



**STATE
AGENCY
RECOGNITION
AWARDS
2015-16**

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 2015-16.



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 2015-16.

After reviewing the nominations, a judging panel selects the agencies with the Best Practices.

We notify all nominees before the ceremony and officially recognize their efforts at the awards ceremony on January 25, 2017.

This is a list of awards to be given at the 2015 State Agency Recognition Awards Ceremony. To help you with nominating the winners for each, please review each award and its description.

Agency Recognition: Honors departments for their best practices, creativity and outstanding achievements to advance the State's SB/DVBE programs. In comparison to past performance, these departments continue to exceed goals and models the way for other state agencies.

Advocate of the Year: Honors State Department Advocates for their outstanding achievements in supporting, promoting and contracting with SB/DVBEs. The advocates mentor others, create a culture internally and externally, and actively engage the SB/DVBE community.

Advocate Innovation Award (AIA): Based on creativity and "thinking outside the box" innovative efforts that contribute to the overall success of the State of California's commitment to provide exemplary service to our SB/DVBE community

Secretary's Special Achievement Award: Given to a state department, agency or individual whose best practices, innovation and advocacy efforts have allowed them to go above and beyond in exceeding the State's SB/DVBE contracting goals

Governor's Award: Given to the State Agency or department that best exemplifies excellence and innovation in providing contracting opportunities to SB/DVBE firms

Diversity Outreach Award: Awarded to the State Department or Agency that demonstrates an outstanding commitment to diversity and inclusion in their outreach efforts.

Collaboration Award for Contracting Excellence (CACE): Awarded by the DGS Business Development Program, CACE honors the commitment and partnership between prime contractors, subcontractors, and awarding departments for their collective accomplishments in meeting or exceeding the Governor's SB/DVBE contracting goals.

IMPORTANT DATES

November 14, 2016
Electronic Nominations Due

January 25, 2017
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 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, ethnic organizations, 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

Submitting Your Nomination

1. Go to: www.dgs.ca.gov/pd/Home/SARA2016.aspx
2. Choose either *Agency Nomination Form*, *Advocate Nomination Form*, or *Diversity Outreach Nomination Form*.
3. Complete the form (*see instructions at left*).
4. Save document as a PDF file with the following title:
2016Advocate–Name of Advocate (e.g. John Doe) or *2016Agency–Name of Agency (e.g. DGS)* or *2016Diversity Outreach–Name of Agency (e.g., CHP)*.
5. Email the PDF nomination to dgssara@dgs.ca.gov
6. The nomination form for the CACE award can be found at www.documents.dgs.ca.gov/dgs/fmc/gs/pd/DGSPD600.pdf
Your electronic nominations must be submitted no later than **November 14, 2016**.

Nomination form instructions:

1. All fields must be completed and adhere to the following guidelines:
 - a. Be sure to answer all questions per topic in detail by comparing current fiscal year to previous year(s). Be descriptive.
 - b. When providing numbers, dollar figures, and/or percentages, please provide current fiscal year figures AND previous fiscal year(s).
2. Limit your text to 1,900 characters (1,400 on the Diversity Outreach Award form) for each of the four categories. We will not consider additional forms.
3. Check for correct spelling, grammar and punctuation.
4. Save and print your document for your own records.
5. All nominations will be pre-screened for the judging process. Any nomination that does not follow the above instructions will be rejected.
6. Duplications of prior nominations will be rejected.

For assistance or questions please contact:

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