

Contra Costa County Purchasing Outreach Program

This program applies to all purchasing contracts for goods or supplies, including purchase orders and installment or term contracts. Purchasing contracts include all procurement that the County Purchasing Manager/Agent (or other department or special district with direct contracting authority) is authorized to make.

This program shall apply to all purchasing contracts that exceed \$10,000. The following are exempt from this program: sole source purchasing contracts, as determined by the Purchasing Manager/Agent and reviewed by the Contract Compliance Officer and the County Administrator; emergencies, as defined in Ordinance Code Section 1108-2.206(c); and unique circumstances where the County Administrator determines that an exception is necessary.

Outreach

- a. For each purchasing contract covered by this program, the Purchasing Manager/Agent, who is responsible for determining available vendors and soliciting their quotations, shall solicit quotations from a broad range of vendors, 50% of which should be certified MBEs, WBEs, SBEs, or LBEs.
- b. For any procurement for which no MBE, WBE, SBE, or LBE vendors have been identified, the Purchasing Manager/Agent shall immediately contact the Affirmative Action Office or one of the following acceptable certifying agencies for assistance:
 - (1) City of Oakland
Office of Public Works
One City Hall Plaza
Oakland, CA 94612
(510) 238-3970
(510) 238-2233/fax

(2) Metropolitan Transportation Commission
Regional Transit Coordinating Council

Golden Gate Bridge, Highway and Transportation District,
Chair

1011 Andersen Drive #108
San Rafael, CA 94901-5381
(415) 257-4536
(415) 257-4555/fax
Cgonzale@ggbhtd.dst.ca.us

Includes listings for the following agencies—

Alameda Contra Costa Transit District (AC Transit)
(510) 577-8812
(510) 577-8839/fax
Sandy@pacbell.net

Bay Area Rapid Transit District (BART)
(510) 464-6610
(510) 464-7587/fax
Jmackl@bart.dst.ca.us

Central Contra Costa Transit Authority (CCCTA or County Connection)
(510) 676-1976 x223
(510) 686-2630/fax

Metropolitan Transportation Commission
(510) 464-7750
(510) 464-7848/fax
Jmiyaz@mtc.dst.ca.us

San Mateo County Transit District (Samtrans)
(415) 508-6417
(415) 508-6415/fax

San Francisco Public Transportation
(415) 923-6139
(415) 923-6137
(415) 923-6180/fax

Santa Clara Valley Transportation Authority
(408) 321-5606
(408) 955-0892/fax
Andy.flores@vta.org

- (3) San Francisco Human Rights Commission
25 Van Ness Avenue, Suite 800
San Francisco, CA 94102-6033
(415) 252-2500
(415) 431-5764/fax
- (4) State of California Department of Transportation
Division of Civil Rights
1120 N Street, Room 2445
Sacramento, CA 95814
(916) 654-7048
[Http://www.dot.ca.gov/hq/bep/](http://www.dot.ca.gov/hq/bep/)
- (5) Port of Oakland
530 Water Street
Oakland, CA 94607
(510) 272-1390
(510) 272-1172/fax
- (6) Los Angeles Transportation Commission
Contract Compliance
818 West 7th Street, 4th Floor
Los Angeles, CA 90017
- (7) U.S. Small Business Administration
Regional Office
71 Stevenson Street, 20th Floor
San Francisco, CA 94105-2939
(415) 744-6808

Award of Purchasing Contracts

When a purchasing contract is to be awarded, it shall be awarded in accordance with all applicable statutes, ordinances, and other County and/or state requirements.

Reporting

For all purchasing contracts covered by this program, the Contract Compliance Officer shall submit periodic reports to the Board of Supervisors. The reports shall include the total number of purchasing contracts by the Purchasing Manager/Agent (or other department or special district with direct contracting authority) and the number and dollar value of all contracts, including those contracts given to identified MBE, WBE, SBE, and LBE vendors.