



INTEROFFICE MEMORANDUM

Department of Workforce & Employment Standards (DWES)

TO: Michelle Phillips
Inspector General

FROM: Vivian Inman *Vivian Inman*
Sr. Contract Compliance Officer

PREPARED BY: Paula Peav
Contract Compliance Officer

DATE: September 20, 2023

SUBJECT: Availability Analysis for OIG Oakland Police Department Staffing Study

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 is attached.

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):

- 921190- Other General Government Support
 - Auditor's offices, gov
- 541611- Administrative management consulting services
 - Business management consulting services
 - General management consulting services
- 541614- Efficiency management (i.e., efficiency expert) consulting services
 - Operations research consulting services

There were fifteen (15) certified firms with the NAICS code 541611, three (3) with NAICS code 541614, and zero (0) with the NAICS code 921190 . To ensure that the firms were actually able to perform these services, an email was sent to the eighteen (18) firms asking if they were able to perform the services. There were no responses to this inquiry.

Per the City's L/SLBE Program: "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."

Based on the above results, it has been determined that the Local and Small Local Business Enterprise Program's 50% requirement has been set to 0% for this project.

If you have questions or need additional information, please contact Vivian Inman, Sr. Contract Compliance Officer at (510) 238-6261.