DGS CALIFORNIA DEPARTMENT OF GENERAL SERVICES

State Agency Recognition Awards 2012

Nomination Form

Type of Award: State Agency Recognition Award

Nominator's Information

Name: Tanya Marcellana

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Agency Information

Name of Agency: Department of Aging

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Contact Person: Tanya Marcellana

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Dept. Advocate: Tanya Marcellana Advocate's Phone: (916) 419-7537

Department Head: Lora Connolly, Director

Areas of Impact

- [x] Executive/Department Support (What type and how did you receive support?)
- [x] Customer Service (What improved and how was it effective?)
- [ ] Contract Simplification (What caused the change and how was it implemented?)
- [ ] Electronic Commerce (How did this benefit SB/DVBE businesses?)
- [x] Education/Outreach (What was developed and implemented?)
- [ ] Public/Private Partnerships (What new partnerships were formed?)
- [x] Other (please specify) Meeting and Exceeding goals by utilizing the SB/DVBE Option

Nomination #_____ *(DGS use only)*

In the fields below, please explain why the specified agency deserves this nomination.

Justification for nomination *(Please use less than 1,900 characters including spaces)*

Aging embraces the SB/DVBE community, and continues to give preference to the SB/DVBE community by utilizing SB/DVBEs whenever possible. In the 2011-2012 fiscal year, Aging was able to award nearly 48% of total contracting dollars to SBs, and 32% to DVBEs. Exceeding the SB/DVBE goals is only achievable by the entire Department supporting these efforts.

And that support begins from the top down. Aging's management and executive staff are fully supportive of the efforts to award contracts to the SB/DVBE community. Aging's Advocate wears multiple hats in the Department, but when she needs to take time away from the office to attend SB/DVBE events or meetings, management finds other staff to cover the tasks while she is away. Even with limited staff and time, Aging's management team ensures that the Advocate has the resources she needs to perform her job.

At the buyer level, when a Scope of Work has been drafted, buyers are instructed to query the SB/DVBE database and solicit those vendors first. Even with Leveraged Procurement agreements, buyers utilize the SB/DVBE off-ramp to ensure that 100% SB and or DVBE credit is achieved for that purchase. Whenever an opportunity arises to utilize a SB/DVBE, Aging will pursue the contract through that method.

Aging will continue to support the SB/DVBE community, and strive to exceed the purchasing goals.

How did the Agency improve SB/DVBE participation? *(Please use less than 1,900 characters including spaces)*

In fiscal year 2011-2012, Aging improved its SB participation by 20% and its DVBE participation by 11%. This was achieved by utilizing the Leveraged Procurement off-ramp on several major IT purchases. Aging could have simplified the process and utilized the Leverage Procurements, but decided to spend the extra staff time soliciting the SB/DVBE community and awarding the contract through that method. Aging instructs all buyers that first priority be given to SB/DVBEs when awarding contracts, even when utilizing LPAs. As with most state agencies, Aging has reduced the number of staff positions. Even with the increase in staff workload, Aging has been committed to exceeding the 25% SB and 3% DVBE purchasing goals. This commitment to giving preference to the SB/DVBE community accounts for the improvement in Aging's participation.

Performance measurements:

Results achieved *(Please use less than 1,900 characters including spaces)*

Aging's results for the past three fiscal years are provided below.

FY 2011-12
Total Contract Dollars: $603,883
Total SB & MB Dollars / Percentage: $289,634 / 47.96%
Total DVBE Dollars / Percentage: $193,290 / 32.01%

FY 2010-11
Total Contract Dollars: $467,402
Total SB & MB Dollars / Percentage: $129,550 / 27.72%
Total DVBE Dollars / Percentage: $99,248 / 21.23%

FY 2009-10
Total Contract Dollars: $502,486
Total SB & MB Dollars / Percentage: $232,749 / 46.32%
Total DVBE Dollars / Percentage: $239,081 / 47.58%

Increase in SB/DVBE participation *(Please use less than 1,900 characters including spaces)*

See the information in response to the question above. Aging gave nearly 48% of all purchasing dollars to SB/MBs, and 32% to DVBEs. This was achieved, as stated before, by utilizing the Fair & Reasonable pricing methods, SB/DVBE Options, and SB/DVBE Off-ramp.