



**II. Describe your department's 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**

SB/DVBE First Policy has proven to be an effective tool for many state departments in increasing and/or achieving their participation goals. Does your department have a SB/DVBE First Policy for contracting with SB/DVBEs?

If yes, how long has this policy been in place?

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

**b. Contracting Practices**

i. Please explain how your department monitors its SB and DVBE participation goals during the fiscal year. If your department lacks adequate SB/DVBE goal monitoring, how does it plan to improve the process?

ii. Does your department use the SB/DVBE Option for purchases under \$250,000? If so, please explain how the Option is utilized.

If no, please indicate how and when the department plans to use the Option.

**c. Outreach and Training**

i. What tools have your department used to reach out to the SB/DVBE community?

If there are none, how does the department plan to reach out?

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

If there is none, how does the department plan to educate its buyers?

- iii. What products and services present the greatest challenge in locating qualified SB/DVBE suppliers? How will the department improve the process of locating such suppliers?
  
- iv. Does your department participate in local or statewide outreach events in collaboration with DGS, when possible? If so, list the outreach events you attend each year.

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

#### **d. Data Analysis**

Please review your award data for any patterns/trends regarding the types of contracts you are executing to analyze opportunities for SBs/DVBEs, e.g. if there is a certain type of service that is procured often. Attach a separate document or provide data below:

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

- a. What additional plans or best practices can your department implement to improve its **SB** participation goal within the next quarter? Additionally, please list any obstacles your department foresees.
  
  
  
  
  
  
  
  
  
  
- b. What additional plans or best practices can your department implement to improve its **DVBE** participation goal within the next quarter? Additionally, please list any obstacles your department foresees.

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**IV. Please include recommendations that would be helpful to your department. How can DGS help?**

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**V. Report Coordinator Contact Information**

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

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**VI. Advocate Contact Information**

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Please sign and send your Improvement Plan(s) along with your Consolidated Annual Report by August 1 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 to: **OSDSReports@dgs.ca.gov** (preferred)

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Report Coordinator

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Advocate Signature

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Manager Signature

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Department Director Signature