



# MOUNTAINS RECREATION & CONSERVATION AUTHORITY

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## MEMORANDUM

TO: The Governing Board

FROM:  Joseph T. Edmiston, FAICP, Hon. ASLA, Executive Officer

DATE: September 4, 2019

**SUBJECT: Agenda Item VII: Report on the participation rate of disadvantaged businesses in contracts during fiscal year 2018-2019.**

Background: On February 1, 2017, the Governing Board adopted an Outreach and Advertising Policy for contracts and established a target participation rate for disadvantaged business enterprises (DBE) of 20%. The policy requires that staff report back to the Board the annual DBE participation rate. All entities that enter into a contract with MRCA are required to complete a statistical information form including ethnicity and gender makeup of ownership, and any DBE certifications.

The policy's overall goal is to increase the number of disadvantaged businesses and individuals benefitting from MRCA contract opportunities. To fully characterize that benefit, the statistics provided include not only certified DBE, but also non-profits, community-based organizations, government partners, and businesses with at least 50% ownership by disadvantaged persons. During fiscal year 2018-19, 101 contracts were awarded for a total value of \$3,012,406.

| Overall Participation of Disadvantaged Entities          |                |                    |             |                   |
|--|----------------|--------------------|-------------|-------------------|
| Type of Entity   | # of Contracts | Amount             | % by Number | % by Dollar Value |
| A. Certified DBE   | 21             | \$625,206          | 21%         | 21%               |
| B. Disadvantaged Ownership > 50% <sup>1</sup>            | 14             | \$304,183          | 14%         | 10%               |
| C. Non-Profit, CBO, or Government <sup>2</sup>           | 22             | \$760,960          | 22%         | 25%               |
| D. Other <sup>3</sup>                                    | 39             | \$1,166,477        | 39%         | 39%               |
| E. Data not available                                    | 5              | \$155,580          | 5%          | 5%                |
| <b>Total Disadvantaged Entity (A+B+C) Participation:</b> | <b>57</b>      | <b>\$1,690,349</b> | <b>56%</b>  | <b>56%</b>        |

Notes:

<sup>1</sup> Data self-reported; certified DBEs not included.

<sup>2</sup> Includes corporations operated for the benefit of a non-profit or CBO.

<sup>3</sup> Includes publicly traded corporations.

MRCA's Procurement Policy requires that purchases over \$25,000 shall be made through a competitive bid process and awarded to the lowest responsive and responsible bidder, although this does not apply to professional services contracts. All other purchases may be made on the open market based on best value. During fiscal year 2018-19, MRCA awarded 5 competitive bid contracts to the lowest bidder totaling \$180,175.

| <b>Participation in Competitive Low-bid Contract Awards</b>                 |                       |                 |                    |                          |
|---|-----------------------|-----------------|--------------------|--------------------------|
| <b>Type of Entity</b>   | <b># of Contracts</b> | <b>Amount</b>   | <b>% by Number</b> | <b>% by Dollar Value</b> |
| A. Certified DBE  | 2                     | \$92,000        | 40%                | 51%                      |
| B. Disadvantaged Ownership >50% <sup>1</sup>                                | 0                     | \$0             | 0%                 | 0%                       |
| C. Non-Profit, CBO or Government <sup>2</sup>                               | 0                     | \$0             | 0%                 | 0%                       |
| D. Other  | 3                     | \$88,175        | 60%                | 49%                      |
| E. Data not available   | 0                     | \$0             | 0%                 | 0%                       |
| <b>Total Disadvantaged Entity (A+B+C) Participation, Low-bid Contracts:</b> | <b>2</b>              | <b>\$92,000</b> | <b>40%</b>         | <b>51%</b>               |

The table below shows all other awards, including all contracts under \$25,000, professional services, and one contract that was awarded on an emergency basis. MRCA awarded 96 such discretionary contracts totaling \$2,832,231.

| <b>Participation in Discretionary Contract Awards</b>                             |                       |                    |                    |                          |
|---|-----------------------|--------------------|--------------------|--------------------------|
| <b>Type of Entity:</b>  | <b># of Contracts</b> | <b>Amount</b>      | <b>% by Number</b> | <b>% by Dollar Value</b> |
| A. Certified DBE  | 19                    | \$533,206          | 20%                | 19%                      |
| B. Disadvantaged Ownership >50% <sup>1</sup>                                      | 14                    | \$304,183          | 15%                | 11%                      |
| C. Non-Profit, CBO or Government <sup>2</sup>                                     | 22                    | \$760,960          | 23%                | 27%                      |
| D. Other  | 36                    | \$1,078,302        | 38%                | 38%                      |
| E. Data not available   | 5                     | \$155,580          | 5%                 | 5%                       |
| <b>Total Disadvantaged Entity (A+B+C) Participation, Discretionary Contracts:</b> | <b>55</b>             | <b>\$1,598,349</b> | <b>57%</b>         | <b>56%</b>               |