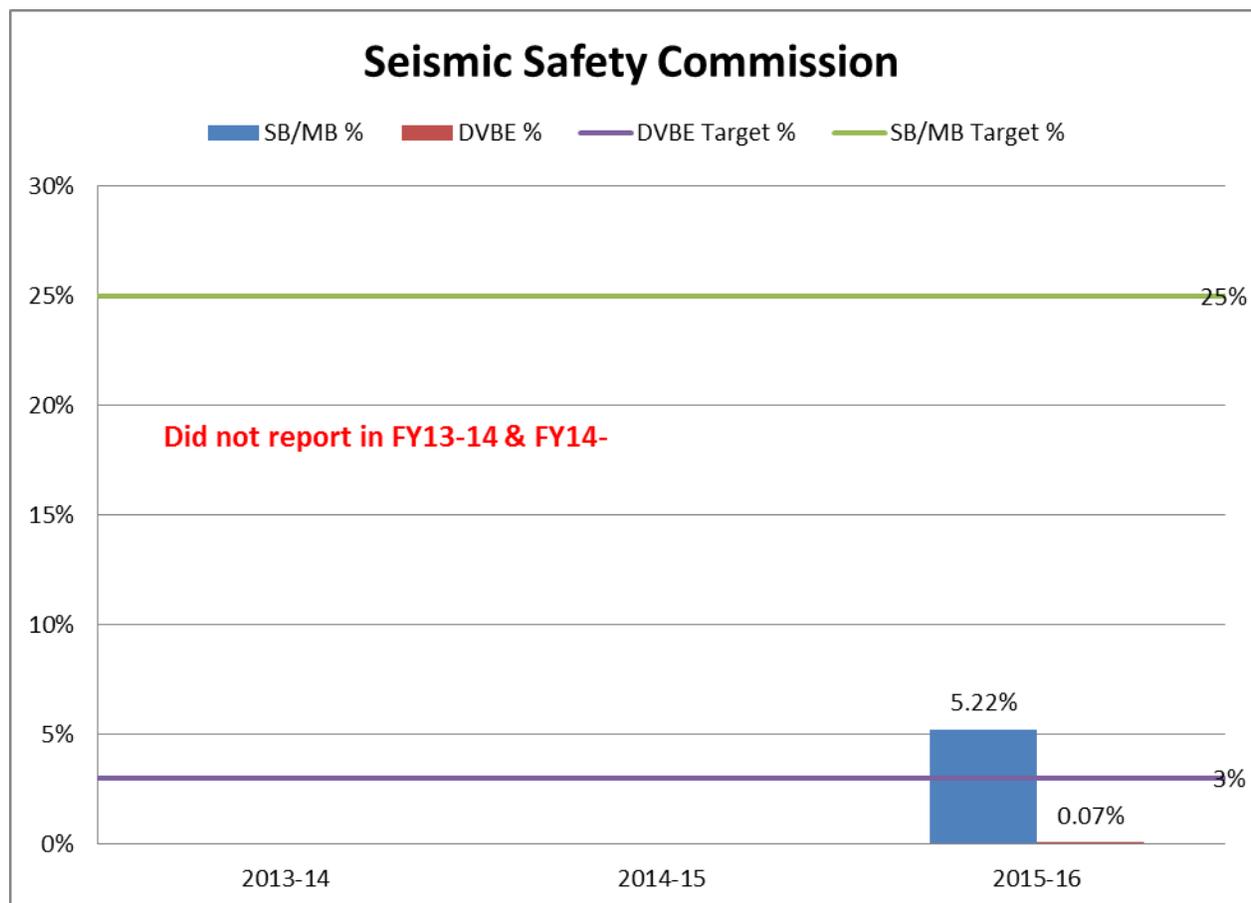


Seismic Safety Commission			
Fiscal Year	Total Contract Dollars	DVBE Dollars	DVBE %
2013-14	0	0	0.00%
2014-15	0	0	0.00%
2015-16	68,398	48	0.07%

Seismic Safety Commission			
Fiscal Year	Total Contract Dollars	SB/MB Dollars	SB/MB %
2013-14	0	0	0.00%
2014-15	0	0	0.00%
2015-16	68,398	3,569	5.22%



Department of

Small Business and Disabled Veteran Business Enterprise Participation

Plan of Improvement for Fiscal Year 2016/2017

Prepared By: Lena Daniel

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PROCUREMENT DIVISION
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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	17	\$ 23,598.00	5.15	0.07

Other Contracts for FY

FY 2015/2016	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).	15	
Statutorily Exempt PCC§ 10335.5; Rev & Tax Code § 2211; GC § 4525; PCC § 10371 et. al, and others listed in SCM I	13	
DGS Mandatory Contracts		
DGS Leveraged Procurements, MSA, CMAS, WSCA/NASPO and LPAs	2	\$300,000.00

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.

FY2015/2016	Total Number of Contracts	Total Contract Amount
Non-Reportable Contracts	13	\$550,231.00

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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.

The SSC spent \$30,000 in IT goods and services. Locating a technology services that were identified as SB/ MB and DVBEs that could properly serve the needs of the SSC proved unsuccessful. The SSC is composed of five people and does not have in house IT staff. It is imperative that the technology goals and accountability of the SSC are achieved while competitive prices are negotiated. #

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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?

The SSC does not currently have a SB/ DVBE First policy in place.

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

The SSC will be creating an SB/ DVBE First Policy using the Small business and DVBE Program Advocate Toolkit. Currently, the SSC is in the process of updating our internal tracking system for all contracts. Both the creation of the SB/ DVBE First Policy and the updated tracking system will assist the SSC in successfully achieving participation goals. #

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 SSC currently utilizes a database to keep track of all contracts. However, the data that is stored in this database is limited. Plans to update the database include adding controls that will allow staff members to instantly call upon the SSC's current participation levels with SB and DVBE prior to making a decision regarding contract awards. #

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.

The SSC does not contract for Public Works.

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

The SSC does not participate in public works contracts.

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

The SSC maintains records of SBs and DVBEs that it has contracted with in the past and tries to utilize these vendors when pricing makes it possible. Going forward the SSC will be requiring that the search mechanism on the DGS website is used prior to making contracting decisions. This search will assist the SSC in locating contractors that have been newly

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

The SSC plans to have this policy in place by November 1, 2016.

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 SSC currently requires bid proposals. The SSC receives no less than four quotes from contractors, two of which are required to be SB and DVBE certified.

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?

The SSC currently has a policy in place that requires 50% of all bids are from SB and DVBE certified entities. We plan to refine and improve upon this process by utilizing the DGS websites search engine for SB and DVBE businesses.

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.

The SSC buyers are currently on waiting lists for training with DGS University. Through communication with DGS staff the SSC is currently in the process of updating its training for buyers. The SSC is comprised of five staff members. Two of the staff members are active buyers. One of the positions is currently vacant. Once fully staffed the SSC will begin more

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):

The SSC does not currently have a SB/ DVBE Advocate but will be assigning this as a responsibility when fully staffed.

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.

The SSC plans to fill our current vacancy by October 1, 2016. The current vacant position will assume the responsibility of SB/ DVBE Advocate.

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.

The department does not currently list this information, but we will have it added once our vacancy is filled.

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

We plan to fill the SSC's vacancy by October 1, 2016 and will request that the website is updated by November 1, 2016.

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

Once our vacancy is filled, the new staff member will be assigned as the SB/ DVBE Advocate and will participate in the quarterly workshops.

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

As soon as the SSC's vacancy is filled the buyer will begin attending the workshops. We hope to fill the vacancy by October 1, 2016.

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.

As soon as the Commission fills its current vacancy, the newly onboarded staff member will be assigned duties as the SB/ DVBE Advocate and will utilize resources and reach out to DGS for training as to how best to subscribe/ solicit trade organizations or network groups for

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

IT projects pose the greatest challenge in locating qualified SB/ DVBE suppliers. The department will do due diligence to search for a SB/ DVBE suppliers that can hopefully offer prices that are comparable to what is currently be offered.

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.

The department will work with DGS to learn of statewide outreach events and will attend such events when it is possible.

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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 department is currently working on a detailed tracking system that will allow us to instantly recall the percentage of our SB/ DVBE contracts. this will assist us in more effectively managing our SB/ DVBE participation. we are also putting more detailed internal procedures into place for solicitation of goods and/ or services whenever possible.

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.

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V. Other comments/challenges

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VI. Contact Information

Lena Daniel, Administrativ Manager, Seismic Safety Commission, 916-263-5506,
edaniel@stateseseismic.com

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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)