

Agenda	NOTES	ACTION ITEMS
<p>General Housekeeping * Who's Missing?</p> <p>1) Survey Update * Contracting Disparities Survey – https://www.surveymonkey.com/r/GKM7VD6</p>	<p>* Additions (OAACC): Ces, Bernida, Stanley, Chantal * Additions through City Admin: Steven Walsh (Purchasing-Commodities) * Only 1 response to date * Communications: (Councilmembers)</p>	<p>Jason- to reach out to Margaret re Steven's participation</p> <p>Full team to help spread the word by sharing flier and Town Hall info to: * City/ DWES D-list (D.Ferguson & D. Barnes) * EWD List (Jason → Alexa) * Oakland Chambers (Cathy Adams) * Black Distributor Lists (Cathy) * Diverse Supplier Lists from Corporate Partners (Later/ after town Hall)... may include Kiaser, Blue Shield, PGE, Clorox, Port, etc.</p>
<p>2) Town Hall Plan (including Agenda) Town Hall Registration – https://bit.ly/3ckNd84</p>	<p>Proposed Agenda: 1. Welcome & Panelists Introductions 2. 2017 Disparities Study – Key Findings 3. Solutions being developed to date 4. Listening Session – Attendee Recommendations 5. Closing and Next Steps</p>	<p>Presenters to submit material before Town Hall. * D. Barnes can have an overview/ intro to iSupplier and contact info for doing so... and point to how to guide for iSupplier (Insert link)</p>
<p>3) Status of the list for upcoming contract opportunities (being prepared by city Staff)</p>	<p>* Current and upcoming project lists exist on website for Public Works Construction Projects * Listed in iSupplier (Construction & Professional Services) * On-Call Contracts List?</p>	<p>* D Ferguson to share link to Public Works Project Lists (UPDATE 2.17 - link to be more prominent on Public Works website) * D Barnes to share link to iSupplier Project Link * D Ferguson to share status of on-call contracts and when they are opening up for new contractors/ Suppliers - CONFIRM ability to hold on-call contracts recruitment until our process is complete</p>
<p>4) Status of identifying black and women-owned businesses to add to our list 5) Next steps for Taskforce after the Town Hall * Cadence of Mtgs moving forward * Add guiding principles 6) Purchasing Process Discussion</p>	<p>Will add this to agenda for the next meeting</p> <p>* Analyze Survey data to help us build out our next steps * Continue Following up on Action Items *</p>	<p>Discuss at upcoming meeting (2/17)</p> <p>Add OAACC and other representative groups to the Contracting & procurement d-lists so they can help spread the word and not only the registered businesses Tabled for next meeting</p>

Agenda	ACTION ITEMS
1 Survey Findings... preliminary results?	responses and be prepared to discuss in next mtg. (All)
2 Town Hall Debrief	
3 Maintaining momentum after the Town Hall	3- Database of Townhall Registrants to be sent to
4 Steps to Feasibility Analysis and Planning for LBETC	contained in LBETC Resolution (D6 Office - w/ C&C)
5 Adding vendors/ suppliers to City contact list	* A link to iSupplier has been added to each of the
6 Other Action Items	of a dashboard in our next meeting

Pamela F.

Agenda	NOTES
1 Organization Structure and Activity	
2 Certification Workshop Debrief	* Need for update on online requests/sign-ups... ACTION: Deb Barnes to follow-up and
3 List of Questions from OAACC	1. Timing of implementation for Ordinance? - ACTION: Present in next meeting
4	ACTION: Schedule presentation/ Trainings
5	
6	

LEAD

D. Barnes
answers

Jason Mitchell

Contracting Disparity Action Team

April 28, 2021

2:00- 3:00 PM

Purpose: Increase contracting opportunities for those businesses identified as facing significant contracting disparities in the 2017 Race & Gender Disparities Study through structural and systemic transformation.

Frequency: Bi-weekly until deemed unnecessary

Attendees:

Councilmember Loren Taylor

Councilmember Treva Reid

Shereda Nosakhare- Office of the Mayor

Richard Luna, Deputy City Administrator

Darlene Flynn, Director of Race & Equity

Sarah Herbelin, Management Assistant, Finance Dept.

Hassan Lecky, Finance Dept

Deborah Barnes, Director Workplace & Employment Standards

Ernestine Nettles, Contract Compliance Officer, Assistant

Troy Dotson, Contract Compliance Field Technician

Shellee Darensburg, Contract Compliance Supervisor

David Ferguson, Director Public Works

Tamala Barnes, Public Works

Jimmy Mach, Public Works

Richard Battersby, Assistant Director Public Works

Mohamed Alaoui, Dept. of Transportation

Cathy Adams, Oakland African American Chamber of Commerce

Bernida Reagan, Merriwether & Williams Insurance Services

Chantal Reynolds, Oakland African American Chamber of Commerce

Jabari Herbert, Developer , FOCON

Eddie Dillard, Oakland Black Board of Trade and Commerce

Stanley Cooper, General Contractor, Cooper Construction and Engineering

Jessica Chen, Oakland Chinatown Chamber of Commerce

Joe Partida, Oakland Latino Chamber of Commerce

TaShon Thomas or Barbara Leslie, Oakland Metropolitan Chamber of Commerce

Dr. Jennifer Tran, Oakland Vietnamese Chamber of Commerce

Carl Chen, Oakland Chinatown Chamber of Commerce

Rick DaSilva, Oakland Chinatown Chamber

Agenda	Notes	Lead
Open comments (5)	Welcome Richard Luna	CM Taylor, Shereda
Upcoming Council Item (5)	How the work lasts beyond the current administration.	CM Taylor
Ordinance implementation (5)	Date for City Council (May 4th). Anything needed from the group?	CM Taylor; Debbie
Working groups overview and assignment/ next steps (30)	Report out: <ul style="list-style-type: none">• What you are working on.• Next steps & timeline Groups: <ol style="list-style-type: none">1. Immediate L/SLBE Program Enhancements (Debbie & Richard)2. Contractor Development Program (Micah Hinkle, Matt Lee, Jabari)3. On- call contracts (Mohamed)4. Increase Vendor Pool (Richard Luna & Cathy Adams)5. Systems Change (Sara Herbelin & Albert Lujan)	Group members
Closing Comments & Questions (5)		
Next Meeting	Proposed new meeting structure: Working group(s) meets: May 12th 2-3:00 PM Full Action Team meets: May 26th 2-3:00 PM	

Working groups:

- Immediate L/SLBE Program Enhancements
 - Technical edits on ordinance (4/12 & 20)
 - New booklet & paperwork roll out (4/21)
 - Press Release about Program Implementation (TBD)
- Contractor Development Program
 - Draft RFI/RFQ
 - Provide to City for refinement and release
 - Does program require a budget?
- On-Call Contracts
 - Prioritize the most immediate opportunities
 - identify potential provider and support them in being competitive
 - (Consider length of contracts, and other parameters)
- Increase Available Vendor Pool
 - Outreach and education:
 - Combine outreach lists
 - Get as many firms as possible certified
 - (NOTE - Acknowledge and advocate for the appropriate resourcing)
- Systems Change Opportunities (Equity Lense)
 - Gather Collective Knowledge from Oak Employees
 - look at qualitative data provided by contractors about our systems
 - Look at quantitative data and how it is managed (input, management, reporting)
 - Faster Payment? Spend thresholds? Etc.?

Subcommittee	City Lead (Co-Lead)	Community Co-Lead	City Participants	City Participants	Community Participants	Notes
Immediate L/SLBE Program Enhancements	Deborah Barnes (DWES)		Jason Mitchell (CAO)			Already in the works.
Contractor Development Program	Micah Hinkle (EWD)	Jabari Herbert	Matt Lee (OPW), Planning and Building Rep(TBD)		Rick DaSilva, Joe Partida , Eddie Dillard	There is a grant that may come in to help support this effort.
On- Call Contracts	Mahamed Alaoui (DOT)	Bernida Reagan	Tamala Barnes (OPW)	Hassan Lecky (Finance)		Three Departments for

						Construction, PS, and commodities.
Increase Available Vendor Pool	Richard Luna (CAO)	Cathy Adams	Ernestine Nettles (DWES), Hassan Lecky, Alexa Jefress (EWD)	Shelly Darensburg (DWES)	TaShon Thomas	Need someone
System Change Opportunities (Equity Lens)	Sarah Herbelin (Finance)		Darlene Flynn (DRE) & Hassan Lecky (Finance)	Al Lujan (OPW)	Stanley Cooper, Dr. Jennifer Tran, Doug Davis	Opportunities to improve current system or processes

Contracting Disparity Action Team

May 12, 2021

2:00- 3:00 PM

Purpose: Increase contracting opportunities for those businesses identified as facing significant contracting disparities in the 2017 Race & Gender Disparities Study through structural and systemic transformation.

Frequency: Bi-weekly until deemed unnecessary

Attendees:

Councilmember Loren Taylor

Councilmember Treva Reid

Shereda Nosakhare- Office of the Mayor

Richard Luna, Deputy City Administrator

Darlene Flynn, Director of Race & Equity

Sarah Herbelin, Management Assistant, Finance Dept.

Hassan Lecky, Finance Dept

Deborah Barnes, Director Workplace & Employment Standards

Ernestine Nettles, Contract Compliance Officer, Assistant

Troy Dotson, Contract Compliance Field Technician

Shelley Darensburg, Contract Compliance Supervisor

David Ferguson, Director Public Works

Tamala Barnes, Public Works

Jimmy Mach, Public Works

Richard Battersby, Assistant Director Public Works

Mohamed Alaoui, Dept. of Transportation

Cathy Adams, Oakland African American Chamber of Commerce

Bernida Reagan, Merriwether & Williams Insurance Services

Chantal Reynolds, Oakland African American Chamber of Commerce

Jabari Herbert, Developer , FOCON

Eddie Dillard, Oakland Black Board of Trade and Commerce

Stanley Cooper, General Contractor, Cooper Construction and Engineering

Jessica Chen, Oakland Chinatown Chamber of Commerce

Joe Partida, Oakland Latino Chamber of Commerce

TaShon Thomas or Barbara Leslie, Oakland Metropolitan Chamber of Commerce

Dr. Jennifer Tran, Oakland Vietnamese Chamber of Commerce

Carl Chen, Oakland Chinatown Chamber of Commerce

Rick DaSilva, Oakland Chinatown Chamber

Agenda	Notes	Lead
Open comments (5)	Welcome	Richard, Shereda
Opportunity Accelerator (10)	Intro and how work impacts Action team	Elliot Karl
Updates from Staff (10)	1) Is the rollout of new changes completed? Are all bidders/RFP recipients aware? 2) How are staff planning to use/deploy the additional staff called for (unfrozen) in the proposed budget? Will that allow for faster processing of certification applications? 3) What are the quick wins that we can work on to be able to announce in July?	Debbie
Working groups overview and assignment/ next steps (30)	Report out: <ul style="list-style-type: none">• What you are working on.• Next steps & timeline Groups: <ol style="list-style-type: none">1. Immediate L/SLBE Program Enhancements (Debbie & Richard)2. Contractor Development Program (Micah Hinkle, Matt Lee, Jabari)3. On- call contracts (Mohamed & Bernida)4. Increase Vendor Pool (Richard Luna & Cathy Adams)5. Systems Change (Sara Herbelin & Albert Lujan)	Group members

Closing Comments & Questions (5)		
Next Meeting	May 26th 2-3:00 PM	

Working groups:

- Immediate L/SLBE Program Enhancements
 - Technical edits on ordinance (4/12 & 20)
 - New booklet & paperwork roll out (4/21)
 - Press Release about Program Implementation (TBD)
- Contractor Development Program
 - Draft RFI/RFQ
 - Provide to City for refinement and release
 - Does program require a budget?
- On-Call Contracts
 - Prioritize the most immediate opportunities
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 - (Consider length of contracts, and other parameters)
- Increase Available Vendor Pool
 - Outreach and education:
 - Combine outreach lists
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 - (NOTE - Acknowledge and advocate for the appropriate resourcing)
- Systems Change Opportunities (Equity Lense)
 - Gather Collective Knowledge from Oak Employees
 - look at qualitative data provided by contractors about our systems
 - Look at quantitative data and how it is managed (input, management, reporting)
 - Faster Payment? Spend thresholds? Etc.?

Subcommittee	City Lead (Co-Lead)	Community Co-Lead	City Participants	City Participants	Community Participants	Notes
Immediate L/SLBE Program Enhancements	Deborah Barnes (DWES)		Jason Mitchell (CAO)			Already in the works.
Contractor Development Program	Micah Hinkle (EWD)	Jabari Herbert	Matt Lee (OPW), Planning and Building Rep(TBD)		Rick DaSilva, Joe Partida , Eddie Dillard	There is a grant that may come in to help

						support this effort.
On- Call Contracts	Mahamed Alaoui (DOT)	Bernida Reagan	Tamala Barnes (OPW)	Hassan Lecky (Finance)		Three Departments for Construction, PS, and commodities.
Increase Available Vendor Pool	Richard Luna (CAO)	Cathy Adams	Ernestine Nettles (DWES), Hassan Lecky, Alexa Jefress (EWD)	Shelly Darensburg (DWES)	TaShon Thomas	Meeting every other week, Weds. at 2pm
System Change Opportunities (Equity Lens)	Sarah Herbelin (Finance)		Darlene Flynn (DRE) & Hassan Lecky (Finance)	Al Lujan (OPW)	Stanley Cooper, Dr. Jennifer Tran, Doug Davis	Opportunities to improve current system or processes

Contracting Disparity Action Team

June 9, 2021

2:00- 3:00 PM

Purpose: Increase contracting opportunities for those businesses identified as facing significant contracting disparities in the 2017 Race & Gender Disparities Study through structural and systemic transformation.

Frequency: Bi-weekly until deemed unnecessary

Attendees:

Councilmember Loren Taylor

Councilmember Treva Reid

Shereda Nosakhare- Office of the Mayor

Richard Luna, Deputy City Administrator

Darlene Flynn, Director of Race & Equity

Sarah Herbelin, Management Assistant, Finance Dept.

Hassan Lecky, Finance Dept

Deborah Barnes, Director Workplace & Employment Standards

Ernestine Nettles, Contract Compliance Officer, Assistant

Troy Dotson, Contract Compliance Field Technician

Shelley Darensburg, Contract Compliance Supervisor

David Ferguson, Director Public Works

Tamala Barnes, Public Works

Jimmy Mach, Public Works

Richard Battersby, Assistant Director Public Works

Mohamed Alaoui, Dept. of Transportation

Cathy Adams, Oakland African American Chamber of Commerce

Chantal Reynolds, Oakland African American Chamber of Commerce

Jabari Herbert, Developer , FOCN

Eddie Dillard, Oakland Black Board of Trade and Commerce

Stanley Cooper, General Contractor, Cooper Construction and Engineering

Jessica Chen, Oakland Chinatown Chamber of Commerce

Joe Partida, Oakland Latino Chamber of Commerce

TaShon Thomas or Barbara Leslie, Oakland Metropolitan Chamber of Commerce

Dr. Jennifer Tran, Oakland Vietnamese Chamber of Commerce

Carl Chen, Oakland Chinatown Chamber of Commerce

Rick DaSilva, Oakland Chinatown Chamber

Agenda	Notes	Lead
Open comments (5)	Welcome	CM Taylor, Richard
Updates from Staff (10)	Wins to announce and share widely	Richard
Working groups overview and assignment/ next steps (30)	Report out: <ul style="list-style-type: none">• What you are working on.• Next steps & timeline Groups: <ol style="list-style-type: none">1. Immediate L/SLBE Program Enhancements (Debbie & Richard)2. Contractor Development Program (Micah Hinkle, Matt Lee, Jabari)3. On- call contracts (Mohamed)4. Increase Vendor Pool (Richard Luna & Cathy Adams)5. Systems Change (Darlene Flynn)	Group members
Closing Comments & Questions (5)		
Next Meeting	June 23rd 2-3:00 PM	

Working groups:

- Immediate L/SLBE Program Enhancements
 - Technical edits on ordinance (4/12 & 20)
 - New booklet & paperwork roll out (4/21)
 - Press Release about Program Implementation (TBD)
- Contractor Development Program
 - Draft RFI/RFQ
 - Provide to City for refinement and release
 - Does program require a budget?
- On-Call Contracts
 - Prioritize the most immediate opportunities
 - identify potential provider and support them in being competitive
 - (Consider length of contracts, and other parameters)
- Increase Available Vendor Pool
 - Outreach and education:
 - Combine outreach lists
 - Get as many firms as possible certified
 - (NOTE - Acknowledge and advocate for the appropriate resourcing)
- Systems Change Opportunities (Equity Lense)
 - Gather Collective Knowledge from Oak Employees
 - look at qualitative data provided by contractors about our systems
 - Look at quantitative data and how it is managed (input, management, reporting)
 - Faster Payment? Spend thresholds? Etc.?

Subcommittee	City Lead (Co-Lead)	Community Co-Lead	City Participants	City Participants	Community Participants	Notes
Immediate L/SLBE Program Enhancements	Deborah Barnes (DWES)		Jason Mitchell (CAO)			Already in the works.
Contractor Development Program	Micah Hinkle (EWD)	Jabari Herbert	Matt Lee (OPW), Planning and Building Rep(TBD)		Rick DaSilva, Joe Partida , Eddie Dillard	There is a grant that may come in to help support this effort.
On- Call Contracts	Mahamed Alaoui (DOT)		Tamala Barnes (OPW)	Hassan Lecky (Finance)		Three Departments for Construction, PS, and commodities.

Increase Available Vendor Pool	Richard Luna (CAO)	Cathy Adams	Ernestine Nettles (DWES), Hassan Lecky, Alexa Jefress (EWD)	Shelly Darensburg (DWES)	TaShon Thomas	Meeting every other week, Weds. at 2pm
System Change Opportunities (Equity Lens)	Sarah Herbelin (Finance)		Darlene Flynn (DRE) & Hassan Lecky (Finance)	Al Lujan (OPW)	Stanley Cooper, Dr. Jennifer Tran, Doug Davis	Opportunities to improve current system or processes

Contracting Disparity Action Team

July 7, 2021

2:00- 3:00 PM

Purpose: Increase contracting opportunities for those businesses identified as facing significant contracting disparities in the 2017 Race & Gender Disparities Study through structural and systemic transformation.

Frequency: Bi-weekly until deemed unnecessary

Attendees:

Councilmember Loren Taylor

Councilmember Treva Reid

Shereda Nosakhare- Office of the Mayor

Richard Luna, Deputy City Administrator

Darlene Flynn, Director of Race & Equity

Sarah Herbelin, Management Assistant, Finance Dept.

Hassan Lecky, Finance Dept

Deborah Barnes, Director Workplace & Employment Standards

Ernestine Nettles, Contract Compliance Officer, Assistant

Troy Dotson, Contract Compliance Field Technician

Shelley Darensburg, Contract Compliance Supervisor

David Ferguson, Director Public Works

Tamala Barnes, Public Works

Jimmy Mach, Public Works

Richard Battersby, Assistant Director Public Works

Mohamed Alaoui, Dept. of Transportation

Cathy Adams, Oakland African American Chamber of Commerce

Chantal Reynolds, Oakland African American Chamber of Commerce

Jabari Herbert, Developer , FOCN

Eddie Dillard, Oakland Black Board of Trade and Commerce

Stanley Cooper, General Contractor, Cooper Construction and Engineering

Jessica Chen, Oakland Chinatown Chamber of Commerce

Joe Partida, Oakland Latino Chamber of Commerce

TaShon Thomas or Barbara Leslie, Oakland Metropolitan Chamber of Commerce

Dr. Jennifer Tran, Oakland Vietnamese Chamber of Commerce

Carl Chen, Oakland Chinatown Chamber of Commerce

Rick DaSilva, Oakland Chinatown Chamber

Agenda	Notes	Lead
Open comments (5)	Welcome	CM Taylor, Richard
Updates from Staff (10)	Wins to announce and share widely	Richard & Debbie
Upcoming workshop (10)	How to Contract with the City	Richard and Cathy
Working groups overview and assignment/ next steps (30)	Report out: <ul style="list-style-type: none">• What you are working on.• Next steps & timeline Groups: <ol style="list-style-type: none">1. Immediate L/SLBE Program Enhancements (Debbie & Richard)2. Contractor Development Program (Micah Hinkle, Matt Lee, Jabari)3. On- call contracts (Mohamed)4. Increase Vendor Pool (Richard Luna & Cathy Adams)5. Systems Change (Darlene Flynn)	Group members
Closing Comments & Questions (5)		
Next Meeting	July 21st 2-3:00 PM	

Working groups:

- Immediate L/SLBE Program Enhancements
 - Technical edits on ordinance (4/12 & 20)
 - New booklet & paperwork roll out (4/21)
 - Press Release about Program Implementation (TBD)
- Contractor Development Program
 - Draft RFI/RFQ
 - Provide to City for refinement and release
 - Does program require a budget?
- On-Call Contracts
 - Prioritize the most immediate opportunities
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 - (Consider length of contracts, and other parameters)
- Increase Available Vendor Pool
 - Outreach and education:
 - Combine outreach lists
 - Get as many firms as possible certified
 - (NOTE - Acknowledge and advocate for the appropriate resourcing)
- Systems Change Opportunities (Equity Lense)
 - Gather Collective Knowledge from Oak Employees
 - look at qualitative data provided by contractors about our systems
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 - Faster Payment? Spend thresholds? Etc.?

Subcommittee	City Lead (Co-Lead)	Community Co-Lead	City Participants	City Participants	Community Participants	Notes
Immediate L/SLBE Program Enhancements	Deborah Barnes (DWES)		Jason Mitchell (CAO)			Already in the works.
Contractor Development Program	Micah Hinkle (EWD)	Jabari Herbert	Matt Lee (OPW), Planning and Building Rep(TBD)		Rick DaSilva, Joe Partida , Eddie Dillard	There is a grant that may come in to help support this effort.
On- Call Contracts	Mahamed Alaoui (DOT)		Tamala Barnes (OPW)	Hassan Lecky (Finance)		Three Departments for Construction, PS, and commodities.

Increase Available Vendor Pool	Richard Luna (CAO)	Cathy Adams	Ernestine Nettles (DWES), Hassan Lecky, Alexa Jefress (EWD)	Shelly Darensburg (DWES)	TaShon Thomas	Meeting every other week, Weds. at 2pm
System Change Opportunities (Equity Lens)	Sarah Herbelin (Finance)		Darlene Flynn (DRE) & Hassan Lecky (Finance)	Al Lujan (OPW)	Stanley Cooper, Dr. Jennifer Tran, Doug Davis	Opportunities to improve current system or processes

Contracting Disparity Action Team

August 4, 2021

2:00- 3:00 PM

Purpose: Increase contracting opportunities for those businesses identified as facing significant contracting disparities in the 2017 Race & Gender Disparities Study through structural and systemic transformation.

Frequency: Bi-weekly until deemed unnecessary

Attendees:

Councilmember Loren Taylor

Councilmember Treva Reid

Shereda Nosakhare- Office of the Mayor

Richard Luna, Deputy City Administrator

Darlene Flynn, Director of Race & Equity

Sarah Herbelin, Management Assistant, Finance Dept.

Hassan Lecky, Finance Dept

Deborah Barnes, Director Workplace & Employment Standards

Ernestine Nettles, Contract Compliance Officer, Assistant

Troy Dotson, Contract Compliance Field Technician

Shelley Darensburg, Contract Compliance Supervisor

David Ferguson, Director Public Works

Tamala Barnes, Public Works

Jimmy Mach, Public Works

Richard Battersby, Assistant Director Public Works

Mohamed Alaoui, Dept. of Transportation

Cathy Adams, Oakland African American Chamber of Commerce

Chantal Reynolds, Oakland African American Chamber of Commerce

Jabari Herbert, Developer , FOCN

Eddie Dillard, Oakland Black Board of Trade and Commerce

Stanley Cooper, General Contractor, Cooper Construction and Engineering

Jessica Chen, Oakland Chinatown Chamber of Commerce

Joe Partida, Oakland Latino Chamber of Commerce

TaShon Thomas or Barbara Leslie, Oakland Metropolitan Chamber of Commerce

Dr. Jennifer Tran, Oakland Vietnamese Chamber of Commerce

Carl Chen, Oakland Chinatown Chamber of Commerce

Rick DaSilva, Oakland Chinatown Chamber

Agenda	Notes	Lead
Open comments (5)	Welcome	CM Taylor, Richard
Updates from Staff (10)	Recap of Contracting workshop & next workshop	Richard & Cathy
(10) Contracting Successes	Review and provide feedback	CM Taylor
Working groups overview and assignment/ next steps (30)	Report out: <ul style="list-style-type: none">• What you are working on.• Next steps & timeline Groups: <ol style="list-style-type: none">1. Immediate L/SLBE Program Enhancements (Debbie & Richard)2. Contractor Development Program (Micah Hinkle, Matt Lee, Jabari)3. On- call contracts (Tamara & Sara Fine)4. Increase Vendor Pool (Richard Luna & Cathy Adams)5. Systems Change (Sarah Herbelin & Darlene Flynn)	Group members
Closing Comments & Questions (5)		
Next Meeting	August 18th 2-3:00 PM	

Working groups:

- Immediate L/SLBE Program Enhancements
 - Technical edits on ordinance (4/12 & 20)
 - New booklet & paperwork roll out (4/21)
 - Press Release about Program Implementation (TBD)
- Contractor Development Program
 - Draft RFI/RFQ
 - Provide to City for refinement and release
 - Does program require a budget?
- On-Call Contracts
 - Prioritize the most immediate opportunities
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 - (NOTE - Acknowledge and advocate for the appropriate resourcing)
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 - look at qualitative data provided by contractors about our systems
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 - Faster Payment? Spend thresholds? Etc.?

Subcommittee	City Lead (Co-Lead)	Community Co-Lead	City Participants	City Participants	Community Participants	Notes
Immediate L/SLBE Program Enhancements	Deborah Barnes (DWES)		Jason Mitchell (CAO)			Already in the works.
Contractor Development Program	Micah Hinkle (EWD)	Jabari Herbert	Matt Lee (OPW), Planning and Building Rep(TBD)		Rick DaSilva, Joe Partida , Eddie Dillard	There is a grant that may come in to help support this effort.
On- Call Contracts	Tamala Barnes (OPW)		Sarah Fine (DOT)	Hassan Lecky (Finance)		Three Departments for Construction, PS, and commodities.

Increase Available Vendor Pool	Richard Luna (CAO)	Cathy Adams	Ernestine Nettles (DWES), Hassan Lecky, Alexa Jefress (EWD)	Shelly Darensburg (DWES)	TaShon Thomas	Meeting every other week, Weds. at 2pm
System Change Opportunities (Equity Lens)	Sarah Herbelin (Finance)		Darlene Flynn (DRE) & Hassan Lecky (Finance)	Al Lujan (OPW)	Stanley Cooper, Dr. Jennifer Tran, Doug Davis	Opportunities to improve current system or processes

Contracting Disparity Action Team

September 29, 2021

2:00- 3:00 PM

Purpose: Increase contracting opportunities for those businesses identified as facing significant contracting disparities in the 2017 Race & Gender Disparities Study through structural and systemic transformation.

Frequency: Bi-weekly until deemed unnecessary

Attendees:

Councilmember Loren Taylor

Councilmember Treva Reid

Shereda Nosakhare- Office of the Mayor

Richard Luna, Deputy City Administrator

Darlene Flynn, Director of Race & Equity

Sarah Herbelin, Management Assistant, Finance Dept.

Hassan Lecky, Finance Dept

Deborah Barnes, Director Workplace & Employment Standards

Ernestine Nettles, Contract Compliance Officer, Assistant

Troy Dotson, Contract Compliance Field Technician

Shelley Darensburg, Contract Compliance Supervisor

G. Harold Duffey, Director Public Works

Tamala Barnes, Public Works

Jimmy Mach, Public Works

Richard Battersby, Assistant Director Public Works

Sarah Fine, Department of Transportation

Cathy Adams, Oakland African American Chamber of Commerce

Chantal Reynolds, Oakland African American Chamber of Commerce

Jabari Herbert, Developer, FOCON

Eddie Dillard, Oakland Black Board of Trade and Commerce

Stanley Cooper, General Contractor, Cooper Construction and Engineering

Jessica Chen, Oakland Chinatown Chamber of Commerce

Joe Partida, Oakland Latino Chamber of Commerce

TaShon Thomas or Barbara Leslie, Oakland Metropolitan Chamber of Commerce

Dr. Jennifer Tran, Oakland Vietnamese Chamber of Commerce

Carl Chen, Oakland Chinatown Chamber of Commerce

Rick DaSilva, Oakland Chinatown Chamber

Bendu Griffin Washington, President, Tonma

Agenda	Notes	Lead
Open comments (5)	Welcome	CM Taylor, Richard
Upcoming City Council Report (20)	Feedback on draft City Council informational report	Richard
Working groups overview and assignment/ next steps (30)	Report out: <ul style="list-style-type: none">• New updates• Next steps & timelines Groups: <ol style="list-style-type: none">1. Immediate L/SLBE Program Enhancements (Debbie & Richard)2. Contractor Development Program (Micah Hinkle, Matt Lee, Jabari)3. On- call contracts (Tamala Barnes & Sarah Fine)4. Increase Vendor Pool (Richard Luna & Cathy Adams)5. Systems Change (Sara Herbelin & Darlene Flynn)	Group members
Closing Comments & Questions (5)		
Next Meeting	October 13, 2021, 2:00 – 3:00 pm	

Working groups:

- Immediate L/SLBE Program Enhancements
 - Technical edits on ordinance (4/12 & 20)
 - New booklet & paperwork roll out (4/21)
 - Press Release about Program Implementation (TBD)
- Contractor Development Program
 - Draft RFI/RFQ
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 - Combine outreach lists
 - Get as many firms as possible certified
 - (NOTE - Acknowledge and advocate for the appropriate resourcing)
- Systems Change Opportunities (Equity Lense)
 - Gather Collective Knowledge from Oak Employees
 - look at qualitative data provided by contractors about our systems
 - Look at quantitative data and how it is managed (input, management, reporting)
 - Faster Payment? Spend thresholds? Etc.?

Subcommittee	City Lead (Co-Lead)	Community Co-Lead	City Participants	City Participants	Community Participants	Notes
Immediate L/SLBE Program Enhancements	Deborah Barnes (DWES)		Richard Luna (CAO)			On-going.
Contractor Development Program	Micah Hinkle (EWD)	Jabari Herbert	Matt Lee (OPW), Planning and Building Rep(TBD)		Rick DaSilva, Joe Partida , Eddie Dillard	RFP issued September 17, 2021
On- Call Contracts	Tamala Barnes (OPW)		Sarah Fine (OakDOT)	Hassan Lecky (Finance)		Three Departments for Construction, PS, and commodities.
Increase Available Vendor Pool	Richard Luna (CAO)	Cathy Adams	Ernestine Nettles (DWES), Hassan	Shelly Darensburg (DWES)	TaShon Thomas	Meeting every other week, Wed. at 2pm.

			Lecky, Alexa Jefress (EWD)			
System Change Opportunities (Equity Lens)	Sarah Herbelin (Finance)		Darlene Flynn (DRE) & Hassan Lecky (Finance)	Al Lujan (OPW)	Stanley Cooper, Dr. Jennifer Tran, Doug Davis	Opportunities to improve current system or processes

	Topic	Task	Notes	Lead	Relevant Links (if applicable)	Status	Question	Due Date
2/3/21	Survey Update Contracting D	Full team to help spread the word by sharing flier and Town Hall info to: * City/ DWES D-list (D Ferguson & D. Barnes) * EWD List (Jason --> Alexa) * Oakland Chambers (Cathy Adams) * Black Distributon Lists (Cathy) * Diverse Supplier Lists from Corporate Partners (Later/ after town Hall)... may include Kaiser, Blue Shield, PGE, Clorox, Port, etc.	*Only 1 response to date * Communications: (Councilmembers)	Kiana to send results to Shereda		Complete		
	Town Hall Plan (including Age General Housekeeping)	Presenters to submit material before Town Hall. * D. Barnes can have an overview/ intro to iSupplier and contact info for doing so... and point to how to guide for iSupplier (Insert link)	"Proposed Agenda: 1.Welcome & Panelists Introductions 2.2017 Disparities Study – Key Findings 3.Solutions being developed to date 4.Listening Session – Attendee Recommendations 5.Closing and Next Steps"			Complete		
	Status of the list for upcoming contract opportunities (being prepared by city Staff)	Reach out to Margaret re Steven's participation		Jason		Complete	* Who's Missing?	
	Next steps for Taskforce after the Town Hall * Cadence of Mtgs moving forward * Add guiding principles	1) Share link to Public Works Project Lists (UPDATE 2.17 - link to be more prominent on Public Works website) 2) Share link to iSupplier Project Link 3)Share status of on-call contracts and when they are opening up for new contractors/ Suppliers - CONFIRM ability to hold on-call contracts recruitment until our process is complete"	* Current and upcoming project lists exist on website for Public Works Construction Projects * Listed in iSupplier (Construction & Professional Services) * On-Call Contracts List?	1 and 3-) David Ferguson; 2) Deborah Barnes		Complete		
	Survey presentation @ March 17 meeting	Add OAACC and other representative groups to the Contracting & procurement d-lists so they can help spread the word and not only the registered businesses	* Analyze Survey data to help us build out our next steps * Continue Following up on Action Items			Pending		
2/17/21	Survey Findings... preliminary results?	1. Entire Steering Committee to review Survey responses and be prepared to discuss in next mtg.		All		Complete		
	Maintaining momentum after the Town Hall	"2. Review advertsing channels (Cathy, XXX, and XXX) 3. Database of Townhall Registrants to be sent to Contracts & Compliance (District 6 Office) 4. Add to contracting announcements Distribution List (Contracts & Compliance Off.) 5. Host a training for signing up on city of Oakland Vendor list (iSupplier) - (OAACC/ Contracts & Compliance Office - Ernestine Nettles)		2. Cathy 3. CM Taylor Staff 4. Deb Barnes 5.Ernestine Nettles		Complete		
	Maintaining momentum after the Town Hall	Schedule a deep dive overview (~3 hrs) for this team (and others?) to ensure we are most effective (by bucket - construction, professional svcs, goods/commodities) - (Jason M. & team to lead City Staff in preparing for this)"	Scheduled on 3/24/21 12:30-2:30pm	Jason		Complete		
	Town Hall Debrief	Discussion Item	Good to have unanimous Council support * A lot of contractors are putting their faith in us (a lot of expectations, but good for all) * High level of engagement * Emphasis needed beyond construction and prof svcs to Goods & Svcs * Cocnept of set-asides for Oakland-based businesses"			Complete		
	Steps to Feasibility Analysis and Planning for LBETC Resolution	Meeting to review legislative intent of the items contained in LBETC Resolution		CM Taylor Staff, Deb Barnes	https://www.oaklandca.gov/services/register-with-isupplier	Complete (see rows 19-31)	1) Has the new policies been implemented? Yes or no ? if not when ?	
	Adding vendors/ suppliers to City contact list	FYI - Update from Finance: * A link to iSupplier has been added to each of the emailed business license/ tax renewal forms * We have also added race and ethnicity information for Oakland businesses recently				Complete		
3/3/21	Dashboard Creation	DASHBOARD CREATION: We will discuss the creation of a dashboard in our next meeting	Discussion Item			Complete		
	Organization Structure and Activity Moving Forward		* Inquiries from other business community representatives - How to include/ incorporate? Who? Attendee list updated.			Complete		
	Certification Workshop Debrief	** 10 direct follow-up with Ernestine Nettles * Need for update on online requests/sign-up		Deb Barnes		Complete		
	Advancing the process	Schedule presentation/ Trainings	Scheduled on 3/24/21 12:30-2:30pm	Jason Mitchell		Completed		
	Resolution Implementation- Establish OCIP (Jan 2021)	Establishing and operating an OCIP either independently or in partnership with the Port of Oakland for construction and professional services projects.	Adjusted in the L/SLBE Program	Jason Mitchell	https://oakland.legistar.com/View.ashx?M=F&ID=9046074&GUID=601EFD89-439B-41C3-8E93-528C50EB54E1	Pending		
	Resolution Implementation- Establish OCIP (Jan 2021)	Application of the L/SLBE Program to the City's on-call contracts and cooperative agreements and improvements that would increase SLBE participation. Language in Program directing staff to compliance BEFORE Cooperative Agreements are processed.	Require PWA and DOT in the on-call process and contracts	Jason/Deb	https://oakland.legistar.com/View.ashx?M=F&ID=9046074&GUID=601EFD89-439B-41C3-8E93-528C50EB54E1	completed	Under the newly adopted L/SLBE Program under CM Taylor, additional incentives have been added and definitions have been updated to afford breater advantages to SLBEs * L/SLBE Program	
	Resolution Implementation- Establish OCIP (Jan 2021)	Expanding the construction MPSLB Program (OMC Section 2.04.045(B)) to the purchase of all professional services. Clarity -Public Works ?	make sure language in clear in program	Jason/Deb With PWA and DOT	https://oakland.legistar.com/View.ashx?M=F&ID=9046074&GUID=601EFD89-439B-41C3-8E93-528C50EB54E1	completed	Draft forthcoming from M&W	
	Resolution Implementation- Establish OCIP (Jan 2021)	Establishing a Small and/or Very Small Local Business Enterprise (SLBE/VSLBE) program with the goal of ensuring greater access for SLBEs and VSLBEs as prime contractors.	Businesses get grandfathered into new criteria; Will discuss distributing this work beyond Debbie's team alone; needs more detailed action and research into other jurisdictions with non-race based set asides	Jason/Deb	https://oakland.legistar.com/View.ashx?M=F&ID=9046074&GUID=601EFD89-439B-41C3-8E93-528C50EB54E1	completed	Adopted L/SLBE	
Resolution Implementation- Establish OCIP (Jan 2021)	Establishing an SLBE bonding and financing program. HTTPS://imwis.com/wp-content/uploads/2020/06/Contractor-Development-Services.pdf	Part of L/SLBE Program	Jason/Deb	https://oakland.legistar.com/View.ashx?M=F&ID=9046074&GUID=601EFD89-439B-41C3-8E93-528C50EB54E1	Pending	Adopted L/SLBE		

Resolution Implementation Establish OCIP (Jan 2021)	Establishing a credit incentive for procurement, construction and professional services contracts with LBE/VSLBE owners who graduated from a high school in Oakland ("Local Homegrown Credit").	Implementation immediately after clarifications with legal and application to all DDAs, Das etc.	Jason/Deb	https://oakland.legistar.com/View.ashx?M=F&ID=9046074&GUID=601EFD89-439B-41C3-8E93-528C50EB54E1	completed	Adopted L/SLBE
Ordinance Implementation (Feb 2021)	2) Create a business certification category referred to as a "Small Business Administration-Local Oakland Business Enterprise (SBA-LBE) category; and Reduce the size standard of an LBE where the 3-year average of gross receipts is less than or equal to 20% of the most recently published United States Small Business Administration's Small Business Size standards (U.S. SBA);		Jason/Deb- see certification matrix per CM Taylor and staff		completed	Amend program language to reflect SBA-LBE - keep LBE as jumbo
Ordinance Implementation (Feb 2021)	3) Redefine "substantial presence" and "local manufacturer" as applied to City-related businesses; to include either 30% of total company workforce or minimum of 50% employees must work in Oakland headquarters.		Jason/Deb		completed	
Ordinance Implementation (Feb 2021)	4) Limiting modifications to L/SLBE schedules after bid opening;		Jason/Deb		completed	
Ordinance Implementation (Feb 2021)	5) Applying a bid discount of 5% to a VSLBE prime contractor during construction bid evaluation, and a bid discount of 5% for professional services contract bids where the VSLBE meets a 50% subcontractor goal; and		Jason/Deb		completed	
Ordinance Implementation (Feb 2021)	6) Requiring that all developers engaged via a Development and Disposition Agreement submit a schedule of the projected award of construction and construction-related agreements prior to executing the DDA, with all such agreements required to include the L/SLBE Program requirements; and		Jason/Deb		completed	
Ordinance Implementation (Feb 2021)	7) Increasing the preference percentage for Mentor-Protege teams on construction and professional services contracts from 5% to 10% , and establishing criteria for eligible agreements that ensures mentees and junior N partner receive the intended mentorship and growth opportunity in addition to the business opportunity. Mentor protege teams may not exceed two per project;		Jason/Deb		completed	
	1) Has the new policies been implemented? Yes or no ? if not when ? ANSWER: Yes. New preference points (and discount percentages) are being applied immediately to the classifications that have been specified in the LBETC ordinance 2) Are we currently certifying firms by the new policy ? Yes or no If not then when ? ANSWER: Those currently on the certification list are not removed until they need to be recertified. 3) Will the current certified firms be grand fathered in yes or no ? if not what is plan . ANSWER: YES. They will be grand fathered in until their expiration date. When they expire, the analysis will be based on the newly adopted certification criteria program. 4) How has staff been directed to institute the new policies ? ANSWER: Effective immediately, when firms go through the certification process (either new or renewal) they will need to validate that they comply with the new criteria. 5) I have received several calls that the iSupplier link is not working? Can you check on this for me please? Please let me know when is working . I sent the link to several businesses. ANSWER: It's working, let us know know others are having trouble.		Deb Barnes		complete	

Luna, Richard

From: Reiskin, Edward
Sent: Thursday, September 23, 2021 8:13 AM
To: Fortunato Bas, Nikki; Kalb, Dan; Fife, Carroll; Thao, Sheng; Gallo, Noel; Taylor, Loren; Reid, Treva; Kaplan, Rebecca
Cc: Simmons, LaTonda; Lake, Betsy; Luna, Richard
Subject: Construction Resource Center grant

President Bas and members of the Council:

I want to directly respond and clarify some issues that caused confusion at Tuesday's meeting regarding the grant agreement for the Construction Resource Center (CRC).

The City Council authorized a \$500,000 grant to CRC in April 2021 via Resolution No. 88577. Since that time, staff have worked diligently to execute the contract. As noted in the oral report, the grant is complete and is being circulated for final signatures.

1. There was no new or additional process included with executing this grant, and this grantee was not subject to any extra review or requirements.
2. This Council-directed grant, as with most Council-directed grants, did not include specific instructions regarding all contract details. In the normal course of finalizing the contract, staff sought input from external stakeholders that are helping us develop an RFP for a similar project. This due diligence was undertaken to improve consistency across the programs and better serve the City goal of supporting minority contractors. These stakeholders were advisory only. Their input did not change Council's direction, and did not delay the execution of the contract in any way.
3. This grantee was not treated differently or disadvantaged as compared to other grantees. In fact, this grant was prioritized given the critical nature of these services and alignment with the City's equity and recovery goals.

We recognize the systemic challenges around City contract execution and the frustration this poses to both grantees and City staff, and we are working to address them. Staff is preparing an informational report on the work undertaken this year to increase contracting opportunities to our local vendors. A Rules Request was submitted today and the information will be presented in October.

We are also aware of the challenges associated with Council-directed grants that lack any direction other than a few words on a spreadsheet, and therefore welcome the Council Policy Directive to recommend improvements to that process.

In the future, should you have concerns about a situation like this or any other, I respectfully suggest you raise them with me and attempt to ascertain facts in advance of publicly alleging bad intent or worse.

Thanks.

Ed

**Edward D. Reiskin
City Administrator
City of Oakland
1 Frank H. Ogawa Plaza, 3rd Floor
Oakland, CA 94612
(510) 238-6906**

Hinkle, Micah

From: eddie Dillard [REDACTED]
Sent: Sunday, August 29, 2021 1:43 PM
To: Hinkle, Micah; Jabari Hebert
Subject: Review of CRC proposed Scope of Work for Economic and Workforce Development Department

[EXTERNAL] This email originated outside of the City of Oakland. Please do not click links or open attachments unless you recognize the sender and expect the message.

This represents my review of the proposed scope of work for the City of Oakland Contractor supportive services contract by Contractors Resource Center and the Department of Economic and Workforce Development Department.

Item 1 - No detailed budget was submitted with the activity cost breakdown

Item 2 - The grant writer position should be an ineligible cost. The City has not historically funded grant writers for non profit organizations. This would set a dangerous precedent as all other non profits would request funding for grant writers.

Here is my draft response to the request for the committee members by City Staff, please review and comment. Thanks ED

Item 3 Program should provide direct services to a minimum of 15 clients and even at that the cost per client is approximately \$33,350 per client served.

Item 4 - The service provider should off 4 City of Oakland co-sponsored technical assistance workshops (one each quarter) involving specific City of Oakland contracting engagement and delivery of City processing of contracting opportunities ie (1) How to submit electronic bids? (2) Understanding the importance of navigating the City of Oakland isupplier portal? (3) Understanding the importance of identifying the appropriate NCISC code in the City certification process. (4) How to respond to RFP's and RFQ's.

Item 5 - Participation Eligibility the service provider should evaluate potential participants based on the following criteria

- (1) Contractors with city of Oakland Business Licence
- (2) Contractors with State of California License Board registration number
- (3) Contractors with 3 years in business in a construction trade and DIR number
- (5) Contractors completing a "Contractors Business Assessment survey and interview

Item - 6 The project should identify the dollar amount associated with the sub-consultants on the project (a) Tonmas (2) My (3) Eagle Engineering (4) Lowe Consulting group (5) Legal (6) Accounting