

## State Agency Recognition Awards 2012

### Nomination Form

Type of Award: *State Agency Recognition Award*

#### Nominator's Information

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#### Agency Information

Name of Agency: High Desert State Prison

Address: 475-750 Rice Canyon Rd., Susanville CA 96127

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Dept. Advocate: Jeff Jennings

Advocate's Phone: (530) 251-5100 x5088

Department Head: Suzanne Peery, AW Business Services

#### Areas of Impact

- Executive/Department Support (What type and how did you receive support?)
- 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?)
- Education/Outreach (What was developed and implemented?)
- Public/Private Partnerships (What new partnerships were formed?)
- Other (please specify) \_\_\_\_\_

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

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

High Desert State Prison (HDSP) is located in a rural setting, which at times makes it difficult to locate Small/Micro and DVBE vendors that provide products and services in this area. Through outreach efforts and available online services, over the past three years, HDSP Procurement staff experienced improvements with the DVBE participation goal each year increasing it from 3.00% in FY 09/10 to 4.83% in FY 11/12. SB/MB participation goals have also increased from 57.72% in FY 09/10 to 70.95% in FY 11/12. We attribute this success to an overall team effort throughout the institution as well as ongoing training for all purchasing staff/departments within the institution.

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

HDSP Procurement Staff has been proactive in providing one-on-one training as needed to staff/departments throughout the institution in order to provide a greater understanding of the purchasing process in an effort to alleviate any frustrations. The support from Administration has also attributed to successes by their encouragement to all staff to obtain the best services/products at the best prices available within the current budget restraints. The participation goals have been met and exceeded by using internet and/or intranet services provided by the Department of General Services (DGS), searching for mandatory and non-mandatory Small Business Contracts and encouraging HDSP staff to use Small Business off-ramps provided in several of the contracts; also when using the competitive bid process HDSP requires at least one SB/MB or DVBE bid for every order processed.

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Nomination # \_\_\_\_\_ *(DGS use only)*

**Performance measurements:**

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

Despite the highly technical nature of some of the goods and services procured, HDSP has been able to increase our SB/MB/DVBE participation percentages over the past three years. Procurement staff experienced improvements with the DVBE participation goal each year increasing it from 3.00% in FY 09/10 to 4.83% in FY 11/12. HDSP has also increased their SB/MB participation goal each year from 57.72% in FY 09/10 to 70.95% in FY 11/12.

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

The following information relates to our Small Business (SB) participation, including Microbusiness (MB) and Disabled Veteran Business Enterprise (DVBE) participation for the last three fiscal years.

FY 2009/2010	DVBE - 3.00%	SB/MB - 57.72%
FY 2010/2011	DVBE - 3.44%	SB/MB - 59.36%
FY 2011/2012	DVBE - 4.83%	SB/MB - 70.95%