

Small Business Council - Outreach, Minutes August 8, 2005

DGS Small Business Council Outreach Subcommittee Meeting Minutes August 16, 2005

Individuals Present:

- Randall Martinez
- Gloria Anderson
- Lori Okamoto
- Mariel Dennis
- Stewart MacKenzie
- Angela D'Ambrosio

Location and Time

California Department of Veterans Affairs
1227 O Street
Sacramento, CA 95814
10:00 am

After review of agenda items along with discussion amongst the committee members, status reports were presented and action items were agreed upon as follows:

- Recommend that one more "email blast" be sent to the entire DGS certified SB and DVBE database announcing the make - up of the new DGS Small Business Council, member profiles, end contact information. This email blast will be sent prior to the next SB Council meeting which will be held on September 13, 2005
- Regarding the development of a strategy to migrate certified SB's and DVBE's to the CSCR/SOS:
 - DGS has assigned Oral Washington (retired annuitant) to develop an assessment of time and resources needed for a comprehensive deployment to reach out to every SB and DVBE. The project's goal is to: 1) ensure that all existing certified firms are automatically uploaded into the CSCR/SOS system via an electronic data dump. The key is for this to be automatic and transparent to the existing certified businesses; 1 and 2) develop a process to insure that future certified

businesses will automatically be uploaded into CSCR/SOS on a real-time basis.

- Lori Okamoto will present the idea to the CSSI Resource Team to develop a glossy brochure/electronic newsletter encouraging SB's/DVBE's to update key words and subscribe to CSCR. Lori to report on this status at SB Council.
 - Angela D'Ambrosio reported a 95% success rate on her focused effort to the 250 certified SB's active with CALPERS. Angela will report her efforts to the SB Council on September 13th.
 - The CA Department of Veterans Affairs (Joy Rowan and Stewart MacKenzie) will host a meeting of DVBE Advocates on August 23rd in order to lay the ground work for a similar focused outreach.
- Regarding California Strategic Sourcing Initiative (CSSI), DGS will report to the SB Council at the September 13th meeting the status of SB/DVBE procurement for the following awarded contracts:
 - Office Supplies
 - IT
 - Copier

Maribel Dennis further reported that future CSSI Contracting opportunities will include: 1) PC servers, and 2) Maintenance, Repair, & Operating supplies (MRO). Specifically, MRO will include:

- Industrial Supplies
- Janitorial Supplies
- Electrical Supplies
- Tools
- Heating, Ventilation, Air Conditioning
Safety Supplies

Since the MRO Procurement will provide enhanced anticipated opportunities for SB/DVBE's and will have a stated goal of 45%, the outreach committee directed Lori Okamoto to approach the CSSI resource Team (the "98.4% Committee") to direct the Pendergast Group to develop a specific scope and work plan for outreach related to MRO. The Pendergast Group should present this plan at the September 13th SB Council meeting.

- Regarding Resource Exchange Outreach/Vendor Fairs, Lori Okamoto explained that DGS has placed a hold on scheduling any further events until approval of the CSSI Outreach Plan. Pending approval of the plan, Resource Exchange events are tentatively scheduled for October, February '06 and March '06.

- The Outreach committee agreed to adopt the following brainstorming items to its charge
 - Self Certification (CPR GG 20)
 - Reciprocity (CPR GG 21)
 - Size Standard of Small Businesses
 - Vendor Fairs
 - Improving database tool to find firms
 - Financial Assistance

Meeting was adjourned at noon.