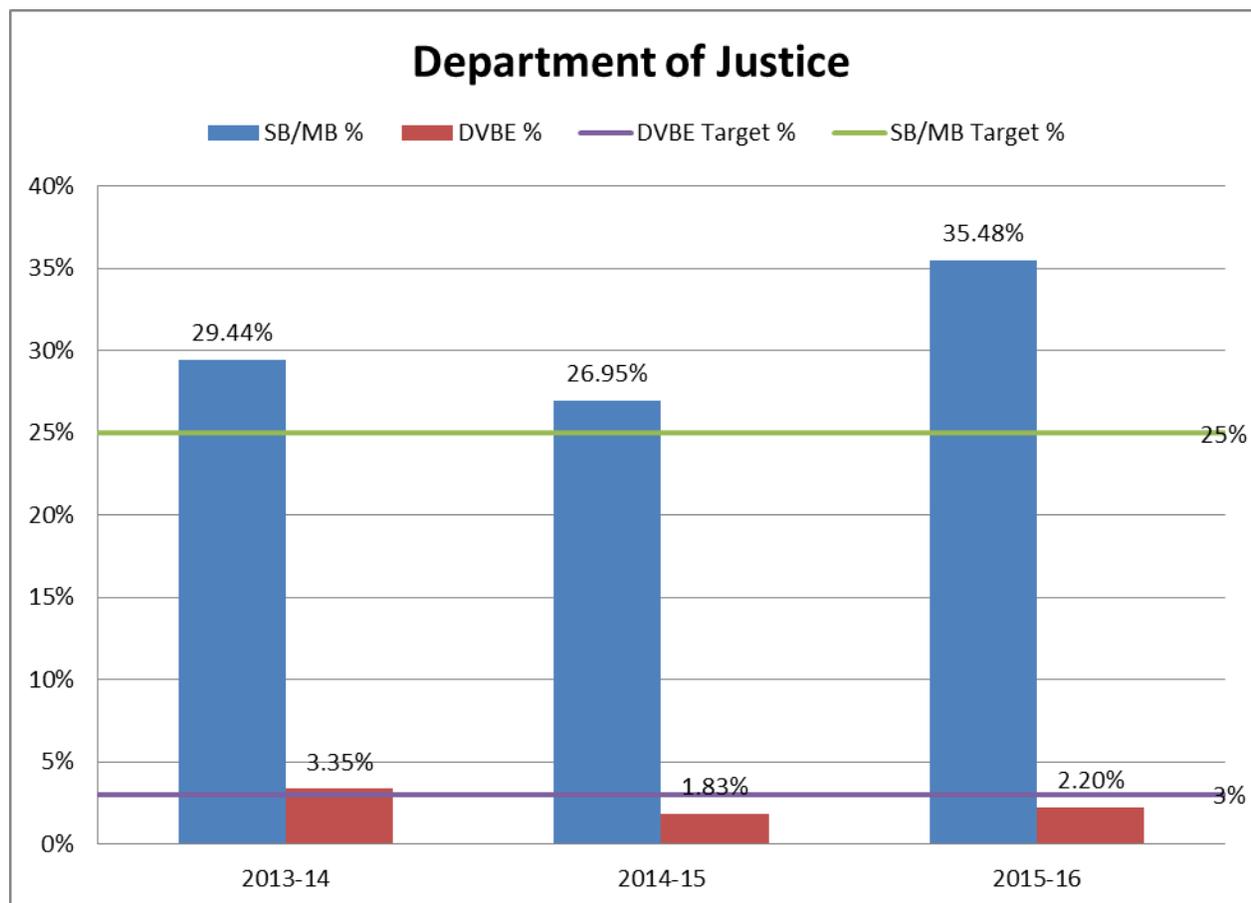


Justice, Department of			
Fiscal Year	Total Contract Dollars	DVBE Dollars	DVBE %
2013-14	86,301,614	2,893,077	3.35%
2014-15	80,751,107	1,480,818	1.83%
2015-16	85,927,641	1,887,038	2.20%

Justice, Department of			
Fiscal Year	Total Contract Dollars	SB/MB Dollars	SB/MB %
2013-14	86,301,614	25,408,897	29.44%
2014-15	80,751,107	21,762,535	26.95%
2015-16	85,927,641	30,490,443	35.48%



IMPROVEMENT PLAN
FY 15/16
Department of Justice/Division of Administrative Support
Contracts and Purchasing Unit

I. SUMMARY OF DVBE PARTICIPATION

The Disabled Veteran Business Enterprise (DVBE) participation program for all State contracts is established in Public Contract Code section (PCC) 10115 et seq., Military and Veterans Code (M&VC), section 999 et seq., and California Code of Regulations (CCR), Title 2 section 1896.60 et seq.

II. PARTICIPATION GOALS

The DOJ faces unique challenges in meeting participation goals for DVBEs due to the nature of services provided and the types of goods and consultant services required. Because of these specialized needs, the majority of the DOJ's procurement and contracting opportunities lie in areas where there are few, if any, DVBEs. Fiscal constraints have impacted the DOJ's participation percentages through decreased expenditures in office supplies, equipment, printing, and communications contracts that have historically been awarded to SB/MB and/or DVBEs.

III. PLAN TO ENHANCE CONTRACTING OPPORTUNITIES FOR DVBE:

In anticipation of the State's new Financial Information System for California (FI\$Cal) Project, DOJ is taking strides to implement the new business transformation activities. In July 2014, the Department implemented two centralized Contracts and Purchasing Units; one for Non-IT and one for IT goods and services. The centralization allows the Department to more efficiently oversee the State and Departmental contracting and procurement.

A. DOJ Policy as stated in the Department of Justice Administrative Manual Chapter 11, Section 11196:

Disabled Veteran Business Enterprise (DVBE) Program Requirements and Incentive [revised 2/12/15]

Participation

The DVBE participation program for all State contracts is established in Public Contract Code section (PCC) 10115 et seq., Military and Veterans Code (M&VC), section 999 et seq., and California Code of Regulations (CCR), Title 2 section 1896.60 et seq. The DVBE program requires that DOJ take all practical actions necessary to meet or exceed a DVBE goal of three (3) percent of the agency's overall contract dollars. Therefore, all competitively bid transactions must include documentation of the Buyer's attempt to obtain a quote from a California certified DVBE (this information is required on the JUS 139 -- Purchasing Price Quotes). Additionally, all

competitively bid transactions above \$5,000 (\$50,000 for Non-IT) must include DVBE participation language in the Request for Quote (RFQ).

If there are no DVBE's that can provide a particular commodity or service, the DVBE Program Requirements and DVBE Incentive Waiver (OSPD-07-04) must be completed and submitted to the appropriate Purchasing Manager for approval prior to release of the solicitation.

To search for certified small/micro businesses and DVBE vendors or to verify whether a specific vendor is certified, Buyers will access the DGS website at <http://www.dgs.ca.gov/pd/Home.aspx>. Buyers will print a copy of the vendor's current certification and include it with the Purchase Order package for review and approval by Purchasing Managers.

Incentive

A DVBE incentive is a method that provides an advantage to certain bidders. The incentive is applied during the evaluation process for bids proposing participation of California certified DVBEs. The application of an incentive varies from that of a preference both in when it is incorporated into competitive solicitations and how incentive percentages are determined and calculated. The DVBE incentive applies to all competitive solicitations whenever the solicitation includes the DVBE Program Requirement.

B. Collaborative Efforts:

Due to the procurement centralization, the Non-IT and IT units, are able to maintain and share information of vendors certified as DVBE, SB/DVBE or MB/DVBE. Whenever possible the Buyers for the Department will seek a DVBE vendor to provide a quote. Buyers are also able to share this information with their assigned programs that participate in the Cal-Card Program to use SB/DVBE whenever possible along with the DOJ Cal-Card Coordinator providing training and encouraging Cal-Card holders to use SB/DVBE vendors whenever possible.

C. Contracting Practices:

DOJ buyers will solicit DVBE participation, depending upon the type of advertisement (services or tangible items).

IV. PLANNING AND ADVOCACY:

The DOJ continues to improve participation in the DVBE program and meet participation goals to the fullest extent possible. To that end, the DOJ has designated three SB/DVBE Advocates to work closely with the DGS Office of Small Business and DVBE Services, the Small Business Advisory Council and the Disabled Veteran Business Enterprise Advisory Council. The Advocates also work with the California DVBE Alliance, the Nonprofit Veteran Service Agency, and the vendor community to promote contracting opportunities for DVBEs to increase SB/MB and DVBE participation through education, awareness, focused procurement activities and outreach.

The DOJ SB/DVBE Advocates are available to assist SB and DVBE suppliers in doing business with the Department. The SB/DVBE advocates duties include, but are not limited to:

- Making information regarding pending solicitations available to, and consider offers from, California SB/DVBE suppliers capable of meeting the State's business need.
- Serving as liaison between the DOJ Accounting Unit and Vendors on payment issues.
- Maintaining a commonly purchased items list for all Buyers.
- Forwarding any and all SB/DVBE inquires to Buyers for consideration on future solicitations.
- Attending DGS workshops and meetings through webinar or in person.

V. MONITOR AND CONTINUOUSLY IMPROVE:

The Managers of each Contracts and Purchasing Unit are responsible for ensuring Buyers will adhere to State and Departmental contract and purchasing policies and procedures. Managers review and approve all documents prior to release to vendor.

Furthermore, where required goods and services are not unique or proprietary, such as paper or miscellaneous supplies, the Purchasing Managers are actively working with staff to seek SB/MB and/or DVBE vendors. However, since these types of purchases have decreased, the DOJ will strive to increase SB/MB and DVBE participation in other procurement areas when the opportunities arise. The DOJ provides training to employees involved in contracting and procurement activities and focuses on soliciting SB/MB and/or DVBEs whenever possible. DOJ also provides information to vendors interested in applying for SB/DVBE Certification.

