

Nomination for the State Agency Recognition Awards 2002

Title: Executive Support

Other Title not Listed:

Recipient: Heman G. Stark Youth Correctional Facility

Contact: Procurement Unit

Address: 15180 Euclid Avenue Chino, CA 91710

Phone: (909) 606-5080

Fax: (909) 606-5001

E-Mail: wriggs@cya.ca.gov

Nominee:

Address: 4241 Williamsborough Drive Sacramento CA 95818

Phone: 916.262.1437

Fax: 916.262.1445

Contact Person's E-Mail: mwandschneider@cya.ca.gov

Executive Summary: The Department of the Youth Authority submits its nomination for the State Agency Recognition Awards 2003 for the Heman G. Stark Youth Correctional Facility. The Heman G. Stark Youth Correctional Facility is the largest of the eleven Youth Authority facilities. This facility houses young male offenders who range in age from 18 to 24.

The Procurement Office at this facility processes purchasing requests for all the goods and services necessary for the upkeep, feeding, medical, and programming needs of the wards assigned to this facility; as well as supports all the needs of the physical plant itself. The Procurement Office processes approximately two thousand purchase documents per year.

The Procurement Office (which consists of two staff) have been proponents of the Small and Disabled Veteran Business Enterprise programs since their conception. These staff are relentless in obtaining pricing from both Small and Disabled Veteran Business Enterprises. They have indoctrinated the requisitioning staff to contact Small and DVBE when pricing projects or requesting products or services. Institution staff are resigned to the fact that if they do not request market surveys from Small and DVBEs, their requests will be delayed while the Procurement staff do so. Institution staff use the Procurement staff as a resource for locating various Small and DVBEs. Although the delegation authority from the Department of General Services requires second and third quotes only for orders that exceed \$4,999.99, this facility consistently requires a quote from Small or Disabled Veteran Business regardless of the monetary limits. They are meeting the legislatively established goals.

Written Nomination: The Department of the Youth Authority nominates Heman G. Stark Youth Correctional Facility for the State Agency Recognition Awards 2003. The Heman G. Stark Youth Correctional Facility is the largest Youth Authority facility. This facility houses young male offenders who range in age from 18 to 24.

The Procurement Office at this facility processes all requests for purchasing goods and services necessary for the upkeep, feeding, medical, and programming needs of the wards assigned to this facility; as well as supports all the needs of the physical plant itself. The Procurement Office processes approximately two thousand purchase documents per year.

The staff in the Procurement Office (consisting of two staff) have been proponents of the Small and Disabled Veteran Business Enterprise programs since their induction into the Procurement process. These staff are relentless in obtaining pricing from both Small and Disabled Veteran Business Enterprises. They have indoctrinated the requisitioning staff, (ranging from the Food Service Manager to the Chief of Plant to the Principal of our accredited school to various tradesmen and teachers) to contact Small and DVBE when pricing projects or requesting products or services. Institution staff are resigned to the fact that if they do not request market surveys from Small and DVBEs, their requests will be delayed while the Procurement staff do so. Institution staff use the Procurement staff as a resource for locating various Small and DVBEs. Although the delegation authority from the Department of General Services requires second and third quotes only for orders that exceed \$4,999.99, this facility consistently requires a quote from Small or Disabled Veteran Business irregardless of the monetary limits.

Procurement staff have assisted many local business apply and qualify for Small Business Certification. Until the process was on-line, staff kept and freely distributed Small Business brochures and applications to many of our suppliers and prospective suppliers. They are diligent in asking for certification and often have notified local businesses that their Small Business certification is about to expire.

Procurement staff, along with the support of Plant Operations staff, conduct Disabled Veteran Business Enterprise workshops and conferences for any service or construction contract which is projected to exceed \$10,000.00. These workshops explain the DVBE mandated requirements and offer support and practical information to attendees.

The Heman G. Stark Youth Correctional Facility reached a high mark in May 2003 when they achieved a Small Business percentage of 68%, which greatly exceed the legislative goal. Although this was a one-time purchase, it is indicative of the effort that staff expend in meeting this mandate. Staff have been able to take advantage of the generous limits of purchasing authority from Small Businesses on two occasions because of the excellent rapport we maintain with our Small Business vendors. The Heman G. Stark Youth Correctional Facility has, for the most part, reached or exceeded the goals of of 25% for Small Business Purchases and 3% for Disabled Veteran Business Enterprises.