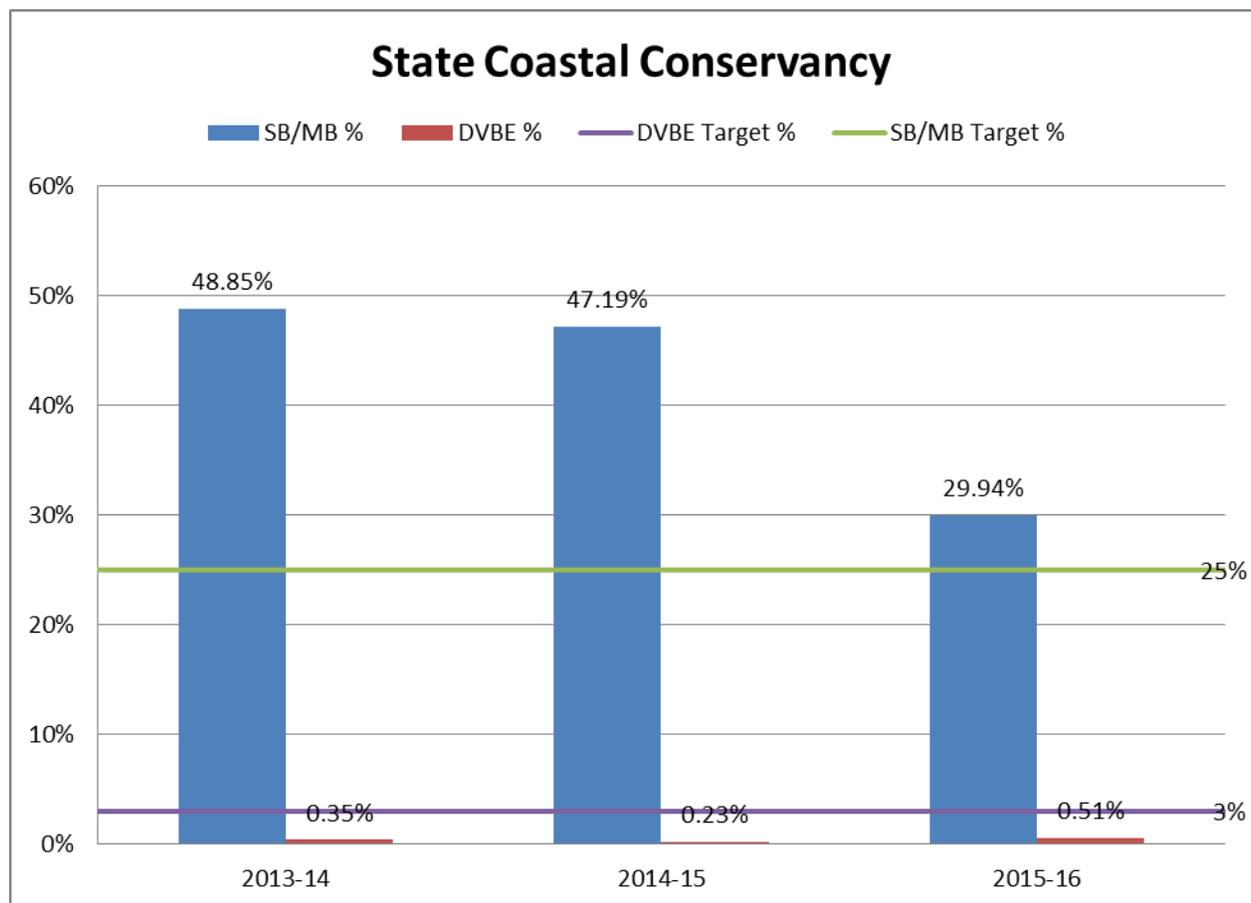


Coastal Conservancy, State			
Fiscal Year	Total Contract Dollars	DVBE Dollars	DVBE %
2013-14	4,604,967	16,332	0.35%
2014-15	5,310,022	12,424	0.23%
2015-16	2,957,043	14,999	0.51%

Coastal Conservancy, State			
Fiscal Year	Total Contract Dollars	SB/MB Dollars	SB/MB %
2013-14	4,604,967	2,249,429	48.85%
2014-15	5,310,022	2,505,563	47.19%
2015-16	2,957,043	885,373	29.94%



**Department of**

**Small Business and Disabled Veteran Business Enterprise Participation**

**Plan of Improvement for Fiscal Year**

**Prepared By:** State Coastal Conservancy

Per Executive Order S-02-06, state agencies, departments, boards and commissions that have not achieved the small business participation goal and/or the DVBE three percent contract goal as established in Public Contract Code (PCC), §10115 et seq., Military and Veterans Code (MVC), §999 et seq., and California Code of Regulations (CCR), Title 2, §1896.60 et seq. and additional legislative directives? Executive Order D-43-01 and Government Code (GC) 14836, must submit Implementation and Corrective Action Plan(s) to the Department of General Services (DGS). The DGS will share these plans with the California Small Business Advocate and together they will explore ways, including Memorandums of Understanding, to work with departments to improve performance. The plans will be published on DGS' website along with the consolidated Annual Report each year.

Submitting an Improvement Plan for each of the goals that has not been met is mandatory; however, using the template below is a resource to help assist in drafting one.

**I. Reportable Contracts for FY (as reported to DGS)**

FY	Total Number of Contracts	Total Contract Amount	Total SB Participation Percentage (%)	Total DVBE Participation Percentage (%)
Reportable Contracts	<b>239</b>	<b>\$ 2,957,043.00</b>	<b>31.46</b>	<b>0.51</b>

**Other Contracts for FY**

FY	Total Number of Contracts	Total Contract Dollars Spent (Current FY)
Multi-year Contracts (list the year and how much the department spent for this FY).	<b>9</b>	<b>\$ 2,593,505.24</b>
Statutorily Exempt PCC§ 10335.5; Rev & Tax Code § 2211; GC § 4525; PCC § 10371 et. al, and others listed in SCM I	<b>20</b>	<b>\$ 3,570,296.24</b>
DGS Mandatory Contracts	18	\$ 1,043,358.74
DGS Leveraged Procurements, MSA, CMAS, WSCA/NASPO and LPAs	<b>1</b>	<b>\$7,464.43</b>

**Non-Reportable Contracts for FY**

Contracts or agreements with the federal government, any other state government, federal grants, the Prison Industry Authority, Interagency Agreements, Joint Powers Agreements, contracts or agreements with the California State University or the University of California or any of their respective campuses, concession contracts, revenue/reimbursement contracts, or contracts or agreements with any county, city, city and county, school or special district (commonly referred to as local agencies). Do not include loans, local assistance/subvention agreements, or court-ordered settlements or cost.

FY	Total Number of Contracts	Total Contract Amount
Non-Reportable Contracts	20	\$1,703,540.50

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**II. Explain why your SB and/or DVBE participation goal was not achieved.**

**a. Identify specific large or specialty contracts where you were unable to locate SB and/or DVBEs, either as contractor or subcontractor. A table may be helpful to show the impact of this contract(s) on your level of participation for the entire year.**

Although we achieved more than the goal levels of procurement contracting with DVBEs for IT and non-IT goods, our numbers were low for services contracting. The reason for this is that the vast majority of our service contracts involve contracting for environmental services pursuant to Government Code section 4525. As a land conservation agency, the Conservancy uses a large number of these architectural and engineering contracts to complete C.E.Q.A. and other

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*Please refer to State Agency Recognition Award Best Practices document at: [www.documents.dgs.ca.gov/pd/events/BestPractices.pdf](http://www.documents.dgs.ca.gov/pd/events/BestPractices.pdf) to assist you with your responses to the remaining questions outlined below:*

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**III. Plan to improve contracting opportunities for SBs and/or DVBEs (If your report covers more than one department/office, please include a specific response for each of the entities covered)**

**a. Policy**

i. Does your department have a SB/DVBE First Policy for contracting with SB/DVBEs? If yes, how long has this policy been in place?

Yes, last year the Conservancy implemented a practice which requires project managers to evaluate available DVBE businesses in addition to Small/Micro businesses for each contract. Any contract not using a DVBE or SM/MB requires the project manager to get approval from a Conservancy DEO of a contractor selection form explaining the efforts that were made to

If no, please indicate when and how the department plans to implement such a policy.

NOTE: Best Practice—SB/DVBE First Policy, has proven to be an effective tool for many state departments in achieving their participation goals.

**b. Contracting Practices**

i. How does your department monitor its SB and DVBE participation goals during the course of the fiscal year? Please explain. Are there any plans to improve this process?

A reporting system has been developed which requires communication between project staff and contracting staff to capture DVBE data, provide this data to management, and monitor DVBE goal performance throughout the fiscal year.

ii. Does your department use a SB or DVBE Option for purchases under \$250,000 or up to \$291,000 for Public Works? If so, please explain how the option is utilized.

Yes, this option is available and used when possible; however it is not required. The reason it is not required in most cases is that most of our services contracts are for environmental services under Government Code 4525, and that contracting process requires that we select contractors based on qualifications foremost before other factors.

If no, please indicate how and when the department plans to implement this requirement.

iii. How does your department solicit and/or search for SBs and DVBEs? Please explain. Are there any plans to improve this process?

the Conservancy has sent out links and instructions to all staff about how to search for SBs and DVBEs. The Conservancy includes the following language in our contracting/RFQ advertisements: "The State encourages Small Business and Disabled Veteran Business Enterprises to apply." Executive staff encourages all contracting staff to actively search for +  
If your department does not solicit and/or search for SBs and DVBEs, please explain how and when the department plans to do so.

iv. Does your department require bid proposals to target the SB/DVBE communities? Please explain. If not, please explain when and how the department plans to implement this requirement.

The Conservancy includes the following language for contracting/RFQ advertisements: "The State encourages Small Business and Disabled Veteran Business Enterprises to apply."

### **c. Outreach, Advocacy and Training**

i. What avenues has your department used to reach out to the SB/DVBE community and how does it plan to improve?

We have greatly expanded our outreach to the DVBE community this year. DEO Mary Small reached out to the DVBE Alliance and DVBE Elite when we published our annual Request for Qualifications, asking these organizations to share the announcement with their contacts. The RFQ was also published in DBEs Outreach. Additionally, when the RFQ was +  
If there are none, how does the department plan to do so?

ii. What training or communication is provided to the department's buyers regarding how to contract with the SB/DVBE community? Please list below.

Training is offered to all staff on use of DGS websites for searches; Small Business Advocate is available to contractors/potential contractors to provide technical assistance registering on DGS website as a DVBE/SM/MB; the Small Business Advocate receives emails and calls from many vendors, evaluating whether there may be an opportunity for the SCC to use them +  
If not, how does the department plan to educate its buyers?

iii. Does the department have a SB/DVBE Advocate? If yes, please provide name and their contact information (phone number and email address):

Yolanda Ortega  
510-286-4006  
yolanda.ortega@scc.ca.gov

If no, please enter the date the department plans to appoint a SB/DVBE Advocate. Please be sure to link their contact information to the department's website.

iv. Does the department list the SB/DVBE Advocate and their contact information at least two clicks from the home page on the department's website? If so, please provide the link to where the advocate's information is listed.

No

If no, please enter the date the department plans to do so.

Within the next year.

v. Does the department's SB/DVBE Advocate actively participate in the quarterly SB/DVBE Advocate workshops hosted by DGS and CalVet?

Yes, many of these workshops are available by webinar participation and the Advocate does participate.

If not, please indicate when he/she will begin attending.

vi. Does your department subscribe/solicit to trade organizations or network groups for specialized services? If so, please list the entities.

DBEs Outreach, DVBE Alliance, and DVBE Elite are all contacted in outreach efforts.

If not, please indicate when and how the department plans to do so.

vii. What products and services present the greatest challenge in locating qualified SB/DVBE suppliers? How does the department plan to improve this process?

The Conservancy is a land conservation agency and uses a large number of architectural and engineering contracts to complete CEQA and other permitting requirements prior to further land conservation or enhancement efforts. These kinds of contractors are sometimes certified Small Businesses and we have proactively been able to get contractors registered. H

viii. Does your department participate in local or statewide outreach events in collaboration with DGS, when possible? If so, how many outreach events does the department attend each fiscal year.

The Conservancy has an annual RFQ which is an outreach to the land use, engineering, architectural and other environmental fields of potential contractors. Outreach is made to ensure that DVBEs are contacted and invited to reply with a statement of qualifications.

If not, please indicate when and how the department plans to do so.

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**IV. Next Steps (if your report covers more than one department/office, please include a specific response for each of the entities covered)**

Indicate how your department plans to improve its SB participation goal within the next quarter and what best practices, if any, it plans to put into action. Additionally, please list any obstacles your department may foresee.

Not Applicable - met goals at 31.46%.

Indicate how your department plans to improve its DVBE participation goal within the next quarter and what best practices, if any, it plans to implement. Additionally, please list any obstacles your department may foresee.

1. Aggressive outreach to DVBEs.
2. Encourage project managers to interview eligible DVBEs when selecting environmental services contractors.
3. Continue to obtain high levels of DVBE participation in roads procurement and IT.

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**V. Other comments/challenges**

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**VI. Contact Information**

Yolanda Ortega, DVBE/SB advocate.  
(510) 286-4006  
yolanda.ortega@scc.ca.gov

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**Please send your Improvement Plan(s) to:**

Department of General Services, Procurement Division  
Office of Small Business & DVBE Services (OSDS)  
ATTN: Reports Coordinator  
707 3rd Street, Room 1-400, IMS Z-1, MS 210  
West Sacramento, CA 95605  
Email at: OSDSReports@dgs.ca.gov (preferred)

