

Nomination Form for State Agency Recognition Awards 2003

#1

Title of Nomination: Increase SB/DVBE, exemption form

Department of Consumer Affairs, M. Moss

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Executive Summary

In April, 2002, the Department of Consumer Affairs (DCA) developed and implemented a procedure to encourage the use of SB/DVBE vendors. DCA Boards, Bureaus, Divisions and Programs must request and receive approval from the SB/DVBE Advocate to use a non-SB/DVBE vendor for individual purchase and contract requests. A form was specifically designed to document the request and approval.

Written Nomination

a. In order for the DCA to improve its SB/DVBE participation goals, it looked at ways to encourage its Boards, Bureaus, Divisions and Programs (clients) to use SB/DVBE vendors for contracts and purchases. It was determined that a procedure needed to be developed to require its clients to document why a SB/DVBE vendor couldn't be used for a specific contract or purchase and ask for an exemption.

In April, 2002, the DCA developed and implemented a procedure requiring its clients to first consider SB/DVBE vendors for its contracts and purchases. A form was developed for clients to use in documenting and requesting an exemption from using a SB/DVBE vendor for a specific contract or purchase. Each exemption request requires the review and approval of the SB/DVBE Advocate.

b. Implementation of this procedure has increased DCA's SB participation from 13.07% as of June 2002, to 24.79% as of May 2003, and DVBE participation from 1.07% as of June 2002, to 4.72% as of May 2003.

c. In implementing this procedure, it was found that DCA's clients needed training to assist them in locating SB/DVBE vendors. As a result, the SB/DVBE Advocate had to develop and provide training to clients on how to search for SB/DVBE vendors using the DGS SB/DVBE website. The SB/DVBE Advocate also had to make herself available to respond to telephone and email requests from clients asking her to assist them in locating SB/DVBE vendors for specific contracts or purchases.

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