

Nomination Form for State Agency Recognition Awards 2003

#2

Title of Nomination: DCA Annual Plan to Focus on SB/DVBE

Department of Consumer Affairs, M. Moss

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Executive Summary

In January, 2002, the Department of Consumer Affairs (DCA) developed and implemented a procedure to encourage the use of SB/DVBE vendors. DCA Boards, Bureaus, Divisions and Programs must develop annual plans to meet its overall participation goals. A procedure was developed and a form was designed to document plans to use SB/DVBE vendors for individual contracts and purchases.

Written Nomination

a. In order for the DCA to improve its SB/DVBE participation goals, it looked at ways to encourage its Boards, Bureaus, Divisions and Programs (clients) to use SB/DVBE vendors for its contracts and purchases. It was determined that updating an old policy was necessary to require clients to plan its contracts and purchases for the upcoming year, using SB/DVBE vendors. In January 2002, the DCA updated and distributed a procedure requiring its clients to submit annual participation attainment plans by June 1 of each year, covering the 12 months of the next fiscal year beginning July 1. A form was developed for clients to use in documenting the use of SB/DVBE vendors in upcoming contracts and purchases. Each attainment plan requires the review of the SB/DVBE Advocate.

b. Implementation of this procedure has helped the DCA to increase its SB participation from 13.07% as of June 2002, to 24.79% as of May 2003, and DVBE participation from 1.07% as of June 2002, to 4.72% as of May 2003.

c. In implementing this procedure, it was found that it required a lot of the SB/DVBE Advocate's time to review the plans, provide research and feedback to the clients, and follow up to ensure clients were submitting contract/purchase requests that were consistent with their plans. It was also found that the clients were reluctant to develop the plans due to the time involved in doing so. Because the DCA had implemented other (more efficient) procedures to encourage increased participation of SB/DVBE vendors, it isn't strictly enforcing compliance with the procedure.

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