

**MINUTES OF THE SMALL CONTRACTOR OUTREACH AND
OPPORTUNITIES PROGRAM (SCOOP) COMMITTEE MEETING**

June 7, 2011

1. CALL TO ORDER

Chair Mudd called the SCOOP Committee meeting to order at 9:32 a.m.

2. ROLL CALL

Committee members present were Chair Mudd, Vice Chair Linden, and Directors Croucher, Dailey, Hilliker, and Tu. There were no Committee members absent. At that time, there was a quorum of the Committee.

Staff present was Deputy General Manager Belock, Deputy General Counsel Gallien, Director of Public Affairs Foster, Risk Manager Homer, SCOOP Manager Yanushka, and SCOOP Representative Maynard.

Other attendees included Maria Hughes, Senior Lending Analyst, Small Business Administration; Dr. Sheryl Gee, Vice President of Training and Development, Innovisions; Reggie Gee, President, The Presentation Coach; Edward Salcedo, Jr., President, GCAP Services; Charles E. Bray, Jr., President, Bray & Associates; Barbara Sullivan, CEO, Sullivan International; Dalia Sabaliauskas, Principal, Sabal Expert Consulting; Oscar L. Edwards, Principal Consultant, Higher Growth Strategies; Elaine Richardson, Manager, Small Business Development, SANDAG; and Sandy Caples, Contractor News & Views.

3. PUBLIC COMMENT

There were no members of the public who wished to address the Committee.

4. APPROVE THE MINUTES OF THE SCOOP COMMITTEE MEETING OF MARCH 1, 2011

Director Linden moved, Director Tu seconded and the motion passed to approve the minutes of the SCOOP Committee meeting of March 1, 2011.

5. INFORMATION ON SMALL BUSINESS ADMINISTRATION BONDING PROGRAM

Maria Hughes provided an overview of the SBA's Surety Bond Program. She explained that the program provides a guarantee that an enrolled small business will comply with the contract. She advised the processing fee is \$7.29 per \$100,000, with a maximum of \$2 million and is returned to the small business if a bond is not issued.

Sandy Caples advised that all training provided by the SCOOP program is very helpful to small businesses. She stated that it is best for small businesses to be educated in all aspects of business administration.

6. SCOOP QUARTERLY REPORT

Ms. Yanushka provided a presentation of the quarterly report, including outreach activities, outreach calendar, program measurement summary, program evaluation, key findings, and next steps.

7. SCOOP FOCUS GROUPS AND SURVEY FINDINGS

Dr. Gee provided a presentation on focus groups and Mr. Gee on survey findings, including background, demographics, significant responses, and conclusions. Dr. Gee suggested Water Authority staff be trained on the SCOOP program and Mr. Gee encouraged small businesses to attend training for networking opportunities.

8. BENCHMARKING REPORT ON SMALL BUSINESS PROGRAMS

Mr. Salcedo provided a presentation on the benchmarking survey, including the list of 25 surveyed agencies, key findings, and success factors.

9. SCOOP GOAL AND PROCESSES

Mr. Bray provided a presentation on the development of a SCOOP goal. Ms. Sullivan provided a presentation on SCOOP processes, including purpose of project, gathering of good faith effort and outreach data, review of existing and reporting processes, and determining areas of improvement.

10. DISCUSSION OF SMALL BUSINESS CONTRACTING PROCESS AND THE IMPACT OF HOW A LARGE CONTRACTOR'S PERFORMANCE MAY IMPACT A SMALL SUB-CONTRACTOR

Chair Mudd advised that the Water Authority should evaluate and pursue a 25% SCOOP goal; raising payment bonds to \$100,000; lowering performance bond levels from 100% to 75%; developing set asides up to \$25,000; ensuring that all water agencies are involved in a small business registration clearinghouse; and unbundling/bundling contracts, when appropriate, to provide more opportunities for small businesses.

Directors Linden and Tu stated that they support a 25% SCOOP goal and requested recommendations to achieve that higher goal. Director Croucher stated that the committee had reached a percentage goal two years ago and that that information could be brought back and discussed.

Chair Mudd stated that the Water Authority's contract language should be the same contract language between subs and primes. He advised the committee needed to explore how much the Water Authority wants to increase its risk and whether that could lead to obtaining more small business participation. Mr. Belock stated the Water Authority may require some items of primes, such as paying their subs with 10 days, but it may assume risks that it does not want for other items. He further stated that most agencies try to stay away from relationships between subs and primes.

Chair Mudd stated that the Water Authority should attempt to get the contractors to be small-business friendly. He requested staff to come back and advise the committee on how to attain a 25% goal with minimum risk; assure small businesses get an opportunity to obtain a Water Authority contract; ensure set-asides for procurements valued up to \$25,000; start a clearinghouse with water agencies; and obtain recommendations on how to unbundle contracts.

11. PRESENTATION ON SMALL BUSINESS CLEARINGHOUSE

Ms. Sabaliauskas provided a presentation on a small business registration clearinghouse concept, including purpose and definition, identification of public agencies, e-processing systems, features and benefits, e-procurement system comparison, recommendation, risks and balances, and suggestions for next steps.

12. ADJOURNMENT

There being no further business to come before the SCOOP Committee, Chair Mudd adjourned the meeting at 12:03 p.m.