

NOMINATION REQUIREMENTS

All nominations require the following:

1. All required fields must be completed.
2. Complete a written nomination on-line including:
 - a. Project or process description including the project implementation date.
 - b. How the project improved (or has the potential to improve) Small Business and/or DVBE participation at your agency.
 - c. A description of lessons learned. You may wish to address what worked, what you would do differently the next time or how other agencies could modify the idea to make it work for them.
3. Limit your Justification of Nomination to 1000 words and your Executive Summary to 400 words. Do not repeat your Justification of Nomination as your Executive Summary. Your Executive Summary will be posted on the website following the awards ceremony.

Submitting Your Nomination

1. Go to:
www.applications.dgs.ca.gov/pd/smallbusiness/SARA2006/sbawards.asp
2. Using lower case, type in your login and password:
Login: **agency**
Password: **awards**
3. Complete the nomination. See *Tips for Success*.
4. Check for correct spelling, grammar and punctuation.
5. Submit your nomination electronically.

Your electronic nominations and supporting documents must be submitted no later than August 24, 2006.

For assistance or questions please contact:

Katrina Benny
707 3rd Street, 2nd Floor
West Sacramento, CA 95605
916.375.4343
katrina.benny@dgs.ca.gov

State Agency
Recognition
Awards
2006



**In California,
SMALL Business
is a BIG Deal!**

CALL FOR NOMINATIONS

State Agency Recognition Awards 2006



for Outstanding Achievement by State Agencies in Furthering Small Business and/or Disabled Veteran Business Enterprise Participation in State Purchasing and Contracting.

The State of California, Small Business (SB) and DVBE Advocate Network will honor state agencies for outstanding achievements in advocating for and contracting with small business and/or Disabled Veteran Business Enterprises (DVBE).

A panel of judges will review the nominations and select the agencies with the *Best Practices* presenting Gold, Silver, Bronze, and the *Advocate of the Year* awards.

The Governor's Award: Presented for the first time this year, this top SARA award is presented to the State Agency that most exemplifies excellence and innovation in providing contracting opportunities to the Small Business and Disabled Veteran's Business Enterprises.

The DGS will also recognize two agencies for the most notable effort to increase SB and DVBE participation in contracting. All winners will be notified before the ceremony and be officially recognized for their efforts at the awards ceremony, October 26, 2006.



NEW THIS YEAR—GOVERNOR’S AWARD

Presented for the first time this year, this top SARA award is presented to the State Agency that most exemplifies excellence and innovation in providing contracting opportunities to the Small Business and Disabled Veteran’s Business Enterprises.

IMPORTANT DATES

August 24, 2006

Electronic Nominations Due.

October 26, 2006

Awards Ceremony.

Invitations will be mailed
in September.



WHO SHOULD SUBMIT

The Governor’s Award: All Agencies may nominate themselves or another agency for this new SARA award. Strong consideration will be given to those who consistently go above and beyond, who have developed and implemented *Best Practices* that enhanced contracting opportunities for Small Business and Disabled Veteran’s Business Enterprises.

Agency Recognition: All state agencies are encouraged to submit any ideas used to increase small business and/or DVBE participation. It doesn’t matter if your agency didn’t rank highest in its annual small business participation statistics. We understand that some ideas take time to implement. We are looking for innovative ideas that can be duplicated by other agencies. Whatever your success—no matter how big or small—we want to hear about it.

Advocate of the Year: You may recognize the work of Advocates inside or outside your agency who have contributed to the success of SB/DVBE participation.

DEADLINE

Electronically submitted nominations must be received by the Department of General Services, Procurement Division no later than August 24, 2006.

For additional information, please contact Katrina Benny, Awards Coordinator, at 916.375.4589 or katrina.benny@dgs.ca.gov.

IDEAS TO GET YOU STARTED

Consider these supporting areas when preparing your nomination:

Executive Support

Describe how your executive management supported your program and allowed contracting and purchasing staff the latitude to implement new ideas to ensure the success of the Small Business and/or DVBE Participation Program.

Customer Service

Explain how your organization implemented “best practice” customer service and effectively collaborated with the business community to help them understand the solicitation process.

Tell how your organization implemented workflow rules that helped the team respond to customers promptly. This resulted in encouraging the business community to participate in state contracting because the level of customer service they experienced from state contracting and purchasing officials, small business advocates and other staff exceeded their expectation.

Contract Simplification

Relate the processes and new, simplified procedures that were implemented to facilitate and increase the participation of Small Business and/or DVBEs in state contracting.

Electronic Commerce

Tell what steps were taken in using technology to make it easier for businesses to access bid opportunities, find subcontractors, etc.

Education/Outreach

Describe the educational and training programs, workshops and materials that were developed to inform businesses about the State of California’s purchasing and contracting programs.

Public/Private Partnerships

Many state agencies are stakeholders in specific industries. Explain how the strategic partnerships between State and local government, private sector or non-profit organizations (including reciprocity partners) optimized resources, increased benefits, and promoted small business and DVBE participation.

The Governor’s Award

Describe how your Agency has successfully provided expanded statewide access to procurements to the Small Business and Disabled Veteran’s Business Enterprises communities or has created innovative efforts that have been replicated by others.

Advocate of the Year

Describe the work of an Advocate that made that person stand out from the rest of the Network.

A FEW TIPS FOR SUCCESS

Tip #1

Remember, the key is EDUCATION. How is the process or project repeatable or transferable to other places in the organization or State government?

Tip #2

Nominations should include results achieved in quantifiable ways.

Tip #3

In the *Area of Performance*, choose whether the nomination:

- supports the overall SB/DVBE program
- provides a process improvement
- is a specific project to enhance SB/DVBE participation *or*
- was a pilot project.

We want to hear your best ideas and let other agencies know what works.