

Purpose California state agencies and departments are mandated by law and by Executive Order to appoint a single point of contact to act as both the Small Business (SB) and Disabled Veterans Business Enterprise (DVBE) Advocate. The Advocate's responsibility is to promote and implement program requirements to assist their department with providing purchasing and contracting opportunities within the SB and DVBE business communities. Legislative mandates require that agencies and departments place 25 percent of their total annual expenditures with the SB community and 3 percent with the DVBE community.

- Training**
- Attend tri-monthly Advocates' meetings and quarterly Small Business Advisory Council meetings.
 - Take Cal-PCA Basic Acquisition Courses:
www.dgs.ca.gov/pd/Programs/CalPCA/BWorkshop.aspx
 - Take the SB/DVBE Option Training. Contact CalPCAHelp@dgs.ca.gov for dates.
 - Sit in on one of DGS' "How to do Business" workshops or on-site certification training:
www.documents.dgs.ca.gov/pd/events/SBDVBEevents.pdf
 - Review Outreach Resource Information presentations:
<http://www.dgs.ca.gov/pd/Programs/OSDS/Outreach.aspx>
 - Contracting & Procurement Registration System (SCPRS) webinar training:
<http://www.dgs.ca.gov/pd/Programs/OSDS/Outreach.aspx>
 - Participate in Annual Reporting Training with OSDS. Contact OSDSReports@dgs.ca.gov
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- Advocacy**
- Become familiar with the DGS SB/DVBE Advocate web page:
www.dgs.ca.gov/pd/Programs/OSDS/advocate.aspx
 - **Stay in the loop!** Update your advocate contact information monthly to ensure you receive broadcast bulletins related to contract changes, customer forums, advocate meetings and upcoming outreach event opportunities:
www.dgs.ca.gov/pd/Programs/OSDS/advocate/SBDVBEUpdateForm.aspx
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- Outreach**
- Review the DGS Outreach Section's Calendar of Events **weekly** and partake in a variety of outreach events to help expand the SB/DVBE statewide and departmental vendor database:
www.documents.dgs.ca.gov/pd/events/SBDVBEevents.pdf
 - Refer certified businesses to the DGS Outreach's Resource Information tab for presentations:
<http://www.dgs.ca.gov/pd/Programs/OSDS/Outreach.aspx>
 - Develop and facilitate Bidder's Conferences.
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- Best Practices**
- Review the list of State Agency Recognition Award Winners' Best Practices:
<http://www.documents.dgs.ca.gov/pd/smallbus/BestPracticesChecklist.pdf>
 - Inform DGS that your department has not met either your SB or DVBE goals prior to DGS procuring goods or services above the department's delegated authority.
 - Consider unbundling larger contracts
 - Research SB/DVBE suppliers pool prior to award for multi-year contracts
 - For IT Contracts first consider DGS Master Service Agreement (MSA) Contract
 - SB/DVBE Plan of Improvement (template):
<http://www.documents.dgs.ca.gov/pd/smallbus/PlanofImprovement.pdf>
 - Advocate should meet regularly with buyers and contract staff to explain the importance of SB/DVBE contract participation
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State Agency SB/DVBE Resources and Tools

Quick Reference Resources

- *Executive Order S-02-06* (Small Business Participation): www.documents.dgs.ca.gov/pd/events/AdvocateToolkit/ExecutiveOrderS-02-06.pdf
- *Executive Order D-43-01* (Disabled Veteran Business Enterprise Participation): www.documents.dgs.ca.gov/pd/events/AdvocateToolkit/ExecutiveOrderD-43-01.pdf
- How to do Business with the State of California Brochure: www.documents.dgs.ca.gov/pd/events/Howtodobusbroadchure.pdf
- DVBE Brochure: www.documents.dgs.ca.gov/pd/events/DVBEBrochure.pdf
- Sac State SB/DVBE Study: www.documents.dgs.ca.gov/dgs/PIO/SB/SmallBusinessStudy.pdf
- SB 1045 Polanco (Permissible Diversity Outreach Activities): www.documents.dgs.ca.gov/pd/delegations/pac042913_P-07-13.pdf
- *Advocate Toolkit*: www.dgs.ca.gov/pd/Programs/OSDS/advocate.aspx
- Subscribe to receive DGS Broadcast Bulletins: www.dgs.ca.gov/pd/Resources/BroadcastBulletins/Bulletinssubscribe.aspx
- *SB/DVBE Online Resources* (see page 7): www.documents.dgs.ca.gov/pd/events/AdvocateToolkit/Chapter2-ProgramPlanning.pdf

Need DGS Assistance?

- *General advocate questions/inquiries*: advocate@dgs.ca.gov
- *Certification questions/inquiries*: 916.375.4940 / OSDSHelp@dgs.ca.gov