

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

**Monday, June 6, 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 March 31, 2016. 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 \$725.2 million.

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 March 31, 2016.

The Public Works Agency received Board approval to award construction contracts, subject to the Construction Compliance Program (CCP) for a total of \$12,516,354, from the period of January 2016 through March 2015. Of this total, 12.67% went to minority owned businesses and 4.62% went to women owned businesses.

The Agency did not receive Board approval to award any construction contracts requiring Disadvantaged Business Enterprise (DBE) compliance for the period of January through March 2016.

The Public Works Agency's upcoming activities include the Business Opportunities for Business workshops that 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, 2016 through March 31, 2016.

Willie Hopkins Jr, Director, General Services Agency and Mel Go, Contract Compliance Officer, 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 May 2016.

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

*ECOP Commitments*

- Local Business Enterprise Contract - \$25,031,832.60
- Small Local Business Enterprise Contract - \$ 12,976,770.40
- Minority Owned Business Enterprise Contract - \$3,712,982.40
- Women Owned Business Enterprise Contract 0 \$1,854,023.15

The report included a list the Agency's bid conferences, trainings and outreach meetings. There were 82 Bid Conferences held between January 1, 2016 and May 31, 2016. Events and Outreach included "How to Do Business with Alameda County: A Vendor Workshop", San Leandro Business Expo, Procurement Overview Workshops, and Alameda County "BOB Breakfast meetings.

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 March 31, 2016.

This item was informational only and required no Committee action.

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

Ann Ludwig, Medical Facilities Program Manager, Atu Fields, Chief Executive Officer, A<sup>2</sup> Ventures, presented a PowerPoint presentation on the Project Stabilization Community Benefit Agreement for Workforce Utilization.

In July 2012 the Board of Supervisors adopted a Project Stabilization Community Benefit Agreement (PSCBA) with the Alameda County Building Trades Council (BTC) for the East County Hall of Justice project to employ Disadvantaged Resident Workers (DRW).

In June of 2013 the Board of Supervisors adopted a countywide PSCBA for a term of three years. In September of 2014 the General Services Agency contracted with Davillier-Sloan and A<sup>2</sup> Ventures to provide consulting services for the agreement. This June the PSCBA will extend its contract for an additional 2 years through June 2018.

Key Accomplishments

- PSCBA requirements are included in all County bid and contract documents
- PSCBA Communications are integrated in Project Management processes and procedures
- County agencies and community based organizations are engaged with PSCBA focusing on workforce development and construction job readiness training

As of April 2016, there have been seventeen confirmed DRW's working on seven County projects. Through June 2018 the PSCBA proposes to increase the number of Disadvantaged Resident Workers identified through coordination with community based organizations and continue to integrate PSCBA requirements into County processes and procedures.

This item was informational only and required no Committee action.

### **III. Update on the General Services Agency's Department Survey** [Attachment](#)

John Glann, Purchasing Manager, General Services Agency, presented a PowerPoint presentation on the results of the Agency's Department Survey to determine employees' knowledge of the County's procurement practices.

The General Services Agency sent a training survey link to 896 ALCOLINK users and received 270 responses. The responses indicated there is a need for additional training as users have a limited understanding of the County's procurement policies. The survey indicated users would prefer instructor led training.

The General Services Agency has updated the Uniform Procurement Manual and are currently testing an expanded training curriculum as a result of the survey.

The General Services Agency submitted a proposal for a mandatory comprehensive Procurement Training and Certification Program to provide educational support to County staff in their efforts to procure material and services according to the County's policies.

The cost of the proposed five year program including development of online and brick and mortar classroom training materials of an estimated 450 employees is estimated at \$2.16 million. The General Services Agency plans to bring this item to the Board of Supervisors for next fiscal year.

This item was informational only and required no Committee action.

### **IV. Progress on the Online Pilot for Informal Quotations – General Services Agency**

John Glann, Purchasing Manager General Services Agency, presented an oral report on the Agency's Online Pilot for Informal Quotations. There are one to three online bids per week with the entire date base of SLEBS being notified of opportunities.

This item was informational only and required no Committee action.

### **V. Update on the Marketing Analysis – General Services Agency – *continued to a future meeting***

### **VI. Update on the General Services Agency Outreach – General Services Agency**

Mel Go, Procurement Contract Specialist, General Services Agency, reported on the Agency's Outreach efforts to local vendors.

The General Services Agency has participated in the BOB breakfast workshops hosted by the Public Works Agency, the San Leandro Business Expo, and a Contractor's Roundtable earlier in the year.

Upcoming events include Contractor Bonding 101, on May 4, 2016, Contractor's Insurance Seminar, June 23, 2016 and Contracts and Procurement Opportunities Workshop and Fair, June, 24, 2016.

This item was informational only and required no Committee action.

**VII. Workforce Development** – County Administrator’s Office – *continued to a future meeting*

**PUBLIC COMMENT**

None.