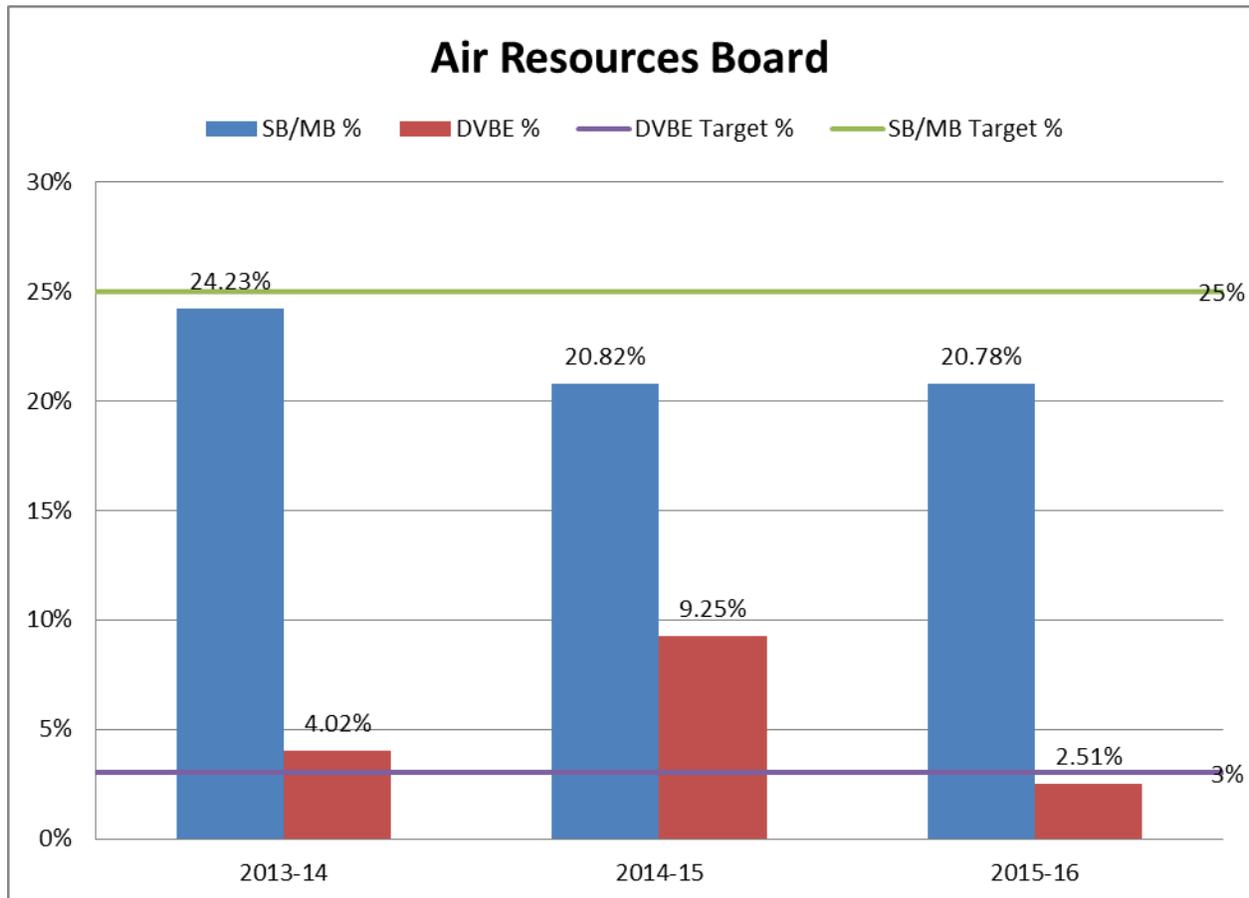


Air Resource Board			
Fiscal Year	Total Contract Dollars	DVBE Dollars	DVBE %
2013-14	17,473,034	702,806	4.02%
2014-15	37,504,896	3,469,024	9.25%
2015-16	29,697,229	743,946	2.51%

Air Resource Board			
Fiscal Year	Total Contract Dollars	SB/MB Dollars	SB/MB %
2013-14	17,473,034	4,233,324	24.23%
2014-15	37,504,896	7,806,848	20.82%
2015-16	29,697,229	6,170,313	20.78%





# Air Resources Board



**Matthew Rodriguez**  
Secretary for  
Environmental Protection

**Mary D. Nichols, Chair**  
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**Edmund G. Brown Jr.**  
Governor

## AIR RESOURCES BOARD ON BEHALF OF THE CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY

### IMPROVEMENT PLAN OUTLINE

### SMALL BUSINESS AND DISABLED VETERAN BUSINESS ENTERPRISE PARTICIPATION FOR FISCAL YEAR 15-16

**PREPARED BY:** Jennifer Salinas, Contract Analyst  
Contracts Section  
Administrative Services Division

#### I. Summary of Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) Participation for FY 15/16 Annual Report

Total Contracting Dollar Amount:	\$2,924,701.00
Total Dollar Amount for SB/MB* Contracts:	\$411,003.00
SB Percentage Participation:	14.05%
Total Dollar Amount for DVBE Contracts	\$214,863.00
DVBE Percentage Participation:	7.37%

\*MB=California certified Micro Business

#### II. Explain why the SB Participation Goal Was Not Achieved

Considering the relative nature and purpose of the California Environmental Protection Agency (CalEPA) mission, it is difficult to identify SBs that are capable of participating in the contracting and procurement processes for goods and services. Since most of the goods and services obtained by CalEPA are of a highly specialized nature, unique in design, or are a one-of-a-kind service/product, the number of SBs that possess the necessary experience and/or technical knowledge and skill to participate is very limited.

*The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our website: <http://www.arb.ca.gov>.*

California Environmental Protection Agency

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**III. Plan to Enhance Contracting Opportunities for SB/DVBE**

**A. Policy**

CalEPA's policy is to actively seek qualified SBs and DVBEs whenever feasible and practical. CalEPA's goal is to increase their participation in its contracting and procurement activities.

CalEPA is actively seeking opportunities to award to SBs and is always seeking SBs when utilizing LPAs.

CalEPA acknowledges the contributions of both SBs and DVBEs, especially their importance to California's business community and their impact on California's economy.

**B. Collaborative Efforts**

CalEPA attends the Department of General Services' (DGS) Small Business Advocates meetings, with the primary focus of encouraging open dialogue on the revitalization of the Small Business Advocate network and more clearly defining the role and responsibilities of the Small Business Advocate. All the different Boards, Departments, and Offices within CalEPA meet regularly to discuss issues affecting the Agency ("BEST" meetings). Such issues involve reporting requirements and how the Agency as a whole can better meet its obligations concerning participation goals, recycling, Americans with Disability Act requirements, and other related matters.

The Small Business Advocate for CalEPA is involved with actively recruiting SBs and DVBEs to increase CalEPA participation, but most importantly, to spread the word to SBs and DVBEs about contracting opportunities with the State.

In addition, CalEPA is currently considering working with the other CalEPA Boards, Divisions and Offices to form a SB/DVBE advisory group to examine ways to work more collaboratively with the SB and DVBE community.

**C. Contracting Practices**

CalEPA is committed to continuing and expanding its efforts to increase SB and DVBE participation through the following processes:

- Utilizing DGS's online database of certified SBs/DVBEs and referring prime bidders to the website.
- Assisting SBs and DVBEs with requesting certification from DGS by providing website information, applications, and contact numbers.
- Providing continuing training for all staff in the Procurement and Contracting Services Sections on how to best utilize SBs and DVBEs.
- Utilizing internal databases to accurately track all SB and DVBE contractors and subcontractors.
- Emphasizing the importance and need to utilize SBs and DVBE to all contract analysts and procurement officers.
- Increasing administrative support for SB and DVBE utilization in contracting and procurement.
- Providing easier access for SBs and DVBEs to competitive bidding opportunities and results.
- Encouraging prime contractors to subcontract with SBs and DVBE subcontractors, and assisting them in obtaining lists of SBs and DVBEs that may potentially meet their needs.
- Continually updating CalEPA's Contracting and Procurement manuals.

**IV. Planning and Advocacy**

Pursuant to Government Code § 14846(a)(1), CalEPA has designated a SB Advocate.

**V. Monitor and Continuously Improve**

CalEPA will strive to achieve a minimum of 25 percent SB and retain a minimum of 3 percent DVBE participation in procurement and contracting for the next fiscal year. This will be accomplished through continual education, training, and utilizing other collaborative resources available to CalEPA.

To ensure progress with achieving these goals, CalEPA will monitor its SB/DVBE activity on a regular basis.

If you have any questions or would like additional information, please contact either of the following:

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