views	2,330
Dollar Value	\$ 22,806,490

BUSINESS CATEGORY	NOTIFIED	VIEWED	RESPONDED
MBE - Minority Business Enterprise	107	188	5
WBE - Women Business Enterprise	91	185	2
SBE - Small Business Enterprise	534	981	56
LBE - Local Business Enterprise	42	65	9
DVBE - Disabled Veteran Business Enterprise	16	28	1
DBE - Disadvantaged Business Enterprise	88	172	3
TOTAL	878	1,619	76

Definitions of Business Categories

Minority Business Enterprise - Firm must be at least 51% owned and managed on a daily basis by one or more minorities who are citizens or lawful permanent residents of the United States and member(s) of a recognized ethnic or racial group AND have its home office is located in the United States.

Women Business Enterprise - Firm must be at least 51% owned and managed on a daily basis by one or more women who are citizens or lawful permanent residents of the United States AND have its home office is located in the US.

Small Business Enterprise - Firm must be independently owned and operated; cannot be dominant in its field of operation; must have its principal office located in California; must have its owners (or officers in the case of a corporation) domiciled in California; AND together with affiliates, be either: a business with 100 or fewer employees, an average annual gross receipts of \$14 million or less over the previous three tax years, or a manufacturer with 100 or fewer employees.

Local Business Enterprise - Principal place of business must be located within the boundaries of Contra Costa County.

Disabled Veteran Business Enterprise - Firm must be at least 51% owned and managed on a daily basis by one or more disabled veterans of the military, naval or air service of the United States with a service-connected disability of at least 10 percent, and who is also a resident of California; AND be a sole proprietorship corporation or partnership with its home office located in the United States that is not a subsidiary of a foreign firm.

Disadvantaged Business Enterprise - Firm must be at least 51% owned and managed on a daily basis by socially- and economically-disadvantaged individuals (pursuant to Section 3 of the Small Business Act). DBE certifications are used only for state- or federally-funded projects that have DBE goals or requirements.

COUNTY OUTREACH REPORT
For the Period
JULY 1, 2015 - DECEMBER 31, 2015

In order to encourage the use of small, local, and disadvantaged businesses, the County's E-Outreach Program requires bids and Request for Proposals exceeding \$10,000 to be solicited online through the BidSync website. For this period the County's E-Outreach Program produced the following results.

Number of Solicitations	24
Total Notifications	47,978
Total Views	973
Dollar Value	\$ 365,094

BUSINESS CATEGORY	NOTIFIED	VIEWED	RESPONDED
MBE - Minority Business Enterprise	37	79	6
WBE - Women Business Enterprise	43	82	0
SBE - Small Business Enterprise	168	363	37
LBE - Local Business Enterprise	17	31	56
DVBE - Disabled Veteran Business Enterprise	4	6	0
DBE - Disadvantaged Business Enterprise	25	53	2
TOTAL	294	614	101

Definitions of Business Categories

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Women Business Enterprise - Firm must be at least 51% owned and managed on a daily basis by one or more women who are citizens or lawful permanent residents of the United States AND have its home office is located in the US.

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COUNTY OUTREACH REPORT
For the Period
JANUARY 1, 2016 - JUNE 30, 2016

In order to encourage the use of small, local, and disadvantaged businesses, the County's E-Outreach Program requires bids and Request for Proposals exceeding \$10,000 to be solicited online through the BidSync website. For this period the County's E-Outreach Program produced the following results.

Number of Solicitations	25
Total Notifications	85,438
Total Views	1,021
Dollar Value	\$ 12,297,933

BUSINESS CATEGORY	NOTIFIED	VIEWED	RESPONDED
MBE - Minority Business Enterprise	55	107	3
WBE - Women Business Enterprise	37	79	0
SBE - Small Business Enterprise	217	423	35
LBE - Local Business Enterprise	10	26	3
DVBE - Disabled Veteran Business Enterprise	5	11	1
DBE - Disadvantaged Business Enterprise	46	87	3
TOTAL	370	733	45

Definitions of Business Categories

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Women Business Enterprise - Firm must be at least 51% owned and managed on a daily basis by one or more women who are citizens or lawful permanent residents of the United States AND have its home office is located in the US.

Small Business Enterprise - Firm must be independently owned and operated; cannot be dominant in its field of operation; must have its principal office located in California; must have its owners (or officers in the case of a corporation) domiciled in California; AND together with affiliates, be either: a business with 100 or fewer employees, an average annual gross receipts of \$14 million or less over the previous three tax years, or a manufacturer with 100 or fewer employees.

Local Business Enterprise - Principal place of business must be located within the boundaries of Contra Costa County.

Disabled Veteran Business Enterprise - Firm must be at least 51% owned and managed on a daily basis by one or more disabled veterans of the military, naval or air service of the United States with a service-connected disability of at least 10 percent, and who is also a resident of California; AND be a sole proprietorship corporation or partnership with its home office located in the United States that is not a subsidiary of a foreign firm.

Disadvantaged Business Enterprise - Firm must be at least 51% owned and managed on a daily basis by socially- and economically-disadvantaged individuals (pursuant to Section 3 of the Small Business Act). DBE certifications are used only for state- or federally-funded projects that have DBE goals or requirements.