



Contra Costa County
Public Works
Department

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March 4, 2019

TO: **Internal Operations Committee**
Supervisor Diane Burgis, District III, Chair
Supervisor Candace Andersen, District II, Vice Chair

FROM: *David Gould*
David Gould, Procurement Services Manager

SUBJECT: **Small Business Enterprise, Outreach, and Local Program Report for July-December 2018**

RECOMMENDATION:

ACCEPT the SBE, Outreach, and Local Programs Report, reflecting departmental program data for the period: July 1 through December 31, 2018.

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 \$100,000 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 operated 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 fifteen million dollars (\$15,000,000) 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 Board receives reports for six month increments, and the last report received by the Board was for the period ending June 2018. Attachment A constitutes the report due for the time period of July 1- December 31, 2018.

Summary Findings

The table below summarizes the attached department activity on a countywide basis.

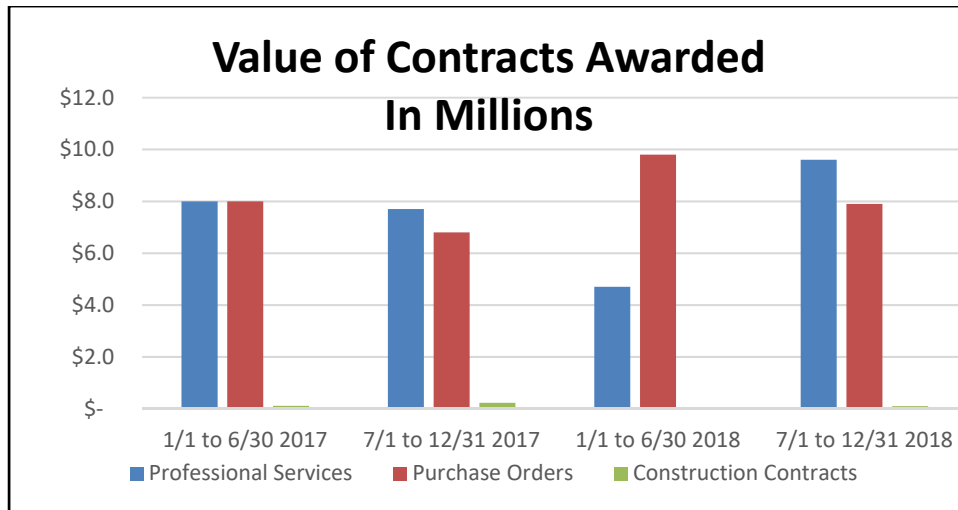
July - December 2018

ACTIVITY TYPE:	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
Professional/Personal Services	364	190	52.2	\$19,993,502	\$9,573,644	47.9%
Purchasing Transactions	1438	444	30.9%	\$27,797,254	\$7,922,678	28.5%
Construction Contracts	1	1	100%	\$66,741	\$66,741	100%

Overall this information shows the County is directing a large volume of qualifying activity to SBE firms. For professional/personal services contracts, this activity fell short of the 50% goal for the dollar value of contracts. The dollar value of contracts awarded to businesses under the program went up to nearly \$9.6 million for this period compared to \$4.7 million in the previous reporting period. This represents a \$4.8 million increase of eligible dollars awarded to program participants.

For the category of purchasing transactions, it should be noted that while the activity did not achieve the 50% goal, the dollar value of these contracts awarded to SBE businesses was nearly \$8 million for the reporting period. Departments report one construction contract awarded under the program for this period.

It is worth noting that the SBE participation goals of surrounding agencies are more typically in the 20-25% range. By that measure, Contra Costa County's reported activity is above that threshold in every reporting category.



E-Outreach Report

In order to encourage the use of small, local, and disadvantaged businesses, the County's E-Outreach Program requires bids and Request for Proposals of \$10,000 or more to be solicited online. For this period there were 23 bids totaling \$27,344,055 that fell within the County's E-Outreach Program.

In addition, outreach data for all electronic solicitations is maintained and provided through the Purchasing Division of the Public Works Department reflecting outreach to small, women, minority-owned, local, disabled veteran, and disadvantaged business enterprises. During the reporting period, 23 bids were conducted using the BidSync e-outreach site. Notifications were sent to 90,358 businesses of which 47.5% are considered a small, local, or disadvantaged business.

**E-Outreach
July 1, 2018 - December 31, 2018**

Number of Solicitations	23
Total Notifications	90,358
Dollar Value	\$ 27,344,056

BUSINESS CATEGORY	Notifications	Percentage of Total
MBE - Minority Business Enterprise	7,603	8.4%
WBE - Women Business Enterprise	5,647	6.2%
SBE - Small Business Enterprise	24,074	26.6%
LBE - Local Business Enterprise	355	0.4%
DVBE - Disabled Veteran Business Enterprise	211	0.2%
DBE - Disadvantaged Business Enterprise	5,073	5.6%
Total	42,963	47.5%

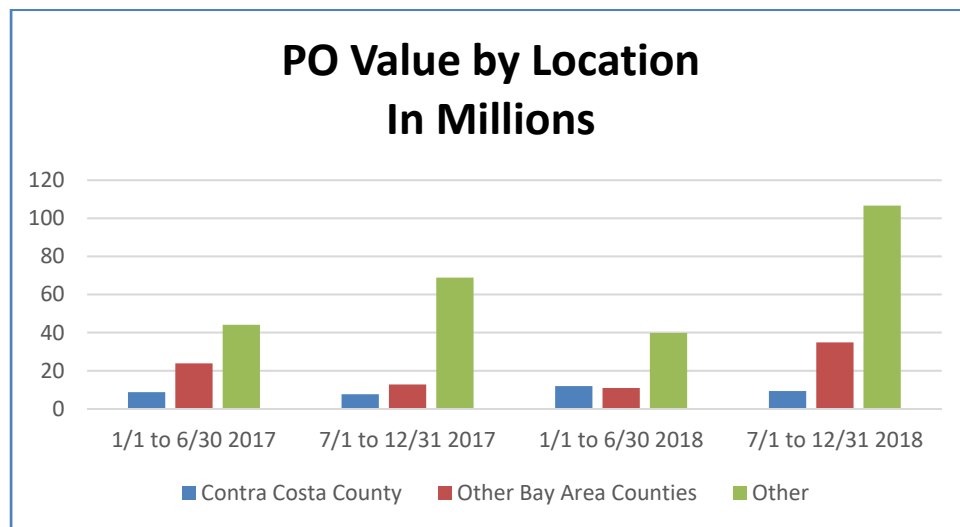
Local Business Preference

The Local Bid Preference Program allows a bidder in a commodity bid exceeding \$25,000, who is a low bidder, to submit a new bid if they are within 5% of the low bidder. There were no instances of the Bid Preference being utilized for this reporting period.

Dollar Value Awarded to Local and Bay Area Businesses

The dollar value of Purchase Orders issued for the period was \$150.7 million. The dollar value awarded to Contra Costa County businesses was \$9.3 million. The value awarded to all Bay Area businesses was 29% or \$44.1 million, a significant increase from the previous reporting period. This represents a significant contribution to the local economy.

Contra Costa County	\$9,296,838	6%
Other Bay Area Counties	\$34,817,845	23%
Other	\$106,607,317	71%
Total	\$150,722,000	100%



Conclusion

The County demonstrates continued commitment to achieving the 50% goal for participation by SBE firms in contract and purchasing activity. While the data for some departments is below this threshold, this is often due to unique business requirements that require sole source purchases or contracts.