

## STATE AGENCY RECOGNITION AWARD BEST PRACTICES

CATEGORY	BEST PRACTICES	DEPARTMENT	RESOURCE / EXPLANATION
<b>Bids / Contracts</b>	<ul style="list-style-type: none"> <li>All bid proposals target the Small Business and Disabled Veteran Business Enterprise (SB/DVBE) communities.</li> </ul>	<ul style="list-style-type: none"> <li>Military Department</li> </ul>	<ul style="list-style-type: none"> <li>Require the SB prime contractor to subcontract a minimum of 20% to DVBE contractors. All prime contractors are required to subcontract a minimum of either 10% or 20% of their work</li> </ul>
	<ul style="list-style-type: none"> <li>When drafting a Scope of Work, instruct buyers to query the SB/DVBE database to solicit those vendors first.</li> </ul>	<ul style="list-style-type: none"> <li>Department of Aging</li> </ul>	<ul style="list-style-type: none"> <li>Refer to the Cal eProcure database at: <a href="https://caleprocure.ca.gov/pages/PublicSearch/supplier-search.aspx">https://caleprocure.ca.gov/pages/PublicSearch/supplier-search.aspx</a></li> </ul>
	<ul style="list-style-type: none"> <li>Create strong bid language focused on outreach and education to acquire SB awards.</li> </ul>	<ul style="list-style-type: none"> <li>Military Department</li> </ul>	<ul style="list-style-type: none"> <li>Set aside two Public Works projects over \$281k for SBs only. Require a minimum of 10-20% DVBE subcontracting on Public Works projects over \$270k</li> </ul>
	<ul style="list-style-type: none"> <li>Require all bid proposals to be targeted to the SB/DVBE community.</li> </ul>	<ul style="list-style-type: none"> <li>Department of General Services – Office of Business &amp; Acquisitions Services</li> </ul>	<ul style="list-style-type: none"> <li>Required due to SB/DVBE First Policy: <a href="http://www.documents.dgs.ca.gov/pd/smallbus/Advocates/ResourceGuide/DGSSBDVBEFirstPolicy.pdf">www.documents.dgs.ca.gov/pd/smallbus/Advocates/ResourceGuide/DGSSBDVBEFirstPolicy.pdf</a></li> </ul>
	<ul style="list-style-type: none"> <li>Local requirement to contact at least one SB/DVBE in every competitive bid solicitation.</li> </ul>	<ul style="list-style-type: none"> <li>CDCR – Kern Valley State Prison</li> </ul>	<ul style="list-style-type: none"> <li>Required Solicitation Language: <a href="http://www.documents.dgs.ca.gov/pd/delegations/nonsblang.pdf">http://www.documents.dgs.ca.gov/pd/delegations/nonsblang.pdf</a></li> </ul>
	<ul style="list-style-type: none"> <li>Unbundle contracts to enhance SB/DVBE participation, i.e. break contracts down into economically feasible units, to enhance SB/DVBE participation.</li> </ul>	<ul style="list-style-type: none"> <li>Military Department</li> </ul>	<ul style="list-style-type: none"> <li>Set aside contracts were for building renovations, which require a variety of disciplines (electricians, plumbers, carpenters, roofers, etc.), which provide more subcontracting opportunities.</li> </ul>

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<b>Executive Support</b>	<ul style="list-style-type: none"> <li>Executive management support the efforts of the SB/DVBE Advocate’s outreach efforts while traveling to DGS sponsored events.</li> <li>Top management promotes and ensures the attainment of SB/DVBE goals, as part of the department’s procurement objectives.</li> <li>Monthly and quarterly participation reports provided to Executive staff to make it easier for each unit and branch to monitor their individual impact of the division’s goal.</li> <li>Executive staff’s understands the importance of the SB/DVBE Program and the advantages it provides to SB/DVBEs and the state financially.</li> </ul>	<ul style="list-style-type: none"> <li>Department of General Services – Procurement Division</li> <li>Department of General Services – Procurement Division</li> <li>Department of General Services – Real Estate Services Division</li> <li>Department of General Services – Procurement Division</li> </ul>	<ul style="list-style-type: none"> <li>Refer to Government Code 14845: <a href="http://www.leginfo.ca.gov/cgi-bin/displaycode?section=gov&amp;group=14001-15000&amp;file=14845-14847">http://www.leginfo.ca.gov/cgi-bin/displaycode?section=gov&amp;group=14001-15000&amp;file=14845-14847</a></li> <li>Promoted through SB/DVBE First Policy: <a href="http://www.documents.dgs.ca.gov/pd/smallbus/Advocates/ResourceGuide/DGSSB/DVBEFirstPolicy.pdf">www.documents.dgs.ca.gov/pd/smallbus/Advocates/ResourceGuide/DGSSB/DVBEFirstPolicy.pdf</a></li> <li>Refer to DGS’ Contracting Activity Report form: <a href="http://www.documents.dgs.ca.gov/pd/smallbus/FORM810CARpt.xls">www.documents.dgs.ca.gov/pd/smallbus/FORM810CARpt.xls</a></li> <li>DGS’s “How to Do Business with the State of California” Brochure: <a href="http://www.documents.dgs.ca.gov/pd/events/Howtodobusbrochure.pdf">www.documents.dgs.ca.gov/pd/events/Howtodobusbrochure.pdf</a></li> </ul>
<b>Outreach</b>	<ul style="list-style-type: none"> <li>Assist prime contractors with locating certified SB/DVBE vendors by utilizing the United Nation Standard Product and Service Codes (UNSPSC) classifications in solicitations.</li> <li>Be consistent and work diligently to build working relationships with SB/DVBE firms who provide diverse services and products.</li> </ul>	<ul style="list-style-type: none"> <li>California Highway Patrol</li> <li>California Department of Public Health</li> </ul>	<ul style="list-style-type: none"> <li>Refer to UNSPSC codes listed at: <a href="http://www.unspsc.org">www.unspsc.org</a></li> <li><b>NOTE:</b> DGS is currently working on a condensed list of only 5,000 classification codes to be used for solicitations</li> <li>Schedule weekly follow-ups with SB/DVBE vendors who either reached out to the department via email or telephone. This helped expand the department’s in-house vendor resource list.</li> </ul>

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<b>Outreach</b> (continued)	<ul style="list-style-type: none"> <li>Assist qualifying vendors to be certified to do business with the State of California.</li> <li>Explain the benefits of certification; provide links to the DGS website, as well as provide guidance in navigating the certification process.</li> <li>Continually assist vendors with state services, procurement and contracting processes on how to do business with the State of California.</li> <li>Collectively share innovative ideas with the advocates and management; hold customer forums to provide education and outreach.</li> <li>Departments should consider using focused recruitment activities outlined in Senate Bill 1045 (Polanco) to increase diversity among the underrepresented small businesses.</li> </ul>	<ul style="list-style-type: none"> <li>Department of General Services – Office of Small Business &amp; Disabled Veteran Business Enterprises</li> <li>Department of General Services – Procurement Division</li> </ul>	<ul style="list-style-type: none"> <li>DGS’s registration and certification process: <a href="http://www.youtube.com/watch?v=tGa9oHEcJTM&amp;list=PLYHr-BRlX8U2QCqQLVo7FJ_plizG1E6dj&amp;index=4">www.youtube.com/watch?v=tGa9oHEcJTM&amp;list=PLYHr-BRlX8U2QCqQLVo7FJ_plizG1E6dj&amp;index=4</a></li> <li>DGS’s “How to Do Business with the State of California” Brochure: <a href="http://www.documents.dgs.ca.gov/pd/events/Howtodobusbrochure.pdf">www.documents.dgs.ca.gov/pd/events/Howtodobusbrochure.pdf</a></li> <li>DGS’s “Introduction to State Contracting” Workshop: <a href="http://www.documents.dgs.ca.gov/pd/events/IntrotoStateGovernmentContracting.pdf">http://www.documents.dgs.ca.gov/pd/events/IntrotoStateGovernmentContracting.pdf</a></li> <li>Attend DGS/CalVet’s Advocate Workshops: <a href="http://www.dgs.ca.gov/pd/Programs/OSDS/advocate.aspx">www.dgs.ca.gov/pd/Programs/OSDS/advocate.aspx</a></li> <li>Attend DGS’ Customer Forums: <a href="http://www.dgs.ca.gov/pd/Programs/OSDS/CommunicationsOutreach/StateAgencyCustomerForum.aspx">www.dgs.ca.gov/pd/Programs/OSDS/CommunicationsOutreach/StateAgencyCustomerForum.aspx</a></li> <li>Refer to Senate Bill 1045, Section 11139.7: <a href="http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=200120020SB1045">http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=200120020SB1045</a></li> </ul>

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<b>Outreach</b> (continued)	<ul style="list-style-type: none"> <li>Notify as many certified SB/DVBE firms, as possible, about the contracting opportunities your department has available. Identify the types of contracting opportunities and advertise them beyond Cal eProcure, when possible.</li> <li>Invite prime bidders, as well as certified SBs and DVBEs to participate in Bidders' Conferences for potential teaming opportunities.</li> <li>Advertise SB/DVBE contract opportunities beyond Cal eProcure solicitations by placing them on your department's web site / homepage, diversity magazines and newspapers.</li> </ul>	<ul style="list-style-type: none"> <li>Department of General Services – Procurement Division</li> <li>Department of General Services – Procurement Division</li> <li>Department of General Services – Procurement Division</li> </ul>	<ul style="list-style-type: none"> <li>A list of the division's upcoming solicitations: <a href="http://www.documents.dgs.ca.gov/pd/events/PDUcomingSolicitations.pdf">www.documents.dgs.ca.gov/pd/events/PDUcomingSolicitations.pdf</a></li> <li>Bidder's Conference Invitation template: <a href="http://www.documents.dgs.ca.gov/pd/smallbus/Advocates/ResourceGuide/BiddersConferenceTemplate.pdf">www.documents.dgs.ca.gov/pd/smallbus/Advocates/ResourceGuide/BiddersConferenceTemplate.pdf</a></li> <li>A list of the division's upcoming solicitations: <a href="http://www.documents.dgs.ca.gov/pd/events/PDUcomingSolicitations.pdf">www.documents.dgs.ca.gov/pd/events/PDUcomingSolicitations.pdf</a></li> </ul>
<b>SB/DVBE First Policy and SB/DVBE Option</b>	<ul style="list-style-type: none"> <li>Adopt a policy to procure all goods and services through SB/DVBEs when possible or provide documentation that an attempt was made before using the formal bidding process.</li> </ul>	<ul style="list-style-type: none"> <li>Department of General Services – Office of Business &amp; Acquisitions Services</li> </ul>	<ul style="list-style-type: none"> <li>DGS's SB/DVBE First Policy: <a href="http://www.documents.dgs.ca.gov/pd/smallbus/Advocates/ResourceGuide/DGSSBDVBEFirstPolicy.pdf">www.documents.dgs.ca.gov/pd/smallbus/Advocates/ResourceGuide/DGSSBDVBEFirstPolicy.pdf</a></li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>Acquisition staff are required to complete Cal-PCA Basic Acquisition and SB/DVBE Option training.</li> </ul>	<ul style="list-style-type: none"> <li>Department of General Services – California Procurement &amp; Contracting Academy</li> </ul>	<ul style="list-style-type: none"> <li>California Procurement &amp; Contracting Academy web page: <a href="http://www.dgs.ca.gov/pd/Programs/CalPCA.aspx">http://www.dgs.ca.gov/pd/Programs/CalPCA.aspx</a></li> </ul>

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<b>Training</b> (continued)	<ul style="list-style-type: none"> <li>• Cross-train staff in reporting requirements and processes.</li> <li>• Continuous training of staff on how to utilize the SB/DVBE supplier community, use of the SB/DVE off-ramp for statewide contracts; and using Cal eProcure to search for and contact SB/DVBEs within the community.</li> <li>• Develop a PowerPoint presentation on procurement training to include a SB/DVBE component and the importance of using certified vendors.</li> </ul>	<ul style="list-style-type: none"> <li>• Department of General Services – Office of Small Business &amp; Disabled Veteran Business Enterprise</li> <li>• Military Department</li> <li>• Military Department</li> </ul>	<ul style="list-style-type: none"> <li>• DGS SB/DVBE Contract Reporting web page: <a href="http://www.dgs.ca.gov/pd/Programs/OSD/ContractReporting.aspx">http://www.dgs.ca.gov/pd/Programs/OSD/ContractReporting.aspx</a></li> <li>• Contracting Presentation: <a href="http://www.documents.dgs.ca.gov/pd/smallbus/Advocates/ResourceGuide/MilitaryContracting101.pdf">www.documents.dgs.ca.gov/pd/smallbus/Advocates/ResourceGuide/MilitaryContracting101.pdf</a></li> <li>• Contracting Presentation: <a href="http://www.documents.dgs.ca.gov/pd/smallbus/Advocates/ResourceGuide/MilitaryContracting101.pdf">www.documents.dgs.ca.gov/pd/smallbus/Advocates/ResourceGuide/MilitaryContracting101.pdf</a></li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Establish a vendor management tool to track products a SB/DVBE firm is authorized to resell – request quotes electronically.</li> </ul>	<ul style="list-style-type: none"> <li>• Department of Insurance</li> </ul>	<ul style="list-style-type: none"> <li>• Create a shared folder on a centralized drive to capture SB/DVBE vendor emails and information into sub-folders that are separated by vendor information (type) hardware, software, or services. Department buyers can then search the folders for product/services and send RFQs to the SB/DVBE firms.</li> </ul>

## Questions?

<b>Department</b>	<b>Department Advocate or Contact</b>	<b>Telephone Number</b>	<b>Email Address</b>
California Department of Corrections & Rehabilitation – Kern Valley State Prison	Lisa Tackett	(661) 721-6300	<a href="mailto:Lisa.tackett@cdcr.ca.gov">Lisa.tackett@cdcr.ca.gov</a>
California Department of Public Health	Theresa Snider	(916) 650-0134	<a href="mailto:Theresa.snider@cdph.ca.gov">Theresa.snider@cdph.ca.gov</a>
California Highway Patrol	Tracy Bowen	(916) 843-3616	<a href="mailto:Tbowen@chp.ca.gov">Tbowen@chp.ca.gov</a>
Department of Aging	Kelli Kemper	(916) 419-7537	<a href="mailto:Kelli.kemper@aging.ca.gov">Kelli.kemper@aging.ca.gov</a>
Department of General Services – Office of Business & Acquisitions Services	Jonee Oden	(916) 375-4368	<a href="mailto:Jonee.oden@dgs.ca.gov">Jonee.oden@dgs.ca.gov</a>
Department of General Services – Office of Small Business & Disabled Veteran Business Enterprises	Certification Staff	(916) 375-4940	<a href="mailto:OSDSHelp@dgs.ca.gov">OSDSHelp@dgs.ca.gov</a>
Department of General Services – Procurement Division	Danetta Jackson	(916) 375-4483	<a href="mailto:Danetta.jackson@dgs.ca.gov">Danetta.jackson@dgs.ca.gov</a>
Department of General Services – Real Estate Services Division	Alison Garcia	(916) 376-1665	<a href="mailto:Alison.garcia@dgs.ca.gov">Alison.garcia@dgs.ca.gov</a>
Department of Insurance	Mark Valim	(916) 492-3413	<a href="mailto:Mark.valim@insurance.ca.gov">Mark.valim@insurance.ca.gov</a>
Military Department	Sandy Villalobos	(916) 854-3367	<a href="mailto:Sandra.villalobos3.nfg@mail.mil">Sandra.villalobos3.nfg@mail.mil</a>
Military Department	Jacki Alsobrook	(916) 854-3141	<a href="mailto:Jacqueline.j.alsobrook.nfg@mail.mil">Jacqueline.j.alsobrook.nfg@mail.mil</a>
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