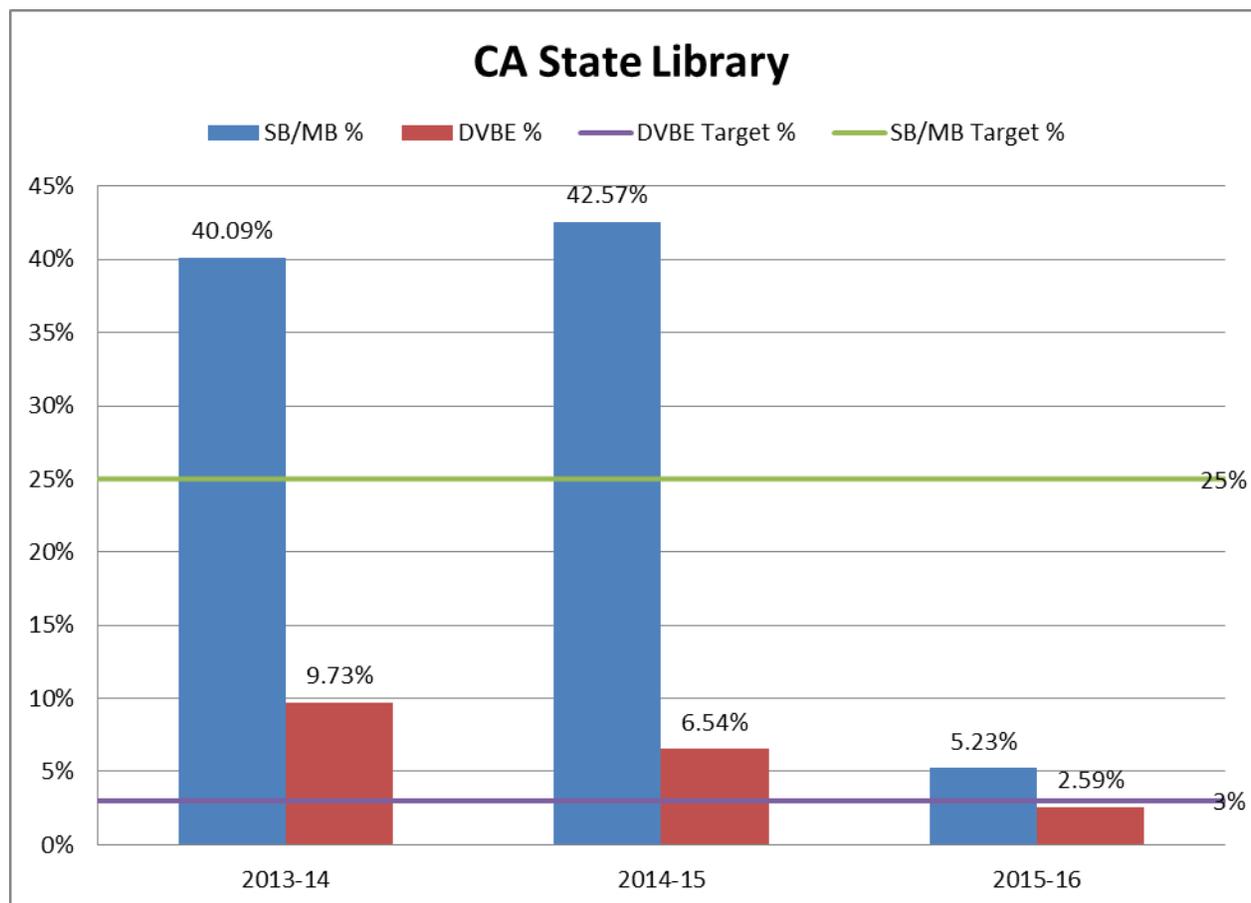


Library, California State			
Fiscal Year	Total Contract Dollars	DVBE Dollars	DVBE %
2013-14	2,267,469	220,676	9.73%
2014-15	2,148,636	140,555	6.54%
2015-16	2,260,039	58,617	2.59%

Library, California State			
Fiscal Year	Total Contract Dollars	SB/MB Dollars	SB/MB %
2013-14	2,267,469	908,997	40.09%
2014-15	2,148,636	914,752	42.57%
2015-16	2,260,039	118,192	5.23%



**Department of  
Small Business and Disabled Veteran Business Enterprise Participation  
Plan of Improvement for Fiscal Year**

**Prepared By:**

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>85</b>	<b>\$ 2,260,039.00</b>	<b>5.23</b>	<b>2.59</b>

**Other Contracts for FY**

FY	Total Number of Contracts	Total Contract Dollars Spent (Current FY)
<b>15/16</b>		
Multi-year Contracts (list the year and how much the department spent for this FY).	<b>7</b>	<b>\$ 364,292.00</b>
Statutorily Exempt PCC§ 10335.5; Rev & Tax Code § 2211; GC § 4525; PCC § 10371 et. al, and others listed in SCM I		
DGS Mandatory Contracts		
DGS Leveraged Procurements, MSA, CMAS, WSCA/NASPO and LPAs	<b>2</b>	<b>\$139,632.00</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	<b>5</b>	<b>\$453,337.00</b>

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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 CSL's efforts and commitment to use SB/MB/DVBE vendors have not declined in the least in 2015-16, the types of procurements needed in 2015-16 to meet the State Library's mission did not lend itself to utilizing 25% SB vendors. The SB participation has more to do with the types of procurements needed and availability of SB vendors than it has to do with our efforts. For example, a large contract worth \$1,000,000 (Cengage) went through the NCB

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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?

The California State Library procurement staff and SB Advocate actively promote the use of SBs in purchasing and contracting activities toward achieving a participation goal of at least 25%. The policy also promotes DVBE participation in purchasing to achieve goal of 3%. This SB/DVBE First Policy has been in effect for over ten years.

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?

The SB/DVBE goals are monitored by the business services office and guidance is given to procurement liaisons throughout the department to try and achieve the SB/DVBE goals. There are plans to improve this process with Fiscal and to submit best practices to liaisons for the next fiscal year. The DVBE goals will be carefully monitored.

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.

For large purchases this option is always considered first but this fiscal year purchasing dollars were not available nor were there vendors to make this a viable option.

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?

CSL saves email solicitations from SB/DVBE vendors that frequently arrive and enter them into database for future use. CalEprocure is another mechanism to look for SB/DVBE's. Plan to query procurement liaisons for any SB/DVBE's that they may have discovered.

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.

Departmental policy is to look at SB/DVBE vendors first. The library has unique purchasing situations which does not always lend to SB/DVBE vendors so making this a requirement would be a hardship in the procurement process.

### **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?

Two of the four staff members of the Business Services Office (BSO) of the California State Library have primary responsibility for all purchasing and contracting activities for the Library. All BSO staff have a high commitment to meeting the 25% SB participation goal. The BSO staff communicates regularly with SB/DVBE vendors and routinely puts SB/DVBE

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.

Efforts to improve SB participation will include the following:

- Continue to inform administrative staff and managers of the importance of the SB program
- Continue to monitor new purchasing and contract requests and assist Library staff in

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):

Timothy Burkhart (916) 654-0158. Timothy.Burkhart@library.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.

<http://www.library.ca.gov/about/staff/dept/advocate.html>

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

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

CSL Advocate has attended by webinar.

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.

No.

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

When trade organizations or network groups that provide for library needs and offer SB/DVBE related products and/or services, CSL will subscribe to these networks.

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

Although the California State Library is committed to SB participation, the uniqueness of the Library's mission and the services that we are required to provide often do not allow for informal bidding with certified SB vendors. This is particularly true of certain publications which are available from only one source, proprietary software and programming services. ■

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.

No.

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

Contract and procurement staff will attend SB/DVBE outreach events in the Sacramento vicinity when staffing needs and time permits.

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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.

The Business Services Office will continue to guide and support procurement personnel to utilize SBs by using the Fair and Reasonable method and the SB/DVBE Option whenever possible. The Business Services Office staff will continue to remind procurement staff to use SBs (especially SBs which are also DVBEs) for all purchases. Staff are asked to utilize a

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.

CSL Business Services office will continue to actively pursue DVBE vendors to meet the 3% DVBE goal. The obstacles may be unique and large purchases which the library needs/requires which do not lend itself easily to SB/DVBE vendors.

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**V. Other comments/challenges**

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**VI. Contact Information**

Timothy Burkhart Contracts Officer (916) 654-0158. Timothy.Burkhart@library.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)