

**DEPARTMENT OF PARKS AND RECREATION
SMALL BUSINESS AND DVBE
NOMINATIONS FOR THE STATE AGENCY
RECOGNITION AWARDS 2003**

Executive Summary

It is the policy of the Department of Parks and Recreation (DPR) to ensure that increased Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) participation in purchasing and contracting is a priority, by enhancing the purchasing and contracting opportunities for SB and/or DVBE businesses. DPR will achieve statewide SB participation of not less than 25% (as well as 3% for DVBE participation) by adhering to the guidelines of DPR's Small Business Plan. All purchasing and contracting officials statewide shall implement this plan, and be continuously monitored for participation compliance. The following projects were identified in the SB Plan and were implemented during fiscal year (02/03).

The Department of Parks and Recreation would like to nominate ourselves in the following category:

- 1) Executive Support

Please accept our nomination as we look forward to attending the State Agency Recognition Awards 2003 Ceremony on October 2, 2003.

Title of Nomination: Executive Support

A. Project Description: Departmental Training

Department of Parks and Recreation

Business and Fiscal, Module I (October 2002)

Business and Fiscal, Module II (April 2003)

Contracting for Services Training: Approximately five sessions per year

CAL-Card Refresher Training: Approximately 6 sessions during FY (02/03)

Purchasing Refresher Training: 1 session during FY (02/03)

DPR's Business and Fiscal Program provides training twice a year. The Business and Fiscal Program reviews state policies and departmental procedures for purchasing and accounting. Fiscal experts from headquarters and field offices conduct this training. Our department delegates the purchasing and contracting authority to the various park offices statewide. The training is critical to ensure purchasing and contracting compliance. The training is divided into two modules: **Business and Fiscal, Module I & Module II.**

Business and Fiscal, Module I, is designed for newer departmental employees. The course facilitates a general understanding of various procurement and payment processes within the department. The module is designed to enable the participant to research fiscal and accounting issues and identify whom to contact for questions and guidance within Accounting Section and Business and Procurement Services Section. A **Small Business/DVBE module** was created to encourage SB/DVBE participation. Approximately 40 purchasing officials from various park offices attend this training.

Business and Fiscal, Module II, is designed for departmental employees who are familiar with purchasing and accounting issues. This course offers hands on workshops and updates employees with new state policies and requirements. A **Small Business/DVBE module** was created to encourage SB/DVBE participation. Approximately 80 purchasing officials from the various park offices attend this training. Due to departmental fiscal constraints, Business & Fiscal, Module I (October 2002) and Module II sessions (April 2003) were cancelled. It is anticipated that the Business and Fiscal Program, Modules I & II, will resume during fiscal year 03/04.

Contracting for Services Training, is designed for departmental employees who are familiar with contracting for services. The course updates contracting officials with new state policies and requirements for contracting for services. The training sessions are conducted approximately five times per year. Contracting officials review the Small Business and DVBE participation and compliance regarding various contracting methods.

CAL-Card Refresher Training, is for departmental CAL-Card holders and Approving Officials who utilize the CAL-Card for purchases of goods and services. During FY (02/03), approximately 6 CAL-Card training sessions were conducted for approximately 135 departmental employees utilizing the program. The training encourages CAL-Card holders and Approving Officials to utilize SB and/or DVBE participation when contracting for goods and services.

Purchasing Refresher Training, is designed for departmental employees who are familiar with purchasing requirements. New state policies and purchasing guidelines are provided, as well as reviewing the Small Business and DVBE participation mandates. During FY (02/03), approximately 25 employees attended the training.

B. Does DPR's Departmental Training Programs improve the department's SB/DVBE participation?

DPR delegates the purchasing and contracting authority to the various park offices statewide. During the 1980's, DPR developed the Business and Fiscal

Training Program to ensure purchasing and contracting compliance. By introducing the **Small Business/DVBE module**, it appears that the training may be helping to increase participation levels. The **Small Business/DVBE module** encourages offices to utilize the SB/DVBE Delegation Programs for goods and services up to \$100,000.

The department's Small Business/DVBE participation levels have greatly improved during the last few fiscal years:

Small Business (25% Mandate)	FY 99/00	FY 00/01	FY 01/02	1st 1/2 FY (02/03) (7-1-02 – 12-31-02)
Goods	5.63%	4.38%	5.07%	5.60%
Services	0.53%	3.44%	7.54%	21.40%
Construction	15.26%	6.11%	15.97%	11.00%
Grand Total	21.42%	13.93%	28.58%	38.00%

DVBE (3% Mandate)	FY 99/00	FY 00/01	FY 01/02	1st 1/2 FY (01/02) (7-1-02 – 12-31-02)
Goods	0.06%	0.02%	0.28%	1.00%
Services	0.08%	6.68%	11.83%	14.50%
Construction	1.16%	8.68%	15.98%	11.80%
Grand Total	1.30%	15.38%	28.09%	27.30%

C. Lessons Learned:

The department will continue to provide the **Small Business/DVBE module** in the Business and Fiscal Training Program. Increasing awareness of the Small Business/DVBE participation mandate is a priority within the department.

Project Description: Department of Parks and Recreation CAL-Card Refresher Training Video (developed December 2002)

Due to fiscal constraints during FY (02/03), we decided to increase departmental learning opportunities for through DPR's Intranet site. A "**CAL-Card Refresher Training**" Video was launched on the Department's Intranet site in December 2002. The training video encourages CAL-Card holders and Approving Officials to utilize SB and/or DVBE participation when contracting for goods and services.

Project Description: Department of Parks and Recreation Small Business and DVBE Supplier Listing (currently under construction)

The word is out! DPR's Small Business and DVBE Advocates have been contacted by hundreds of certified Small and DVBE businesses throughout the state. Since DPR delegates the purchasing and contracting authority to the various park offices statewide, we felt the need to develop a listing for these businesses who want to do business with Parks. In July 2002, DPR created a "**Small Business and DVBE Supplier**" Listing. The listing currently has over 200 Small and/or DVBE businesses and will soon be available on the Department's Intranet site. This important tool will provide more business opportunities, as well as encourage departmental purchasing and contracting officials to utilize these suppliers who want to do business with Parks.

DPR's Executive Management Team continues to support and encourages participation with various SB & DVBE Trade Shows and outreach activities. **DPR's Small Business & DVBE Advocates attended the following events for FY (02/03):**

- On September 12, 2002, attended the **Small Business Vendor Fair 2002**, sponsored by the University of California, Berkeley. Various small, disadvantaged, women-owned, disabled veteran-owned businesses attended the event.
- On October 25, 2002, attended the **Vendor Faire 2002**, sponsored by the California State University, Sacramento, Procurement Services. Over 50 small businesses attended the event.
- On March 27, 2003, attended the **11th Annual Keeping the Promise Trade Show and Awards Ceremony**, sponsored by the California DVBE Alliance. DPR shared departmental information on how to do business with Parks. In addition, DPR received a Special Recognition Award at this event.
- On April 10– 11, 2003, attended the **Buy Recycled Trade Show**. DPR encouraged Small and DVBE businesses to do business with Parks.
- On April 30, 2003, attended a **Small Business Forum**, sponsored by Department of General Services. DPR's Small Business & DVBE Advocates shared current contracting opportunities and met with various businesses.
- On May 28, 2003, attended the **2003 California Small Business Economic Summit**, sponsored by the Governor's office. DPR's Small Business and DVBE Advocates met hundreds of small business owners and discussed various business opportunities within Parks.

In June 2003, DPR purchased a **Small Business Trade Show Exhibit Display** for the department's Small Business Outreach Program. The exhibit display will be used for various trade shows throughout the state, as well as DPR's Business and Fiscal Training Program.