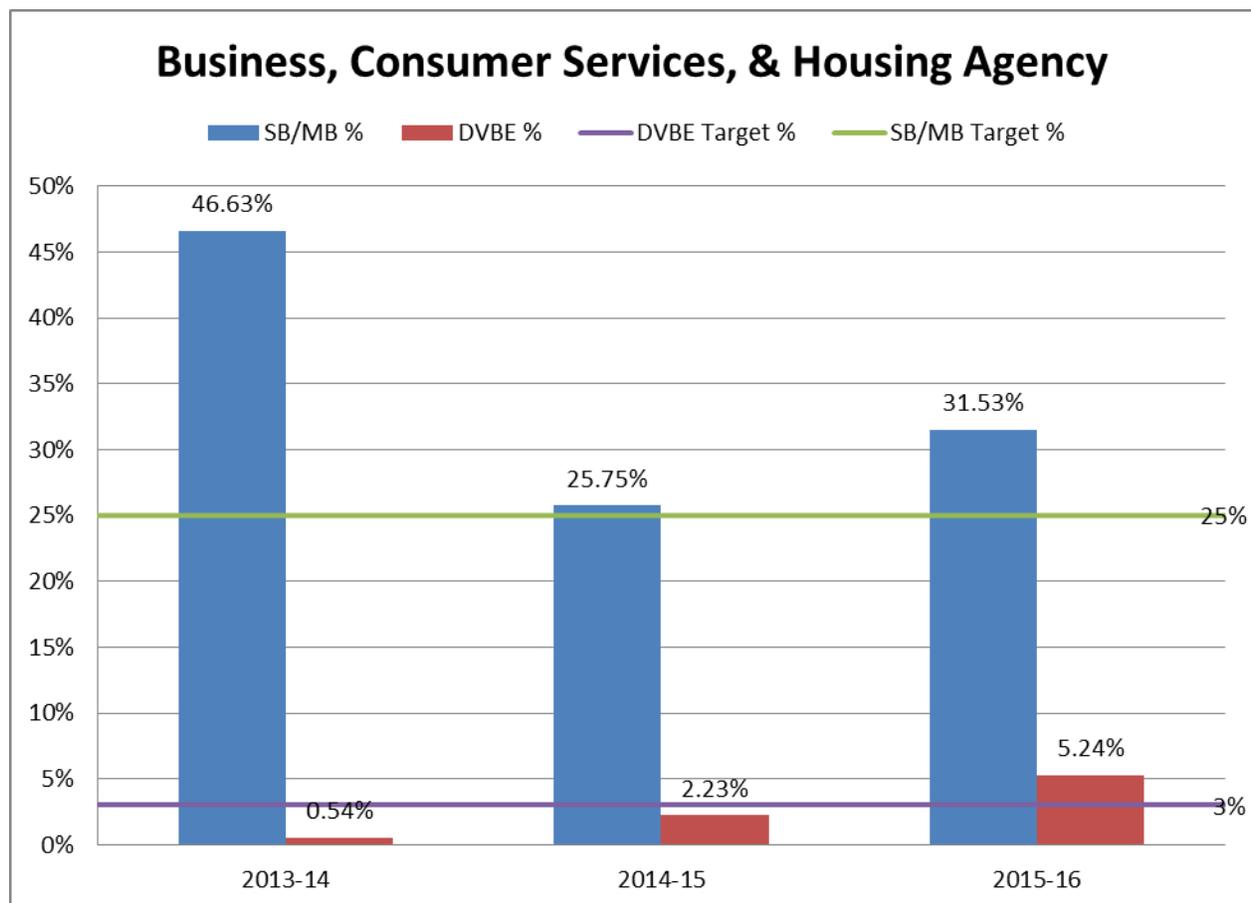


Business, Consumer Services, & Housing Agency			
Fiscal Year	Total Contract Dollars	DVBE Dollars	DVBE %
2013-14	42,596	228	0.54%
2014-15	31,405	701	2.23%
2015-16	42,284	1,637	5.24%

Business, Consumer Services, & Housing Agency			
Fiscal Year	Total Contract Dollars	SB/MB Dollars	SB/MB %
2013-14	42,596	19,862	46.63%
2014-15	31,405	8,088	25.75%
2015-16	42,284	8,670	31.53%



SB/MB IMPROVEMENT PLAN OUTLINE

FY 2015-16

Prepared by: Gladys Lopez

Department/Division/Office

Business, Consumer Services and Housing Agency, Administrative Operations Office

I. Summary of SB/MB Participation

Fiscal Year	Total Contract Amount	SB/MB Participation Amount	SB/MB Participation Percentage	DBVE Participation Amount	DVBE Participation Percentage
2013-14	\$42,596	\$19,862	46.63%	\$228	0.53%
2014-15	\$31,405	\$8,088	25.75%	\$701	2.23%
2015-16	\$42,284	\$8,670	20.50%	\$1637	3.87%
Trend	Increasing	Increasing	Decreasing	Increasing	Increasing

II. Explain Why the SB/MB Participation Goal Was Not Achieved

The Business, Consumer Services and Housing Agency was created on July 1, 2013, under the Governor's Reorganization Plan No 2. In its third year of functions the Agency increased its DVBE percentage participation from 2.23% to 3.87%; however, the SB/MB participation percentage decreased from 25.75% to 20.50%. Since the Agency is a small office with 15 employees, the goods and services it procures are limited and can be difficult to secure small businesses.

III. Plan to Enhance Contracting Opportunities for SB/MB

A. Policy

The Agency will continue to actively seek and promote the participation of SB/MB in its purchasing and contracting activities towards meeting or exceeding the twenty-five percent participation goal.

B. Collaborative Efforts

The Agency will network with SB/MB Advocates in other departments to identify ways to increase the use of certified SB/MB.

C. Contracting Practices

The Agency will continue identifying certified SB/MB, by using DGS's website for all contract solicitations and develop a list of certified small businesses which will be given preference when procuring goods and services.

IV. Planning and Advocacy

The Agency's SB/DVBE Advocate and the buyer for the Agency will work closely together to promote SB/MB participation in its purchasing and contracting activities.

V. Monitor and Continuously Improve

The Agency will monitor its SB/MB participation on a quarterly basis with the goal of achieving or exceeding twenty-five percent.