



Contra
Costa
County

To: Board of Supervisors
From: INTERNAL OPERATIONS COMMITTEE
Date: January 10, 2012

Subject: 2010 AND 2011 SEMI-ANNUAL REPORTS ON THE SMALL BUSINESS ENTERPRISE AND
OUTREACH PROGRAMS

RECOMMENDATION(S):

ACCEPT the 2010 and 2011 semi-annual Small Business Enterprise and Outreach Program reports compiled by the Interim-Affirmative Action Officer.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

On December 13, 1999, the Board of Supervisors approved the Small Business Enterprise (SBE) Program for the purpose of providing small businesses a fair share of County business. The program covers construction contracts of \$25,000 or less, and purchasing and professional/personal services contracts of \$50,000 or less. For those contracts and transactions that are not exempt from the program, 50% of the dollar amount will be awarded to small businesses, as defined in the program. The Board directed the County Administrator to work with County departments to implement the program and referred the program to the Internal Operations Committee (IOC) for continuing policy oversight and development of recommendations for program changes, if warranted. For example, at the IOC's recommendation, the Board of Supervisors in 2006 exempted certain limited

☒ APPROVE

☐ OTHER

☐ RECOMMENDATION OF CNTY ADMINISTRATOR

☒ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **01/10/2012** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I
Supervisor
Mary N. Piepho, District III
Supervisor
Karen Mitchoff, District IV
Supervisor
Federal D. Glover, District V
Supervisor

ABSENT: Gayle B. Uilkema, District II
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: January 10, 2012

David Twa, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Deborah Preston,
925-335-1754

cc:

categories

BACKGROUND: (CONT'D)

of purchases and services in which departments could not achieve SBE Program goals due to the specialized nature of the transactions and the limited number of providers of those goods and services.

The Outreach Program was adopted by the Board of Supervisors in August 1998 to promote broad outreach to all businesses, currently including MBE, WBE, DVBE, SBE, LBE, and other businesses. It currently applies to professional/personal service contracts in the amount of \$2,500 or more, purchasing contracts in the amount of \$10,000 or more, and construction contracts in the amount of \$100,000 or more.

The IOC has provided policy oversight on the programs since their inception, including surveying County departments on the implementation of the SBE and Outreach Programs and overseeing the progression to electronic web-based outreach. We find that most County departments are actively participating in the programs and meeting program goals. The Affirmative Action Officer monitors performance quarterly and updates the IOC semi-annually. The Affirmative Action Office sends letters to those departments not fully complying with the programs or meeting program objectives, and follows up through the IOC with reports of any problems or recommendations for program modification. If necessary, the IOC may request a department to submit an explanation for any lack of participation in the programs.

On December 12, 2011, the IOC accepted the attached report from the Interim Affirmative Action Officer and directed staff to forward the report to the full Board of Supervisors for review and approval.

CONSEQUENCE OF NEGATIVE ACTION:

The reports will not be accepted by the Board of Supervisors.

CHILDREN'S IMPACT STATEMENT:

No impact.

ATTACHMENTS

2010/2011 Semi-Annual Small Business Enterprise and Outreach Program Report