



Contra
Costa
County

To: Board of Supervisors
From: INTERNAL OPERATIONS COMMITTEE
Date: April 26, 2022

Subject: Small Business Enterprise, Outreach, and Local Program Report for the Period July through December 2021

RECOMMENDATION(S):

RECEIVE the Small Business Enterprise, Outreach, and Local Bid Preference Programs Report, reflecting departmental program data for the period July 1 through December 31, 2021.

FISCAL IMPACT:

No fiscal impact. Informational report only.

BACKGROUND:

Contra Costa County values the contributions of small business and developed programs to assist in soliciting and awarding contracts to the SBE 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 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.

☒ APPROVE

☐ OTHER

☐ RECOMMENDATION OF CNTY
ADMINISTRATOR

☒ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **04/26/2022** ☒ 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: April 26, 2022

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

By: Antonia Welty, Deputy

Contact: Cynthia Shehorn,
925-957-2495

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;
- 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.

BACKGROUND: (CONT'D)

Reporting Requirements

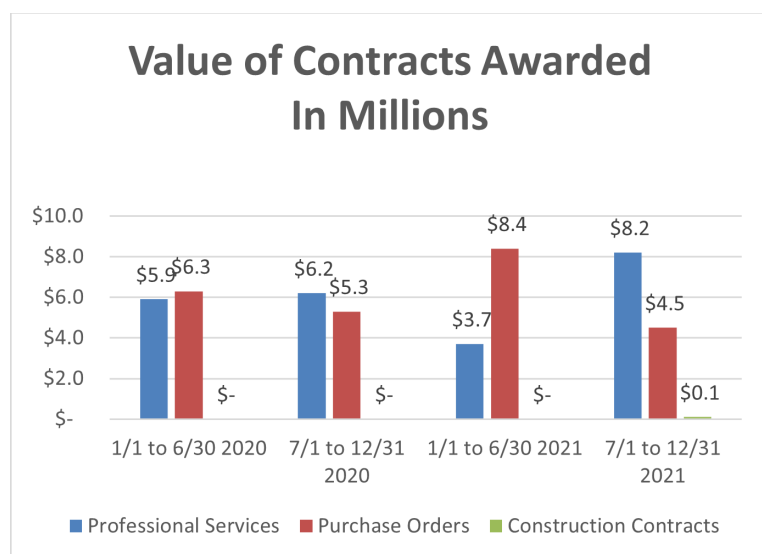
It is the responsibility of each County department to track and compile the data for purchasing activities in order to provide a countywide report to the Board of Supervisors.

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 2021. Attachment A constitutes the report due for the period of July 1 – December 31, 2021.

Summary Findings

The following table summarizes the attached department activity on a countywide basis. July – December 2021

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	334	149	44.6%	\$17,800,759	\$8,255,123	46.4%
Purchasing Transactions	1021	313	30.7%	21,848,734	\$4,629,503	21.2%
Construction Contracts	3	3	100%	\$150,000	\$150,000	100%



While the County did not achieve the 50% goal, this information shows the County directed more than \$12.8 million in qualifying transactions to SBE firms during the six-month

reporting period, achieving a 46.4% award rate for professional/personal services transactions and a 21.2% award rate for purchasing transactions. There were 3 construction contracts reported in this period.

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 above that threshold for professional/personal services, and within the range for purchasing transactions. The following departments are to be commended for achieving 50% or more program compliance this reporting period:

- Professional/Personal Services: Animal Services, Clerk of the Board, Fire Protection District, and Public Works
- Purchases: Agriculture, Clerk of the Board, Communications Media, County Counsel, and Treasurer – Tax Collector

Of particular note, Clerk of the Board, and the Fire Protection District are to be commended for achieving a 100% award rate for qualifying professional services contracts. Clerk of the Board is also commended for achieving a 100% award rate for qualifying purchasing transactions. Public Works is commended for achieving a 100% award rate for construction contracts.

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
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Professional/Personal Svcs

Animal Services	23	18	78.3%	\$745,260	\$525,152	70.5%
Clerk of the Board	2	2	100.0%	\$131,080	\$131,080	100.0%
Fire Protection District	1	1	100.0%	\$44,000	\$44,000	100.0%
Public Works	7	3	42.9%	\$149,300	\$129,700	86.9%

Purchasing Transactions

Agriculture	4	2	50.0%	\$37,449	\$26,449	70.6%
Clerk of the Board	2	2	100.0%	\$6,160	\$6,160	100.0%
Communications Media	4	2	50.0%	\$53,443	\$32,817	61.4%
County Counsel	5	2	40.0%	\$110,908	\$69,206	62.4%
Treasurer-Tax Collector	15	3	20.0%	\$127,036	\$63,543	50.0%

Construction Contracts

Public Works	3	3	100.0%	\$150,000	\$150,000	100.0%
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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 34 bids totaling \$20,072,078 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, 34 bids were conducted using the BidSync e-outreach site. Notifications were sent to 267,328 businesses, of which 31.6% are considered small, local, or disadvantaged business enterprises.

E-Outreach July 1, 2021 – December 31, 2021

Number of Solicitations	34
Total Notifications	267,328
Dollar Value	\$20,072,078

<u>BUSINESS CATEGORY</u>	<u>Notifications</u>	<u>Percentage of Total</u>
MBE - Minority Business Enterprise	14,683	5.5%
WBE - Women Business Enterprise	13,083	4.9%
SBE - Small Business Enterprise	42,256	16.9%
LBE - Local Business Enterprise	1,787	0.6%
DVBE - Disabled Veteran Business Enterprise	329	0.1%
DBE – Disadvantaged Business Enterprise	<u>9,502</u>	<u>3.6%</u>

Total

86,640

31.6%

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 \$21,848,734. The dollar value awarded to Contra Costa County businesses was 13.1% or \$2.8 million. The value awarded to other Bay Area businesses was 15.1% or \$3.3 million. This represents Contra Costa County's contribution to the local economy.

Contra Costa County	\$2,863,261	13.1%
Other Bay Area Counties	\$3,307,198	15.1%
Other	<u>\$15,678,275</u>	<u>71.8%</u>
Total	\$21,848,734	100.0%

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 some 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