

State Agency Recognition Awards 2014–15

Nomination Form

Type of Award: Advocate Award



Nominator's Information

Name:

Address:

Phone:

Email:

Advocate Information

Name of Advocate:

Agency:

Address:

Phone:

Email:

Areas of Impact

- Executive/Department Support (What type and how did you receive support?)
- Customer Service (What improved and how was it effective?)
- Contract Simplification (What caused the change and how was it implemented?)
- Electronic Commerce (How did this benefit SB/DVBE businesses?)
- Education/Outreach (What was developed and implemented?)
- Public/Private Partnerships (What new partnerships were formed?)
- Other (please specify) _____

BEFORE COMPLETING THE NOMINATION FORM, PLEASE READ THESE INSTRUCTIONS.

Please address the questions and comments below when completing the form fields.

1) Justification for nomination

- How long has the Advocate been in this position?

2) Outreach Efforts

- How many outreach events has the Advocate attended during the 2014-15 fiscal year?
- Does the Advocate actively attend DGS SB/DVBE Advocate meetings and Customer Forums?
- How does the Advocate support the SB/DVBE participation with department buyers? Some examples may include training, sharing supplier information, maintaining a list of qualified suppliers, etc.
- Does the Advocate provide special training to the department's buyers and/or the SB/DVBE community? If so, explain.
- How is the SB/DVBE community solicited? What marketing strategies are used to engage the SB/DVBE community?

3) Performance Measurements

- Has SB/DVBE participation increase in the department's competitive bid solicitations? If so, how much did it increase?
- Identify the percentage increase in SB/DVBE contract participation for the last two fiscal years.
- How many contracts were awarded to SBs? DVBEs? Please include total dollar figures for each.
- How many new SB/DVBE suppliers has the Advocate reached out to and how (e.g. telephone, email, phone, external marketing)?
- Identify efforts which helped increase SB/DVBE participation.
- Does this department/agency have a SB/DVBE First Policy in place?

4) Notable Improvements

- What significant impact has the Advocate had overall to improve the department's SB/DVBE contracting participation?
- Provide any innovative solutions the Advocate has developed to streamline the contract process with suppliers using the SB/DVBE Option.

In the fields below, please explain why the specified advocate deserves this nomination.

1) Justification for Nomination *(Please use less than 1,900 characters including spaces)*

2) Outreach Efforts *(Please use less than 1,900 characters including spaces)*

Performance measurements:

3) Performance Measurements *(Please use less than 1,900 characters including spaces)*

4) Notable Improvements *(Please use less than 1,900 characters including spaces)*

After completing the nomination form, please save it as a pdf file with the following title: “2015 Advocate—Name of Agency” (e.g., 2015 Advocate—DGS). Then, email the form to: dgsara@dgs.ca.gov. Nomination forms received after November 6 will not be considered.

Advocate nomination #_____ *(DGS use only)*