



SMALL CONTRACTOR OUTREACH AND OPPORTUNITIES PROGRAM (SCOOP)
COMMITTEE MEETING
March 6, 2012

1. Call to order

Chair Mudd called the SCOOP Committee meeting to order at 9:35 a.m.

2. Roll call – Determination of a Quorum

Committee members present were Chair Mudd, Vice Chair Linden, Directors Croucher, Dailey, Hilliker, and Tu. At that time, there was a quorum of the Committee. Also present were Directors Knutson and Saxod. Staff present was Deputy General Manager Belock, Director of Public Outreach and Conservation Foster, Deputy General Counsel Gallien, Risk Manager Homer, Purchasing Manager Stewart, and SCOOP Representative Maynard.

3. Opportunity for members of the public to address the Committee regarding agenda items for this meeting

There were no members of the public who wished to speak.

4. Approve the minutes of the SCOOP Committee meeting of November 1, 2011 and SCOOP workshop of January 13, 2012

Vice Chair Linden moved, Director Croucher seconded, and the motion passed unanimously to approve the SCOOP Committee minutes of November 1, 2011.

Director Croucher moved, Director Tu seconded, and the motion passed unanimously to approve the SCOOP workshop minutes of January 13, 2012.

5. SCOOP quarterly report

Ms. Maynard presented the SCOOP 2nd quarter report for fiscal year 2012, including outreach and training activities, and the fiscal year 2012 year to date SCOOP measurements.

Ms. Maynard provided the following details for the 2nd quarter.

- SCOOP outreach activities: SCOOP staff attended 37 outreach events, which were attended by 32 organizations.
- SCOOP training: 120 firms attended training with a total of 241 attendees. Forty-two percent of the trainings were conducted online.
- Dollars awarded to small businesses: A total of \$36,055,202 was awarded to small businesses. Thirty percent of total cumulative dollars awarded in the 2nd quarter were awarded to small businesses; of which two percent were women and minority owned businesses.



Director Hilliker asked for the percentages of dollars awarded to small business for both professional services and non-professional services categories. Mr. Belock replied the fiscal year 2011 measurements for small business participation as either a prime contractor, subcontractor, or vendor was approximately 68 percent (comprised of professional services contracts at 23 percent; non-professional services (construction) contracts at 11 percent, and purchase orders at 13 percent).

Director Mudd requested a discussion of increasing small business participation on professional services contracts be added to the next SCOOP meeting agenda. The committee briefly discussed opportunities for increasing small business participation on future projects.

At the request of the committee, Ms. Maynard explained the process of notifying small businesses of upcoming SCOOP trainings as well as upcoming bidding opportunities on Water Authority projects.

6. Sheltered market procurement program exclusions

Mr. Belock introduced the item, stating the program would provide selected procurement opportunities which would be competed exclusively between small businesses. The sheltered market program would apply to professional services procurements valued at \$10,000 - \$150,000. Procurements eligible for the program would be selected on a case-by-case basis, provided three or more registered, certified small businesses are available. Mr. Belock stated that the program would not apply to existing exemptions or exclusions from competitive bidding per the Administrative Code.

Ms. Gallien explained the Water Authority's general policy is to open procurements to the entire community; however, there are some procurements that are excluded from the formal or informal bidding process per the Administrative Code. Ms. Gallien reviewed a list of examples of excluded procurements, including emergency procurements, open market acquisitions, cooperative procurements, and other exclusion categories. Ms. Gallien stated these procurements would not be included in the sheltered market procurement program.

Director Knutson inquired as to the legality of establishing a sheltered market program. Ms. Gallien replied establishing a preference based on economic criteria was permitted per Proposition 209.

Director Knutson asked if the program would result in additional cost to the Water Authority. Mr. Belock replied there would be some additional effort by the SCOOP program to ensure there were three or more registered, certified small businesses available to bid the project; if no bids were obtained, there was the potential that projects may have to be rebid and bid pricing may not be as competitive. Mr. Belock stated the critical factor to making the program a success was the efforts of SCOOP staff to determine, in advance of a solicitation, that a selected procurement is a viable candidate for the program.



Director Mudd stated it was important to support staff in their efforts to motivate small businesses to participate in bidding.

Director Knutson asked how staff would determine which contracts were eligible for reduced bonding requirements. Mr. Belock replied that they would be determined on a case-by-case basis and based on the complexity and length of the contract. Mr. Homer added that this process is already standard. He explained that General Counsel, Risk Management, and the department continually evaluate bonding requirements on all current contracts, both large and small.

7. Review of SCOOP process in procurements and post-award contractor accountability

Ms. Maynard reviewed the extensive SCOOP activities in support of the procurement process. Ms. Maynard's review included activities prior to solicitation, during the solicitation bidding process, and after contract award to support small business participation on Water Authority projects.

Vice Chair Linden congratulated SCOOP staff for doing an excellent job as well as understanding the specific needs of contractors.

8. Adjournment

There being no further business to come before the SCOOP Committee, Chair Mudd adjourned the meeting at 10:25 a.m.