

CALIFORNIA HIGHWAY PATROL
Improvement Plan
FISCAL YEAR 2013/2014

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ADMINISTRATIVE SERVICES DIVISION
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Prepared by: California Highway Patrol, Administrative Services Division,
Business Services Section

I. Plan to Maintain or Enhance Contracting Opportunities for Small Businesses (SB) and Disabled Veteran Business Enterprise (DVBE)

A. Policy

The California Highway Patrol (CHP) procurement policy is to first seek to use certified SBs or DVBEs when considering vendors for all contracting activities. A valid justification is required to award a contract to a non-certified SB to waive DVBE participation requires the approval of the Department's Certified Business Advocate or designee. Current CHP policy is deemed sufficient to ensuring maximum participation in the SB/DVBE contracting arenas.

B. Proposed Enhancement

Fiscal Year (FY) 2013/2014 CHP purchased 1,439 enforcement vehicles and supporting software with an estimate of over \$45,000,000. These types of procurements do not offer DVBE participation and are not exempt from reporting. The CHP did not meet their DVBE participation goal of 3 percent for FY 2012/2013; and will not during FYs that requiring the Department to purchase enforcement vehicles.

To offset procurement categories that do not have DVBE participation, the Certified Business Advocate shall submit a proposal to the Business Services Section (BSS) management to increase the minimum DVBE participation in service contracts from 3 percent to 5 percent.

Pros – An increase in DVBE participation, especially during FYs when enforcement vehicles are purchased.

Con – May receive an increase in non-responsive bids/quotes (e.g., contractors/vendors may find that there are not enough incidentals to warrant 5 percent DVBE participation, therefore may not respond or be non-respective to

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bid requirement[s]). If there are not enough responsive bids received, the solicitation will have to be re-bid.

C. Collaborative Efforts

The Certified Business Advocate will continue to participate in the collaborative outreach events facilitated statewide by Department of General Services (DGS).

D. Contracting Practices

The CHP will continue to monitor contracting activities with the efforts identified above, the partnership of the Certified Business Advocate, purchasing staff, and contract analysts. The next three to five years of procurement for the necessary air fleet, equipment and vehicles will not allow the Department to obtain the participation goals of 3 percent DVBE and 25 percent Small Business.

II. Planning and Advocacy

The DGS successfully facilitates several statewide outreach events and procurement fairs to introduce SB and DVBE contractors/suppliers to various state agencies. The Certified Business Advocate anticipates partnering with DGS, as well as other state agencies, as often as possible at these events with participating focus in business matchmaking, as an exhibitor, or to assist in facilitating the procurement fair. The benefits of these events are expected to contribute to an increase of SB and DVBE participation.

The Certified Business Advocate will continue to advocate to the DGS Office of Small Business and DVBE Services to have mission critical commodities and services (e.g., aircraft maintenance and repair service, enforcement vehicles, aircraft, propane, bulk gas, and ammunition) that historically lack SB/DVBE participation be exempted from reporting.

III. Monitor and Continuously Improve

The CHP utilizes software programs which track all contracting activity and the related certified business participation. The Certified Business Advocate will continue to ensure maximum participation in all areas of contracting to reinforce and ensure policies are adhered to and that all employees with contracting responsibility have a complete understanding of program participation requirements. Additionally, procurement policies and procedures have been incorporated into the Department's Middle Management Training course administered by Organizational Development Section and taught by BSS procurement management staff.