



**Contra  
Costa  
County**

To: Board of Supervisors  
From: INTERNAL OPERATIONS COMMITTEE  
Date: October 25, 2022

Subject: Small Business Enterprise, Outreach, and Local Program Report for January through June 2022

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### **RECOMMENDATION(S):**

ACCEPT the Small Business Enterprise, Outreach, and Local Bid Preference Programs Report, reflecting departmental program data for the period January 1 through June 30, 2022.

### **FISCAL IMPACT:**

No fiscal impact. Informational report only.

### **BACKGROUND:**

The Internal Operations Committee, on October 17, 2022, received the report below prepared by the Purchasing Services Manager, who also highlighted the following actions initiated by Purchasing to help improve outcomes:

- Purchasing developed a list of active small businesses listed in the Purchasing Portal, the commodities they offer, contact information and business location.
- Purchasing worked with the County's Equal Employment Opportunity Officer Antoine Wilson to update purchasing forms and the County website with current program information, and supports Mr. Wilson at meetings with County departments and outside agencies.

☒ APPROVE

☐ OTHER

☐ RECOMMENDATION OF CNTY

☒ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

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Action of Board On: **10/25/2022** ☒ 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: October 25, 2022

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

By: Antonia Welty, Deputy

Contact: Cynthia Shehorn,  
925-957-2495

cc:

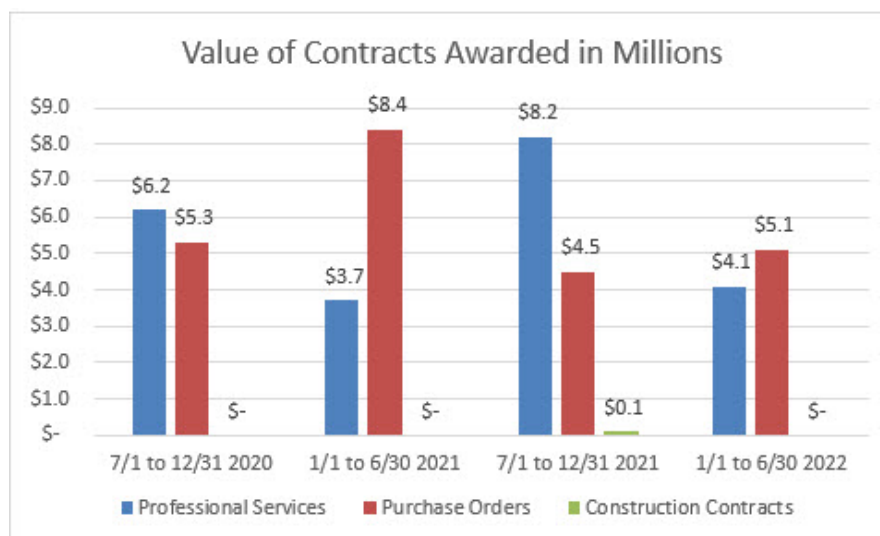
- Purchasing worked with Economic Development Liaison George Carter to discuss with local businesses and chambers of commerce how to best do business with the County.

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

## BACKGROUND: (CONT'D)

January – June 2022

<b>ACTIVITY TYPE:</b>	<b>Total # of ALL Contracts</b>	<b>Total # of SBE Contracts</b>	<b>SBE Percent of Total</b>	<b>Total Dollar Value of ALL Contracts</b>	<b>Total Dollar Value of SBE Contracts</b>	<b>SBE Percent of Total</b>
Professional/Personal Services	207	85	41.1%	\$14,801,053	\$4,184,261	28.3%
Purchasing Transactions	1026	321	31.3%	\$14,751,088	\$5,102,177	34.6%
Construction Contracts	0	0	0.0%	0	0	0.0%



IOC Chair Burgis asked staff to expand the preceding history graph to include pre-COVID purchasing experience and then share it with the County's economist for comment at the annual Board retreat.

While the County did not achieve the 50% goal, this information shows the County directed more than \$9.2 million in qualifying transactions to SBE firms during the six-month reporting period, achieving a 28.3% award rate for professional/personal services transactions and a 34.6% award rate for purchasing transactions. There were no 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 just above

that threshold for professional/personal services, and well above 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:** Clerk of the Board, Dept of Child Support Services, District Attorney, Health Services, Library Administration and Public Works
- **Purchasing Transactions:** Conservation & Development, Communications Media, District Attorney, Probation, Public Defender, Public Works, Treasurer – Tax Collector, and Veteran Services

Of particular note, the District Attorney is to be commended for achieving a 100% award rate for qualifying professional services 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
<b>Professional/Personal Svcs</b>						
Clerk of the Board	2	1	50%	\$215,000	\$135,000	62.8%
Dept of Child Support Svcs	2	1	50%	\$153,163	\$99,999	65.3%
District Attorney	1	1	100%	\$35,000	\$35,000	100%
Health Services	108	53	49.1%	\$5,725,317	\$3,043,003	53.1%
Library Administration	7	6	85.7%	\$143,100	\$132,600	92.7%
Public Works	4	2	50%	\$109,700	\$103,200	94.1%
<b>Purchasing Transactions</b>						
Conservation & Development	7	6	85.7%	\$212,761	\$206,761	97.2%
Communications Media	10	5	50%	\$73,505	\$54,137	73.7%
District Attorney	24	13	54.2%	\$278,748	\$218,132	78.3%
Probation	35	17	48.6%	\$217,838	\$173,943	79.8%
Public Defender	8	4	50%	\$90,219	\$61,425	68.1%
Public Works	147	76	51.7%	\$3,222,493	\$1,672,649	51.9%
Treasurer-Tax Collector	10	3	30%	\$45,020	\$25,572	56.8%
Veteran Services	9	2	22.2%	\$48,920	\$39,444	80.6%

### 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 46 bids totaling \$27,293,989 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, 46 bids were conducted using the BidSync e-outreach site. Notifications were sent to 626,459 businesses, of which 14.07% are considered small, local, or disadvantaged business enterprises.

#### E-Outreach January 1, – June 30, 2022

Number of Solicitations	46
Total Notifications	626,459
Dollar Value	\$27,293,989

<b>BUSINESS CATEGORY</b>	<b>Notifications</b>	<b>Percentage of Total</b>
MBE - Minority Business Enterprise	15,102	2.40%
WBE - Women Business Enterprise	13,555	2.10%
SBE - Small Business Enterprise	48,002	7.70%
LBE - Local Business Enterprise	2,066	0.30%
DVBE - Disabled Veteran Business Enterprise	430	0.07%
DBE – Disadvantaged Business Enterprise	<u>9,125</u>	<u>1.50%</u>
<b>Total</b>	88,280	14.07%

#### 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 \$20,558,730. The dollar value awarded to Contra Costa County businesses was 17.25% or \$3.5 million. The value awarded to other Bay Area businesses was 15.62% or \$3.2 million. This represents Contra Costa County's contribution to the local economy.

Contra Costa County	\$3,542,835	17.25%
Other Bay Area Counties	\$3,219,407	15.62%
Other	<u>\$13,796,488</u>	<u>67.13%</u>
<b>Total</b>	\$20,558,730	100.00%

#### 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.

#### ATTACHMENTS

Attachment A: SBE, Outreach and Local Bid Preference Rpt Jan -Jun 2022

