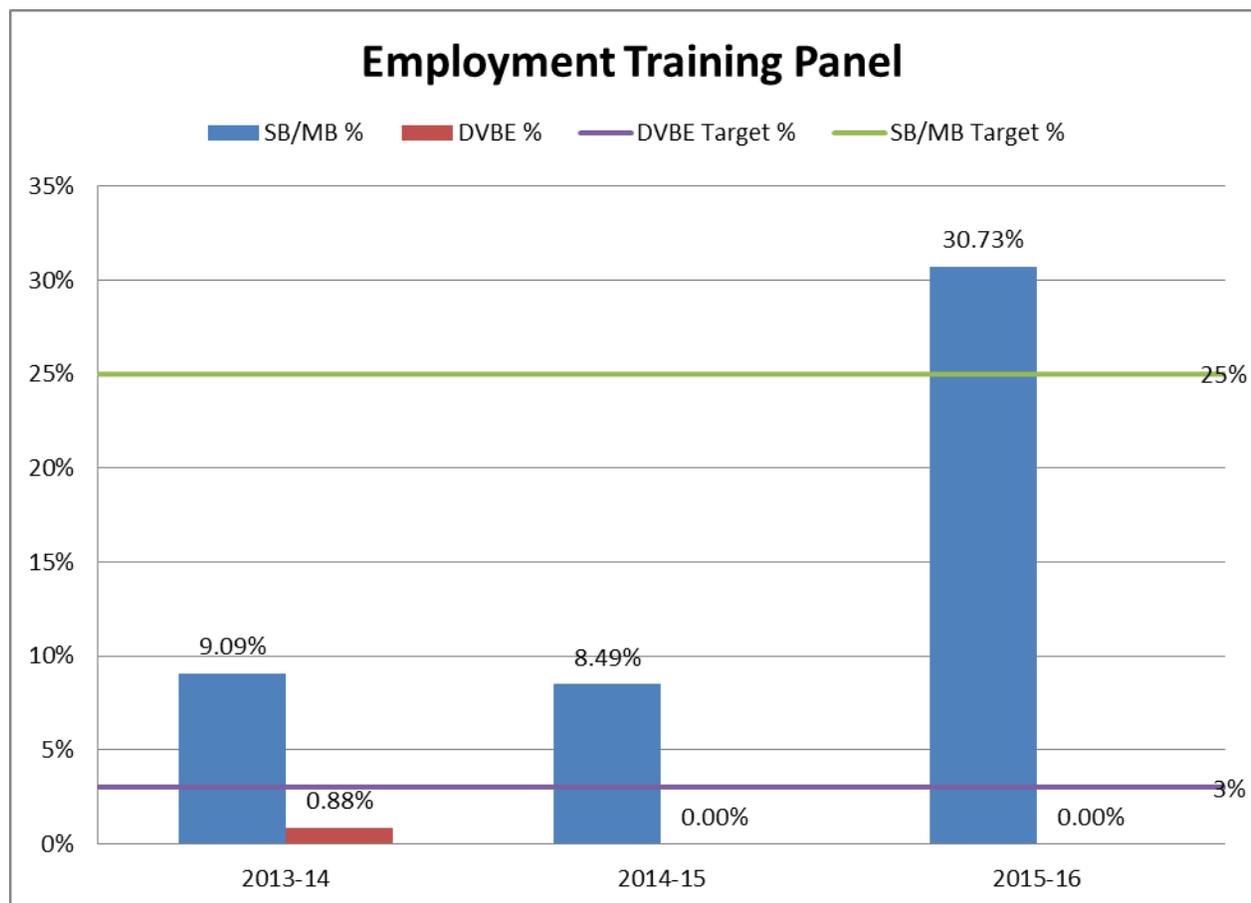


Employment Training Panel			
Fiscal Year	Total Contract Dollars	DVBE Dollars	DVBE %
2013-14	411,612	3,614	0.88%
2014-15	452,253	0	0.00%
2015-16	84,376	0	0.00%

Employment Training Panel			
Fiscal Year	Total Contract Dollars	SB/MB Dollars	SB/MB %
2013-14	411,612	37,413	9.09%
2014-15	452,253	38,413	8.49%
2015-16	84,377	25,932	30.73%



Department of Employment Training Panel



Small Business and Disabled Veteran Business Enterprise Participation

Plan of Improvement for Fiscal Year 2016-2017

Prepared By: John Frias

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 15/16 (as reported to DGS)

FY 15/16	Total Number of Contracts	Total Contract Amount	Total SB Participation Percentage (%)	Total DVBE Participation Percentage (%)
Reportable Contracts	23	\$ 84,376.00	31.00	0.00

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).	0	
Statutorily Exempt PCC§ 10335.5; Rev & Tax Code § 2211; GC § 4525; PCC § 10371 et. al, and others listed in SCM I	0	
DGS Mandatory Contracts	0	
DGS Leveraged Procurements, MSA, CMAS, WSCA/NASPO and LPAs	0	

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.

FY15/16	Total Number of Contracts	Total Contract Amount
Non-Reportable Contracts	0	\$0.00

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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.

ETP does not have any specific or specialty contracts.

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Please refer to State Agency Recognition Award Best Practices document at: 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, since fiscal year 2013.

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

N/A

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?

ETP monitors its Cal Card Activity monthly by entering data expenses into an Excel Spreadsheet for each and every Cal Card holder. After receiving this notice, ETP has added/created an additional tab on the Cal Card spreadsheet which calculates purchase and DVBE percentages year to date. 24

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, ETP does utilize at least one DVBE for every bid on supplies.

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

ETP does not make purchases for Public Works.

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

ETP selects potential SB, MB and DVBE vendors from the DGS website.

If your department does not solicit and/or search for SBs and DVBEs, please explain how and when the department plans to do so.

ETP solicits each and every purchase from approved list of vendors from the DGS website.

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.

Yes, every bid proposal (whenever possible) should incorporate a DVBE. This practice has been in effect and we are currently over 4% for FY 16/17 for DVBE purchases.

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?

Currently, ETP uses the DGS website to look for prospective vendors. Once a vendor is identified, a dialog is initiated to determine if the DVBE can meet the needs of ETP without sourcing bids to third parties.

If there are none, how does the department plan to do so?

N/A

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

DGS training and EDD Cal Card Handbook

If not, how does the department plan to educate its buyers?

N/A

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

SB/DVBE Advocate is John Frias. His number is (916) 327-5436.
email: John.Frias@etp.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.

N/A

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.

N/A.

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

Will discuss with IT team and have a live date TBD

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

For FY 16/17 ETP's SB/DVBE Advocate will begin attending the workshops provided by CalVet and DGS.

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

date TBD

Advocate will attend the next workshop available and continue on a quarterly basis.

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

N/A

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

ETP is a small entity working under the EDD umbrella.

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

Name Plates that require printing.

Continue to monitor monthly DVBE bids and purchases, best practices and ensure DVBE suppliers are utilized for other purchases (office supplies).

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.

ETP has not attended any local or statewide outreach events held by DGS this fiscal year.

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

ETP will contact DGS and inquire when their next event is and will send their Advocate.

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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.

ETP met their goal for fiscal year 15-16 regarding SB. ETP will continue to solicit business from SB and make DVBE businesses a priority.

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.

ETP does not foresee any obstacles. Going forward, ETP will monitor its performance monthly by tracking their DVBE purchase vs. their target goal. ETP will enter information into tracking system and maintain a minimum of 3.87% DVBE purchases.

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V. Other comments/challenges

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VI. Contact Information

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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)