

## SPONSOR AGENCY PROCUREMENT PROCESS: PROFESSIONAL SERVICES

The Sponsor Agency must follow these requirements in procuring a professional services contract:

1. **Local Business Contract Equity (LBCE) Program Compliance.** Sponsor Agency shall review the LBCE Program to ensure compliance with all program requirements, including, but not limited to LBCE Program Appendix B (Responsibilities of Sponsor Agencies).
2. **Outreach to Firms Certified by Alameda County Transportation Commission (Alameda CTC).** Sponsor Agency shall distribute, or request that Alameda CTC distribute, the procurement notice to Alameda CTC-certified Local Business Enterprise (LBE), Small LBE (SLBE), and/or Very Small LBE (VSLBE) firms. Sponsor Agency should document its outreach efforts. Further, Alameda CTC recommends that the Sponsor Agency advertise the procurement notice in one or more newspapers, technical publications, professional associations, societies, and/or business development centers, to solicit firms eligible to be certified as LBE, SLBE, and/or VSLBE firms that are interested in participating in the opportunity.
3. **Pre-proposal Meeting.** Alameda CTC recommends that not less than ten (10) business days before proposals are due for each contract subject to this LBCE Program, Sponsor Agency shall hold a pre-proposals meeting in Alameda County and invite prospective prime consultants and subconsultants, including LBE, SLBE and VSLBE firms. During the meeting, Sponsor Agency may explain the contract work to be performed and the process for submitting a response, and Alameda CTC or Sponsor Agency will explain the provisions of this LBCE Program, including the LBCE Program Exhibits. Sponsor Agency shall discuss and provide the list of certified LBE, SLBE and VSLBE firms (available at [www.alamedactc.org/contract-equity](http://www.alamedactc.org/contract-equity)) to prospective proposers at the meeting.
4. **Submittal Requirements.** Sponsor Agency shall direct the prime proposer to comply with all of the requirements for submitting responses (e.g., statements of qualifications and proposals) as prescribed by the LBCE Program and the LBCE Program Exhibits, including, but not limited to:
  - a. All firms to be utilized to meet an LBE, SLBE, and/or VLSBE goal must be certified by Alameda CTC prior to proposal submittal.
  - a. All costs to be incurred and work to be performed by LBE, SLBE, and/or VSLBE firms, including any subconsultant and/or vendor regardless of tier and subcontract amount, should be clearly identified in a budget table submitted with the proposal that shows budget breakdown by firm with dollar amounts.
  - b. Proof of certification shall be included with the proposal.
5. **Participation Verification and Evaluation Points.** Sponsor Agency shall include the evaluation points as part of the selection criteria in the procurement document. Sponsor Agency shall validate the participation percentage for each goal and shall apply evaluation credit for meeting each goal. The percentage of participation toward each goal shall be based on the cost proposal and rounded to the nearest tenth of a percent (i.e., 69.9% does not round for the LBE goal of 70.0% and 29.9% does not round up for the SLBE goal of 30.0%), excluding costs for any optional task(s) and/or phase(s). Points credited are not prorated and shall be awarded on a pass/fail basis of meeting the respective goal. During the selection process for contract award of professional services contracts, the ability to meet or exceed LBE, SLBE and/or VSLBE goals shall yield applicable credits as follows:
  - c. 70.0% LBE and 30.0% SLBE goals apply for contracts over \$75,000: Five percent (5.0%) of the total evaluation points for each goal, for a total of ten percent (10.0%).
  - d. 30.0% VSLBE goal applies for contracts between \$25,000 and \$75,000: Twenty percent (20.0%) of the total evaluation points.