



INTER OFFICE MEMORANDUM

Department of Workforce & Employment Standards (DWES)

TO: Andrew Lathrop,
Manager, Claims, & Risk

FROM: Mary Mayberry, *Mary Mayberry*
Interim Director, DWES

THROUGH: Vivian Inman, *V. Inman*
Sr. Contract Compliance Officer

PREPARED BY: Sophany Hang, *S. Hang*
Contract Compliance Officer

SUBJECT: Availability Analysis for
Employees Assistant Program

DATE: April 8, 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:

Provide Employee Assistance Program and Related services to cover all non-sworn City employees and all sworn employees of the Oakland Fire Department.

To determine the availability of the City's certified firms, the Department of Workplace & Employment Standards researched the certification database utilizing the NAICS Codes-621330-Office of Mental Health Practitioners (except physicians).

Review of the database indicated that there was zero certified firm. Based on the above it has been determined that the Local and Small Local Business Enterprise Program's 50% requirement will be waived.

If you have questions or need additional information, please contact Sophany Hang, Contract Compliance Officer at (510) 238-3723.