

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

**Monday, March 7, 2016  
3:00 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 Keith Carson**

Staff: Steve Manning, O'Connell, Auditor-Controller  
Caroline Judy Acting, 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**

[Attachment](#)  
[Attachment](#)  
[Attachment](#)

Steve Manning, Auditor-Controller, Auditor-Controller Agency, presented a written progress report on County Procurement. The report covers the period of July 1, 2009 through December 31, 2015. The data presented in the report is based on payments to contractors in the following categories: Construction, Architecture & Engineering (A &E); Professional Services; and Goods & Services. Total payments on contracts up to \$500,000 total \$687.3 million.

John Glann, Manager of Purchasing, General Services Agency, presented a written report on the General Services Agency's Enhanced Construction Outreach Program (ECOP). The report covers the period of January 2015 through November 2015.

During the period covered, there were ten (10) ECOP construction contracts awarded.

The report included a list the Agency's bid conferences, trainings and outreach meetings. There were 108 Bid Conferences held between April 2015 and December 2015. Events and Outreach included CPUC/Comcast Bay Area Small Business Expo, Associated General Contractors of America Public Works Night, Bonding 101 Seminar and Tradeswoman Inc, Annual Celebration.

The report also 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 December 2015.

Daniel Woldesenbet, Director, Public Works Agency, presented a written report on the Agency's Construction and Outreach activities. The report covers the period of January through December 31, 2015.

The Public Works Agency received Board approval to award construction contracts, subject to the Construction Compliance Program (CCP) for a total of \$11,443,342.26, from the period of

January 2015 through December 2015. Of this total, 12.92% went to minority owned businesses and 8.09% went to women owned businesses.

The Agency received Board approval to construction contracts requiring Disadvantaged Business Enterprise (DBE) compliance for \$7,057,899.00 with DBE participation at 12.09%.

The Public Works Agency's upcoming activities include the Construction Contractor's Academy series of workshops.

The report also included workforce data for local residents and minorities for the period of January 1, 2015 through December 31, 2015.

## **II. Progress Report on Project Stabilization Community Benefit Agreement Workforce Utilization** [Attachment](#)

Atu Fields, Chief Executive Officer, A Squared Ventures, presented a PowerPoint presentation on the Project Stabilization Community Benefit Agreement (PSCBA) Workforce Utilization.

The PSCBA was adopted by the Board of Supervisors in July 2012, for the East County Hall of Justice Construction Project and a countywide PSCBA was adopted in May 2013. Consultants Davillier-Sloan and A<sup>2</sup> Ventures were hired to assist in administering the program in 2014.

The purpose of the PSCBA is to focus on community participation, local hire and increase the pool of local workers available for apprenticeship and employment.

The PSCBA's local hiring goals include hiring Alameda County residents for 40% of all work hours in the program. Contractors in the program must hire at least one Disadvantaged Resident Worker for the first \$1 million of construction contract and an additional employee for each successive \$5 million contract dollars.

To date the PSCBA has increased collaborations with sourcing partners: pre-apprentice programs, Workforce Investment Board and union apprenticeship coordinators. The PSCBA has also implemented local hire utilization tracking and labor compliance tracking.

The PSCBA will focus on building relationships with the Building Trades Council and other construction related community benefit organizations.

**Recommendation from the Procurement and Contracting Policy Committee:** The Procurement Working Group will take up the matter of extending the contract with A Squared Ventures to continue the PSCBA program.

## **III. Update on the Department Survey** [Attachment](#)

John Glann, Manager of Purchasing, General Services Agency, presented a PowerPoint presentation on the results of the Procurement Open House Survey for County departments.

The General Services Agency Procurement Open House Survey was conducted to determine the level of procurement and contracting knowledge & experience of employees who have procurement duties.

A summary of results are as follows:

- 64% of respondents stated that their job includes procurement related activities
- 61% of respondents solicit informal bids
- 58% of respondents stated that their overall workload is 25% procurement related
- 74% of respondents indicate that their procurement training was self-taught
- 55% of respondents expressed a preference for instructor led procurement training
- yes

**Recommendation from the Procurement and Contracting Policy Committee:** The General Services Agency will develop a plan for procurement training and present it to the Procurement and Contracting Policy Committee.

#### **IV. Update on the Online Pilot for Informal Quotations**

John Glann, Manager of Purchasing, General Services Agency, gave a brief update on the Agency's Online Pilot for Informal Quotations.

The Online Pilot for Informal Quotations has been successful. The Agency has completed twenty-one (21) informal processes using strategic sourcing for the departments. The benefits to the program will allow more SLEB opportunities in addition to increasing efficiency.

The General Services Agency will develop a training program for the Online Informal Quotations by September of 2016.

#### **V. Update on the Marketing Analysis – General Services Agency** [Attachment](#)

John Glann, Manager of Purchasing, General Services Agency, presented a PowerPoint presentation on the results of the Agency's Marketing Analysis.

The Office of Acquisition Policy conducted a market analysis study of contracts expiring or being amended to evaluate if the SLEB vendor was registered with the County and if SLEB vendors registered have the capacity to compete in the market.

The analysis determined that most contract opportunities are awarded to certified SLEBS participating in bids.

#### **Next Steps/Recommendations**

- Continue Market Analysis Study
- Increase visibility of contracting opportunities
- Streamline vendor registration process
- Evaluate NAICS coding opportunities to reduce overlap
- Increase competition for purchases under \$25,000

#### **PUBLIC COMMENT**

None.