



Statewide SB/DVBE Advocate Toolkit

SB/DVBE Program Training

Chapter VII

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CHAPTER VII SB/DVBE PROGRAM TRAINING

SB/DVBE PROGRAM TRAINING FOR YOUR DEPARTMENT

Chapter VII offers assistance and ideas for developing SB/DVBE program training for your department buyers, contract analysts, contract managers and program managers.

Whether you are a new or experienced program advocate you may be looking to implement a new SB/DVBE training program or you may want to revitalize existing SB/DVBE program training within your department. Creating a training plan helps you communicate program fundamentals, practices, procedures and policies of your department. This section includes a sample of both formal and informal workshops, and links to sample class presentations, materials/handouts and exercises.

As your department's SB/DVBE Advocate, effective formal and informal training gives you with the opportunity to communicate and impart core program information along numerous staff levels, tailored to their procurement activities. Depending upon how your training is structured, you may want to conduct formal or informal training through structured classes and workshops, or through one-on-one training.

Sample SB/DVBE Training Class/Workshops Offered:

Title	Training Category	Topic Covered	Length of Course/Workshop	Audience
Small Business/DVBE Program	Formal Classroom Setting	Attendees will learn SB and DVBE program fundamentals including: SB program mandates; how to apply SB and NSB preferences, prompt payment regulations, SB/DVBE CUF regulations, DVBE program requirements, DVBE incentive, DVBE substitution; using the SB and DVBE Option and searching for SB and DVBE bid opportunities.	8.0 hours	IT Buyers IT Contract Analysts Commodity Buyers Service Contract Analysts
Prompt Payment	Workshop	Attendees will get an overview of prompt payment regulations related to Small Business and their role in assuring small businesses receive prompt payment and how the department's invoice dispute process	1.5 Hours	IT Buyers IT Contract Analysts Commodity Buyers Service Contract Analysts Contract Managers
Commercially Useful Function (CUF)	Workshop	Attendees will learn what CUF is, the department's process for CUF evaluation and how to properly evaluate CUF in their solicitations	2.0 Hours	IT Buyers IT Contract Analysts Commodity Buyers Service Contract Analysts
DVBE Incentive	Workshop	Attendees will learn what the Incentive is and when and how to include and apply the incentive to their solicitations	2.0 Hours	IT Buyers IT Contract Analysts Commodity Buyers Service Contract Analysts
DVBE Substitution	Workshop	Attendees will learn about requirements and procedures for DVBE subcontractor substitution	1.0 hours	IT Contract Analysts Service Contract Analysts

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				Contract Managers
SB/DVBE Refresher	Workshop	This is a refresher related to new program regulations, procedures and practices. Offered on an as-needed basis.	3.0 hours	IT Buyers IT Contract Analysts Commodity Buyers Service Contract Analysts

You may want to develop workshops or more comprehensive training classes. It will depend on your audience and their need to understand each program. The more comprehensive classes could serve to train new analysts and buyers, contract managers and line staff involved in procurements about the entire program so they have a complete understanding of program expectations and requirements for your department. Workshops could serve as refreshers or to introduce a new aspect of either program that needs immediate implementation.

As you develop your material, you'll also need to consider sample material for hand-outs, class or workshop exercises and evaluations which might include:

- SB/DVBE Certification information
- Pre-bid information templates
- Small business preference calculation
- Non-Small Business preference calculation
- Formal DVBE exemption/waiver process and forms
- DVBE program bid evaluation
- DVBE Incentive application
- Commercially Useful Function
- CUF evaluation exercises
- Prompt payment regulations
- Prompt Payment FAQs
- Prompt payment timeline
- Department invoice dispute process

Whether you develop an SB/DVBE program training/workshop from the ground up, or improve an existing course/workshop, the essential point is to give your programs consistent and complete training so they understand and gain the skills to apply the department and program rules, practices, procedures, and policies to assure a successful bid outcome.

Target Audiences

Target audiences are generally department buyers, contract analysts, program managers, contract managers and middle management. Different workshops or classes can be tailored for the commodities, IT Goods and services, personal services or construction services sector because procurement rules are different between them and your program information should reflect SB/DVBE activities and requirements for each sector. Here are some things to consider when working up a presentation:

- Tailor your material to the type of procurement activity so as not to confuse related activities of the commodities and IT Goods/Services buyers with those of contract analysts.

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- Consider that procurement rules and documentation methods between contracting vehicles may impact whether or not to include the DVBE program, or how it is applied. SB program rules and regulations may be somewhat different between the types of solicitation vehicles used i.e. SB Option vs. Invitation for Bid vs. Request for Qualifications. You will want to provide sample sets of documentation that reflect these types of situations.
- Include “real life” examples in the presentation. An actual situation will go a long way to bring home the lesson when you are trying to illustrate a potential problem within either program.
- Inject games, activities and interaction into the workshop or class to invite participation and have plenty of handouts for references. It’s also a good idea to electronically provide the presentation to attendees for their future reference.
- Invite class participation – after presenting a “problem situation” – ask them how they might handle it. This is especially useful for CUF evaluation.

Suggested Training Class/Workshops

Below are some sample training programs with topic breakdowns you might want to include in the workshop or class that may help you get started:

- **Small Business Program Training**
 - Program History
 - Mandates, public and government codes
 - Advocate responsibilities; including the advocate in your activities
 - Department achievement and participation
 - Department Policy
 - SB Program in your solicitations:
 - Informal (less than \$5,000)
 - IFB
 - RFP Primary
 - RFP Secondary
 - SB Option
 - NSB Program
 - NSB and NSB Calculation
 - Prompt Payment Regulations
 - Benefits to small business certification
 - Prompt payment stamp
 - Calculating prompt payment penalties
 - Department late payment statistics
 - Contract manager responsibilities
- **SB Program Handouts:**
 - Department Policy
 - SB Calculation Preference Samples
 - NSB Calculation Preference Samples
 - SB Option
 - Sample SB solicitation language

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- Sample NSB solicitation language

● **DVBE Program Training**

- Program History
- Mandates, public and government codes
- Advocate responsibilities; including the advocate in your activities
- Department achievement and participation
- Department Policy
- DVBE exemption/waiver requirements and process
- Contracts exempt from DVBE participation
- DVBE Incentive
- DVBE in your solicitations:
 - IFB
 - RFP Primary
 - RFP Secondary
 - DVBE Option
- DVBE Substitution
- Contract manager responsibilities

● **DVBE Program Presentation Handouts:**

- Department Policy
- DVBE program waiver/exemption for
- DVBE substitution
- DVBE Option

● **Commercially Useful Function Workshop**

- What is CUF
- Documenting CUF
- How to Evaluate CUF
 - CUF Evaluation Tests

● **CUF Handouts**

- CUF regulations
- Sample CUF Evaluations
- CUF Evaluation Checklist for buyers/contract analysts

● **Prompt Payment Program**

- What is prompt payment?
- Government Code 927
- Internal procedure for processing PP invoices
- PP invoice approval timeline from department to SCO
- Processing disputed invoices

● **Handouts:**

- Prompt Payment FAQ
- Prompt Payment Timeline

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- Dispute Resolution, State Std. 204

● **DVBE Incentive Workshop**

- DVBE Incentive – What is it?
- Incentive regulations
- Incentive Rules
- DVBE Incentive language – IFB/RFP Primary
- DVBE Incentive Language – RFP Secondary

● **Handouts**

- Sample IFB RFP Primary DVBE Incentive Evaluation
- Sample RFP Secondary DVBE Incentive Evaluation
- DVBE incentive exercises for IFB/RFP Primary and Secondary

Please see Advocate Toolkit Website for links to sample presentations by other departments which are available through to help you formulate your workshop or class.