

## **Contra Costa County Purchasing Outreach Program**

This program applies to all purchasing contracts for goods or supplies, including purchase orders and installment or term contracts. Purchasing contracts include all procurement that the County Purchasing Manager/Agent (or other department or special district with direct contracting authority) is authorized to make.

This program shall apply to all purchasing contracts that exceed \$10,000. The following are exempt from this program: sole source purchasing contracts, as determined by the Purchasing Manager/Agent and reviewed by the Contract Compliance Officer and the County Administrator; emergencies, as defined in Ordinance Code Section 1108-2.206(c); and unique circumstances where the County Administrator determines that an exception is necessary.

### **Outreach**

- a. For each purchasing contract covered by this program, the Purchasing Manager/Agent, who is responsible for determining available vendors and soliciting their quotations, shall solicit quotations from a broad range of vendors, 50% of which should be certified MBEs, WBEs, SBEs, or LBEs.
- b. For any procurement for which no MBE, WBE, SBE, or LBE vendors have been identified, the Purchasing Manager/Agent shall immediately contact the Affirmative Action Office or one of the following acceptable certifying agencies for assistance:
  - (1) City of Oakland  
Office of Public Works  
One City Hall Plaza  
Oakland, CA 94612  
(510) 238-3970  
(510) 238-2233/fax

(2) Metropolitan Transportation Commission  
Regional Transit Coordinating Council

Golden Gate Bridge, Highway and Transportation District,  
Chair

1011 Andersen Drive #108  
San Rafael, CA 94901-5381  
(415) 257-4536  
(415) 257-4555/fax  
Cgonzale@ggbhtd.dst.ca.us

Includes listings for the following agencies—

Alameda Contra Costa Transit District (AC Transit)

(510) 577-8812  
(510) 577-8839/fax  
Sandy@pacbell.net

Bay Area Rapid Transit District (BART)

(510) 464-6610  
(510) 464-7587/fax  
Jmackl@bart.dst.ca.us

Central Contra Costa Transit Authority (CCCTA or County Connection)

(510) 676-1976 x223  
(510) 686-2630/fax

Metropolitan Transportation Commission

(510) 464-7750  
(510) 464-7848/fax  
Jmiyaz@mtc.dst.ca.us

San Mateo County Transit District (Samtrans)

(415) 508-6417  
(415) 508-6415/fax

San Francisco Public Transportation

(415) 923-6139  
(415) 923-6137  
(415) 923-6180/fax

Santa Clara Valley Transportation Authority

(408) 321-5606  
(408) 955-0892/fax  
Andy.flores@vta.org

- (3) San Francisco Human Rights Commission  
25 Van Ness Avenue, Suite 800  
San Francisco, CA 94102-6033  
(415) 252-2500  
(415) 431-5764/fax
- (4) State of California Department of Transportation  
Division of Civil Rights  
1120 N Street, Room 2445  
Sacramento, CA 95814  
(916) 654-7048  
[Http://www.dot.ca.gov/hq/bep/](http://www.dot.ca.gov/hq/bep/)
- (5) Port of Oakland  
530 Water Street  
Oakland, CA 94607  
(510) 272-1390  
(510) 272-1172/fax
- (6) Los Angeles Transportation Commission  
Contract Compliance  
818 West 7<sup>th</sup> Street, 4<sup>th</sup> Floor  
Los Angeles, CA 90017
- (7) U.S. Small Business Administration  
Regional Office  
71 Stevenson Street, 20<sup>th</sup> Floor  
San Francisco, CA 94105-2939  
(415) 744-6808

### **Award of Purchasing Contracts**

When a purchasing contract is to be awarded, it shall be awarded in accordance with all applicable statutes, ordinances, and other County and/or state requirements.

### **Reporting**

For all purchasing contracts covered by this program, the Contract Compliance Officer shall submit periodic reports to the Board of Supervisors. The reports shall include the total number of purchasing contracts by the Purchasing Manager/Agent (or other department or special district with direct contracting authority) and the number and dollar value of all contracts, including those contracts given to identified MBE, WBE, SBE, and LBE vendors.

## **Contra Costa County Professional/Personal Services Outreach Program**

This program applies to all service contracts, both formal and informal, including purchase orders for services. The following are exempt from this program: contracts less than \$2,500; emergencies, as defined in Ordinance Code Section 1108-2.206(c); special expert services (criminal investigation, prosecution, etc.) pursuant to Ordinance Code Section 1108-2.214(b)(3); and unique circumstances where the County Administrator determines that an exception is necessary.

### **Outreach—Informal Contracts**

When a request for services is made informally (i.e., not with a request for proposals, request for quotation, or statement of qualifications), it is the department's responsibility to solicit consultants/service providers and to award the contract in a manner that is consistent with this program.

### **Outreach by Consultant—Formal Contracts**

When a request for services is made formally (i.e., with a request for proposals, request for quotation, or statement of qualifications), consultants/service providers are encouraged to make the following outreach efforts:

- a. Contact the following acceptable certifying agencies for listings of MBEs, WBEs, SBEs, and LBEs:
  - (1) City of Oakland  
Office of Public Works  
One City Hall Plaza  
Oakland, CA 94612  
(510) 238-3970  
(510) 238-2233/fax

- (2) Metropolitan Transportation Commission  
Regional Transit Coordinating Council

**Golden Gate Bridge, Highway and Transportation District,  
Chair**

1011 Andersen Drive #108  
San Rafael, CA 94901-5381  
(415) 257-4536  
(415) 257-4555/fax  
Cgonzale@ggbhtd.dst.ca.us

Includes listings for the following agencies—

**Alameda Contra Costa Transit District (AC Transit)**

(510) 577-8812  
(510) 577-8839/fax  
Sandy@pacbell.net

**Bay Area Rapid Transit District (BART)**

(510) 464-6610  
(510) 464-7587/fax  
Jmackl@bart.dst.ca.us

**Central Contra Costa Transit Authority (CCCTA or County Connection)**

(510) 676-1976 x223  
(510) 686-2630/fax

**Metropolitan Transportation Commission**

(510) 464-7750  
(510) 464-7848/fax  
Jmiyaz@mtc.dst.ca.us

**San Mateo County Transit District (Samtrans)**

(415) 508-6417  
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**San Francisco Public Transportation**

(415) 923-6139  
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Santa Clara Valley Transportation Authority  
(408) 321-5606  
(408) 955-0892/fax  
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- (3) San Francisco Human Rights Commission  
25 Van Ness Avenue, Suite 800  
San Francisco, CA 94102-6033  
(415) 252-2500  
(415) 431-5764/fax
- (4) State of California Department of Transportation  
Division of Civil Rights  
1120 N Street, Room 2445  
Sacramento, CA 95814  
(916) 654-7048  
[Http://www.dot.ca.gov/hq/bep/](http://www.dot.ca.gov/hq/bep/)
- (5) Port of Oakland  
530 Water Street  
Oakland, CA 94607  
(510) 272-1390  
(510) 272-1172/fax
- (6) Los Angeles Transportation Commission  
Contract Compliance  
818 West 7<sup>th</sup> Street, 4<sup>th</sup> Floor  
Los Angeles, CA 90017
- (7) U.S. Small Business Administration  
Regional Office  
71 Stevenson Street, 20<sup>th</sup> Floor  
San Francisco, CA 94105-2939  
(415) 744-6808

- b. Request assistance in identifying and notifying MBEs, WBEs, SBEs, and LBEs from community organizations; consultant groups; local, state, or federal business assistance offices; and/or other agencies or organizations that provide assistance in the recruitment and placement of MBEs, WBEs, SBEs, and LBEs.
- c. Conduct broad-based outreach to potential subconsultants, including MBEs, WBEs, SBEs, and LBEs, by notifying those firms of the project (via fax, newspaper advertisements, etc.),



by providing project information (proposal due date, description of the project, and other pertinent information), and by inviting quotations from all interested firms.

### **Outreach by Department—Formal Contracts**

Departments are responsible for the following outreach efforts:

- a. Provide pre-solicitation meetings and identify items of work to be performed by the consultant/service provider, including licenses and bonding requirements.
- b. Advertise projects in daily or weekly newspapers or other media, including minority and women publications or other media. The advertisement(s) should state the following at a minimum:
  - (1) Proposal due date;
  - (2) Description of the entire project;
  - (3) Items of work to be performed in the project;
  - (4) Bonding requirements and other special license requirements; and
  - (5) Other pertinent information.
- c. Maintain a list of certified MBEs, WBEs, and SBEs by using the Caltrans directory, the County directory, and the directories of other certifying agencies acceptable to the County.
- d. Annually and upon request, revise the list of MBE, WBE, and SBE consultants/service providers maintained by the department to include updated information from the Caltrans directory, the County directory, and the directories of other certifying agencies acceptable to the County.
- e. Continue to submit to the Contract Compliance Officer, upon request, documentation on projects.
- f. Review the feasibility of identifying contracts that would allow for the selection of a pool of consultants/service providers to receive contract awards on a rotational basis. The pool of consultants/service providers would include MBEs, WBEs, SBEs, and LBEs.

### **Verification of Performance**

Upon completion of services, the consultant/service provider shall submit a completed "Verification of Performance" form for each identified first tier subconsultant utilized by the consultant/service provider in connection with the project. Where possible, the form shall be signed by the subconsultant and shall identify the item(s) of work performed and the actual dollar amount received

or to be received. Consultants/service providers should submit the forms to the department, which shall forward copies of the completed forms to the Contract Compliance Officer prior to final payment for work done.