

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

**Tuesday, June 10, 2014  
2:30 pm -4:00 pm**

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

**Supervisor Nate Miley, Chair  
Supervisor Keith Carson**

Staff: Pat O'Connell, Auditor-Controller  
Aki Nakao, Director, General Services Agency  
Daniel Woldesenbet, Director, Public Works Agency  
Susan S. Muranishi, County Administrator

**Summary Action Minutes**

**I. Quarterly Auditor-Controller Procurement Contracting Report  
ECOP/COP/CCP Report**

Patrick O'Connell, Auditor-Controller, Auditor-Controller Agency, presented a written progress report on County Procurement. The report covers the period of July 1, 2009 through March 31, 2013.

Daniel Woldesenbet, Director, Public Works Agency, presented a written report on the Agency's Construction and Outreach activities. The report covers the first quarter of 2014.

The Public Works Agency has awarded one project which is subject to the Construction Compliance Program in the amount of \$1,838,097 dollars, of which 7.3% of the contract went to a minority owned business. Other activities of the Agency include the Building Opportunities for Business Breakfast (BOB) held in January.

Caroline Judy, Assistant Agency Director, General Services Agency, presented a written report on the Agency's Enhanced Construction Outreach Program (ECOP). The report covers the period of January 1, 2014 through March 31, 2014.

The ECOP applies to local sealed bid Capital Construction Projects over \$125,000. There were five (5) contracts awarded totaling \$3.2 million dollars.

The report also included a list the Agency's bid conferences, trainings and outreach meetings.

The report included information on the Highland Hospital Acute Tower Replacement Project workforce utilization reports. The report included demographic information on the project's workforce as of March 31, 2014.

**II. Vendor Pool Report**

Patrick O'Connell, Auditor-Controller, Auditor-Controller Agency, presented an oral presentation of a report for the County's Vendor Pool in the area of Goods and Services.

Mr. O'Connell captured three years of data from the Vendor Pool in the area of Goods and Services the report breaks down the vendors in various demographic categories. Mr. O'Connell would like to discuss the report with the Procurement Working Group before bringing it to the Committee.

**Recommendation from the Procurement and Contracting Policy Committee:** The Vendor Pool Report was referred to the Procurement Working Group for discussion.

### **III. Availability Study Status**

Patrick O'Connell, Auditor-Controller, Auditor-Controller Agency, reported that the Availability Study which was completed in 2004 contained thirty-seven (37) recommendations, of which all but six (6) were implemented by the County.

The report went to the Community Advisory Group and added more recommendations in July 2009, their recommendations were implemented. The race and gender conscious items were not implemented. County Counsel advised on the race and gender conscious items.

Mr. O'Connell will take the recommendations to the Procurement Working Group for review to determine if an additional availability study is required.

**Recommendation from the Procurement and Contracting Policy Committee:** The Availability Study recommendations were referred to the Procurement Working Group for discussion.

### **IV. Informational Item on GSA 2013 Contracting Numbers & Uniform Procurement Manual Policy**

Caroline Judy, Assistant Agency Director, General Services Agency, presented a PowerPoint presentation on the General Services Agency Contracting and the Procurement Manual.

The presentation included a summary of the number of Alcolink Countywide contracts awarded in 2013. The contracts were mostly (50%) community based organization (CBO) contracts in health and human services and (28%) for goods and services. CBO contracts are exempt from SLEB programs and are not awarded through the General Services Agency.

Uniform Procurement Manual

The intent of the Uniform Procurement Manual is to provide a central resource for procurement policies and procedures. It is designed to define responsibilities and ensure standards of fairness and integrity are met.

**Recommendation from the Procurement and Contracting Policy Committee:** The Alcolink Countywide procurement contract information will be referred to the Procurement Working Group for discussion.

**PUBLIC COMMENT**

None.

**Next meeting date: September 23, 2014**

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