



# Contra Costa County Public Works Department

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December 9, 2024

**TO:** **Equity Committee**  
Supervisor Federal D. Glover, District V, Chair  
Supervisor John Gioia, District I, Vice Chair

**FROM:** Cynthia Shehorn, Procurement Services Manager

**SUBJECT:** **Small Business Enterprise and Local Business Preference  
Program Report - January through June 2024**

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**RECOMMENDATION:**

**ACCEPT the Small Business Enterprise and Local Business Preference Program Report, reflecting departmental program data for the period: January 1 through June 30, 2024**

**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 \$200,000 or less; (2) purchasing transactions of \$200,000 or less; and (3) professional/personal service contracts of \$200,000 or less. In November 2023, the Board of Supervisors approved increasing the threshold for the three categories to \$200,000 and that information is reflected in this report.

The following businesses are included under the SBE Program:

- Disabled Veteran Business Enterprise
- Disadvantaged Business Enterprise
- Local Business Enterprise
- Women Business Enterprise
- Minority Business Enterprise
- Small Business Enterprise

**Reporting Requirements**

It is the responsibility of each County department to track and compile the data for

purchasing activities to provide a countywide report to the Board of Supervisors.

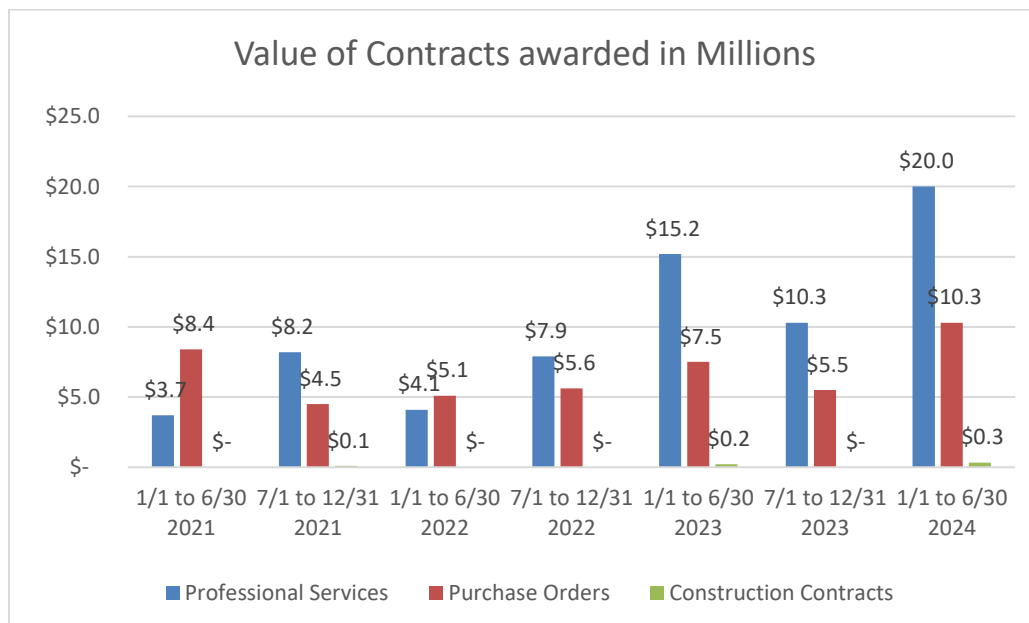
The Equity Committee has responsibility for evaluating the semi-annual reports and making recommendations to the Board regarding program policies and reporting. The Board receives reports in six-month increments, with the last report submitted to the Board for the period ending December 2023. Attachment A constitutes the report due for the period of January 1 – June 30, 2024.

### Summary Findings

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

#### January – June 2024

| <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 | 343                             | 212                             | 61.8%                       | \$31,234,380                               | \$20,068,246                               | 64.3%                       |
| Purchasing Transactions        | 815                             | 382                             | 46.9%                       | \$20,834,531                               | \$10,327,417                               | 49.6%                       |
| Construction Contracts         | 3                               | 2                               | 66.7%                       | \$528,400                                  | \$328,000                                  | 62.1%                       |



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The table below reflects the purchasing spend by SBE designation:

| MINORITY BREAKDOWN BY DESIGNATION                |       | 43%                | 37%                | 9%                    | 7%            | 3%       | 1%       |           |  |     |
|--------------------------------------------------|-------|--------------------|--------------------|-----------------------|---------------|----------|----------|-----------|--|-----|
|                                                  | TOTAL | LBE                | SBE                | MBE                   | WBE           | DBE      | DVBE     |           |  |     |
| PURCHASE ORDERS OR CONTRACTS WITH 1 DESIGNATION  | 298   | 129                | 111                | 26                    | 22            | 7        | 3        |           |  | 298 |
|                                                  |       |                    |                    |                       |               |          |          |           |  |     |
|                                                  |       | 2%                 | 24%                | 28%                   | 15%           | 20%      | 2%       | 9%        |  |     |
|                                                  | TOTAL | MBE, LBE           | WBE, LBE           | SBE, LBE              | SBE, WBE      | SBE, MBE | MBE, WBE | SBE, DVBE |  |     |
| PURCHASE ORDERS OR CONTRACTS WITH 2 DESIGNATIONS | 147   | 3                  | 35                 | 42                    | 22            | 29       | 3        | 13        |  | 147 |
|                                                  |       |                    |                    |                       |               |          |          |           |  |     |
|                                                  |       | 9%                 | 19%                | 53%                   | 19%           |          |          |           |  |     |
|                                                  | TOTAL | SBE, MBE, WBE      | LBE, SBE, WBE      | SBE, WBE, DISADV      | LBE, SBE, MBE |          |          |           |  |     |
| PURCHASE ORDERS OR CONTRACTS WITH 3 DESIGNATIONS | 141   | 12                 | 26                 | 77                    | 26            |          |          |           |  | 141 |
|                                                  |       |                    |                    |                       |               |          |          |           |  |     |
|                                                  |       | 50%                | 25%                | 25%                   |               |          |          |           |  |     |
| PURCHASE ORDERS OR CONTRACTS WITH 4 DESIGNATIONS | TOTAL | LBE, SBE, MBE, WBE | LBE, SBE, MBE, DBE | LBE, SBE, WBE, DISADV |               |          |          |           |  |     |
|                                                  | 8     | 4                  | 2                  | 2                     |               |          |          |           |  | 8   |
| TOTAL NUMBER OF MINORITY AWARDS                  |       |                    |                    |                       |               |          |          |           |  | 594 |

In this period, Contra Costa County met our objective of issuing eligible dollars to SBE firms in all categories, awarding over \$20 million in Professional Service Contracts resulting in a 64.3% award rate, \$10.3 million in Purchasing Transactions for a 49.6% award rate and \$328,000 in Construction Contracts resulting in a 62.1% award rate.

The following departments are to be commended for achieving 50% or more program compliance in this reporting period:

- Professional/Personal Services: Animal Services, Conservation and Development, County Administrator's Office, Department of Information Technology, Employment and Human Services, Health Services/Public Health, Probation, Public Defender, Public Works, Risk Management, and the Office of the Sheriff.
- Purchasing Transactions: Clerk-Recorder, Conservation & Development, Communications and Media, Child Support Services, Human Resources, Probation, Public Defender, and the Veterans Services Office.

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| 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 Services</b> |                          |                          |                      |                                     |                                     |                      |
| Animal Services                       | 5                        | 4                        | 80%                  | \$328,000                           | \$217,000                           | 66.2%                |
| Conservation & Development            | 21                       | 15                       | 71.4%                | \$1,477,690                         | \$1,158,690                         | 78.4%                |
| County Administrator's Office         | 2                        | 2                        | 100%                 | \$213,500                           | \$213,500                           | 100%                 |
| Department of Information Technology  | 2                        | 2                        | 100%                 | \$52,500                            | \$52,500                            | 100%                 |
| Employment & Human Svcs               | 61                       | 41                       | 67.2%                | \$5,067,534                         | \$3,531,956                         | 69.7%                |
| Health Svcs / Public Health           | 88                       | 61                       | 69.3%                | \$7,127,700                         | \$4,933,920                         | 69.2%                |
| Probation                             | 68                       | 41                       | 60.3%                | \$4,405,387                         | \$3,081,571                         | 70.0%                |
| Public Defender                       | 1                        | 1                        | 100%                 | \$23,174                            | \$23,174                            | 100%                 |
| Public Works                          | 19                       | 11                       | 57.9%                | \$2,804,999                         | \$1,454,999                         | 51.9%                |
| Risk Management                       | 11                       | 8                        | 72.7%                | \$1,646,750                         | \$1,403,000                         | 85.2%                |
| Office of the Sheriff                 | 14                       | 4                        | 28.6%                | \$4,160,776                         | \$3,069,393                         | 73.8%                |
| <b>Purchasing Transactions</b>        |                          |                          |                      |                                     |                                     |                      |
| Clerk Recorder                        | 10                       | 7                        | 70%                  | \$96,032                            | \$66,903                            | 69.7%                |
| Conservation & Development            | 7                        | 3                        | 42.9%                | \$70,052                            | \$35,435                            | 50.6%                |
| Communications and Media              | 10                       | 3                        | 30.0%                | \$220,314                           | \$132,285                           | 60.0%                |
| Child Support Services                | 13                       | 6                        | 46.2%                | \$377,240                           | \$252,949                           | 67.1%                |
| County Counsel                        | 1                        | 1                        | 100%                 | \$6,162                             | \$6,162                             | 100%                 |
| Fire Protection District              | 29                       | 18                       | 62.1%                | \$1,245,264                         | \$855,536                           | 68.7%                |
| Human Resources                       | 3                        | 2                        | 66.7%                | 13,970                              | \$10,804                            | 77.3%                |
| Probation                             | 56                       | 31                       | 55.4%                | \$1,247,989                         | \$679,289                           | 54.4%                |
| Public Defender                       | 33                       | 19                       | 57.6%                | \$631,260                           | \$441,521                           | 69.9%                |
| Veterans Services                     | 1                        | 1                        | 100%                 | \$55,104                            | \$55,104                            | 100%                 |

## Small Business Enterprise Program

In order to encourage the use of small, local, and disadvantaged businesses, the County's Small Business Enterprise Program requires bids and Request for Proposals greater than \$100,000 to be solicited online. For this period, there were 73 bids totaling \$42,695,624 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 activities with small, women-owned, minority-owned, local, disabled veteran-owned, and disadvantaged business enterprises.

During this reporting period, 73 bids were conducted using the BidSync e-outreach site. Notifications were sent to 1,073,542 businesses, of which 22.6% are considered small, local, or disadvantaged business enterprises.

E-Outreach January 1, – June 30, 2024

|                         |              |
|-------------------------|--------------|
| Number of Solicitations | 73           |
| Total Notifications     | 1,073,542    |
| Dollar Value            | \$42,695,624 |

| <b>BUSINESS CATEGORY</b>                    | <b>Notifications</b> | <b>Percentage of Total</b> |
|---------------------------------------------|----------------------|----------------------------|
| MBE - Minority Business Enterprise          | 50,418               | 4.6%                       |
| WBE - Women Business Enterprise             | 44,214               | 4.1%                       |
| SBE - Small Business Enterprise             | 114,193              | 10.6%                      |
| LBE - Local Business Enterprise             | 4,566                | 0.42%                      |
| DVBE - Disabled Veteran Business Enterprise | 1,249                | 0.11%                      |
| DBE – Disadvantaged Business Enterprise     | 30,803               | 2.8%                       |
| <b>Total</b>                                | <b>245,443</b>       | <b>22.6%</b>               |

Local Business Preference

The Local Business Preference provision, County Ordinance 2023-21 passed on December 12, 2023, raising the threshold from 5 to 7%. For opportunities exceeding \$25,000, the Local Business Preference Program allows local businesses to submit a new offer if within 7% of the lowest bidder. There were no instances of the Local 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 \$30,113,257. The dollar value awarded to Contra Costa County businesses was 17.6% or \$5.2 million. The value awarded to other Bay Area businesses was 19.4% or \$5.8 million. This represents Contra Costa County’s contribution to the local economy.

|                         |                     |             |
|-------------------------|---------------------|-------------|
| Contra Costa County     | \$5,297,343         | 17.6%       |
| Other Bay Area Counties | \$5,843,622         | 19.4%       |
| Other                   | \$18,972,292        | 63%         |
| <b>Total</b>            | <b>\$30,113,257</b> | <b>100%</b> |

### Conclusion

The County has consistently demonstrated its commitment to achieving the 50% participation goal for Small Business Enterprises (SBE) in contract and purchasing activities. While some departments are currently below this threshold, they are showing renewed efforts to increase the percentage of contracts awarded to small and local businesses. To support this, guidance has been provided on utilizing the purchasing system's search features, enabling the identification of small, local, women-owned, minority-owned, disabled veteran, and disadvantaged businesses.

Staff are also working on initiatives to enhance outreach to SBEs, including developing a multilingual guide to help businesses understand and compete for County opportunities. Additionally, in collaboration with the Office of Communications and Media, an instructional video on how to do business with the County has been created in multiple languages. Purchasing Services anticipates sharing these resources in January 2025. With support from the Department of Information Technology and the County Administrator's Office, the County Business Finder application has been developed to help staff identify registered SBEs and enable targeted outreach to underrepresented businesses in the Purchasing Portal.

Attachment A