



Contra
Costa
County

To: Board of Supervisors
From: INTERNAL OPERATIONS COMMITTEE
Date: September 21, 2021

Subject: Small Business Enterprise & Outreach Program and Local Bid Preference Program Reports for Jul-Dec 2020

RECOMMENDATION(S):

ACCEPT the Small Business Enterprise, Outreach, and Local Bid Programs Report, reflecting departmental program data for the period July 1 through December 31, 2020.

FISCAL IMPACT:

None. This is an informational report.

BACKGROUND:

Contra Costa County values the contributions of small business and has developed programs to assist in soliciting and awarding contracts to the SSE community. The Board of Supervisors adopted these programs to enable small and local businesses to compete for a share of the County's purchasing transactions. The Board's Internal Operations Committee monitors the County's performance through semiannual reporting. The IOC received this report at its regular meeting on September 13, 2021.

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 (SSE) Program applies to: (1) County-funded construction contracts of \$100,000 or less; (2) purchasing transactions

☒ APPROVE

☐ OTHER

☐ RECOMMENDATION OF CNTY
ADMINISTRATOR

☒ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/21/2021** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Diane Burgis, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 21, 2021

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: Stacey M. Boyd, Deputy

Contact: Cindy Shehorn (925)
957-2491

cc:

of \$100,000 or less; and (3) professional/personal service contracts of \$100,000 or less.

BACKGROUND: (CONT'D)

The objective of the program is to award at least 50% or more of the total eligible dollar base amounts 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;
- The principal office of which is located in California, the officers of which are domiciled in California, and which together with affiliates, has 100 or fewer employees;
- And have 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 County department to track and compile the data on these purchasing activities so a countywide report can be provided to the Board of Supervisors.

The Internal Operations Committee has responsibility for evaluating the semi-annual reports and making recommendations to the Board on program policies and reporting. The Board receives reports in six-month increments, with the last report submitted to the Board for the period ending June 2020. Attachment A constitutes the report due for the time period of July 1 - December 31, 2020. The table below summarizes the attached department activity on a countywide basis.

July – December 2020

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	391	152	38.9%	\$76,013,460	\$6,217,403	8.2%
Purchasing Transactions	1,008	293	29.1%	\$20,008,707	\$5,342,257	26.7%
Construction Contracts	0	0	0%	\$0	\$0	0%

Time Period	Professional Services	Purchase Orders	Construction Contracts
1/1 to 6/30 2019	\$6.2	\$8.2	\$-
7/1 to 12/30 2019	\$7.6	\$5.9	\$-
1/1 to 6/30 2020	\$5.9	\$6.3	\$-
7/1 to 12/31 2020	\$6.2	\$5.3	\$-

It is worth noting that the SBE participation goals of surrounding agencies are typically in the 20-25% range. By that measure, Contra Costa County's reported activity is below that threshold for professional/personal services, and above that range for purchasing transactions. The following departments are commended for achieving 50% or more program compliance this reporting period:

- Of particular note, the following Departments are to be commended for achieving a 100% award rate for qualifying professional services contracts: Clerk of the Board and District Attorney.

Department/Activity	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
Clerk Recorder - Elections						
Professional/Personal Services	14	5	35.7%	\$230,398	\$164,711	71.5%
Purchasing Transactions	31	13	41.9%	\$385,285	\$260,173	67.5%
Conservation and Development						

Professional/Personal Services	8	6	75%	\$310,945	\$190,945	61.4%
County Administrator - Clerk of the Board						
Professional/Personal Services	2	2	100%	\$146,080	\$146,080	100%
District Attorney						
Professional/Personal Services	1	1	100%	\$88,943	\$88,943	100%
Probation						
Professional/Personal Services	37	14	37.8%	\$314,407	\$158,137	50.3%
Agriculture						
Purchasing Transactions	10	5	50%	\$133	\$80	60.2%
County Counsel						
Purchasing Transactions	1	1	100%	\$5,902	\$5,902	100%
Treasurer – Tax Collector						
Purchasing Transactions	13	4	30.8%	\$125,321	\$71,025	56.7%

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 greater than \$10,000 to be solicited online. For this period, there were 27 bids totaling \$12,771,923 that fell within the parameters of the program.

The data specific to electronic solicitations is developed and provided by the Purchasing Division of the Public Works Department, and reflects outreach to small, women-owned, minority-owned, local, disabled veteran-owned, and disadvantaged business enterprises. During this reporting period, 27 bids were conducted using the BidSync e-outreach site. Notifications were sent to 121,984 businesses, of which 30.4% are considered a small, local, or disadvantaged business enterprises.

E-Outreach July 1, 2020 – December 31, 2020

Number of Solicitations	27
Total Notifications	121,984
Dollar Value	\$12,771,923

BUSINESS CATEGORY	Notifications	Percentage of Total
MBE - Minority Business Enterprise	7,084	6.2%
WBE - Women Business Enterprise	6,424	5.3%
SBE - Small Business Enterprise	20,369	14.5%
LBE - Local Business Enterprise	1,140	0.7%
DVBE - Disabled Veteran Business Enterprise	116	0.1%
DBE – Disadvantaged Business Enterprise	6,083	3.6%
Total	41,216	30.4%

Local Business Preference

For opportunities exceeding \$25,000, the Local Business Preference Program allows for local businesses to submit a new offer if within 5% of the lowest bidder. There were no instances of the Bid Preference utilized in this reporting period.

Dollar Value Awarded to Local and Bay Area Businesses

The dollar value of Purchase Orders issued for the period was \$20,008,707. The dollar value awarded to Contra Costa County businesses was \$3.6 million. The value awarded to other Bay Area businesses was 23.1% or \$4.6 million. This represents Contra Costa County's contribution to the local economy.

Contra Costa County	\$3,683,089	18.4%
Other Bay Area Counties	\$4,631,222	23.1%
Other	\$11,694,396	58.5%
Total	\$20,008,707	100%

Conclusion

The County has demonstrated continued commitment to achieving the 50% goal for participation by SBE firms in contract and purchasing activities. While the data for some departments is below this threshold, departments are showing interest in increasing the percentage of awarded contracts. Instruction is being provided on the search features of the purchasing system, to assist in identifying businesses in the small, local, women, minority, veteran and disadvantaged business categories

ATTACHMENTS

SBE Report July - December 2020 Attachment A