



**Department of General Services
Procurement Division**

707 Third Street, Second Floor, West Sacramento, CA 95605
(916) 375-4400 (800) 559-5529

**TO: Small Business (SB) and Disabled Veteran Business Enterprise (DVBE)
Advocates**

RE: SB/DVBE Advocate Workshop October 11, 2016.

This invitation is for California State Employees only.

The Department of General Services, Procurement Division (DGS-PD) invites you to attend the SB/DVBE Advocate Workshop on October 11, 2016. Your attendance is crucial to the success of your SB/DVBE outreach program.

Location: DGS Executive Dining Room (1-205), 707 3rd Street, West Sacramento, CA 95605

Time: 1:00 pm - 4:00 pm

The agenda for the Advocate Workshop is available on the Communication and Outreach web page, under Outreach Events:

<http://www.dgs.ca.gov/pd/Programs/OSDS/advocate.aspx>

Please register using the link below if you plan to attend in person:

<https://www.applications.dgs.ca.gov/pd/cssibid/RegisterIntro.asp?EventID=399>

If you plan to attend via webinar register using the link below:

<https://attendee.gotowebinar.com/register/2159208113154622212>

If you have any questions regarding this notification, please contact:

Michael Aguilio
(916) 375-4328
Michael.Aguilio@dgs.ca.gov

Americans with Disabilities Act (ADA): It is the policy of the State to make every effort to ensure that its programs, activities and services are available to all persons, including persons with disabilities. Persons with disabilities requiring reasonable accommodation to participate in the meeting/training should provide their email request to Michael.aguilio@dgs.ca.gov or call (916) 375-4328. You can also contact the Procurement Division main office at (916) 375-4400 or the Procurement Division TTY (West Sacramento) at (916) 376-1891, California Relay Service at 1-800-735-2922 or 1-888-877-5379; TTY at 1-800-735-2929 or 1-888-877-5378, Speech to speech at 1-800-854-7784. It is recommended that DGS receives the request at least five working days prior to the event.
Parking: Should you park in the parking structure next to the Ziggurat, please refrain from parking in the reserved parking spaces on the 3rd Floor.