



Contra Costa County Public Works Department

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November 5, 2025

TO: **Equity Committee**
Supervisor Ken Carlson, District IV, Chair
Supervisor Shanelle Scales-Preston, District V, Vice Chair

FROM: Cynthia Shehorn, Procurement Services Manager

SUBJECT: **Small Business Enterprise Program Report**
January through June 2025

RECOMMENDATION:

ACCEPT the Small Business Enterprise Program Report, reflecting departmental program data for the period: January 1 through June 30, 2025

BACKGROUND:

Contra Costa County values the contributions of small businesses 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 data of their 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 Committee receives reports in six-month increments, with the last report submitted to the Committee for the period ending December 2024. Attachment A constitutes the report due for the period of January 1 – June 30, 2025.

Summary Findings

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

January – June 2025

ACTIVITY TYPE:	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
Professional/Personal Services	336	191	56.8%	\$31,558,988	\$15,275,896	48.4%
Purchasing Transactions	876	419	47.8%	\$26,184,796	\$11,308,422	43.2%
Construction Contracts	3	3	100%	\$293,552	\$293,552	100%

Value of Contracts Awarded in Millions



In this period, Contra Costa County largely met our objective of issuing eligible dollars to SBE firms in the Professional/Personal Services category, awarding over \$15.2 million in Professional Service Contracts resulting in a 48.4% award rate. In the Purchasing Transaction category, the award rate to qualified SBE firms was 43.2%, which is an increase of 5% compared to the previous reporting period, resulting in \$11.3 million in spend. In the Construction Contract category, we have a 100% compliance rate awarding 3 SBE firms over \$290,000 over the period.

The following departments should be commended for achieving 50% or more in terms of program compliance for the period:

- Professional/Personal Services: Animal Services, Assessor, Clerk of the Board, Clerk Recorder, Conservation and Development, County Administrator's Office, District Attorney, Employment and Human Services, Fire Protection District, Health Services/Public Health, Probation, Public Defender, Public Works, and the Treasurer-Tax Collector.
- Purchasing Transactions: Animal Services, Clerk of the Board, Communications Media, Fire Protection District, Health Services/Public Health, Human Resources, Probation, and Public Works.

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
Professional/Personal Services						
Animal Services	2	1	50%	\$112,800	\$95,000	84.2%
Assessor	2	2	100%	\$16,000	\$16,000	100%
Clerk of the Board	3	2	66.7%	\$285,850	\$220,000	77%
Conservation & Devlpmnt	7	5	71.4%	\$586,256	\$326,526	55.7%
County Administrator's Office	4	3	75%	\$472,325	\$352,325	74.6%
District Attorney	5	4	80%	\$335,500	\$330,000	98.4%
Employment & Human Svcs	55	40	72.7%	\$4,892,334	\$3,532,902	72.2%
Fire Protection District	8	6	75%	\$642,450	\$447,450	69.6%
Health Svcs/Public Health	123	69	56.1%	\$12,118,332	\$6,396,349	52.8%
Probation	23	11	47.8%	\$957,801	600,079	62.7%
Public Defender	5	4	80%	\$335,500	\$330,000	98.4%
Public Works	27	16	59.3%	\$2,504,600	\$1,404,000	56.1%

Treasurer-Tax Collector	3	2	66.7%	\$246,250	\$206,250	83.8%
Purchasing Transactions						
Animal Services	13	5	38.5%	\$136,549	\$86,852	63.6%
Clerk of the Board	2	1	50%	\$14,000	\$8,000	57.1%
Communications Media	1	1	100%	\$16,200	\$16,200	100%
Fire Protection District	50	27	54%	\$2,112,414	\$1,069,482	50.6%
Health Svcs/Public Health	126	66	52.4%	\$3,244,425	\$1,751,290	54%
Human Resources	9	6	66.7%	\$59,285	\$46,340	78.2%
Probation	65	42	64.6%	\$1,799,427	\$1,138,658	63.3%
Public Works	217	116	53.5%	\$9,062,465	\$5,273,094	58.2%

Small Business Enterprise Program

In order to encourage the use of small, local, and disadvantaged businesses, the County's Purchasing Policy and Procedures require bids and Request for Proposals greater than \$100,000 to be solicited online. For this period, there were 112 bids totaling \$136,665,339 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, 112 bids were conducted using the Bidnet e-outreach site. Notifications were sent to 619,873 businesses, of which 32.9% are considered small, local, women, minority, disabled verteran, or disadvantaged business enterprises.

E-Outreach January 1, – June 30, 2025

Number of Solicitations	112
Total Notifications	619,873
Dollar Value	\$136,665,339

BUSINESS CATEGORY	Notifications	Percentage of Total
MBE - Minority Business Enterprise	38,271	6.1%
WBE - Women Business Enterprise	31,072	5.0%
SBE - Small Business Enterprise	107,545	7.4%
LBE - Local Business Enterprise	2,473	0.4%
DVBE - Disabled Veteran Business Enterprise	4,206	0.7%
DBE – Disadvantaged Business Enterprise	20,678	3.3%
Total	204,245	32.9%

Local Bid Preference Program

The Local Bid Preference Program provision, County Ordinance 2023-21 was approved by the Board of Supervisors on December 12, 2023, raising the threshold from 5 to 7%. For commodities opportunities exceeding \$25,000, the Local Bid Preference Program allows local businesses to submit a new offer within 48 hours 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 \$26,184,796. The dollar value awarded to Contra Costa County businesses was 16.4% or \$4.2 million. The value awarded to other Bay Area businesses was 22.6% or \$5.9 million. This represents Contra Costa County's contribution to the local economy.

Contra Costa County	\$4,245,982	16.4%
Other Bay Area Counties	\$5,964,666	22.6%
Other	\$15,974,148	61%
Total	\$26,184,796	100%

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 firms, allocating \$4.2 million to Contra Costa County businesses between January and June 2025.

In addition, tools for Program Coordinators to better find SBE resources have been implemented. Our Purchasing webpage has direct links for businesses to self-register on County managed systems that provide bidding opportunities, along with instructional videos to help them walk through the process. We have brochures in multiple languages that talk about our programs, the minority designations we recognize, and how to qualify for the programs we offer. A short PSA is shown on CCTV which directs viewers to the Purchasing website to learn more about doing business with the County. Information has also been added to the digital billboards in several County buildings. The Public Works Public Information Officer is also sharing the information with the Workforce Development Board business partners.

We are collaborating with our Economic Development partners to provide additional resources to small business communities that offer assistance in business development, tailored referrals, ombudsperson services and grant programs.

Collectively our efforts are meant to improve the overall program, offer assistance where it is needed and educate staff internally to better fulfill our goals as a government agency.

Attachment A

Attachment B