



# Memorandum

**TO:** HONORABLE MAYOR AND CITY COUNCIL

**FROM:**  
Vice Mayor Chappie Jones

**SUBJECT:** SEE BELOW

**DATE:** October 8, 2019

Approved

Date 10/08/2019

**SUBJECT: COUNCIL PRIORITY #3: CITYWIDE CONTRACTING PROGRAM  
UPDATE**

## RECOMMENDATION

1. Accept staff recommendation to approve the workplan for the phased implementation of the Public Works Contracting Program and remove Council Priority #3 – Disadvantaged Business Enterprise Program – from the Council Priority list at the next priority setting session.
2. Direct the City Manager's Office and the City Attorney's Office to identify options that would allow City Departments and Council District Offices to coordinate or share the email contact information of registered businesses as an effort to implement improved outreach and communication of contract opportunities for small businesses.

## BACKGROUND

I commend City Administration, the Community and Economic Development Committee, and the Public Works Department for their efforts and dedication to addressing Council Priority #3 and for creating a citywide contracting program that helps reduce the barriers of entry for small businesses that want to do construction business with the City of San Jose. To further expand on the City's procurement process, I recommend that departments (e.g. Finance, Public Works) coordinate to allow the sharing of contact information and creation of an email database of registered businesses accessible across City Departments. One database of contact information for citywide use could help streamline the outreach and communication process with small businesses and lead to increased awareness of opportunities, improved efficiencies and enhanced transparency in the City's overall procurement and award of contracts.

As noted in Attachment C of the staff memo, "vital information is maintained by multiple departments and requires coordination." Coordination by multiple departments falls under the

authority of the City Manager's Office (CMO). Furthermore, should an evaluation of the City's privacy policy be required, coordination with the City Attorney's Office (CAO) may be needed. Thus, I recommend for the CMO and CAO to return to Council within 6 months for an update and suggestions on potential next steps.

The signers of this memorandum have not had, and will not have, any private conversation with any other member of the City Council, or that member's staff, concerning any action discussed in the memorandum, and that each signer's staff members have not had, and have been instructed not to have, any such conversation with any other member of the City Council or that member's staff.