



INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR
September 10, 2018

Supervisor Diane Burgis, Chair
Supervisor Candace Andersen, Vice Chair

Present: Diane Burgis, Chair
Candace Andersen, Vice Chair

Staff Present: Julie DiMaggio Enea, Staff

Attendees: Mark Goodwin, District III Chief of Staff
David Gould, Purchasing Services Manager
Carrie Ricci, Deputy PW Director
Emlyn Struthers, Clerk of the Board's Office

1. Introductions

Chair Burgis called the meeting to order at 1:00 p.m. and self introductions were made around the room.

2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).

No one present at the meeting requested to speak during the public comment period.

3. RECEIVE and APPROVE the Record of Action for the June 11, 2018 IOC meeting.

The Committee approved the Record of Action from the June 11, 2018 meeting as presented.

AYE: Chair Diane Burgis, Vice Chair Candace Andersen

Passed

4. ACCEPT the Small Business Enterprise, Outreach, and Local Bid Preference Programs Report, reflecting departmental program data for the period January through June 2018.

The Committee accepted the Purchasing Manager's report and requested that more outreach be made to local chambers of commerce and small business associations to make them aware of how to register for the County's Bidsync bidding portal.

AYE: Chair Diane Burgis, Vice Chair Candace Andersen
Passed

5. The next meeting is currently scheduled for October 8, 2018.
6. Adjourn

Chair Burgis adjourned the meeting at 1:13 p.m.

For Additional Information Contact:

Julie DiMaggio Enea, Committee Staff
Phone (925) 335-1077, Fax (925) 646-1353
julie.enea@cao.cccounty.us



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

3.

Meeting Date: 09/10/2018

Subject: RECORD OF ACTION FOR THE JUNE 11, 2018 IOC MEETING

Submitted For: David Twa, County Administrator

Department: County Administrator

Referral No.: N/A

Referral Name: RECORD OF ACTION

Presenter: Julie DiMaggio Enea, IOC
Staff

Contact: Julie DiMaggio Enea (925)
335-1077

Referral History:

County Ordinance requires that each County body keep a record of its meetings. Though the record need not be verbatim, it must accurately reflect the agenda and the decisions made in the meeting.

Referral Update:

Attached is the Record of Action for the June 11, 2018 IOC meeting.

Recommendation(s)/Next Step(s):

RECEIVE and APPROVE the Record of Action for the June 11, 2018 IOC meeting.

Fiscal Impact (if any):

None.

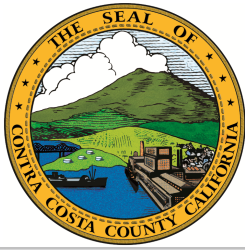
Attachments

DRAFT IOC Record of Action 6-11-18 Meeting

Minutes Attachments

No file(s) attached.

DRAFT



INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR
June 11, 2018

Supervisor Diane Burgis, Chair
Supervisor Candace Andersen, Vice Chair

Present: Diane Burgis, Chair
Candace Andersen, Vice Chair

Staff Present: Julie DiMaggio Enea, Staff

Attendees: Lamar Anderson
Sathya Rao
Maureen Parkes, Conservation & Devel Dept
Emlyn Struthers, Clerk of the Board's Office
Chris Peterson
Jason Crapo, Conservation & Devel Dept
Mark Goodwin, District III Chief of Staff
Jonathan Kevles
Cindy, District III Student Intern

1. Introductions

Chair Burgis called the meeting to order at 1:03 p.m. and self introductions were made around the room.

2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).

None of the attendees requested to speak during the public comment period.

3. RECEIVE and APPROVE the Record of Action for the April 9, 2018 IOC meeting.

The Committee approved the record of action for the April 9, 2018 IOC meeting as presented.

AYE: Chair Diane Burgis, Vice Chair Candace Andersen
Passed

4. RECOMMEND to the Board of Supervisors the reappointment of Richard "Tom" Chapman to the At Large #2 seat on the Contra Costa County Fire Protection District Advisory Commission to a four-year term beginning July 1, 2018 and ending June 30, 2022.

The Committee approved the recommendation to reappoint Richard "Tom" Chapman to the At Large #2 seat on the Contra Costa County Fire Protection District Advisory Commission to a four-year term beginning July 1, 2018 and ending June 30, 2022, and directed staff to forward the recommendation to the Board of Supervisors.

AYE: Chair Diane Burgis, Vice Chair Candace Andersen

Passed

5. INTERVIEW candidates for the At Large #1 seat on the County Planning Commission and CONSIDER nomination to the Board of Supervisors for appointment to a four-year term beginning July 1, 2018 and ending June 30, 2022. (*Julie DiMaggio Enea, IOC Staff*)

The Committee interviewed Sathya Rao and Lamar Anderson and decided to recommend the appointment of Bhupen Amir to the At Large #1 seat on the County Planning Commission to a four-year term beginning July 1, 2018 and ending June 30, 2022, and directed staff to forward the recommendation to the Board of Supervisors.

AYE: Chair Diane Burgis, Vice Chair Candace Andersen

Passed

6. APPROVE recommendation from the Fish & Wildlife Committee for the off-cycle allocation of 2018 Fish and Wildlife Propagation Fund grant funds in the amount of \$7,811.49 to the Lindsay Wildlife Experience for equipment to be used in its triage wildlife hospital.

The Committee approved the recommendation from the Fish & Wildlife Committee for the off-cycle allocation of 2018 Fish and Wildlife Propagation funds in the amount of \$7,811.49 to the Lindsay Wildlife Experience for equipment to be used in its triage wildlife hospital, and directed staff to forward the recommendation to the Board of Supervisors.

AYE: Chair Diane Burgis, Vice Chair Candace Andersen

Passed

7. Staff recommends that the Committee recommend to the Board of Supervisors that the County's PACE program application process be streamlined by reducing County review of PACE program disclosure and financing practices and instead requiring confirmation that the PACE program has an active license to operate from the State Department of Business Oversight and that the PACE program meets the County's indemnification and insurance requirements.

Jason Crapo presented the staff report and recommendation, highlighting that more than 400 PACE loans had been made under the three programs operating in the County unincorporated area for an aggregate amount of approximately \$13 million and an average loan amount of \$33,000.

Chris Peterson and Jonathan Kevles commented on the report.

The Committee approved the staff recommendation that the County's PACE program application process be streamlined by reducing County review of PACE program disclosure and financing practices and instead requiring confirmation that the PACE program has an active license to operate from the State Department of Business Oversight and that the PACE program meets the County's indemnification and insurance requirements.

AYE: Chair Diane Burgis, Vice Chair Candace Andersen

Passed

8. The next meeting is currently scheduled for July 9, 2018.
9. Adjourn

Chair Burgis adjourned the meeting at 1:55 p.m.

For Additional Information Contact:

Julie DiMaggio Enea, Committee Staff
Phone (925) 335-1077, Fax (925) 646-1353
julie.enea@cao.cccounty.us



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

4.

Meeting Date: 09/10/2018

Subject: Small Business Enterprise & Outreach Program and Local Bid Preference Program Reports for Jan-Jun 2018

Submitted For: Brian M. Balbas, Interim Public Works Director/Chief Engineer

Department: Public Works

Referral No.: IOC 18/1; 18/4

Referral Name: Small Business Enterprise and Outreach Programs; Local Bid Preference Program

Presenter: David Gould, Purchasing Services
Manager

Contact: David Gould (925)
313-2151

Referral History:

Contra Costa County values the contributions of small and local businesses 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.

SBE and Outreach Programs. 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 Program's 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 fourteen million dollars (\$14,000,000) or less over the previous three tax years, or a manufacturer with 100 or fewer employees.

Local Bid Preference Program. On August 10, 2004, the Board of Supervisors referred to the Internal Operations Committee (IOC) the creation of a policy to grant a five percent preference to Contra Costa County vendors on all sealed bids or proposals, except with respect to those contracts which state law requires to be granted to the lowest bidder, and review of an ordinance to be drafted by County Counsel to enact this policy. The 2005 IOC proposed a new ordinance to the Board of Supervisors, and the Board adopted the local bid preference ordinance to support

small local business and stimulate the local economy at no additional cost to the County. The ordinance provides that if the low bid in a commodities purchase is not a local vendor, any responsive local vendor who submitted a bid over \$25,000 that was within 5% percent of the lowest bid has the option to submit a new bid. The local vendor will be awarded if the new bid is in an amount less than or equal to the lowest responsive bid, allowing the County to favor the local vendor but not at the expense of obtaining the lowest offered price.

The ordinance defines a local vendor as any business that has its headquarters, distribution point, or locally-owned franchise located within the county for at least six months immediately prior to the issuance of the request for bids, and holds a valid business license by a jurisdiction in Contra Costa County.

Reporting Requirements

It is the responsibility of each department to track and compile the data on purchasing and outreach activities so that a countywide report can be provided to the Board of Supervisors. It is the responsibility of the Purchasing Services Manager to comply with and report on the Local Bid Preference Program. The Board receives reports for six month increments, and the last report received by the Board was for the period ending December 2017. The attached report constitutes the next report due for the time period of January through June 2018.

Since adoption, the IOC has continued to monitor the effects of these programs through annual reports, currently prepared and presented by the Purchasing Services Manager.

Referral Update:

Attached is the SBE, Outreach, and Local Bid Preference Programs report for the period January through June 2018.

Recommendation(s)/Next Step(s):

ACCEPT the Small Business Enterprise, Outreach, and Local Bid Preference Programs Report, reflecting departmental program data for the period January through June 2018.

Fiscal Impact (if any):

None. This is an informational report.

Attachments

SBE, Outreach and Local Bid Programs Report for January-June 2018

SBE, Outreach and Local Bid Programs Report for January-June 2018- - Attachment A

Minutes Attachments

No file(s) attached.



Contra Costa County
Public Works
Department

Brian M. Balbas, Director
Deputy Directors
Stephen Kowalewski, Chief
Mike Carlson
Carrie Ricci
Joe Yee

September 5, 2018

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

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

SUBJECT: Small Business Enterprise, Outreach, and Local Program Report for January-June 2018

RECOMMENDATION:

ACCEPT the SBE, Outreach, and Local Programs Report, reflecting departmental program data for the period: January 1 through June 30, 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 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 Board receives reports for six month increments, and the last report received by the Board was for the period ending December 2017. Attachment A constitutes the report due for the time period of January 1-June 30, 2018.

Summary Findings

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

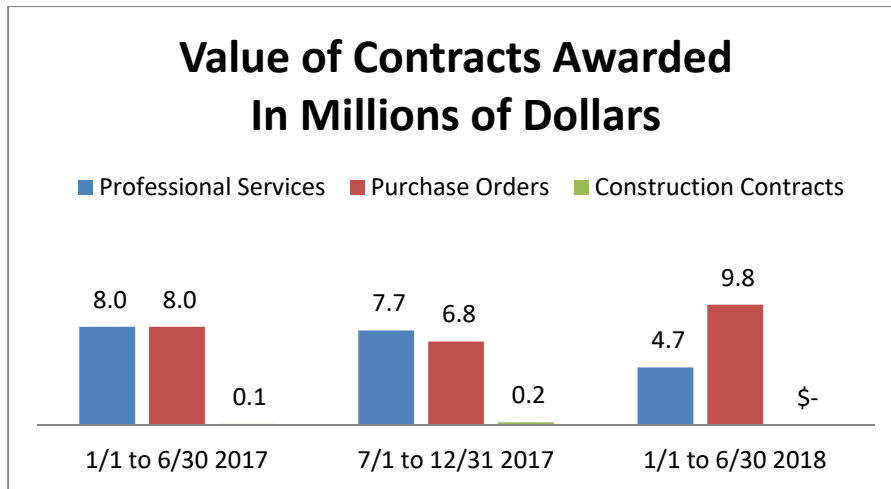
January - June 2018

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	228	123	53.9%	\$12,155,809	\$4,730,577	38.9%
Purchasing Transactions	1570	552	35.2%	\$27,520,175	\$9,812,560	35.7%
Construction Contracts	0	0	0%	\$0	\$0	0%

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 was \$4.7 million for this period compared to \$7.7 million in the previous reporting period. This equates to a respectable 38.9% 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 increased by \$3 million over the previous reporting period. Departments report no construction contracts 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 34 bids totaling \$28,875,577 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, 34 bids were conducted using the BidSync e-outreach site. Notifications were sent to 153,598 businesses of which 44.7% are considered a small, local, or disadvantaged business.

E-Outreach
January 1, 2018 - June 30, 2018

Number of Solicitations	34
Total Notifications	153,598
Dollar Value	\$ 28,875,577

BUSINESS CATEGORY	Notifications	Percentage of Total
MBE - Minority Business Enterprise	12,013	7.8%
WBE - Women Business Enterprise	12,298	8.0%
SBE - Small Business Enterprise	33,382	21.7%
LBE - Local Business Enterprise	378	.25%
DVBE - Disabled Veteran Business Enterprise	81	.05%
DBE - Disadvantaged Business Enterprise	10,559	6.9%
Total	68,711	44.7%

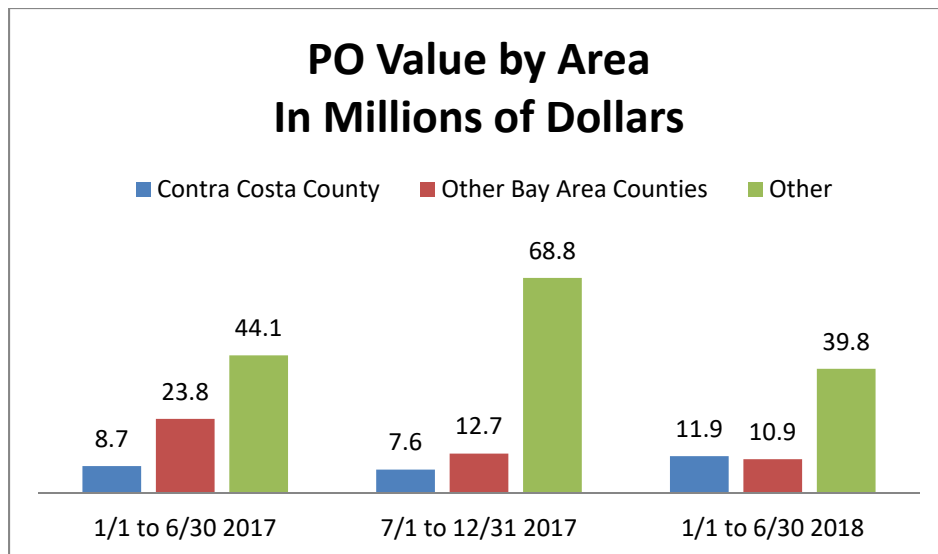
Local Business Preference

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 \$62.5 million. The dollar value awarded to Contra Costa County businesses was \$11.9 million, a \$4.3 million increase from the previous period. The value of awarded to all Bay Area businesses was 36% or \$22.7 million. This represents a significant contribution to the local economy.

Contra Costa County	\$11,853,196	19%
Other Bay Area Counties	\$10,854,109	17%
Other	\$39,774,230	64%
Total	\$62,481,535	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.

ATTACHMENT A
SMALL BUSINESS ENTERPRISE - Program Activity report
January - June 2018

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>
Agriculture						
Professional/Personal services contracts	7	4	57.1%	\$93,545	\$57,663	61.6%
Purchasing Transactions	20	5	25.0%	\$78,301	\$10,023	12.8%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Animal Services						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	33	16	48.5%	\$87,011	\$68,899	79.2%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Assessor						
Professional/Personal services contracts	1	1	100.00%	\$650	\$650	100.0%
Purchasing Transactions	15	3	83.30%	\$90,754	\$16,395	18.1%
Construction contracts	0	0	0	\$0	\$0	0.0%
Auditor-Controller						
Professional/Personal services contracts	1	0	0.0%	\$596	\$0	0.0%
Purchasing Transactions	1	0	0.0%	\$437	\$0	0.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Clerk-Recorder-Elections						
Professional/Personal services contracts	18	7	38.9%	\$174,393	\$117,143	67.2%
Purchasing Transactions	20	9	45.0%	\$93,100	\$50,604	54.4%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Conservation and Development						
Professional/Personal services contracts	9	7	77.8%	\$352,345	\$259,405	73.6%
Purchasing Transactions	8	4	50.0%	\$119,838	\$72,912	60.8%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
County Administrator's Office - Administration						
Professional/Personal services contracts	1	0	0.0%	\$89,250	\$80,000	89.6%
Purchasing Transactions	8	2	25.0%	\$105,735	\$17,012	16.1%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

ATTACHMENT A
SMALL BUSINESS ENTERPRISE - Program Activity report
January - June 2018

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>
County Administrator's Office - Clerk of the Board						
Professional/Personal services contracts	1	1	100.0%	\$51,080	\$51,080	100.0%
Purchasing Transactions	0	0	0.0%	\$0	\$0	0.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
County Administrator's Office - Communications and Media						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	9	4	44.4%	\$36,676	\$54,635	149.0%
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	55	22	40.0%	\$1,038,925	\$562,293	54.1%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Dept. Child Support Services (DCSS)						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	29	11	37.9%	\$231,183	\$69,874	30.2%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
County Counsel						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	5	5	100.0%	\$15,663	\$15,663	100.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
District Attorney						
Professional/Personal services contracts	2	2	100.0%	\$31,000	\$31,000	100.0%
Purchasing Transactions	37	15	40.5%	\$602,195	\$339,920	56.4%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Employment and Human Services						
Professional/Personal services contracts	19	10	52.6%	\$735,479	\$350,976	47.7%
Purchasing Transactions	109	49	45.0%	\$1,060,754	\$473,246	44.6%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

ATTACHMENT A
SMALL BUSINESS ENTERPRISE - Program Activity report
January - June 2018

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>
Fire Protection District						
Professional/Personal services contracts	1	1	100.0%	\$24,999	\$24,999	100.0%
Purchasing Transactions	10	1	10.0%	\$343,017	\$42,982	12.5%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Health Services						
Professional/Personal services contracts	108	60	55.6%	\$5,180,611	\$2,744,310	53.0%
Purchasing Transactions	544	110	20.2%	\$9,757,944	\$1,731,224	17.7%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Human Resources						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	1	1	100.0%	\$9,900	\$9,900	100.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Library						
Professional/Personal services contracts	2	1	50.0%	\$3,921	\$2,000	51.0%
Purchasing Transactions	43	26	60.5%	\$173,574	\$127,532	73.5%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Probation						
Professional/Personal services contracts	21	9	42.9%	\$308,377	\$189,471	61.4%
Purchasing Transactions	44	24	54.5%	\$466,068	\$271,890	58.3%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Public Defender						
Professional/Personal services contracts	5	1	20.0%	\$27,571	\$14,480	52.5%
Purchasing Transactions	4	1	25.0%	\$46,037	\$5,056	11.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Public Works						
Professional/Personal services contracts	18	16	88.9%	\$514,720	\$487,400	94.7%
Purchasing Transactions	379	174	45.9%	\$5,806,141	\$3,089,952	53.2%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

ATTACHMENT A
SMALL BUSINESS ENTERPRISE - Program Activity report
January - June 2018

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>
Office of the Sheriff						
Professional/Personal services contracts	14	3	21.4%	\$4,567,272	\$320,000	7.0%
Purchasing Transactions	176	65	36.9%	\$7,233,870	\$2,761,150	38.2%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Treasurer - Tax Collector						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	16	2	12.5%	\$108,957	\$10,900	10.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Veterans Services Office						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	4	3	75.0%	\$14,095	\$10,498	74.5%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

Total Activity Reported

Professional/Personal services contracts	228	123	53.9%	\$12,155,809	\$4,730,577	38.9%
Purchasing Transactions	1570	552	35.2%	\$27,520,175	\$9,812,560	35.7%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%