

**SBC Ad Hoc Meeting April 13, 2016**  
**2016 Strategic Plan Recommendation #2**  
**Enforce Commercially Useful Function**

Please find the action items we agreed to carry out at today's Ad Hoc Committee meeting. Those items that refer to short term will be completed by the next general Council meeting of June 30, 2016. These "short term" action items do not require Council approval. We will be working closely with the Policy Branch to review the State Contracting Manual and California Procurements & Contract Academy training materials.

**1. Educate and increase awareness of CUF for businesses including certified firms and large businesses:**

- a.** OSDS will develop an e-blast "Alert" on CUF noting such things as the importance of CUF, legislation, penalties, etc. Prior to going out we will have the Ad Hoc Committee review and input. Audience is the SB/DVBE data base, and SB/DVBE Advocates, Contract/Procurement officials/buyers. **(short term)**
- b.** A similar "Alert" for prime contractors/large businesses and seek assistance from the Council members to share with their members and their organizations/trade groups, etc. This "Alert" would also be placed on our website. **(short term)**
- c.** OSDS will update the webpage with SB 1510 and potentially make the program abuse/sanctions/penalties more visible. **(short term)**
- d.** DGS Outreach will review their workshop PowerPoint presentations to SB/DVBEs and determine if the CUF subject point requires further discussion.
- e.** DGS will research the possibility of developing a tutorial webinar for Buyers as well as an informational piece for large businesses wanting to know more about the state's CUF guidelines.

**2. Training of state procurement officials/contract managers/buyers:**

- a.** DGS will enhance the SCM in the areas of CUF policy and potential violations of abuse.
- b.** Cal PCA will review the CUF training materials and CUF Contract Management responsibilities to enhance instruction, provide examples and

strongly encourage monitoring of CUF guidelines. The Ad Hoc members will solicit CUF examples for other members and provide DGS those examples to consider using as part of the training materials.

- c. DGS will review the Bidder’s Declaration form to consider highlighting CUF instructions, penalty of perjury or other areas of significance.

3. **Mid/long-term: DGS to develop a series of broadcasts addressing each of the 5 requirements of performing CUF along with examples for each of the requirements.** Audience: businesses and state procurement /contract managers/buyers.

4. **To explore in the future:** businesses signing a certification/acknowledgement of CUF requirements and penalties at a specified time in the procurement process.

**CUF Enforcement Work Plan  
SB Ad-Hoc Committee – DGS OSDS & Policy**

#	Task	Owner	Deliverable	Review level	Due Date	Notes/Status
<b>A. Educate businesses, certified and large</b>						
1.	Enhance Outreach PowerPoint with CUF info	OSDS Outreach	PowerPoint slide(s)	Angel C.	6/10/2016	OSDS to provide slide and notes to Outreach
2.	OSDS Webpage: Add SB1510; make Program Abuse info more visible	OSDS	Updated Webpage	Angel C.	6/17/2016	
3.	Increase awareness of <b>SB/DVBE</b> on CUF requirements and penalties for non-compliance	OSDS	E-Blast “Alert”	Jim B. SB Ad-hoc	6/30/2016	CC SB/DVBE advocates, buyers
4.	Increase awareness of <b>large firms</b> on CUF requirements and penalties for non-compliance	OSDS	E-Blast “Alert”	Jim B. SB Ad-hoc	6/30/2016	CC Buyers
5.	Develop CUF tutorial for businesses	OSDS CalPCA	TBD	Angel C. Jim B.	TBD	OSDS develops materials/scripts; CalPCA assists as SMEs
6.	Develop a series of broadcasts addressing each of the 5 CUF requirement individually	OSDS	Broadcast Bulletin(s)	Angel C. Ricardo M. Jim B. SB Ad-hoc	TBD	Anda: Propose one BB only, so the information is in one place.
<b>B. Train State procurement officials/contract managers/buyers</b>						
1.	Update SCM with CUF policy and penalties for non-compliance	OSDS Policy	Updated CUF SCM sections	Angel C. Ricardo M. Jim B.	TBD	OSDS to review CUF –related info in SCM Vol 1,2,3, F, provide revisions to Policy for vetting and update as necessary
2.	Enhance CUF training	CalPCA OSDS	Updated training materials	Ricardo M.	TBD	OSDS gathers field examples <sup>1</sup> , penalties; CalPCA adds penalties slide to CUF Workshop, BACT.
3.	Revise Bidder Declaration	OSDS Policy	Updated instructions	TBD	TBD	Add citation for penalties call CUF requirements out/highlight in the instructions
4.	Develop tutorial webinar for Buyers	OSDS CalPCA	TBD	Angel C. Jim B.	TBD	OSDS develops materials, CalPCA assists as SMEs with deliverable

**Future discussion item:** Business signing an acknowledgement of CUF requirements and penalties as part of the procurement process.

<sup>1</sup> SB Ad-Hoc to gather and provide examples of CUF violations to inform training materials/tutorials.