

ALAMEDA COUNTY BOARD OF SUPERVISORS' PROCUREMENT AND CONTRACTING POLICY COMMITTEE

**Monday, November 21, 2022
5:00 p.m.**

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

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

Staff: Melissa Wilk, Auditor-Controller
Daniel Woldesenbet, Director, Public Works Agency
Kimberly Gasaway, Interim Director, General Services
Susan S. Muranishi, County Administrator

Summary Action Minutes

I. Alameda County Human Resources Annual Workforce Data Update [Attachment](#) Human Resource Services Department

Joseph Angelo, Human Resource Services Director, Alameda County, presented the Annual Workforce Data Update. The presentation provided workforce composition by occupational category, gender, generation, and ethnicity; separations and retirements; retirement eligibility; and employee residence. Women represented the majority in five of eight occupational categories. Generation X comprised approximately 45% of the workforce, millennials approximately one-third, and baby boomers approximately 21%.

Reported turnover was 5.2% for separations and 3.4% for retirements, totaling 8.6%. Employees in their first five years of service were most likely to separate. Approximately 34% of employees were eligible to retire. About 64% lived in Alameda County and 19% in Contra Costa County; Oakland, Hayward, and San Leandro had the largest concentrations of County employees residing within the county.

Supervisor Miley thanked staff for the comprehensive report and requested that it be available to the public.

The report was informational only and no formal action was required.

II. Measure A1 Bi-Annual Contracting Report Workforce and Outreach Report [Attachment](#)

Michelle Starratt, Housing Director, Housing & Community Development, Community Development Agency, presented the Measure A1 Bi-Annual Contracting, Workforce and Outreach Report.

The report provided cumulative results through April 2022 and explained reporting delays associated with contractor submissions and data analysis. Program requirements included prevailing wages, 30% local hiring, 5% disadvantaged hiring, 25% local business contracting, and 20% small local business contracting. Project labor agreements applied to projects of eight or more units. Minority- and women-owned business participation was tracked, without numerical goals, as described by staff.

Staff reported more than two million construction hours overall. Completed-project results included 45% local hiring and 9% disadvantaged hiring, exceeding program goals. Reported payments included approximately \$59 million to 88 local businesses and \$31 million to 66 small local businesses. Staff identified gaps in early minority- and women-owned business data and a need to increase new apprentices on project labor agreement projects.

Supervisor Miley requested information on additional investment leveraged by Measure A1. Staff agreed to return with findings and recommendations addressing administrative improvements, potential policy changes, access to contracting opportunities, and construction workforce pathways.

The report was informational only and no formal action was required.

III. Social Services Agency Annual Procurement and Contracting Report [Attachment](#)

Social Services Agency Assistant Agency Director for Government and Community Relations, Robert Woolley, Interim Finance Director and Hollis Williams, Senior Management Analyst, Office of Data and Evaluation presented the Social Services Agency Annual Procurement and Contracting Report.

The Agency's procurement process and contracting with community-based organizations (CBOs), h constitutes most Agency contracts. The contracts unit operates within the Finance Unit and follows GSA procurement policies and procedures. Nonprofit CBOs are exempt from SLEB requirements.

The contracting cycle included identifying community needs and funding, issuing solicitations, negotiating agreements, implementing services, monitoring financial and program performance, and adjusting contracts as needed. All CBO contracts included performance measures. The Agency was expanding use of Clear Impact Scorecard for contractor reporting; staff entered data for contractors without licenses.

Dashboards supported monitoring, program narratives, and improvement plans, and a cross-departmental workgroup addressed performance measures and training needs.

Supervisor Miley requested at least annual contracting reports from Social Services and Health Care Services. He requested for future reports to describe jobs supported by contract dollars, workforce demographics, geographic distribution of spending and services, additional funds generated, and contractors' vendor expenditures.

The report was informational only and no formal action was required.

IV. Update on Disparity Study

Melissa Wilk, Auditor-Controller, Auditor-Controller Agency, and Laura Lloyd, Chief Deputy Auditor, provided an update on the Disparity Study.

The draft Disparity Study report was received on November 14, 2022. The draft contains 11 chapters and 279 pages. A companion construction workforce utilization study covered July 1, 2017, through June 30, 2020, and contains approximately 70 pages, six chapters, and 39 data tables.

An initial review meeting with Mason Tillman Associates was scheduled for, November 22, 2022. Staff anticipated a final report around December 22, 2022, subject to the extent of review and revisions. County subject matter experts, including GSA and County Counsel, will review the findings before recommendations returned to the Committee and subsequently the full Board.

The report was informational only and no formal action was required.

V. Report Outlining Small Local Emerging Business (SLEB) Waivers and Exemptions during Contract Term Outlined with the Disparity Study

[Attachment](#)

Detra Dillon, GSA Procurement Administrator, and Kimberly Gasaway, Director, General Services Agency presented the Small Local Emerging Business (SLEB) Waivers and Exemptions during Contract Term Outlined with the Disparity Study.

The report provided the race- and gender-neutral SLEB program for goods and services, which did not include construction. Program elements included a 5% local bid preference, an additional 5% preference for certified businesses, and SLEB participation requirements. Staff also provided federal procurement restrictions, exempt entities and purchases, and the documentation required before approving a waiver.

Waiver data for the disparity-study period after identifying double-counted pooled contracts. Reported totals were:

Fiscal year	Approved waivers	Approximate value
2017–18	1,182	\$157 million
2018–19	1,472	\$229 million
2019–20	1,560	\$656 million

Speakers

Bendu Griffin Washington commented on the volume of waivers, described limited outreach to small businesses, and requested stronger scrutiny, better access to smaller contracts, and greater transparency.

Mario Wagner commented on the number of waivers and requested an independent review of waivers.

Stanley Cooper, Cooper Construction and Engineering, commented that it was difficult to obtain County work, and urged greater participation by small businesses in developing solutions.

Supervisor Haubert requested more recent trend information, continued measurement, and clearer explanations of why waivers were necessary. Supervisor Miley expressed concern about the number of waivers and requested deeper analysis, including consideration of an independent review and the relationship to the disparity study. He stated that a separate contract could be considered if needed; no such contract was approved during the discussion.

The General Services Agency will further examine competitive procurements and amendments, consider samples and additional fiscal years, and improve reporting with Information Technology Department support.

The report was informational only and no formal action was required.

VI. Update on Procurement Implementation for SB 1383 - The Short-Lived Climate Pollutants Reduction Act

[Attachment](#)

Karen Cook, Sustainability Director, Office of Sustainability, General Services Agency, presented a PowerPoint presentation on the Procurement Implementation for SB 1383 - The Short-Lived Climate Pollutants Reduction Act.

Procurement requirements are intended to support diversion of organic waste and reduce methane emissions. There is a minimum 30% post-consumer recycled-content requirement for paper purchases, with documented exceptions for cost, quality, or performance, and annual procurement targets for recovered organic waste products such as compost and mulch. The target phase-in described was 30% in 2023, 65% in 2024, and 100% thereafter.

The County has secured slightly more than \$200,000 in CalRecycle implementation funding, inventoried County landscapes, and begun adding specifications and reporting requirements to landscape contracts. Approximately \$12,000 was allocated to expand GSA compost and mulch use. Staff also described training conducted with StopWaste for cities and vendors. Proposed partnerships included credit for the Castro Valley Sanitary District compost giveaway program and a compost rebate pilot with StopWaste and the Alameda County Resource Conservation District. Staff anticipated Board requests for agreements in early 2023, followed by a potential ongoing agreement with the Resource Conservation District in summer 2023 or later.

The Committee asked about recycled-paper quality, alternative suppliers, pilot evaluation, ongoing costs, and funding. Staff explained that eligible materials had to come from permitted facilities. An estimated annual cost of \$200,000–\$300,000 for the rebate approach was preliminary and could increase; ongoing funding had not been identified. GSA remains responsible for implementation at that stage. The Committee would like an update in approximately six months.

The report was informational only and no formal action was required.

VII. Administrative Code Amendment to Appoint the Director of General Services Agency as the Purchasing Agent

[Attachment](#)

Kimberly Gasaway, Director, General Services Agency, presented proposed Administrative Code amendments to clarify that the General Services Agency Director serves as the County Purchasing Agent and may perform or cause the purchasing duties to be performed. The proposal also removed an outdated reference to the Communications Department, whose functions had transferred to Information Technology.

A motion was made by Supervisor Haubert and seconded by Supervisor Miley to support approval of the Administrative Code Amendment to Appoint the Director of General Services Agency as the Purchasing Agent.

Motion passed 2/0.

VIII. Review of 2023 Procurement and Contracting Policy Committee meeting dates

Supervisor Nate Miley, Chair, Procurement & Contracting Policy Committee, presented the six meeting dates for Procurement & Contracting Policy Committee for 2023: January 23, March 20, May 15, July 17, September 18, and November 20, 2023. Meetings were generally scheduled for 2:30 p.m., with the November meeting at 5:00 p.m. January's meeting moved to the fourth Monday because of the January 16 holiday. Supervisor Miley noted that special meetings could be scheduled as needed.

The report was informational only and no formal action was required.

PUBLIC COMMENT

None.