

**ALAMEDA COUNTY  
BOARD OF SUPERVISORS'  
PROCUREMENT AND CONTRACTING POLICY COMMITTEE**

**Monday, July 19, 2021  
2:30 p.m.**

**Supervisor Nate Miley, Chair  
Supervisor David Haubert**

Location: **Board of Supervisors' Chamber  
Room 512 – 5th Floor**  
County Administration Building  
1221 Oak Street, Oakland, CA 94612

**Summary Action Minutes**

**I. Discussion of SLEB Program Reimagined/Reengineered**

[Attachment](#)

County Administrator, General Services Agency, and Auditor/Controller and Clerk Recorder

Melissa Wilk reviewed the proposed options to enhance Small Local Business (SLB) programs, policies, and practices for goods and services contracts.

Supervisor Miley asked what County Agency will have responsibility for these matters. He asked County Counsel if this will get implemented through resolution, ordinance, or policy.

Melissa Wilk replied that she will work collaboratively with other departments to implement the Small Local Business program.

Andrea Weddle replied that implementation will include various methods such as posting material on the website; reviewing the legality of the proposed options; or amending existing codes.

Supervisor Haubert asked if the proposed enhancements to the Small Local Business program is model after another program, and he asked if there are metrics to measure success.

Melissa Wilk replied that community member experts provided information on best practices. The best practices are based on what other agencies use and receiving feedback from these agencies, business owners, and community members. As the County moves forward with the proposed enhancements, they will implement metrics to measure success.

**II. CARES Act Contracting Report**

[Attachment](#)

County Administrator

Pat O'Connell reported on the CARES expenses for goods and services from March 1, 2020, to June 30, 2021. The expenses were incurred in conjunction with the County's response to mitigate the impacts of COVID-19. California's Governor declared a state of emergency on March 4, 2020, and the County's Health Officer also declared a local health emergency.

The County's total expenses between March 1, 2020, to June 30, 2021, was \$226,717,925; 75% was used with local businesses; and 24.6% was used with non-local firms. Total MWBE/SLEB funds was \$80,193,555.

Supervisor Miley asked what the typical SLEB goal is. Pat O'Connell replied that contracts under \$25,000 the County tries to use SLEB and for contracts with bids, the County tries to use 20% SLEB.

### **III. MICRO BUSINESS ENTERPRISE PROGRAM (Sheltered Bidding)**

General Services Agency

Detra Dillion reported on the micro business enterprise program. The Federal government has a sealed bid threshold of \$250,000 and they allow Cities and Counties to be more restrictive. The County has chosen to be more restrictive with a formal bid threshold of \$100,000. If County departments can find a local vendor the bid threshold will increase to \$250,000; otherwise, the threshold will be \$100,000 for non-local vendors. This program will allow an informal bid process for local vendors, which is a shorter process.

### **IV. General Services Agency Contracting and Outreach Quarterly Report**

[Attachment](#)

General Services Agency

Detra Dillion reported on GSA's contracting and outreach quarterly report for the period from April 1, 2021, to June 30, 2021. GSA conducted five formal bid processes for goods and services, which resulted in the award of 11 contracts. There were four SLEB contracts totaling \$1,215,480; three local (non-certified) contracts totaling \$324,000; and four non-local contracts totaling \$1,304,617. There were no Professional Services contracts or Architecture and Engineering contracts awarded for this reporting period. There was one Construction contract awarded for this period totaling \$6,550,000.

There were seven Job Order Contracts. She reviewed the Job Order Contracts distribution between local, small, minority, and female businesses.

GSA processed 238 requests for Sole Sources and Piggyback with a total amount of \$37,778,828. Of the 238 requests, 199 contracts were Sole Source procurements totaling \$21,148,148 and 29 contracts were Piggyback procurements totaling \$16,630,681.

There were 548 SLEB waiver requests that were approved that totaled \$224,183,306; 273 waivers were over \$25,000 with a total amount of \$220,322,342; and 275 waivers were under \$25,000 with a total amount of \$3,860,964.

There were 12 bid conferences for goods and services; six ECOP and JOC bid conferences; and GSA had 12 purchasing vendor outreach events.

**V. Public Works Agency Construction, Workforce and Outreach Report**

[Attachment](#)

Public Works Agency

Daniel Woldesenbet reviewed the Public Works Agency construction, workforce, and outreach report for the fourth quarter of 2021. Public works administered two participation programs: Construction Compliance Program and Federal Disadvantage Business Enterprise Program.

Public Works Agency awarded \$15,813,846 in total projects with disbursements of \$1,079,088 to MBE's and WBE's, and \$447,434 to DBE's.

From July 1, 2020, to September 30, 2020, one construction contract was awarded for a total of \$174,500. From October 1, 2020, to December 31, 2020, one construction contract was awarded for a total of \$5,018,548.

Public Works has two outreach programs: Building Opportunities for Business and project specific outreach.

**PUBLIC COMMENT**

None