

State Agency Recognition Awards 2003 Nomination

State Agency Being Nominated: Department of Motor Vehicles

Title of Nomination (Executive Support)
Web-enabled Small Business/DVBE
Vendor Database

Award Recipient: Shamim Khan, Deputy Director

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Executive Summary:

Searching the DGS website for certified small and/or disabled veteran businesses was a difficult task for many contracting and procurement staff, as well as CAL-Card holders. To simplify the search process, management supported the project to develop a web enabled Small Business/DVBE Vendor Database using the FileMaker Pro platform. Working cooperatively with the users of the information and information technology staff, the Small Business/DVBE Advocacy Unit designed the vendor database. The data is downloaded from the DGS website and sorted into the categories (using DMV terminology) used by DMV. The database is structured to sort first by DVBEs then by small businesses in the category selected. The data can also be sorted by zip code and city.

Results:

The DMV database is user friendly and easy to access by all DMV personnel through the DMV intranet. Requires minimal training and does not require users to have knowledge of Standard Industry Codes (SIC) to locate a specific category of vendors

Lessons Learned:

Thoroughly analyze user/business requirements before embarking on a database development project. Make sure that users all have intranet access capabilities.

Benefits:

Enables staff to easily locate and select certified small business/DVBE vendors to solicit bids. Also allows staff to continue their work without interruption and provides useful reliable information.

Other Agencies:

Not all departments have the capability to develop a web-enabled database; however, any searchable database or simple spreadsheet (data can be downloaded directly from DGS's web site into an Excel spreadsheet) will add value to their employees' ability to find certified vendors.