

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

## CALL FOR NOMINATIONS

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# State Agency Recognition Awards 2010



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:*

This top SARA award is presented to the State Agency that most exemplifies excellence and innovation in providing contracting opportunities to Small Businesses 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, November 17, 2010.



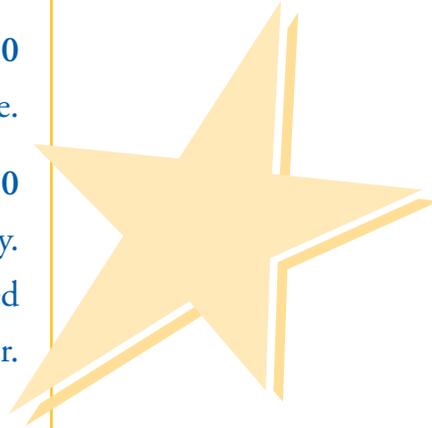
## GOVERNOR'S AWARD

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

September 3 , 2010  
Electronic Nominations Due.

November 17, 2010  
Awards Ceremony.  
Invitations will be mailed  
in October.



### WHO SHOULD SUBMIT

**The Governor's Award:** This award will be selected by a panel of judges. 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 September 3, 2010.

For additional information, please contact:

Wayne Gross at 916.375.4339, [wayne.gross@dgs.ca.gov](mailto:wayne.gross@dgs.ca.gov) or

Michael Aguilio at 916.375.4328, [michael.aguilio@dgs.ca.gov](mailto:michael.aguilio@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.

### *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.*

## 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 1,500 characters and your Best Practices to 1,000 characters.

### *Submitting Your Nomination*

1. Go to: [www.pd.dgs.ca.gov/smbus/SARA2010.htm](http://www.pd.dgs.ca.gov/smbus/SARA2010.htm)
2. Click on the *Nomination* button
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 September 3, 2010.

### *For assistance or questions please contact:*

Wayne Gross: 916.375.4339, [wayne.gross@dgs.ca.gov](mailto:wayne.gross@dgs.ca.gov)

*or*

Michael Aguilio: 916.375.4328, [michael.aguilio@dgs.ca.gov](mailto:michael.aguilio@dgs.ca.gov)

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