



STATE  
AGENCY  
**RECOGNITION**  
AWARDS  
2015

CALL FOR  
NOMINATIONS  
.....

for outstanding achievement by  
state agencies in furthering  
Small Business and/or Disabled  
Veteran Business Enterprise  
participation in state purchasing  
and contracting in fiscal year  
2013-14.





The State of California, Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) advocate network honors state agencies for outstanding achievements in advocating for and contracting with SBs and/or DVBEs in fiscal year 2013-14.

After reviewing the nominations, a judging panel selects the agencies with the *Best Practices*, to be given Gold, Silver, and Bronze awards, and the *Advocate of the Year*.

*The Governor's Award:* This top State Agency Recognition Award is presented to the state agency that most exemplifies excellence and innovation in providing contracting opportunities to SBs and DVBEs.

The Department of General Services also recognizes agencies for the most notable effort to increase SB and DVBE participation in contracting. We notify all nominees before the ceremony and officially recognize their efforts at the awards on January 22, 2015.



## WHO SHOULD BE NOMINATED

**Agency Recognition:** All state agencies are encouraged to submit any ideas used to increase SB and/or DVBE participation in their contracting. It does not matter if your agency did not 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 other agencies can duplicate. 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 any advocate inside or outside your agency who has contributed to the success of SB/DVBE participation.

**The Governor's Award:** Strong consideration is given to the agency which consistently goes above and beyond standard work roles, as well as develops and implements *Best Practices* that enhance contracting opportunities for SBs and DVBEs.

## IMPORTANT DATES

November 14, 2014

Electronic Nominations Due.

January 22, 2015

Awards Ceremony.

Invitations will be sent in December.

## 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 SB/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 may have 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 SBs 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/or 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 SB/DVBE participation.

### ***Advocate of the Year***

Describe the work of an advocate that made him/her stand out from the rest of the network.

## • A FEW TIPS FOR SUCCESS

### • ***Tip #1***

• Remember, the key is EDUCATION. How can the process or project be repeated or transferred to other places in the organization or other State agencies?

### • ***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

### *Nominations require the following:*

1. All 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) SB 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 1,900 characters for each of the four categories. We will not consider additional forms.
4. Save/print your document for your own records.

### *Submitting Your Nomination*

1. Go to: **[www.dgs.ca.gov/pd/Home/SARA2015.aspx](http://www.dgs.ca.gov/pd/Home/SARA2015.aspx)**
2. Click *Call for Nominations*.
3. Choose either *Nominate an SB/DVBE Advocate* or *Nominate State Agency*.
4. Save document as a PDF file with the following title: *2015Advocate–Name of Advocate* (e.g. *John Doe*) or *2015Agency–Name of Agency* (e.g. *DGS*).
5. Complete the nomination. See *Call for Nomination Instructions*.
6. Check for correct spelling, grammar and punctuation; limit all four categories to 1,900 characters each.
7. Email PDF nomination to **[dgssara@dgs.ca.gov](mailto:dgssara@dgs.ca.gov)**

Your electronic nominations must be submitted no later than **November 14, 2014**.

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

Communication & Outreach Section, [dgssara@dgs.ca.gov](mailto:dgssara@dgs.ca.gov)  
707 3rd Street, 2nd Floor, West Sacramento, CA 95605

