



INTER OFFICE MEMORANDUM

Department of Workforce & Employment Standards (DWES)

TO: William Crowder
Business Analyst III

FROM: Mary Mayberry, Interim Director
Dept. of Workplace & Employment Standards
Mary Mayberry

SUBJECT: Availability Analysis -
CITYWORKS

DATE: March 2, 2022

Per your request, an availability analysis of the City's database of local certified firms was conducted. Under current council policy, the awarding authority may request an availability analysis if there is reason to believe that the availability of certified firms will not be sufficient to satisfy the minimum participation requirement.

The scope of services for the above project consists of the following:

BIAD in the Bureau of Admin, Public Works Department, needs professional services agreements with premium Cityworks business partners to enhance the Cityworks work management application through customizations, functional enhancements, integrations with other applications or internet of things (IOTs), hosting, license, maintenance, and/or device purchases

To determine the availability of the City's certified firms, the Department of Workplace & Employment Standards researched the certification database utilizing the following NAICS Code(s) for its determination:

541511 and 541519

Review of the database indicates that there are no certified firms.

Our Local and Small Local Business Enterprise (L/SLBE) Program states: "*Based on the "Rule of Three," there must be at least three certified businesses listed in the industry, trade or profession that constitutes a major category of work. If at least three L/SLBEs are not certified, then the requirement is either waived, or the 50% requirement may be set at a percentage from 50 % to 0%, but not less than 20% if at least one L/SLBE is certified and available.*"

Therefore, the L/SLBE 50% requirement is waived.

If you have questions or need additional information, please feel free to contact me at (510) 238-7324.